

Research Program

Funding Guidelines

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Version Control

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The Heart Foundation Research Program is governed by the Research Committee. This committee consists of eight eminent cardiovascular researchers with varying backgrounds, from across the country. The Research Committee guide the Research Program on the specific criteria required for each of our funding programs. The Research Committee oversees the management of the assessment process and review committees to ensure that the processes are managed fairly and transparently. All funding programs have been written with the advice of the Research Committee.

The Heart Foundation Research Funding Portfolio is managed by the Heart Foundation Research Program. As such, all communications relating to Heart Foundation funding programs or Heart Foundation funded research projects should be directed to the Heart Foundation Research Program.

Applicants requiring further assistance should direct enquiries to their Administering Institution's Research Administration Officer. Research Administration Officers can contact the Heart Foundation Research Office for further advice.

If there are any difficulties, issues or requests relating to Heart Foundation funding programs or Heart Foundation funded research projects please contact:

Email: research@heartfoundation.org.au

Phone: (03) 9321 1581



Throughout the guidelines look out for our learning icon for hints and tips.

1. Standards for Research

Conduct of Research and Clearance Requirements

The Heart Foundation is a funder of research and does not conduct the research. The Heart Foundation is strongly committed to the appropriate and humane treatment of animals in health and medical research and clearly reflect this position with all the researchers we fund.

Researchers seeking Heart Foundation funding are required to have the necessary ethical clearance from their administering institution before we consider funding their research.

In addition, the Heart Foundation requires adherence to the Australian Code for the Responsible Conduct of Research.

- Safeguarding the rights and welfare of human subjects involved in research and maintaining high standards for the humane treatment and welfare of animals used during the tenure of a Heart Foundation award is the responsibility of the awardee and of the institution in which the award is tenable.
- Research funded by the Heart Foundation shall be conducted under the [Australian Code for the Responsible Conduct of Research \(2018\)](#).
- Individuals, investigators, or research institutions associated with Heart Foundation awards shall abide by the current NHMRC Guidelines issued according to [Section 95 of the Privacy Act 1988](#).
- The ethics clearance required for the award, as outlined in the funding application, must be obtained, and maintained for the duration of the Project and copies of these clearances shall be provided to the Heart Foundation by request.
- Funding will not be released until all clearances have been received. It is the responsibility of the Administering Institute to maintain this information. If ethics have not been received, they must advise the Heart Foundation before funding being released.
- The Heart Foundation will conduct random quarterly ethic checks. This will involve contacting the administering institute of a funding project to check the status of the ethics.
- [NHMRC Statement on Ethical Conduct in Human Research](#)
National Health & Medical Research Council document allowing institutions to choose levels of ethical review, depending on the risks involved in research.
- [Human Research Ethics Policy \(Doc 194kb\)](#)
Outlines review process, membership and reporting requirements of our Human Research Ethics Committee and Institutional Research Review Committee.

Privacy Legislation

- Per the Privacy Amendment (Private Sector) Bill 2000, individuals, investigators, or research institutions associated with all awards shall abide by the NHMRC Guidelines Under [Section 95 of the Privacy Act 1988](#).
- All Peer Review applications will be treated confidentially and will only be viewed by assessors or interview committees.
- The Heart Foundation's [Privacy Notice](#) can be found on our website.

Confidentiality and Commercial-in-Confidence

All applications will be treated confidentially and will only be viewed by assessors, the review committees, and Heart Foundation Research Program staff.

The Heart Foundation acknowledges that some applications may have commercial outcomes and that in some instances commercially sensitive information may not be included in a funding application to protect the Intellectual Property (IP) of the project. However, applications must include sufficient information about the scientific rationale and principles underpinning the research for it to be vigorously peer-reviewed and assessed. As all applications are kept Commercial-In-Confidence, and the Heart Foundation adheres to the [Australian Code for the Responsible Conduct of Research](#), which protects any IP in the application, the provision of sufficient detail for peer review will not jeopardise their commercialisation potential.

2. Heart Foundation Self Service Portal

From 2022, most funding activities will be conducted via the Self-Service Portal (the portal). The portal has been in use since late 2018 for submission of applications and in 2022 this will extend into award management and peer review functions.



<https://portal.heartfoundation.org.au/>

Each funding program will be open for applications for four (4) weeks only. Extensions will only be granted in extreme circumstances, including but not limited to:

- Major Event - natural disasters or major pandemics
- Major illness
- Heart Foundation related IT disruptions causing the portal to be non-operational

Any request for an extension must be made by the administering institute.

For Applicants

- An applicant should only ever register one account to ensure that all data relating to any Heart Foundation funding ever received is store in the one locations.
- Passwords can be reset on the portal without contacting the Heart Foundation, however if you are still experiencing issues or your password reset has not arrived you should then contact the Heart Foundation Research Program team.
- If an applicant is having issues with logging into their account, they should contact the Heart Foundation Research Program for assistance. Creating a “new” account **is not the solution**.
- The applicant logging in and starting an application will be considered Chief Investigator A (CIA) and this must not be changed during the application process.
- When applying for funding:
 - always advise your Administering Institutes Research Office of your application as they are responsible for the endorsement of your application and can provide advice on applications.



Peer Review tip: Keep your answers succinct! Don't use your entire character limit just because you can, only write what you need to write.

- a maximum of three (3) images can be included in your application and they can only be added to your Research Plan and Figures.
- Too many graphics, or too much text must not be added as an image to avoid word limits.
- Images that do not meet these guidelines will be removed.

For Administering Institutes

- Each Administering Institute will have one main account with the Heart Foundation. Within this account there can be multiple contacts for Research Administration Officers (RAO) and other institute staff

- Passwords can be reset on the portal without contacting the Heart Foundation, however if you are still experiencing issues or your password reset has not arrived you should then contact the Heart Foundation Research Program team.
- If an institute is having issues with logging into their account/s, they should contact the Heart Foundation Research Program for assistance. Creating a “new” account **is not the solution**.
- .



Administering Institute: Institute classified by National Health & Medical Research Council (NHMRC) as an Administering Institution.

- It is the responsibility of the applicant and the Research Administration Officer (RAO) to ensure that an application is complete, accurate, and meets eligibility criteria.
- An application must be endorsed by the Administering Institution’s Research Office before it is regarded by the Heart Foundation as submitted. Endorsement **MUST** occur before the program closing time.

Submitting Applications

When applying for Heart Foundation funding, all applications must be submitted via the Heart Foundation Self Service Portal. An application is considered submitted once endorsed by the Administering Institution’s Research Office. This must occur by 5.00 pm on the due date. Applications that are late, or do not adhere to the instructions will not be considered further.



Closing Dates: Application closing dates/time are as per Melbourne time, please consider your time zones when submitting applications.

Once applications are submitted, the Heart Foundation will undertake eligibility checks. These test will include checks against individual program eligibility criteria and contacting referees and supervisors. An application will only be contact if there are any concerns with eligibility, otherwise the application should assume their application has progressed to review.

3. Eligibility

Funding Program Eligibility

- Heart Foundation funding is available to those completing research in Cardiovascular Research.
- Projects may be pursued as an investigation in Biomedical, Clinical, Public Health and Health Services research - if relevant to cardiovascular disease (CVD).
- The Heart Foundation requires that all Administering Institutes will have appropriate policies and procedures in place to deal with any allegations of research misconduct that may arise.
- The Administering Institution (or its affiliate) shall provide the facilities and services necessary for the efficient conduct of research during the term of the award.
- All applications must be submitted through the Heart Foundation’s Research Portal.
- Funding commencement dates can start from the January of the year following the application submission e.g., funding programs open in 2023, funding will not commence until 2024.
- The individuals, research groups or research institutions associated with a Heart Foundation grant or award shall not accept any money by way of research grants, consultancies or sponsorships from the tobacco industry or persons connected with the tobacco industry. This includes direct funding, as well as advertising, sponsorship, gifts or loan of goods or services, or funding by any other means.
 - *Tobacco Industry means any organisation or individual involved in the growth, preparation for sale, sale, shipping, advertising and distribution of tobacco and tobacco-related products, including but not limited to cigarettes, cigars, loose tobacco, and e-cigarettes.*
- Employees of the Heart Foundation are not eligible to apply for funding



Program Eligibility: Each funding program has its own list of eligibility criteria. These are listed on the preceding pages.

Career Disruptions and Relative to Opportunity

We recognise not all research careers are the same. When assessing applications, our reviewers will consider both career disruptions and relative to opportunity when assessing track record.

Career Disruption includes major illness, and/or carer responsibilities including parental leave.

Career Disruption is not:

- absence from work of less than 28 calendar days.
- employment outside the research sector including time spent working in industry;
- clinical, administrative, or teaching workload;
- relocation of laboratory or clinical practice setting
- other similar circumstances that impact research productivity

When providing details of relative to opportunity, an applicant can provide detail as to any positive or negative opportunity which has impacted their career. This may include, key appointments, career disruption, and/or their active time in cardiovascular research.

Holding multiple Fellowships or Scholarships

An applicant may not concurrently hold more than one fellowship or scholarship. Funding where there is a provision for stipend/salary, may be consider a fellowship or scholarship.

The Heart Foundation does not currently have any agreements in place to partner with third-party funding providers.

Should an applicant be successful with applications to both the Heart Foundation Future Leader Fellowship program and a third-party funding program, the applicant will need to choose their funding provider. If the third party is chosen, the Heart Foundation may consider offering an Honorary Fellowship.

Major Events

The Heart Foundation acknowledges the impact of major national and world-wide events that could disrupt the way we work. The Heart Foundation will consider the impact of major event such as natural disasters or world-wide pandemics, as they occur and depending on the impact, they are having on the health and medical research sector, including the ability of researchers to submit applications and undertake research. In some cases, application closing dates may be extended or project extensions or leave of absences may be granted approved.

When you are completing applications, you could consider these impacts in the relative to opportunity questions. This information will be considered against you, or your teams track record in the assessment of your application.



Relative to opportunity: Any disruptions to careers and research projects relating to COVID-19 can be describe in the relative to opportunity question included in all funding program applications.

4. Consumers in Research

The Heart Foundation embraces the view that greater consumer involvement allows health-services professionals to plan more confidently, develop more robust policies, and deliver health care services more effectively.

Our research efforts find their fullest expression in the advancement of health care for all Australians, and only with the participation of consumers can we ensure that both the questions we ask and the answers we pursue are rooted in the most beneficial context possible. For us, involving consumers throughout the research process is a critical component of the research process itself.

The research team has created a [Consumer Guide for Researchers](#) which covers involving consumers in your research:

- elements of consumer involvement
- why is consumer involvement so crucial?
- levels of consumer involvement
- considerations for researchers
- best practices for consumer involvement
- research Cycle



Have you considered the cost of consumer involvement? This could be added to your project support budget under personnel costs.

Check with the research office at your administering institutes to see if your institute has consumer groups that you could reach out to.

Co-design and consultation from the planning stages is always the best option for consumer engagement. However, if you are successful in securing funding with the Heart Foundation, we can assist you in the promotion of recruitment of consumer role.

5. Future Leader Fellowship

The Future Leader Fellowship funding program supports the best and brightest in cardiovascular research. It supports aspiring leaders who are developing independence and developing their own research portfolio, through to established leaders of cardiovascular research groups with extensive research portfolios.

Eligibility

For applicants to be considered for funding, they must meet the following eligibility criteria:

- The applicant will be considered the Chief Investigator A (CIA) on this project.
- CIA must be an Australian or New Zealand citizen, an Australian permanent resident or have applied for Australian permanent residency at the time of the application
- CIA must be involved in Cardiovascular Research
- CIA must be from an NHMRC administering institution
- CIA must also be based in Australia for at least 80% of the funding period
- Applicants are expected to have spent at least two years actively contributing to cardiovascular research.
- Applicants may choose to apply to one of three levels:
 - **Level 1** applicants to be a minimum three years and less than seven years post PhD (relative to opportunity) prior to the application closing date
 - **Level 2** applicants to be a minimum seven years and less than ten years post PhD (relative to opportunity) prior to the application closing date
 - **Level 3** applicants to be a minimum ten years and less than fifteen years post PhD (relative to opportunity) prior to the application closing date
 - Applicants should refer to the Indicative Criteria for the expectation of performance at each of the levels.
 - Applicants may apply to progress through the Future Leader levels; however, they cannot receive the same level twice.
 - Applicants may apply at a level higher than they are eligible for based on the number of years since their PhD confirmation, however, applications will only be considered in the requested category.
 - Applicants may apply in a level lower than they are eligible for if they can demonstrate that their 'effective' number of years since the date that their PhD thesis was passed falls within the eligibility range, once Career Disruption (detailed in question 'Relative to Opportunity') is considered. For information on career disruptions please review the funding guidelines.
 - Applicants may apply to undertake the Fellowship between 0.6 FTE to 1.0 FTE
- Applicants may only apply within one Heart Foundation Fellowship category or type (including the Heart Foundation Postdoctoral Fellowships) in any year. Should an applicant apply within multiple Fellowship categories or types, all applications from that candidate will be removed from further consideration.
- An applicant may not concurrently hold more than one Fellowship. To clarify this
 - An NHMRC Investigator Grant is considered a fellowship due to the stipend component.
 - The Heart Foundation does not partner fund Future Leader Fellowship
 - Should an applicant be successful with applications to both the Heart Foundation Future Leader Fellowship program and a third-party funding program, the applicant

will need to choose their funding provider. If the third party is chosen, the Heart Foundation may consider offering an Honorary Fellowship.

Future Leader Fellowships are funded for four years at 1.0 FTE (minimum of 0.6 FTE pro-rata) with both stipend and project support:

	Level 1	Level 2	Level 3
Project support	\$40,000 p.a.	\$50,000 p.a.	\$50,000 p.a.
Stipend – Year 1	\$90,000	\$110,000	\$120,000
Stipend – Year 2	\$91,500	\$112,000	\$122,000
Stipend – Year 3	\$93,000	\$114,000	\$124,000
Stipend – Year 4	\$94,500	\$116,000	\$126,000



Publications: In 2022, the Heart Foundation has adopted the NHMRC’s new policy on publications for track record. An applicant will be able to select up to ten of their most impactful publications from the past ten years (taking into consideration career disruptions).

Specific Considerations

If successful in obtaining funding, please note the special considerations set out in Annexure B of the Funding Agreement. These are to be considered in conjunction with the terms and conditions set out within the Heart Foundation Funding Agreement (see [attachment 1](#)).

- Awardees shall spend a minimum of 80% of their FTE time on research.
- Awardees are expected to devote the FTE specified in application Award Plan to the Award Activity, which must not be less than 0.6 FTE.
- Participation in teaching and attendance at advanced courses relevant to the Award Activity may be permitted by the Heart Foundation if participation occupies only a small proportion of Awardees’ FTE.
- The private practice of medicine and routine clinical or administrative duties are not compatible with the fellowship. Full-time Awardees may spend no more than 20% of their FTE performing routine clinical duties or teaching.
- The awardee may not concurrently hold more than one Fellowship. For the avoidance of doubt, an award partner/co-funded by the Heart Foundation with another organisation is considered one award.
- Awardees may not receive regular remuneration or grants that contain additional salary support in addition to the fellowship award except with prior approval from the Heart Foundation.
- An Awardee proposing to accept a substantive paid appointment will normally be required to relinquish the Award. In such cases, the Awardee shall advise the Heart Foundation in writing and in advance.
- The Administering Institution shall not, as a condition of administering this Award, require Awardees to undertake unpaid work in addition to that specified in the Award Plan.
- Full-time Awardees may apply to reduce their FTE for personal reasons such as carer responsibilities, but not for vocational reasons such as wishing to work part-time. Applications

to reduce a full-time Award will be assessed on a case-by-case basis. If approved, the award will be extended pro-rata to account for the change in FTE.

- The Heart Foundation is to be notified immediately if the Awardee’s employment circumstances change during the tenure of an Award, particularly when the ability of the Awardee to undertake the Award Activities may be affected by the change in circumstances. The notification will need to detail any financial and/or administrative implications for the Awardee, and implications of the change on their ability to undertake the roles and responsibilities associated with the Award.

Indicative Criteria

Throughout all stages of the peer review process, assessment should be based on the below **Indicative Criteria** for a Future Leader Fellow relative to opportunity.

	FLF: Level 1 <i>3 years and less than 7 years post PhD</i> <i>Relative to opportunity</i>	FLF: Level 2 <i>7 years and less than 10 years post PhD</i> <i>Relative to opportunity</i>	FLF: Level 3 <i>10 years and less than 15 years post PhD</i> <i>Relative to opportunity</i>
Leadership, mentoring and training	<ul style="list-style-type: none"> beginning to gain recognition for their expertise in their research area demonstrate commitment to cardiovascular research. original contribution(s) in their field of expertise ability to contribute to the conception of research projects works within a larger team under the mentorship of more senior researchers. limited but developing supervision of research staff and Honours and PhD students beginning to build their team 	<ul style="list-style-type: none"> recognised for their expertise in their research demonstrate commitment to cardiovascular research. leading own research projects original contributions of influence in their field of expertise ability to contribute to the conception and direction of research projects, while developing independence works within a larger team under the mentorship of more senior researchers. supervise PhD students experience in supervising a small research team building a team and mentoring ECRs / MCRs 	<ul style="list-style-type: none"> recognised as a national authority in their research area demonstrate commitment to cardiovascular research. original contributions that are of major benefit to health and medical research, the health system, economy and/or the health of the population independently leading and directing research projects have establishing a team that is achieving independent outcomes supervise PhD students supervision, mentoring and promotion of early and mid-career researchers demonstrated success as a mentor of emerging and future leaders
Publication Record	<ul style="list-style-type: none"> producing quality cited publications in high-ranking journals with the majority as cardiovascular research publications producing medium to high impact publications 	<ul style="list-style-type: none"> establishing a strong track record in their field through highly cited publications in high-ranking journals with the majority cardiovascular producing several publications as first 	<ul style="list-style-type: none"> high publication output to a level eligible to lead Category 1 grants high impact publications with the majority cardiovascular producing a considerable number of

	<ul style="list-style-type: none"> producing several publications as first author 	<p>author but also moving to last author position</p> <ul style="list-style-type: none"> input into reports to government and/or other organisations input into translational documents such as guidelines. 	<p>publications as last author</p> <ul style="list-style-type: none"> may be producing reports to government and/or other organisations may be producing translational documents such as guidelines.
Presentation Record	<ul style="list-style-type: none"> Successful abstract and poster invitations to present at national or international conferences 	<ul style="list-style-type: none"> Invited presentations and invitations to present at national or international conferences, including invited presentations 	<ul style="list-style-type: none"> Keynote invitations and Orations to present at national or international conferences, including several invited presentations
Grant Record	<ul style="list-style-type: none"> CI on successful applications to national and/or international competitive funding schemes or CIA on local grants 	<ul style="list-style-type: none"> CIA on successful applications to national and/or international competitive funding scheme 	<ul style="list-style-type: none"> CIA on successful applications to national and/or international competitive funding schemes
Scientific Community Contribution	<ul style="list-style-type: none"> scientific contributions within their region, state, or territory (e.g., community leadership, state level contribution to a professional society) contributions within their department, centre, institution, or organisation e.g., organising journal clubs, seminar series etc. 	<ul style="list-style-type: none"> national contributions to their scientific discipline (e.g., public advocacy, community leadership, peer review and professional societies) contributions within their department, centre, institution, or organisation e.g., organising journal clubs, seminar series etc. 	<ul style="list-style-type: none"> national contributions to their scientific discipline (e.g., public advocacy, peer review, research advisory boards or professional societies) contribution(s) within their department, centre, institute, or organisation that extend beyond their research e.g., membership of regulatory or management committees
Heart Foundation	<ul style="list-style-type: none"> willingness to participate in Heart Foundation and Alumni activities and peer review activities commensurate to their level 	<ul style="list-style-type: none"> active member of the Heart Foundation Alumni, participating in activities and events, and participation in peer review committees 	<ul style="list-style-type: none"> active member of the Heart Foundation Alumni, participating in activities and events, and participation in peer review (Chairing / Co-chairing panels) committees media presentations

The **research proposal** would:

- be of outstanding design with negligible weakness
- be feasible and almost certain to be achieved within the term of the Fellowship
- make an outstanding case for the research to be important in addressing a cardiovascular health issue
- integrated translational outcomes

The **environment**:

- is **very well matched** to the applicant's proposed project
- includes **remarkably high quality** administrative and technical support systems for the applicant,
- offers outstanding collaborative and mentoring opportunities for the applicant,
- offers outstanding potential for team building for the applicant

Application Assessment

Stage 1: Leadership Potential

Each application will be reviewed by five peer reviewers.

Not all research careers are the same and as such reviewers must consider both career disruptions and relative to opportunity when assessing track record. Whilst this program is called Future Leaders, it is important to note that applicants may already be seen as leaders in their field, no matter the level they are applying for. Review should keep bias out of assessment, using only the criteria guides provided.

ASSESSMENT CRITERIA

Executive Summary: Leadership

This is the only assessment criteria in the first stage of review

Heart Foundation fellows are expected to be the best and brightest in research. Due to the volume of applications received, stage one is where applications are culled by viewing only the executive summary. In this summary applicants are expected to provide a concise overview of the trajectory of their career, leadership, and proposed project. This overview should give reviewers a full understanding of their leadership potential and/or experience and how that experience will achieve the proposed project. Meaning, do they have the skill base, support, environment, and team to achieve their proposed project.

Reviewers should refer to indicative criteria as well as the following questions when assessing this criterion:

- i. Justification
- ii. Career Disruptions – if applicable
- iii. Relative to Opportunity – if applicable
- iv. Referees
- v. Leadership Summary
- vi. Post-Fellowship plans
- vii. Research Team
- viii. Research Environment
- ix. Project Overview

Stage 2: Detailed review of the full application

Each application will be reviewed by five peer reviewers and two consumer reviewers.

ASSESSMENT CRITERIA

Person: Track Record

Accounts for 50% of score

Heart Foundation fellows are expected to be the best and brightest in research. To assess the career of a researcher we look at what they have achieved to date in their career, taking into consideration any career disruptions. Meaning that a person who is 5 years post-PhD but has had a 1-year career disruption, would be assessed as a 4-year post-PhD candidate.

In relation to track record, the applicant should include their most impactful, high-quality published journal articles, presentations, awards and demonstrate their ability to attract funding.

Reviewers should also consider where this piece of research will take the applicant in their career and what their post fellowship career plans are.

As this fellowship is about leadership, it is important that the applicant can demonstrate their ability to work in and/or establish a competitive research team, along with how the applicant plans to continue to build their teams capacity.

A high scoring applicant will be able to show the impact of their career to date, have a clear career path planned and clearly articulate their ability to develop their team.

Reviewers will refer to the following application questions when assessing this criterion:

- i. Justification
- ii. Career Disruptions – if applicable
- iii. Relative to Opportunity – if applicable
- iv. Leadership Summary
- v. Post Fellowship plans
- vi. Research Team
- vii. Track Record – Applicant Work History
- viii. Track Record – Qualification
- ix. Track Record – Publications
- x. Track Record – Presentations
- xi. Track Record – Awards
- xii. Track Record – Grant Record
- xiii. Training Contribution
- xiv. Scientific Community Contribution

Project: Quality and Feasibility of Research Proposal

Accounts for 25% of the score

The Heart Foundation is looking to invest in cardiovascular research projects, where the application is well written, clear, and concise, the methodology is logical and well explained, the budget is well justified, and the expected outcomes are realistic and impactful.

Reviewers will assess the quality of the environment where the research will be undertaken, the quality of the project and how achievable it is in the prescribed timeframe. The applicant must be able to show how they will deliver this project with the budget provided, it should be feasible and almost certain to be achieved within the term of the grant. If the project is beyond the scope of funding, are they able to identify other funding streams that will support the work. It should be noted that the Heart Foundation may not be able to support annual project support requests outside the program's defined annual values.

Whilst previous Heart Foundation funding is not required to progress through fellowship levels, consideration may be given where it is clearly articulated that this proposed project builds upon a previous project where important cardiovascular impacts were made.

The research environment should be very well matched with the applicant's proposed project and include remarkably high quality administrative and technical support systems for the project.

A high scoring application will provide a clear and concise design with negligible weakness and make an outstanding case that the project is fresh, innovative, and most importantly addressing a gap or major issue in cardiovascular health.

Reviewers will refer to the following application questions when assessing this criterion:

- i. Research Environment
- ii. Project Overview (consumer only)
- iii. Research Plan and Figures – Background (peer only)

- iv. Research Plan and Figures – Method (peer only)
- v. Research Plan and Figures – Project Milestones (peer only)
- vi. Research Plan and Figures – Expected Outcomes
- vii. Research Plan and Figures – References (peer only)
- viii. Budget Allocation (peer only)
- ix. Previous Funding
- x. Leveraging Funding

Significance and Potential Impact of the research

Accounts for 25% of the score

The Heart Foundation is looking to invest in high impact cardiovascular research, research that is likely to see results and provide significant change.

Consumer and health equity requirements have been introduced into applications in the past couple of years as our end users of research should always be considered the first step to the end step. We are looking to invest in research that considers these users.

Reviewers should consider what a consumer is when assessing applications - patients, doctors, nurses, carers, or the public – to understand that all proposals can and should address consumer engagement in a meaningful way and not tokenistic.

It is important to note that not all proposals will be able to address all health equity areas, what is important is how they explain why or why not they are addressing these areas. Not applicable is not a suitable answer, especially in areas like biomedical, where we want to see researchers considering the holistic journey of their research.

The proposal should demonstrate how the applicant plans to integrate translational outcomes, what happens once they have completed this funding, how is it disseminated to consumers or the end user, and how it leads to widespread improvements in cardiovascular health practices.

Reviewers will refer to the following application questions when assessing this criterion:

- i. Consumer Engagement
- ii. Promoting Health Equity – Socioeconomically Disadvantaged
- iii. Promoting Health Equity – Regional, Rural, and Remote
- iv. Promoting Health Equity – Culturally and Linguistically Diverse
- v. Promoting Health Equity – Aboriginal and Torres Strait Islander People
- vi. Promoting Health Equity – Gender
- vii. Translation and Dissemination

Stage 3: The Interview

Applicants who have progressed to Stage 3 will be interviewed by the peer review committee with three members of the consumer committee in attendance.

Interviews will be held over two days via a video platform, on Monday 4 & Tuesday 5 September 2023.

INTERVIEW STRUCTURE

- Applicants will give an overview of their application
- The Primary Spokesperson will ask three standard questions and two exploratory questions
- the interview will be open to the committee to ask an additional 2 questions

Three Standard Interview Questions

To be advised to applicants prior to interviews

People***Accounts for 70% of score***

Heart Foundation fellows are expected to be the best and brightest in research. Within the interview, the applicant should be able to answer all questions in a concise and informative manner.

Within their answers, there should be a focus on their ability as a leader in their field and how they can leverage that role to build their team through mentoring and training. The applicant should be able to talk to their track record achievements as well as their contribution to the cardiovascular/scientific community.

Project***Accounts for 30% of score***

The Heart Foundation is looking to invest in high impact cardiovascular research projects. In the interview, the applicant should be able to express an ingrained knowledge of their project and the impact they hope to achieve. Not only should they be able to discuss their methodology but also demonstrate how the applicant plans to integrate translational outcomes, what happens once they have completed this funding, how is it disseminated to consumers or the end user, and how it leads to widespread improvements in cardiovascular health practices.

6. Postdoctoral Fellowship

The program is aimed at early career researchers and seeks to identify the strongest emerging Australian talent who have just completed or nearing completion of their postdoctoral studies (PhD). The successful Postdoctoral Fellow will have a demonstrated strong track record during their PhD and be working towards gaining recognition for their expertise in their research area.

Eligibility

For applicants to be considered for funding, they must meet the following eligibility criteria:

- The applicant will be considered the Chief Investigator A (CIA) on this project.
- CIA must be an Australian or New Zealand citizen, an Australian permanent resident or have applied for Australian permanent residency at the time of the application
- CIA must be involved in Cardiovascular Research
- CIA must be from an NHMRC administering institution
- CIA must also be based in Australia for at least 80% of the funding period
- CIA must be no more than 3 years post PhD prior to the application closing date
- CIA must be awarded their PhD by the time their funding commences
- Applicants may apply to undertake the Fellowship between 0.6 FTE to 1.0 FTE

Postdoctoral Fellowships are funded for two years at 1.0 FTE (minimum of 0.6 FTE pro-rata):

Stipend – Year 1	\$75,000
Stipend – Year 2	\$76,200



Publications: In 2022, the Heart Foundation has adopted the NHMRC's new policy on publications for track record. An applicant will be able to select up to ten of their most impactful publications from the past ten years (taking into consideration career disruptions).

Specific Considerations

If successful in obtaining funding, please note the special considerations set out in Annexure B of the Funding Agreement. These are to be considered in conjunction with the terms and conditions set out within the Heart Foundation Funding Agreement (see [attachment 1](#)).

- Awardees shall spend a minimum of 80% of their FTE time on research.
- Awardees are expected to devote the FTE specified in application Award Plan to the Award Activity, which must not be less than 0.6 FTE.
- Participation in teaching and attendance at advanced courses relevant to the Award Activity may be permitted by the Heart Foundation if participation occupies only a small proportion of Awardees' FTE.
- The private practice of medicine and routine clinical or administrative duties are not compatible with the fellowship. Full-time Awardees may spend no more than 20% of their FTE performing routine clinical duties or teaching.
- The awardee may not concurrently hold more than one Fellowship. For the avoidance of doubt, an award partner/co-funded by the Heart Foundation with another organisation is considered one award.

- Awardees may not receive regular remuneration or grants that contain additional salary support in addition to the fellowship award except with prior approval from the Heart Foundation.
- An Awardee proposing to accept a substantive paid appointment will normally be required to relinquish the Award. In such cases, the Awardee shall advise the Heart Foundation in writing and in advance.
- The Administering Institution shall not, as a condition of administering this Award, require Awardees to undertake unpaid work in addition to that specified in the Award Plan.
- Full-time Awardees may apply to reduce their FTE for personal reasons such as carer responsibilities, but not for vocational reasons such as wishing to work part-time. Applications to reduce a full-time Award will be assessed on a case-by-case basis. If approved, the award will be extended pro-rata to account for the change in FTE.
- The Heart Foundation is to be notified immediately if the Awardee's employment circumstances change during the tenure of an Award, particularly when the ability of the Awardee to undertake the Award Activities may be affected by the change in circumstances. The notification will need to detail any financial and/or administrative implications for the Awardee, and implications of the change on their ability to undertake the roles and responsibilities associated with the Award.

Application Assessment

Stage 1: Fellowship Potential

Each application will be reviewed by five peer reviewers.

Not all research careers are the same and as such reviewers must consider both career disruptions and relative to opportunity when assessing track record. Review should keep bias out of assessment, using only the criteria guides provided.

ASSESSMENT CRITERIA

Executive Summary: Fellowship Potential

This is the only assessment criterion in the first stage of review

Heart Foundation fellows are expected to be the best and brightest in research. Due to the volume of applications received, stage one is where applications are culled by viewing only the executive summary. In this summary applicants are expected to provide a concise overview of the trajectory of their career, and proposed project. This overview should give reviewers a full understanding of their fellowship potential and/or experience and how that experience will achieve the proposed project. Meaning, do they have the skill base, support, and environment to achieve their proposed project.

Reviewers should refer to indicative criteria as well as the following questions when assessing this criterion:

- i. Career Disruptions – if applicable
- ii. Relative to Opportunity – if applicable
- iii. Referees
- iv. Supervisors
- v. Career Summary
- vi. Post-Fellowship plans
- vii. Research Environment
- viii. Project Overview

Stage 2: Detailed review of the full application

Each application will be reviewed by five peer reviewers and two consumer reviewers.

ASSESSMENT CRITERIA

Person: Track Record

Accounts for 50% of the score

Heart Foundation fellows are expected to be the best and brightest in research. To assess the career of a researcher we look at what they have achieved to date in their career, taking into consideration any career disruptions. Meaning that a person who is 3 years post-PhD but has had a 1-year career disruption, would be assessed as a 2-year post-PhD candidate.

In relation to track record, the applicant should include their most impactful, high-quality published journal articles, presentations, awards and demonstrate their ability to attract funding.

Reviewers should also consider where this piece of research will take the applicant in their career and what their post fellowship career plans are.

As this fellowship is about setting the foundations for a career and becoming a leader, it is important that the applicant can demonstrate their ability to work in a competitive research team, along with how the applicant plans to continue to build their teams capacity.

A high scoring applicant will be able to show the impact of their career to date, have a clear career path planned and clearly articulate their ability to develop their team.

Reviewers will refer to the following application questions when assessing this criterion:

- i. Justification
- ii. Career Disruptions – if applicable (peer only)
- iii. Relative to Opportunity – if applicable
- iv. Leadership Summary
- v. Post Fellowship plans
- vi. Research Team
- vii. Track Record – Applicant Work History (peer only)
- viii. Track Record – Qualification (peer only)
- ix. Track Record – Publications (peer only)
- x. Track Record – Presentations (peer only)
- xi. Track Record – Awards (peer only)
- xii. Track Record – Grant Record (peer only)
- xiii. Training Contribution
- xiv. Scientific Community Contribution

Project: Quality and Feasibility of Research Proposal

Accounts for 25% of the score

The Heart Foundation is looking to invest in cardiovascular research projects, where the application is well written, clear, and concise, the methodology is logical and well explained, the budget is well justified, and the expected outcomes are realistic and impactful.

Reviewers will assess the quality of the environment where the research will be undertaken, the quality of the project and how achievable it is in the prescribed timeframe. The applicant must be able to show how they will deliver this project with the budget provided, it should be feasible and almost certain to be achieved within the term of the grant. If the project is beyond the scoping of funding, are they able to identify other funding streams that will support the work. It should be noted

that the Heart Foundation may not be able to support annual project support requests outside the program's defined annual values.

Whilst previous Heart Foundation funding is not required to progress through fellowship levels, consideration may be given where it is clearly articulated that this proposed project builds upon a previous project where important cardiovascular impacts were made.

The research environment should be very well matched with the applicant's proposed project and include remarkably high quality administrative and technical support systems for the project.

A high scoring application will provide a clear and concise design with negligible weakness and make an outstanding case that the project is fresh, innovative, and most importantly addressing a gap or major issue in cardiovascular health.

Reviewers will refer to the following application questions when assessing this criterion:

- i. Research Environment
- ii. Project Overview (consumer only)
- iii. Impact Statement (consumer only)
- iv. Research Plan and Figures – Background (peer only)
- v. Research Plan and Figures – Method (peer only)
- vi. Research Plan and Figures – Project Milestones (peer only)
- vii. Research Plan and Figures – Expected Outcomes
- viii. Research Plan and Figures – References (peer only)
- ix. Budget Allocation (peer only)
- x. Previous Funding
- xi. Leveraging Funding

Significance and Potential Impact of the research

Accounts for 25% of the score

The Heart Foundation is looking to invest in high-impact cardiovascular research, research that is likely to see results and provide significant change.

Consumer and health equity requirements have been introduced into applications in the past couple of years as our end users of research should always be considered the first step to the end step. We are looking to invest in research that considers these users.

Reviewers should consider what a consumer is when assessing applications - patients, doctors, nurses, carers, or the public – to understand that all proposals can and should address consumer engagement in a meaningful way and not tokenistic.

It is important to note that not all proposals will be able to address all health equity areas, what is important is how they explain why or why not they are addressing these areas. Not applicable is not a suitable answer, especially in areas like biomedical, where we want to see researchers considering the holistic journey of their research.

The proposal should demonstrate how the applicant plans to integrate translational outcomes, what happens once they have completed this funding, how is it disseminated to consumers or the end user, and how it leads to widespread improvements in cardiovascular health practices.

Reviewers will refer to the following application questions when assessing this criterion:

- i. Consumer Engagement
- ii. Promoting Health Equity – Socioeconomically Disadvantaged
- iii. Promoting Health Equity – Regional, Rural, and Remote
- iv. Promoting Health Equity – Culturally and Linguistically Diverse
- v. Promoting Health Equity – Aboriginal and Torres Strait Islander People

- vi. Promoting Health Equity – Gender
- vii. Translation and Dissemination

7. Scholarship

This Scholarship provides funding to support successful applicants to attain a research-based postgraduate degree (Doctor of Philosophy or Master's Degree by Research). It will support outstanding graduates early in their careers so they can be trained to conduct cardiovascular health and medical research that is internationally competitive.

Eligibility

Applicants who wish to be considered for funding by this Award must meet the following eligibility criteria:

- The applicant will be considered the Chief Investigator A (CIA) on this project.
- CIA must be an Australian or New Zealand citizen, an Australian permanent resident or have applied for Australian permanent residency at the time of the application
- CIA must be from an NHMRC administering institution
- CIA must also be based in Australia for at least 80% of the funding period
- CIA must have applied for and meet the entry requirements for or be currently enrolled in a graduate research degree at an NHMRC Administering Institute.
- Scholarships will be offered to high achieving students who are enrolled in a postgraduate program at an Australian university. The applicant must demonstrate that they have undertaken supervised individual research in which they have designed and conducted a scholarly investigation in the context of an existing body of knowledge, critically analysed and evaluated the outcome in that context, and communicated the process effectively in writing
- To build an environment of equity for all early career researchers from all relevant disciplines, in this award achievement and track record will be assessed on individual performance in the past 3 years. Reviewers will consider:
 - first and/or middle author publications
 - grants where the candidate is the lead or chief investigator
 - presentations or posters presented by the candidate themselves

Duration

PhD Scholarships

- Funded for a maximum period of three years of full-time equivalent (FTE) study.
- As of January 1, in the year funding commences, you may not have completed more than 12 months (full time FTE) of your PhD degree.
- Any study commenced prior to funding commencing will be deducted from funding period. E.g., FTE study completed as of January 1 is six months. Therefore, the CIA will be entitled to receive 2.5 years of full-time funding (three years minus six months).
- The duration of a fulltime or part-time Scholarship will be reduced by any periods of study undertaken towards the nominated degree before the commencement of the funding period.
- Funding will cease from the day the PhD thesis is submitted or at the completion of 3 years FTE candidature for a PhD. Awardees (through their RAOs) are required to notify the Heart Foundation at the time their thesis is submitted and provide evidence of the date of submission

Master's Degree Scholarship

- Funded for a maximum period of two years of FTE study.
- As of January 1, in the year funding commences, you cannot have completed more than six months (FTE) of your Master's degree.

- Any study commenced prior to funding commencing will be deducted from funding period. E.g., FTE study completed as of January 1 is six months. Therefore, the CIA will be entitled to receive 1.5 years of full-time funding (two years minus six months).
- The duration of a fulltime or part-time Scholarship will be reduced by any periods of study undertaken towards the nominated degree before the commencement of the funding period.
- Funding will cease from the day the Master’s Degree by Research thesis is submitted or at 2 years FTE for a Master’s Degree by Research. Awardees (through their RAOs) are required to notify the Heart Foundation at the time their thesis is submitted and provide evidence of the date of submission

Partner-funding with the NHMRC

- Applicants applying for NHMRC Postgraduate Scholarship funding, are eligible to apply for the Heart Foundation’s PhD Scholarship and should acknowledge in application where asked.
- Funding from both schemes must have the **same funding commencement date**.
- If the applicant is successful in both funding schemes, they have the option of accepting the NHMRC funding and a top-up salary funding from the Heart Foundation. Top-up funding amounts is relative to the NHMRC funding amount.

Scholarships are funded for a maximum period of three years at 1.0 FTE (minimum of 0.5 FTE pro-rata):

Stipend – Year 1	\$40,000
Stipend – Year 2	\$40,700
Stipend – Year 3	\$41,400



Publications: In 2022, the Heart Foundation has adopted the NHMRC’s new policy on publications for track record. An applicant will be able to select up to ten of their most impactful publications from the past ten years (taking into consideration career disruptions).

Specific Considerations

If successful in obtaining funding, please note the special considerations set out in Annexure B of the Funding Agreement. These are to be considered in conjunction with the terms and conditions set out within the Heart Foundation Funding Agreement (see [attachment 1](#)).

- Awardees are expected to devote the FTE specified in application Award Plan to the Award Activity, which must not be less than 0.5 FTE.
- Full time (1.0 FTE) Awardees shall spend a minimum of 80% of their FTE on research. Full-time Awardees may spend no more than 20% of their FTE participation in clinical duties.
- Teaching and attendance at advanced courses relevant to an Awardee’s research program may be allowed if they occupy only a small proportion of FTE.
- Awardees may not concurrently hold more than one Scholarship. For the avoidance of doubt, an award partner/co-funded by the Heart Foundation with another organisation is considered one award. However, partner/co-funding is only available if the award commences at the same time.

- The Administering Institution shall not, as a condition of administering this Award, require Awardees to undertake unpaid work in addition to that specified in the Award Plan.
- An Awardee proposing to accept a substantive paid appointment will normally be required to relinquish the Award. In such cases, the Awardee shall advise the Heart Foundation in writing and in advance.
- The Heart Foundation is to be notified immediately if the Awardee's employment circumstances change during the tenure of an Award, particularly when the ability of the Awardee to undertake the Award Activities may be affected by the change in circumstances. The notification will need to detail any financial and/or administrative implications for the Awardee, and implications of the change on their ability to undertake the roles and responsibilities associated with the Award.
- The Heart Foundation must be notified at the time the PhD thesis is submitted and provide evidence of the date of submission. Funding will cease from the day the thesis is submitted or at the completion of 3 years FTE candidature for a PhD/2 years FTE for a Master's Degree by Research.

Application Assessment

Stage 1: Scholarship Potential

Each application will be reviewed by five peer reviewers and two consumer reviewers.

Not all research careers are the same and as such reviewers must consider both career disruptions and relative to opportunity when assessing track record. Review should keep bias out of assessment, using only the criteria guides provided.

Person: Track Record

Accounts for 50% of the score

Scholarship applicants may be applying with each a PhD or Masters proposal. To assess the career of a researcher we look at what they have achieved to date in their career, taking into consideration any career disruptions.

In relation to track record, the applicant should include their most impactful achievements and track records from the past 3 years. A fundable track record is one where the applicant is first and/or middle author in publications, grants where the applicant is the lead or chief investigator, and presentations or posters presented by the applicant themselves.

Reviewers should also consider where this piece of research will take the applicant in their career and what their post scholarship career plans are.

A high scoring applicant will be able to show that they have positioned themselves within a strong research environment.

Reviewers will refer to the following application questions when assessing this criterion:

- i. PhD Commencement
- ii. Commencement Date
- iii. Enrolment Status
- iv. PhD Institute, Faculty/Department
- v. PhD Supervisors Name
- vi. Relative to Opportunity
- vii. Post Scholarship plans
- viii. Scholarship Funding

- ix. Track Record - Applicant Work History
- x. Track Record – Qualification
- xi. Research Involvement
- xii. Track Record - Publications
- xiii. Track Record - Publications and top five
- xiv. Track Record – Presentations
- xv. Track Record – Awards

Quality and Feasibility of Research Proposal

Accounts for 25% of the score

The Heart Foundation is looking to invest in cardiovascular research projects, where the application is well written, clear, and concise, the methodology is logical and well explained, the budget is well justified, and the expected outcomes are realistic and impactful.

Reviewers will assess the quality of the environment where the research will be undertaken, the quality of the project and how achievable it is in the prescribed timeframe. The applicant must be able to show how they will deliver this project with the budget provided, it should be feasible and almost certain to be achieved within the term of the grant. If the project is beyond the scoping of funding, are they able to identify other funding streams that will support the work. It should be noted that the Heart Foundation may not be able to support annual project support requests outside the program's defined annual values.

Whilst previous Heart Foundation funding is not required to progress through fellowship levels, consideration may be given where it is clearly articulated that this proposed project builds upon a previous project where important cardiovascular impacts were made. (Fellowships only)

The research environment should be very well matched with the applicant's proposed project and include remarkably high quality administrative and technical support systems for the project.

A high scoring application will provide a clear and concise design with negligible weakness and make an outstanding case that the project is fresh, innovative, and most importantly addressing a gap or major issue in cardiovascular health.

Reviewers will refer to the following application questions when assessing this criterion:

- xi. Research Environment
- xii. Project Overview (consumer only)
- xiii. Research Plan and Figures – Background (peer only)
- xiv. Research Plan and Figures – Method (peer only)
- xv. Research Plan and Figures – Project Milestones (peer only)
- xvi. Research Plan and Figures – Expected Outcomes
- xvii. Research Plan and Figures – References (peer only)

Significance and Potential Impact of the research

Accounts for 25% of the score

The Heart Foundation is looking to invest in high impact cardiovascular research, research that is likely to see results and provide significant change.

Consumer and health equity requirements have been introduced into applications in the past couple of years as our ends users of research should always be considered the first step to the end step. We are looking to invest in research that considers these users.

Reviewers should consider what a consumer is when assessing applications - patient, doctors, nurses, carers, or the public – to understand that all proposals can and should address consumer engagement in a meaningful way and not tokenistic.

It is important to note that not all proposals will be able to address all health equity areas, what is important is how they explain why or why not they are addressing these areas. Not applicable is not a suitable answer, especially in areas like biomedical, where we want to see researchers considering the holistic journey of their research.

The proposal should demonstrate how the applicant plans to integrate translational outcomes, what happens once they have completed this funding, how is it disseminated to consumers or the end user, and how does it lead to widespread improvements in cardiovascular health practices.

Reviewers will refer to the following application questions when assessing this criterion:

- i. Consumer Engagement
- ii. Promoting Health Equity - Socioeconomically Disadvantaged
- iii. Promoting Health Equity - Regional, Rural, and Remote
- iv. Promoting Health Equity - Culturally and Linguistically Diverse
- v. Promoting Health Equity - Aboriginal and Torres Strait Islander People
- vi. Promoting Health Equity - Gender
- vii. Translation and Dissemination

8. First Nations CVD Grant

This funding opportunity is for future building within the First Nations cardiovascular health research community. Proposed projects should be aimed at producing high-impact improvements in the cardiovascular health of First Nations People.

Within this funding opportunity is the provision for an introductory research role for a First Nations Person. The role should be embedded within the project, with mentoring and guidance provided by the project's Chief Investigator, with the purpose of encouraging and maintaining our First Nations researchers.

Eligibility

For applicants to be considered for funding, they must meet the following eligibility criteria:

- The applicant will be considered the Chief Investigator A (CIA) on the project
- CIA must be from an NHMRC administering institution
- CIA must be based in Australia for at least 80% of the funding period
- It is highly recommended that the CIA is a First Nations Person
- Whilst non-First Nations People may apply, it must be demonstrated how the CIA is working closely with First Nations People for project co-design and with the community for which the research is taking place
- If the CIA is not a First Nations Person, the CIA must be an Australian or New Zealand citizen, an Australian permanent resident or have applied for Australian permanent residency at the time of the application.
- The introductory research role must be designed for a First Nations Person and could be offered as, but is not limited to:
 - PhD scholarship,
 - Master's Degree by Research
 - Research assistant or trainee or
 - Research nurse
- The CIA is not eligible for the introductory research role.

Funding is for a period of three years with Capacity Building Stipend at 1.0 FTE (minimum of 0.5 FTE pro-rata):

Project support	\$80,000 p.a.
Capacity Building Stipend – Year 1	\$40,000
Capacity Building Stipend – Year 2	\$40,700
Capacity Building Stipend – Year 3	\$41,400

Specific Considerations

If successful in obtaining funding, please note the special considerations set out in Annexure B of the Funding Agreement. These are to be considered in conjunction with the terms and conditions set out within the Heart Foundation Funding Agreement (see [attachment 1](#)).

- Awardees shall spend a minimum of 40% of their FTE time on research.
- Awardees are expected to devote the FTE specified in application Award Plan to the Award Activity, which must not be less than 0.2 FTE (1 day/week).

Application Assessment

Each application will be reviewed by five peer reviewers and two consumer reviewers.

Not all research careers are the same and as such reviewers must consider Relative to Opportunity when assessing an application. Reviewers should keep bias out of their assessment, using only the criteria guides provided.

Benefits to First Nations Australians

Accounts for 40% of the score

The Heart Foundation is looking to invest in research that has considered the cardiovascular needs of First Nations Peoples.

Our reviewers will assess these criteria in relation to how well the applicant has addressed the purpose of the award in consideration of the six benefits to the community. The other main components assessed by reviewers are the team and the inclusion of a student or staff member, and how the applicant plans to develop their career through mentoring and guidance.

Reviewers will refer to the following application questions when assessing this criterion:

- i. Relative to Opportunity
- ii. Team Track Record
- iii. Staff or student member
- iv. Student or Staff member development plan
- v. Community Benefits – Spirit and Integrity
- vi. Community Benefits – Cultural continuity
- vii. Community Benefits – Equity
- viii. Community Benefits – Reciprocity
- ix. Community Benefits – Respect
- x. Community Benefits – Responsibility

Quality and Feasibility of Research Proposal

Accounts for 45% of the score

The Heart Foundation is looking to invest in cardiovascular research projects, where the application is well written, clear, and concise, the methodology is logical and well explained, the budget is well justified, and the expected outcomes are realistic and impactful.

Reviewers will assess the quality of the environment where the research will be undertaken, the quality of the project and how achievable it is in the prescribed timeframe. The applicant must be able to show how they will deliver this project with the budget provided, it should be feasible and almost certain to be achieved within the term of the grant. If the project is beyond the scope of funding, are they able to identify other funding streams that will support the work. It should be noted that the Heart Foundation may not be able to support annual project support requests outside the program's defined annual values.

The research environment should be very well matched with the applicant's proposed project and include high quality administrative and technical support systems for the project.

A high scoring application will provide a clear and concise design with negligible weaknesses and make an outstanding case that the project is fresh, innovative, and most importantly addressing a gap or major issue in cardiovascular health.

Reviewers will refer to the following application questions when assessing this criterion:

- i. Research Environment
- ii. Research Plan and Figures – Background
- iii. Research Plan and Figures – Method
- iv. Research Plan and Figures – Project Milestones
- v. Research Plan and Figures – Expected Outcomes
- vi. Research Plan and Figures – References
- vii. Ethics Approval
- viii. Budget Allocation
- ix. Leverage Funding

Significant and Potential Impact of the Research

Accounts for 15% of the score

The Heart Foundation is looking to invest in high-impact cardiovascular research that is likely to see results and provide significant change.

Consumer and health equity requirements have been included in applications as our end users of research should always be considered from the first step to the end step. We are looking to invest in research that considers these users.

Reviewers should consider what a consumer is when assessing applications - patient, doctor, nurse, carer, or member of the public – to understand that all proposals can and should address consumer engagement in a meaningful way.

It is important to note that not all proposals will be able to address all health equity areas. What is important is how they explain why or why not they are addressing these areas. 'Not applicable' is not a suitable answer, especially in areas such as biomedical research, where we want to see researchers considering the holistic journey of their research.

The proposal should demonstrate how the applicant plans to integrate translational outcomes, what happens once they have completed this funding, how it will be disseminated to consumers or the end user, and how it will lead to widespread improvements in cardiovascular health practices.

Reviewers will refer to the following application questions when assessing this criterion:

- i. Consumer Engagement
- ii. Translation and Dissemination

9. Vanguard Grant

The purpose of the Vanguard Grant is to provide funding to test the feasibility of innovative concepts in clinical, public health and/or health services (including clinical service delivery) or biomedical research which may lead to larger, more rigorous studies in the future. Both pilot studies and 'stand-alone' projects will be considered. These projects are expected to produce tangible outcomes with the potential to further advance preclinical research technology or improve cardiovascular health.

Eligibility

For applicants to be considered for funding, they must meet the following eligibility criteria:

- The applicant will be considered the Chief Investigator A (CIA) on this project.
- CIA must be an Australian or New Zealand citizen, an Australian permanent resident or have applied for Australian permanent residency at the time of the application.
- Up to 4 Chief Investigators can be named on an application including the applicant (CIA). Other CI's may have citizenship outside of Australia or New Zealand.
- CIA must be involved in Cardiovascular Research
- CIA must also be based in Australia for at least 80% of the funding period
- CIA may only submit one Vanguard Grant application and can be named as a Chief Investigator (B, C or D) on no more than two other Vanguard Grant submissions.
- CIA must be from an NHMRC administering institution. Other named Investigators may be from other research organisations.
- CIA will take intellectual leadership of the project and manage the research and will be the contact person for Heart Foundation correspondence. All other named Investigators are responsible for ensuring that the successful project is undertaken and completed in the manner specified.

The Heart Foundation offers funding for Vanguard Grants in both one- and two-year categories. Please ensure you select the correct program when submitting your application. Applicants will be required to select and justify the project length in relation to the feasibility of their proposed project when submitting their application.

Applicants can apply for a maximum budget of \$75,000 for a one-year grant and maximum budget of \$75,000 per year with total budget no more than \$150,000 for a two-year grant.

Specific Considerations

If successful in obtaining funding, please note the special considerations set out in Annexure B of the Funding Agreement. These are to be considered in conjunction with the terms and conditions set out within the Heart Foundation Funding Agreement (see [attachment 1](#)).

- Awardees may request an extension in time, if necessary, no additional funding will be provided. Request for extension in time must be submitted in writing no later than 3 months prior to the completion of the award, for approval by the Heart Foundation's Research Program.
- Extensions requested after the agreement's conclusion date, may not be considered.
- The Heart Foundation is to be notified immediately if the Awardee's employment circumstances change during the tenure of an Award, particularly when the ability of the Awardee to undertake the Award Activities may be affected by the change in circumstances. The notification will need to detail any financial and/or administrative implications for the

Awardee, and implications of the change on their ability to undertake the roles and responsibilities associated with the Award.

Application Assessment

Stage 1: Executive Summary

Each application will be reviewed by five peer reviewers.

Not all research careers are the same and as such reviewers must consider relative to opportunity when assessing an application. Review should keep bias out of assessment, using only the criteria guides provided.

ASSESSMENT CRITERIA

Potential for Outcomes

Accounts for 70% of the score

The Heart Foundation is looking to invest in high-impact cardiovascular research, research that is likely to see results and provide significant change.

The proposal should describe tangible outcomes with the potential to improve cardiovascular health. The overview and team track record should give reviewers a full understanding of this team's potential and/or experience and how that experience will achieve the proposed project. Meaning, do they have the skill base, support, environment, and team to achieve their proposed project.

Reviewers should consider how this project will affect the heart health of all Australians.

Reviewers should refer to the following questions when assessing this criterion:

- i. Project Overview
- ii. Research Environment
- iii. Team Track Record
- iv. Expected Outcomes

Addressing the purpose of the Vanguard Grant

Accounts for 30% of the score

The Heart Foundation is looking to invest in innovative research with the potential to be the next big breakthrough in cardiovascular research. The Vanguard Grant is essentially seed funding and reviewers should be determining whether the proposal fits the purpose of a Vanguard Grant. Does the proposal test the feasibility of innovative concepts, and could it lead to larger, more rigorous studies in the future?

A strong proposal is one that can concisely address how it is relevant to the purpose of this grant, how the applicant, together with their team, plan to integrate translational outcomes and the potential for this team to lead a successful research proposal for funding by a third-party funder (i.e., NHMRC) or to lead to widespread improvements in cardiovascular health practices.

Reviewers should refer to the following questions when assessing this criterion:

- i. Relevance to the purpose of the Vanguard Grant
- ii. Leveraging Funding
- iii. Improvements to Health Practices, Policy, and Knowledge

Stage 2: Detailed Review of the full application

Each application will be reviewed by five peer reviewers and two consumer reviewers.

ASSESSMENT CRITERIA

Quality and Feasibility of Research Proposal

Accounts for 60% of the score

The Heart Foundation is looking to invest in cardiovascular research projects, where the application is well-written, clear, and concise, the methodology is logical and well-explained, the budget is well-justified, and the expected outcomes are realistic and impactful.

Reviewers will assess the quality of the environment where the research will be undertaken, the quality of the project and how achievable it is in the prescribed timeframe. The applicant must be able to show how they will deliver this project with the budget provided, it should be feasible and almost certain to be achieved within the term of the grant. If the project is beyond the scope of funding, are they able to identify other funding streams that will support the work. It should be noted that the Heart Foundation may not be able to support annual project support requests outside the program's defined annual values.

The research environment should be very well matched with the applicant's proposed project and include remarkably high-quality administrative and technical support systems for the project.

A high-scoring application will provide a clear and concise design with negligible weakness and make an outstanding case that the project is fresh, innovative, and most importantly addressing a gap or major issue in cardiovascular health.

Reviewers will refer to the following application questions when assessing this criterion:

- i. Project Overview (consumer only)
- ii. Research Environment
- iii. Research Plan and Figures - Background
- iv. Research Plan and Figures – Method
- v. Research Plan and Figures - Project Milestones
- vi. Research Plan and Figures - Expected Outcomes
- vii. Research Plan and Figures - References
- viii. Budget Allocation
- ix. Leveraging Funding

Significance and Potential Impact of the research

Accounts for 40% of the score

The Heart Foundation is looking to invest in high-impact cardiovascular research, research that is likely to see results and provide significant change.

Consumer and health equity requirements have been introduced into applications in the past couple of years as our end users of research should always be considered in the first step to the last step. We are looking to invest in research that considers these users.

Reviewers should consider what a consumer is when assessing applications - patients, doctors, nurses, carers, or the public – to understand that all proposals can and should address consumer engagement in a meaningful way and not tokenistic.

It is important to note that not all proposals will be able to address all health equity areas, what is important is how they explain why or why not they are addressing these areas. Not applicable is not

a suitable answer, especially in areas like biomedical, where we want to see researchers considering the holistic journey of their research.

The proposal should demonstrate how the applicant plans to integrate translational outcomes, what happens once they have completed this funding, how is it disseminated to consumers or the end user, and how it leads to widespread improvements in cardiovascular health practices.

Reviewers will refer to the following application questions when assessing this criterion:

- i. Relevance to the purpose of the Vanguard Grant
- ii. Chief Investigators
- iii. Track Record
- iv. Relative to Opportunity
- v. Consumer Engagement
- vi. Promoting Health Equity - Socioeconomically Disadvantaged
- vii. Promoting Health Equity - Regional, Rural, and Remote
- viii. Promoting Health Equity - Culturally and Linguistically Diverse
- ix. Promoting Health Equity - Aboriginal and Torres Strait Islander People
- x. Promoting Health Equity - Gender
- xi. Improvements to Health Practices, Policy, and Knowledge

10. Collaboration & Exchange Award

To enable Heart Foundation funded fellows and scholars to visit research facilities (AUS & OS), to collaborate and exchange innovation & knowledge. This award will strengthen the recipient's research capacity.

Eligibility

For applicants to be considered for funding, they must meet the following eligibility criteria:

- As the Award will need to be administered by an NHMRC administering institution, applicants will need to be associated with such institutions to be eligible.
- Open to all Fellows and Scholars who are currently, or in the past 12 months, funded by the Heart Foundation
- The requested 'collaboration and exchange' activity must not be for more than six months.
- Collaboration and Exchange Award can only be received once within the duration of a fellowship or scholarship
- Travel must take place between 1 January 2024 and 31 December 2024
- The fellow or scholar can apply to fund their travel costs to participate in the 'collaboration and exchange' activities, or for the travel costs for a career.
- The Collaboration and Exchange award will provide up to \$5,000.
 - Funds will be distributed as a one-off payment at the commencement of the award but must be acquitted against expenditure (and receipts provided).
 - Funds may be used for any legitimate travel related expenses (e.g., airfares to and from destination, accommodation at destination, food at destination and conference registrations).
 - Any funds for which legitimate receipts cannot be provided must be returned to the Heart Foundation.
 - The funds may not be used to offset salary, stipend or leave entitlements, or to cover overheads. Funds may not be used to support project costs.
- Awardees will be required to provide a final report at the completion of the award, along with a financial acquittal at the completion of the project, including copies of invoices.
- In addition, awardees will be required to comment on the impact of the Collaboration and Exchange Award on their work in their final Scholarship/Fellowship progress report.

Application Assessment

Every committee member will review every application.

ASSESSMENT CRITERIA

Quality of Collaboration and Exchange

Accounts for 100% of the score

This travel grant should build on the fellow or scholar's project. Collaboration and exchange activities should strengthen the recipient's research capacity and ability to translate their research outcomes. Reviewers should refer to the following questions when assessing this criterion:

- i. Travel Departure Date
- ii. Travel Return Date
- iii. Collaboration and Exchange Locations

- iv. Conference Name
- v. Description of Collaboration and Exchange Activity
- vi. Description of Conference
- vii. Budget Allocation

11. Strategic Grants

The purpose of strategic grants is to generate innovative and collaborative research into knowledge gap areas of research, or research areas deemed to be a priority of the Heart Foundation.

Eligibility

- For the purpose of this funding program, the applicant is considered as Chief Investigator A (CIA).
- The applicant (CIA) should have a significant track record with a demonstrated ability to conduct the project and recruit national and/or international collaborators with the ability to attract further funding for the project. Significant track record could include evidence of high impact in their field of research, international recognition for their work, grant success and other awards.
- The applicant (CIA) can submit one Strategic Grant application per strategic topic
- and can be named as an Investigator on up to 2 other submissions for the same strategic topic.
- Up to 6 Chief Investigators can be named on an application including the applicant (CIA)
- Up to 5 Associate Investigators can be named on an application.
- Up to 5 Partner Organisations can be named on an application.
- The applicant (CIA) must be an Australian or an Australian permanent resident.
- The applicant (CIA) must be from an NHMRC administering institution. Other named Investigators may be from other research organisations.
- The applicant (CIA) will take intellectual leadership of the project and manage the research and will be the contact person for Heart Foundation correspondence. All other named Investigators are responsible for ensuring that the successful project is undertaken and completed in the manner specified.
- The funding may be used to expand an existing research project or collaboration but should be identifiable as a Heart Foundation Research Program and/or MRFF/NHMRC/ARC project.
- All government, non-government and private organisations providing funding to the grant shall be listed in the application, along with a confirmation of the level of cash and/or in-kind commitment to support the grant.
- The Heart Foundation reserves the right to fund none or multiple applications.
- The start date must be within three months of the Grant being awarded.



Chief Investigators are responsible for the project proposal and completion of the research project.

Associate Investigators are an investigator who provides some intellectual and/or practical input into the research and whose participation warrants the inclusion of their name on publications

Partner Organisations are organisations/institutes/businesses that are playing a specific role in your project.

Strategic Grants are valued at \$1,000,000 and tenable for 3 years.

Application Assessment

Stage One: Expression of Interest

All peer review committee members will review each application.

Peer Review Assessment Criteria

1. Quality of Project and the likelihood to produce Outcomes - this is the only assessment criteria in the first stage of review

The Strategic Grants support research proposals that are addressing an identified gap in research. The applicant should be able to attract an academically diverse team, that can leverage resources and funding from partner organisations. Reviewers should consider the importance of the project to the heart health of Australians and will the applicant be able to demonstrate leadership skills whilst completing the project. Peer reviewers should refer to the following questions when assessing this criterion:

- a. Team Track Record
- b. Chief Investigators - Role in Project
- c. Chief Investigators - CV
- d. Associate Investigators - Role in Project
- e. Partner Organisations - Role in Project
- f. Research Environment
- g. Project Plan

Stage 2: Full Application

Each application will be reviewed by between three and five peer review committee members between three and five peer consumer review committee members. All assessments should be made relative to an applicant's opportunity.

The ranked score at the end of stage two will consist of 70% of the total Peer Review Score and 30% of the total Consumer Score.

Peer Review Assessment Criteria

1. Collaborative team – accounts for 20% of the peer score

The team's track record should provide an overview of how this collaborative team will execute this project and the expertise that each member is bringing to the team. When assessing the collaborative team, reviewers should look at the academic diversity of the Chief Investigators, the roles of all investigators, and the partner organisations and resources and funding they can leverage.

Peer reviewers should refer to the following questions when assessing this criterion:

- a. Team Track Record
- b. Relative to Opportunity
- c. Chief Investigators - Role in Project
- d. Chief Investigators - CV
- e. Associate Investigators - Role in Project
- f. Partner Organisations - Role in Project

2. Quality and Feasibility of Research Proposal – accounts for 50% of the peer score

Quality and feasibility should incorporate assessment of the quality of the environment where the research will be undertaken, the quality of the project and how achievable it is in the prescribed timeframe. Consideration should be given to additional funding, is this a continuation on from previous Heart Foundation funding, has the groundwork been laid for this project or is there any other funding that will enhance this research. It should be noted that previous Heart Foundation funding is not a requirement however the continued support of a piece of research may be an impactful investment for the Heart Foundation. Peer reviewers should refer to the following questions when assessing this criterion:

- a. Research Environment
- b. Research Plan and Figures - Background
- c. Research Plan and Figures - Method
- d. Research Plan and Figures - Project Milestones
- e. Research Plan and Figures - Expected Outcomes
- f. Research Plan and Figures - References
- g. Ethics Approval
- h. Budget Allocation

3. Potential for health improvements - accounts for 30% of the peer score

The proposal should show how the applicant plans to integrate translational outcomes to lead to widespread improvements in cardiovascular health practices. Reviewers should consider how this project will affect the heart health of all Australians. Peer reviewers should refer to the following questions when assessing this criterion:

- a. Leveraging Funding
- b. Consumer Engagement
- c. Promoting Health Equity - Socioeconomically Disadvantaged
- d. Promoting Health Equity - Regional, Rural, and Remote
- e. Promoting Health Equity - Culturally and Linguistically Diverse
- f. Promoting Health Equity - Aboriginal and Torres Strait Islander People
- g. Promoting Health Equity - Gender
- h. Improvements to Health Practices, Policy, and Knowledge

Consumer Review Assessment Criteria

4. Applicants' ability to address the research gap – accounts for 40% of the consumer score

The purpose of the Vanguard Grant is to provide funding to test the feasibility of innovative concepts with a hope that they may lead to larger, more rigorous studies in the future. Through the review questions, the application should address their projects relevance as well as describe their investigator team's ability to achieve this project in the allocated timeframe. Consumer reviewers should refer to the following questions when assessing this criterion:

- a. Team Track Record
- b. Relative to Opportunity
- c. Research Overview

5. Potential Impact of the Research – accounts for 60% of the consumer score

The proposal should show how the applicant plans to integrate translational outcomes to lead to widespread improvements in cardiovascular health practices. Reviewers should consider how this project will affect the heart health of all Australians. Consumer reviewers should refer to the following questions when assessing this criterion:

- a. Research Environment
- b. Research Plan and Figures - Expected Outcomes
- c. Consumer Engagement
- d. Promoting Health Equity - Socioeconomically Disadvantaged
- e. Promoting Health Equity - Regional, Rural, and Remote
- f. Promoting Health Equity - Culturally and Linguistically Diverse
- g. Promoting Health Equity - Aboriginal and Torres Strait Islander People
- h. Promoting Health Equity - Gender
- i. Improvements to Health Practices, Policy, and Knowledge

12. Assessment Committees

The Heart Foundation employs a rigorous, transparent, and independent peer and consumer review process to assist in the selection of research award applications for funding. Only eligible and complete applications will proceed to review.

It is not appropriate for applicants or administering institutes to reach out to any of our reviewers to discuss assessment results or ask for further feedback. Should this occur, applicants or administering institutes may be deemed ineligible for future applications.



Getting Feedback: The Heart Foundation will endeavour to provide feedback where possible on funding applications. However, it is important to note that our reviewers are volunteers, and their busy schedules do not always allow for time to provide extensive feedback

Committees

A peer review committee is created for each funding program. Depending on the program, each committee consists of between 7 to 15 eminent cardiovascular researchers with broad including biomedical, clinical, public health and health services research. For programs that receive more than 200 applications, committees are larger. Where possible, committees are diverse across demographics, including an even split of gender, state representation and professional background. Each peer review committee has a chair that has oversight of the complete assessment process. The Chair can assess however they should be the neutral party who can settle any issues where two applications are tied.



Interested in Becoming a reviewer? Email research@heartfoundation.org.au

Consumer committees only assess final stages unless there is only one stage of review and then they assess the only stage. Committees consist of no less than 3 and no more than 7 members. This committee should consist of a variety of consumer representatives, patients, carers, and the general community.

In every stage of the assessment process, confidentiality is of the utmost importance. The integrity and discretion of assessors are trusted to protect this confidentiality, not only concerning the content of the applications but also concerning the assessments. It is important that participants in peer review:

- act per the [Australian Code for the Responsible Conduct of Research \(2018\)](#)
- act per the [Heart Foundation's privacy policy](#) (which applies to honorary Committee members)
- are fair and timely in their review
- act in confidence and do not disclose the content or outcome of any process in which they are involved
- ensure that they are informed about, and comply with, the criteria to be applied
- do not take undue or calculated advantage of knowledge obtained during the peer review process

- declare all Conflicts of Interest (**COI**), do not permit personal prejudice to influence the peer review process and do not introduce considerations that are not relevant to the review criteria
- consider research that challenges, or changes accepted ways of thinking
- consider their expert knowledge of their field of research.

Any information or documents made available to Committee members during peer review are confidential and must not be used for any other purpose than to fulfil their assessor role.

Conflicts of Interest

Before the commencement of any peer or consumer reviews, each member of our committees will be asked to complete a declaration of COI. At any time throughout the process, a committee member can update their COI.

Peer Reviewers

Level	Conflict	Action
Level 1: Highest level of conflict	Reviewer has: <ul style="list-style-type: none"> - a direct collaboration with the applicant, - is currently a supervisor of the applicant, - a current personal relationship (family member, close friend, partner, or spouse) with the applicant, - a financial interest in the outcome, - a verbal or written dispute with the applicant, and/or - works at same institution in similar research area. 	Conflict must be declared, and the reviewer may not assess application nor be involved in any conversation regarding the application.
Level 2: Medium level of conflict	Reviewer has: <ul style="list-style-type: none"> - been or is in collaborations with the applicant in a different area to application (within last 5 years), - Collaborations with the applicant as a close colleague (within last 5 years), - researching at the same institution and has knowledge of the applicant/application, and/or - a personal relationship with applicant (within last 5 years). 	Conflict must be declared, and the reviewer may not assess application however it is at the committee’s discretion as to whether the reviewer should participate in any conversation regarding the application.
Level 3: Lowest level of conflict	Reviewer has: <ul style="list-style-type: none"> - been in collaboration with applicant in same area of research (over 5 years ago), - researched at the same institution, however, has no knowledge of applicant, and/or - a personal relationship with applicant over 5 years ago. 	Conflict must be declared; however, the reviewer is still able to assess the application

Consumer Reviewers

Level	Conflict	Action
Level 1: Highest level of conflict	Reviewer has: <ul style="list-style-type: none"> – Current personal relationship (family member, close friend, partner, or spouse) with an applicant, – Financial interest in the outcome, – Current work colleague, – Current/Past consumer representative on the project. 	Conflict must be declared, and the reviewer may not assess application nor be involved in any conversation regarding the application.
Level 2: Medium level of conflict	Reviewer has: <ul style="list-style-type: none"> – Previous work colleague, – A personal relationship with the applicant in the last 10 years. 	Conflict must be declared; however, the reviewer is still able to assess the application

Scoring System

The Heart Foundation uses a three-point or “ABC” scoring system in its peer-review process. This system allows reviewers to assess an application’s strength relative to all other applications received in the program’s funding round. Reviewers are asked to rank applications into one of three categories:

- A: Best 1/3rd of applications
- B: Middle 1/3rd of applications
- C: Bottom 1/3rd of applications

It is a requirement of this system that reviewers must segregate applications into three equal lots.

Rankings returned to the Heart Foundation are then converted into numerical values:

- A = 2
- B = 1
- C = 0

The ranking is based on the total score; however, the number of A’s, B’s and C’s is also recorded alongside the score on the ranked scoresheets.

13. Application Budgets

Stipend Support

A stipend is a **fixed regular sum paid as a salary or allowance**.

Stipend Support is only provided with Scholarship and Fellowship funding and must be allocated only to the salary of the Awardee.

Stipends offered are exclusive of Superannuation Guarantee Contribution, workers compensation, leave loading and payroll tax.

Project Support

Project support is provided to support the costs of conducting research. The cost must be directly related and integral to achieving the outcomes of the project. The costs must not be for facility, administrative or other indirect costs that would be provided by the administering institute in the normal course of undertaking and supporting research.

Prohibited Costs

There are three expenditure areas that are **not eligible** in project support, these **prohibited costs** are:

1. salary for the applicant (CIA) and other Chief Investigators,
2. stipend for a PhD student,
3. administrative or employment cost and overheads.

There are four expense categories available for project support:

1. *Personnel Costs*

This expense is for the cost of any person required to conduct the project and may include but is not limited to:

- Project Manager
- Project Officer
- Site Coordinator
- Research Coordinator
- Research Assistant
- Consumer Engagement
- Information Technology support
- Consultants
- Data Analysis

*Please note that you **cannot** use personnel budget on prohibited costs. Prohibited costs are:*

- salary for the applicant (CIA) and other Chief Investigators,
- stipend for a PhD student,
- administrative or employment cost and overheads.

2. *Equipment Costs*

This expense is for the cost of equipment to be purchased to complete this project and may include but is not limited to:

- Cardiac MRI
- Biomarkers
- Blood tests
- Genomic sequencing
- Computers
- iPads/Tablets
- Training Equipment
- Training Materials
- Manuals

3. Maintenance Costs

This expense is for the cost of any maintenance that may occur during this project and may include but is not limited to:

- Data collection
- Data linkage
- Data storage
- Cost of interviews
- Participant reimbursement
- The cost to maintain equipment
- Consumables
- Animal cost

4. Other Costs

This expense is for the cost of other project-related costs not exclusively prohibited and may include but is not limited to:

- Travel
- Training costs
- Ethics and/or governance costs
- Cost of advertisements
- Printing costs

Collaboration and Exchange Award Budgets

This award is to support the travel of the recipient to conferences and /or exchange activities. There are four budgetary options:

- Accommodation
- Flight
- Conference costs
- Other travel related costs

Innovation Awards

Award funding provided by the Heart Foundation in the form of a prize or similar (for example, an innovation award) may not be used to:

- support salary for the Awardee
- support a salary for someone (other than the Awardee) to conduct part of the Award Activity
- support the stipend for a PhD student
- support Administrative Costs
- for consumables to be used in connection with the Award Activity
- for other Award Activity related costs that have not been exclusively prohibited for the program that this award is connected

14. Funding Agreements

All applicants and administering institutions will be required to sign the Heart Foundation funding agreement. Failure to do so will preclude eligibility for the award.

This document is to be used in conjunction with the terms and conditions set out within the Heart Foundation Funding Agreement (see [attachment 1](#)). The funding agreement includes reporting requirements and stipulations of the award (including changes). It is important that administering institutions and awardees are familiar with the funding agreement.

The funding agreement will be prepared by the Heart Foundation and its content is not open to negotiation.

The Administering Institution hosting the Award Activity is responsible for coordinating the research supported by any Heart Foundation Award and meeting the reporting and other requirements as set out in a fully executed Funding Agreement.

Some programs will have specific considerations, set out in Annexure B of a Funding Agreement, they have been notes in each of the program sections above.

15. Compliance Reporting

Progress Reporting

The terms of the funding agreement require awardees to provide regular progress reports as the project progresses. Progress reports assist the Heart Foundation at building Research Impact reports which are used to report back to our donors and key stakeholders on what research is being invested in and the impact that investment is making in the cardiovascular health of Australians.

Requirements of a Progress Report

- Researchers are required to provide information on the progress of the.

Submitting a Progress Report

- Progress reports are **due as of 1 January** and researchers will have access to the online portal to submit these reports
- Reports must be submitted **no later than 31 March** each year. Allowing three months to write up the results from the previous calendar year.
- Researchers should refer to Annexure A of their funding agreement for exact due dates of all progress reports that will fall due during the agreement.
-
- Failure to submit progress reports by 31 March will halt any further payments that fall due.
- Ongoing failure to submit reports may jeopardise future funding opportunities for both the researcher and/or the institute.

Financial Acquittals

Financial acquittals are due within 3 months of the end of a calendar year and within 3 months of the end of an agreement. All financial acquittals will require final endorse

Funding from the Heart Foundation must be expended according to approved budgets within the application. Every year administering institutes must submit the Heart Foundation with an accurate financial acquittal of this expenditure

Requirements of a Financial Acquittal

- Correct expenditure classification must be in line with the
- Budget sections cannot be used to top up one another, i.e.,
- The carry forward of any balances must align with variation request which have been approved by the Heart Foundation
- If there is a carry forward of stipend, the Heart Foundation would expect to see a variation

Submitting Financial Acquittals

- Funds paid by the Heart Foundation in a calendar year must be acquitted no later than **31 March** each year.
- Institutes and researchers will have access to the online portal from 1 January to submit acquittals.
- Institutes and researchers should refer to Annexure A of their funding agreement for exact due dates of all financial acquittals that will fall due during the course of the agreement.
- Failure to submit financial acquittals by 31 March will halt any further payments that fall due.
- Ongoing failure to submit acquittals may jeopardise future funding opportunities for both the researcher and/or the institute.

A final statement shall be submitted at the termination of the grant, at which time any balance remaining unspent will be invoiced by the Heart Foundation. Neither unused funds nor funds from a particular calendar year, can be expended/transferred to subsequent years, without approval in advance from the Heart Foundation, see [carryover finance](#) below.

Anything under XXX will not be recovered

It is not permissible to transfer funding from one grant to another.

Carryover Finance

A request to carry over funds occurs through the submission of a financial acquittal. Researchers should discuss this with their administering institutes financial department to ensure carryovers are submitted accurately. If there are unexpended funds in a final year of a project, the project will need to be approved for an extension for funds to be carried over, otherwise funds will be required to be returned. See [section 16](#) for extension requests.

When requesting a carry-over of funds, the following points should be considered:

- All stipend funding should have been expended unless the Researcher took leave throughout the year. Sometimes there can be a small amount of carryover, i.e., a couple of thousand dollars at the most, due to HR Payroll schedule not matching the calendar year.
- Project Support portion may not all be expended in the calendar year, and the Researcher is eligible to carryover unexpended funds from this category. When completing the acquittal, ensure that the Project Support funding has been expended as per the budget from the application.
- Project Support funding that is not being expended multiple years in a row, will be questioned by the Heart Foundation.
- Innovation Award funding can be expended as the Research sees fit and can be carried over

16. Invoicing and Payments

All funding is paid to the institution nominated, who will administer the funding as per the application.

The Heart Foundation operates on a calendar year basis and funds not invoiced for within the calendar year will not be available after 31 December of that year.

- If funding includes a stipend, these payments will be made quarterly and in advance.
- Annual project support amounts for fellowships, grants and awards, will be paid annually, except in the case of Strategic Grants where project support will be paid quarterly.
- Annual project support amounts must be invoiced in the quarter in which the Award commences and follow that structure for each year following.



Please refer to the payment schedule included in Annexure A of the funding agreement.

- Unless otherwise stated, invoices should be inclusive of GST.
- Tax Invoices should be email to the Heart Foundation Research Program at hf_research_accounts@heartfoundation.org.au during the **first month** of each **quarter**.

17. Variations to Contracts

We understand that sometimes unexpected things happen. A project may not go quite to plan, and it may become necessary to request a change to the original terms of your funding agreement.

The Administering Institution must notify the Heart Foundation as soon as it is practicable of any expected or actual changes required to a funding agreement. A variation request will be reviewed once the researcher's submission via the portal has been endorsed by the administering institute. Progress of the request can be tracked in the portal.

Variation requests are reviewed on a case-by-case basis. For this reason, please ensure sufficient time for the request to be reviewed and a decision to be made.

An amendment or variation to a Funding Agreement is not effective until the institute receives a signed letter and updated agreement Annexure A. Acceptable variation requests are as follows:

Change of Start Date

Researchers are required to nominate a project start date on their applications. If they submit a request to alter this start date before the Funding Agreement being executed, the start date can simply be altered to the contract. If, however, the Funding Agreement has already been executed, then a formal Variation is required to supersede the Funding Agreement Annexure A.

- The start date must be at the start of a quarter on 1 January, 1 April, or 1 July.
- A request to defer a start date beyond six months will not normally be approved and may result in the termination of the Award.
- Change of Start date request must be emailed to research@heartfoundation.org.au

Leave of Absence

A leave of absence can be sort for one of three options – parental leave, careers leave, or major illness.

- Leave of Absence requests must be made a minimum four weeks before the first day of the proposed leave.
- A leave of absence can be sought for up to 12 months.
- Researcher may be required to provide supporting documentation such as medical certificates on request
- During a period of leave all payments will be suspended and will be reinstated once the institute advise of the researchers return.

Change in FTE

Where a researcher is receiving a stipend, they may request a change to their full or part-time working arrangements.

- Change in FTE requests must be made a minimum four weeks before the first day of the new working arrangement, and no later than **three months** before the Award end date.
- Where possible, the FTE change must occur at the start of a financial quarter.

- Researchers may apply to reduce their FTE due to personal reasons such as carer responsibilities.
- Researchers may not reduce their FTE for vocational reasons such as wishing to work part-time.
- Change in FTE will not be considered if there are outstanding milestone compliance reports against the Award.
- Minimum FTE is dependent on the award and is stipulated in award eligibility.
- If approved, payment schedules will be updated to reflect the change.
- If approved, award end dates will be adjusted pro-rata to account for the change in FTE.

Extension Requests

An extension request may occur when additional time is required to complete a project.

- Extension requests must be made at least **three months** before the end date noted in Annexure A of the funding agreement.
- The award must still be tenable, for an extension to be considered.
- Award Extension requests will not be considered if there are outstanding compliance reports against the Award.
- Scholars may request a maximum of six months extension for both time and stipend however there is no guarantee additional funding will be approved.
- Fellowships may request a maximum of 12 months extension in time only.
- Grants recipients may request a maximum of 12 months extension in time only.
- Only one extension will be allowed per candidature, unless in extreme circumstances. Examples of an extreme circumstance could be a major ethics delay or a world-wide pandemic.
- When an extension is granted, updated payment and milestone details will be included on the new Annexure A.

Project Variation

As a research project progress there may be changes required to the project activity. Changes that change the entire scope of a project will be taken to the Research Committee for review. In some circumstances the research may be requested to join the meeting to provide further detail.

Budget Variation

As a research project progress there may be changes required to the expenditure of the budget. For these requests the research will be required to submit a revised budget for review and provide solid justification. Depending on the complexity of the request, it may need to go before the Research Committee for approval.

Transfer of Institution

The Researcher/Research Office must organise the transfer of institution, this is not for the Research Program to do on their behalf. The new institution must be an NHMRC Administering Institution.

Transfer of awards between institutions must be approved by the Heart Foundation and several conditions must be met, including, but not limited to:

- the new administering institution providing the facilities and services necessary for the efficient conduct of the award.
- awardees must have an agreement to move the award from both institutions involved.
- a new funding agreement must be signed by the new institution to which the award is being moved.
- For funding already paid by the Heart Foundation, it is the responsibility of the institutes to transfer the funds between one another.
- A new Research Funding Agreement will be prepared for the new institute. The funding agreement will only be for the funding still to be paid to the new institute. Therefore, if the researcher has been paid their full amount to their current institute the new funding agreement will be \$0

Termination of Award

If a Researcher chooses to relinquish their award, they must provide a formal letter in writing via their Institution's RAO.

- The Administering Institution must notify the Heart Foundation within 30 days after the Administering Institution becomes aware or receives notice that the Awardee has relinquished their Award and will no longer be undertaking the Award Activity.
- Should the awardee choose to relinquish mid-way through a financial quarter, their payment should be pro-rated. For example, if they relinquish at the end of February, they should only receive funding for January and February of that year. If the full quarter has already been paid, then the Heart Foundation will issue an invoice for return of funds for the March portion of the quarter.
- A final progress report and financial acquittal will be required for the final year.

18. Awardee Obligations

As outlined in the funding agreement, section 16 Acknowledgments and Publicity, awardees are expected to contact the Research Program in advance of publications going to press or conference presentations occurring (where possible), acknowledge the Heart Foundation in publications and presentations, send published papers to the Research Program, participate in peer review of applications, participate in Heart Foundation promotional initiatives. There are many opportunities to promote research at the Heart Foundation. To do this we need the cooperation of researchers and institutes, this section provides further details of obligations and opportunities.

Your Researcher Profile

To best promote research, we first need to know a little bit about researchers and their projects. On commencement of your award, researchers will receive a welcome pack that includes a profile template. Along with the Researcher Profile, researcher photos are often required and therefore submitting a current, high-resolution portrait photo will also assist. Videos are another great option and can be considered when completing profiles.

Media

The Heart Foundation has a reputation for providing reliable information on cardiovascular disease and the media often approach us for stories or comments. Our media team will work collaboratively with institutes to promote research to the wider community.



Publication for Release: please contact us at research@heartfoundation.org.au. The Heart Foundation communications team will help you assess whether your findings would be of interest to journalists and the wider community.

Social Media

The Heart Foundation has a strong social media following who love hearing about research. Using social media is a terrific way to show off research and stay connected with fellow researchers. Do not forget to tag us in your posts!



[@heartfoundation](https://twitter.com/heartfoundation)



[HeartFoundationAU](https://www.facebook.com/HeartFoundationAU)



[HeartFoundationAU](https://www.instagram.com/HeartFoundationAU)



[Heart Foundation](https://www.linkedin.com/company/Heart-Foundation)
[Heart Foundation Research Alumni](https://www.linkedin.com/company/Heart-Foundation-Research-Alumni)

Researchers can also forward any posts, messages, or content to research@heartfoundation.org.au and we will publish them as appropriate on our social media channels.

Publications and presentations

The main purpose of the Heart Foundation funding research is to have an impact on the heart health of all Australians. For that reason, awardees should advise the Heart Foundation of any publications or presentations relating to projects we are or have funded. Awardees must acknowledge the support of the Heart Foundation in any publication or presentation, public announcements, advertising material, research reports or any other material relating to the funded research.

Examples of our preferred acknowledgment are in the format:

- [Title] [Surname] was supported by a [Award Name, (Award Reference No.)] from the National Heart Foundation of Australia.
- This work was supported by a [Award Name (Award Reference No.)] from the National Heart Foundation of Australia.

Logo Guidelines

When researchers are publishing a paper or presentation, consider using the Heart Foundation logo to promote the funding connection. There are a variety of branding options available to best suit your collateral.

The Heart Foundation Research Program must:

- approve the use of logos before publishing,
- view copies of your collateral the logo will be used on,
- send you the logo for use to ensure it is the correct logo.

Campaigns and Appeals

To maintain research funding levels, the Heart Foundation relies on the generosity of donors. To keep them engaged, the Heart Foundation delivers annual marketing campaigns complemented by smaller more personalized donor appeals. All campaigns and appeals are themed and feature a case study matched with a piece of currently funded research. The Heart Foundation Research Program may reach out to researchers where there is an alignment to case studies.

Alumni

The Heart Foundation has a proud history of supporting outstanding researchers and we are delighted to be bringing together our current and previously funded researchers through our Alumni Program.

Heart Foundation-funded researchers are automatically entered into our Alumni database. Heart Foundation Alumni will receive additional exclusive content in newsletters, as well as access to Alumni resources via the Heart Foundation portal. The Heart Foundation appreciates the length of time research takes to develop and achieve impact. Researchers are likely to publish future results based on work completed during the Heart Foundation funding period, and the Alumni program is a platform to continue active engagement with the Heart Foundation.

19. Attachment 1 – Funding Agreement

Introduction

- A. The primary purpose of the Heart Foundation in funding research is to reduce premature death and suffering from heart, stroke and blood vessel disease.
- B. In funding research, the Heart Foundation seeks to support significant advancements in our understanding of, causes, diagnosis, treatment, management and prevention of cardiovascular disease.
- C. The Heart Foundation employs a rigorous, transparent and independent peer review process to assist in the selection of research award applications for funding.
- D. Research funded by the Heart Foundation might have public health, scientific or commercial value or result in inventions. The Heart Foundation recognises that the public benefits of the research developed through Heart Foundation support may be best accomplished through patenting, copyright or licensing of such inventions.
- E. All research supported by the Heart Foundation must be undertaken according to the terms and conditions set out in this Agreement.
- F. The Administering Institution hosting the Award Activity is responsible for coordinating the research supported by any Heart Foundation Award and meeting the reporting and other requirements as set out in this Agreement.

It is agreed

1. Definitions and interpretation

1.1. In this Agreement, unless the contrary intention appears:

- (1) **Additional Funding** means funds identified in the initial research funding proposal required for the successful completion of the research supported by a Heart Foundation Award. This may include funds from other funding bodies, from the Administering Institution or other sources but excludes Partner and Co-funding;
- (2) **Administrative Costs** means any costs associated with the performance of the Award Activities by any one or more of the Administering Institution, its Personnel and the Specified Personnel but excluding such costs to the extent identified and specified as being funded by the Heart Foundation under this Agreement;
- (3) **Agreement** means this document together with any annexures and schedules attached to this document or referenced in this document;
- (4) **Application** means the funding application submitted to the Heart Foundation by the Administering Institution by reference to a Scheme;
- (5) **Approved Budget** means the Administering Institution's budget for the Award Activity as approved by the Heart Foundation in the Award Plan;
- (6) **Australian Accounting Standards** refers to the standards of that name, as amended from time to time, that are maintained by the Australian Accounting Standards Board and referred to in section 226 of the Australian Securities and Investments Commission Act 2001 (Cth);
- (7) **Australian Privacy Principles** means the Australian Privacy Principles in the Privacy Act 1988 (Cth);
- (8) **Award** means the award of research funding by the Heart Foundation under the Scheme specified in the Application;
- (9) **Award Activity** means research and necessary ancillary activity conducted by the Administering Institution in connection with the Award;
- (10) **Award IP** means any Intellectual Property intentionally or accidentally developed in the course of or arising as a result of conducting the Award Activity, including copyright in any Reports, and any results of the Award Activity;

- (11) **Award Material** means all material created, provided or required to be provided as part of, or for the purposes of the Award Activity, and includes any documents, equipment, information or data stored by any means and any material derived from such material by the Administering Institution;
- (12) **Award Period** means the time period calculable from the Award Plan commencement and completion dates;
- (13) **Award Plan** means the details of conduct of the Award Activity as specified in accordance with Annexure A;
- (14) **Awardee** means the person designated by the Administering Institution in the Application as having primary responsibility for the management of the conduct of Award Activity on behalf of the Administering Institution;
- (15) **Background IP** means Intellectual Property (excluding both Award IP and the name, logo or other identifying mark of each of the Parties) that is in existence at the commencement of the Award Period, or comes into existence during the Award Period, and which is made available by a Party for use, reproduction or other exploitation in connection with the Award Activity, whether by specification in that Party's application as nominated 'Background IP' or otherwise;
- (16) **Business Day** means a day that is not a Saturday, Sunday, public holiday or any other day on which the Heart Foundation is closed for business to the public;
- (17) **CEO** means the position of Chief Executive Officer or equivalent, or the CEO's nominee, and includes a person acting in such position;
- (18) **Change of Control** means, in relation to an Administering Institution:
- (a) a change in its actual or beneficial ownership or control; and/or
 - (b) a change in the composition of its governing body that has the effect of reducing the Administering Institution's legal or financial independence;
- (19) **Chief Financial Officer** means the person with principal responsibility for accounting and financial management within the Administering Institution, or another person nominated by the Administering Institution who is a qualified public accountant and member of one of the following organisations: CPA Australia, the Institute of Chartered Accountants, or the National Institute of Accountants;
- (20) **Co-funding** means funding specifically contributed by an external party to the Heart Foundation to support research pursuant to an agreement for award funding. If applicable, the Co-funding body and any additional terms and conditions associated with this funding are identified in the Award Plan. For the avoidance of doubt, co-funding does not include a donation;
- (21) **Commercialisation Costs** means costs incurred by the Administering Institution in the course of the protection, maintenance and enforcement of the Notified IP and the Commercialisation of the Notified IP being:
- (a) legal fees and cost incurred for external attorneys for filing and prosecution of patents, trademarks or other registered rights, maintenance, defence and enforcement;
 - (b) fees and costs incurred for external expert advice (including but not limited to legal, tax, business or Commercialisation);
 - (c) revenue shares agreed to be disbursed to external organisations involved in the creation of the Notified IP;
 - (d) royalties or other payments for licences required to Commercialise the Notified IP;
 - (e) revenue shares required to be distributed under Administering Institution policy sharing arrangements, and

- (f) all taxes paid and payable by the Administering Institution in respect of Commercialisation of the Notified IP;
- (22) **Commercialise** means in relation to Intellectual Property, to do or seek to do any one or more of the following:
- a) manufacture, sell, hire or otherwise exploit a product or process embodying or utilising the Intellectual Property;
 - b) provide a service incorporating that Intellectual Property;
 - c) license any third party to do any of those things identified at clause 1.1(22)(a) or 1.1(22)(b); or
 - d) otherwise license or assign that Intellectual Property,
- with the intention of generating revenue and includes any necessary preparatory acts such as seeking to register or obtain grant of that Intellectual Property (and Commercialised and Commercialisation shall take cognate meanings);
- (23) **Confidential Information** means information that:
- a) is by nature confidential;
 - b) is designated by a party as confidential;
 - c) the other party knows or ought to know is confidential,
- but does not include information which:
- d) is or becomes public knowledge other than by breach of this Agreement or any other confidentiality obligations; or
 - e) has been independently developed or acquired by the other Party as established by written evidence;
- (24) **Conflict of Interest** refers to a current or potential conflict of interest, such as vested private or financial interests, which may affect or influence the Administering Institution in performing the Award Activity fairly and independently;
- (25) **Financial Acquittal** means a statement of receipts and expenditure as specified in Clauses 7.4 and 7.5;
- (26) **GST** means the Goods and Services Tax payable under GST Law;
- (27) **GST Law** means the same as in A New Tax System (Goods and Services Tax) Act 1999 (Cth);
- (28) **Heart Foundation Material** means any material, except for Award Material, provided by the Heart Foundation to the Administering Institution for the purposes of this Agreement, or derived at any time from such material;
- (29) **Institutional Approvals** means the statements of compliance and ethics clearances specified at clause 26;
- (30) **Intellectual Property or IPR or IP** means:
- a) all copyright and neighbouring rights; and
 - b) all rights in relation to inventions (including patent rights), plant varieties, trademarks (whether registered or unregistered), designs and circuit layouts and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields
- but excludes Moral Rights and rights in relation to Confidential Information;
- (31) **Law** includes any requirement of any statute, law, rule, regulation, proclamation, order in council, ordinance, by-law or statutory instrument (including but not limited to orders, directions, guidelines or standards with legislative force) relevant to this Agreement;
- (32) **Moral Rights** means the right of integrity of authorship, the right of attribution of authorship and the right not to have authorship falsely attributed, more particularly as conferred by the Copyright Act 1968 (Cth), and rights of a similar nature of anywhere in the world;

- (33) **Net Proceeds** means all financial proceeds received by the Administering Institution in connection with the Notified IP less Commercialisation Costs;
 - (34) **New Institution** means another institution or body to which Specified Personnel elect(s) to move, provided the Specified Personnel is/are intending to continue with the Award Activity (or part of the Award Activity) at that other institution or body;
 - (35) **NHMRC** means the National Health and Medical Research Council.
 - (36) **Parties** means the parties to this Agreement;
 - (37) **Partner Funding** means funding specifically contributed to the NHMRC by the Heart Foundation to support research pursuant to an agreement for award funding. If applicable, the NHMRC and any additional terms and conditions associated with this funding are identified in the Award Plan;
 - (38) **Personal Information** means Personal Information as defined in the Privacy Act 1988 (Cth);
 - (39) **Personnel** means a Party's directors, officers, employees, advisers, contractors, agents, and representatives together with, in relation to the Administering Institution, any other individuals involved in the management or conduct of the Award Activity;
 - (40) **Privacy Act** means the Privacy Act 1988 (Cth) and any guidelines issued by the Australian Privacy Commissioner under the Privacy Act;
 - (41) **Progress Report** is defined in clause 7.6;
 - (42) **Reports** means those reports required, produced, or created as specified in clause 7;
 - (43) **Responsible Officer** means the officer nominated by the Administering Institution as its contact person for the purpose of this Agreement;
 - (44) **Salary Support Package** means a specified component of an Award put towards the salary costs of the Administering Institution in respect of any one or more of an Awardee, the Administering Institution's Specified Personnel, and the Administering Institution's Personnel;
 - (45) **Scheme** means any funding scheme administered by the Heart Foundation, excluding a Partnership Engagement Grant or Collaboration and Exchange Award;
 - (46) **Scholarship Scheme** means a Scheme that provides support for a student to further their education, and which is specified as such by the Heart Foundation in the Application;
 - (47) **Special Conditions** means the special conditions applicable to a Scheme as described in Annexure B;
 - (48) **Specified Personnel** means in relation to the Administering Institution, the Awardee and any other individuals specified in the Award Plan as conducting any part of the Award Activity;
 - (49) **Tobacco Policy** means the policy set out at Annexure C; and
 - (50) **Transfer Application** means an application made to the Heart Foundation (in the form required by the Heart Foundation) by the Administering Institution for approval to transfer the whole or part of the Award, as applicable, to a New Institution;
- 1.2. Except where the context otherwise requires:
- (1) words importing a gender include any other gender;
 - (2) words in the singular number include the plural and words in the plural number include the singular;
 - (3) clause headings are for convenient reference only and have no effect in limiting or extending the meaning of the provisions to which they refer;
 - (4) where any word or phrase is given a defined meaning, any other form of that word or phrase has a corresponding meaning;
 - (5) "including" and similar expressions are not words of limitation;
 - (6) a reference to a person or body includes a partnership and a body corporate or body politic; and

- (7) any reference to legislation or regulations includes legislation or regulations amending or replacing earlier legislation or regulations.
- 1.3. Where the context so admits, a reference to the Administering Institution includes its Personnel.
- 1.4. This Agreement may be executed in any number of counterparts. All such counterparts taken together shall be deemed to constitute one and the same Agreement.
- 1.5. Where any conflict arises between the terms and conditions contained in the clauses of this Agreement and any annexure to this Agreement, schedule to this Agreement or other document referenced in this Agreement, the documents take precedence in the following order (with most significant first and least last):
- (1) the Special Conditions per Annexure B;
 - (2) the Award Plan per Annexure A;
 - (3) the terms and conditions contained in the clauses of this Agreement.
- 1.6. Where the Administering Institution consists of more than one person, those persons agree to be jointly and severally bound by the terms of this Agreement.
- 1.7. The laws of the State of Victoria apply to this Agreement.
- 1.8. This Agreement comprises the entire agreement between the parties in relation to its subject matter.
- 1.9. If a party does not exercise (or delays in exercising) any of its rights under this Agreement or at law, that failure or delay does not operate as a waiver of those rights.
- 1.10. A single or partial exercise by a party of any of its rights under this Agreement or at law does not prevent the further exercise of any right.
- 1.11. If a court or tribunal says any provision of this Agreement has no effect or interprets a provision to reduce an obligation or right, this does not invalidate any other provision.
- 1.12. An uncertainty or ambiguity in the meaning of a provision of this Agreement will not be interpreted against a party just because that party prepared the provision.

2. Term

- 2.1 This Agreement commences on the commencement of the Award Period and expires on the conclusion date of the Award Period as set out in the Award Plan, subject to any extensions agreed between the Parties, unless terminated earlier in accordance with this Agreement.
- 2.2 If an Administering Institution wishes to extend an Award Period, the Administering Institution's Responsible Officer must submit a written request to the Heart Foundation, at least three months prior to the existing completion date for that Award Period, explaining the special circumstances requiring the extension. However, in connection with a Scholarship Scheme, the Heart Foundation will only consider additional funding for a further period not exceeding six months.
- 2.3 Notwithstanding any other provision of this Agreement, the Administering Institution must ensure that:
- (51) the Administering Institution;
 - (52) the Awardee;
 - (53) the Specified Personnel; and
 - (54) any other individual or entity associated with any of the above and having any involvement with the Award Activity (collectively, the **Covered Persons**)
- fully comply with the Tobacco Policy.
- 2.4 Notwithstanding any other provision of this Agreement, the Administering Institution acknowledges that if any one or more Covered Persons do not comply with the Tobacco Policy, this Agreement (together with all Awards made under it) may be terminated immediately and without notice.

3. Performance of the Award Activity

3.1 The Administering Institution must:

- (1) Only conduct that Award Activity approved in writing by the Heart Foundation in response to the corresponding Application and otherwise act in accordance with the Agreement;
- (2) conduct most of the Award Activity in Australia and expend no less than 80% of the Award in Australia (unless prior written permission to do otherwise has been obtained from the Heart Foundation's Research Program);
- (3) conduct the Award Activity in a diligent manner and to a high professional standard consistent with best Australian research and academic practice;
- (4) do all things necessary or desirable to complete the Award Activity within the Award Period;
- (5) endeavour in good faith to achieve the deliverables by their due date;
- (6) notify the Heart Foundation as soon as it is practicable of any expected or actual delay or suspension in the progress of the Award Activity;
- (7) except as otherwise expressly provided in this Agreement, provide at its own expense all personnel, equipment, facilities, services and premises necessary for the efficient conduct of the Award Activity;
- (8) ensure that all relevant licences, permits, consents and approvals (including Institutional Approvals) are obtained and maintained as required for the duration of the Award (and promptly evidence the same upon written request from the Heart Foundation);
- (9) take all reasonable steps to ensure that the Awardee and the Specified Personnel put the Administering Institution in a position to comply with its obligations under this Agreement;
- (10) comply with all applicable laws in carrying out any Award Activity;
- (11) notify the Heart Foundation within 30 days after the Administering Institution becomes aware or receives notice that the Awardee has relinquished their Award and will no longer be undertaking the Award Activity;
- (12) ensure that an Award Activity commences no later than the commencement date specified in Annexure A for that Award unless the Heart Foundation has given its prior written approval to a deferral of that commencement date. If the Administering Institution wishes to defer commencement of an Award beyond the commencement date, the Administering Institution's Responsible Officer must submit a written request to the Heart Foundation as soon as possible after becoming aware of the delay or expected delay, explaining the special circumstances requiring the deferral prior to the commencement date. Any request for deferral beyond six months from the commencement date will not normally be approved and may result in the termination of the Award pursuant to clause 19.
- (13) ensure that all Administrative Costs required to support the Award Activity are met promptly and in full, or if a Salary Support Package is specified in the Approved Budget, are met promptly for all those Administrative Costs beyond those expressly covered by that Salary Support Package;
- (14) without derogating from the obligation in clause 3.1(13), ensure that the cost of the Specified Personnel's salary and other entitlements or conditions of service is met by the Administering Institution to the extent such cost exceeds the amount of the Salary Support Package specified in Approved Budget (if any); and
- (15) without derogating from the obligations in clauses 3.1(13) and 3.1(14), ensure that the Specified Personnel who are employed full-time on an Award Activity, and in respect of whom a Salary Support Package is provided for that Award Activity, do not accept any remuneration from any source other than the Administering Institution in respect of work on the Award Activity without the prior written consent of the Heart Foundation (which consent will not be unreasonably withheld) or unless otherwise permitted by the Special Conditions. In this clause 3.1(15), 'remuneration' excludes any income generated from the Commercialisation of Award Intellectual Property.

3.2 The Administering Institution warrants to the Heart Foundation that it has in place, and maintains, the following:

- (1) a security policy and procedures to a sufficiently high standard to prevent and protect against unauthorised access to all locations at which the Award Activity, or any part of it, will be carried out; and

- (2) an appropriate security policy and procedures to protect all information technology hardware and software associated with the Award Activity or any part of it; and
- (3) a security policy and procedures to a sufficiently high standard to prevent and protect against unauthorised access to documents, including laboratory notebooks and the like, computers and details of experiments.

3.3 For the purposes of:

- (1) inspecting the premises;
- (2) observing procedures; and
- (3) doing all things necessary to assess whether the Administering Institution is complying with appropriate security arrangements in respect of this Agreement,

the Heart Foundation may, upon giving the Administering Institution reasonable notice, enter (during business hours) any premises owned or occupied by the Administering Institution, in which the Award Activity is being conducted or material related to the Award Activity is being stored. Where any such entry and inspection occurs, the Administering Institution may arrange for persons authorised by the Administering Institution to accompany the Heart Foundation representative. The Heart Foundation agrees that it will comply with any reasonable directions of the Administering Institution whilst on the premises.

- 3.4 The Administering Institution will make its own arrangements with third parties as to the rights and obligations of Personnel involved in the Award Activity but not Parties to this Agreement. However, such arrangements must not be inconsistent with this Agreement. The Heart Foundation is under no obligation to assist, participate or facilitate these arrangements including any arrangements between the Administering Institution and third parties in relation to Intellectual Property rights, rights in relation to data, financial management, ethics and co-operative research arrangements.

4. Funding, Partner and Co-funding

- 4.1 The Administering Institution must issue an invoice to the Heart Foundation during the first month of each quarter. If the Administering Institution cannot provide the invoice during this time, it must:
- (1) provide written notice to the Heart Foundation to explain why it has delayed issuing the invoice; and
 - (2) issue the invoice by the last day of the last month of that quarter.
- 4.2 Subject to the Administering Institution complying with this Agreement on an ongoing basis, the Heart Foundation will pay the Award to the Administering Institution in accordance with the Award Plan.
- 4.3 Unless otherwise specified in the Award Plan, payment of the Award will be made quarterly in respect of all Approved Budget components conditional on all the requirements specified in the Award Plan being met.
- 4.4 The sum of all amounts to be contributed by the Heart Foundation for the Award Activities shall not, without the prior written agreement of the Heart Foundation, exceed the Award.
- 4.5 The Award is made available for the Award Activity only and is not transferable to other awards or activities.
- 4.6 Where any Institutional Approval necessary for the Award Activity is withdrawn or not renewed during the Award Period, the Administering Institution must notify the Heart Foundation as soon as practicable or in any event within 1 month after the withdrawal or expiration of the Institutional Approval. The Heart Foundation may, in its absolute discretion, terminate the Agreement or suspend the payment of the Award until the Award Activity can be resumed pursuant to clause 19.
- 4.7 If there is any delay or suspension, or an expectation or anticipation of a delay or suspension in the progress of any Award Activity, the Administering Institution must notify the Heart Foundation as soon as possible after becoming aware of the delay or expected delay. The Administering Institution must request and obtain the Heart Foundation's written approval for the continuation of the Award Activity. Delays beyond 6 months are unlikely to be approved and may result in termination of the Agreement pursuant to clause 19.
- 4.8 In the event of a delay or expected delay to the commencement or progress of the Award Activity, the Heart Foundation may suspend, reduce or terminate payment of the Award for that Award Activity or

terminate this Agreement pursuant to clause 19. In the event of the suspension, reduction or termination of the Award, the Administering Institution's obligation to carry out the Award Activity thereafter abates proportionately to the suspension, reduction or termination of the Award but, for the avoidance of doubt, such abatement is without prejudice to any rights or remedies the Heart Foundation has in relation to the relevant suspension, reduction or termination of the Award (whether under this Agreement or otherwise) and the Heart Foundation is not precluded from terminating this Agreement pursuant to clause 19 if first electing to suspend or reduce payment of the Award for that Award Activity. Pursuant to clause 20, the Heart Foundation may recover any portion of the Award not expended in accordance with this Agreement.

- 4.9 If Additional Funding has been identified in the Approved Budget or specified in the Application, and that Additional Funding is essential to the feasibility of conducting the Award Activity, the Administering Institution must notify the Heart Foundation as soon as practicable if the Additional Funding is reduced or terminated prematurely, or is likely to be reduced or terminated. If, in the reasonable opinion of the Heart Foundation, the reduction or termination of the Additional Funding would adversely affect the Administering Institution's ability to conduct the Award Activity, the Heart Foundation has the right to terminate the Agreement or reduce the scope of the relevant Award Activity pursuant to clause 19 upon giving at least 30 days' notice to the Administering Institution.
- 4.10 If Additional Funding from a third party has been identified in the Approved Budget, the Heart Foundation retains the right to correspond with the third party relating to the Award Activity.
- 4.11 The Administering Institution must identify any overpayments that it receives from the Heart Foundation in connection with the Award and must notify the Heart Foundation of that overpayment within 20 Business Days of identifying the overpayment. The Heart Foundation may recover the amount of any overpayment made by the Heart Foundation from the Administering Institution.
- 4.12 The Heart Foundation may recover from the Administering Institution any portion of the Award that has been provided for a particular purpose if the Heart Foundation considers (in its sole and binding determination, but acting reasonably) that the Administering Institution is also receiving other financial assistance for that purpose.
- 4.13 The Administering Institution is responsible for monitoring the expenditure of the Award. If at any time, a Responsible Officer for the Administering Institution considers that any portion of the Award is not being spent for the purpose of the Award Activity by the Administering Institution in accordance with this Agreement, the Administering Institution must inform the Heart Foundation immediately and, unless the Heart Foundation directs otherwise, take all action necessary either to cease or minimise further expenditure in relation to the Award Activity as the Heart Foundation may decide.

5. Use of Award

- 5.1 The Administering Institution shall use the Award only for the purpose of performing the Award Activity in accordance with the Approved Budget (including the Salary Support Package (if any)) as specified in the Award Plan.
- 5.2 Awardees shall adhere to the approved Award Plan. Any proposed alteration to the Award Plan (including any periods of extended leave) must be submitted in writing and in advance for approval by the Heart Foundation's Research Program.
- 5.3 The Administering Institution shall deposit all sums comprising or otherwise relating to the Award into a bank account controlled solely by the Administering Institution and keep proper accounts and records of its receipts and use of the Award.
- 5.4 The Administering Institution shall not use the Award for the purposes of expenditure on any Administrative Costs associated with the Award Activity except where use of a specified portion of the Award for Administration Costs is an expressly described component of the Approved Budget.
- 5.5 The Administering Institution shall only use the Award during the Award Period.
- 5.6 For clarity, any expenditure incurred in respect of an Award Activity that exceeds the amount of Award funding approved for that Award Activity is the sole responsibility of the Administering Institution and the Heart Foundation will not pay or reimburse any such excess costs under any circumstances.
- 5.7 The Administering Institution shall only use the Award in the calendar year to which the corresponding funds have been allocated in the Approved Budget unless prior written approval to do otherwise has been obtained from the Heart Foundation's Research Program.

- 5.8 If the Approved Budget contains an item of equipment to the value of \$10,000 or more, then the Administering Institution must purchase that item of equipment or a substantially similar item of equipment that is required for conduct of the Award Activity. If the Administering Institution is unable to purchase the equipment, it must notify the Heart Foundation and the Heart Foundation may in such a case elect to suspend, reduce or terminate payment of the Award or terminate the Agreement pursuant to clause 19.

6. Accountability

- 6.1 The Administering Institution must maintain proper books of account in relation to the Award. Such books of account must:
- (1) be kept complete and up to date;
 - (2) record all Award sums received and all Award sums used and expended;
 - (3) be kept in a manner that permits them to be conveniently and properly audited;
 - (4) be drawn up in accordance with any applicable Australian Accounting Standards; and
 - (5) relate only to the Award Activity.

7. Reporting

- 7.1 The Administering Institution must submit the Reports specified in the Award Plan in respect of each Award Activity by the dates and containing the information specified in the Award Plan. Each Report must be provided using the Heart Foundation pro-forma specified in the Award Plan (or any successor pro-forma) and made available from the Heart Foundation Research Program.
- 7.2 Each Report must be prepared and/or provided by the Specified Personnel.
- 7.3 The Administering Institution shall, upon written notice given by the Heart Foundation or otherwise as specified in the Award Plan, provide the Heart Foundation with the Administering Institution's independent annual audit report completed most recently in the preceding 12 months.
- 7.4 The Administering Institution shall, by 31 March of each year, or upon written notice given by the Heart Foundation, or otherwise as specified within the Award Plan provide a Financial Acquittal, relating to the previous calendar year, that complies with Australian Accounting Standards, in a form to be stipulated by the Heart Foundation. The acquittal must include a statement of income and expenditure for the Award sums received and expended by the Administering Institution for the entire Award Period (or a time specified by the Heart Foundation).
- 7.5 The Financial Acquittal provided by the Administering Institution under clause 7.4 shall be certified by the Chief Financial Officer or their delegate that the Award sums were expended in accordance with the Agreement.
- 7.6 The Administering Institution shall, by 31 March after the conclusion of the Award Period (or earlier upon written notice given by the Heart Foundation), provide the Heart Foundation with a written report (**Progress Report**) in the form required by the Heart Foundation in respect of the Award Activity.

8. Evaluation of Award Activity

- 8.1 The Administering Institution shall provide to the Heart Foundation such information relating to the Award Activity as the Heart Foundation may reasonably request for the purpose of auditing and evaluating the Award Activity.
- 8.2 The Administering Institution must:
- (1) after 14 days written notice from the Heart Foundation; and
 - (2) for up to 5 years after the completion of the Award,
- allow the Heart Foundation and any person authorised by the Heart Foundation in writing, reasonable access during normal business hours to inspect any matter or thing connected with the Award Activity and take copies of any of the Administering Institution's records and any other documentation and information in relation to the performance of this Agreement (including all books, accounts, receipts, printed and electronic material).

- 8.3 To the extent that information obtained by the Heart Foundation under this clause 8 is Confidential Information, the requirements of clause 12.1 apply except that the Heart Foundation may disclose Confidential Information for the purposes of enforcing this Agreement or protecting the Heart Foundation's rights.

9. Award Material and Intellectual Property

- 9.1 Nothing in this Agreement alters the ownership of Background IP.
- 9.2 The Administering Institution must inform the Heart Foundation promptly in writing of the creation of any Award IP that the Administering Institution, acting in good faith, considers to have potential to be Commercialised (**Commercial IP**).
- 9.3 Within 14 days of notification of the creation of any Commercial IP notified pursuant to clause 9.2 (**Notified IP**), the Administering Institution must consult with the Heart Foundation as to whether or not to seek to Commercialise that Notified IP.
- 9.4 Provided that the Administering Institution has consulted in good faith with the Heart Foundation in accordance with clause 9.3, the Administering Institution may in its discretion determine whether or not to seek to Commercialise Notified IP.
- 9.5 Subject to the remainder of this clause 9, Award Material and Award IP (including Commercial IP) will be owned by and immediately vest in the Administering Institution upon creation.
- 9.6 The Administering Institution must, when communicating the research findings including Award IP in the public arena, act in good faith and take into consideration the Heart Foundation's interests in accordance with this Agreement.
- 9.7 If the Agreement is terminated under clauses 18 or 19 and the Heart Foundation is able to arrange (within 3 months of termination) another institution or individual researcher to carry out the Award Activity, the Administering Institution must do all necessary acts to grant to the other institution or individual researcher a non-exclusive, royalty free, non-transferable licence to use the Award IP existing as at the date of termination of this Agreement for the purpose of conducting the Award Activity.

10. Commercialisation of Intellectual Property

- 10.1 In any dealings with either the Background IP or the Award IP, the Administering Institution must not (and must not seek to) negotiate with or obtain any benefit from any organisations in the tobacco industry or persons connected with the tobacco industry.
- 10.2 The Administering Institution must inform the Heart Foundation promptly in writing if it determines that it will Commercialise Notified IP.
- 10.3 Within 14 days of receiving a notification from the Administering Institution issued pursuant to clause 10.2 the Heart Foundation will advise the Administering Institution in writing as to which one of the following financial arrangements will apply in relation to Commercialisation of the relevant Notified IP:
- (1) *All of the costs associated with Commercialising of the Commercial IP will be paid by the Administering Institution:* in this case, the Administering Institution will pay 10% of Net Proceeds to the Heart Foundation until such time as the Heart Foundation has received an amount equal to the amount of the Award provided under this Agreement multiplied by five (5) (such arrangement also to apply in default should the Heart Foundation fail to respond within the relevant 14 day period); or
 - (2) *10% of the costs associated with Commercialising the Commercial IP will be paid by the Heart Foundation as and when the costs fall due and the remaining 90% of the Commercialisation Costs will be paid by the Administering Institution:* in this case, the Administering Institution will pay 10% of Net Proceeds to the Heart Foundation for so long as corresponding gross proceeds accrue.

11. Specified Acts

- 11.1 In this clause 11, Specified Acts means any acts or omissions by or on behalf of the Heart Foundation:
- (1) using, reproducing, adapting or exploiting all or any part of the Award Material and Award IP, with or without attribution of authorship;

- (2) supplementing the Award Material and Award IP with any other material;
 - (3) using the Award Material and Award IP in a different context to that originally envisaged;
 - (4) but does not include false attribution of authorship.
- 11.2 The Administering Institution warrants to the Heart Foundation that the Administering Institution will use its best endeavours to obtain all necessary consents to ensure that the Administering Institution, the Heart Foundation and any person claiming under or through the Heart Foundation may carry out the Specified Acts in relation to the Award Material, all Award IP and all Background IP and in doing so will not infringe any person's rights including moral rights.
- 11.3 Clause 11.2 does not apply to any Heart Foundation Material incorporated in the Award Material.

12. Confidentiality

- 12.1 A Party must not, and must not permit any of its Personnel, to disclose any Confidential Information provided by another Party in connection with this Agreement to any person (other than to those of its Personnel 'needing to know' to the extent necessary for the performance of obligations under this Agreement or its professional advisers) or except as required by law without the prior written consent of that other Party.
- 12.2 A Party must not, and must not permit any of its Personnel, to use Confidential Information provided by another Party in connection with this Agreement except in connection with the performance of obligations under this Agreement.
- 12.3 For the avoidance of doubt, the Heart Foundation will not be in breach of this clause 12 if it communicates about this Award Activity with the Partner or Co-funding body or as stipulated in clause 23.4.
- 12.4 A party must notify the other party within 14 days if it becomes aware of or suspects misuse or disclosure of Confidential Information.

13. Compliance with Principles, Policies and Procedures

- 13.1 Any Administering Institution receiving an Award from the Heart Foundation must have in place policies and relevant procedures relating to Intellectual Property management which:
- (1) ensure that Personnel are aware of their obligations and responsibilities to protect and manage Intellectual Property and Confidential Information; and
 - (2) set out the ownership and associated rights or assignment of Intellectual Property and require Specified Personnel and other Personnel performing work on an Award Activity to acknowledge any relevant Intellectual Property ownership and rights.

14. Equipment and Animals

- 14.1 Ownership of items of equipment and animals purchased with the Award shall vest and remain vested in the Administering Institution, except:
- (1) where and to the extent that the Award Plan specifically states that ownership vests in the Heart Foundation;
 - (2) where and to the extent that the Heart Foundation transfers the benefit of the Award to a New Institution in accordance with clause 15; or
 - (3) where the Agreement is terminated by the Heart Foundation pursuant to clause 19.
- 14.2 Where ownership of equipment purchased by or in the possession of the Administering Institution is vested in the Heart Foundation, the Administering Institution shall, during the Award Period, retain possession of the equipment, maintain it in good condition and return it at the completion of the relevant Award in the same condition in which it was received, fair wear and tear excepted.
- 14.3 The Administering Institution must not, without the prior written consent of the Heart Foundation, grant, or permit to arise, any security interest (including mortgages, charges or liens but excluding floating charges given in the ordinary course of business) over any equipment purchased with the Award, during the Award Period.

- 14.4 The Administering Institution must, at its own expense maintain all equipment in good condition for the Award Period and effect all necessary repairs.
- 14.5 Where this Agreement is terminated by the Heart Foundation pursuant to clause 19, the Heart Foundation may give such directions as the Heart Foundation in its absolute discretion thinks fit concerning the transfer of ownership of the equipment and animals purchased with the Award, and the Administering Institution shall bring into existence, sign, execute or otherwise deal with any document which may be necessary or desirable to transfer ownership in accordance with the Heart Foundation directions.
- 14.6 An item of equipment or animals purchased with the Award shall be used for the Award Activity and to that end, the Administering Institution shall ensure such use is subject to the control and supervision of the Awardee.
- 14.7 Any purchase by the Administering Institution of clinical electro-medical equipment must only be of a type acceptable to the relevant State or Territory biomedical engineering authority or health authority, and any modification to such equipment must meet the requirements of those authorities relating to equipment to be installed in hospitals.
- 14.8 The Administering Institution must list all items of equipment with a value of \$10,000 or more in an assets register, which must be available for inspection by the Heart Foundation upon reasonable notice.
- 14.9 The assets register must record the date of purchase, purchase price, description (including any identifying marks and numbers) and location of the items of equipment. The assets register must also record, where applicable, the details of the disposal of any items of equipment, including the sale price and the person to whom it was sold.

15. Mobility

- 15.1 If any Specified Personnel move to a New Institution before completion of this Award, then:
 - (1) specific permission must be sought from the Heart Foundation to allow transfer of the Award (if required) to the New Institution; and
 - (2) where the Heart Foundation approves the Transfer Application in accordance with this clause 15, the Administering Institution shall bring into existence, sign, execute or otherwise deal with any document, which may be necessary or desirable to transfer ownership of the equipment and animals purchased with the Award to the New Institution. Transfer Applications should be made by the Administering Institution's Responsible Officer.
- 15.2 The Parties acknowledge that Specified Personnel may, at any time, make an application to their Administering Institution, so as to continue the Award and its Activities at a New Institution.
- 15.3 The Administering Institution will notify the Heart Foundation of the receipt of any Transfer Application. The Administering Institution may make submissions to the Heart Foundation in relation to such Transfer Application.
- 15.4 The Heart Foundation may, in its absolute discretion, approve the Transfer Application and may impose such conditions on that approval as the Heart Foundation thinks fit.
- 15.5 Notwithstanding any other provision of this Agreement, if the Heart Foundation approves a Transfer Application, the Heart Foundation may cease or reduce the Award to the Administering Institution by such amount as the Heart Foundation, in its sole and binding discretion, but acting reasonably, considers appropriate. The Heart Foundation shall not be liable to pay any costs or compensation to the Administering Institution resulting from any action by the Heart Foundation under this clause.
- 15.6 Notwithstanding any other provision of this Agreement, the Administering Institution will be entitled to retain any part of the Award, at the date of the approval of the Transfer Application, which it had already expended or committed to expend in the course of conducting the Activity and the Heart Foundation will not seek to vary the Award so as to result in the Administering Institution being required to repay or otherwise not be in receipt of such expended or committed funds.
- 15.7 The Administering Institution agrees to do all necessary things and sign all necessary documents to facilitate the making of a Transfer Application and to give effect to an approval by the Heart Foundation of the Transfer Application.
- 15.8 Subject to clause 15.6 the Administering Institution agrees to do all things reasonably required by the Heart Foundation to facilitate the smooth and orderly transfer of the management and operation of the

Award to any other entity as directed by the Heart Foundation within the timeframe reasonably specified by the Heart Foundation, including the transfer of any unexpended Award funds remaining for the Award to the New Institution.

16. Acknowledgments and Publicity

- 16.1 The Administering Institution shall properly acknowledge the contribution of the Heart Foundation to the Award and its Activity in all relevant correspondence with third parties, public announcements, advertising material, research reports or other material produced by, on behalf of or through the Administering Institution in any manner relating to the Award.
- 16.2 Any published material must include the Heart Foundation Application number for the Award as identified in the Award Plan.
- 16.3 The Heart Foundation Logo file will be supplied to Administering Institute on request and must be used in accordance with the Heart Foundation - Brand at a Glance document. It is the responsibility of the Administering Institution to advise the Heart Foundation each time the logo is intended to be used. Please contact the Heart Foundation Research Program to ensure current logo and accompanying documents are in use.
- 16.4 The Heart Foundation has absolute discretion to consent, impose terms and conditions to that consent or refuse to give consent to the proposed use of the Heart Foundation logo. However, consent will not be unreasonably withheld.
- 16.5 Where the Heart Foundation consents to any use of the Heart Foundation logo, all Intellectual Property rights in the logo remain with the Heart Foundation and no assignment or diminution of such Intellectual Property rights is to be inferred from any consent.
- 16.6 The Heart Foundation permits the Administering Institution to refer to the Heart Foundation's name in its research name in the form of a "supporter" of the research Institution for the Award Period. For example:
- "The [insert institution name], Supported by the Heart Foundation."
- 16.7 Should the Administering Institution wish to refer to the Heart Foundation name in another way than that suggested in clause 16.6, the Administering Institution must seek the prior written consent of the Heart Foundation.
- 16.8 The Heart Foundation has absolute discretion to consent, impose terms and conditions to that consent or refuse to give consent to the proposed use of the Heart Foundation name. However, consent will not be unreasonably withheld.
- 16.9 The Administering Institution must promptly provide a copy of all publications that relate in any way to the Award to the Heart Foundation.
- 16.10 The Heart Foundation must not use the Administering Institution's name or logo without the prior written consent of the Administering Institution.
- 16.11 The Administering Institution has absolute discretion to consent, impose terms and conditions to that consent or refuse to give consent to the proposed use of the Administering Institution's name or logo. However, consent will not be unreasonably withheld.
- 16.12 Awardees are expected to make the results of their research available through the usual scientific channels. The support of the Heart Foundation must be acknowledged in any publications and/or media publicity arising from research supported by the Heart Foundation.
- E.g.: "[Title] [Surname] was supported by a [Fellowship/Scholarship/Grant] ([Award Reference No.]) from the National Heart Foundation of Australia." Or 'This work was supported by a (Award Name) ([Award Reference No.]) from the National Heart Foundation of Australia'.
- One copy of any reprints or published paper shall be sent to the Heart Foundation Research Program.
- 16.13 Awardees and/or the Administering Institution are expected to involve the Heart Foundation in any publicity surrounding the research. Additionally, where a media release is planned, it is the responsibility of the Awardee to give the Heart Foundation Research Program notice in advance of the release, and to accommodate reasonable requests for the Heart Foundation's participation in the publicity.
- 16.14 Awardees may be called on to participate in other Heart Foundation activities, such as peer review, fundraising activities and/or presentations at donor events, or the preparation of promotional materials.

17. Specified Personnel and Other Personnel

- 17.1 The Administering Institution shall ensure that the Specified Personnel perform the activities specified in the Award Plan.
- 17.2 Where Specified Personnel are unable to perform, or to continue to perform, the activities in relation to an Award, the Administering Institution must notify the Heart Foundation within 30 days.
- 17.3 Where notice has been provided under clause 17.2 the Heart Foundation may request the Administering Institution provide, at no additional cost to the Heart Foundation, replacement personnel suitable to the Heart Foundation, to perform the activities in relation to the Award, within 30 days of that notice having been provided.
- 17.4 The Heart Foundation may request the Administering Institution to make available to the Heart Foundation, the services of Awardees for the purposes of reviewing or assessing applications made to the Heart Foundation during the Award Period, and the Administering Institution will use its best endeavours to facilitate compliance by the Awardee.
- 17.5 If:
- (1) the Specified Personnel are unable to perform the activities in relation to the Award; or
 - (2) the Administering Institution otherwise does not comply with this clause,
- the Heart Foundation may terminate this Agreement, whereupon the provisions of clause 19 shall apply.

18. Termination for Convenience

- 18.1 The Heart Foundation acting reasonably, may at any time by giving 60 days' written notice suspend or defer any payment of the Award sums, terminate this Agreement or reduce the scope of an Award.
- 18.2 If the Heart Foundation gives notice under clause 18.1, the Heart Foundation shall be liable only for:
- (1) Award sums payable under this Agreement up to the effective date of termination or reduction in scope (including any acquitted or committed funds); and
 - (2) any reasonable costs incurred by the Administering Institution and directly attributable to the termination or reduction (excluding costs arising pursuant to the termination of an employment contract which exceed the equivalent of 4 weeks' salary) capped at a maximum amount of the remainder of the Award sums which have not yet been paid to the Administering Institution.
- 18.3 Upon:
- (1) receipt of notice under clause 18.1 and subject to clause 18.2, or
 - (2) any agreement reached between the parties to terminate the Agreement;
- the Administering Institution must:
- (3) stop work as specified in the notice;
 - (4) take all available steps to minimise loss resulting from that termination or reduction;
 - (5) in the case of reduction in the scope of the Award, continue work on any part of the Award Activity not affected by the notice; and
 - (6) immediately repay to the Heart Foundation so much of the Award not spent, acquitted or committed to the satisfaction of the Heart Foundation as they relate to any part of the Award affected by the notice as at the date of the notice.
- 18.4 In the event of reduction in the scope of the Award, the Heart Foundation's obligation to pay Award sums shall abate proportionately to the reduction in the Award.
- 18.5 The Heart Foundation is not liable to pay any other amount in respect of a termination or reduction under this clause.

19. Termination and Suspension

- 19.1 Where:

- (1) the Heart Foundation is reasonably satisfied that any of the terms and conditions of this Agreement have not been complied with by the researchers involved in the Award Activity or the Administering Institution and the breach is either incapable of remedy or unremedied within 14 days of being provided written notice of the breach by the Heart Foundation;
 - (2) the Heart Foundation is reasonably satisfied that the terms of clause 3.1 have not been complied with by the Administering Institution and the breach is either incapable of remedy or unremedied within 14 days of being provided written notice of the breach by the Heart Foundation;
 - (3) the Heart Foundation is reasonably satisfied that any statement made in the Application to obtain the Award is incorrect or incomplete in a way which would have affected the original decision to approve the Award;
 - (4) the Heart Foundation is reasonably satisfied that the Awardee or Specified Personnel are, or have within 3 years prior to the commencement of this Agreement, engaged in research misconduct as defined by the *Australian Code for the Responsible Conduct of Research*;
 - (5) subject to the provisions of clause 19.2, the Administering Institution:
 - (a) has received a formal complaint, or has resolved to conduct or has commenced to conduct, an investigation into allegations of research misconduct by the Awardee or Specified Personnel; and
 - (b) has not informed the Heart Foundation within 14 days of receipt of the formal complaint, or of the resolution to commence the investigation or of the fact that an investigation has commenced;
 - (6) the Heart Foundation is not reasonably satisfied that the purposes and activities of the Administering Institution remain compatible with the objectives of the Award Activity;
 - (7) the Administering Institution in the reasonable opinion of the Heart Foundation, fails to adequately comply with its reporting obligations under clause 7;
 - (8) the Heart Foundation has received insufficient funding in relation to the financial year in which payments are to be made under this Agreement;
 - (9) the Heart Foundation approves a Transfer Application;
 - (10) the Administering Institution is using the Award for purposes other than the Award Activity;
 - (11) any one or more of the Administering Institution, its Personnel or the Specified Personnel seeks or accepts any funding from the tobacco industry or persons connected with the tobacco industry; or
 - (12) a clause of this Agreement provides that this clause 19 applies,
- the Heart Foundation may, in its discretion, by written notice to the Administering Institution:
- (13) terminate this Agreement; or
 - (14) suspend or reduce payment of the Award, pending a review by the Heart Foundation of the future performance of the Award Activity.

19.2 For the purposes of clause 19.1(5):

- (1) the Administering Institution must have in place procedures for dealing with instances of suspected or alleged research misconduct which are consistent, as a minimum standard for the purposes of clause 19.1(5), with the *Australian Code for the Responsible Conduct of Research*;
- (2) where formal investigation of possible research misconduct is indicated, the Administering Institution must determine, having regard to the gravity of the suspected or alleged misconduct, whether an independent investigation by a third party is appropriate and must be able to provide justification for this decision if requested by the Heart Foundation;
- (3) the Heart Foundation reserves the right at its discretion, in any instance of suspected or alleged research misconduct notified to the Heart Foundation by the Administering Institution in accordance with clause 19.1(5), to discuss or consult with the Administering Institution as to the appropriate form of formal investigation;
- (4) the Heart Foundation reserves the right at its discretion, where an Administering Institution is conducting an investigation, whether preliminary or formal, to suspend Award funding to that Administering Institution, for the Award, pending the outcome of the investigation;

- (5) the Administering Institution must notify the Heart Foundation of the outcome of any preliminary or formal investigation, whether conducted internally or independently, and reasons for the decision within 10 days following the decision; and
 - (6) the Administering Institution must, in all cases, conduct any investigation or enquiry in such a manner as to ensure that any person who is the subject of such an investigation or enquiry is afforded natural justice.
- 19.3 In this clause 19, 'research misconduct' includes research misconduct, misconduct and scientific misconduct (as those terms are defined in the Australian Code for the Responsible Conduct of Research 2007, or in any replacement document), and includes (without limitation) failure to adhere to research proposals approved by either a Human Research Ethics Committee, Bioethics or Animal Ethics Committee.
- 19.4 Nothing in this clause 19 is intended to prevent the Heart Foundation from unilaterally suspending or withdrawing all Award funding to an Administering Institution in a situation where the Heart Foundation considers it appropriate having regard to all the circumstances.
- 19.5 Where the Heart Foundation terminates this Agreement under clause 19.1, the Heart Foundation shall not be obliged to pay to the Administering Institution any outstanding amount of the Award.

20. Recovery of Award

- 20.1 If at any time the Heart Foundation is reasonably satisfied that any part of the Award has been expended or committed by the Administering Institution other than in accordance with this Agreement, the Heart Foundation may recover that amount as a debt due to the Heart Foundation.
- 20.2 The Administering Institution must repay to the Heart Foundation any Award sums that have not been spent or legally committed for the Award Activity by the Administering Institution in accordance with this Agreement as at the completion of the Award Period. Any such amount must be repaid within 20 Business Days after the date of a Heart Foundation notice requiring the Administering Institution to repay those Award sums.
- 20.3 If the Administering Institution, after having been provided with notice by the Heart Foundation of failure to adequately comply with its reporting obligations under clause 7 and an opportunity to remedy this failure, in the reasonable opinion of the Heart Foundation, fails to adequately comply with its reporting obligations under clause 7, the Heart Foundation may recover, as a debt due to the Heart Foundation, so much of the Award as the Heart Foundation considers reasonable, having regard to the decreased usefulness of the Award Activity to the Heart Foundation for:
- (1) analysis of the conduct and outcomes of the Award Activity; and
 - (2) further policy initiatives,
- and in this regard, the Administering Institution acknowledges that the reports to be provided pursuant to this Agreement provide substantial value to the Heart Foundation as a source of information for these purposes.
- 20.4 The Heart Foundation may, following the submission of any report, or following the time that the Financial Acquittal was due to be submitted under clause 7.4, whichever is the earlier, recover from the Administering Institution as a debt due to the Heart Foundation any part of the Award which:
- (1) the Heart Foundation is not reasonably satisfied has been expended in accordance with this Agreement; or
 - (2) remains unexpended.

21. Indemnity

- 21.1 The Administering Institution shall indemnify, at all times, the Heart Foundation, its officers, employees, agents and sub-contractors (in this clause referred to as 'those indemnified') from and against all action, claims, demands, costs and expenses (including the cost of defending or settling any action, claim or demand) made, sustained, brought or prosecuted in any manner based upon, occasioned by, or attributable to any loss or damage to any person, or loss or damage to property which may arise from any claim, suit, demand, action or proceeding by any person against any of those indemnified where such loss or liability was directly caused by:

- (1) a wilful, unlawful or negligent act or omission of the Administering Institution, its officers, employees, agents or sub-contractors in connection with this Agreement; or
 - (2) a warranty given by the Administering Institution under this Agreement being or subsequently becoming false.
- 21.2 The Administering Institution's liability to indemnify the Heart Foundation under clause 21.1 will reduce proportionately to the extent that any negligent or other tortious act or omission of, or breach of contract by, the Heart Foundation contributed to the relevant liability, loss or damage, or loss or expense.
- 21.3 The Administering Institution acknowledges that it participates in the Award Activity at its own risk and neither party will be liable to the other for any loss, damage, injury, disease, illness or death sustained by any person or caused to any property.
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22. Insurance

- 22.1 Unless the Heart Foundation otherwise agrees, the Administering Institution must, for so long as any obligations remain in connection with this Agreement:
- (1) effect and maintain workers' compensation insurance as required by law, public liability insurance and professional indemnity insurance policies (or equivalent) for appropriate amounts to cover all the obligations of the Administering Institution under this Agreement, including those which survive the expiration or termination of this Agreement; and
 - (2) upon request, provide proof of insurance acceptable to the Heart Foundation.
- 22.2 All insurance under clause 22.1 is to be taken out with a reputable insurance company or provided by means of appropriate self-insurance to the extent permitted by law.
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23. Use of Information

- 23.1 The Parties agree that:
- (1) the Heart Foundation; or
 - (2) any third party specified in the Award Plan who has provided Partner or Co Funding and has obtained the prior written consent of the Heart Foundation,
- has the right to use or publish any report provided by the Administering Institution under this Agreement, in whole or in part, as the Heart Foundation may determine in its absolute discretion.
- 23.2 If any agency or body of the Heart Foundation receives information from the Administering Institution in relation to the Award and its Activity, the Administering Institution consents to the provision by the agency or body of such information to the Heart Foundation.
- 23.3 The Administering Institution acknowledges that the Heart Foundation may be required to provide information in relation to this Award or this Agreement, as required by the operation of any law, judicial or parliamentary body or government agency.
- 23.4 Subject to clause 12, the Heart Foundation reserves the right to publicise and report on the awarding of Award to the Administering Institution. The Heart Foundation may do this by including general information about the Administering Institution, the Award, title and a brief description of the Award Activity in media releases, general announcements about the Award and in annual reports. Any public announcements that refer to the name, logo or other identifying marks of the Administering Institution, beyond the general information described in this clause, must be approved by the Administering Institution (such approval not to be unreasonably withheld).
- 23.5 The Administering Institution acknowledges that its performance of the Award Activity and any failure to comply with this Agreement, including, without limitation:
- (1) any failure to provide full and thorough reports pursuant to clause 7; or
 - (2) any careless use or misuse of the Award,
- may be taken into consideration by the Heart Foundation in any future Application by the Administering Institution for funding under any Scheme.
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24. Negation of Employment, Partnership and Agency

- 24.1 The Administering Institution agrees not to represent itself, and to use its best endeavours to ensure that its officers, employees, agents and sub-contractors do not represent themselves, as being an officer, employee, partner or agent of the Heart Foundation or the Heart Foundation, or as otherwise able to bind or represent the Heart Foundation.
- 24.2 The Administering Institution, its officers, employees, agents and sub-contractors do not by virtue of this Agreement become an officer, employee, partner or agent of the Heart Foundation, nor does the Administering Institution have any power or authority to bind or represent the Heart Foundation.

25. Compliance with Law

- 25.1 The Administering Institution shall ensure that in carrying out its functions and expending the Award, it complies with all Laws, whether in force now or during the Term, including:
- (1) the Privacy Act 1988 (Cth);
 - (2) the Do Not Call Register Act 2006 (Cth);
 - (3) the Spam Act 2003 (Cth);
 - (4) the Telecommunications Act 1997 (Cth);
 - (5) the Telecommunications (Telemarketing and Research Calls) Industry Standard 2017 (Cth);
 - (6) Research Involving Human Embryos Act 2002 (Cth);
 - (7) Prohibition of Human Cloning for Reproduction Act 2002 (Cth);
 - (8) Gene Technology Act 2000 (Cth);
 - (9) Crimes Act 1914 (Cth);
 - (10) Racial Discrimination Act 1975 (Cth);
 - (11) Sex Discrimination Act 1984 (Cth);
 - (12) Disability Discrimination Act 1992 (Cth);
 - (13) Workplace Gender Equality Act 2012 (Cth);
 - (14) Therapeutic Goods Act 1989 (Cth);
 - (15) National Health and Medical Research Council Act 1992 (Cth);
 - (16) "Australian Code for the Care and Use of Animals for Scientific Purposes 8th edition (2013)";
 - (17) "National Statement on Ethical Conduct in Human Research (2007) – updated July 2018";
 - (18) all those laws and regulations relating to employment terms and conditions;
 - (19) all laws and regulations relating to charitable fundraising, including lottery and gaming;
 - (20) all relevant industry codes of practice; and
 - (21) any other statute, law rule, regulation, proclamation, order in council, ordinance, by-law or statutory instrument (including but not limited to: orders, directions, guidelines or standards with legislative force) relevant to the performance of the Services;

where relevant to this Agreement.

26. Warranties and Institutional Approvals

- 26.1 The Administering Institution warrants that it:
- (1) is a "National Health and Medical Research Council (**NHMRC**) Administering Institution";
 - (2) is and will remain registered with the NHMRC for the duration of this Award; and
 - (3) has established administrative procedures for assuring sound scientific practice in accordance with the principles of the Australian Code for the Responsible Conduct of Research (2007).
- 26.2 The Administering Institution must ensure that the ethics clearances required for the Award Activity, as outlined in Award Plan and the Application are obtained and maintained for the duration of the Award.
- 26.3 The Administering Institution must ensure that the Award Activity is conducted in accordance with the principles outlined in all relevant NHMRC guidelines, codes and statements.

27. Conflict of Interest

- 27.1 The Administering Institution warrants that, to the best of its knowledge, at the date of signing this Agreement no Conflict of Interest exists, has existed or is likely to arise in the performance of its obligations under this Agreement.
- 27.2 A Conflict of Interest will arise (but is not limited to) where the Administering Institution receives, or has received, on or after the date the Application is provided to the Heart Foundation, any type of funding from the tobacco industry or persons connected with the tobacco industry.
- 27.3 If a Conflict of Interest, arises, or is expected to arise, in respect of the Administering Institution, or an employee or agent of the Administering Institution, the Administering Institution must immediately notify the Heart Foundation in writing making full disclosure of all relevant information relating to that Conflict of Interest.
- 27.4 The Administering Institution must not permit any of its Personnel working on or in connection with the Award Activity to:
- (1) act as a consultant to any person who carries on or is involved in any capacity in an activity; or
 - (2) carry on or be involved in any capacity in an activity or business,
- which may adversely affect the Administering Institution's ability to carry out the Award Activity in accordance with this Agreement.
- 27.5 If a Conflict of Interest is experienced by the Administering Institution, or an employee or agent of the Administering Institution, the Administering Institution must take such steps as the Heart Foundation may reasonably require to resolve or otherwise manage that Conflict of Interest.
- 27.6 If the Administering Institution fails to notify the Heart Foundation under this clause 27, or is unable or unwilling to resolve or deal with the Conflict of Interest as required, the Heart Foundation may terminate this Agreement in accordance with clause 19, (Termination and Suspension).

28. Protection of Personal Information

- 28.1 This clause applies only where the Administering Institution deals with Personal Information when, and for the purpose of, conducting the Award Activity under this Agreement.
- 28.2 The Administering Institution agrees to be treated as a contracted service provider and agrees to:
- (1) use Personal Information held in connection with the performance of the Award Activity under this Agreement only for the purposes of fulfilling its obligations under this Agreement;
 - (2) not to do any act or engage in any practice which if done or engaged in by an agency, would be a breach of an APP;
 - (3) carry out and discharge the obligations contained in the APPs as if the Administering Institution were an agency;
 - (4) notify individuals whose Personal Information the Administering Institution holds, that complaints about the Administering Institution's acts or practices may be investigated by the Australian Information Commissioner who has power to award compensation against the Administering Institution in appropriate circumstances;
 - (5) not to use or disclose Personal Information or engage in an act or practice that would breach an APP or an APP Code (APC), unless:
 - (a) in the case of section 16F - the use or disclosure is explicitly required under this Agreement; or
 - (b) in the case of an APP or an APC - where the act or practice is explicitly required under this Agreement;
 - (6) comply with any request under section 95C of the Privacy Act (relating to disclosure of any provisions of this Agreement (if any) that are inconsistent with an APP or an APC binding on a party);
 - (7) immediately notify the Heart Foundation if the Administering Institution becomes aware of a breach or possible breach of any of the obligations contained in, or referred to in, this clause 28 whether by the Administering Institution or its officers, employees, agents or any sub-contractor;

- (8) comply with the Privacy Act (to the extent that Act applies to the Administering Institution), including any guidelines issued by the Australian Privacy Commissioner and approved for the purposes of that Act;
 - (9) comply with any relevant privacy law of a State or Territory (to the extent that such law applies to the Administering Institution);
 - (10) comply with any directions, guidelines, determinations or recommendations of the Privacy Commissioner to the extent that they are consistent with the requirements of this clause 28;
 - (11) ensure that any of the Administering Institution's employees, agents, officers or volunteers who are required to deal with Personal Information for the purposes of this Agreement are made aware of the Administering Institution's obligations set out in this clause 28; and
 - (12) indemnify the Heart Foundation as the circumstances require, in respect of any loss, liability or expense suffered or incurred by the Heart Foundation, arising out of or in connection with a breach of the obligations of the Administering Institution under this clause 28 or any misuse of Personal Information by the Administering Institution or any disclosure by the Administering Institution in breach of an obligation or confidence, whether arising under the Privacy Act or otherwise.
- 28.3 The Administering Institution agrees to ensure that any sub-contract entered into for the purpose of fulfilling the Administering Institution's obligations under this Agreement imposes on the subcontractor the same obligations as the Administering Institution has under this clause 28, including the requirement in relation to subcontracts.
- 28.4 In this clause 28, the terms 'agency', Australian Privacy Principles Code, 'contracted service provider', 'Australian Privacy Principles' and 'sub-contract' and other grammatical forms of that word has the meaning given in the Privacy Act.

29. Dispute Resolution

- 29.1 If a dispute arises in connection with this Agreement, a party to the dispute must give to the other party or parties to the dispute notice specifying the dispute and requiring its resolution under this clause 29 (**Notice of Dispute**).
- 29.2 The CEO of each party must confer within 7 days after the Notice of Dispute is given to try to resolve the dispute.
- 29.3 If the dispute is not resolved within 14 days after the Notice of Dispute is given to the other party or parties (First Period), the dispute is by this clause submitted to mediation. The mediation must be conducted in Victoria. The Institute of Arbitrators and Mediators Australia Mediation and Conciliation Rules (at the date of this Agreement) as amended by this clause 29, apply to the mediation, except where they conflict with this clause 29.
- 29.4 If the parties have not agreed upon the mediator and the mediator's remuneration within 7 days after the First Period:
- (1) the mediator is the person appointed by; and
 - (2) the remuneration of the mediator is the amount or rate determined by;
- the Chair of the Victorian Chapter of the Institute of Arbitrators and Mediators Australia (**Principal Appointor**) or the Principal Appointor's nominee, acting on the request of any party to the dispute.
- 29.5 The parties must pay the mediator's remuneration in equal shares. Each party must pay its own costs of the mediation.
- 29.6 If the dispute is not resolved within 30 days after the appointment of the mediator (**Second Period**) or as otherwise extended by agreement between the parties, the dispute is by this clause referred to arbitration. The arbitration must be conducted in Victoria by a single arbitrator.
- 29.7 If the parties have not agreed upon the arbitrator within 7 days after the Second Period, the arbitrator is the person appointed by the Principal Appointor or the Principal Appointor's nominee, acting on the request of any party to the dispute.
- 29.8 After accepting the appointment and during the arbitration the arbitrator may:
- (1) require the parties to lodge security or further security towards the arbitrator's fees and expenses; and

(2) apply any security towards those fees and expenses;

but the arbitrator may not direct a party to the dispute to provide security for the costs of the arbitration to be incurred by any other party.

29.9 Despite anything in this clause 29, a party at any time may commence court proceedings in relation to any dispute or claim arising under or in connection with this Agreement where that party seeks urgent interlocutory relief.

29.10 This clause 29 applies even where the Agreement is otherwise void or voidable.

29.11 Notwithstanding the existence of a dispute, each Party must continue to perform its obligations under this Agreement.

30. Notices

30.1 Any notice, request or other communication to be given or served pursuant to this Agreement shall be in writing and addressed to the other party at the address provided in this Agreement or such other address as a party may notify the other party from time to time.

30.2 A notice, request or other communication will be deemed to be received:

- (1) if delivered by hand, upon delivery;
- (2) if sent by pre-paid ordinary post within Australia, upon the expiration of 3 days after the date on which it was sent;
- (3) if sent by facsimile, on the Business Day following the day of dispatch provided that the sender receives an OK code in respect of the transmission and is not notified by the receiver by close of business of the next Business Day following the day of dispatch that the transmission was illegible; or
- (4) if transmitted electronically, upon receipt by the sender of an acknowledgment that the communication has been properly transmitted to the recipient.

31. Responsible Officer

31.1 The Administering Institution shall notify the Heart Foundation in writing of the name and title of the Responsible Officer. All correspondence and reports relating to the Award shall be made by or through the Responsible Officer or their nominee, and all documents signed by the Responsible Officer or their nominee shall be binding on the Administering Institution.

31.2 The Responsible Officer shall supply all necessary information reasonably requested by the Heart Foundation in relation to the purposes for which the Award are used.

32. Assignment and Other Encumbrances

32.1 The Administering Institution shall not without the written consent of the Heart Foundation assign, mortgage, charge or encumber this Agreement or any benefit, moneys or rights (apart from Intellectual Property benefits or rights) obtained or to be obtained under this Agreement.

33. Electronic Transactions Act

33.1 The Parties agree to receive this Agreement and associated information by electronic means and to provide information by electronic means if requested and the Parties agree that any email versions of the signed and scanned contract or any electronic versions containing electronic signatures shall be binding as if the original or electronic copies had been signed by the Parties.

34. Variation

34.1 An amendment or variation to this Agreement is not effective unless it is in writing and signed by the parties.

35. CEO may Act

- 35.1 The Heart Foundation's CEO may exercise, on behalf of the Heart Foundation, any of the powers conferred upon the Heart Foundation by this Agreement.

36. Survival of Provisions

- 36.1 Each Party continues to be bound by the obligations under the following clauses and any other obligations which by their nature are intended to survive this Agreement:
- (1) 3.2(3) – Prevention of Unauthorised Access;
 - (2) 6 – Accountability of Award;
 - (3) 7 – Reporting;
 - (4) 8.1 – Evaluation of Award Activity;
 - (5) 9 – Award Activity Material and Intellectual Property;
 - (6) 10 – Commercialisation of Intellectual Property;
 - (7) 14.4 – Equipment and Animals;
 - (8) 16 – Acknowledgments;
 - (9) 20 – Recovery of Award;
 - (10) 21 – Indemnity;
 - (11) 22 – Insurance;
 - (12) 23 – Use of Information;
 - (13) 25 – Compliance with Law;
 - (14) 28 – Protection of Personal Information; and
 - (15) 31 – Responsible Officer.

37. Taxes, Duties and Charges

- 37.1 Except as provided by this clause 37, the Administering Institution must pay all taxes, duties and government charges imposed or levied in Australia or overseas in connection with the performance of this Agreement.
- 37.2 The following terms have the meanings respectively given to them in the A New Tax System (Goods and Services Tax) Act 1999: consideration; GST; input tax credit; supply; taxable supply; and tax invoice.
- 37.3 Unless otherwise indicated, the fees and all other consideration for any supply made under this contract is exclusive of any GST imposed on the supply.
- 37.4 If one party (the supplier) makes a taxable supply to the other party (the recipient) under this Agreement, on receipt of a tax invoice from the supplier, the recipient must pay without setoff an additional amount to the supplier equal to the GST imposed on the supply in question.
- 37.5 No party may claim from the other party under this Agreement any amount for which the first party may claim an input tax credit.
- 37.6 Where the invoice relates to a taxable supply made under this Agreement, the invoice must comply with the requirements for a tax invoice, as defined in the GST Law.