

**Children's Hospital Foundation Queensland
ABN 11 607 902 687**

and

Institution Name
Institution ABN

Award Funding Agreement

- Parties** **Children’s Hospital Foundation Queensland ABN 11 607 902 687** of 494 Stanley Street, Woolloongabba, Queensland 4101 (“CHF”)
- The University of Queensland ABN 63 942 912 684** of Brisbane QLD 4072
(Administering Institution)

Background

- A.** The primary purpose of the CHF in awarding funds to outstanding female researchers through the Mary McConnel Career Boost Program for Women in Paediatric Research is to increase research delivery and dissemination and enhance competitiveness for future funding, thereby contributing to the future discovery and development of treatments and cures for paediatric illnesses and diseases.
- B.** CHF agrees to enter into this Agreement under which the CHF will provide the Administering Institution with one or more Awards for the purpose of assisting the Administering Institution to undertake the Award Activities.
- C.** The Administering Institution agrees to use each Award and undertake the Award Activities in accordance with the terms set out in this Agreement.

Terms

1. Definitions and interpretation

- 1.1 In this Agreement, unless the contrary intention appears:
- (1) **Agreement** means this document together with any annexures and schedules attached to this document or referenced in this document;
 - (2) **Application** means the funding application submitted to CHF by the Administering Institution by reference to a Scheme;
 - (3) **Approved Budget** means the Administering Institution’s budget for the Award Activity as approved by the CHF in the Award Plan;
 - (4) **Award** means the money, or any part of it, payable by the CHF to the Administering Institution as specified in the Application, Schedule 1 and pursuant to this Agreement;
 - (5) **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. For the avoidance of doubt, the Awardee may be the Administering Institution’s Responsible Officer;
 - (6) **Award Activities** means the activities described in Schedule 1;
 - (7) **Award Period** means the time period calculable from the Award Plan commencement and conclusion dates;
 - (8) **Award Plan** means the details of conduct of the Award Activity as specified in accordance with Schedule 1;
 - (9) **Business Day** means a day that is not a Saturday, Sunday, public holiday or any other day on which the CHF is closed for business to the public;
 - (10) **Change in Control** means in relation to the 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;
- (11) **Co-funding** means funding specifically contributed by an external party to the CHF 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;
- (12) **Confidential Information** means any information provided by a Party or any of its representatives to another Party or any of its representatives, or otherwise obtained by a Party, whether obtained before or after execution of this Agreement, in connection with this Agreement in any way. It includes, but is not limited to the following:
 - (a) all confidential business information, business strategies, documents, records, financial information, reports, designs, content, product specifications, processes, technical information, trade secrets, unpublished patent applications, and forecasts which relate to a Party or its Related Entities;
 - (b) all intellectual property rights of a party or its Related Entities; and
 - (c) the terms and conditions of this Agreement,

Confidential Information does not include the following:

- (d) information which is in or becomes part of the public domain, other than through a breach of this document or an obligation of confidence owed to a Party or any representative of the Party; and
- (e) information which a Party can prove by contemporaneous written documentation was independently acquired or developed without breaching any of that Party's obligations set out in this Agreement;
- (13) **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;
- (14) **Party** means either the CHF or the Administering Institution and a reference to Parties means both of them;
- (15) **Personal Information** means written and spoken information and opinions (in a database or otherwise) about someone whose identity is apparent or can reasonably be ascertained from the information or opinion;
- (16) **Related Entities** has the meaning given to it by section 9 of the *Corporations Act 2001* (Cth);
- (17) **Responsible Officer** means the officer nominated by each Party as its contact person for the purpose of this Agreement;
- (18) **Scheme** means any funding scheme administered by the CHF, excluding travel grants; and
- (19) **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.

1.2 Except where the context otherwise requires:

- (1) words in the singular number include the plural and words in the plural number include the singular;

- (2) clause headings are for convenient reference only and have no effect in limiting or extending the meaning of the provisions to which they refer;
 - (3) where any word or phrase is given a defined meaning, any other form of that word or phrase has a corresponding meaning;
 - (4) "including" and similar expressions are not words of limitation;
 - (5) a reference to a person or body includes a partnership and a body corporate or body politic; and
 - (6) any reference to legislation or regulations includes legislation or regulations amending or replacing earlier legislation or regulations.
- 1.3 This Agreement may be executed in any number of counterparts. All of such counterparts taken together shall be deemed to constitute one and the same Agreement.
- 1.4 The laws of the State of Queensland apply to this Agreement.
- 1.5 Except where reference is made in this Agreement to other documents or provisions of other documents this Agreement represents the entire agreement between the Parties and supersedes all prior negotiations, representations, or agreements, either written or oral.
- 1.6 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.
- 1.7 None of the rights or obligations under this Agreement may be assigned or transferred without the written consent of all the Parties.
- 1.8 Each Party must promptly execute all documents and do all things that another Party from time to time reasonably requests to effect, perfect or complete this Agreement and all transactions incidental to it.
- 1.9 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.
- 1.10 An amendment or variation to this Agreement is not effective unless it is in writing and signed by the Parties.
- 1.11 Where any conflict arises between the terms and conditions 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 Schedule 2;
 - (2) the Award Plan per Schedule 1;
 - (3) the terms and conditions contained in the clauses of this Agreement.
- 1.12 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.

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 the Parties wish to extend this Agreement, either Party's Responsible Officer may submit to the other Party a written request at least three (3) months prior to the existing conclusion date for that Award Period to extend the Agreement by a further term, commencing on the current conclusion date. The Parties may continue to extend this Agreement so long as there is mutual agreement in writing to do so.

3. Payment of Award

- 3.1 The CHF agrees to pay the Award to the Administering Institution in accordance with the terms of this Agreement.
- 3.2 The Administering Institution must:
- (1) use the Award for the sole purpose of undertaking the Award Activities and relevant services associated with the Award Activities;
 - (2) endeavour in good faith to achieve any stated deliverables by their due date;
 - (3) notify the CHF as soon as it is practicable of any expected or actual delay or suspension in the progress of the Award Activity;
 - (4) 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;
 - (5) ensure that all relevant licences, permits, consents and approvals are obtained and maintained as required for the duration of the Award (and promptly evidence the same upon written request from the CHF);
 - (6) 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;
- 3.3 The CHF may by notice withhold payment of any amount of the Award where it reasonably believes the Administering Institution has not complied with this Agreement or is unable to undertake any of the Award Activities.
- 3.4 A notice under clause 3.3 will contain the reasons for any payment being withheld and the steps the Administering Institution can take to address those reasons.
- 3.5 The CHF will pay the withheld amount once the Administering Institution has satisfactorily addressed the reasons contained in a notice under clause 3.3.

4. Schedule of funding

- 4.1 The Administering Institution must issue an invoice to the CHF in arrears at the end of each quarter. If the Administering Institution cannot provide the invoice within fourteen (14) days of the end of each quarter, it must:
- (1) provide written notice to the CHF to explain why it has delayed issuing the invoice; and
 - (2) issue the invoice by the last day of the last month following the end of that quarter.
- 4.2 Subject to the Administering Institution complying with this Agreement on an ongoing basis, the CHF 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 arrears 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 CHF for the Award Activities shall not, without the prior written agreement of the CHF, 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 Payment of the Award will not commence until satisfactory evidence is provided to the CHF that all relevant approvals required for the commencement of the Award Activity as specified in the Award Plan have been obtained by the Administering Institution. Where any relevant approval necessary for the Award Activity is withdrawn or not renewed during the Award Period, the Administering Institution must notify the CHF as soon as practicable or in any event within one (1) month after the withdrawal or expiration of the relevant approval. All relevant approvals necessary for the Award Activity must be provided within twelve (12) months from the date of commencement specified in the Award Plan. The CHF may, in its absolute discretion, terminate the Agreement or suspend the payment of the Award until the Award Activity can be resumed.
- 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 CHF as soon as possible after becoming aware of the delay or expected delay. The Administering Institution must request and obtain the CHF's written approval for the continuation of the Award Activity. Delays beyond six (6) months are unlikely to be approved and may result in termination of the Agreement pursuant to clause 13.
- 4.8 In the event of a delay or expected delay to the commencement or progress of the Award Activity, the CHF may suspend, reduce or terminate payment of the Award for that Award Activity or terminate this Agreement pursuant to clause 13. 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 CHF has in relation to the relevant suspension, reduction or termination of the Award (whether under this Agreement or otherwise) and the CHF is not precluded from terminating this Agreement pursuant to clause 13 if first electing to suspend or reduce payment of the Award for that Award Activity.
- 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 CHF 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 CHF, the reduction or termination of the additional funding would adversely affect the Administering Institution's ability to conduct the Award Activity, the CHF has the right to terminate the Agreement or reduce the scope of the relevant Award Activity upon giving at least thirty (30) days' prior notice to the Administering Institution.
- 4.10 If additional funding or Co-funding from a third party has been identified in the Approved Budget the CHF 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 CHF in connection with the Award and must notify the CHF of that overpayment within twenty (20) Business Days of identifying the overpayment. The CHF may recover the amount of any overpayment made by the CHF from the Administering Institution.
- 4.12 The CHF may recover from the Administering Institution any portion of the Award that has been provided for a particular purpose if the CHF 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 CHF immediately and, unless the CHF directs otherwise, take all action necessary either to cease or minimise further expenditure in relation to the Award Activity as the CHF may decide.
- 4.14 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. Repayment of Award

- 5.1 If any of the Award has been spent other than in accordance with this Agreement or where the Administering Institution does not utilise the Award in full, the Administering Institution agrees to repay the amounts spent in breach of this Agreement or the unspent amounts (as the case may be) to the CHF on expiry of the Term, unless agreed otherwise by the Parties.
- 5.2 The amount to be repaid under clause 5.1 may be deducted by the CHF from subsequent payments of the Award.

6. Accountability and Record keeping

- 6.1 Throughout the Term, 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 the information described in clause 6.2; and
 - (3) be kept in a manner that permits them to be conveniently and properly audited.
- 6.2 The Administering Institution must maintain the following records in relation to expenditure of the Award:
- (1) identify the receipt and expenditure of the Award separately within the Administering Institution's accounts and records so that at all times the Award is identifiable;
 - (2) keep financial accounts and records relating to the Award Activities so as to enable all receipts and payments related to each Award Activity to be identified and reported; and
 - (3) such other records and documents that are relevant to enable the CHF to verify whether the Award has been used in accordance with this Agreement.
- 6.3 The Administering Institution agrees to maintain and store the records described in clause 6.2 for seven (7) years following expiry of the Term, and must provide copies of the records to the CHF upon request.
- 6.4 Clause 6 survives the termination, cancellation, or expiry of this Agreement.

7. Reporting

- 7.1 The Administering Institution must adhere to all reporting requirements as set out in Schedule 1, and provide those reports to the CHF by the date specified in the Award Plan, or as otherwise agreed between the Parties.

- 7.2 If, in the reasonable opinion of the CHF, the Administering Institution does not satisfy its reporting requirements under this Agreement, then the CHF will terminate any future Awards or other funding by prior notice to the Administering Institution.
- 7.3 If the CHF terminates any future Awards under clause 7.2, the Administering Institution is from thereon deemed ineligible to apply for any further Awards or other funding from the CHF, unless the Parties agree otherwise.
- 7.4 Termination of the Awards under clause 7 is in addition to any other rights which the CHF has at law or under this Agreement.

8. Award Activities and Expenditure

- 8.1 Unless otherwise specified in this Agreement or agreed in writing by the Parties, the Award may only be applied by the Administering Institution towards any capital expenditure exceeding \$500.00 if the Administering Institution obtains the prior written consent of the CHF.

9. Performance of obligations and warranties

- 9.1 The Parties agree to notify the other Party of anything reasonably likely to affect the performance of their respective obligations or as otherwise required under this Agreement.
- 9.2 A notice under this Agreement must be in writing, signed by the Party giving notice and addressed to the other Party's Responsible Officer.
- 9.3 The Administering Institution warrants to the CHF 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; and
 - (4) all relevant approvals and ethics clearances as may be required for the Award Activity, as outlined in the Award Plan or the Application, and copies of these approvals and clearances will be provided to the CHF upon request.

10. Insurance

- 10.1 The Administering Institution agrees to maintain adequate insurance, including workers' compensation insurance (as required by law), public liability and professional indemnity insurance with a limit of liability that is appropriate to cover all the obligations of the Administering Institution under this Agreement, including those which survive the expiration or termination of this Agreement.
- 10.2 Upon request by the CHF, the Administering Institution must provide proof of insurance acceptable to the CHF.

11. Goods and Services Tax and other charges

- 11.1 Except as provided by this clause 11, 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.
- 11.2 In this clause 11 “GST”, “Taxable Supply”, “Tax Invoice” and “GST law” have the meanings given by section 195-1 of the *A New Tax System (Goods and Services Tax) Act 1999*.
- 11.3 Except where it is expressly stated otherwise, the amount payable by one Party to the other is expressed as a GST exclusive payment.
- 11.4 Where either Party is liable to make a payment to the other to which this clause relates that Party will also, subject to first receiving a valid Tax Invoice, pay the amount of any GST in respect of the Taxable Supply.
- 11.5 No party may claim from the other party under this Agreement any amount for which the first party may claim an input tax credit.

12. Acknowledgments

- 12.1 The Administering Institution shall properly acknowledge the contribution of the CHF in providing the Awards under this Agreement in respect of all relevant correspondence with third parties, public announcements, advertising material, research reports, journal articles or other material produced by, on behalf of or through the Administering Institution in any manner relating to that Award.

13. Termination

- 13.1 CHF may terminate this Agreement by prior notice where:
- (1) the Award is no longer available from the CHF;
 - (2) a Change in Control of the Administering Institution occurs, which the CHF believes will negatively affect the Administering Institution’s ability to comply with this Agreement; or
 - (3) it reasonably believes the Administering Institution:
 - (a) has breached this Agreement;
 - (b) is no longer capable of performing its obligations under this Agreement;
 - (c) has provided false or misleading statements in their application for the Award; or
 - (d) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.
- 13.2 Where termination of this Agreement has occurred by the CHF, the Administering Institution agrees on receipt of a notice of termination under clause 13.1 to:
- (1) stop the performance of the Administering Institution's obligations as specified in the notice; and
 - (2) take all available steps to minimise any loss resulting from that termination.
- 13.3 In the event of termination under clause 13, the CHF will be liable only to pay any part of the Award due and owing to the Administering Institution under this Agreement at the date of the notice.

- 13.4 The CHF's liability to pay any amount under this clause is subject to the Administering Institution's compliance with this Agreement.
- 13.5 The Administering Institution will not be entitled to compensation for loss of prospective profits or benefits that would have been conferred on the Administering Institution but for termination under this clause.

14. Dispute Resolution

- 14.1 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 **Error! Reference source not found. (Notice of Dispute)**.
- 14.2 The CEO of CHF and the COO of the Administering Institution must confer within 7 days after the Notice of Dispute is given to try to resolve the dispute.
- 14.3 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 Queensland. The Institute of Arbitrators and Mediators Australia Mediation and Conciliation Rules (at the date of this Agreement) as amended by this clause **Error! Reference source not found.**, apply to the mediation, except where they conflict with this clause **Error! Reference source not found.**
- 14.4 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 Queensland Chapter of the Institute of Arbitrators and Mediators Australia (**Principal Appointer**) or the Principal Appointer's nominee, acting on the request of any party to the dispute.
- 14.5 The parties must pay the mediator's remuneration in equal shares. Each party must pay its own costs of the mediation.
- 14.6 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 Queensland by a single arbitrator.
- 14.7 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 Appointer or the Principal Appointer's nominee, acting on the request of any party to the dispute.
- 14.8 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.
- 14.9 Despite anything in this clause 14, 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.

- 14.10 This clause 14 applies even where the Agreement is otherwise void or voidable.
- 14.11 Notwithstanding the existence of a dispute, each Party must continue to perform its obligations under this Agreement.
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15. Negation of Employment, Partnership and Agency

- 15.1 The Parties agree not to represent themselves, 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 other Party, or as otherwise able to bind or represent the other Party.
- 15.2 The Parties, their officers, employees, agents and sub-contractors do not by virtue of this Agreement become an officer, employee, partner or agent of the other Party, nor does one Party have any power or authority to bind or represent the other.
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16. Compliance with Laws

- 16.1 The Administering Institution shall ensure that in carrying out its functions and expending the Award under this Agreement, it complies with all Laws that are relevant to this Agreement.
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17. Privacy

- 17.1 When dealing with Personal Information in carrying out the Award Activities, the Administering Institution, Awardee and Specified Personnel agree not to do anything which, if done by the CHF, would be a breach of privacy laws on Personal Information, even if the Administering Institution, Awardee and Specified Personnel are not an organisation bound by the *Privacy Act 1988* (Cth).
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18. Confidentiality

- 18.1 The Parties agree not to disclose each other's Confidential Information without prior written consent unless required or authorised by law.
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19. Indemnities

- 19.1 The Administering Institution shall indemnify, at all times, the Children's Hospital 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 (but excluding 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 any act or failure to act by the Administering Institution in accordance with the terms of this Agreement.
- 19.2 The Administering Institution's liability to indemnify the Children's Hospital Foundation under clause 19.1 will reduce proportionately to the extent that any negligent or other tortious act or omission of, or breach of contract by, the Children's Hospital Foundation contributed to the relevant liability, loss or damage, or loss or expense, provided that, the Administering Institution acknowledges that the Children's Hospital Foundation is a passive grantor.

20. Notices

20.1 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.

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

- (1) if delivered by hand, upon delivery; or
- (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 transmitted electronically, upon receipt by the sender of an acknowledgment that the communication has been properly transmitted to the recipient.

21. Responsible Officer

21.1 The Parties shall notify each other in writing of the name and title of the Party's Responsible Officer. All correspondence and reports relating to the Award shall be made by or through the Responsible Officer or their nominee.

21.2 The Responsible Officer shall supply all necessary information reasonably requested by the other Party in relation to the purposes for which the Award is used.

Schedule 1

Award Plan

Award Reference Number			
Award Type			
Administering Institution			
Scientific Title			
Specified Personnel			
Awardee			
Period of Funding	Commencement Date		Conclusion Date
Approved Budget			
Financial Year	Amount		
Total Funding			
Co-funding body (if applicable)			
Award Activity			
Clearances Required Prior to Funding Commencement			
Clearance Type	Date Due		
Reporting Requirements			
Report Type	Pro-Forma	Personnel responsible	Date Due

Schedule 2

Special Conditions

- Item 1:** Awardees shall adhere to the Approved Budget, which clearly defines the proposed uses of funding and provides a detailed justification as to how the use of funds will progress the researcher's career. Any alteration to the Approved Budget must be submitted in writing in advance for approval by the Children's Hospital Foundation.
- Item 2:** Although Awardees may request an extension in time if necessary, no additional funding will be provided. A request for an extension in time must be submitted in writing and in advance for approval by the Children's Hospital Foundation.
- Item 3:** Relevant supporting documentation (e.g. receipts, records of conference registration, confirmation of abstract acceptance etc) confirming expenditure of the Award in compliance with the Approved Budget shall be maintained by the Administering Institution.
- Item 4:** Where relevant, Awardees shall manage travel costs by adhering to the following limits when claiming reimbursement of travel related expenses:
- Airfares: All domestic and international airfares are economy class, with consideration given to booking the lowest practical fare available. This cost will cover luggage allowance (two checked items), booking fees, transfers and other airline charges. Travel insurance costs can also be included as part of the costs of travel.
 - Accommodation:
 - Within Australia: maximum \$250 per night, single occupancy
 - International travel: maximum \$300 (AUD) per night, single occupancy.
 - Meals:
 - Within Australia: maximum \$110 per day (this includes breakfast, lunch, dinner and incidentals).
 - International travel: maximum \$150 (AUD) per day (this includes breakfast, lunch, dinner and incidentals).
 - Transport:
 - All transport costs to and from place of residence, airport and conference should utilise the most cost-effective form of transport. This would include public transport, taxis and hire cars (including hire cost, insurances and petrol). Total maximum daily cost \$120 (AUD) per day.

Executed as an Agreement

Signed for and on behalf of **Children’s Hospital Foundation Queensland ABN 11 607 902 687** by its authorised representative in the presence of:

Signature of witness

Signature of authorised representative

Name of witness
(BLOCK LETTERS)

Name of authorised representative
(BLOCK LETTERS)

Date:

Date:

Signed for and on behalf of **Institution Name & ABN** by its authorised representative in the presence of:

Signature of witness

Signature of authorised representative

Name of witness
(BLOCK LETTERS)

Name of authorised representative
(BLOCK LETTERS)

Address of witness

Date:

Signed by **Name of Awardee** by way of acknowledgement in the presence of:

Signature of witness

Signature of individual

Name of witness (BLOCK LETTERS)

Name of individual (BLOCK LETTERS)

Address of witness

Date: