

Trish MS Research Foundation Conditions of Award

1. General conditions

- a. A Translational Research Project Grant is an award made available for a fixed term to provide Grant-in-Aid funding or stipend funding.
- b. The project is to be consistent with the Trish MS Research Foundation's goal of pursuing a cure or preventive strategy for MS and with the selection criteria described in the funding application.
- c. The research must be conducted within an Australian institution.
- d. The research work is to be approved by the host institution (including relevant ethics committees).
- e. Chief Investigators who are based overseas for the duration of the grant are not eligible to apply.
- f. Research personnel actively working on the project must hold Australian or New Zealand citizenship or permanent residency. Either of these conditions must be fully met before taking up the grant in January of the following calendar year.
- g. A person receiving Trish MS Research Foundation funding will not be regarded as an employee of the organisation.
- h. The recipient of a Translational Research Project Grant is responsible for the management of salaries and other expenditure within the limits of the grant.
- i. The Trish MS Research Foundation does not intend to provide long term salaries for support staff.
- j. The Delegated Research Officer of the institution is responsible for administration of the award.
- k. The institution remains responsible for normal overhead expenses including maintenance costs on equipment purchased with Trish MS Research Foundation funds and institutional maintenance charges.

2. Purpose of the grant

- a. The purpose of the grant is described in aims and hypotheses of the funding application.
- b. The grant aims, hypothesis or funding amounts cannot be changed during the duration of the research, unless the change has been formally agreed by the Trish MS Research Foundation using the Grant Change Request Form, available with the Letter of Acceptance.
- c. Before accepting any changes in duties or responsibilities that may change the ability of the recipient of the Translational Research Project Grant to deliver the envisaged



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outcome or deliver in the time described in the application, approval should be sought from the Trish MS Research Foundation by completing the Grant Change Request Form.

3. Progress reporting responsibilities

- a. Recipients of Translational Research Project Grants must comply with the reporting schedule in their Letter of Acceptance document and submit their Progress Report by 31 March of each calendar year, reporting on the progress up to 31 December of the calendar year prior. The first Progress Report for a Translational Research Project Grant which commences 1 January 2025 is required by 31 March 2026 and a further Progress Report by each 31 March until the end of the funding period.
- b. The final Progress Report is to be submitted within 2 months of the research concluding as detailed in the Letter of Acceptance document.
- c. Reports must be submitted using the standard Trish MS Research Foundation template, Annual Progress Report for Research, which is available with the Letter of Acceptance.
- d. Email the completed Annual Research Progress Report for research concluded to info@trishmsresearch.org.au.
- e. The Trish MS Research Foundation will summarise your progress and publish on our website: <https://trishmsresearch.org.au/msresearch/progress/>. The grant recipient may be contacted by the Trish MS Research Foundation to provide additional information.
- f. The Grant Change Request Form must be submitted where there is a change in proposed research end date, an alteration in research direction, a change of personnel within the project which will affect timelines, a proposal to carry forward more than 20% of funding into the next calendar year or the receipt of additional outside funding for this project.
- g. Important Note: Continued payment of the Translational Research Project Grant is contingent upon the Trish MS Research Foundation receiving Progress and Financial Reports according to the dates outlined in the Letter of Acceptance document. Should the Progress Research Report be received late the Trish MS Research Foundation will consider ceasing future grant payments.

4. Payment of grants

- a. Tax invoices from the institution must be sent by the dates listed in the Letter of Acceptance document.
- b. Upon receipt of an invoice, the Trish MS Research Foundation will process payment.
- c. All Research Grants are subject to the funds being available. The Trish MS Research Foundation is committed to paying the agreed Translational Research Project Grant, at the specified times over the length of the agreement. However, should unforeseen economic or other circumstances arise that limit the Trish MS Research Foundation's ability to continue to pay the grant, the Trish MS Research Foundation reserves the right to delay or cease payments. If any such circumstances arise, the Trish MS Research Foundation would undertake to inform you and your administering institution well in advance.



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5. Financial accounting for grants

- a. The Translational Research Project Grant shall not be used for purposes other than those outlined in the budget section of the original application for funding, without agreement in writing by the Trish MS Research Foundation. If there is a need for alteration or modification please complete a Grant Change Request Form. The request will be considered on a case-by-case basis by the Trish MS Research Foundation.
- b. The recipient of a Translational Research Project Grant is responsible for the management of salaries and other expenditure within the limits of the grant.
- c. The institution remains responsible for normal overhead expenses including maintenance costs on equipment purchased with Trish MS Research Foundation funds and institutional maintenance charges.
- d. The Financial Officer of the institution should submit the Trish MS Research Foundation Financial Statement no later than 31 March of each grant year, detailing the financial status at December 31 of the previous calendar year. Please include a copy of the General Ledger account for this grant as at December 31.
- e. The Financial Officer of the institution should submit the Trish MS Research Foundation Final Financial Statement within 2 months of the research end date reflecting financial status at research conclusion.
- f. In providing this report the Financial Officer certifies that the grant has been expended solely upon the work outlined in the hypothesis and aims contained in the original application form and has not been used for items other than those listed in the budget section of the original application.
- g. Unspent funds at the conclusion of the project must be returned to the Trish MS Research Foundation. Unspent funds should be detailed in the final Trish MS Research Foundation Financial Statement. The Trish MS Research Foundation will raise a tax invoice to reclaim any unspent funding.
- h. Unspent funds may be carried forward into the following year but should not exceed 20% of that year's budget. A request to carry forward funds greater than 20% should be submitted by completing the Grant Change Request Form. This will be considered on a case-by-case basis by the Trish MS Research Foundation.
- i. Request for parental leave must be agreed between the researcher and their institution. The Trish MS Research Foundation will pause payments, effective from the commencement of the leave and resume them upon the researcher's return to work.

6. Termination or transfer of grants

- a. Trish MS Research Foundation Translational Research Project Grants are made for specified periods, as outlined in the Letter of Acceptance. In some cases the duration of award may be shorter than that requested in the original application.
- b. When the recipient of the Translational Research Project Grant leaves an institution before the normal expiration of that grant, the grant may be terminated or transferred at the discretion of the Trish MS Research Foundation. The Chief Investigator shall give notice in writing to the institution and to the Trish MS Research Foundation of such termination or transfer.



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7. Equipment

Equipment purchased with a Trish MS Research Foundation grant will normally become the property of the host institution subject to the following conditions:

- a. The recipient of the Translational Research Project Grant will have free use of it during the tenure of the grant from the Trish MS Research Foundation or any subsequent grants in connection with research relevant to multiple sclerosis.
- b. The institution will be responsible for installing, accommodating, maintaining and insuring equipment.
- c. In particular circumstances, and as specified at the time of purchase, the Trish MS Research Foundation may retain ownership of equipment.

8. Communication responsibilities. Publication of results arising from this research.

- a. The Trish MS Research Foundation must be listed as a funding contributor in any publication arising from this research.
- b. Recipients of a Translational Research Project Grant have a responsibility to liaise with the Trish MS Research Foundation, info@trishmsresearch.org.au or 0410410491 in relation to the communication embargo date before any announcements either internally or externally are made in relation to this grant.
- c. The Trish MS Research Foundation must be appropriately named and recognised in relation to all internal and external communication relating to the publication and presentation opportunities relating to the successful grant.
- d. Any publications arising from this research (even after the funding period concludes) must be communicated to the Trish MS Research Foundation.
- e. The Trish MS Research Foundation must be notified of publications or any significant developments now or in the future relating to this grant. Examples are a significant discovery, a media opportunity, a directly related paper in a prestigious journal or a significant competitive Commonwealth or large philanthropic grant. A copy of the publication should also be provided.

9. Intellectual Property

- a. Intellectual property resulting from Trish MS Research Foundation funded research normally belongs to the administering or host institution and must be handled in the National interest.
- b. Translational Research Project Grant recipients and/or the responsible officer of the host institution must immediately notify the Trish MS Research Foundation in writing of any patentable discoveries, inventions, processes or improvements arising from Trish MS Research Foundation supported research.
- c. The institution is authorised to conduct all necessary negotiations concerning the patent proceedings.
- d. Any revenue derived from commercial exploitation of inventions arising from Trish MS Research Foundation funded research must be disclosed (in confidence if required) to the Trish MS Research Foundation at the time of submission of Progress Reports and may be taken into account when funding of subsequent grants is being determined.