**THE UNIVERSITY OF NEW SOUTH WALES**

**MULTI-INSTITUTIONAL AGREEMENT**

**for**

**NATIONAL HEALTH AND MEDICAL RESEARCH COUNCIL (NHMRC)**

**<insert scheme name> Grant**

**DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **NHMRC ID:** | **APP <Insert NHMRC ID>** | **First Funding Year**  | **2017** |
| **Scheme:** | **NHMRC <Insert Scheme name> Grant** |
| **Project Title:** | **<Insert Project Title>**  |
| **Funding Period:** | **<insert number of years> Years** |
| **Funds Awarded:** | **<Insert total amount funded>** |
| **Administering Institution and its first named Chief Investigator (CI):** | **Institution: The University of New South Wales** | **CI: <Lead CI>** |
| **Participating Institutions(s) and its/their first named Chief Investigator(s) (Specified Personnel):** |
| **CI Name** | **Institution**  | **Email address** |
| <Insert CI> |  |  |
|  |  |  |
|  |  |  |

**BACKGROUND**

1. The National Health and Medical Research Council (“NHMRC”) recognises the importance of fundamental research to the national innovation system and supports research undertaken by individual researchers or research teams through its various Schemes.
2. The Administering Institution with the support and assistance of the Participating Institutions successfully applied for Funds under the NHMRC Funding Scheme.
3. The NHMRC requires that an Administering Institution must not allow a Participating Institution to commence performing any part of a Research Activity nor provide Funding to that Participating Institution, until it has entered into a Formal Agreement, in respect of the Project, with each Participating Institution in accordance with the NHMRC Funding Agreement.
4. The Administering Institution and the Participating Institution(s) agree that the management and performance of the Project will at all times be in accordance with the NHMRC Funding Agreement and the NHMRC Funding Policy.

**THE PARTIES AGREE:**

1. **DEFINITIONS**
	1. In this Agreement, capitalised terms have the same meaning as set out in the NHMRC Funding Agreement unless otherwise defined in clause 1.2:
	2. In this Agreement:

**Application** means, in respect of a Research Activity, the application for Funding that was submitted by the Administering Institution, as required by the Scheme governing that Research Activity, to the extent that the application has been approved by NHMRC. The Application is attached at Schedule 1 of this Agreement.

**Agreement** means this agreement once it is executed by all the Parties, including the schedules and any attachment and/or annexures which may be incorporated into this Agreement by reference, as may be amended from time to time in accordance with its terms.

**Background Intellectual Property** (Background IP) means any Intellectual Property which pre-exists the Project or is independently developed outside of the Project that is owned or controlled by a Party and which that Party chooses at its sole discretion to make available for the purpose of carrying out the Project.

**Confidential Information** means any information which the Parties agree in writing is confidential and that is by its nature confidential but does not include information which:

* 1. is or becomes part of the public domain unless it came into the public domain by a breach of confidentiality;
	2. is obtained lawfully from a third party without any breach of confidentiality;
	3. is already known by the recipient Party (as shown by its written record) before the date of disclosure to it;
	4. is independently developed by an employee of the recipient Party who has no knowledge of the disclosure under this Agreement.

**Institutional Approval** means those approvals as defined in the NHMRC Funding Agreement.

**Misconduct** includes research misconduct, as defined in the *Australian Code for Responsible Conduct of Research*, and fraudulent conduct.

**Misconduct Policy** means the document entitled *NHMRC Policy on Misconduct related to NHMRC Funding* issued, and amended from time to time, by NHMRC.

**NHMRC Funding Agreement** means the agreement between the Commonwealth (as represented by the NHMRC) and the Administering Institution regarding Funding for Research Activities to commence in the First Funding Year, a copy of which can be obtained from the Administering Institution upon request.

**Party** means a party to this Agreement and **Parties** means all of the parties to this Agreement.

**Project** means the project named in the Details and more specifically detailed in the Application.

**Project Contributions** means the cash and/or in-kind contributions from each Party, including any relevant third party contribution, to the Project as specified in Schedule 4 or as otherwise agreed between the Parties in writing and approved by the NHMRC (if required).

**Project Intellectual Property** (Project IP)means any Intellectual Property created or arising as a direct result of the conduct of the Project, including Research Material.

**Student** means a student of any of the Parties who has been approved by the other Parties Chief Investigator(s) to participate in the Project.

* 1. If there is any inconsistency between:
1. the NHMRC Funding Agreement;
2. this Agreement; and
3. any schedule, attachment or annexure,

the documents will prevail in the order listed from (a) to (c) above.

1. **CONDUCT OF THE PROJECT**
	1. The Parties agree:
2. that they have each received a copy of the Application and agree that the roles, budget, contributions and program of research of each of the Parties in relation to the Project are set out accurately in the Application and this Agreement;
3. to each carry out their roles, responsibilities and program of research and provide their Project Contributions as set out in this Agreement and in the Application or as varied from time to time with the prior approval of the Parties and the NHMRC (if required);
4. to act in a manner that is consistent with, and enables the Administering Institution to give effect to, all of the Administering Institution’s obligations under the NHMRC Agreement;
5. to conduct the Project in accordance with the NHMRC Approved Standards and Guidelines (including obtaining, maintaining and complying with any Institutional Approvals);
6. to carry out the Project in an ethical, responsible, diligent and competent manner;
7. to ensure that the Project is performed and completed within the Funding Period unless otherwise varied by the NHMRC having given reasonable advance written notice to the Administering Institution;
8. to ensure that their Specified Personnel perform the Project in accordance with the Application and this Agreement;
9. to implement sound research governance procedures in respect of the Project including procedures for notification of Misconduct in accordance with the NHMRC’s *Misconduct Policy* and notification and management of breaches of the *Australian Code for the Responsible Conduct of Research* (2007);
10. to cooperate with each other in relation to any allegations of Misconduct or Research Misconduct;
11. that any Institutional Approval, including statements of compliance and/or ethics clearance necessary for the performance of a Research Activity where applicable must be obtained prior to the commencement of that Research Activity and any associated Funding must not be expended until Institutional Approvals have been granted;
12. to comply with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles under that Act in the use, collection, storage and security or disclosure of any personal and/or health information collected or used during the Project;
13. to maintain appropriate records of their involvement in the Project in accordance with clause 8 of the NHMRC Funding Agreement;
14. to cooperate with each other in providing information that the Administering Institution requires to compile the Reports required under clause 9 of the NHMRC Funding Agreement in relation to the Project;
15. to provide the Commonwealth with access specified in clause 11 of the NHMRC Funding Agreement;
16. that any Assets purchased with the Funds will be dealt with in accordance with clause 13 of the NHMRC Funding Agreement;
17. to use the NHMRC logo and acknowledge the Funding consistently with the requirements of clause 20 of the NHMRC Funding Agreement;
18. that the NHMRC is entitled to use information relating to the Project in accordance with clause 21 of the NHMRC Funding Agreement;
19. to notify each other if any of the circumstances set out in clause 30.4 of the NHMRC Funding Agreement arise;
20. to give effect to clauses 36 and 37 of the NHMRC Funding Agreement if those clauses apply to the Project; and
21. to comply with any applicable statues, regulations, by-laws and requirements of the Commonwealth and any State, Territory or local authority.
	1. In carrying out the Project and using and managing the Funds, each Participating Institution agrees:
22. to, and ensure that its Specified Personnel, abide by the terms and conditions of the NHMRC Funding Agreement, the NHMRC Funding Policy and any Funding Conditions that apply to the Project, and all applicable NHMRC Approved Standards and Guidelines (including obtaining, maintaining and complying with any Institutional Approvals) to the extent that they relate to Participating Institutions;
23. not to in any way impede or prevent the Administering Institution from complying with any of its obligations under the NHMRC Funding Agreement; and
24. to do all things reasonably required to assist the Administering Institution to meet its obligations under the NHMRC Funding Agreement including reporting, compliance and financial management obligations relating to the Funding.
25. **PROJECT FUNDING**
	1. Subject to the NHMRC providing the Funding to the Administering Institution under the NHMRC Funding Agreement, the Administering Institution will retain, and distribute to the Participating Institution(s), the Funding in accordance with Table 1 below. All references to dollars in this Agreement are to Australian dollars and Funding will be paid in Australian dollars.

**Table 1: Distribution of Funding**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Institution Name** | **2017** | **2018** | **2019** | **2020** | **TOTAL**  |
| The University of New South Wales | **$** | **$** | **$** | **$** | **$** |
| <insert Participating Institution name> | **$** | **$** | **$** | **$** | **$** |
| Total NHMRC Grant (indicative only) | **$Total**  | **$ Total** | **$ Total** | **$ Total** | **$ Total** |

* 1. The Parties agree that Funding will be spent only on the Project and in accordance with the budget approved under the Application unless otherwise agreed in writing between the Parties and approved by the NHMRC (if required).
	2. Where the Administering Institution distributes Funding to a Participating Institution, that Participating Institution will:
1. submit relevant tax invoices to the Administering Institution on a quarterly basis, in arrears;
2. provide an annual financial acquittal to the Administering Institution by 31 January of each year for the Funding distributed to the Participating Institution in the previous calendar year;
3. deal with the Funding received from the Administering Institution in the same way as the Administering Institution is required to deal with the Funding under clause 7 of the NHMRC Funding Agreement except that the Participating Institution is required to provide information to, and seek approval from, the Administering Institution rather than the NHMRC;
4. repay to the Administering Institution any Funds provided by the Administering Institution to the Participating Institution for the Research Activity that the Participating Institution has not spent on the Research Activity in accordance with this Agreement; and
5. if any Specified Personnel leave the employment of the Participating Institution through a transfer to another university or otherwise, and the involvement of the Participating Institution in the Project ceases as a result, the Participating Institution will provide a Transfer Acquittal Statement within 20 days as required by the Administering Institution in accordance with clause 9.8 of the NHMRC Funding Agreement.
	1. The contact details for invoices at the Administering Institution and acquittals for any relevant Participating Institution(s) are provided at Schedule 3.
	2. All amounts referred to in this Agreement are expressed exclusive of GST unless otherwise stated. For the purpose of this agreement “GST” means a goods and services tax imposed on the supply of goods and services (including intellectual property) under A New Tax System (Goods and Services Tax) Act 1999 (Cth) (as amended from time to time). The Administering Institution will, on issue of a complying tax invoice, pay the Participating Institution(s) an amount equal to the GST liability payable by the Participating Institution(s).
6. **INTELLECTUAL PROPERTY**
	1. The Parties agree that the ownership of Background IP and Commonwealth Material is not affected by this Agreement and that all Background IP remains the property of the Party that makes it available for the purpose of carrying out the Project and all Commonwealth Material remains the property of the Commonwealth.
	2. Each Party grants to each other Party a royalty-free, non-exclusive, non-transferrable licence to use its Background IP to the extent necessary to carry out the Project.
	3. The Participating Institution(s) grant a permanent, irrevocable, free, world-wide, non-exclusive licence (including the right to sub-licence) to the Administering Institution in respect of the relevant Background IP to satisfy clause 12.5 of the NHMRC Funding Agreement but for no other purpose.
	4. No representations or warranties are made or given in relation to Background IP, however each Party making available Background IP acknowledges that to the best of its knowledge, such Background IP when used in accordance with this Agreement will not infringe any third party Intellectual Property rights.
	5. The Parties agree that all rights, title and interest in the Project Intellectual Property (except for copyright in a Student thesis) will be owned solely by the Party, or jointly by the Parties, that contribute to its development or creation and, in the case of jointly owned Project Intellectual Property, the relevant Parties will own the Project Intellectual Property as tenants in common in shares proportionate to their respective intellectual contributions to the development or creation of that Intellectual Property.
	6. The Parties agree that copyright in a Student thesis will be owned by the Student but the Party where the Student is enrolled will ensure that the Student enters into written arrangements which are consistent with and enable that Party to give effect to the terms of clause 4 of this Agreement before the Student commences any Research Activities on the Project.
	7. The administration and management of the Project IP will comply with the *National Principles of Intellectual Property Management for Publicly Funded Research*.
	8. All Parties are committed to appropriate recognition of contributions to invention and exploitation of Intellectual Property for the benefit of the Australian community.
	9. The Parties each agree to ensure that their respective staff and Students working on the Project promptly provide to the Administering Institution written notice (within a reasonable time) of any Project IP that may have potential commercial value if and when such staff and Students become aware of such Project IP.
	10. The Parties who own Project Intellectual Property (as determined in accordance with clause 4.5) will consult and decide what (if any) measures should be taken to protect the Project IP and negotiate in good faith and using all best endeavours to agree the terms of any program of commercialisation arising from the Project IP so as to fairly share in any commercial return associated with the Project and the Project IP.
	11. Having regard to any requirements to protect potentially commercially valuable Project IP, each Party grants to each other Party a non-exclusive, non-transferable, perpetual, royalty free, worldwide licence to use the Project IP they own for:
		1. non-commercial research, education and training purposes; and
		2. publication purposes (subject to clause 5 of this Agreement).
	12. The Participating Institution(s) grant a permanent, irrevocable, free, world-wide, non-exclusive licence (including the right to sub-license) to the Administering Institution to use, reproduce, communicate, modify and adapt any Project IP they own which is included in Research Material or Incorporated Material to satisfy clauses 9 and 12.5 of the NHMRC Funding Agreement but for no other purpose.
	13. The Parties will use their best endeavours to arrange for each of their authors of Research Material or Incorporated Material to provide written consent to the Specified Acts as may be required by the NHMRC in accordance with clauses 12.6, 12.7 and 12.8 of the NHMRC Funding Agreement.
7. **PUBLICATIONS**
	1. Subject to clause 6.1 each Participating Institution agrees to provide the Administering Institution with any publications resulting from a Research Activity and its related data in order for the Administering Institution to comply with the obligations under clauses 12.9 and 12.10 of the NHMRC Funding Agreement in relation to the dissemination of research findings as required by an NHMRC policy.
	2. The Parties are entitled to publish the results of the Project subject to clause 5.4.
	3. The Parties acknowledge that a Student may include the results of the Project in whole or in part in the Student’s thesis, in which case the non-enrolling institution(s) whose Confidential Information and/or Intellectual Property will be prejudiced if it is published in the Student’s thesis may reasonably request that the thesis be submitted to examiners in confidence and that the thesis be held in restricted confidential storage in accordance with the enrolling institution’s applicable regulations, by-laws and procedures. Each party will endeavour to keep any period of restriction for a PhD thesis to a minimum.
	4. The publishing Party will provide a copy of the proposed publication to each other Party within 28 days in advance of submitting for publication. The other Parties may provide comments and/or reasonable amendments to the publication to protect their Confidential Information and/or Intellectual Property provided they are given to the publishing Party in writing no later than 14 days before the publication is made. If no such comments or amendments are provided within the 14 day period the publishing Party can make the publication subject to any applicable requirements under the NHMRC Funding Agreement.
8. **CONFIDENTIALITY**
	1. Each Party acknowledges that all Confidential Information disclosed by one Party to the other, whether existing prior to the commencement of the Project or created in the course of the Project, will be kept confidential and shall not be disclosed to any third party without the prior written consent of the disclosing party, such consent not to be unreasonably withheld or delayed.
	2. Notwithstanding clause 6.1, the Administering Institution may disclose Confidential Information, including the terms of this Agreement, if required by the NHMRC under the terms of the NHMRC Funding Agreement and the Parties may disclose Confidential Information to their employees, contractors and Students involved in the Project, or their related entities, on a need to know basis as may be necessary for the purposes of this Agreement provided that each such recipient is made aware of the confidential nature of the information and bound to keep the information in confidence. Each Party may disclose its Confidential Information and any other Party’s Confidential Information if required by law but, if possible, it must inform the relevant other Parties first and use reasonable endeavours to limit the terms of that disclosure as reasonably requested.
	3. The Parties acknowledge the obligations of each other Party under their respective statutes to deposit in the library a copy of a Student’s completed thesis or work submitted for a higher degree. Nothing in this Agreement affects the operation of those statutes or creates any obligations contrary to those statutes.
9. **CONFLICT OF INTEREST**
	1. The Parties warrant that to the best of their knowledge, as at the date of this Agreement, there is no Conflict of Interest which will affect their Specified Personnel’s conduct of the Research Activity.
	2. If a Party becomes aware of a Conflict of Interest during the term of this Agreement, that Party will notify the Administering Institution immediately, who will notify the NHMRC in writing of the full details of that Conflict of Interest if required and the steps the Administering Institution proposes to resolve or otherwise deal with the Conflict of Interest. The Parties agree to cooperate with each other to comply with any steps reasonably required by the NHMRC to resolve or otherwise deal with that Conflict of Interest under clause 28 of the NHMRC Funding Agreement.
10. **TERMINATION AND REDUCTION**
	1. The Administering Institution may terminate this Agreement if:
11. the NHMRC ceases to provide Funding for the Project or the NHMRC Funding Agreement is terminated for any reason, in which case the Administering Institution will notify the Participating Institutions and the Parties will meet to discuss available options regarding the Project and this Agreement; or
12. a Participating Institution breaches a material term of this Agreement and such breach is not remedied within 30 days of written notice of the breach by the Administering Institution to the Participating Institution.
	1. This Agreement may be terminated:
13. at any time by the Parties mutual written agreement; or
14. if the Project is wholly terminated.
	1. If the Administering Institution receives notice that a Participating Institution wishes to withdraw its involvement in the Project the Administrating Institution will seek, in accordance with the NHMRC Funding Agreement, the remaining Parties consent to terminate this Agreement, or continue the Project with the remaining Participating Institutions. Where the Parties elect to proceed with the Project they will do all things necessary to amend this Agreement to reflect the new arrangements.
	2. If the NHMRC reduces the scope of the NHMRC Funding Agreement, the Project or the Funding, the Administering Institution will notify the Participating Institutions in writing and the Parties agree that this Agreement will be similarly reduced.
	3. Upon termination or reduction, the Parties will stop or reduce performance of the Project, take all reasonable steps to minimise loss resulting from the termination or reduction, continue to perform any Project obligations which are not affected by the reduction, and each Participating Institution will reasonably assist the Administering Institution to comply with a request from the NHMRC for the Funding to be repaid if that request arises from the Participating Institution’s conduct. The Parties will also return all Confidential Information and property belonging to the other Parties within 14 days of the termination date.
	4. No Party will be liable to the other upon termination of this Agreement for any compensation for loss of prospective opportunities or benefits that would have been conferred on another Party but for the termination or reduction in scope of this Agreement.
15. **INDEMNITY AND INSURANCE**
	1. Each Participating Institution indemnifies (and agrees to keep indemnified) the Administering Institution and the Administering Institution’s personnel (“those indemnified”) from and against any:
16. cost or liability incurred by those indemnified;
17. loss of or damage to property of those indemnified;
18. loss or expense incurred by those indemnified in dealing with any claim against them, including legal costs and expenses on a solicitor/own client basis and the cost of time spent, resources used, or disbursement paid by those indemnified arising from any claim that the NHMRC makes against the Administering Institution under clause 18 of the NHMRC Funding Agreement to the extent such loss or damage was contributed to by the Participating Institution.

9.2 In this clause 9 ‘fault’ means any negligent or unlawful act or omission or wilful misconduct.

* 1. The Participating Institutions liability to indemnify those indemnified under this clause 9 will reduce proportionately to the extent that any act or omission involving fault on the part of those indemnified contributed to the relevant, liability, loss or damage or loss or expense.
	2. The right of those indemnified to be indemnified under this clause 9 is in addition to and not exclusive of, any other right , power or remedy provided by law , but those indemnified are not entitled to be compensated in excess of the amount of the relevant cost, liability, loss, damage or expense.
	3. The Parties will have the equivalent insurance required of the Administering Institution under clause 19 of the NHMRC Funding Agreement.
1. **GENERAL**

10.1 This Agreement commences on the date it is executed by the last Party and remains in force for the duration of the Funding Period (including any period of carry forward as approved by the NHMRC), unless otherwise agreed in writing between the Parties and approved by the NHMRC (if required).

10.2 The Parties agree that the payments of salaries for Personnel, where applicable, will be made in accordance with the NHMRC Funding Agreement and the relevant employing institution’s human resources policy.

* 1. If any dispute or difference arises in connection with this Agreement, then the Parties shall negotiate in good faith using their best endeavours to resolve the dispute or difference. If the dispute or difference cannot be resolved in the first instance, the Parties agree to refer the dispute to, as applicable, the Deputy Vice-Chancellors (Research) or Chief Executive Officers, or equivalent, or their nominees. In doing so, the Parties will comply with the procedure set out in clause 29 of the NHMRC Funding Agreement. Notwithstanding a dispute or difference, the Parties will continue to perform their obligations under this Agreement which are not affected by the dispute or difference.
	2. This Agreement may be signed in any number of counterparts which together will constitute one agreement.
	3. Each Party may communicate its execution of this Agreement by successfully transmitting an executed copy of this Agreement by facsimile or email to the other Party.
	4. If any clause (or part thereof) of this Agreement is held by a court to be invalid or unenforceable such clause or part thereof shall be deemed deleted from this Agreement and this Agreement shall otherwise remain in full force and effect.
	5. No addition to or modification of any provision of this Agreement shall be binding upon the Parties unless by written instruction signed by each of the Parties.
	6. Any failure by a Party to compel performance by the other Party of any of the terms and conditions of this Agreement will not constitute a waiver of those terms or conditions or diminish the rights arising from their breach.
	7. This Agreement shall be governed by and construed in accordance with the laws for the time being in force in the State or Territory of the Administering Institution and the Parties agree to submit to the jurisdiction of the courts of that State or Territory.
	8. If a right, duty or an obligation or liability under this Agreement applies to more than one Party then each such Party is entitled to the right or liability severally and not jointly, nor jointly and severally in respect of that right, duty, obligation or liability.
	9. This Agreement does not create a partnership, agency, fiduciary or other relationship between the Parties and no Party is liable for the acts or omissions of any other Party except as set out in this Agreement.
	10. This Agreement:

### contains the entire agreement of the Parties; and

### supersedes all prior representations, conduct and agreements,

with respect to its subject matter, except to the extent that any express guarantees have been given by a party as contemplated by section 59 of the Competition and Consumer Act 2010 (Cth).

* 1. If any applicable legislation prohibits the limitation or exclusion of liability by a Party in the manner contemplated by this Agreement with respect to particular loss or damage, then:

### the relevant limitation or exclusion does not apply to that loss or damage; and

### that Party’s liability is only limited or excluded with respect to that loss or damage in the manner permitted under that legislation (if any).

* 1. Subject to clauses 9.1 and 9.4 each party is not liable to the other parties in connection with this Agreement for any loss or damage however caused (including due to the negligence of that party) that is consequential loss, indirect loss, loss of profits, loss of revenue, loss of reputation, loss of bargain or loss of opportunity
1. **SURVIVAL**
	1. The following clauses of this Agreement will survive the expiration or earlier termination of this Agreement: 1, 2.1 (i), 2.1(k), 2.1(l), 2.1 (n), 2.1(q), 2.2, 3.3, 4, 5, 6, 8.5, 8.6, 9, 10.3, 10.6, 10.8, 10.9, 10.10 11.11, and 12.
2. NOTICES
	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 as set out in Schedule 3 or such other address as a Party may notify the other Party from time to time.
	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 two (2) Working Days after the date on which it was sent; or
		3. if transmitted electronically, upon receipt by the sender of an acknowledgment that the communication has been properly transmitted to the recipient.

**Agreed to by the following Parties:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **Name of Investigator on the Application** | **Name and Signature of Authorised Signatory** **(DVC (Research) or authorised delegate of the Institution)** | **Date of signing by Authorised Signatory** |
| ***The University of New South Wales*** | **<Lead CI Name>** | **Debbie DochertyDirectorGrants Management Office** |  |
| ***(Insert name of Participating Institution)***  | **<Participating Investigator>** |  |  |
| ***(Insert name of Participating Institution)*** | **<Participating Investigator>** |  |  |

**SCHEDULE 1 – NHMRC <Insert Scheme> GRANT APPLICATION**

**SCHEDULE 2: FUNDING CONDITIONS**

*(Detail as applicable and/ or attach NHMRC Research Support Scheme Funding Schedule)*

**SCHEDULE 3: NOTICE AND CONTACT DETAILS**

**A. Administering Institution: The University of New South Wales**

|  |
| --- |
| Notice details |
| Notice contact name | <Insert Name> |
| Position | Team Leader |
| Physical address | Grants Management OfficeThe University of New South WalesSydney NSW 2052 |
| Postal address | Grants Management OfficeL3, Rupert Myers Building South Wing Sydney NSW 2052 |
| Email | mygrants.gmo@unsw.edu.au  |
| Invoicing details |
| Invoicing contact name | <Insert Name> |
| Position | Team Leader |
| Address | Grants Management OfficeThe University of New South WalesSydney NSW 2052 |
| Email | mygrants.gmo@unsw.edu.au  |
| Acquittals details (person/unit) |
| Acquittals contact name | Marie Saparamadu |
| Position | Associate Director |
| Address | Research Finance Office, FinanceThe University of New South WalesSydney NSW 2052 |
| Email | rfo.finance@unsw.edu.au  |

**B. Participating Institution: <NAME>**

*(contact details should be provided where the Participating Institution is in receipt of NHMRC funding as set out in Table 1)*

|  |
| --- |
| Notice details |
| Notice contact name | <Insert Name> |
| Position | <Insert Title> |
| Physical address | <Insert Address> |
| Postal address | <Insert Address> |
| Email | <Insert email> |
| Invoicing details |
| Contact name | <Insert Name> |
| Position | <Insert Title> |
| Address | <Insert Address> |
| Email | <Insert email> |
| Acquittals details (person/unit) |
| Contact name | <Insert Name> |
| Position | <Insert Title> |
| Address | <Insert Address> |
| Email | <Insert email> |