FIGHT MND.
IT TAKES PEOPLE

2022 FightMND Collaborative Initiatives Grants

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Acronyms and Definitions

Administering Institution: Organisation responsible for administration of the research project, and the receipt and distribution of grant funds. A grant can only have one Administering Organisation.

Applicant: Researcher leading the research – the Primary Investigator (PI), who is responsible for the overall direction of the project, leading and supporting co-Investigators (CIs), completion and lodgement of the application, and progress and reporting on the project.

The Applicant must obtain written commitment from their laboratory Head and Heads of Departments/Administering Institution, and must assume responsibility for undertaking and completing the activities outlined in the application. Where the project involves multi-site research, the Applicant must obtain written commitment from all Heads of Departments/Administering Institutions of collaborative partners and co-Investigators not within the Administering Organisation.

Career Disruption: A career disruption involves a prolonged interruption to an applicant's capacity to work, due to: Parental leave; Major illness/injury; or Carer responsibilities.

Co-Investigator(s): Responsible for carrying out some aspects of the research under the guidance and leadership of the Applicant/Primary Investigator.

Collaboration and Collaborator/Collaborative Partner(s): All people, Investigators and Organisations involved in the Collaborative Initiatives Project are considered to be collaborators. Collaboration may be between a combination of disciplines, Departments and/or Organisations. It includes Organisations or individuals that provide specific resources that contribute to the research. Co-Investigators represent a specific sub-group of collaborators who are directly involved in the conduct of the project but are not responsible for the direction and progress of the project.

By encouraging collaborative agreements, FightMND is asking researchers to consider looking beyond their discrete Departments and Organisations, and to seek out people who may be doing similar research. This may allow for stronger and higher quality research proposals and reduce research duplication.

Goods and Services Tax: Goods and Services Tax (GST) imposed in accordance with the *A New Tax System (Goods and Services Tax) Act 1999*, and related Acts and Regulations. GST will be paid on top of grant amounts where appropriate. This will be determined by the Administering Institution's GST status.

Motor Neurone Disease (MND): For the purposes of these Collaborative Initiatives grants, the definition of MND includes the following progressive neurological disorders that destroy motor neurons: Amyotrophic Lateral Sclerosis (ALS); Primary Lateral Sclerosis (PLS); Progressive Muscular Atrophy (PMA); Progressive Bulbar Palsy; and Pseudobulbar Palsy.

Introduction

This document provides guidelines and information for the FightMND Collaborative Initiatives Grant scheme in 2022. Applicants should familiarise themselves with all areas prior to commencing an application.

FightMND call for proposals

We are pleased to invite a call for Collaborative Initiatives Grant applications in support of large-scale collaborative projects or programs aimed at helping to facilitate or directly support research into patient-focused initiatives aimed at gaining a better understanding of MND, or how to treat/prevent it.

Key Dates and Contacts

APPLICATIONS OPEN:
31 December 2021

NOTIFICATION OF INTENT TO SUBMIT DUE:
01 March 2022 at 18:00 AEDT

APPLICATIONS DUE:
04 April, 2022 at 18:00 AEST

RECIPIENTS NOTIFIED:
July 2022

ENQUIRIES:
Dr Davor Stanic at researchgrants@fightmnd.org.au

GRANT OPPORTUNITY TYPE:
Targeted, Competitive

FightMND Collaborative Initiatives Grants provide funding to support new or established MND specific programs and platforms, the cooperative development of national and international linkages, and the cooperative development of innovative research areas and national research initiatives that will support research and consumer engagement in research. Proposals should establish new or build on existing networks and collaborations both nationally and globally and demonstrate a contribution to the global MND fight.

FightMND Collaborative Initiatives Grants are offered up to a value of **AUD $500,000** in support available for 1- 3-year projects. Support will not normally exceed 3 years and applicants should submit proposals that are focused and compatible with a 3-year period. Continuation of a Collaborative Initiatives Grant within this period will be subject to periodic review after the submission of satisfactory progress reports, which are required at six monthly intervals **(see Terms and Conditions 1.1 and 15). Please consider this when planning project timelines**.

FightMND only supports work carried out in bona fide Research Institutions.

Collaborative Initiatives Grant Research Objectives

Collaborative Initiatives Grants will support projects that establish new or expand on existing MND research programs, platforms and initiatives that enable researchers to collect, share and analyse data and drive collaboration with a range of stakeholders to deliver patient-focused initiatives. Ultimately, outcomes should generate data, infrastructure, or resources to help facilitate research and contribute to the growing understanding of MND. Projects/programs should demonstrate a national and where possible, global approach to supporting MND research and growing collaboration in Australia.

Types of projects or programs that will be considered may include, but are not limited to:

- Clinical registries
- Data collection
- Data linkage platforms
- Biobanks
- Genetic screening programs
- Drug Screening programs
- Biomarker programs
- Clinical trial networks
- Centralised trial databanks
- Resource/research maps and networks

Applications should identify and clearly outline the impact of the proposal for people living with MND.

Projects must demonstrate meaningful impact on a larger scale to be competitive. Collaborative Initiatives Grants can be utilised as seed funding or as funding to drive larger co-funding opportunities.

Eligibility Criteria

Primary and Co-Investigators

- The applicant must be the Primary Investigator, have the lead role in directing the project and only be listed as Primary Investigator on 1 (one) Collaborative Initiatives Grant application.
- The level of contribution and role of the Primary Investigator and Co-Investigators must be clearly defined on the application cover sheet and detailed in the grant application;
- For the duration of the FightMND Collaborative Initiatives Grant, the Primary Investigator must be an Australian citizen or a permanent resident of Australia. The Primary Investigator must be based in Australia for the duration of the funding period. Co-Investigators may be based overseas.
- Co-Investigators should remain active for the duration of the grant.
- A CV must be provided for all Co-Investigators;
- Applications must demonstrate a collaborative approach and involve new or established collaborations with MND researchers within Australia. Collaboration with researchers based overseas is also encouraged.
- Investigators with limited MND experience are strongly encouraged to collaborate with those having more substantial expertise in MND research.

Eligible Grant Activities and Expenditures

- The Collaborative Initiatives Grant can commence immediately when awarded, and must commence within 3 months of the agreed start date (start date must be within 6 months of the notification of the award).
- Funding from FightMND for Collaborative Initiatives Grants must be spent on costs directly incurred for the project outlined in the Application.
- A full detailed budget for the proposed project with a year-to-year breakdown must be included. Note that FightMND does not fund Institutional indirect, overhead or oncosts. Salary oncosts are acceptable if itemised (e.g. superannuation, payroll tax, work cover).
- Salaries for the Primary Investigator or Co-Investigators will not be supported, unless they are early- or mid-career researchers up to 7 years post PhD being awarded. Salaries, where justified, will be supported up to a level equivalent to the 'Personnel Support Package 4' outlined by the NHMRC of Australia. See https://www.nhmrc.gov.au/funding/manage-your-funding/personnel-and-salary-support-packages. Salaries for Project Managers/ Research Nurses and Coordinators within this range will also be accepted.
- Payment structure will be based on achievement of milestones, which will be finalised jointly with the Investigators and FightMND if the Collaborative Initiatives Grant is approved for funding. A minimum of 6-monthly progress reports will be required.

- Funding to support specific Collaborative Initiatives Grant activities to be undertaken overseas may be requested. However, it must be clearly demonstrated that the overseas research activity is critical to the successful completion of the Collaborative Initiatives Grant, and the equipment/resources required for the grant activity are not available in Australia.

- Travel costs of up to $5,000 AUD per year to attend and/or present at scientific/technical meetings are allowed within the budget.

- Continuity of funding year-to-year will be dependent on satisfactory progress reports from the Primary Investigator and/or Administering Institution, and an itemised financial report at the end of each year. Regardless of the period of funding proposed, the application must not exceed the maximum allowable costs.

- Any other actual or proposed sources of funding to support the Collaborative Initiatives Grant must be disclosed.

- FightMND will not fund projects that duplicate research currently being funded. Funding can be utilised to sustain existing programs/ platforms.

- Successful applicants may be required to present an overview of the Collaborative Initiatives Grant to FightMND donors and supporters at a research symposium to be conducted in Melbourne following funding announcements (dates to be confirmed).

- It is an expectation of successful applicants that project outcomes are to be published in appropriate peer-reviewed academic and professional journals with details sent to FightMND. It is also expected that, where possible, data and resources generated from Collaborative Initiatives Grants will be shared with the research community to benefit people with MND.

- FightMND reserves the right of refusal of any Collaborative Initiatives Grant applications that it deems fall outside these criteria.

Non-Eligible Grant Activities and Expenditures

- Cost of computers will **not** be funded by FightMND.

- Institution overheads and major equipment are **not** funded by FightMND.

Collaborative Initiatives Grant – Application Procedure

Research proposals are submitted to FightMND and are independently peer-reviewed prior to consideration by FightMND's Grant Review Panel (GRP). The GRP's funding recommendations are then considered by the Board of FightMND. Key factors in the determination of awarding a Collaborative Initiatives Grant will include the: i) project's potential impact and alignment of the project and applicant towards the key objectives; ii) quality and strength of the research project/ plan; iii) capacity, capability and resources of the applicants and project feasibility; and iv) the project's overall value and risk.

Notification of Intent to Submit Collaborative Initiatives Grant Application

Please notify FightMND of the following detail relevant to the Collaborative Initiatives Grant application that will be submitted, by 01 March 2022.

- Proposed Title of project;
- Proposed Primary and co-Investigators;
- Proposed Other collaborators; and
- Key words.

These Collaborative Initiatives Grant details should be submitted to FightMND, by email to Dr Davor Stanic at researchgrants@fightmnd.org.au.

Proposals

Proposals should include the following:

1. Cover Sheet
(see page 11)

Cover sheets should include the following details:

- Title of Collaborative Initiatives Grant.
- Primary Investigator and co-Investigators.
- Name of the Administering Institution.
- Other collaborators (not listed as Investigators).
- Key Words.
- A 50 word lay summary of the Collaborative Initiatives Grant and research suitable for media release if the application is successful.
- A 250 word lay summary of the Collaborative Initiatives Grant suitable for publication on the FightMND website and newsletter if the application is successful.
  - Provide background information necessary for readers without scientific or medical training to understand the rationale and feasibility of the proposed research. It should also clearly describe the outcomes the initiative is designed to achieve, and advances the Collaborative Initiatives Grant will make towards understanding and treating MND.
- Statement on the potential impact of the Collaborative Initiatives Grant (200 words).

2. Collaborative Initiatives Proposal
(max. 4 pages)

A well-developed, well-integrated, and detailed project plan must be provided, supporting the translational feasibility and promise of the Collaborative Initiatives project. The proposal should include:

- Plan of the Collaborative Initiative, including:
  - Details of the activities that will be undertaken as part of the project;
  - Key milestones and deliverables of the project;
  - The governance and collaborative structure of the project team; and
  - A feasibility statement.

3. Timeline
(max. 1 page)

Include a detailed timeline for the Collaborative Initiatives project in Gantt chart format, that encompasses the delivery of activities, key milestones and deliverables.

4. Budget
(max. 1 page)

Provide an itemised budget with justification and breakdown of annual expenditure.

- Where the application is to support a budget that exceeds the FightMND grant, applicants should include budget details of the entire study, including:
- The overall budget and cost of the study;
- The component of the study that this application will fund;
- Whether the TOTAL amount of funding required for the entire study has been secured, and the TOTAL funding amount so far secured for the study;
- If the TOTAL amount of funding required for the study has not been secured (other than the amount requested in this application), indicate the:
  - Approach that is being made by the applicants to secure the additional funding; and
  - Anticipated timeframe to secure the additional funding.

Budget items ***can*** include:

- Salaries for team members.
- Salaries, where justified, will be supported up to a level equivalent to the 'Personnel Support Package 4' outlined by the NHMRC of Australia. See https://www.nhmrc.gov.au/funding/manage-your-funding/personnel-and-salary-support-packages.;
- Salary oncosts if itemised (e.g. superannuation, payroll tax, work cover);
- Direct research costs (e.g. reagents and consumables etc.);
- Travel for attendance at relevant ALS/MND scientific meetings, to present the findings of the project each year for the duration of the grant (max. $5,000 per year); and
- Costs to enable open access for publications within 6 months of publication can be included in the project budget (but no other publication costs).

Budget items ***cannot*** include:

- Salaries for Primary Investigators or co-Investigators (unless they are an early-career researcher within 7 years of PhD being awarded);
- Computers; and
- Indirect, overhead or oncosts of the Institution.

5. Statement on Innovation, Impact and Significance of Proposal
(max. 1 page)

Applications should identify and clearly outline the innovation in their approach and the impact of the proposal for people living with MND. Applicants should demonstrate this by identifying:

- how the project will address the objectives of the grant opportunity, including:
  - how the proposal will support and facilitate research and;
  - how data and/or resources generated will be utilised to advance MND research;
- how the project will deliver outcomes that are a priority for people with MND, including details of community engagement and involvement during conceptualisation, development and planned implementation of your project;
- how the project will establish and grow partnerships with research and health delivery partners that will help to translate the implementation of outcomes;
- how the project includes new and innovative approaches that can be scaled nationally, and/or how it builds on and supports other existing initiatives in the MND sector, both in Australia and internationally.

6. Statement on Capacity, Capability and Resources Relevant to this Proposal
(max. 1 page)

Include:

- the Primary Investigator's access to and/or feasible plan to recruit an appropriate, multi-disciplinary team, with proposed key project personnel, whose skills and experience are

clearly articulated, along with explanations of how their skills and experiences are important to the success of your project. Provide a letter (email correspondence) from co-Investigators confirming their involvement in the project (see section 8 below);

- Institution names and Departments where work will be carried out. Demonstrate how the proposed research aligns with the research strategies and direction of the Administering Institution;
- Multi-organisational collaboration plan if applicable, including resolution of potential intellectual material/data sharing issues and organisational barriers.
- Evidence and track-record in overseeing similar collaborative projects.
- Details on how any infrastructure funded through this project will be maintained beyond the life of the Collaborative Initiatives grant.

7. Letter of Support from the Administering Institution

Include a letter of support from the Administering Institution confirming suitability of applicants, and that appropriate infrastructure, equipment, and consumables will be available and provided for the proposed project to completion.

8. Letters from Co-Investigators

Provide a letter (email correspondence) from co-Investigators confirming their involvement in the project proposed in the application.

9. Primary Investigator and Co-Investigator CV/Track Records
(max. 2 pages per Investigator)

Include:

- Academic background;
- Present and past employment positions;
- Awards and Prizes;
- Research/Infrastructure grants support (past 5 years);
- Peer-reviewed publications in last 5 years, including Top 5 publications in last 5 years (do not include publications in preparation or under review). Please provide a DOI number for papers recently accepted;
- Details of any career disruptions.

10. Declaration of Research Funding from Other Sources – Awarded

Details of grant funding awarded from other sources in support of the Collaborative Initiatives Grant must be declared (template provided in Table 1).

Include:

- Investigator, and Title of other Application;
- Funding Source/Organisation and Application ID;
- Role of Investigator on other Application; and
- Total amount requested.

11. Declaration of Research Funding from Other Sources – Requested/ Under Review

Details of research funding requested from other sources in support of the Collaborative Initiatives Grant must be declared (template provided in Table 2).

Include:

- Investigator, and Title of other Application;
- Funding Source/Organisation and Application ID;
- Role of Investigator on other Application; and
- Total amount requested.

Submission and Formatting Requirements

All applicants are asked to submit their applications to Dr Davor Stanic at FightMND, by email to researchgrants@fightmnd.org.au before the closing date for applications.

- All components of applications must be submitted as a PDF file (files size not to exceed 5MB).
- A4 page size, minimum 1 cm margins.
- Font - Calibri Light preferred, minimum size 12pt.
- Figure/Table legends can be reduced to Calibri Light 10pt font.
- Include page numbers in footer.
- Single line spacing.
- In English.

2022 FightMND Collaborative Initiatives Grant Cover Sheet

1. **Project Title**	
2. **Title, name and qualifications of Primary Investigator (PI)**	
3. **Email address of PI**	
4. **Mobile phone no. of PI**	
5a. **Name, Institution, % contribution to project and role of PI**	
5b. **Name, Institution, % contribution to project and role of co-Investigator**	
5c. **Name, Institution, % contribution to project and role of co-Investigator** (add rows if more than 2 co-Investigators)	
6. **Administering Institution for the Collaborative Initiatives Grant**	
7. **Name of Collaborative Initiatives Grant administrator for (6)**	
8. **Contact details for (7); postal address, email, phone**	
9. **Total Budget Estimates for each year**	Year 1 $ Year 2 $ Year 3 $ TOTAL $
10. **Details of other collaborators - Name and Institution**	
11. **Key Words (4 minimum)**	
12. **A 50 word max. lay summary of the project suitable for media release if the application is successful.**	
13. **Summary/Lay description (250 words max. suitable for release on FightMND website and newsletters - use separate page if required).** Describe in terms and language applicable to the general public, the overall aims and expected outcomes of this project	
14. **Statement on the potential impact of the project (200 words max. - use separate page if required).**	

TABLE 1. OTHER RESEARCH FUNDING – AWARDED

TEAM MEMBER/ APPLICATION ID	FUNDING ORGANISATION	DOMESTIC/ INTERNATIONAL	PEER-REVIEWED (YES/NO)	PRIMARY INVESTIGATOR ROLE	FIRST YEAR FUNDED	DURATION OF FUNDING (YEARS)	TOTAL AMOUNT ($AUD)

TABLE 2. OTHER RESEARCH FUNDING – REQUESTED / UNDER REVIEW

TEAM MEMBER/ APPLICATION ID	FUNDING ORGANISATION	DOMESTIC/ INTERNATIONAL	PEER-REVIEWED (YES/NO)	PRIMARY INVESTIGATOR ROLE	FIRST YEAR FUNDED	DURATION OF FUNDING (YEARS)	TOTAL AMOUNT ($AUD)

Reporting

Funding recipients will be required to submit reports on a regular basis. The reporting schedule is outlined in the following table.

REPORT	REPORTING FREQUENCY	DUE
Progress against pre-determined milestones and/or targets *	6-monthly	Every 6 months from receipt of funds
Financial Reports (to be included in progress report) *	Annually	Every 12 months from the receipt of funds
Final Report	Once Only	At Collaborative Initiatives project completion, or within 12 weeks after project completion.
Ad hoc reports *	As requested by FightMND	On request with negotiable time frame not greater than 6 weeks
FightMND Research Symposium Presentation	Biennially	During FightMND Research Symposium

* These reports will be used to assess whether the Collaborative Initiatives project is proceeding satisfactorily, whether funds are being acquitted in accordance with the original application goals, and to ascertain the ongoing value of FightMND funding.

Funding may be suspended if progress is considered unsatisfactory, or if funds have not been utilised in accordance with the FightMND Collaborative Initiatives Grant.

Privacy and Conflict of Interest

Privacy and Confidentiality

All information contained in applications forwarded to FightMND will be regarded as confidential. Documents containing personal information will be handled and protected in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic). Personal information will only be disclosed with the permission of the individual to whom it relates, or where the Act allows.

Applicants consent to the information supplied as part of their application being disclosed for the purposes of the evaluation and administration of the application and grant. Such disclosure includes but is not limited to independent reviewers/assessors, the FightMND Grant Review Panel (GRP), the FightMND Board, and relevant employees of FightMND involved in the research grant process.

Applicants acknowledge that announcement of funded Collaborative Initiatives Grants will involve a dissemination of information to the public about their general nature.

Conflict of Interest – Reviewers and GRP

FightMND requires its independent reviewers and grant review panel to act in an ethical manner, declare conflicts of interest, and withdraw from considering applications where such conflict does or may exist.

Acknowledgement of Support

Successful applicants are required to acknowledge FightMND in any publications, public announcements, media, and scientific meeting presentations or discussion forums pertaining to research conducted. FightMND materials, logos, and images can be supplied for this purpose if required.

Terms and Conditions

FightMND Collaborative Initiatives Grants

Terms and Conditions

All communication concerning Collaborative Initiatives Grant applications and administration should be addressed to Dr Davor Stanic at FightMND, by email to researchgrants@fightmnd.org.au.

1. Funding Arrangements

1.1. FightMND Collaborative Initiatives Grants are time-limited and applicants should ensure that proper consideration is given to this in the proposal. When the project is approved in principle, the initial sum awarded by FightMND will be for the first six (6) months only. Approval of funding for subsequent invoices at six (6) monthly intervals will be subject to availability of funds and the receipt, from the grantee and/or Administering Institution, of satisfactory project progress and financial reports. Members of the FightMND team and Board will review progress reports to decide outcomes.

1.2. If the applicant under-spends in any year, FightMND can, at its discretion, give approval for the balance to be carried into the following year. Expenditure beyond the end date will only be permitted if authorised by FightMND in advance. Requests must be made by contacting FightMND at least eight weeks prior to the original completion date, by email to Dr Davor Stanic at researchgrants@fightmnd.org.au.

1.3. The value of the Collaborative Initiatives Grant is up to a total of $500,000 AUD for project performance of three (3) years.

1.4. FightMND will not meet indirect or overhead costs or on-costs of the Administering Institution, such as: general travel, finance services, staff facilities, staff development, public relations, institutional libraries, routine secretarial work, personnel services, stationery or contributions to general departmental costs, and publication costs (except for those necessary to enable open access for publications).

1.5. Conference attendance: FightMND will allow up to $5,000 per annum towards the cost of relevant conference attendance and participation by the Primary Investigator to be drawn from the total sum awarded. This may be used during the life of the project towards the costs of registration fees and travel, but not to cover separate hotel accommodation or other subsistence costs. Invoices, receipts or other evidence of spending must be provided. The Investigators are encouraged to present their work. The Primary Investigator is expected to attend at least one relevant meeting per year.

1.6. Payment of instalments is conditional on receipt and approval of satisfactory project progress and financial reports (see Terms and Conditions 1.1 and 15).

1.7. Funding from other sources: financial support for clearly defined aspects of a project from separate funding sources is permitted under FightMND grants. Such supplementary funding must be disclosed at the time of the grant application or at the time such funding is received.

2. Equipment

2.1. FightMND will fund equipment purchased as part of a Collaborative Initiatives Grant that is essential to the delivery of the project.

3. Ethical Considerations

3.1. It is the responsibility of the Primary Investigator to have ethical committee approval for all or part of the planned research. This should ideally be in place at the time of applying for funding.

3.2. Approvals must be received, and copies provided to FightMND upon request, prior to the Collaborative Initiatives Grant commencing.

4. Personal Direction of the Project

4.1. It is expected that the Primary Investigator will be actively engaged in directing the project. Continued use of FightMND funds during a prolonged absence of the Primary Investigator requires written agreement to continue the research under the direction of another qualified Investigator, ideally obtained prior to the absence. The grantee or an approved representative of the Administering Institution must apply to and notify FightMND by email to Dr Davor Stanic at researchgrants@fightmnd.org.au, with an explanation of the situation, providing details of the arrangements for conducting the research during their absence (see Terms and Conditions 11.2).

5. Recruitment and Employment of Staff

5.1. FightMND does not act as an employer and, therefore, in all cases where financial support is provided for the employment of staff, the Administering Institution undertakes to issue a contract of employment in accordance with any other relevant Act relating to the conditions of employment.

5.2. FightMND will not be responsible for claims under statute or at common law, nor will they indemnify the Administering Institution against a claim for compensation or against any claims for which the Institution may be liable as an employer or otherwise.

6. Staff Management Responsibility

The Administering Institution must accept full responsibility for:

6.1. The management, monitoring and control for all staff (permanent, temporary and students) employed or involved in any research funded by a FightMND grant;

6.2. The management, monitoring and control of all research work funded as a result of a FightMND grant.

7. Termination of Employment

7.1. If the tenure of the appointment of staff recruited to work on the FightMND-supported project continues beyond the defined period of the Grant, the Administering Institution will be solely responsible for all costs beyond the period of the Grant. FightMND accepts no liability for contracts and costs extending beyond the defined grant period.

8. Employment Term Contracts

8.1. Where members of staff have been under contract to the Administering Institution prior to the activation of the FightMND Collaborative Initiatives Grant, FightMND will not reimburse costs attributed to any prior commitment. This includes any redundancy payments due for service prior to the grant period.

8.2. The contract of employment offered must not extend beyond the termination of the Collaborative Initiatives Grant (unless the Administering Institution wishes to extend the contract at its own expense).

9. Parental and other Long-Term Leave

9.1. The Administering Institution will meet the cost of any long-term leave, other than holiday, and will ensure that all annual leave entitlement is taken within the Collaborative Initiatives Grant period. Long-term leave may include parental or long-term sick leave.

9.2. Parental leave is the responsibility of the Administering Institution employing staff undertaking a FightMND-funded project. Leave will be provided according to the Administering Institution's local terms and conditions of employment. The costs of such leave are the responsibility of the Administering Institution and are not provided for by FightMND.

9.3. If a FightMND-funded employee is due to take any planned long-term leave, the Collaborative Initiatives Grant Primary Investigator should inform FightMND of the dates in advance. This will enable discussion to decide whether the Grant should be suspended for the period of absence until full-time employment can be resumed (see Terms and Conditions 4 and 11.2). If unplanned long-term leave occurs, the Collaborative Initiatives Grant Primary Investigator or an approved representative of the Administering Institution should contact FightMND by email to researchgrants@fightmnd.org.au as soon as possible to discuss the situation.

10. Activation Of An Awarded Collaborative Initiatives Grant

10.1. Collaborative Initiatives Grants are activated on receipt of a signed Grant Agreement and receipt of the first invoice. If, for any reason, the start date of the project is delayed after the Grant Agreement has been returned, FightMND must be informed at once, a Grant Agreement Deed of Variation form completed, and a new start date agreed (see Terms and Conditions 11.2). If necessary, a revised Grant Agreement will need to be completed and returned.

10.2. If the project does not start within three (3) months of the original agreed start date, FightMND may withdraw the Collaborative Initiatives Grant offer. The grantee and/or Administering Institution will have to reapply for funding in a future grant round, in competition with other applicants at the time.

10.3. Ethical Approval: FightMND must receive evidence that ethical approval (if required) is in place prior to the project starting. Payment of invoices will be delayed until evidence has been provided. It is the responsibility of the Primary Investigator to have ethical approval for the proposed research and this should ideally be in place at the time of applying for funding.

11. Change of Terms of an Awarded Collaborative Initiatives Grant

11.1. Reallocation of funds from one expense heading of the approved budget to another, as detailed in the Grant Agreement, requires written permission from FightMND.

11.2. Grantees will be required to submit a letter to FightMND detailing any and all proposed changes to the project, and complete a Grant Agreement Deed of Variation. Letters/Deeds of Variation must be submitted at least eight weeks prior to the changes taking place, and submitted for approval to FightMND by email to Dr Davor Stanic at researchgrants@fightmnd.org.au. FightMND must be kept informed at all times of any changes to the original grant funded and the Grant Agreement.

11.3. Any request for major changes in the terms of the Collaborative Initiatives Grant, e.g. for additional staff or budget items, must be made in the form of a new and separate grant application, which will be considered in competition with all other new applications.

12. Changes to Conditions of an Awarded Collaborative Initiatives Grant

12.1. FightMND reserves the right to change the Terms and Conditions of Collaborative Initiatives Grants at any time. If this occurs during the lifetime of a Collaborative Initiatives Grant, the revised Terms and Conditions may be applied in place of those issued at the commencement of the Collaborative Initiatives Grant.

12.2. Successful applicants will be given at least 8 weeks' notice of any change to conditions of the grant.

13. Early Termination of an Awarded Collaborative Initiatives Grant

13.1. FightMND reserves the right to terminate the awarded Collaborative Initiatives Grant at any time. Circumstances which might lead to termination include:

- Any breach in the Terms and Conditions under which the award was made;
- If the project has not started within three months of the agreed start date;
- The work is diverging markedly from the original approved project. The Collaborative Initiatives Grant Primary Investigator or an approved representative of the Administering Institution must inform FightMND immediately when they are aware of a change of direction (see Terms and Conditions 11.2). There may, however, be circumstances in which the change is acceptable on scientific grounds;

- Failure to submit adequate progress reports, or serious and unresolvable problems identified by a site visit; and/or

- Work has ceased on the Grant, or the Primary Investigator has ceased to be actively involved in the project. FightMND must be informed immediately if this situation arises (see Terms and Conditions 11.2).

FightMND will endeavour to give 60 days' prior notice before termination of an awarded Collaborative Initiatives Grant.

13.2. If a Collaborative Initiatives Grant is terminated, FightMND will meet costs properly and necessarily incurred under the Grant Agreement up to the termination date. However, payments will not, in aggregate, exceed the amount of the Collaborative Initiatives Grant remaining to be paid at the time of its termination.

13.3. In the event of work being discontinued by the Administering Institution, written notification must be sent to FightMND, together with a report on the work carried out to date, setting out reasons for the termination.

14. Extension to an Awarded Collaborative Initiatives Grant

14.1 It is the responsibility of the Primary Investigator (and/or co-Investigators) to apply for further support before the end of the Collaborative Initiatives Grant, if this is required. Applications will be considered as a new application in competition with other applications at the time of applying.

15. Reports

15.1. The Primary Investigator is required to submit the following reports:

- **Annual progress reports:** due every 12 months from the Collaborative Initiatives Grant start date, as stated on the executed Collaborative Initiatives Grant Agreement (see Terms and Conditions 1.1). A short summary in language intelligible to the lay reader should also be submitted for possible use in FightMND publications and on our website;

- **Interim reports:** brief six-monthly reports of no more than three pages on project progress;

- **Final report:** required within twelve weeks after completion of the Collaborative Initiatives Grant project. A detailed final report covering the whole project will be substituted for the annual report. In addition, a summary should also be provided in language intelligible to the lay reader. Researchers must avoid the use of jargon and technical language and should pitch the summary at the level of a science feature in a broadsheet newspaper. The summary may be used in FightMND publications; and

- **FightMND Research Symposium:** the Primary Investigator is required to present progress of the Project annually, and at the FightMND Research Symposium.

15.2. Instalments for the Grant will be paid only after receipt of progress reports and their approval by FightMND. Payment may be delayed if reports are not submitted on time and/or if clarification is required.

15.3. Feedback to people living with MND and/or Carers. All grantees are encouraged to provide regular information on their research to be circulated by FightMND for patients and carers. Where volunteers are involved in research, grantees are required to provide regular feedback to the participants and FightMND, in addition to annual reports and publications.

16. Site Visits and Progress Meetings

16.1. FightMND reserves the right to visit the grantee's laboratories during the period of the Collaborative Initiatives Grant to discuss project progress, and welcomes invitations to do so.

16.2. Grantees may be asked to attend six-monthly progress meetings to discuss progress with FightMND representatives and donors. These may be arranged in conjunction with site visits.

16.3. Grantees may be asked to take part in FightMND communication projects such as video content to help facilitate feedback to FightMND's donors on outcomes related to the Collaborative Initiatives Grant.

17. Publications, Presentations, Acknowledgments and Publicity

17.1. Grantees are expected to seek publication of findings in refereed journals as soon as possible during and after conclusion of the Collaborative Initiatives Grant project (subject to Term and Condition 18). FightMND and the grantee and/or Administering Institution jointly undertake to notify each other before published reference is made to the findings of the project, and to discuss the form of publication wherever possible.

17.2. Grantees and/or the Administering Institution must inform FightMND immediately when results from FightMND-funded research are accepted for publication or presentation. The grantee and/or Administering Institution must provide FightMND with reprints, photocopies or electronic copies of the final version of any such publications.

17.3. **Open Access Policy:** Grantees are mandated to make their peer-reviewed papers, directly arising from the Collaborative Initiatives Grant, available through open access. These research papers should be available within the PubMed Central repository as soon as possible, but definitely within six months of publication. Costs to enable open access for publications can be included in the project budget.

17.4. **Posters – costs and accessibility:** If FightMND-funded research is accepted for presentation as a poster, the costs of poster production may be claimed as part of the consumables budget (to a maximum of $500 per Collaborative Initiatives Grant). The poster must acknowledge FightMND as a source of funding and should include FightMND's logo. FightMND should be provided with an electronic copy of the poster for use on our website and social media.

17.5. To ensure the long-term sustainability of income for research and to reflect and maintain our reputation for funding research of the highest scientific excellence and of greatest relevance to MND, all opportunities to promote FightMND must be pursued. The Collaborative Initiatives Grantee and the Administering Institution are obliged to co-operate with FightMND over any publicity or fundraising activity arising from research funded by FightMND. Where it is the main funder of the research, FightMND reserves the right to lead on publicity.

17.6. Grantees and/or the Administering Institution must notify the FightMND research team by email to Dr Bec Sheean at research@fightmnd.org.au and Dr Davor Stanic at researchgrants@fightmnd.org.au, and the Marketing and Communications Director Anthea Hargreaves at anthea@fightmnd.org.au, at least five working days in advance of any publicity arising from research wholly or co-funded by a FightMND Collaborative Initiatives Grant. FightMND must be given at least 24 hours' notice of any media release in connection with the funded project. Any press release or other material including reference to FightMND-funded research must be approved by our team before it is released to the media.

17.7. In any oral or written report or poster presentation relating to FightMND-funded research, the grantee and/or author must acknowledge FightMND's support and display the FightMND logo where practical. All references to FightMND-funded work placed on websites, electronic bulletin boards and similar platforms must state clearly that the work is funded by "FightMND" and ideally a link should be included to the FightMND website: www.fightmnd.org.au.

17.8. Grantees must ensure that FightMND's support is acknowledged in all publications, presentations and similar communications. It is essential for Collaborative Initiatives Grantees to acknowledge that their research has been supported wholly or in part by FightMND, either in the text or in a footnote. The Collaborative Initiatives Grant reference/ID must also be provided.

17.9. When speaking publicly and to representatives of the media about FightMND-funded research, grantees and researchers should ensure they make it clear to the media and others that they should be presented as a "FightMND-funded scientist". Researchers should consult with FightMND's Research Director, Dr Bec Sheean, at research@fightmnd.org.au and Marketing and Communications Director Anthea Hargreaves at anthea@fightmnd.org.au, before speaking to the media.

17.10. There is a subtle but important difference between speaking as a "FightMND-funded scientist" and acting as a spokesperson for FightMND. Representatives of the media may not always be aware of this difference. Grantees and Researchers who speak to the media must ensure that their personal views are not misrepresented as being attributable to FightMND.

18. Patents, Copyright and Other Intellectual Property

18.1. If ideas, processes or products of potential commercial value are generated as a result of the project, the Grantee and/or Administering Institution must obtain the written consent of FightMND before taking any steps to exploit the results commercially. The Grantee and Administering Institution accept that FightMND may require a share of financial gain in return for its consent. This restriction shall continue to bind the parties notwithstanding any termination of the Collaborative Initiatives Grant. For further detail, please see Appendix 1 - Intellectual Property Rights and Commercial Activities.

19. FightMND Meetings and Events

19.1. Grantees are asked to make themselves or other appropriate research team members available to report on the Collaborative Initiatives Grant project at FightMND meetings, fundraising events and occasionally at other times by invitation.

19.2. There may be occasions where the grantee or other appropriate research team members will be asked to present their work relating to the Collaborative Initiatives Grant project at scientific and/or health care professionals' meetings.

19.3. When speaking and presenting at FightMND events, grantees or other appropriate research team members are expected to make it clear in the presentation their funding connection with FightMND.

20. FightMND Case Studies

20.1. Grantees are asked to make themselves available as case studies reflecting the work of FightMND for its wide-ranging communications and fundraising activities.

21. Scientific Integrity

21.1. In the rare event of scientific fraud occurring, FightMND wishes to make it clear that it is the responsibility of the employing authority to investigate any suspected case of fraudulent activity. FightMND agrees to provide funding providing the employing authority can produce evidence of a procedure for dealing with scientific fraud. If fraud should be proven, the Collaborative Initiatives Grant must be repaid in full to FightMND forthwith.

22. Indemnity

22.1. FightMND does not provide cover for negligent or non-negligent harm for participants in FightMND-funded studies. The Administering Institution should ensure that local arrangements are in place should claims arise.

Appendix 1

Intellectual Property Rights and Commercial Activities

As a charity, FightMND is obliged to ensure that the outcomes of its funded research are applied for the public benefit. In some circumstances, this obligation may be best achieved through the protection of Intellectual Property resulting from the research and the facilitation of commercial exploitation of this Intellectual Property.
The term 'Intellectual Property' (IP) describes any work or invention that results from original creative thought.

IP falls into different categories:

- Copyright: protects written, dramatic and artistic work, software, films, sound recordings and broadcasts.
- Patents: protects technical inventions, novel products or processes.
- Trademarks: distinguish the goods and services of one organisation from another.
- Design rights: protects the visual appearance of products.

Some of these protections need to be registered (trademarks, patents) and some do not (copyright, design rights). If the IP is not protected, another individual or organisation may copy the design or commercialise and sell the invention without consent or payment.

Therefore, for grants where FightMND funding may lead to the generation of Intellectual Property, the following additional conditions shall apply:

1.1. Any Intellectual Property developed during the course of conducting research supported by FightMND Collaborative Initiatives Grants under this agreement (Project IP) shall be owned by the Administering Institution.

1.2. The Administering Institution must comply with the National Principles of Intellectual Property Management for Publicly Funded Research by having in place strategies, policies, and procedures for the identification, protection, management, and exploitation of Intellectual Property, including that resulting from funding by charities such as FightMND.

http://www.arc.gov.au/national-principles-intellectual-property-management-publicly-funded-research

1.3. The Administering Institution should ensure that all persons in receipt of funding from FightMND, or working on funded activity (including employees, students, visiting staff and sub-contractors), are employed or retained on terms that vest in the institution all Intellectual Property arising from funding by FightMND.

1.4. The Administering Institution, grant holders and co-Investigators should inform FightMND of any pre-existing arrangements of which they are aware, and which could lead to a breach of FightMND-funded standard conditions. The Institution should take reasonable endeavours to ensure that no consultancies, third party restrictions or arrangements which might impact on a FightMND-funded grant are entered into in relation to any FightMND-funded person or activity without prior agreement of FightMND. FightMND-funded investigators, or individuals involved in a FightMND-funded project, should not use materials or compounds (other than those obtained commercially), on terms which would place restrictions on the publication of the results. Institutions should take reasonable endeavours to ensure that "reach-through claims" have not been granted on any FightMND-funded IP in favour of commercial organisations providing materials or compounds to FightMND-funded individuals for research purposes. However, FightMND recognises that companies providing materials may often require exclusive rights to any Intellectual Property arising from use of that material, and that this requirement is often non-negotiable. Where Intellectual Property arises from research linked

indirectly to the use of material provided under such agreement, the provider should be offered a time-limited opportunity to take out a revenue generating licence.

1.5. The Administering Institution and the Collaborative Initiatives Grant holders are bound to notify FightMND promptly in writing when new Project IP arises from the Grant and take reasonable steps to ensure that such IP is protected and not published or otherwise disclosed publicly prior to protection (whilst at the same time ensuring that potential delays in publication are minimised).

1.6. The Administering Institution should seek FightMND's consent to commercially exploit the results of any research it has funded. Consent will not be unreasonably withheld, and FightMND will only refuse an Administering Institution's request where it considers that the proposed commercial exploitation would run counter to its interests and charitable objectives. In the event that FightMND does not provide a response to the Administering Institution's request within thirty (30) business days, the Institution or its technology transfer subsidiary will automatically have the right to proceed with such commercial exploitation. The Administering Institution is not required to seek FightMND's consent in assigning Intellectual Property to its technology transfer company.

1.7. Within thirty (30) business days of receiving the notification from the Administering Institution, and prior to the Administering Institution applying for registration of any Project IP, FightMND will advise the Administering Institution in writing which one of the following financial arrangements will apply in relation to commercialisation of the Project IP:

I. All of the costs associated with commercialising of the Project IP (including patent and legal costs) will be paid by the Administering Institution. Out of any net proceeds received by the Administering Institution from commercialising the Project IP (after all of the Administering Institution's costs associated with commercialising the Project IP have first been deducted), the Administering Institution will pay 10% of all net commercialisation proceeds to FightMND until such time as FightMND has received an amount equal to the amount of the Collaborative Initiatives Grant funding provided under this agreement multiplied by five (5).

II. Ten per cent (10%) of the costs associated with commercialising the Project IP (including patent and legal costs) will be paid by FightMND as and when the costs fall due, and the remaining 90% of the commercialisation costs will be paid by the Administering Institution. Out of any net proceeds received by the Administering Institution from commercialising the Project IP (after all the Administering Institution's costs associated with commercialising the Project IP have first been deducted and FightMND's costs have been reimbursed), the Administering Institution will pay 10% of all net commercialisation proceeds to FightMND in perpetuity.

III. FightMND will not seek any payment from the net commercialisation proceeds arising from commercialisation of the Project IP.

1.8. If the Administering Institution does not wish to protect, manage or exploit the Project IP, or fails to comply with the agreed strategy, FightMND may direct the Administering Institution to take steps to protect the IP at the Administering Institution's expense or to transfer the Project IP to FightMND.

1.9. If the Administering Institution wishes to use any third party (other than its recognised technology transfer company) to carry out its obligations with respect to Project IP, it must provide details to, and obtain prior written approval from, FightMND.