



As a recipient of funds under the scheme, you are required to adhere to the following conditions of award:

### Ethical Clearance

It is the responsibility of the recipient to comply with the University's ethical clearance requirements. If you are unsure whether you require ethical clearance for your project, please refer to the UQ Research and Innovation website: <http://uq.edu.au/research/integrity-compliance/>.

### Period of Grant

The funding from this grant will need to be fully expended by the end of the year awarded. There will be no availability for the carry forward of unspent funds into the following year.

### Use of Grant

Funds will be managed by HASS Advisory Finance. Award recipients will be directed to the HASS Finance Advisory Team to arrange the commencement of expenditure on the grant, in accordance with the budget. Funds can be used to pay any category of approved research expenditure (salaries, equipment, maintenance, or travel) consistent with the application. They may not be used to supplement projects being funded by other agencies.

### Variation to Grant

Request to vary any approved expenditure or research project should be forwarded to [research@hass.uq.edu.au](mailto:research@hass.uq.edu.au). Variation requests must be well-justified and supported by the recipient's Head of School/Institute/Centre Director. Variations require approval of the Associate Dean (Research).

### Relinquishment/Termination of Grant

If the recipient becomes aware they are unable to complete the project as approved in their application, they must notify [research@hass.uq.edu.au](mailto:research@hass.uq.edu.au) and [finance.advisory@hass.uq.edu.au](mailto:finance.advisory@hass.uq.edu.au) immediately.

### Project Meeting- Progress Update

Awardees are required to attend a Project Meeting (one in Round 1, two in Rounds 2&3) to provide a brief update on the progress of their project and advise on any support HASS Research can provide to the partnership collaboration and the future external funding application. Details rough dates for these meetings are available on the Guidelines document in the Timelines section.

### Final Report

A Final Report on the grant is to be completed by the relevant deadline (below) and must be sent via email to [research@hass.uq.edu.au](mailto:research@hass.uq.edu.au).

- Round 1 Reports due – 17 February 2025
- Round 2 Reports due – 16 February 2026
- Round 3 Reports due – 15 February 2027

This report should be no longer than one A4 page and should be in the following format -

1. Name
2. School
3. Title of Project
4. Please provide a brief response addressing the following points:
  - a) Please report on the expenditure of the funds including access and use of any Industry Partner contributions (cash or in-kind).
  - b) Outline any objectives that have been achieved from the project.
  - c) Describe how the project enhanced relationships with your Industry Partner(s).
  - d) Please detail the projected date of submission to the external Industry Project Scheme.