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 period of the grant will be up to 12 months. The availability for the carry forward of unspent funds will be at the discretion of the Director and only provided in exceptional circumstances.

Project Check-In Meeting and Engagement in Activities of the Hub

Recipients will participate in a 6-month check-in meeting on the progress of their activity. Recipients are expected to actively engage and contribute to activities of the Hub as agreed with the Director.

Use of Grant

Funds will be managed by HASS Advisory Finance. Award recipients will be directed to the HASS Finance Advisory Team to make arrangements to commence expenditure on the grant in accordance with the budget. The funds can be used to pay any category of approved research expenditure 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 digitalcultures@hass.uq.edu.au. Variation requests must be well-justified and supported by the recipient's Head of School. Variations require approval of the Director.

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 and finance.advisory@hass.uq.edu.au immediately.

Final Report

A Final Report on the grant is to be completed within 1 month of the project end date and is to be sent via email to digitalcultures@hass.uq.edu.au. The report should be no longer than one A4 page and should be in the following format:

1. Name
2. School/Institute/Centre
3. Title of Project
4. Please provide a brief response addressing the following points -

   - Please report on the expenditure of the funds.

   - Outline any objectives that have been achieved from the activity.

   - Please describe your progress towards community and industry collaboration and outcomes including high quality outputs generated, future funding applications developed, collaborative networks that have been formed/advanced.

   - Please list contributions and engagement to Hub activity of Lead (or Co-Lead) and team members.