

**NATIONAL HEALTH AND
MEDICAL RESEARCH COUNCIL**

**CONDITIONS OF AWARD FOR
NHMRC TRAINING SCHOLARSHIPS
FOR INDIGENOUS HEALTH RESEARCH
That Commenced 2003 or earlier**

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THE MEDICAL RESEARCH ENDOWMENT ACCOUNT

The National Health and Medical Research Council Act 1992 provides for the establishment of an account, known as the Medical Research Endowment Account, which consists of such amounts as are appropriated from time to time by Parliament and of income derived from the investment of these amounts; and gifts or bequests given or made for the purposes of the Account and the income derived from the investment of these amounts.

- (1) The purposes of the Account are to provide assistance -
 - (a) to Departments of the Commonwealth or of a State or Territory engaged in medical research; and
 - (b) to Universities for the purposes of medical research; and
 - (c) to institutions and persons engaged in medical research; and
 - (d) in the training of persons in medical research; and
 - (e) any other purpose that is prescribed.
- (2) Assistance under (1) is to be provided in such cases and subject to such conditions as the Minister, acting upon the advice of Council, determines. Assistance must not be provided under (1) unless the recipient agrees to comply with guidelines issued by the Council relating to ethical issues in the conduct of medical and health research.

NATIONAL HEALTH AND MEDICAL RESEARCH COUNCIL

CONDITIONS OF AWARD FOR NHMRC TRAINING SCHOLARSHIPS FOR INDIGENOUS HEALTH RESEARCH That Commenced in 2003 or earlier

PART A - INTRODUCTION

1. Application of conditions

- (a) Subject to any special conditions specified at the time a Scholarship is awarded, these conditions shall apply to all NHMRC Research and Training Scholarships awarded to suitable applicants to provide full-time research training or training leading to research experience, and the Scholar and the Institution on accepting the Scholar shall abide by the conditions contained herein.
- (b) The laws of the Australian Capital Territory apply to this award.
- (c) The Council may, from time to time, vary the conditions under which any Scholarship is made and may make the application of such variation prospectively or retrospectively, provided always that if, in the opinion of the Minister, the application of any such variation to a particular Scholarship or to any institution through which a Scholarship is awarded or to any Scholar supported under such a Scholarship would cause substantial detriment to that institution or person, the Minister may make such special provision in the matter as is considered reasonable in the circumstances.

2. Definitions

In these conditions, unless the contrary intention appears -

'Account' means the Medical Research Endowment Account established by the Act.

'Act' means the National Health and Medical Research Council Act 1992 and any enactments amending that Act.

'CEO' means the position of Chief Executive Officer of the Council as

established by the Act or a person duly authorised to exercise the powers of the CEO, and includes a person for the time being occupying that position;

'Chairman' means the Chairman of the Council.

'Commonwealth' means the Commonwealth of Australia;

'Council' or 'NHMRC' means the National Health and Medical Research Council as defined by the Act.

'Head of Department' means the Head of Department, or equivalent, of the institution in whose Department the Scholarship is being undertaken.

'Institution' means a university, institute, hospital college or other body administering a Scholarship, unless the contrary intention is indicated.

'Responsible Officer' means the officer of the institution appointed by the institution for the purposes of administration of the Scholarship.

'Scholar' means the person to whom the Scholarship is awarded and is so designated in the application for a Scholarship or in any other document relating thereto.

'Scholarship' means training scholarship in Indigenous Health Research made under the provisions of the Act to a medical, dental or science graduate for the purposes of gaining full time training in research.

'The Minister' means the Minister of the Crown for the time being administering the Act.

'Travelling Award' means the Travelling Award for Research Training awarded to current NHMRC scholars who have sought this additional funding. Unless otherwise stated, reference to the administration of a Scholarship will also refer to the administration of the Travelling Award.

3. Award of Scholarships

- (a) Scholarships shall be tenable within Australia, only in institutions approved by the NHMRC, such as teaching hospitals, universities and research institutes and colleges.
- (b) Holders of Travelling Awards must be current holders of an NHMRC Scholarship to be eligible to apply.

- (c) A report from the Head of Department indicating that accommodation and facilities will be available to the Scholar and certification that the institution endorses the application and is willing to administer the Scholarship must be received by the CEO, prior to the initial award of a Scholarship.
- (a) An awardee of a Scholarship who does not reply to an Offer of Award by the specified date will forfeit the award in favour of a reserve candidate. Scholars must also advise of the expected commencement date of the Scholarship.
- (b) Initially, a training scholarship in Indigenous Health research is awarded for one year but, subject to satisfactory progress as judged by the host institution, will be renewed on receipt of advice from the host institution, to a maximum period equivalent to three full-time years from initial enrolment.
- (c) Consideration may be given to applications for an extension of a Scholarship for a maximum period of six months for completion of course or research, if necessary. This will only be granted on production of a recommendation from the Head of Department with justifications, or equivalent, of your institution.
- (d) The Scholarship will cease upon completion of course or degree or upon the scholar obtaining employment.
- (e) Travelling Awards will be awarded for between three (3) and six (6) months.

4. Timing of Scholarships

- (a) The normal commencement date for a Scholarship is 1 January of each year but, in exceptional circumstances only, consideration may be given to the deferment of a Scholarship for a maximum period of 6 months (i.e. no later than 30 June of the year of commencement); any Scholar unable to comply with this policy must relinquish the award and may reapply for support for the following year.
- (b) After commencement of the Scholarship, a Scholar may seek to suspend the remainder of the Scholarship by applying in writing, with reasons, to the NHMRC. Unless otherwise specified by the NHMRC, the maximum period of suspension allowable will be twelve months.
- (c) The holder of a full-time scholarship may apply to the NHMRC to work part-time, between 50-70%, for genuine personal reasons, such as child-care, caring for family members, or incapacity. The period of the award will be extended for the approved period of part-time. The maximum period of part-time work is one year.
- (d) The Travelling Award must be taken within the term of the Scholarship. Scholars cannot apply for a Travelling Award in the first six (6) months of their award, and cannot take up the Travelling Award in the first year of their Scholarship.

- (e) At the conclusion of the Scholarship the Scholar may apply, in writing, to the CEO for bridging support, provided there is evidence the Scholar has applied for further NHMRC support for the subsequent year. The period of this support will not exceed six (6) months and will not extend past 31 December of the year in which the Scholarship terminates.

PART B - GENERAL ADMINISTRATION

5. Compliance with law

The Institution shall ensure that in carrying out its functions and expending the Grant, it complies with all relevant Commonwealth, State and local government laws, regulations and by laws and including, without limiting the generality of the foregoing, all those relating to employment terms and conditions.

6. Indemnity

The Institution shall indemnify, at all times, the Council, its officers, employees and agents from and against all actions, claims, demands, costs and expenses (including the costs of defending or settling any action, claim or demand) made, sustained, brought or prosecuted in any manner based upon, occasioned by, or attributable to any loss or damage to any person or loss or damage to property which may arise from or be a consequence of any act or omission of the Institution in the performance of the Project, provided that such loss or damage does not arise from, or is not a consequence of, any unlawful or negligent act or omission of the Council, its officers, employees or agents.

7. Insurance

The Institution, for so long as any obligations remain in connection with this Grant, must effect and maintain adequate insurance, and in particular must:

- (a) effect and maintain workers compensation insurance as required by law, and public risk and professional indemnity insurance policies for appropriate amounts to cover all the obligations of the Institution under this Grant, including those which survive the expiration or termination of this Grant; and
- (a) upon request, provide proof of insurance acceptable to the Council.

8. Responsible Officer

The Institution shall notify the CEO in writing of the name and title of the officer of the institution whom it appoints Responsible Officer for the purposes of the Scholarship. All correspondence and reports relating to the Scholarship shall be made by or through the Responsible Officer and all documents signed by the Responsible Officer shall be binding on the institution.

The Responsible Officer shall supply all necessary information reasonably requested by the Council in relation to the purposes for which the Scholarship is used.

9. Institution to provide certain resources

In accepting the administration of a Scholarship, the Institution undertakes to provide the facilities and services necessary for the efficient conduct of the research and further agrees to meet the normal overhead expenses and normal institutional maintenance charges.

Holders of Travelling Awards will be required to ensure such facilities are available at the temporary host institution.

PART C - FINANCIAL ADMINISTRATION

10. Time of payment of Scholarships

Payment of Accounts in respect of Scholarships shall be made upon the terms and conditions and in the manner from time to time determined by the Council. Unless otherwise specified, payment in respect of Scholarships will be made quarterly in advance (including stipend and allowances).

11. Stipends

Stipends paid depend on course proposed and qualifications. Stipends are advised to administering institutions each year and the stipend rates are separately advised on the NHMRC web page.

(a) Travelling Awards

Additional stipends will not be paid as part of Travelling Awards. The Scholars' stipend will continue uninterrupted.

12. Allowances

Allowances are advised to administering institutions each year and the Allowance rates are separately advised on the NHMRC web page.

(a) Maintenance allowance

An allowance is payable to assist with the cost of basic consumables, but not items that should be provided as infrastructure costs..

(b) Conference travel allowance

An allowance is payable toward expenses for attendance at scientific conferences.

(c) Relocation allowance

A travelling allowance for travel within Australia up to a maximum equal to the economy class airfare at student or other concession rate, if applicable, may be paid to a Scholarship holder for travel undertaken to the town or city of the institution at which his/her Scholarship has been granted, if he/she has normally resided in another town or city.

A travelling allowance within Australia for dependants at concession rate, where available, may also be payable. The total allowance payable for the scholar and dependants will not exceed \$1385.

(d) Establishment allowance

An establishment allowance of \$100 is payable, on application, where a Scholar has to move to another town or city, from where he/she normally resides, in order to take up the Scholarship, to assist with the cost of setting up residence. The allowance is \$200 where the Scholar has a dependent partner and/or dependant children.

(e) Thesis allowance

A thesis allowance is payable on claim to a Scholar as a contribution towards costs associated with presentation of a thesis. The maximum amount NHMRC will pay is contained on the Stipend and Allowance Rates advice sheet.

(f) No other allowances are payable.

(g) Compulsory fees, e.g. student and sports union fees, shall be met out of the Scholarship stipend.

(h) Travelling Awards

(i) A living allowance, of \$5,000 for 3 months up to a maximum of \$10,000 for 6 months and an airfare allowance of up to \$2,500, will be paid for an overseas Travelling Award.

(ii) A living allowance, of \$3,000 for 3 months up to a maximum of \$6,000 for 6 months and an airfare allowance of up to \$1,000, will be paid for a Travelling Award held in Australia.

13. Application of monies

The Scholarship shall be used solely for the purposes specified in the award, and shall not be used to meet infrastructure costs (see Clause 9).

Accounts unspent or uncommitted, should the Scholar relinquish the award, shall be returned to the Council forthwith, unless the CEO, in special circumstances, otherwise approves.

14. Certification of expenditure

The Responsible Officer shall, no later than 30 June of each year, issue a certificate in respect of each Scholarship relating to the period to 31 December of the preceding year. This certificate shall be in the form specified from time to time by the CEO and shall set out:

- (a) use of Accounts received under the Scholarship and their expenditure or commitment in accordance with the Conditions of Award;
- (b) the stipend and allowances which have been paid in accordance with the NHMRC levels approved for each Scholarship.

15. Termination of a Scholarship

- (a) Notwithstanding any other Condition, Council may, at any time and upon such notice and subject to such conditions as it may in its discretion decide, terminate a scholarship in any of the following circumstances:
 - (i) if, in the opinion of Council, the course work or research for which the scholarship is approved is not being carried out with competence, diligence, scientific honesty and with appropriate ethics clearances (see Clause 22);
 - (ii) if insufficient Accounts have been appropriated by the Commonwealth Government to continue all existing awards;
 - (iii) with six months' notice on the grounds of permanent incapacity, inefficiency or misconduct (including scientific misconduct or fraud, or failure to conduct the research in accordance with the National Statement on Ethical Conduct in Research Involving Humans , the NHMRC/AVCC Statement on Research Practice, the Australian Code of Practice for the Care and Use of Animals for Experimental Purposes or the NHMRC Policy on the Use of Non-human Primates in Medical Research where appropriate) on the part of the Fellow, provided always that, before terminating any award under the provisions of this clause, Council will investigate the grounds for termination and consult with the Head of the Institution, inform the Scholar concerned in writing and with reasonable particularity of the substance of the alleged grounds for termination and, unless by reason of ill health, he/she is incapable of making any submission, allow that person a reasonable opportunity to make submissions in writing or, if Council in its absolute discretion so decides, to appear in person in relation to the matter.

- (b) In any of the said circumstances, Council may, in lieu of terminating the scholarship, suspend or vary it in such manner as it, in its absolute discretion, considers necessary or desirable.
- (c) If Council exercises its power to terminate a scholarship in any of the above circumstances, it may take such action as it deems necessary or desirable in consequence of that termination. Upon termination, monies already paid to the institution, and not duly expended, shall be refunded to the Council.

16. Taxes, Duties and Charges

- (a) Except as provided by this clause, all taxes, duties and government charges imposed or levied in Australia or overseas in connection with the performance of this grant shall be borne by the Institution.
- (b) The Grant payable ("Original Grant Payable") to the Institution by the Council does not include an amount to cover any liability of the Institution for Goods and Services Tax ("GST") on any supplies made under this award of grant which are taxable supplies within the meaning of *A New Tax System (Goods and Services Tax) Act 1999* (the "GST Act").
- (c) If a supply made by the Institution under this award of grant is a taxable supply under the GST Act, the Institution may, by notice in writing to the Council, increase the Original Grant Payable by the Council by the amount of GST that is payable by the Institution on that part of the Original Grant Payable which relates to the taxable supply as if that part of the Original Grant Payable is the value of the supply for the purposes of the GST Act.
- (d) If required by the Council, the Institution shall substantiate to the Council's reasonable satisfaction how any change in the amounts payable by the Council determined under this clause have been calculated before such changes will take effect.
- (e) In relation to any taxable supplies made under this award of grant, the Institution agrees to issue the Council with a tax invoice in accordance with the GST Act, together with or as a part of each invoice submitted for payment pursuant to Clause 10.

PART D - CONDITIONS OF SERVICE

17. Enrolment for course work higher degrees

The study and/or research undertaken during the course of the Scholarship must be towards obtaining a diploma, certificate, undergraduate or postgraduate degree.

18. Recreation leave

Scholars shall be entitled to recreation leave in accordance with the conditions applying in the Institution. All leave due shall be taken prior to the termination of the scholarship.

19. Sick and maternity leave

Scholars shall be entitled to sick and maternity leave in accordance with the conditions applying in the Institution.

20. Salary loadings, superannuation, long service leave, study leave and stipend associated costs

Scholars are not eligible to receive salary loadings or employer contributions to superannuation schemes. The time spent as a Scholar may not be counted as service contributing towards long service leave or study leave.

Where State laws decree that compulsory costs such as workers' compensation premiums are payable in respect of the scholar, the Council will meet all such costs.

21. Additional stipend awards

A Scholar is not entitled to hold an additional scholarship or fellowship award that provides the major portion of the stipend.

For the purposes of this clause only, Travelling Awards are not regarded as an NHMRC award.

PART E - MISCELLANEOUS

22. Clearance requirements

(a) Human experimentation

Any human experimentation shall be conducted in accordance with the current requirements of the National Statement on Ethical Conduct in Research Involving Humans. Applications submitted for support should bear evidence of being acceptable to the Ethics Committee of the particular institution, as should intended variations, with ethical implications, to any already approved research protocol.

(b) Animal experimentation

- (i) Experiments involving the use of animals shall be conducted, and experimental animals shall be housed, maintained and controlled, in accordance with the current 'Code of Practice for the Care and Use of Animals for Scientific Purposes' and any additional Supplementary Notes adopted by Council. Applications submitted for support should bear evidence of being acceptable to the Ethics Committee of the particular institution, as should intended variations, with ethical implications, to any already approved research protocol.
- (ii) Where research involves the use of inbred strains of animals, the Scholar or his/her Supervisor must confirm that the genetic authenticity of such animal colonies has been checked at appropriate intervals.

(c) Use of radioactive substances, ionising radiation, recombinant DNA potent teratogens or carcinogens

Clearance for research which involves any of the above must be obtained from the appropriate Institutional Biosafety Committee and/or, where relevant, Ethics Committee.

(d) Administration to humans of drugs, chemical agents or vaccines

Any research involving the above will be subject to clearance by the Institutional Ethics Committee.

23. Reports

Within one month of completion of the Scholarship, the Scholar's Supervisor is required to furnish a brief informative report, to the CEO of Council, describing the work performed and publications arising during the tenure of the award.

One year after completion of the Scholarship the Scholar must submit a final brief report detailing publications arising from the Scholarship and current occupation.

The Council may publish, or use in such a manner as the Council sees fit, any such report in whole or in part, provided due acknowledgment of the source is made, and subject to consent of the researcher.

Scholars who have held Travelling Awards are required to submit a two page report within two months of completing the award, and specifically address the benefits the award brought to their scholarship.

24. CEO may act

The CEO may exercise, on behalf of Council, any of the powers conferred upon Council by this award of grant, provided that the action taken by the CEO is in accordance with previous decisions of Council and provided further that the CEO shall report the action taken to the first meeting of Council held thereafter.

25. Communication

All correspondence, relating to the Scholarship, should be addressed, through the Responsible Officer, to:

The CEO,
National Health and Medical Research Council
Attention: Secretary, TAC
Training Awards Committee (MDP 33)
PO Box 9848, CANBERRA CITY ACT 2601

Fax 02 6289 9131