

## ST VINCENT'S CURRAN FOUNDATION

### ENDOWMENT GRANTS 2023

#### Terms of Grant Funding – St Vincent's Health Network Sydney

##### 1. Financial and Purchasing Arrangements

On approval of a grant and once all signed documentation and the Hospital trust fund allocation details are submitted to the St Vincent's Curran Foundation, the Applicant should contact the St Vincent's Curran Foundation to request the grant payment. St Vincent's Curran Foundation will then transfer the funds to the specific St Vincent's entity of the grant recipient.

The recipient must use these funds solely for the grant purpose and will be accountable for providing budgets and reports against their grant and the work/provision undertaken.

All grants are to be paid via a nominated Trust Account of St Vincent's Hospital, St Joseph's Hospital, Sacred Heart Health Service or an affiliated institution's trust account.

##### *a. Equipment Grants*

Prior to payment, the Foundation and St Vincent's Health Network Finance need to see details of costs incurred (e.g. invoices, payment details) and/or evidence of paid GST exclusive expenditure for the approved purposes and amount. Foundation Endowment Grants are limited to the amount approved, any additional costs are subject to the department head approval and funds are to be allocated from other resources to cover these costs.

##### 2. Funding period

Funding for grants will be available from November 2023. All requests for payment must be lodged with the St Vincent's Curran Foundation by **30 June 2024**.

In the event of a delay in the project, the Applicant must write to the Foundation explaining the delay and obtain written consent from the Foundation to an extension of the funding period to ensure funds granted can still be claimed. The Foundation may withhold consent for an extension at its absolute discretion.

##### 3. Changes to project requiring Foundation consent

Any material changes to the project, the key personnel, the applicants, the location of the project or any other material information provided by the applicant in the grant application form must be approved by the Foundation to ensure continuation of funding.

##### 4. Equipment Grants

Recipients of equipment grants must contact the St Vincent's Hospital Sydney purchasing department via email: [svhn.purchasing@svha.org.au](mailto:svhn.purchasing@svha.org.au) to discuss the next steps of procurement.

**a. Maintenance:**

The principal applicant to whom equipment or apparatus is entrusted must maintain the item(s) in good condition and in the location as specified in the application or where in the Hospital precinct the sponsored research is being conducted. Maintenance costs are the responsibility of the Hospital / Institution / Facility where the equipment is located.

**b. Recognition**

The grant recipient will inform the Foundation when equipment has been installed so that appropriate plaques and recognition can be organised.

The Applicant must ensure that:

- (a) all equipment the subject of any grant has and maintains a plaque or acknowledgement approved by the Foundation; and
- (b) the Foundation is duly acknowledged in a manner acceptable to it, both written and logo for all other funding projects including on all public reports.

**5. Research Grants**

**a. Departure of Key Personnel:**

Departure or extended leave, for whatever reason, of the chief investigator or associated investigators (Key Personnel) mentioned in the Application during the tenure of a grant may result in termination of funding of a project before expiration of the term of the approved grant of sponsorship. In such an event, the chief investigator/principal applicant must advise the Foundation in writing and submit a Progress Report for the period of the tenure of the grant and seek approval for alternate key personnel.

**b. Recognition of St Vincent's Curran Foundation support in publications:**

Any publication resulting from research carried out under a project grant must acknowledge the support of the St Vincent's Curran Foundation in words and inclusive of logo. Contact the Foundation for the appropriate logo and wording to use.

**6. Reporting Requirements**

A Final Report is to be submitted at the completion of the project to the St Vincent's Curran Foundation by **31 July 2024**, unless a project extension has been approved by the Foundation (see (2) above).

Future grant applications may be impacted if there are outstanding reports. The Foundation may require an interim report at any time.

## **7. Intellectual Property Rights**

The Foundation is granted an irrevocable licence to refer to the application, and refer to or quote any part of the application and any interim or final report and the Foundation's funding of the project, and details of the involvement of the key personnel and researchers, including for the purposes of other fundraising, provided that the Foundation is not authorised to make any misleading statements in relation to a project or personnel.

The Applicant must ensure that all intellectual property arising from any project funded in whole or part by the Foundation, including via the Hospital, is vested in the specific St Vincent's Hospital entity. The St Vincent's Hospital will be at liberty to make arrangements with any researchers for sharing any royalties, subject always to the approval of St Vincent's Hospital Sydney Limited.

## **8. Consent for Media**

The Applicant freely gives consent to participate in photographs and/or media filming for St Vincent's Curran Foundation associated promotional materials including social media and website.

The Applicant also gives permission for their photograph or any footage featuring them to be used by St Vincent's Health Australia, any of its facilities or approved third party organisations for promotional purposes. This consent is valid until the Applicant, their partner or family withdraws consent. The Applicant understands that if consent is withdrawn, facilities of St Vincent's Health Australia or third party organisations will cease to use their image in any future publications or promotional activities. However the Applicant acknowledges that St Vincent's Health Australia has no control over third parties, e.g. media outlets, using file footage or photographs.

## **9. Compliance**

The Applicant must ensure that the project is completed in accordance with all legal requirements and in accordance with the highest ethical and professional practice standards. The Applicant must also ensure that the St Vincent's Curran Foundation is not represented as a supplier of any goods or services to any patient or third party. The Applicant will ensure the St Vincent's Curran Foundation is indemnified and kept indemnified from any claim on the Foundation arising from a breach of these terms.