RAOs' CONTRIBUTION TO ADMINISTERING NHMRC's FUNDING AGREEMENT

WITHOUT PREJUDICE

The Research Administration Officer is the Administering Institution’s primary contact person for administrative matters relating to the Funding Agreement.

1. WHEN AND HOW THE RAO MUST CONTACT NHMRC

RAOs are the primary point of contact between NHMRC and the Administering Institution for administrative matters relating to the Agreement or Research Activities.

Communications with NHMRC may be:
- electronic
- faxed
- hand delivered or
- posted.

2. HELPING RESPONSIBLE OFFICERS COMPLY WITH CLAUSE 30.4

Responsible Officers (RO) must notify NHMRC in writing if any event in Clause 30.4 occurs. ROs may communicate directly with NHMRC or through the RAO on these matters. Responsible Officers may communicate in writing with NHMRC through the RAO regarding the requirements set out in clause 30.4.

3. HELPING RESEARCHERS STAY WITHIN THE TERMS AND CONDITIONS OF THEIR GRANTS

RAOs should forward requests in writing to NHMRC before the following events occur:
- the objectives outlined in the grant Application are varied
- the Period of Funding is changed (i.e. is deferred, suspended, extended)
- the amount of Funding or Approved Budget is changed
- the carry-over of unspent Funds exceeds 25% of total Funds available in the Previous Year
- the Funds for a particular Research Activity, and any interest earned on them, are used for another purpose
- any Chief Investigators or Fellows or Scholars are unable to participate or continue
- a Chief Investigator is replaced
- a CIA, Fellow or Scholar wants to transfer to another Administering Institution

RAOs should consider reminding researchers of their obligation to:
- acknowledge the Grant ID and NHMRC in publications, media releases, etc and not use NHMRC’s logo without consent
- declare and manage Conflicts of Interest and protect Personal Information
- spend Funds (and interest earned on them) only on the specified Research Activity
- keep sufficient and appropriate Records.

4. REPORTING

RAOs should remind researchers of their obligation to submit the all Reports listed in clause 9 in a complete, accurate and timely manner.

RAOs should check the requested Audited Financial Statement has been provided within 40 Working Days.

RAOs should check any Additional Reports have been supplied.

5. OTHER TASKS

RAOs provide the information NHMRC requests for Monitoring purposes and cooperate in a review or evaluation.

RAOs forward updated lists of Responsible Officers and the business areas they are responsible for, as applicable.