

**A. Research Contract**

1. The host institution will administer the grant.
2. Fellowships cannot be held concurrently with any other fellowship. Applicants must complete all requirements for the conferment of their PhD prior to the fellowship being awarded.
3. Summer Studentships cannot be held simultaneously with any other studentship. Students must not have started a Masters or Doctorate or completed a thesis or dissertation in a similar field to the studentship.
4. Scholarships cannot be held concurrently with any other scholarship. Students must complete enrolment prior to the scholarship being made available.
5. If ethics approval or additional funding is required before commencing a project, the start date should be postponed accordingly. Salary and/or stipends may commence before ethics approval or additional funding are obtained if there is host institution approval for this, however these are expected to be finalised within six months of the start date.
6. The institution's research programme may be rapidly evolving and the details of the research project may change after the grant is awarded. If the contractual details of the grant change, or there is a change to the approved research project, a variation request will need to be submitted to the Foundation.
7. If the research deviates significantly from the approved project, without the approval of the Foundation, the Foundation reserves the right to recover any costs incurred.
8. First Fellowships and Wrightson Fellowships provide two years equivalent of salary support. The research FTE can be spread across more than two years, as long as it is at least 80% for each year and the total fellowship does not exceed 200% FTE.
9. Senior Research Fellowships provide two years equivalent of salary support. The research FTE can be spread across more than two years, as long as it is at least 60% for each year and the total fellowship does not exceed 200% FTE.
10. O'Brien Clinical Fellowships provide two years equivalent of salary support, based on the Fellow's salary had they continued in a clinical post in New Zealand for 40 – 44.9 hours per week. The research FTE can be spread across more than two years, as long as it is at least 50% for each year.
11. VJ Chapman Fellowships provide one year equivalent of salary support, based on the Fellow's salary had they continued in a clinical post in New Zealand for 40 – 44.9 hours per week. The research FTE can be spread across two years, as long as it is at least 50% for each year.
12. Project, fellowship and scholarship recipients are eligible to apply for travel grants of up to \$4,500 towards travelling to conferences and training courses directly related to the research. These are applied for separately as travel grants after the grant has been awarded, and should be invoiced separately.

**B. Grant Dates**

1. The grant will have a specific start date and end date.
2. When a grant is offered, the start date should be specified in the acceptance form, and should be within 6 months of the grant offer. If a later start date is required, contact the Foundation at [research@neurological.org.nz](mailto:research@neurological.org.nz).
3. For travel grants, the start date is the date that the grant offer is accepted.

4. If grant dates require changing once a grant is accepted, a variation request will need to be submitted to the Foundation.
5. A grant may be paused for significant periods of time outside of research for reasons of illness, bereavement, caregiver or parental leave. A variation request will need to be submitted to the Foundation, nominating a restart date.

### **C. Grant Budget**

1. The Foundation will pay upon invoice for costs incurred. If prepayment is required, contact the Foundation at [research@neurological.org.nz](mailto:research@neurological.org.nz). Invoices should be sent to [admin@neurological.org.nz](mailto:admin@neurological.org.nz).
2. The award is in NZD and the Foundation will not award more than is requested in the budget. At the time a grant offer is made, the Foundation may offer less than the requested budget.
3. If the Foundation disputes an invoice, partial or full payment of that invoice may be withheld until the dispute is satisfactorily resolved.
4. Claims for working expenses should conform as far as possible to the timetable set out in the application. If reallocation of budget items is required, a variation request will need to be submitted to the Foundation.
5. Final invoices must be submitted to the Foundation within 6 months of the grant end date. Claims for any expenses incurred after the termination of the grant will not be met.
6. For Doctoral Scholarships, the Foundation will meet the cost of University fees, but not student services fees.
7. For Summer Studentships, the final \$1000 will be paid after the final report is received by the Foundation.
8. Travel grants must be invoiced separately. Please do not include travel costs in project, fellowship or scholarship invoices.
9. The Foundation will only approve economy class airfares.

### **D. Salaries**

1. The Foundation will only be responsible for salaries within the range stated in the application and will not pay institutional overheads or salaries for staff with continued positions. Only actual costs for ACC and superannuation should be included in salary associated costs, not standardised rates.
2. Salaries may progress by the normal steps on the scale nominated provided that they remain within the range stated.
3. The Foundation should be notified of changes in personnel through a variation request.
4. If a salaried investigator obtains a permanent position during the term of the grant, a variation request will need to be submitted to the Foundation, and the budget will be adjusted accordingly.
5. The Host Institution must inform the Foundation of the date at which each salary commences. The salary will continue only for the duration of the grant. Leave must be taken within this period. The Foundation will not fund leave unclaimed when the grant ends.
6. Appointees must be made aware of the conditions of the grant, that their salary depends on the continuation of the project, that it is limited to its duration, and that it will cease if for any reason the project is terminated.

## **E. Equipment**

1. Major items of equipment must be ordered within three months of the date of the grant notification. Quotations must be confirmed before placing the order, and if there is more than 5% variation the Foundation needs to be consulted before proceeding.

## **F. Grant Reports**

1. Grant reports are submitted using the Foundation's templates. If a supporter has donated directly towards the grant, the report should include a personal thank you to that supporter.
2. As the Foundation does not have access to paid publications, publication pdfs should be attached to reports or emailed to [research@neurological.org.nz](mailto:research@neurological.org.nz).
3. For all grants of one year or more in duration, annual progress reports are required on the anniversary of the start date.
4. Project and Small Project grants: a final report is due 12 months after the grant ends.
5. Fellowships: A final report will be required within 3 months of the fellowship end date.
6. Doctoral Scholarships: A final report will be required within 1 month of thesis submission.
7. Summer Studentships: A final report will be required within 1 month of the studentship end date.
8. Travel, Conference and Training Course grants: A final report will be required within 3 months of the travel, conference or training course.

## **G. Public relations**

1. The grant holder will endeavour to meet reasonable requests from the Foundation to support and participate in publicity and promotional events from time to time. Such requests will not compromise the academic integrity or freedom of the appointee.
2. For Conference and Training Course grants, the Foundation will expect to be acknowledged as a conference sponsor in printed and online conference materials. If the grant includes funding for a keynote speaker, this person will be expected to provide an interview or public presentation for the Neurological Foundation during their time in New Zealand.
3. The Neurological Foundation's ability to fund research is entirely based on public support which demands active fundraising by the Foundation. The grant holder and their representative institution will ensure to publicly acknowledge the funding support from the Foundation in all presentations, publications, external communications and public relations activities. It is acknowledged that the grant holder and institution do not hold editorial control and cannot be held responsible for this acknowledgement not appearing in print in a third-party publication or media outlet. Requests for logos and templates, and copies of relevant press releases should be sent to [marketing@neurological.org.nz](mailto:marketing@neurological.org.nz).

If you have any queries please contact the Foundation at [research@neurological.org.nz](mailto:research@neurological.org.nz).