



Date

CLEAN VERSION AGT 120823

Name of recipient

Name of Research Entity

Dear Name of recipient

2024 Early-Career Child Health Researcher Fellowship Offer Letter

Project: Project Title – ECR XXX-2024

I am pleased to advise that you have been selected for an award of a three-year Early-Career Child Health Researcher Fellowship Grant to the value of \$XXXX to be applied to the above Project.

1. When accepted, your Fellowship Grant, will be co-funded by the **Future Health Research & Innovation Fund** and the **BrightSpark Foundation** (together **Program Sponsors**). On behalf of the Program Sponsors, please accept my congratulations.
2. The Fellowship Grant, the details of which are summarised in Schedule 1 below, is offered in accordance with the Grant Funding General Terms & Conditions (as attached to this Offer Letter), on a 100% FTE basis is as follows:
2024: \$«Amount_Requested_Year_1»
2025: \$«Amount_Requested_Year_2»
2026: \$«Amount_Requested_Year_3»
Total: \$«Total_Amount_Awarded»
3. Our expectation is that your job description and responsibilities assigned to you by your Research Entity will be such that priority will be given to you progressing your Project as efficiently as possible. We recognise, however, that you may be called upon by your Research Entity to join in and assist with other duties, such as teaching or mentoring (**Other Duties**).
4. Accordingly, the above maximum full amount for a particular year is payable even where in that year your Other Duties restrict you from spending 100% FTE research time on your Project. But please note our requirement is that in each year at least 50% FTE research time is spent by you on your Project (**Minimum Time Commitment**).
5. If however, at the outset of your Fellowship Grant, or during a particular year, you wish to and/or do become involved in a paid role with another research project (in, or outside of, your Research Entity) that will restrict you from spending FTE research time on your project at any level that is between the Minimum Time Commitment and 100% FTE research time, you must advise us of this and the above maximum full amount for your Grant, or for a particular year, will be prorated between 50% and 100%, as you must spend at least the Minimum Time Commitment on your Project.

6. I would like to draw your attention to the Grant Funding General Terms & Conditions generally, and in particular to Clause 4: Research Governance Requirements; Clause 5: Use of Data Collections; Clause 6: Intellectual Property; Clause 7: Reports; and Clause 9: Acknowledgement.
7. You will also note that all Governance approvals (ethics, biosafety, etc) relevant to your Project must be obtained and sent to me prior to commencement of your Project (see Clause 4(b) of the Grant Funding General Terms & Conditions). Funds will not be transferred without receipt of these approvals.
8. **Before accepting the Fellowship Grant, please check that the details set out in the Schedule 1 are up to date and current. If all is in order, please complete and sign the Acceptance Section by yourself and arrange for your Research Supervisor, as well as an authorised person of the Research Entity to sign their respective acceptances, and return a scanned copy by email to me, as Program Administrator, by xx month 2023.**
9. Once this Fellowship Grant offer is accepted, please contact me after XX January 2024 to organise payment of your 2024 funding. You must provide an annual report and acquittal on the progress of your research and the outcomes of the Fellowship Grant at the end of each grant year. Funding for the next following grant year (adjusted as necessary as a result of the prorating under item 5. above) will be transferred after receipt of your satisfactory annual report and acquittal for the prior grant year.
10. Please ensure that you acknowledge the Project Sponsors and any co funding partners in any publications arising from this Fellowship Grant and, should your budget include publication costs, copies of the publications must be provided to us via email.
11. Please note that if you require an amendment to your approved budget or Date for Project Activity Completion, prior approval must be sought from the BrightSpark Research Advisory Committee, and any unspent funds at the conclusion of your Fellowship Grant will be recouped to the Project Sponsors (see Clause 2.7(m) of the Grant Funding General Terms & Conditions).

With best wishes for the success of your Project.

Yours sincerely

.....
Signature

.....
Dr Misty Palmer
Research Program Manager

These are posted for information purposes at this stage and may be subject to minor changes in the lead up to the announcement of awards

[insert name] Re Project: Project Title– ECR XXX-2024

Awardee Acceptance

I accept the 2024 Early-Career Child Health Researcher Fellowship in accordance with the Grant Funding General Terms & Conditions and the details set out in Schedule 1 below. I confirm that I have not received other research funding that overlaps with the Project aims and budget covered by this Grant application.

Awardee Name:	
Signature	Date

Research Supervisor Acceptance of Supervision and Mentoring Responsibilities

I have read and understood the Grant Funding General Terms & Conditions and in particular the supervision and mentoring support responsibilities of the Research Supervisor referred to therein and am authorised to agree to accept and do accept these responsibilities.

Research Supervisor Name			
Title			
Research Entity			
Signature		Date	

Research Entity Acceptance of Funding, Organisational & Support Responsibilities

I have read and understood the Grant Funding General Terms & Conditions and, in particular, the funding, organisational and support responsibilities of the Research Entity referred to therein and am authorised to agree to accept these responsibilities and sign this acceptance on its behalf.

Research Entity Authorised Person Name			
Title			
Research Entity			
Signature		Date	

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SCHEDULE 1- FUNDING GRANT DETAILS		
1.	Awardee Name	
2.	Awardee Contact Details	
3.	PhD Award Date	
4.	Project Title	
5.	Project Description	
6.	Employer Name	
7.	Employer ABN	
8.	Research Entity	
9.	Research Supervisor	
10.	Commencement Date	
11.	Grants Amounts	<p>Year 1: 2024: \$«Amount_Requested</p> <p>Year 2: 2025: \$«Amount_Requested</p> <p>Year 3: 2026: \$«Amount_Requested</p> <p>Total: \$«Total_Amount_Awarded»</p>
12.	Minimum Annual Percentage Contribution by Employer to Grant Amounts	<p>Year 1: %x: \$«Amount_Applicable</p> <p>Year 2: %x: \$«Amount_Applicable</p> <p>Year 3: %x: \$«Amount_Applicable</p> <p>Total: \$«Total_Amount_Applicable»</p>
13.	Fellowship Funding Allocations	<p>(a) base salary components (incl. holiday, annual or compassionate leave taken) with a maximum value of \$90,000 per annum (excl. on- costs); plus</p> <p>(b) up to 15% on- costs^[1] (incl. super limited however to the equivalent of the ATO super guarantee levy) per annum; plus</p> <p>(c) a direct research costs (DRC) allowance of up to \$15,000^[2] per annum in total.</p>

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14	Summary Table of Respective Funding Shares	Annual partner contribution per Fellow	Year 1	Year 2	Year 3
		Program Sponsors (BrightSpark/FHRIF)	80% / \$96k	70% / \$84k	60% / \$72k
		Fellow's Employer's minimum gap contribution	20% / \$24k	30% / \$36k	40% / \$48k
		Total	100% / \$120k	100% / \$120k	100% / \$120k
15.	Payment Details	Account Name: BSB: Account No:			
16.	Date for Project Activity Completion				
17.	Acquittal Reports Dates	Year 1: Interim: 202x: Year 2: Mid: 202x: Year 3: Final: 202x:			
18.	Special Conditions	Insert any			

^[1] This on- costs percentage may be less than what the Research Entity usually provides to its researchers. The Project Sponsors expect that the Research Entity will contribute any shortfall.

^[2] This DRC allowance may be less than what the Research Entity usually provides to its researchers. The Project Sponsors expect that the Research Entity will contribute any shortfall.