

1. You, as the recipient of a Fellowship or Award, will collaborate with an Australian Museum (AM) staff member on the project identified in the application.
2. You will liaise with the relevant AM staff member(s) prior to visiting the AM to ensure suitability of proposed visit dates, including organising security access, attending an induction, and briefing on any conditions of entry. When you are on site, you agree to abide by any safety directions and AM policies advised to you.
3. The Fellowship or Award amount that has been approved is the maximum payment the AM will provide. You are responsible for organising your own travel, quarantine, visa and work rights (if applicable) and any additional costs incurred above the amount awarded by the AM are your responsibility. The AM is unable to provide advice on working rights for individuals. International recipients are encouraged to visit the Australian Government Immigration website prior to applying.
4. Any publication arising from work supported by an AMF/AMRI Fellowship or Award should include an acknowledgement to that effect within the publication. One copy of any such publication to be forwarded to the Australian Museum Research Institute (AMRI) at amri@australian.museum (your AM Contact).
5. In any social media you post that references the AMF/AMRI Fellowship or Award you must write in the first person, identifying who you are and use the following disclaimer, "The views expressed are my own and do not reflect the views of the Australian Museum" and otherwise comply with the AM's Social Media Policy as advised to you. Your AM Contact may provide you with preferred hashtags to promote the AM and its programs from time to time and we would be grateful if you included them in your social media post.
6. Upon completion of the project, a written report (not exceeding 1,000 words) is to be forwarded to your AM Contact, detailing:
 - the nature of the research carried out and how it was collaborative;
 - the main results;
 - publication, seminars, etc. that have or will result from the tenure; and
 - expenditure incurred.

NB: Postgraduate Awards also require a certified statement of expenditure provided by the university at which you are enrolled at the end of the financial year for which the Award is given. Any funds not expended at the end of the financial year must be returned to the AM unless prior written approval is given by the AM to carry such funds into the following year.
7. Where an Award/Fellowship is used, all or in part, for work involving the collection of animals, a representative series from such collection should be lodged with the AM unless to do so would contravene the conditions of a State collecting permit or unless this condition is explicitly waived by the AM at the commencement of the Award year. If you plan on collecting under an AM permit, you must inform your AM supervisor prior to their arrival at the AM to ensure administration can be processed in time.
8. You will be expected to give a seminar on your research project at the AM during the period of your Fellowship/Award on your research project. The AM may record the seminar and use, copy and reproduce it in whole or in part in any medium throughout the world in perpetuity to further the AM's mission and vision and to report to the NSW government on how it is achieving its objectives in the furtherance of scientific research. Scientific outreach will also be expected in the form of at least one AMRI blog to be published on the AM website or AM digital channels detailing the project to the public at large.
9. Any major equipment purchased with Fellowship/Award money remains the property of the AM and must be returned to the AM at the closure of the Award year.

10. Any intellectual property (IP) created:

- a. solely by you in the course of the Fellowship/Award is owned by you (unless you have an agreement with your employer stating something to the contrary). It is a condition of accepting this Fellowship/Award that you and your employer grant the AM a perpetual, non-exclusive, royalty free, worldwide license, to use, copy, modify and reproduce this IP to meet the mission and vision of the Australian Museum, and demonstrate how the AM is meeting its objectives.
- b. jointly by you and the collaborating AM staff member (mentioned in clause 1 above) as a result of this Fellowship/Award, will be jointly owned by the AM and you (or your employer, if applicable) and we both consent to the other party's use of that jointly created IP in furtherance of personal research and the AM's mission and vision respectively. In the event of the generation of commercially valuable jointly owned IP, arrangements will be negotiated in good faith by both parties prior to any commercialisation.

11. Where you are employed by an institution or are a student at a university, you must provide a Letter/Statement of support from a senior employee at their place of employment or study (such as a supervisor) that includes an acknowledgement of whether the institution or the individual (successful applicant) will:

- a. administer the funds; and
- b. provide insurance coverage for public liability and personal injury while you are attending the AM as part of the Fellowship or Award.

Where your employer or university is not able to provide assurance to the AM regarding (b) above, you must contact the AM Contact immediately.

12. Prior to payment, you are required to provide the following documentation:

- 1. AM Supplier Registration Form – to be completed by recipient of funds (institution/university or individual);
- 2. ATO Statement of Supplier Form – when payment is made to an individual without an Australian Business Number (ABN);

3. Letter/Statement of Support from place of employment or study acknowledging the method of fund administration; and

4. A valid tax invoice from the institution or university administering the funds (where applicable).

Payments can only be made via Electronic Funds Transfer to a nominated bank account. Details must be provided prior to arrival. The AM is unable to provide tax or legal advice and you are encouraged to seek your own specific tax and legal advice relevant to your individual circumstances.

13. General

- a. Nothing in this Agreement is intended to create any relationship of agency, employment or partnership or gives any party the right to incur any obligations or liability on behalf of another party.
- b. Your personal information is collected and handled in accordance with the AM's Privacy Policy, as updated from time to time.
- c. This letter, when signed by you, will form a binding agreement between us. The agreement is governed by the laws of New South Wales and both of us submit to the jurisdiction of the courts of NSW.