

# AUSTRALIAN MUSEUM VISITING FELLOWSHIPS/AWARDS

## Terms and Conditions

2018/2019

1. The recipient of a fellowship or award will collaborate with an Australian Museum (AM) staff member on the project identified in the application.
2. Recipients of Awards or Fellowships will liaise with the relevant AM staff member(s) prior to visiting the Museum to ensure suitability for proposed dates of visit.
3. Recipients of Awards or Fellowships that plan to visit the AM are responsible for organising their own travel, visa and work rights (if applicable). The AM are 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 AM 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) Coordinator, Alexandra Nuttall at [alexandra.nuttall@austmus.gov.au](mailto:alexandra.nuttall@austmus.gov.au)
5. Upon completion of the project, a written report (not exceeding 1,000 words) to be forwarded to the AMRI Coordinator, 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 they are enrolled at the end of the financial year for which the Award is given. Any funds unexpended at the end of the financial year must be returned to the AM unless prior written approval is given by the museum to carry such funds in to the following year.
6. 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 applicant plans on collecting under an AM permit, they must inform their AM supervisor prior to their arrival at the AM to ensure administration can be processed in time.
7. Recipients will be expected to give a seminar on their research project at the AM during the period of their Fellowship/Award on their research project. Scientific outreach will also be expected in the form of at least one AMRI blog to be published on the AM website detailing the project for viewing by all website visitors.
8. Any major equipment purchased with Fellowship/Award money remains the property of the AM and must be returned to the museum at the closure of the Award year.
9. (a) Intellectual Property (IP) created solely by the recipient of the Fellowship/Award as a result of this appointment shall remain the property of the recipient, or his/her employer. However, the

recipient and his/her employer hereby agree to grant the AM a perpetual non-exclusive, royalty free, worldwide license, to use this IP to meet the objects of the Australian Museum Trust.

(b) IP created jointly by the recipient of the Fellowship/Award and the collaborating AM staff member (mentioned in item 1 above) as a result of this appointment, will be jointly owned by the AM and the recipient, or his/her employer. Each party consents to the use of any jointly owned copyright material by the other party that meets the objects of that other party. 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.

10. Where applicants are employed by an institution or are a student at a university, they 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 administer the funds.

Prior to payment, all Fellowship/Award recipients are required to provide the following documentation:

- AM Supplier Registration Form – to be completed by recipient of funds (institution/university or individual);
- ATO Statement of Supplier Form – when payment is made to an individual without an Australian Business Number (ABN);
- Letter/Statement of Support from place of employment or study acknowledging the method of fund administration; and
- 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 are unable to provide advice regarding specific individual circumstances and encourage applicants/recipients to seek further information from the Australian Taxation Office (ATO).