



wand

Workshops and Seminars

Obligations associated with receiving a WAND Small Grant

WAND Small Grant Scheme Conditions 2016

West Australian institutions as recipients of the funding enter into an agreement with the West Australian Network for Dissemination (WAND).

The WAND Small Grant Scheme Conditions specify the outcomes of the project to be achieved, the payment arrangements, financial and performance reporting requirements, requirements regarding intellectual property, requirements regarding variation to the agreement, acquittal of grants and other related issues.

Performance

The lead institution is responsible to the WAND Committee for managing the performance of the project through the project leader(s). This responsibility is expressed through institutional sign-off on project proposals, being the recipient of the grant specified in the WAND Small Grant Scheme Conditions and performance reporting.

Should a project leader need to withdraw from the project, written notification should be provided to the WAND Committee member at the relevant institution with information on how the project will continue to be supported by the lead institution.

The WAND Committee needs to be contacted in case of any changes to the project in terms of staffing, ethics approval, scope of project, deliverables and finances; using contact details below:

Linda Lilly	Curtin University/UWA	l.lilly@curtin.edu.au
Ainslie Robinson	University of Notre Dame	ainslie.robinson@nd.edu.au
Catherine Moore	Edith Cowan University	c.moore@ecu.edu.au
Denyse MacNish	Murdoch University	D.Macnish@murdoch.edu.au
Mark Paynter	University of Western Australia	mark.paynterwa.edu.au

Reporting

Institutions are required to report on the progress, final outcomes and financial expenditure associated with their project, as specified in the WAND Small Grant Scheme Conditions. Project leaders are strongly encouraged to ensure the DVC Academic, or equivalent, is kept updated about project progress. Reporting requirements should be considered when formulating the proposal for the project.

Due to the short timeframe allowed for the projects, no extensions of time will be approved. All projects need to be completed, finances acquitted and reporting concluded by 31 May 2017.

Progress Reporting

Recipients of a grant are required to:

- Present a poster and three minute talk at WAND Sharing Day, to be held at Murdoch University on Thursday 10 November 2016;
- Submit an abstract, paper or workshop proposal to the Teaching and Learning Forum, to be held at Curtin University on 2-3 February 2017; and
- Provide a dissemination event at the relevant lead institution.

These dissemination events will apprise the WAND Committee of the progress of each project to date.

Project leaders are encouraged to discuss the progress of their project through contact with the relevant WAND Committee member at any time.

Payment Arrangements

Once notified of the success of a grant application, the project leader must submit an invoice to WAND for payment of the agreed amount of funding. Invoices should be made out to: WAND Small Grants Scheme, c/o Linda Lilly, Curtin University, GPO Box U1987, WA, 6845; exclude GST and not exceed \$6,000.

Financial Reporting

Funding must be used for the purposes specified in the WAND Small Grant Scheme Conditions. Financial reporting and acquittal processes provide assurance of this to the WAND Committee.

A final financial acquittal satisfying the terms in the WAND Small Grant Scheme Conditions must be provided by the agreed completion date of the project (the date when all reporting and acquittal of funding should have been finalised); and no later than 31 May 2017. This is to enable the WAND Final Report and acquittal to be finalised and submitted to the Department of Education and Training by the 30 June, 2017.

The Final Financial Acquittal template provided on page four should itemise how funds were used in the course of the project and be signed as true and accurate by the authorised person within the lead institution as specified in the Conditions of Grant.

Any funds not expended at the end of the project must be returned to WAND. The WAND Committee retains the right to reclaim funds if the recipient institution fails to comply with these instructions or the WAND Small Grant Scheme Conditions.

Final Project Report

The Final Report template provided on page three must be completed and provided to the WAND Committee member at your institution by 31 May 2017. Earlier submission is encouraged.

The Executive Summary included in the Final Report will be published on the WAND website at www.wand.edu.au. This summary should outline the outcomes and outputs of the project and how these were achieved. It should also highlight the impact of the project and describe how the impact of the project could be extended to other areas or institutions in future.

Acknowledgement of WAND Funding

Acknowledgement of WAND funding should be included in any publications relating to the project funded, in this format:

Funding for this project was received from the West Australian Network for Dissemination (WAND); which is the WA network supported by funding from the Office for Learning and Teaching (OLT). The views expressed in this report/publication/activity do not necessarily represent the views of WAND or the OLT.

Intellectual property

One responsibility of the OLT is the dissemination of good practice in learning and teaching in higher education which is best achieved by ensuring that quality project products and findings are available to the higher education sector for use and further development. To help achieve this aim the following position in relation to intellectual property will be the default position for the OLT.

For projects funded by the Office for Learning and Teaching (OLT), including the West Australian Network for Dissemination (WAND); Intellectual Property Rights in Project Material created under the Conditions of Grant vest in the Commonwealth immediately on their creation.

The Commonwealth will grant to the lead institution a permanent, irrevocable, free, world-wide, non-exclusive licence (including a right of sub-licence) to use, reproduce, adapt and exploit the Intellectual Property Rights in the Project Material for any purpose.

In the case that the Commonwealth needs to use any of the Existing Material or Third Party Material provided by the lead institution in connection with the Project, the lead institution will grant to, or obtain for the Commonwealth, a permanent, irrevocable, world-wide, royalty free, non-exclusive licence (including the right to sub-licence) to use, reproduce, adapt, modify and communicate that Material.

The Commonwealth will make publically available all Project Material under the Creative Commons Attribution-ShareAlike Licence.

A different position in relation to copyright and licensing may be considered if there is a strong argument that the default position explained above is not appropriate to a particular project. This argument will need to demonstrate that the approach advocated will ensure that the products and findings of the project are freely available to the higher education sector for use and further development.

The grant recipient(s) will be required at all times to indemnify and hold harmless the Commonwealth, its officers, employees and agents from and against any loss or liability incurred or suffered by any of those indemnified arising from any claim, suit, demand, action or proceeding by any person in respect of any infringement, or alleged infringement, of Intellectual Property Rights by the grant recipient(s), their employees, agents or subcontractors in the course of, or incidental to, carrying out the project or the use by the Commonwealth of the Project Material.



West Australian Network
for Dissemination

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Final Report Template: due 31 May 2017

Name of Project: _____
Project Leader: _____
Lead Institution: _____

Main outcomes and achievements of the project: For disseminating project outcomes and outputs

Executive Summary: This summary will be published on the WAND website, and should summarise the issue/s and context for the project, its outputs, key findings and contribution to learning and teaching in higher education..

Recommendations for future investigation:



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Financial Acquittal Template: to be submitted by 31 May 2017

Name of Project: _____
 Project Leader: _____
 Lead Institution: _____

	Original Budget Aus \$ excl GST	Final Amounts Aus \$ excl GST
INCOME		
WAND Small Grant		
EXPENDITURE		
•		
•		
•		
•		
•		
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•		
•		
BALANCE		

I, (insert name of project leader), have reviewed the above statement. I can confirm that it is a true and fair representation of expenditure associated with the WAND Grant received, and the funds were expended on the conduct of the project and in accordance with the funding agreement.

Signed: _____

Signed: _____

Name: _____

Name: _____

Title: _____ CPA

Title: Project Leader