



KJM GRANT RECIPIENT OBLIGATIONS AGREEMENT

All grant recipients are required to sign and return this obligations form to KJMFoundation@ambulance.qld.gov.au.

The following Obligations are applicable to grant recipients as per Obligations booklet:

Section 2 of the KJM Obligations Booklet - General:

1. Conduct of recipients undertaking a research project will always be subject to the QAS Code of Conduct, and to current Departmental governance arrangements as applicable;
2. The proposed body of work must be demonstrably achievable in the time frame.
3. Advise the Foundation of any proposed change to grant-related activity or outcomes prior to effecting any change to grant-related activity or outcomes;
4. Present the outcomes of the grant activity as advised by the Foundation.
5. Intellectual property ownership of the final product is vested in QAS;
6. Acknowledge Foundation support on all publications relevant to the grant activity, using the correct name of the grant when referring to that source of support; and
7. Assistance or mentorship with managing your grant submissions and reporting obligations is available on application to KJMFoundation@ambulance.qld.gov.au.

Reporting:

8. All reports must be submitted using KJM report form (available at <https://www.ambulance.qld.gov.au/KJM.html#grant-forms>) in a manner specific to the grant;
9. Provide a progress report to the Foundation on the professional development opportunity and its benefit on 1 May following acceptance of the grant and a final report is due on 1 October that same year;
10. Final reports are submitted through the LASN Executive Officer to KJMFoundation@ambulance.qld.gov.au, may be required to provide a report for publication on the departmental intranet (QAS Portal); and
11. Special reporting obligations may occur when overseas travel is associated with the grant activity.

Claims/Grant Payments:

12. Successful *Graduate of the Year* and *PA Student Scientific* grant recipients should provide banking details to the Foundation for payment as soon as possible after awards ceremony; and
13. All other grant recipients should submit an expense claim form (see <https://www.ambulance.qld.gov.au/KJM.html#grant-forms>) as expenses arise (Please note that all tax invoices must be attached for submission to the KJM Foundation against grant expenses) to KJMFoundation@ambulance.qld.gov.au;

Obligations specific to: QAS Research and Development Grant AND Patron's Research Grant recipients:

14. Grant activity should align with the project plan submitted with the grant application;
15. Provide a progress report to the Foundation on the professional development opportunity and its benefit on 1 May following acceptance of the grant and a final report is due on 1 October that same year. If the grant activity is not completed when the final report is due a progress report is to be submitted along with an application for an extension;
16. present a paper on the findings of their research at an appropriate state or national pre-hospital research conference (anticipated costs of presenting at a conference should be included in the grant proposal);
17. attend the annual KJM Symposium (consult with your LASN leader);
18. demonstrate progress towards publication of results in an industry-relevant journal (e.g. Journal of Emergency Pre-Hospital Care, Journal of Emergency Medical Services);
19. Comply with any reasonable request from the Foundation to assist in promoting the Foundation; and
20. Conduct of recipients undertaking a research project will at all times be subject to the Queensland Government Public Service Code of Conduct, and to all applicable QAS governance arrangements.

I have read and understood the obligations above that apply to me as a KJ McPherson Education and Research Grant recipient and agree to comply with these obligations.

Grant Received:	Year:
Name: (please print)	Signature:
Date:	