

# Post-Award Policies and Procedures for Grantees

## POL-Q-GRA

### DOCUMENT HISTORY

Version	Author	Date	Approver	Change Summary
1.0	Amber Johns	Apr 28, 2026	Michelle Stewart	Creation

*This policy shall be reviewed every 12 months from the date of the current approved version.*

### Scope

This document sets out what is expected of grantees and institutions once a Pankind grant has been awarded and the Research Grant Funding Agreement (the Agreement) has been executed. It should be read alongside the Agreement, which governs the legal terms of the funding.

The purpose of this policy is to outline the requirements and responsibilities of grant recipients following the award of a Pankind research grant. We are committed to ensuring that all funded research is conducted with the highest standards of integrity, accountability, and transparency. These policies are necessary in order to:

- ensure awarded funds are used appropriately and in accordance with the objectives of the funded project
- maintain consistent and rigorous oversight of research progress and outcomes across all grant schemes
- uphold Pankind's obligations to its donors, partners, and the broader research community
- preserve public trust in Pankind as an organisation dedicated to funding high-quality, impactful pancreatic cancer research.

## 1. Getting Started

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### 1.1 Executing the Agreement

The Agreement must be signed by an authorised signatory of the administering institution before any project activity commences and before the first payment instalment is released. The signed Agreement should be uploaded to the grants portal as instructed.

Amendments to the standard Agreement terms are generally not accepted. If there is a specific clause requiring discussion, raise this before execution.

### 1.2 Ethics and Governance

All relevant ethics and governance approvals must be in place before the project commences. Evidence of approvals must be provided to Pankind on request and approvals must remain valid for the full duration of the project.

All research involving human participants, human tissue, or human data must be conducted in accordance with the National Statement on Ethical Conduct in Human Research (National Statement) issued by the NHMRC, and any other applicable national or institutional guidelines in force during the project.

Recipients must:

- Hold current ethics approval from a Human Research Ethics Committee (HREC) constituted in accordance with the National Statement before any human research activity commences
- Ensure that ethics approvals remain valid and current for the full duration of the project, and renew approvals in advance of any expiry date
- Conduct all human research in accordance with the approved protocol
- Comply with the Australian Code for the Responsible Conduct of Research in the design, conduct, and reporting of the research
- Maintain records sufficient to demonstrate compliance with the National Statement and the Code for the duration of the project and for seven years after project completion.

### 1.3 Biospecimens and Data Access

Where the project involves human biospecimens or third-party datasets, a letter of support from the relevant repository or collection must be on file with Pankind before the project commences.

If access is subject to a data access agreement or governance process, the timeline and responsible parties for completing that process must be documented. Citing a collection in the grant application without confirmed access is not sufficient, this will be followed up at project commencement.

### 1.4 Grant Portal Setup

All project management, reporting, and invoicing is handled through the [Pankind online grants portal](#). Each individual accessing the portal will need an account.

Ensure your account is active and that the correct personnel have access before the project start date. Contact [grants@pankind.org.au](mailto:grants@pankind.org.au) if you encounter technical issues.

## 2. Managing the Grant

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### 2.1 Permitted Use of Funds

Grant funds must be used solely for the purposes described in the approved Grant Application. Any expenditure must be directly attributable to the conduct of the project.

The following are excluded without prior written approval from Pankind:

- Institutional overhead costs exceeding 10% of total grant funds
- Attendance at conferences, events, or ceremonies
- Feasibility studies (applicable to Accelerator grants)
- Marketing and communication costs
- Central administrative support
- International travel
- Domestic travel not inherent to the project
- Website development not inherent to the project

In the case of international collaborations, travel may be considered in multi-year grants, and must be directly justified as necessary to the conduct of the research and approved in the original grant application.

### 2.2 Financial Controls

The administering institution is responsible for maintaining proper financial controls over grant expenditure. This includes:

- Ensuring all payments are correctly authorised
- Maintaining complete financial records and invoices for the duration of the project and for seven years after project completion or termination
- Notifying Pankind immediately if any loss, theft, fraud, or misuse of grant funds is identified.

### 2.3 Invoicing and Payment

Grant payments are made in installments tied to the completion of Payment Milestones as set out in the Agreement. Payments are not released on a calendar basis, they are triggered by milestone completion and approval of reports.

Invoices must be correctly rendered and addressed to the Pankind Representative and uploaded to the grants portal alongside progress reports.

A correctly rendered invoice must include:

- the PI's full name
- the project title as it appears in the funding agreement
- the administering institution's (recipient) name and ABN
- the invoice date and a unique invoice number
- the milestone reference to which the invoice relates
- GST treatment (inclusive or exclusive)
- bank account details for payment and payment reference to be used
- the words 'tax invoice' stated prominently
  
- Pankind's name and address.

Payment will be made within 30 days of receipt of a correctly rendered invoice to the bank account specified in the Agreement.

## 2.4 Unspent Funds

Grant funds that have not been spent or committed in accordance with the Agreement at project completion or termination must be returned to Pankind. Pankind may also require repayment of any amounts identified as having been used outside the terms of the Agreement.

### 3. Reporting Requirements

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Reports are a condition of funding and a trigger for payment instalments. Late or poor-quality reports may result in withheld payments as per the funding agreement.

Milestone	Due	Payment triggered	Submitted via
Agreement executed	Commencement	First instalment	Grant portal
6-month interim report (all grants)	Month 6	No	Grant portal
Year 1 annual report (multi-year grants)	Month 12	Yes – instalment 2	Grant portal
18-month interim report (multi-year grants)	Month 18	No	Grant portal
Final report + financial acquittal (all grants)	Within 30 days of end date	Yes – final instalment	Grant portal

#### 3.1 Progress Reports

Interim and annual reports must be submitted through the Pankind grant portal using the template provided. Grantees will receive a notification 30 days prior to the report due date.

Reports must include:

- Progress against milestones set out in the Grant Application
- Any issues encountered and how they are being managed
- A summary of any publications, presentations, or other outputs arising from the project
- A summary of all written, verbal, and logo acknowledgements of Pankind
- Any changes to the research team or project scope (refer to Section 4 for variation requirements)
- The associated correctly rendered invoice for processing following approval of the report.

Invoices must be submitted at the time of reporting and will be processed upon approval by the Scientific Advisory Panel (SAP). Grant recipients can log into their account at any time to view the status of submitted reports and associated approvals.

Reports that do not meet the required detail outlined above will be returned for revision. Recipients will have 14 days to address the identified deficiencies and resubmit.

## 3.2 Final Report

The final report is due within 30 days of the project end date. It must provide a complete account of the research conducted, outcomes achieved against the original project objectives, and a clear statement of next steps or how the findings will be taken forward.

The final report triggers the release of the final payment instalment and must be accompanied by the Financial Acquittal Statement.

## 3.3 Financial Acquittal Statement

A Financial Acquittal Statement must be submitted with the final report. It must be signed by a senior finance executive of the administering institution and must show:

- All amounts received from Pankind
- A detailed breakdown of expenditure
- Any remaining balance of the grant

Pankind may request supporting documentation for any line items in the acquittal.

**If Pankind considers a submitted report to be of poor quality, incomplete, or non-compliant with the Agreement, it will request a revised submission. The revised report must be resubmitted within the timeframe specified in Pankind's request.**

## 4. Variations to the Project

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Not all changes to a project require a formal variation, but any material change must be notified to Pankind promptly and in writing. A material change includes any change to the project scope, timeline, Principal Investigator, research team, collaborators, or third-party providers.

### 4.1 Notification

The Recipient must notify Pankind within 10 business days of becoming aware of any circumstances that may require a material change. Notification should be made to the Pankind Representative at [grants@pankind.org.au](mailto:grants@pankind.org.au)

### 4.2 Requesting a Variation

Formal variation requests must be submitted via institutional letterhead outlining the change in circumstances and impact on the project. Pankind will review the request and respond in writing. Variations are not effective until confirmed in writing by Pankind.

### 4.3 Change of Principal Investigator

If the Principal Investigator leaves the project for any reason, the Recipient must notify Pankind as soon as practicable and use best endeavours to identify a suitable replacement

within 90 days. Pankind must agree that the proposed replacement is reasonably suitable. If a replacement cannot be found within this period, Pankind may terminate the Agreement.

#### 4.4 No-cost Extensions

If additional time is required to complete the project without additional funds, a no-cost extension request may be submitted as part of the variation, before the current end date. Extensions are not automatically granted and are assessed on a case-by-case basis. Projects may only extend the project 12 months past the original date in total.

## 5. Acknowledgement and Communications

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All outputs arising from the project must acknowledge Pankind's support. This includes publications, presentations, media, websites, annual reports, and any promotional materials. The required acknowledgement is:

#### Standard acknowledgement

"This project is funded and supported by a grant from Pankind, Pancreatic Cancer Australia, [pankind.org.au](http://pankind.org.au)"

In journal and scientific publications, the acknowledgement must appear in the Funding section using the same wording above. The Pankind logo must also be included in accordance with Pankind's brand guidelines, copies of which are available from [grants@pankind.org.au](mailto:grants@pankind.org.au).

#### 5.1 Media and Public Announcements

Media releases related to the project must be approved by Pankind in writing before distribution. Where project outcomes are likely to attract media attention, contact the Pankind team at [grants@pankind.org.au](mailto:grants@pankind.org.au) early to allow time for review and coordination.

#### 5.3 Third Party Funders

If a third party is providing additional funding, resources, or in-kind support to the project, their involvement and any associated branding must be agreed with Pankind in advance. Provide details of the third party and the proposed use of their branding to [grants@pankind.org.au](mailto:grants@pankind.org.au) before entering into any arrangement.

#### 5.4 Participation in Pankind Activities

Grantees are expected to participate in the Pankind research community to the best of their ability. This may include:

- Presenting research findings at the Pankind Annual Scientific Meeting
- Providing a speaker for Pankind events when reasonably requested

- Contributing to written or video content as reasonably requested
- Inviting a Pankind representative to events hosted by the Recipient that relate to the project.

## 6. Data Management

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### 6.3 Data Management and Sharing

Pankind supports data and resource sharing to the maximum extent feasible, subject to applicable legal and ethical constraints. Pankind believes that this is fundamental to accelerating pancreatic cancer research – reducing duplication, building on existing findings, and maximising the value of every research investment. To support this, recipients must complete a Data Management and Sharing Plan (Schedule 4 of the Agreement) at project commencement. The Data Management and Sharing Plan must specify:

- What scientific data will be retained and shared
- When and for how long data will be made available
- The data standards that will be applied
- The repository where data will be archived, if applicable
- Any factors affecting future access or reuse
- How compliance with the plan will be monitored.

### 6.4 Confidentiality

Confidential information of either party must not be disclosed to third parties except in the circumstances permitted by the Agreement. Personnel involved in the project may be required to provide confidentiality undertakings if requested by Pankind.

## 7. Conflict of Interest

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Any actual, perceived, or potential conflict of interest must be disclosed to Pankind within 5 business days of it arising. This includes any material change to a conflict that was disclosed at the time of application.

Pankind's Conflict of Interest Policy is available on the Pankind website and is defined in accordance with the NHMRC Act 1992. Where a conflict is identified, the Recipient must take any steps reasonably required by Pankind to resolve or manage it.

## 8. Contact

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All grant-related correspondence should be directed to the Pankind grants team:

Email	grants@pankind.org.au
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Phone	<a href="tel:1800003800">1800 003 800</a>
Postal address	PO Box 1216, Manly NSW 1655