



Australian Society
of Orthodontists

AUSTRALIAN SOCIETY OF ORTHODONTISTS FOUNDATION FOR RESEARCH AND EDUCATION

Special Research Donations Conditions and Guidelines

1. **Special Research Donations** are for those continuing with research studies either at an academic level, studying for a post specialist training degree or as a part time interest. They are not available to postgraduate students studying for a specialist training degree. One of the applicants, and preferably the principal researcher, must be a current member of the Australian Society of Orthodontists Inc.
2. In general, research projects are assessed on the basis of scientific merit. The ASOFRE Committee is especially interested in research that bears directly on the clinical practice of orthodontics. Donations shall be used to support investigations carried out principally within Australia by the person or persons specified in the application. Donation monies shall be applied only to investigations approved by the Foundation's Committee.
3. Donations are to provide for:
 - a. Materials, consumable supplies, apparatus, animals and minor equipment (up to \$1000) not otherwise specified.
 - b. Specified equipment costing more than \$1000. These shall remain the property of the Foundation at the end of the project.
 - c. Specified contract services.
 - d. Other specified expenses related to the project.
4. Though requests for salary support for technical and other assistance will be considered, and should be detailed in Sections 11 and 12 of the *Special Research Donation Application*, it is **not** the policy of the Foundation to provide salary support.
5. Where the donation recipient(s) work(s) in an institution, a responsible officer of the institution shall submit a statement of the details of expenditure with each progress report, (See Clause 11) and certify that the donation has been expended solely upon the work and for the purpose specified in the award of the donation and that all funds allocated in the donation not expended or carried forward have been returned to the Foundation. Any applicant(s) not working in an institution will also be required to submit details of expenditure and to return to the Foundation all funds not expended.
6. An institution where research supported by a donation from the Foundation is undertaken, shall, at its own expense, be responsible for the security, care and maintenance of equipment purchased under the donation.

7. There is no commitment expressed or implied by the Committee that, if a successful donation applicant moves to another institution, funding for the approved project will be continued at the new institution. If the donation recipient seeks such a transfer, the proposal must be submitted at the earliest opportunity to the Foundation's Committee. Assurances of adequate facilities and support at the new institution, guaranteed by the head of that institution, will be mandatory.
8. Donations are normally paid in arrears, subject to the lodgement of satisfactory final reports (see Clause 12). An initial payment to assist in starting the project may be made available to donation recipients, particularly where equipment is to be purchased. Applications for start-up payments must be lodged immediately on the notification of the award of the donation. The Foundation will not usually pay the balance of outstanding donation monies until a satisfactory final report has been received. All requests for payment must be made within twelve months of the anticipated completion date as stated on the application form.
9. Donation recipients may apply for periodic progress payments, for which purpose a statement of expenditure and relevant invoices and/or quotes must be submitted, with a written progress report.
10. Applicants should note that, where the Committee allocates funds to support the first year of a long-term project, there is no implied commitment that the second and/or subsequent years will be funded, unless previously specified.
11. **Progress reports** on the work shall be submitted to the Foundation **at least annually by the 30th June or at the request of the Foundation**. Failure to respond promptly to requests for reports will result in suspension or termination of the donation. Progress reports must always accompany donation applications seeking further support for an ongoing project.
12. At the conclusion of the project, a **final report** shall be submitted to the Foundation, together with either:-
 - a. An **article** in a form suitable for publication in the **Australian Orthodontic Journal**, or other major orthodontic or research journal. Or
 - b. An **extended abstract** of approximately 800 words in a form suitable for publication in the Australian Orthodontic Journal or other major orthodontic or research journal.
13. Due **acknowledgement** should be given to the **ASOFRE** in any publication, lecture or display arising from the project.
14. The ASOFRE Committee shall determine the general conditions and manner of application for the donation and shall retain the right to terminate the funding for a project at any time.