1. Grants shall be used to support investigations and research carried out within Australia by the person or persons specified in each award. Grant monies shall be applied only to investigations and research approved by the Foundation’s Directors.

2. Grants are to provide for:
   
   2.1. Materials, consumable supplies, apparatus, animals and minor equipment (up to $1000) provided that any grant provided is not wholly or mainly used for infrastructure purposes as described in Criteria 1 and 7 of the Australian Competitive Grants Funding Scheme Qualifying Criteria;
   
   2.2. Specified contract services;
   
   2.3. Other specified expenses related to the project.

3. Though requests for salary support for technical and other assistance may be considered and should be detailed in Sections 11 and 12 of the Application for Research Grant it is not usual for the Foundation to provide salary support.

4. Where the grant 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 10) and certify that the grant has been expended solely upon the work and for the purpose specified in the award of the grant and that all funds allocated in the grant 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.

5. An institution wherein research supported by a grant from the Foundation is undertaken shall, at its own expense, be responsible for the security, care and maintenance of equipment purchased under that grant.

6. There is no commitment expressed or implied by the Directors that, if a successful grant applicant moves to another institution, funding for the approved project will be continued at the new institution. If the grant recipient seeks such a transfer, the proposal must be submitted at the earliest opportunity to the Foundation’s Directors. Assurances of equal facilities and support at the new institution, guaranteed by the head of that institution, will be mandatory.

7. Grants are normally paid in arrears subject to the lodgement of satisfactory final reports (see Clause 11). An initial payment to assist in starting the project may be made available to grant recipients particularly where equipment is to be purchased. Applications for start-up payments must be lodged immediately on notification of the Conditions Governing Research Grants award of the grant. The Foundation will not usually pay the balance of outstanding grant monies until a satisfactory final report has been received.
All requests for payment must be made within twelve (12) months of the anticipated completion date as stated on the application form. Any grant monies remaining after such time will be transferred to the Foundation’s reserve funds and may no longer be claimed.

8. Grant recipients may apply for periodic progress payments, for which purpose a statement of expenditure and relevant invoices and/or quotes must be submitted.

9. Applicants should note that, where the Directors allocate 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.

10. Progress reports on the work shall be submitted to the Foundation on request (usually in June/July each year) using the ADRF Progress Report template. Failure to respond promptly to requests for reports will automatically be referred to the Directors for consideration of termination of the grant. Progress reports must always accompany grant applications seeking further support for an on-going project.

11. At the conclusion of the project, a final report in the form of an Abstract shall be submitted to the Foundation with the ADRF Final Report Coversheet. The abstract should comply with the guidelines for Submission of Abstracts according to the International Association of Dental Research, so that it is suitable for publication in the Special Research Supplement of the Australian Dental Journal. Please note that NO graphics (Tables, figures, images, graphs) are permitted in the abstract. The abstract should be headed with the title of the research, the author’s names and the relevant institutions. (See Abstract Final Report Guidelines and Final Report Coversheet).

The text of the abstract should be a clear and accurate report on the research and include the following headings within the abstract.

Objective(s)  State the objective(s) concisely

Methods  Give enough detail for the reader to understand what techniques were used; include details of statistical methods

Results  Results must be stated. If the method produced numerical data, then numbers must be presented with appropriate statistical analysis

Conclusions  Conclusions must be given. They must relate to the objectives

Acknowledgements  The ADRF, Awards and any other support must be acknowledged.

Publication as an abstract in the Special Research Supplement of the Australian Dental Journal shall not prevent the author(s) from submitting more detailed or specialised papers to other scientific journals.

In addition, an article in a form suitable for publication in the Australian Dental Journal may also be submitted.

If you choose to submit an appropriately formatted manuscript for consideration for publication in the Australian Dental Journal it must adhere to the Guidelines for Conditions Governing Research Grants Authors as outlined in the most recent March edition of the Australian Dental Journal.

Publication shall be at the Editor’s discretion. It is preferred that the Australian Dental Journal be given first opportunity to publish manuscripts of possible interest to its general readership. ADRF acknowledges that publications arising from ADRF-supported grants may be more suited to other journals.
Please note new requirement:

In addition to a scientific abstract, the Foundation requests a brief description of 500 ‘characters’ in lay language also be provided to assist someone with a non-scientific background to be able to understand the research. The lay language summary is intended for publication in broad general purpose outlets such as the ADA News Bulletin and will assist the Foundation in disseminating your research findings, while promoting the importance of dental research and the need for ongoing funding.

12. Due acknowledgement should be given to the Australian Dental Research Foundation Inc. and receipt of an Award in any publication arising from the project.

13. The Foundation shall retain the right to terminate the funding for a project at any time.

14. Grant applicants have a responsibility to review grant applications as requested and non-compliance may affect their grant funding.