
RESEARCH COLLABORATION DEED with GOLD COAST PRIMARY HEALTH NETWORK

PROJECT SCHEDULE USER GUIDE

1. Background

Griffith University (“**Griffith**”) and Primary Care Gold Coast Limited trading as “Gold Coast Primary Health Network” (“**GCPHN**”) are parties to a Research Collaboration Deed dated 26 November 2015 (“**Deed**”).

The Deed operates as an “umbrella” agreement which regulates the interactions of the Parties for specific projects. When either Party wishes to bring a project under the Deed they should complete and execute a Project Schedule (pages 24-31 of the Deed). Each Project will have a separate, stand-alone Project Schedule.

This “User Guide” helps explain how to complete Project Schedules under the Deed.

2. Which projects are covered by the Deed?

The Deed can be used to document research projects that fall within one or more of the following categories:

- (a) research using qualitative methods;
- (b) research using quantitative methods, population level data or databanks eg. survey research, epidemiological research;
- (c) research on workplace practices or possibly impacting on work relationships;
- (d) health or social sciences research; or
- (e) research projects defined as negligible or low risk by the responsible ethics committee.

3. Which projects cannot be documented under the Deed?

The Deed may not be used for:

- (a) clinical trials;
- (b) ARC or NHMRC funded projects;
- (c) projects funded by other external agencies (ie. other than Griffith or GCPHN) for which the funding body either requires the use of a separate agreement or imposes onerous requirements which are better dealt with under a separate and specific agreement; or
- (d) any research project involving third parties (ie. any project which involves researchers other than staff from GCPHN and staff or students from Griffith) – eg. any project involving staff from another hospital.

Note: Projects involving any of the above should be referred to the Office for Research.

4. What documents need to be completed before research can commence?

The following steps should be completed prior to research commencing under the Griffith-GCPHN Research Collaboration Deed:

(a) Ethics application

Researchers should use the NHMRC's National Ethics Application Form (“**NEAF**”). Once completed, ethics approval should be sought from a recognised ethics provider to one of the Parties (Griffith, GCPHN or outsourced ethics committee utilised by either of the Parties). The approving ethics committee will be regarded as the “**Responsible EC**” under the Project Schedule.

(b) Mutual recognition of ethics approval by the other Party

Once ethics approval has been granted, researchers need to arrange for mutual recognition of the ethics approval by the other Party.

If Griffith was not the Responsible EC, then you should consult the “Griffith University Research Ethics Manual” to determine whether your project is eligible for administrative review on the basis of its prior review by another recognised ethics committee, and take the steps outlined in the manual. The manual can be accessed at: <https://www.griffith.edu.au/research/research-services/research-ethics-integrity/human/gurem>

(c) Complete the Project Schedule (ie. this form) and the following associated documentation as required:

- (i) All Griffith University staff participating in the research are required to complete and sign the **Griffith University Assignment of Intellectual Property Deed (Griffith-GCPHN Projects)** form.
- (ii) All Griffith University students who are participating in research involving Griffith and GCPHN, whether this be a student-only project or a project in which a student collaborates with staff from Griffith and/or GCPHN, are required to complete and sign the “**Student Declaration Form - Student Research Projects or Student Participation in Research Team**”.
- (iii) Any Griffith University students who are participating in a research team involved in a collaborative research project with staff from Griffith and GCPHN, are required to complete and sign **Griffith University Assignment of Intellectual Property Deed (Griffith-GCPHN Projects)** form. Please note that the copyright in a student thesis remains the property of the student.
- (iv) In the event that a Moral Rights Consent is required, Griffith University staff are required to complete and sign the **Moral Rights Consent (Griffith-GCPHN Projects)** form. Refer to the explanation and notes regarding Moral Rights within the Project Schedule below.

- (d) The completed (but un-signed) Project Schedule and associated documentation should be submitted by the Principal Investigator to the relevant office within their organisation.

In the event that the Principal Investigator is employed by GCPHN, the documentation should be submitted to:

Tui Meredith
Performance Quality & Risk Program Manager
Gold Coast Primary Health Network
tuim@gcphn.com.au

In the event that the Principal Investigator is employed by Griffith, the documentation should be submitted to:

Executive Officer
Menzies Health Institute Queensland
Griffith University
mhiq@griffith.edu.au

5. Approval and execution of the Project Schedule

The documents listed in paragraph 4 will be reviewed once submitted to the appropriate office.

If the reviewer is satisfied with the documents, they will be forwarded to the corresponding officer of the other Party for review. If either reviewer identifies any omissions or issues with the documentation, they will contact the researchers and provide advice and support to facilitate the completion / correction of the documentation in a timely manner.

Upon confirmation from both officers that the documentation is complete, the Project Schedule will be forwarded by the Executive Officer, Menzies Health Institute Queensland to a delegated Griffith staff member to sign-off.

Once signed by Griffith, the Project Schedule will be forwarded by the Executive Officer, Menzies Health Institute Queensland to the GCPHN contact who will arrange counter-signing. GCPHN counter-signature should occur within a maximum of 30 days of receipt by GCPHN of fully-completed Griffith-signed documentation.

The research project should only commence after both organisations have executed the Project Schedule.

GUIDE TO ASSIST WITH COMPLETING THE SCHEDULE

This document has been prepared to assist researchers to complete the Project Schedule attached to the Griffith-GCPHN Research Collaboration Deed.

The Project Schedule can be used for projects involving GU and GCPHN researchers ONLY. If third parties are involved in a project (ie. researchers from organisations other than Griffith and GCPHN) or if the research will be conducted at sites other than Griffith and GCPHN, then the project should be referred within Griffith University to the Office for Research (“OR”).

Notes to assist with completing the Project Schedule are included below:

Detail	Description								
Project Name:	<i>Insert the name of the Project</i>								
Is this a variation of an existing Project?	Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, demonstrate changes by marking-up the changes in this Schedule. <i>You will need to obtain a word version of the original Project Schedule and record variations in marked-up text.</i>								
Project Site(s):	<i>The project may be undertaken at either GCPHN, Griffith or both. Include as much detail as possible regarding the site(s) at which the research will be conducted (eg. Griffith G40 room ##)</i>								
Protocol Identification:	<i>The Protocol Identification refers to the Research Plan (ie. the information you have attached to Attachment A of this Schedule)</i>								
	<table border="1"> <tr> <td>Full Title:</td> <td><i>Insert the full name of the Project</i></td> </tr> <tr> <td>HREC:</td> <td><i>Insert the HREC No.</i></td> </tr> <tr> <td>Date:</td> <td><i>Insert the date of the Research Protocol or Plan (or if there is no Protocol or Research Plan document, or if this documentation is undated, insert the date that the HREC for the study was submitted)</i></td> </tr> <tr> <td>Key Attachments:</td> <td><i>Sometimes the Protocol/Research Plan may include consent forms, questionnaires or patient information sheets etc. If this applies, please list these forms etc here.</i></td> </tr> </table>	Full Title:	<i>Insert the full name of the Project</i>	HREC:	<i>Insert the HREC No.</i>	Date:	<i>Insert the date of the Research Protocol or Plan (or if there is no Protocol or Research Plan document, or if this documentation is undated, insert the date that the HREC for the study was submitted)</i>	Key Attachments:	<i>Sometimes the Protocol/Research Plan may include consent forms, questionnaires or patient information sheets etc. If this applies, please list these forms etc here.</i>
Full Title:	<i>Insert the full name of the Project</i>								
HREC:	<i>Insert the HREC No.</i>								
Date:	<i>Insert the date of the Research Protocol or Plan (or if there is no Protocol or Research Plan document, or if this documentation is undated, insert the date that the HREC for the study was submitted)</i>								
Key Attachments:	<i>Sometimes the Protocol/Research Plan may include consent forms, questionnaires or patient information sheets etc. If this applies, please list these forms etc here.</i>								
	See Attachment A to this Project Schedule for copy of full Protocol.								

Project Commencement Date:	<p><i>The Project Commencement Date will either be:</i></p> <ul style="list-style-type: none"> • <i>a specified date on which the project is due to commence; or</i> • <i>if the project is to commence immediately upon signing of the Schedule, simply write “The date upon which the last Party signs this Schedule”.</i>
Project Completion Date:	<p><i>Insert Project Completion date. If you are uncertain of the exact date that a project will conclude, you should insert the finish date as shown on your approved ethics application (NEAF).</i></p>
Funding Agreement:	<p><i>Normally the response to this section will be “N/A”. If the research is funded, it should be referred within Griffith University to the Office for Research to coordinate the development of the necessary agreement (as outlined above).</i></p>
Principal Investigator:	<p><i>Insert the name of the Principal Investigator</i></p>
GCPHN Personnel:	<p><i>Insert the names of all GCPHN personnel who are participating in the research project.</i></p>
Griffith Personnel:	<p><i>Insert the names of all Griffith personnel who are participating in the research project.</i></p>
Student(s):	<p>Name of Student: – Griffith University Student No.:</p> <p><i>This section is only to be completed if the research project is a Student project <u>only</u> – ie. if a student is <u>part</u> of a collaborative research team which involves other non-student researchers (other than the student’s academic supervisor), then this section does not apply and you should write “NIL”</i></p> <p><input type="checkbox"/> HDR / Award course project only (Honours / Masters / PhD) Supervising Investigator – [must be Griffith employee]</p> <p><i>If the research project is a Student <u>only</u> project, please select the appropriate level of the program in which the student is enrolled (ie. delete levels that do not apply)</i></p>
Responsible EC:	<p><i>Responsible EC refers to the responsible ethics committee (ie. the ethics committee which has approved your study to proceed). Insert the name of the relevant Ethics Committee which has approved the research project.</i></p> <p><i>Please insert the HREC ref No.</i></p>
Clinical Subject Data	<p><i>Where one of the Parties (Griffith or GCPHN) is required to provide clinical subject data to support the research, this section is designed to clearly specify:</i></p> <ul style="list-style-type: none"> • <i>what documentation and/or data is required;</i> • <i>which Party is responsible for providing it;</i> • <i>the date by which it must be provided; and</i> • <i>the form in which it must be provided.</i> <p><i>This information is included as a protection for researchers to</i></p>

ensure that, through this Schedule, there is a legally-binding agreement which ensures that the documentation and/or data that is required for the study will actually be provided.

Will interaction with Clinical Subjects be required to procure Clinical Subject Data:
Yes No Name: Griffith / GCPHN to obtain
Confirm whether Griffith or GCPHN will provide access to Clinical Subjects in order to procure Clinical Subject Data

If so, list documents which will be supplied:
a. ##
b. ##
Examples of documentation may include a questionnaire. If you have already listed documents relevant to interaction with Clinical Subjects in your NEAF you may simply refer to the relevant section of the NEAF here rather than repeat this information on this form.

Will Clinical Subject Data be required:
Yes No Name: Griffith/GCPHN to provide
Confirm whether Griffith or GCPHN will provide access to Clinical Subject Data

If so, list data required:
a. ##
b. ##
As above.

max/min number of clinical subjects will be required.
Date Required by: [insert date]
If there is a specific date (or dates) by which you need the Clinical Subject Data for the research project, then include these date(s) here. If you are not able to determine an exact date due to uncertainties (eg. over when the project will be approved to commence) then instead of inserting a date you may insert a statement (eg. "within xxx weeks/months of commencement of the project").

Form: ["As collected and de/re/identifiable"]
It is important that you specify the form in which you want the data provided (eg. de/re/identifiable; hardcopy printout/data csv file; other).

Manner of Delivery: [storage & handling requirements]
Detail whether there are any specific delivery, storage or handling standards that must be met in providing the Clinical Subject Data.

Other information: [##]
Insert any other information or requirements in relation to the

	<p><i>Clinical Subject Data if required. If no further information is required, insert "Not Applicable".</i></p>			
<p>Biological Samples:</p>	<p><input type="checkbox"/> Is a Party required to procure and provide Biological Samples: Yes <input type="checkbox"/> No <input type="checkbox"/> Name: Griffith/GCPHN to obtain If so, list the samples required: a. ## b. ##</p> <p><i>If biological samples are to be provided by a Party (Griffith or GCPHN), then you should list what those samples are (eg. blood sample), and the number of samples that will be provided. If you have already listed information specifying Biological Samples required in your NEAF, you may simply refer to the relevant section of the NEAF here rather than repeat this information on this form.</i></p> <p>Date Required by: [insert date]</p> <p><i>If there is a specific date (or dates) by which you need the Biological Samples for the research project, then include these date(s) here. If you are not able to determine an exact date due to uncertainties (eg. over when the project will be approved to commence) then instead of inserting a date you may insert a statement (eg. "within xxx weeks/months of commencement of the project").</i></p> <p>Form: ["As collected and de/re/identifiable"]</p> <p><i>It is important that you specify the form in which you want the Biological Samples provided to you.</i></p> <p>Manner of Delivery: [storage & handling requirements]</p> <p>Other information: [##]</p> <p><i>Insert any other information or requirements in relation to the Biological Samples if required. If no further information is required, Insert "Not Applicable".</i></p>			
<p>GCPHN Contribution:</p>	<p>All Cash contributions are GST exclusive.</p> <table border="1" data-bbox="555 1491 1407 1986"> <tr> <td data-bbox="555 1491 820 1986"> <p>Cash</p> </td> <td data-bbox="820 1491 1407 1986"> <p><i>Insert the amount of <u>cash</u> contribution that GCPHN will make to the project which will be used internally by GCPHN to carry out its obligations to the project. Write "Nil" if no cash contribution applies.</i></p> <p><i>This section should only show cash contributions which are made by GCPHN in order to carry out GCPHN's activities in order to fulfil its obligations under the Project (ie. this section does <u>not</u> include funds that are transferred between GCPHN and Griffith which are dealt with in Attachment B).</i></p> </td> </tr> </table>		<p>Cash</p>	<p><i>Insert the amount of <u>cash</u> contribution that GCPHN will make to the project which will be used internally by GCPHN to carry out its obligations to the project. Write "Nil" if no cash contribution applies.</i></p> <p><i>This section should only show cash contributions which are made by GCPHN in order to carry out GCPHN's activities in order to fulfil its obligations under the Project (ie. this section does <u>not</u> include funds that are transferred between GCPHN and Griffith which are dealt with in Attachment B).</i></p>
<p>Cash</p>	<p><i>Insert the amount of <u>cash</u> contribution that GCPHN will make to the project which will be used internally by GCPHN to carry out its obligations to the project. Write "Nil" if no cash contribution applies.</i></p> <p><i>This section should only show cash contributions which are made by GCPHN in order to carry out GCPHN's activities in order to fulfil its obligations under the Project (ie. this section does <u>not</u> include funds that are transferred between GCPHN and Griffith which are dealt with in Attachment B).</i></p>			

	<p>In-Kind (includes Time of Personnel, Equipment, Facilities and Project Site(s))</p>	<p><i>Specify in detail in-kind contributions.</i></p> <ul style="list-style-type: none"> • <i>If Personnel are providing time, please specify (eg. 0.4 FTE of Research Fellow etc).</i> • <i>All Equipment used for the research must be listed.</i> • <i>All Facilities listed should be detailed (ie. list rooms etc to be used for the research).</i> • <i>Project sites (ie. list offices, etc in which research will be undertaken).</i> <p><i>If you have already listed the in-kind contribution of GCPHN in your NEAF, you may simply refer to the relevant section of the NEAF here rather than repeat this information on this form.</i></p>
	<p>Background IP</p>	<p>Listed in Attachment C to this Project Schedule</p> <p><i>Nothing is required to be completed here.</i></p>
<p>Griffith Contribution:</p>	<p>All Cash contributions are GST exclusive.</p>	
	<p>Cash</p>	<p><i>As above, this section refers to cash which is going to be provided by Griffith for Griffith to spend on the project (ie. this section does <u>not</u> include funds that are transferred between Griffith and GCPHN).</i></p>
	<p>In-Kind (includes Time of Personnel, Equipment, Facilities and Project Site(s))</p>	<p><i>As above.</i></p>
	<p>Background IP</p>	<p>Listed in Attachment C to this Project Schedule</p> <p><i>Nothing is required to be completed here.</i></p>

<p>Funding/Payment Terms:</p>	<p>Insert either: See Attachment B to this Project Schedule for Funding/Payment terms. (All amounts in Attachment B are GST exclusive).</p> <p>OR:</p> <p>Not Applicable</p> <p><i>This section <u>only</u> applies if money is being transferred between Griffith and GCPHN (and this information must appear in Attachment B).</i></p> <ul style="list-style-type: none"> <i>If no money is being transferred between Griffith and GCPHN, write “Not Applicable” in this section & also in Attachment B.</i> <i>If money is being transferred between Griffith and GCPHN write “See Attachment B” in this section.</i> 			
<p>Activities:</p>	<p><i>Insert all relevant milestones, their due dates and the Party responsible (ie. Griffith or GCPHN or both). If this information is already set out in the NEAF or Protocol/Research Plan or elsewhere within this Schedule, simply make reference to the timeline or project milestones (eg. “refer to pg #/section # of the NEAF or Protocol/Research Plan or the relevant section of this Schedule).</i></p> <p><i>Especially note in this table instances where there is something that <u>must</u> be delivered by a specific date (eg. a report to the funding provider).</i></p>			
	<p>No.</p>	<p>Activities</p>	<p>Party Responsible</p>	<p>Due Date</p>
	<p>1.</p>			
	<p>2.</p>			
	<p>3.</p>			
	<p>4.</p>			
	<p>5.</p>			

<p>Project IP Ownership:</p>	<p>To be determined in accordance with clause 14.1 of the Deed <i>Ownership of Project IP that is developed by staff of Griffith and GCPHN will be dealt with through the Research Collaboration Deed which has been agreed between Griffith and GCPHN. If Project IP is to be developed by staff of Griffith and/or GCPHN, then the above statement applies ie. “To be determined in accordance with clause 14.1 of the Deed”</i>.</p> <p><i><u>NOTE: all Griffith academics (and any Griffith students who are part of the Griffith research team) participating in a research project under this Schedule will need to execute an ‘Assignment of Intellectual Property Deed (Griffith-GCPHN Projects)’ form.</u></i></p> <p>or</p> <p>If Student only project with no active collaboration between Griffith and GCPHN, please insert:</p> <p><i>You only need to complete this section if the research is a Student <u>only</u> project (ie. if no other non-student researchers from Griffith or GCPHN are involved in developing the intellectual property (IP) – acknowledging that there will be involvement by staff eg. the Student’s academic supervisor, but that the IP developed within the project will be the Student’s IP). In the event the research is a Student <u>only</u> project, IP ownership will vest in the Student.</i></p> <p>HDR / Award course project only (Honours / Masters / PhD) – All Student IP and Student Project IP vests in Student.</p> <p><i>In the event that the research project is a Student only project, please select the appropriate level of the program in which the student is enrolled (ie. delete levels that do not apply).</i></p>
<p>Commercialisation:</p>	<p>To be determined by the Parties in accordance with clause 15 of the Deed.</p> <p><i>Nothing is required to be completed here.</i></p>
<p>Special Conditions:</p>	<p><i>Please specify if there are any special conditions that apply to the research (eg. conditions that may be required by a funding body if applicable). If there are none write “Nil”.</i></p>
<p>Background IP Register:</p>	<p>See Attachment C to this Project Schedule.</p> <p><i>Nothing is required to be completed here.</i></p>

Moral Rights Consents	<p><input type="checkbox"/> Moral Rights consent required pursuant to Funding Agreement;</p> <p><input type="checkbox"/> Moral Rights consent required by Party for Project</p> <p>If so, clause 11.2 applies and separate Moral Rights consents required from all Personnel on Project</p> <p>If no Moral Rights consents are required, clause 11.3 applies.</p> <p><i>Moral Rights refers to an author's rights under the Copyright Act to:</i></p> <p><i>(i) a right of attribution of authorship;</i></p> <p><i>(ii) a right not to have authorship falsely attributed; or</i></p> <p><i>(iii) a right of integrity of authorship.</i></p> <p><i>There may be instances where either Party (Griffith or GCPHN) to the research agreement indicates that they would like to request that a project be subject to Moral Rights consents by which the author(s) consent to their moral rights being waived. In this instance, researchers may be required as a condition of undertaking the research to complete a Moral Rights Consent (Griffith-GCPHN Projects) form through which they consent to waiving some of their normal moral rights. Consents that may generally be sought are included on the Moral Rights Consent form. If you are asked by one of the Parties to waive moral rights that exceed the normal arrangements that are listed on the Moral Rights Consent form, you are encouraged to consult with the University's Legal Services Unit for advice.</i></p> <p><i>There are 3 possible scenarios for this section:</i></p> <ol style="list-style-type: none"><i>1. The research is governed by an external Funding Agreement which requires authors to provide moral rights consent. In this instance, researchers should <u>refer the matter</u> to the Office for Research to manage on their behalf;</i><i>2. One (or both) of the Parties to the Griffith-GCPHN Research Collaboration Deed requires a moral rights consent. In this instance, the authors of the research will be required to complete a Moral Rights Consent (Griffith-GCPHN Projects) form; or</i><i>3. No Moral Rights Consent is required by the Parties, and so staff may simply delete all text in this section except the words "No Moral Rights consents are required and clause 11.3 applies". In this instance, staff will retain all Moral Rights in the work that they produce. <u>It is expected that this scenario will apply in most cases.</u></i>
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ATTACHMENT A – PROTOCOL

(Attach copy of Protocol/Research Plan)

Needs to include a brief synopsis of:

- Aims & hypotheses;
- Background;
- Previous research;
- Research Plan – including who (Griffith or GCPHN) is required to do each task - ie. preparation, recruitment, data collection, data analysis, drafting results or project, project progress reports, dissemination of results, winding up of project including final report etc; and
- Outcomes and significance.

This section should address at a minimum a confirmation of 'who is doing what, where and when' in support of the study. This section is included for the protection of the researchers to ensure there is a clear record of obligations and responsibilities against which the Parties (Griffith and GCPHN) can be held to account.

If a separate Protocol or Research Plan has been developed, please make reference to the relevant section and/or pages of this document below and attach the document to the Schedule when you submit it. If you have addressed the items above in your NEAF, make reference to the relevant section(s) of the NEAF below.

ATTACHMENT B – PAYMENTS SCHEDULE

In this section, financial payments that are to be made between the Parties (Griffith and GCPHN) only should be included (ie. this section is not used to record any payments that are to be made to, or received from, any individual or organisation other than Griffith and GCPHN).

IF NO PAYMENTS BEING MADE – Insert [NOT APPLICABLE] and delete remainder of Attachment B:

All amounts shown in this Attachment are GST exclusive.

No.	Payment Type	Activity to be completed to activate payment	Date to be completed	Recipient <i>ie. Griffith or GCPHN</i>	Instalment amount payable (GST exclusive)
1.	Initial payment				\$
2.	Progress payment				\$
3.	Final payment				\$
TOTAL					\$

Invoices issued by the Recipient must include the following information:

- (a) the words “tax invoice” stated prominently;
- (b) the Recipient’s name;
- (c) the Recipient’s ABN;
- (d) the date of issue of the tax invoice;
- (e) Project Name/Number; and
- (f) the GST amount, if any, shown separately.

Payment will be effected by electronic funds transfer (EFT) to the Recipient’s bank account. The account as at the date this Project Schedule is signed is:

Banking Institution Name:
Recipient Business Account Name:
BSB No:
Account No.:
Reference:

ATTACHMENT C - BACKGROUND IP REGISTER

Background IP refers to existing intellectual property that belongs to, or is under the control of a Party, which the Party provides to support the research. This section allows each Party (GCPHN and Griffith) to identify background intellectual property (IP) which they believe is of specific value, and which they wish to formally identify as being contributed to the research at the outset of the project. If you are unsure whether or not IP that you are bringing to the project should be listed, please consult the staff below:

GCPHN researchers should consult:

*Tui Meredith
Performance Quality & Risk Program Manager
Gold Coast Primary Health Network
tuim@gcphn.com.au*

Griffith researchers should consult:

*Executive Officer
Menzies Health Institute Queensland
Griffith University
mhiq@griffith.edu.au*

If a Party is not contributing any specific Background IP to the project, simply write "Nil" in the relevant row (GCPHN or Griffith) of this table.

Party/Owner of the BIP	Detailed Description of BIP	Date Supplied	Encumbrances, restrictions on use or third party interests
GCPHN			
Griffith			

ATTACHMENT D - NEAF

(Attach a copy of the NEAF)

Attach a copy of your NEAF when you submit the Schedule.

EXECUTED as a Project Schedule to the Research Collaboration Deed dated 26 November 2015, between Primary Care Gold Coast Limited and Griffith University, on the date it is signed by the last of the Parties (see below):

SIGNED for and on behalf of)
GOLD COAST PRIMARY HEALTH)
NETWORK)
by an authorised person)
in the presence of:)

-----)
Signature of the witness)

-----)
Name of witness (please print))

-----)
Signature (authorised representative))

-----)
Name (please print))

-----)
Position)

-----)
Date)

SIGNED for and on behalf of)
GRIFFITH UNIVERSITY)
by an authorised person)
in the presence of:)

-----)
Signature of the witness)

-----)
Name of witness (please print))

-----)
See note below re who is authorised to
sign on behalf of Griffith)

-----)
Signature (authorised representative))

-----)
Name (please print))

-----)
Position)

-----)
Date)

Note: *as at May 2018, the following persons have delegated authority to sign these schedules:*

- *for Griffith Health Projects – PVC(Health), Dean Academic (Health), Dean Learning & Teaching (Health), Dean Research (Health);*
- *for Menzies Health Institute Queensland projects – Director, Menzies Health Institute Queensland; and*
- *for Griffith Sciences Projects - PVC(Sciences), Dean Academic (Sciences), Dean Learning & Teaching (Sciences), Dean Research (Sciences).*

Please ensure you liaise with the Executive Officer, Menzies Health Institute Queensland, who will check the latest delegations before having the schedule executed.
