

Cure Kids' Application Budget Guidelines

Interpretation

The terms defined in this document have the meaning given to them in the Cure Kids' Grant Terms and Conditions, unless otherwise defined.

Budget / Eligible Costs

The Grant Funds must not be expended for any purpose other than those set out in the budget in the Approved Application.

As a registered charity, Cure Kids can only undertake activities in pursuit of its charitable objectives, and therefore do not fund institutional overheads. The Host Institution is responsible for administering any awarded grant, and must agree to cover overheads for:

- Expenses related to general operations of the institution that are shared between projects or functions;
- Costs relating to buildings, information technology, or premises; and
- Administrative expenses or ongoing operational costs incurred due to the institution's activities that cannot be specifically identified with a particular project.

Budgets should exclude these indirect costs of the research. Cure Kids reserves the right to remove any item from the budget which does not comply with Cure Kids policies and therefore is not eligible for funding.

Personnel and salaries

The Principal Investigator confirms that they will be employed by their Host Institution for the Term of the Research Activity. If the Principal Investigator's contract does not cover the Term, they should submit a letter from the Host Institution to state that, if successful, they will be offered a contract for the duration of the new grant. The Principal Investigator must assign at least 10% of their full-time equivalent (FTE) time to the Research Activity.

Cure Kids will not contribute to the salaries of staff who will be permanently employed full-time by the Host Institution for the Term. The Principal Investigator should be included as time-only contributors, with salaries listed in the budget as \$0. Cure Kids reserves the right to check with the institution to ensure that the contributions specified in the Grant Application are current and accurate and do not exceed one FTE for any investigator.

Cure Kids will only fund salaries for Investigators who depend on securing some or all of their salary from outside their Host Institutions (so-called "soft" funding). These researchers must disclose all their other sources of partial salary-support, including employment and research activities. If approved, Cure Kids will cover the remainder of their salary up to one FTE. Grant Funds from Cure Kids can be used to pay for direct labour costs (including Accident Compensation Corporation (ACC) levies and superannuation) for staff employed on the Grant, at a rate proportional to their time on the Research Activity.

The salary budget should be based on the salaries which Investigators (including technical staff), would receive if employed by the Host Institution. The Principal Investigator should quote the salary rate and grading for every staff member employed under the Grant. Grant Funds from Cure Kids will not cover unbudgeted salary increases. The Principal Investigator should work with their Host Institutions to include any anticipated increases (e.g. annual inflation). The Principal Investigator

should also consult with their Host Institutions to supply the correct information regarding ACC levies and superannuation.

Names of Investigators and students should be given where possible. The budget can include costs for the stipends of postgraduate students (e.g. Masters or PhD), if their research topics lie within the funded grant. The Grant Fund may cover all or part of the standard stipend per annum paid by their institution, and may not be utilised for the payment of any fees. Stipends may be granted to international students, on a case-by-case basis, if there is reasonable justification. Cure Kids will not cover travel or relocation costs for international researchers. Support for casual staff (paid on an hourly rate) should be requested as Working Expenses in the Budget.

Equipment

All equipment included in the budget must be sufficiently justified. Cure Kids will only fund the purchase of equipment which is of critical importance to the delivery of the Research Activity. Equipment which is shared with other projects or functions may be considered, but Cure Kids may decide only to award partial funding. Cure Kids will not fund equipment costing more than \$5,000 plus GST for all items combined, including partial costs of new equipment. Any piece of equipment costing more than \$500 must be supported by an up-to-date quotation.

Working Expenses

Direct costs for working expenses could include the costs of materials, expenses of research participants, wages for casual part-time employees, and costs incurred for the acquisition, collection, cleansing or secure storage of data.

Reasonable expenses for holding hui, workshops, and meetings are permitted if essential to delivery of the research or dissemination of results (for example, consumables, printing, transportation, audiovisual costs, venue hire, and hospitality (excluding alcohol)). Grant Funds may be claimed towards providing support for domestic travel which is specifically related to the conduct of the Research Activity or dissemination of results. Travel should be at the most economical rate practicable, and fares and allowances should be calculated in accordance with the regulations and scales of the Host Institution.

Grant Funds may only be claimed towards the cost of overseas travel if it can be justified that it is essential to the delivery of the Research Activity or its implementation, and that alternative sources of funds are unavailable.

The Grant Application budget should include foreseeable costs associated with publication and dissemination of the results of the Research Activity to enable maximum potential impact for children. The Principal Investigator should aim to publish the results of funded research in peer-reviewed scientific journals, and where possible, in open-access journals which are freely available online. The budget may include reasonable costs for webinars, workshops, and presentations. Grant Funds may not be used to purchase scientific journals or books, which should be purchased by the Host Institution.

Researchers are encouraged to disseminate their findings in a range of formats, including translation into te reo Māori and other relevant languages, and creation of visual materials for patients, healthcare workers, and whanau, such as infographics or websites, where relevant.

Approval of invoices

The Grant Funds will be paid on a monthly or quarterly basis, as agreed between Cure Kids and the Host Institution, and only in response to requests for payment by the Host Institution in the form of tax invoices.

Cure Kids reserves the right to review and approve invoices based on demonstrated progress of the grant, based on the most recent progress report. Please note that Cure Kids does not use payment milestones. Research costs can be claimed up to 3 months after the End Date, at which time a Final Report must be submitted via Cure Kids' online portal. However, the research costs must not have been incurred following the End Date. Any costs incurred following the End Date are the responsibility of the Host Institution and are to be paid by the Host Institution, unless otherwise agreed with Cure Kids.

No invoices will be accepted more than 3 months after the End Date, with the exception of publication costs from the original approved budget, which can still be claimed up to 6 months after the End Date. Cure Kids reserves the right to request audited reports for any of the invoices for the purpose of confirming the claim up to 6 months after the End Date. At any point during the Term, Cure Kids may request supporting documentation for any requests for payment made by the Research Party (e.g. invoices and payslips). Where the Research Party is not able or refuses to provide supporting documentation for the submitted invoice, Cure Kids has the right to refuse payment of that invoice.