



Financial Acquittal

| Award Details | |
|---------------------|-----------------------------------|
| Name of Institution | |
| Name of Awardee | |
| Funding Program | |
| Award ID | |
| Total Award Value | |
| Reporting Period | 1 January 2023 - 31 December 2023 |

Acquittal of Funds: This form is intended to compare actual expenditure during the year with the items and amounts approved under the terms of the original award.

- This form should be completed for **each** award (even if multiple awards are held by the same individual) and returned to the Heart Foundation as soon as possible after 31 December of the year in which the award was tenable.
- This acquittal is to be received by the Heart Foundation Research Office no later than **31 March**.
- Although individual Heart Foundation awards may be approved initially for more than one calendar year, the amount approved for EACH calendar year must be accounted for as a separate entity.
- Where there has been any unauthorised variation to the expenditure, this should be indicated, and the circumstances explained under Section 4 'Comments'. If necessary, the Research Program may subsequently ask you to complete and submit a Project/Budget Variation Form.
- Award funding may not be expended and acquitted against salary on-costs, researcher overheads or other administrative unless specifically included on the original application budget, reviewed and approved by the peer review committee. If these costs were not specifically itemised on the approved budget, these costs are the responsibility of the Administering Institution.
- Please submit report by email to research@heartfoundation.org.au.

Unexpended Funds and Request for Carryover:

- All funds received under the award which are unexpended or not firmly committed at 31 December (as listed in Unexpended Funds) must be returned to the Heart Foundation unless otherwise approved for use in subsequent years by the Heart Foundation. Where funds are to be returned to the Heart Foundation, the Heart Foundation will invoice institutions for these funds.
- If the person carrying out the research project wishes to use unexpended funds for the continuation of the project in the succeeding year (carryover of funds), the amount to be carried over must be reported under Section 3 'Carryover Request' on this acquittal form. Where a request is made to carryover unexpended funds, the funds must not be expended until such time as permission to carry over the funds has been received in writing from the Heart Foundation.
- Please note that Heart Foundation award funds cannot be expended or carried over into a period in which an award is not tenable. Should you wish to carryover funds to a period in which an award is no longer tenable (i.e. after end date of the award), a separate request for an extension of time must be lodged in writing to the Research Program and emailed to research@heartfoundation.org.au three months prior to the award's end date.

| Acquittal | | Expended Amount (\$) |
|---|--|-------------------------|
| A. Stipend (scholars and fellows only) Actual salary or wages only. Overhead expenses including payroll tax, workers' compensation insurance payments and other compulsory monetary commitments incumbent upon the employing institution must not be included. | | |
| Project Support - Expenditure | | |
| B. Personnel Actual salary or wages only. Overhead expenses including payroll tax, workers' compensation insurance payments and other compulsory monetary commitments incumbent upon the employing institution must not be included. | | |
| C. Maintenance Experimental consumables, maintenance costs and other items of expenditure specified in the award application. | | |
| D. Equipment | | |
| E. Other Please specify. | | |
| | | |
| | | |
| F. Total funds received from Heart Foundation this year | | |
| G. Amount carried forward from previous year | | |
| H. Total Expended | | |
| | | Calculation (\$) |
| I. Unexpended balance | | |
| J. Funds to be returned to the Heart Foundation An invoice will be sent to you for the return of these funds. | | |
| K. Funds requested to be carried over If this award requires a change in end date to carry over unexpended funds, a separate Award Extension Form must be submitted with this Financial Acquittal. | | |
| Reason for Carryover | | |
| Funds must not be expended until such time as permission to carry over the funds has been received in writing from the Heart Foundation. Please indicate why the funds have not been expended and indicate how and when they will be expended in future (20 lines maximum). | | |
| | | |

Financial Acquittal

We certify that all details given in the application are correct and we agree to continue carrying out the project in accordance with the Heart Foundation's current Funding Deeds for Scholarships and in accordance with the principles of the Australian Code for the Responsible Conduct of Research (2018). We acknowledge that all supporting documents have been provided and understand that our request will not be eligible for consideration by the Heart Foundation if incomplete.

| Awardee | | |
|-------------------|--------------------|-----------------|
| Title: | First Name: | Surname: |
| Signature: | | Date: |

| Primary Supervisor (if applicable) | | |
|------------------------------------|--------------------|-----------------|
| Title: | First Name: | Surname: |
| Signature: | | Date: |

| Financial Delegate Officer | | |
|----------------------------|--------------------|-------------------|
| Title: | First Name: | Surname: |
| Email: | | Telephone: |
| Institution: | | |
| Position: | Department: | |
| Signature: | | Date: |

Privacy Statement

The Heart Foundation respects your privacy and embraces the principles contained in the Privacy Act. The Heart Foundation is the National Heart Foundation of Australia and all associated Australian State and Territory Heart Foundation Divisions, full details of which can be found in our Privacy Notice. The information collected on this form will only be used for the purposes of administering the award. Personal details may be provided to third parties where required by law or for the purpose of facilitating services contracted by us, in so doing your personal information may be disclosed to overseas recipients. The Heart Foundation will not disclose your information to any third party for their marketing purposes.

If you have any questions about privacy please contact the Research team at Level 2, 850 Collins Street, Docklands VIC 3008, research@heartfoundation.org.au or by calling (03) 9321 1581. Our APP privacy policy is set out in our Privacy Notice and details how you may complain about privacy issues and how we would deal with that complaint. It also explains how you can access, correct or update information we hold about you. A copy of our Privacy Notice is available at www.heartfoundation.org.au or on request. [HFPSB022-150923]