

Supporting Grant Recipients Policy

Purpose

The Australasian College for Infection Prevention and Control (ACIPC) supports members to undertake continuous improvement, innovation, and research activity that advance infection prevention and control practices.

The purpose of this policy is to provide clear and consistent guidance for supporting grant recipients, and outlines expectations in relation to grant conditions, communication, reporting and financial management, and aims to ensure a supportive, transparent and accountable approach across all ACIPC grants.

Scope

This policy applies to all ACIPC grant recipients from the time funding is awarded until the project, financial acquittal, and reporting period ends.

Guidance for grant recipients

ACIPC is committed to providing a supportive and collaborative approach to grant management that includes;

- Clear, timely and consistent communication
- Transparency and accountability in the use of grant funds

Communication to grant recipients

All successful grant recipients will receive communication confirming the award of the grant. The communication will;

- Congratulate the recipient on their successful application
- Confirm the approved funding amount
- Outline key responsibilities, including reporting and financial requirements
- Provide reporting and budget templates
- Provide contact details for grant support

Variations to grants

Grant recipients must obtain prior written approval for any variation to an approved project. Variations may include,

- Financial variations – reallocation of budget items, actual or anticipated underspend.
- Project scope variations – changes to methodology, activity or output.
- Timeline variations – Extension to project duration or milestone adjustment.

Variations to grant fund spending must be submitted to the IPC Research and Science Committee in writing, and include:



- A clear description of the proposed variation
- Justification for the change
- Impact on project outcomes, timelines and budget
- Supporting documentation, where applicable.

All variations will be assessed by the committee on a case-by-case basis, and the committee may approve the request, approve with conditions, decline or request further information. Written notification of the outcome to the variation will be provided.

Reporting requirements

Grant recipients are required to submit written progress and final reports in line with agreed project milestones

- Reports must be completed using the ACIPC reporting template.
- Reports must be submitted by the due dates specified in the funding agreement.

Failure to meet reporting requirements may impact ongoing payments and eligibility for future ACIPC grants.

Financial management

Grant recipients are responsible for maintaining accurate financial records. Funds should be tracked clearly, and evidence of expenditure (e.g., invoices, receipts) may be requested for verification.

Actual or forecast variations must be identified and clearly documented in progress reports.

Use of grant funds

Grant funds must only be used for the approved purposes outlined in the funding agreement and project documentation.

ACIPC recognises that projects may evolve. Any proposed variations to the approved scope, budget, or timeline must;

- Be submitted in writing to the ACIPC IPC Research and Science Committee
- Include justification and supporting information
- Receive prior written approval

Unapproved changes may result in adjustments to funding or recovery.

Underspend of grant funds

Grant recipients must comply with ACIPC's requirements for managing underspending of grant funds:

- Notification of any underspend
- Seeking prior approval for reallocation of spending (via written request to the Research and Science Committee as part of a progress report or as a stand-alone request), where applicable
- Returning unapproved or unspent funds where required (upon decision of the ACIPC IPC Research and Science Committee)



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Project-specific requirements

Grant recipients must comply with project-specific requirements, which may include;

- Approved budget breakdown
- Key milestones and reporting dates
- Additional compliance reporting requirements
- Contact details for grant administration and reporting
- Meeting publication requirements specified by the grant scheme, including submission to nominated or affiliated journals (e.g., Infection Disease and Health).
- Acknowledge ACIPC, the relevant funding source, and the grant scheme in all publications, presentations, and dissemination activities arising from the funded project.

Support and enquiries

Grant recipients should contact the ACIPC office if they have questions or require support at any time of the project.

Endorsement / Approval

Version	Date	Addition/Amendments	Author	Review By
1.0	April 2026	New Policy	K. McKenna, ACIPC IPC CNC	IPC Research and Science Committee

Contact Information

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