

NEW Project Account Request - Grants

This form has been put in place so that incoming funds can be accounted correctly and only allowable costs are charged against projects. This provides visibility for Finance and researchers on milestones that need to be met. Further assistance can be found from Silvia Alvarez-Diaz in the Research Office.

Section 1 – Project details

Name of account / project: Kel and Rosie Day Donation distribution

Person responsible: Dr Ray Wong

E-mail Address: ching.wong@unimelb.edu.au

Unit (Name/Number)

Wong

3

8

Type of project:

☐ Clinical trial
 ☐ Contract
 ☒ Donation / Sponsorship

☐ Grant: Equipment
 ☐ Grant: Federal
 ☐ Grant: Internal (CERA Foundation)

☐ Grant: International
 ☐ Grant: Philanthropic / Research Foundations

☐ Grant: Travel
 ☐ Other (please specify)

Start date: 20-Aug-18

End date: 30-Jun-19

Competitive project?: No

Infrastructure contribution rate: 20%

Contract attached?: Yes (Notification Letter)

Budget attached?: No

Total amount (\$): \$125,000

GST?: No

Section 2 – Financial Milestones (this will be completed by the Research Office for grants)

Date	Type	Comments (inc. \$ for payment milestones)
30-Jun-19	Acquittal report	Report describing how the funds were expended
Click here to enter a date.	Choose an item.	
Click here to enter a date.	Choose an item.	
(Please add more rows if needed)		

Section 3 – Non-Financial Milestones (this will be completed by the Research Office for grants)

Date	Type	Comments
30-Jun-19	Scientific report	Final report explaining what activities/outcomes were enabled
Click here to enter a date.	Choose an item.	
Click here to enter a date.	Choose an item.	
(Please add more rows if needed)		

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Section 4 – Specifically EXCLUDED expenditure items (for grants ONLY – completed by Research Office)

- | | | |
|---|--|---|
| <input type="checkbox"/> Animal house facilities | <input type="checkbox"/> Catering, meals | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Ethics, TGA, patent apps | <input type="checkbox"/> Furniture & fixtures | <input type="checkbox"/> General consumables |
| <input type="checkbox"/> IT assets | <input type="checkbox"/> Memberships & subscriptions | <input type="checkbox"/> Overheads |
| <input type="checkbox"/> Phone, fax, internet | <input type="checkbox"/> Postage, courier etc. | <input type="checkbox"/> Printing, stationery, design etc. |
| <input type="checkbox"/> Publishing | <input type="checkbox"/> Repairs & maintenance | <input type="checkbox"/> Salary: Chief Investigator |
| <input type="checkbox"/> Salary: non-CI | <input type="checkbox"/> Staff training & development | <input checked="" type="checkbox"/> Travel (conferences: dissemination) |
| <input checked="" type="checkbox"/> Travel (fieldwork/collab) | <input checked="" type="checkbox"/> Travel (patient reimbursement) | <input type="checkbox"/> Other..... |

Any additional notes:

1. The funds must be used for costs associated with your research
2. CERA stipulates that the funds not to be used for travel or conference related expenses

Section 5 – Authorisation

Lodged by (name): Silvia Alvarez-Diaz

PI (name and signature): Raymond Wong
(PI emailed authorisation is also acceptable)

Grants Manager (signature; for grants ONLY): 

Once completed this form should be sent to CERA Finance for processing
cera-finance@unimelb.edu.au

Section 6 – CERA Finance Use only

Entity	Carry Forward Flag (Y/N)
Unit	Reviewed
Statutory Natural Account	Entered

Silvia Alvarez-Diaz

From: Raymond Wong <ching.wong@unimelb.edu.au>
Sent: Friday, 31 August 2018 11:53 AM
To: Silvia Alvarez-Diaz
Cc: Suzanne Harrold
Subject: RE: Kel & Rosie Day - new account opening form

Actually looks like email authorisation is ok, so yes I authorize this, please process.

Best,
Ray

From: Silvia Alvarez-Diaz <salvarez-diaz@cera.org.au>
Sent: Friday, 31 August 2018 11:11 AM
To: Raymond Wong <ching.wong@unimelb.edu.au>
Cc: Suzanne Harrold <suzanne.harrold@unimelb.edu.au>
Subject: FW: Kel & Rosie Day - new account opening form

Hi Ray,

Just following up on this... Let me know if you are OK with the form.

Cheers,
Silvia

Silvia Alvarez-Diaz, PhD
Research Administration Officer
T: +61 3 9929 8751
www.cera.org.au | [Facebook](#) | [Twitter](#)

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From: Silvia Alvarez-Diaz
Sent: Friday, 24 August 2018 12:07 PM
To: Raymond Wong <ching.wong@unimelb.edu.au>
Subject: Kel & Rosie Day - new account opening form

Hi Ray,

Please find attached a new account opening form for your Kel and Rosie Day Donation distribution. Could you have a look at the document and let me know if you are happy with it?

Thanks,
Silvia

Silvia Alvarez-Diaz, PhD
Research Administration Officer

Centre for Eye Research Australia
Level 7, 32 Gisborne Street
EAST MELBOURNE VIC 3002
T: +61 3 9929 8751
www.cera.org.au | [Facebook](#) | [Twitter](#)

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20 August 2018

Dr Raymond Wong
Head, Cellular Reprogramming
Centre for Eye Research Australia
Level 7, 32 Gisborne St
East Melbourne VIC 3002



Dear Ray,

It is my great pleasure on behalf of the CERA Research Advisory Committee to inform you that you will be the recipient of a donation of \$125,000. This donation is thanks to the remarkable generosity of Kel and Rosie Day.

CERA will direct an amount of \$25,000 to support indirect operational, research support and infrastructure costs in the organisation. A net \$100,000 will be available for you to use on research expenditure.

Purpose of funds

The Days have requested that the funds be used for the purposes of stem cell research. You are free to apply the funds across your research program.

Special Conditions (Donor / Funder / CERA)

1. The funds must be used for costs associated with your research.
2. CERA stipulates that the funds not to be used for travel or conference related expenses.

Reporting / Acquittal requirements and milestones

Reporting back to donors on use of their contributions is an important part of CERA's donor stewardship activities. Researchers in receipt of donor funds are expected to make themselves available from time to time for publicity purposes and to meet donors to convey the impact of our work. You will be supported in this activity by the External Relations team.

The Days have requested that, on completion of the Financial Year, a report be prepared describing:

- 1) How the funds were expended
- 2) What activities / outcomes were enabled through the funding

Dr Silvia Alvarez-Diaz will contact you to assist with completion of a simple acquittal form.

Acceptance

Please indicate your agreement to the above conditions by countersigning this notice below and returning it to me. Once we receive your signed agreement, CERA Finance will contact you to organize the transfer of the funds to your nominated account.

Congratulations once again for being awarded this grant. We look forward to supporting your important work and to hearing about your progress in due course.

Best wishes,

Peter van Wijngaarden, MBBS, PhD, FRANZCO
Interim Managing Director

Centre for Eye Research Australia
Level 7, 32 Gisborne Street, East Melbourne, Victoria 3002
☎ + 61 3 9929 8360 ✉ cera@cera.org.au 🌐 www.cera.org.au

Affiliated with the University of Melbourne and the Royal Victorian Eye and Ear Hospital
ABN 72 076 481 984

Saving sight. Changing lives.

----- Researcher acceptance -----

I acknowledge the Key & Rosie Day funding conditions set out above letter dated 20 August 2018.
In accepting these funds, I agree to comply with those conditions.

Name: _____

Signature: _____

Date: _____

Cc: CERA Finance office
Dr S Alvarez-Diaz