## Schedule 2 – Template Project Schedule

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **HEALTH TRANSLATION QUEENSLAND PROJECT SCHEDULE**This Project Schedule to the Research Passport Agreement dated December 2022 incorporates the relevant Terms of the Research Passport Agreement and upon execution, constitutes a separate agreement between the Collaborators [and Third Party Collaborators] named below.

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| ***Mouse over the***  ***symbol to view instructions for completing each section.*** |
| **Project Title** | Click or tap here to enter Project Title. |
| [**Project Description** i](#Project_Description) | Click or tap here to enter Project Description. |
| **[Partners](#Partners" \o "PartnersSelect all Parties participating on the Project________________)** [i](#Partners" \o "PartnersSelect all Parties participating on the Project________________) | [ ]  Children’s Health Queensland Hospital and Health Service[ ]  The Commonwealth Scientific and Industrial Research Organisation[ ]  Gold Coast Hospital and Health Service[ ]  Griffith University[ ]  Mater Misericordiae Limited[ ]  Metro North Hospital and Health Service[ ]  Metro South Hospital and Health Service[ ]  QIMR Berghofer Medical Research Institute[ ]  The State of Queensland acting through Queensland Health[ ]  Queensland University of Technology[ ]  The University of Queensland[ ]  Translational Research Institute[ ]  West Moreton Hospital and Health Service |
| **[Third Party](#ThirdParty" \o "Third Party CollaboratorsInsert details of third party legal name, ABN and address for notices ________________)** [i](#ThirdParty" \o "Third Party CollaboratorsInsert details of third party legal name, ABN and address for notices ________________)**[Collaborators](#ThirdParty" \o "Third Party CollaboratorsInsert details of third party legal name, ABN and address for notices ________________)**  | **Name:** Click or tap here to enter text.**ABN:** Click or tap here to enter text.**Address:** Click or tap here to enter text.**Attention:** Click or tap here to enter text.**Postal address (if different from above):** Click or tap here to enter text.**Telephone number:** Click or tap here to enter text.**Fax number:** Click or tap here to enter text.**Email:** Click or tap here to enter text. |
| **Head Agreement** | Please select: |
| **[Commencement Date](#Commencement_Date" \o "Commencement Date or such later date as is confirmed by approving HREC or authorising RGO________________)** [i](#Commencement_Date" \o "Commencement Date or such later date as is confirmed by approving HREC or authorising RGO________________) | Click or tap to enter the Commencement Date. |
| **Completion Date** | Click or tap to enter the Completion Date. |
| **[Ethics Approval](#Ethics_Approval_Reference_Number" \o "Ethics Approval Reference Number HREC Reference Number________________)** [i](#Ethics_Approval_Reference_Number" \o "Ethics Approval Reference Number HREC Reference Number________________)**Reference Number** | Click or tap here to enter the Ethics Approval Reference Number. |
| **SSA Reference Number** *(if applicable)* | Click or tap here to enter the SSA Reference Number (if applicable). |
| **Coordinating Principal Investigator / Chief Investigator** | Click or tap here to enter the Coordinating Principal Investigator / Chief Investigator. |
| **[Investigator/s](#Investigators" \o "Investigator/sInvestigators means the personnel specified in the Project Schedule, or any other person that may be nominated by Party from time to time during the Project.Insert name of each Party’s researcher that will lead and administer the project. Include title, phone, email and school.Repeat row/s as required. ________________)** [i](#Investigators" \o "Investigator/sInvestigators means the personnel specified in the Project Schedule, or any other person that may be nominated by Party from time to time during the Project.Insert name of each Party’s researcher that will lead and administer the project. Include title, phone, email and school.Repeat row/s as required. ________________) | Click or tap here to enter the Investigator/s. |
| **[Student(s)](#Students" \o "Student(s)means a student of a Party, as specified in the Project Schedule including undergraduate, postgraduate and PhD  researchers carrying out the Project for the purpose of obtaining research data/information towards a higher degree) and students who are acting as volunteers for the puposes of this Project.Students will include any person identified as replacement or additional students approved by the parties in accordance with their respective policies and procedures applicable at the time of replacement or addition.[Note to enrolling institution: confirm student IP, confidentiality and supervision arrangements prior to entry into Project Schedule] ________________)** [i](#Students" \o "Student(s)means a student of a Party, as specified in the Project Schedule including undergraduate, postgraduate and PhD  researchers carrying out the Project for the purpose of obtaining research data/information towards a higher degree) and students who are acting as volunteers for the puposes of this Project.Students will include any person identified as replacement or additional students approved by the parties in accordance with their respective policies and procedures applicable at the time of replacement or addition.[Note to enrolling institution: confirm student IP, confidentiality and supervision arrangements prior to entry into Project Schedule] ________________) | Click or tap here to enter the Student(s). |
| **Student Supervisor** | Should be investigator but provide alternate details |
| **[Address for service](#Address_Service_Parties" \o "Address for service of PartiesClause 20.2 The addresses of the Parties for the purpose of giving notices in relation to each Project will be as set out in the Project Schedule.Address for service of Parties:Insert the address for each Party - include investigator(s), governance officer or research manager, as appropriate.________________)** [i](#Address_Service_Parties" \o "Address for service of PartiesClause 20.2 The addresses of the Parties for the purpose of giving notices in relation to each Project will be as set out in the Project Schedule.Address for service of Parties:Insert the address for each Party - include investigator(s), governance officer or research manager, as appropriate.________________)**of Parties** | **Attention:** Click or tap here to enter text.**Postal address:** Click or tap here to enter text.**Telephone number:** Click or tap here to enter text.**Email:** Click or tap here to enter text. |
| **[Activities to be](#Address_Funding" \o "Activities to be conducted by Parties Enter details to describe the role each party will undertake for the duration of the project. It is recommended you assign this on a per party basis for readibility: Institution A- Ethics and Governance submission- Participant recruitment and consent- Sample and data collection- Sample and data analysisInstitution B- Sample and data analysis- Publication and dissemination of resultsRepeat row/s as required ________________)** [i](#Address_Funding" \o "Activities to be conducted by Parties Enter details to describe the role each party will undertake for the duration of the project. It is recommended you assign this on a per party basis for readibility: Institution A- Ethics and Governance submission- Participant recruitment and consent- Sample and data collection- Sample and data analysisInstitution B- Sample and data analysis- Publication and dissemination of resultsRepeat row/s as required ________________)**conducted by Parties**  | Click or tap here to enter the Activities to be conducted by Parties. |
| **[Funding](#Funding" \o "Funding Ensure this description is consistent with the Funding Application and attach copy at Appendix 3 if applicable. Include invoicing details.Clause 3.5 A Party will make the Funding available to the other Parties as set out in the Project Schedule. Each Party receiving Funding agrees to ensure it will be spent only on the Project and in accordance with the budget approved under the Application, unless otherwise agreed in writing between the Parties and approved by the relevant funding body (if required).________________)** [i](#Funding" \o "Funding Ensure this description is consistent with the Funding Application and attach copy at Appendix 3 if applicable. Include invoicing details.Clause 3.5 A Party will make the Funding available to the other Parties as set out in the Project Schedule. Each Party receiving Funding agrees to ensure it will be spent only on the Project and in accordance with the budget approved under the Application, unless otherwise agreed in writing between the Parties and approved by the relevant funding body (if required).________________)Or include as an appendix | Click or tap here to enter Funding details. |
| **[Address for Finance](#Address_Funding" \o "Address for finance department)** [i](#Address_Funding" \o "Address for finance department) | **Attention:** Click or tap here to enter text.**Postal address:** Click or tap here to enter text.**Telephone number:** Click or tap here to enter text.**Email:** Click or tap here to enter text. |
| **[Contributions](#Contributions" \o "Contributions Insert details of what each party is providing, both cash and in-kind, e.g., equipment, facilities, consumables, salary time. Relevant to factors under clause 10.3 about calculating the Revenue Sharing Percentages. Clause 10.3Include details of payments made by one party to another that are not set out under Funding section above e.g., $200 per sample, $2000 per patient.Clause 3.6Each Party will make their respective Contributions to the Project, including providing all equipment, consumables, services and facilities necessary for the conduct of the Project, as set out in the Project Schedule.________________)** [i](#Contributions" \o "Contributions Insert details of what each party is providing, both cash and in-kind, e.g., equipment, facilities, consumables, salary time. Relevant to factors under clause 10.3 about calculating the Revenue Sharing Percentages. Clause 10.3Include details of payments made by one party to another that are not set out under Funding section above e.g., $200 per sample, $2000 per patient.Clause 3.6Each Party will make their respective Contributions to the Project, including providing all equipment, consumables, services and facilities necessary for the conduct of the Project, as set out in the Project Schedule.________________) | Click or tap here to enter the Contributions. |
| **[Collecting Party](#Collecting_Party" \o "Collecting Party Clauses 4 and 5means the Party nominated in the Project Schedule to collect either Study Participant Data or Human Biological Material State Research Collaborator Investigator or Hospital Collaborator Investigator or other person as applicable.________________)** [i](#Collecting_Party" \o "Collecting Party Clauses 4 and 5means the Party nominated in the Project Schedule to collect either Study Participant Data or Human Biological Material State Research Collaborator Investigator or Hospital Collaborator Investigator or other person as applicable.________________) | Click or tap here to enter the Collecting Party. |
| **[Human Biological](#Biological_Material" \o "Human Biological Material Clause 4means physical samples of biological material of a Study Participant provided for the purpose of the Project, such as tissue, saliva or blood samples, and includes any unmodified material that is propagated from, derived from or based upon that biological material, which may be more specifically described in a Project Schedule.Insert details of materials including whether these materials are deidentified before transfer and who does this, transport from and to details, delivery period, list third parties to receive material. ________________)** [i](#Biological_Material" \o "Human Biological Material Clause 4means physical samples of biological material of a Study Participant provided for the purpose of the Project, such as tissue, saliva or blood samples, and includes any unmodified material that is propagated from, derived from or based upon that biological material, which may be more specifically described in a Project Schedule.Insert details of materials including whether these materials are deidentified before transfer and who does this, transport from and to details, delivery period, list third parties to receive material. ________________)**Material** | Click or tap here to enter Human Biological Material details.**Delivery Address:** Click or tap here to enter the Delivery Address.**Transfer Date:** Click or tap to enter the Transfer Date. |
| **[Study Participant](#Study_Participation" \o "Study Participant DataClause 5Insert details e.g., patient records, raw data, scans, including delivery period and third parties to receive data. ________________)** [i](#Study_Participation" \o "Study Participant DataClause 5Insert details e.g., patient records, raw data, scans, including delivery period and third parties to receive data. ________________)**Data** | Click or tap here to enter Study Participant Data details.**Delivery Address:** Click or tap here to enter the Delivery Address.**Transfer Date:** Click or tap to enter the Transfer Date. |
| **[Material Transfer](#Material_Transfer" \o "Material Transfer Clause 6Insert details of materials (for e.g. medical devices, equipment or tools), approved use, transport from and to details, delivery period, list Partner organisation(s) and third parties to receive material.  ________________  )** [i](#Material_Transfer" \o "Material Transfer Clause 6Insert details of materials (for e.g. medical devices, equipment or tools), approved use, transport from and to details, delivery period, list Partner organisation(s) and third parties to receive material.  ________________  ) | **Approved purpose:** Click or tap here to enter the Approved purpose.**Delivery Address:** Click or tap here to enter the Delivery Address.**Transfer Date:** Click or tap to enter the Transfer Date. |
| **[Background IP](#Human_BackgroundIP" \o "Background IPClause 7of a Party means the Intellectual Property that is made available by that Party for the purposes of the Project that is either: (a) created before the date of the relevant Project Schedule; (b) created or developed by that Party during the Term independently of the Project; (c) assigned or licensed to that Party during the Term independently of the Project; or (d) specified in the relevant Project Schedule as being made available by that Party and, unless specified in the Project Schedule as not included, includes any Improvements to any Intellectual Property contemplated in (a), (b), (c) or (d). For clarity, Background IP does not include Medical Records or Study Participant Data. State details of any party’s Background IP where use of that Background IP by other Parties during or after the Project Terms may trigger any prior encumbrances or restrictions.If definition of Background IP is NOT to include ‘Improvements’, specify this here.________________)** [i](#Human_BackgroundIP" \o "Background IPClause 7of a Party means the Intellectual Property that is made available by that Party for the purposes of the Project that is either: (a) created before the date of the relevant Project Schedule; (b) created or developed by that Party during the Term independently of the Project; (c) assigned or licensed to that Party during the Term independently of the Project; or (d) specified in the relevant Project Schedule as being made available by that Party and, unless specified in the Project Schedule as not included, includes any Improvements to any Intellectual Property contemplated in (a), (b), (c) or (d). For clarity, Background IP does not include Medical Records or Study Participant Data. State details of any party’s Background IP where use of that Background IP by other Parties during or after the Project Terms may trigger any prior encumbrances or restrictions.If definition of Background IP is NOT to include ‘Improvements’, specify this here.________________) | Click or tap here to enter Background IP details. |
| [**Project IP Owner** i](#ProjectIP) | Click or tap here to enter Project IP Owner. |
| **[Health and Hospital](#HealthAndHospitalPurpose" \o "Health and Hospital PurposeClause 8.3.2 Internal Purposes means: (a) the internal, non-commercial research and education purposes of a Party, such as carrying out future research making use of such Intellectual Property under a competitive grants or public good scheme or for teaching award courses; (b) if elected in the Project Schedule, the Public Health and Hospital Purposes of a Party. ________________)** [i](#HealthAndHospitalPurpose" \o "Health and Hospital PurposeClause 8.3.2 Internal Purposes means: (a) the internal, non-commercial research and education purposes of a Party, such as carrying out future research making use of such Intellectual Property under a competitive grants or public good scheme or for teaching award courses; (b) if elected in the Project Schedule, the Public Health and Hospital Purposes of a Party. ________________)**Purpose** | Click or tap here to enter the Health and Hospital Purpose. |
| **[Commercialisation](#CommercialisationLead" \o "Commercialisation LeadClauses 8, 9 and 10means the Party identified in the Project Schedule as the commercialisation lead, or such other party as subsequently agreed to by the parties in writingInsert entity e.g., UniQuest, bluebox, other  ________________)** [i](#CommercialisationLead" \o "Commercialisation LeadClauses 8, 9 and 10means the Party identified in the Project Schedule as the commercialisation lead, or such other party as subsequently agreed to by the parties in writingInsert entity e.g., UniQuest, bluebox, other  ________________) | Click or tap here to enter the Commercialisation Lead details. |
| **[Revenue Sharing](#RevenueSharingPercentages" \o "Revenue Sharing PercentagesClause 10.2Insert what percentages of net revenue each relevant Party shall be entitled to from Commercialisation of Project IP. ________________)** [i](#RevenueSharingPercentages" \o "Revenue Sharing PercentagesClause 10.2Insert what percentages of net revenue each relevant Party shall be entitled to from Commercialisation of Project IP. ________________) | Click or tap here to enter the Revenue Sharing Percentages. |
| **[Other](#OtherCommercialisationTerms" \o "Other Commercialisation TermsClause 10.2Insert any other agreed terms with respect to Commercialisation of Project IP by Commercialisaiton Lead – e.g. calculation of commercialisaiton costs, reporting and timing of distribution of net revenue. ________________)** [i](#OtherCommercialisationTerms" \o "Other Commercialisation TermsClause 10.2Insert any other agreed terms with respect to Commercialisation of Project IP by Commercialisaiton Lead – e.g. calculation of commercialisaiton costs, reporting and timing of distribution of net revenue. ________________)**[Commercialisation Terms](#OtherCommercialisationTerms" \o "Other Commercialisation TermsClause 10.2Insert any other agreed terms with respect to Commercialisation of Project IP by Commercialisaiton Lead – e.g. calculation of commercialisaiton costs, reporting and timing of distribution of net revenue. ________________)** | Click or tap here to enter any Other Commercialisation Terms. |
| **[Moral Rights](#MoralRights" \o "Moral Rights Clause 11 means as described in Part IX of the Copyright Act 1968 (Cth) and any analogous rights arising under statute that exist, or may come to exist, anywhere in the world. If a Party  may require another Party to sign a Moral Rights waiver under a head funding agreement, specify details here.________________)** [i](#MoralRights" \o "Moral Rights Clause 11 means as described in Part IX of the Copyright Act 1968 (Cth) and any analogous rights arising under statute that exist, or may come to exist, anywhere in the world. If a Party  may require another Party to sign a Moral Rights waiver under a head funding agreement, specify details here.________________) | Click or tap here to enter the Moral Rights. |
| [**Special Conditions** i](#SpecialConditions) | Click or tap here to enter any Special Conditions. |
| **Appendix A** | [Research Plan or Protocol to be attached.] |
| **Appendix B** | [Proof of Funding to be attached if required or state N/A.]Click or tap here to enter text. |

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**Execution (Schedule 2)**

Executed as an agreement

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| **SIGNED for and on behalf of:** Click or tap here to enter party name and ABN. |
| **by its duly authorised officer:**Click or tap here to enter authorised officer’s name. | **in the presence of:**Click or tap here to enter witness name. |
| **Authorised Officer Signature:** | **Witness signature:** |
| **Print Name:** | **Print Name:** |
| **Date:** Click or tap to enter today’s date. |

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| --- |
| **SIGNED for and on behalf of:** Click or tap here to enter party name and ABN. |
| **by its duly authorised officer:**Click or tap here to enter authorised officer’s name. | **in the presence of:**Click or tap here to enter witness name. |
| **Authorised Officer Signature:** | **Witness signature:** |
| **Print Name:** | **Print Name:** |
| **Date:** Click or tap to enter today’s date. |