

Research Funding Procedure

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Table of Contents

Purpose	1
Scope	1
Legislative Context	2
Definitions	2
Actions	5
Completing and submitting a proposal for Research Funding	6
Notification of outcome, acceptance and Contract development and execution	10
Managing a Research Grant	13
Project Completion, Reports and Acquittals	14
Variations, Extension, Unspent Funds and Deficits	15
Recovery of Indirect Costs (Infrastructure costs)	16
Reduction to Indirect Costs	16
Supporting Documents	16
Forms	17
Responsibility	17
Promulgation	17
Implementation	17

Purpose

To provide a framework outlining the processes involved in applying for, accepting and managing designated externally awarded funds for research activity at Federation University Australia.

- To advise of University policy pertaining to applying for, acceptance of, management and reporting requirements of funds for research activity from external sources.
- To outline the requirement for research activity funded from external sources to include a contribution towards the Indirect Costs infrastructure of the University.

Scope

The Procedure covers all categories of external funding, whether funding will be awarded to Federation University or not, for research activity, including funding awarded by national and international bodies, and all levels of government, as well as private industry, philanthropic and the community sector. This procedure applies to:

- All staff, including sessional staff employed by the University or any controlled entity;

- All persons, including Honorary and Adjunct appointees of the University or any controlled entity;
- Higher Degree by Research candidates who apply for or have been awarded external research funding or an external scholarship stipend as part of their candidature;
- All activities whether it be funded or in-kind participation, Federation lead or external lead proposals.

Legislative Context

- [Federation University Australia Act 2010](#)
- [The Tertiary Education Quality and Standards Agency Act 2011 \(TEQSA Act\)](#)
- [Higher Education Support Act 2003 \(HESA\)](#)
- [Australian Code for the Responsible Conduct of Research 2018 The Code](#)

Definitions

Term	Definition
Administering Organisation	An Organisation (usually a University) which submits a proposal for funding and which will be responsible for the administration of the funding if the proposal is approved.
ARC	Australian Research Council
Bona Fide Donation	A gift made to the University to fund research within a specific discipline or broad target for which there is no restriction placed by the donor.
Budget Costing Pro Forma	Finance excel spreadsheet used to develop and monitor research and consultancy budgets.
Carry-over	<p>A request to the Finance Office to retain project funds beyond the original end date of an agreement. Carry-over requests must be supported with variation documentation.</p> <p>This term may also be used to describe the retaining of project funds beyond the current fiscal year (i.e., multi-year funding).</p>
Category 1 Income: Australian Competitive Grant R&D income	Consists only of net-receipted income received from Australian funding bodies for those R&D schemes and programs that have been self-assessed as Australian competitive grant R&D income as defined by the Department of Education in the “HERDC Specifications” .
Category 2 Income: Other Public Sector R&D Income	<p>Consists of R&D income received from the Australian public sector that is not eligible for inclusion as Category 1 income. Public sector agencies and authorities may include:</p> <ul style="list-style-type: none"> • Businesses that are wholly or partly owned or funded by Commonwealth, State or Territory, or local governments; have a board; and operate on a profit or cost-recovery basis. • Research and Development Corporations where they are statutory corporations or authorities. • CRCs, where the reporting HEP has not been defined within the Commonwealth Agreement as “The Researcher (CI)” or a “Participant” (i.e. was not a signatory to the Commonwealth Agreement, a CRC

	Participants Agreement, or a Company Constitution during the reporting period).
Category 3 Income: Industry and Other R&D Income	Consists of R&D income received from the private sector, philanthropic and international sources that are not eligible as Category 1 or Category 2 R&D income.
Category 4 Income: CRC R&D Income	<p>A Cooperative Research Centre (CRC) is created through a Commonwealth Agreement with a Higher Education Provider (HEP).</p> <p>Under Category 4, HEPs must report the R&D income from a CRC in which they were defined within the Commonwealth Agreement as a “Participant”, and are a signatory to the CRC’s Commonwealth Agreement or Participant’s Agreement. Category 4 CRC R&D income includes HEP income received from CRC Projects (CRC-P).</p>
Charitable Trust/Foundation	An organisation established for charitable purposes and recognised as such by the Australian Taxation Office (ATO)
Chief Investigator (CI)	For the purpose of the Research and Research Training Policy and Procedures the Chief Investigator is the first named Federation University researcher on the project.
Contract Research	<p>Research and experimental development activities carried out under an agreement to provide research services within specified negotiated conditions in exchange for specified deliverables.</p> <p>This may occur as a result of direct negotiations rather than a competitive application process.</p>
Contract/Funding Agreement	<p>This is an agreement for the provision of R&D activities under specified negotiated terms and conditions in exchange for specified deliverables, signed by all parties. For University administration and reporting purposes research agreements must include one or more of the following:</p> <ul style="list-style-type: none"> • formal contractual agreements, including those requiring execution under seal, • letters of agreement, • variations. <p>Standard Agreements</p> <ul style="list-style-type: none"> • A suite of pre-approved standard agreements containing Federation University Australia’s preferred terms and conditions. <p>Non-standard Agreements</p> <ul style="list-style-type: none"> • Federation University Australia standard agreements with variations. • Agreements provided by a third party that require legal review for advice, amendments and/or negotiation.
Controlled Entity	A company over which the University has control within the meaning of Section 3 of the Audit Act 1994 (Vic) and which has adopted the Research and Research Training Policy and this Procedure.

Direct Costs	Costs directly attributable to undertaking the project including salaries and salary on-costs of staff employed on the project, consumables, travel, equipment purchases and other maintenance costs etc.
DVC (R&I)	Deputy Vice-Chancellor (Research and Innovation)
Funding Body	An Organisation or Agency that provides funds for the purpose of conducting or supporting research activities.
Funding Establishment Form (FEF)	Internal post-award form used to: <ul style="list-style-type: none"> • facilitate the negotiation and establishment of a contract/funding agreement • request a Finance Project Code • enable the completion and reporting of clearance and approvals requirements • notification to Research Integrity team of internal investigators for training requirements • facilitate post-award arrangements for management of unexpected funds.
Funding Expression of Interest (FEOI) form	Internal pre-award form used to obtain Centre Director and/or Executive Dean or equivalent and ADVC Reconciliation (if applicable) approval to develop and or participate on an externally funded research proposal. Provides the Research Funding Team with preliminary notification of intention to apply.
Funding Submission Coversheet (FSC)	Internal pre-award form used to obtain Centre Director/Executive Dean or equivalent, and DVC (R&I) approval to submit a Research Centre/Institute or equivalent reviewed external research funding proposal. Provides the Research Funding Team with proposal details for compliance and reporting purposes.
Indirect Costs	Infrastructure and overhead costs incurred by the University in support of research, including but not limited to existing facilities and equipment (e.g. laboratory and office space), technical and administrative support, libraries, computer services, telecommunications, power and lighting, and building maintenance and cleaning.
NHMRC	National Health and Medical Research Council
Partner/Collaborating Organisation	Partner or collaborating organisation generally refers to organisations who are listed on the proposal and will contribute to the development, delivery and outcomes of the research. Partnership, roles, activities and contributions, including cash and/or in-kind, are agreed to via a contract/agreement signed by authorised personnel from all parties.
Project ID	Unique project approval code assigned by Research Funding for internal reporting and reference purposes.

Proposal or Research Proposal (application)	Pre-award documentation for a research or consultancy project submitted to an external funding body for consideration of award. This may be in the form of a prescribed competitive funding application, university-initiated proposal or draft contract.
Research and experimental development (R&D)	<p>The HERDC definition of research and experimental development, abbreviated as R&D, is consistent with the Organisation for Economic Cooperation and Development (OECD) definition of research and experimental development set out in the 2015 Frascati Manual. R&D is defined as:</p> <p><i>'creative and systematic work undertaken in order to increase the stock of knowledge – including knowledge of humankind, culture and society – and to devise new applications of available knowledge.'</i></p> <p>For an activity to be an R&D activity it must satisfy all five core criteria:</p> <ul style="list-style-type: none"> • to be aimed at new findings (novel), • to be based on original, not obvious, concepts and hypotheses (creative), • to be uncertain about the final outcomes (uncertain), • to be planned and budgeted (systematic), and • to lead to results that could be possibly reproduced (transferable and/or reproducible). <p>(HERDC Specifications, Section 3)</p>
Research Funding	Funding from an external source awarded to the University for a staff member, honorary appointee or HDR candidate to support their research activities under a contract/funding agreement.
University Consultancy	Includes provision of all professional services requiring the use of the University's name, services, space, facilities, equipment and paid work time, or other resources. It involves the provision of professional services and products to external parties for remuneration or other consideration. In a University Consultancy, the University adopts the role of Principal Consultant via the appointment of a Project Leader. Employees involved in this type of consultancy will not normally receive a proportion of this profit, as they will undertake this activity as part of their normal duties. Examples include, but are not limited to, laboratory testing, data analysis, surveys, and field trials.
Variation	Any formal change to a project that is agreed upon by all parties via an approved signed agreement or formal correspondence. This may include, but be not limited to, changes to project budget, timeframe, or milestones.

Actions

All proposals, and related documents for participation, including in-kind only, on externally funded activity must be lodged through the Research Funding Team for DVC (R&I) or delegate approval. Research Funding team will record the activity within the Research Management System, and assess if it meets the HERDC criteria for government reporting requirements for block grant return.

Completing and submitting a proposal for Research Funding

Where the proposal is from the Centre Director/Executive Dean or equivalent, approval must be sought from a senior signatory e.g., ADVC (R&I).

The Centre Director/Executive Dean or equivalent is responsible for ensuring the project is academically competitive and financially acceptable to the budget unit. All proposals are required to undergo a full compliance and budget check, coordinated by the Research Funding Team, prior to DVC (R&I) or delegate approval for submission to the Funding body.

The DVC (R&I) retains the right to defer or reject submission of any proposal if it is deemed not of a competitive standard or may cause harm or risk to the University in any way, including potential damage to the integrity or reputation of Federation University Australia, within the bounds of academic freedom and freedom of enquiry.

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Approval to develop proposal	CI Centre Director/Executive Dean or equivalent ADVC Reconciliation (if applicable) Research Funding Team	<ul style="list-style-type: none"> CI discusses potential research proposal and associated project activities with their Centre Director/Executive Dean or equivalent and the ADVC Reconciliation (if applicable). In addition to Research and Research Training Policy and procedures, the CI is to adhere to any internal Research Centre/Institute or equivalent processes and requirements e.g. timelines, budget requirements, approvals etc.
			<ul style="list-style-type: none"> CI and Centre Director and/or Executive Dean or equivalent and ADVC Reconciliation (if applicable) signs off the Funding Expression of Interest Form (FEOI);
			<ul style="list-style-type: none"> Where the applicant is the Centre Director/Executive Dean or equivalent, approval must be sought from a senior signatory e.g. ADVC (R&I);
			<ul style="list-style-type: none"> FEOI form lodged with the Research Funding Team at least 15 working days prior to the external funding body closing deadline (or proposed submission date for non-competitive proposals), unless otherwise advised by the Research Funding Team;

			<ul style="list-style-type: none"> CI will be notified if project is classified as 'not research reportable' (i.e. does not meet the criteria for HERDC R&D activity) and will be referred to the Staff Consultancy Procedure; Activities classified as University Consultancy will be managed within the Research Funding systems and procedures. DVC (R&I) or delegate approves FEOI form. The Research Funding Team issues internal Project ID and notification of internal submission timelines. CI's applying for Category 1 funding or schemes with specified restrictions (e.g. limited number of applications) may be required to adhere to additional timeframes and approval processes as outlined by the DVC (R&I)/nominee.
B.	Development of Proposal	CI Centre Director/Executive Dean or equivalent Peers/Mentors Research Funding Team	<ul style="list-style-type: none"> Adhering to funding body guidelines and instructions to applicants if applicable, the CI drafts the proposal. CI are encouraged to seek advice from their Research Centre/Institute, peers and mentors, and the Research Funding Team during this process. CI's applying for Category 1 funding may be required to adhere to additional application development processes and timelines as outlined by the DVC (R&I).
C.	Development of Budget	CI Centre Director/Executive Dean or equivalent Research Funding Team Finance Office	<ul style="list-style-type: none"> Research budgets should be prepared following careful consideration of both the University policy (including compliance with the Competition and Consumer Act) and the funding body's requirements.

			<ul style="list-style-type: none"> • CIs must use the Budget Costing Pro Forma to assist in the preparation of the budget, including the calculation of salaries and indirect costs (if allowable); • If the project includes a cash commitment from the University, the CI must also provide written confirmation from the source (e.g. Centre Director/Executive Dean or equivalent, DVC (R&I)) of the amount and/or type of contribution that the department will commit.
D.	Compliance Review	CI Centre Director/Executive Dean Peers/Mentors Research Funding Team	<ul style="list-style-type: none"> • Centre Director/Executive Dean and/or peers/mentor reviews and provides feedback to the CI on the draft proposal, including technical/discipline content, grammar, spelling, etc. • CI submits draft proposal along with the Budget Costing Pro Forma, to the Research Funding Team as per the prior notification of internal submission timelines – nominally 10 business days prior to the external funding body deadline, unless otherwise advised by the Research Funding Team. • The Research Funding Team coordinates a compliance review of the full proposal, including liaising with Finance and Legal Offices, as required, and provides advice on eligibility and adherence to grant guidelines and/or other relevant documentation. • If required, the CI makes final amendments to the draft proposal and/or budget, following advice provided.
E.	Final Preparation	CI Centre Director/Executive Dean/ equivalent	<ul style="list-style-type: none"> • CI completes Funding Submission Coversheet (FSC); • Centre Director/Executive Dean or equivalent reviews the final proposal and budget, and if

		<p>Research Funding Team</p> <p>DVC (R&I)</p>	<p>approved to progress signs the Funding Submission Coversheet (FSC).</p> <ul style="list-style-type: none"> At least 5 working days prior to external funding body deadline, unless otherwise advised by the Research Funding Team, the FSC is forwarded to the Research Funding Team together with the final full proposal, the Budget Costing Pro Forma and any supporting documentation such as confirmation of cash commitments, Letters of Support, etc. If applicable, the Research Funding Team check that any compliance feedback has been incorporated before the proposal is approved for submission to the funding body. Research Funding Team forward the final submission ready proposal, FSC, Budget Costing Pro Forma and related documents to DVC (R&I) or delegate. DVC (R&I) or delegate signs off and approves for the proposal to be submitted to the funding body.
G.	Submission	<p>CI</p> <p>Research Funding Team</p> <p>DVC (R&I)</p>	<ul style="list-style-type: none"> In some cases, the Research Funding Team submits the proposal to the funding body. In some instances, particularly for contract research and online applications, the CI may be responsible for submission. At any time, the DVC (R&I) or delegate has the discretion to defer reject or withdraw proposals that have not been submitted through the appropriate channels, are deemed to be of a non-competitive nature, are non-compliant or the proposal includes unauthorised commitments, such as cash or in-kind support.

Notification of outcome, acceptance and Contract development and execution

The CI and Research Funding Team will communicate to keep each other informed of notification of outcome. In the event of a successful outcome, the CI will work with the Research Funding Team to formally accept an offer for research funding, including participation in an in-kind capacity. The Research Funding Team will coordinate the establishment of a research contract/funding agreement. For compliance, audit and legal reasons, all related contract/funding agreement and variation negotiations must be documented in writing, via a fully executed contract/funding agreement or formal correspondence signed by authorised personnel for all parties.

All contracts, agreements and variations must be reviewed and approved by the Legal Office. Where appropriate the Legal Office will draft, negotiate and modify these documents. The Research Funding Team will arrange sign off by the relevant university delegate i.e. DVC (R&I), Vice Chancellor or the University Council, as dictated by the contract/funding agreement. The establishment and execution of a research contract/funding agreement or variation will be guided by University policy, specifically the Delegations - Contract, Financial, Staffing and Tender Procedure.

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Notification of Award of research funding	Funding Body CI Research Funding Team	Funding Body notifies the University of the Awarded Funds. Where notification is directly to the CI they are to inform the Research Funding Team, and forward all relevant documents/ notification.
B.	When awarded funds deviate from those applied for in the Funding proposal or other budget clarification is required.	CI Research Funding Team Finance Office	Where awarded funds differ to that applied for, the CI will be required to revise the budget. These revisions may include changes to the scope of the work to be undertaken, variations to staff appointments and timeframes, revised expenditure items, etc. CI to liaise with their Centre Director/Executive Dean or equivalent to approve a revised budget. The Finance Office will liaise with the CI as appropriate to clarify any budget gaps, submit a revised Budget Costing Pro Forma prior to the revised budget being incorporated into the contract/ funding agreement.
C.	Contract/ Funding Agreement	Research Funding Team Legal Office Funding Body	Standard Agreements The University has a suite of pre-approved standard agreements that contain the University's

		<p>CI</p> <p>Centre Director/Executive Dean</p>	<p>preferred terms and conditions. Staff should seek to use these agreements wherever possible.</p> <p>The Research Funding Team edits Standard Agreements to include funding body details, project details, budgets, milestones and related project details, and where applicable inclusion of the proposal or project plan as the schedule.</p> <ul style="list-style-type: none"> • The Research Funding Team forwards the draft contract/ funding agreement to the CI for review and approval to proceed. • CI submits a completed Funding Establishment Form (FEF) to the Research Funding Team including confirmation that they have read and understood the terms and conditions of the contract/ funding agreement. • The Research Funding Team forwards draft contract/funding agreement to the funding body for review. <p>Non-Standard Agreements</p> <ul style="list-style-type: none"> • Non-standard contracts/funding agreements include those provided by an external party (i.e., Funding Body or Administering Organisation) or a Standard Federation University Agreement where terms and conditions have been modified. • Prior to signing a Non-standard agreement, the Research Funding Team will request that Legal Office review the agreement and provide advice and/or make amendments for negotiation.
			<ul style="list-style-type: none"> • The Research Funding Team forwards draft contract/funding agreement to CI for review and approval to proceed.

			<ul style="list-style-type: none"> CI submits a completed and Centre Director/Executive Dean signed Funding Establishment Form (FEF) to the Research Funding Team including confirmation that they have read and understood the terms and conditions of the contract/funding agreement. The Research Funding Team forwards draft contract/funding agreement to the funding body, and where required partner organisations, for review. In some instances, the CI will forward this to the funding body/partner organisations.
D.	Contract/Funding Agreement Sign Off (execution)	CI Funding Body Legal Office DVC (R&I)/VC or delegate Research Funding Team	<ul style="list-style-type: none"> The Research Funding Team will arrange sign off by authorised personnel for all parties for full execution of the contract/funding agreement. Standard Agreements and Non-Standard Agreements may be signed by the external party or the University delegate (as specified in the Delegations - Contract, Financial, Staffing and Tender Procedure) in whichever order the parties find most suitable. The Research Funding Team will return a fully executed copy to the external party(ies) where applicable. Electronic copies will be retained by CI, Centre/Institute or equivalent, and the Research Funding Team.
E.	Research Project Code	Research Funding Team Finance Office	<ul style="list-style-type: none"> Following full execution of the contract/funding agreement, the Research Funding Team request the Finance Office to create a research project code. Finance will notify Research Funding Team who record this code within the research system project record.

			<ul style="list-style-type: none"> • Research Funding Team will notify the CI, Centre/Institute or equivalent of the project code. • Finance Office will arrange for the completion and return of Creditor Forms, where required. • Pending all other required approvals have been obtained e.g. ethics, expenditure against the project can commence.
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Managing a Research Grant

The CI must ensure that their research activities fit within the parameters and reporting requirements of the contract/funding agreement. Contracts/agreements specify how research funds are to be spent, including distribution of funds amongst collaborators, and expenditure against approved budget headings.

Any changes to the research project must be documented in a revised contract/funding agreement or a variation following a formal request either from the CI, University, Funding Body, or Partner Organisation. CIs are responsible for implementing and delivering funded projects according to the terms and conditions of the funding agreement, contract or variation, including meeting project milestones, outputs and conforming to project budgets.

The Research Funding Team will coordinate compliance monitoring of each research project to ensure that it meets contractual requirements. It is the responsibility of the CI to inform the Research Funding Team of any changes to the project that deviate from those previously agreed to by all parties via the agreement, contract, or variation.

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Milestone reporting, Invoicing, and expenditure of Project Funds	CI Research Funding Team Finance Office Centre/Institute or equivalent	<ul style="list-style-type: none"> • Research Funding Team will record all contractual milestones such as Progress and Final Reports, Invoices, Financial Statements and Acquittals, End date reminders, etc. in the Research Management System as per the contract/agreement schedules and requirements. • Via the Research Management System, the Research Funding Team will forward reminders to the CI of upcoming milestones. • Research Funding Team will arrange for the Finance Office to generate and forward to the Funding Body/collaborators invoices or financial reports as required. • CI produces and submits milestone reports, as per the terms of the contract/funding

			<p>agreement and provides copies to the Research Funding Team.</p> <ul style="list-style-type: none"> • CI to provide Research Funding Team (or vice versa) the funding body written confirmation of acceptance milestones; or advise of any delays. • CI continues to liaise with the Research Funding Team to advise of progress and any potential variations or issues affecting the continuation of the project as agreed to in the contract, including invoicing, expenditure and reporting deadlines or changes in personnel. • If required, Research Funding Team will liaise with the Funding Body/Collaborators to arrange a variation.
			<ul style="list-style-type: none"> • Recovery of indirect costs will be processed by Finance Office. • All invoicing and expenditure of research project funds must be approved by the Finance Office and comply with the Delegations - Contract, Financial, Staffing and Tender Procedure.
C.	Acquittal and Final Report	Research Funding Team Finance Office CI	<ul style="list-style-type: none"> • In consultation with the Research Funding Team, the Finance Office coordinates the financial acquittal of the project, as required. • The Final Report and financial statement are forwarded to the Funding Body by the CI, Finance Office or the Research Funding Team as appropriate to the funding agreement.

Project Completion, Reports and Acquittals

CI's are responsible for meeting all milestones including submitting progress and final project reports. These reports and evidence of funding body acceptance must be provided to the Research Funding Team for record keeping and contractual compliance evidence.

All research funds must be expended in accordance with the contract/funding agreement/variation, and adhering to the Fraud & Corruption Control Procedure.

Where specified within the contract/funding agreement, completed projects will go through a financial acquittal process, and any unspent funds must be distributed as per the contractual specifications.

The Finance Office is responsible for invoicing funding bodies, and where applicable project partners/collaborators, for awarded funds and ensuring project accounts are credited accordingly.

Variations, Extension, Unspent Funds and Deficits

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Amending existing contract/ funding agreements	CI Research Funding Team Legal Office Funding Body	<ul style="list-style-type: none"> CI discusses amendments of project with the Research Funding Team. The Research Funding Team liaises with the CI, the Funding Body and the Legal Office (as required) to organise a contract/funding agreement variation, extension, or negotiate a new agreement. The Research Funding Team coordinates the full execution of the revised contract/funding agreement between the parties. Once project variations have been approved, the Research Funding Team will advise the Finance Office Finance Office will liaise with CI to draft a revised Budget Costing Pro Forma which will be used to update project forecasts and carry-overs in line with the agreed terms, including budget, end date, reporting requirements, etc.
B.	Unspent Funds	Finance Office CI Centre Director/Executive Dean	Where unspent funds can be retained by the University, the CI should advise the Centre Director/Executive Dean and liaise with the Finance Office to arrange transfer of funds from a research project account to an approved research support consultancy account.
C.	Budget Deficits	Finance Office CI	The CI should liaise with their Research Centre/Institute or equivalent and the Finance Office

		Research Centre/Institute or equivalent	to arrange transfer of funds to recover the deficit from an approved account.
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Recovery of Indirect Costs (Infrastructure costs)

Publicly owned entities such as Universities will generally have a lower cost base than that of privately-owned entities due to various levels of government funding. As such, Federation University Australia is required to charge recovery of indirect costs on research activity from external sources to ensure that its business activities compete fairly in the market when it is in the public interest for them to do so. Known as competitive neutrality, this requires transparent cost identification and pricing in a way, which removes net cost advantages arising from public ownership.

Research funding exempt from indirect costs may include:

- Projects funded by Australian Charitable Trusts/Foundations;
- Bona-fide donations;
- Funds specifically for a student stipend (funding for an HDR Scholarship as part of a larger funded research project are not exempt from the Indirect cost charge); and
- Funds where the funding body guidelines prohibit indirect costs.

The University seeks to price research activity to cover all direct and indirect costs, with the indirect cost recovery component calculated at a minimum of 35% of the total project income.

The Budget Costing Pro Forma automatically calculates the indirect costs of a project and staff must use this costing tool when creating a budget for their proposal to ensure costs are correctly applied.

Funds related to Indirect costs are managed and distributed by DVC (R&I).

Reduction to Indirect Costs

Circumstances that may justify a reduction in indirect cost recovery include projects that benefit the University in a strategic way and help it meet its mission and goals, for example:

- the project provides for provision of large-scale, specialised equipment that would remain in the possession of the University at the end of the project and would be fully available to support further research by the University; or
- the work will be undertaken in research facilities not wholly owned or provided by the University or by staff not solely employed by the University.

All such variations will need to be applied for in writing to the DVC (R&I).

Supporting Documents

- [Research and Research Training Policy](#)
- Delegations - Contract, Financial, Staffing and Tender Procedure
- [Staff Consultancy Procedure](#)
- [Budget Costing Pro Forma](#)
- [Funding Expression of Interest Form \(FEOI\)](#)
- [Funding Submission Coversheet \(FSC\)](#)

- [Funding Establishment Form \(FEF\)](#)
- [Higher Education Research Data Collection HERDC specifications](#)

Forms

Title	Location	Responsible Officer	Minimum Retention Period
Eg. RPL / RCC evidence and assessment record.	Student File	Head of Department	2 years
Consultancy Agreement	Legal Office	University Solicitor	7 years after contract has expired
Standard Enrolment Form	Student Centre	Team Leaders - Student Services SMB/Horsham	7 years after enrolment has expired

Responsibility

- The Pro Vice-Chancellor (Research and Innovation) (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- The Director, Research and Innovation (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by the Approval Authority.

Promulgation

The [Research Funding Procedure](#) will be communicated throughout the University via:

1. an Announcement Notice under 'FedNews' website and through the University Policy - 'Recently Approved Documents' webpage to alert the University-wide community of the approved Policy;
2. inclusion on the University Policy, Procedure and Forms website; and/or
3. distribution of e-mails to Head of Institute / Head of Department / University staff; and/or
4. documentation distribution, eg. posters, brochures.

Implementation

The [Research Funding Procedure](#) will be implemented throughout the University via:

1. Information Sessions; and/or
2. Training Sessions.