

Research Compliance Committees External Members Allowance Procedure

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Table of Contents

Purpose	1
Scope	1
Legislative Context	1
Definitions	2
Actions	2
Taxation	3
Disputes	3
Supporting Documents	3
Responsibility	3
Promulgation	4
Implementation	4
Records Management	4

Purpose

This procedure provides for an allowance to be paid to external (i.e. non Federation University) members of research compliance committees of the University, as per the [Research and Research Training Policy](#). This allowance will cover the costs incurred in preparation for and attendance at meetings.

Scope

This procedure applies to individuals who are appointed to a University research compliance committee because of specific expertise possessed by the member or as a representative of a particular group or category of membership who is not:

- An employee of the University or a controlled entity of the University;
- A member of the Council or a committee of the Council; or
- A current student.

Legislative Context

- Federation University Australia Act 2010

Definitions

TERM	DEFINITION
Research Compliance Committees	<ul style="list-style-type: none"> • Human Research Ethics Committee • Animal Ethics Committee • Institutional Biosafety Committee
External member	<p>A member of a compliance committee who is appointed to the committee because of specific expertise possessed by the member or as a representative of a particular group or category of membership who is not:</p> <ul style="list-style-type: none"> • An employee of the University or a controlled entity of the University; or • A member of the Council or a committee of the Council; or • A current student.

Actions

External members of a research compliance committee may claim a meeting allowance as follows:

Human Research Ethics Committee

- Eligible members shall be entitled to claim and be paid \$100 for each full meeting of the committee attended by the member each year.
- A maximum amount of \$1100 per annum

Animal Ethics Committee

- Eligible members shall be entitled to claim and be paid \$100 for each full meeting of the committee attended by the member each year.
- A maximum amount of \$600 per annum

Institutional Biosafety Committee

- Eligible members shall be entitled to claim and be paid \$100 for each full meeting of the committee attended by the member each year.
- A maximum amount of \$200 per annum

These maximum amounts payable reflect members' commitment in terms of number of full Committee meetings scheduled annually. Attendance shall include in person, via electronic means such as teleconference or video conference (where the meeting is to be conducted in that way), or by submission of written detailed comment (as approved by the Chair) and the eligible member's name is recorded in the official minutes of the meeting as attending that meeting.

The meeting allowance is provided to cover costs legitimately incurred by eligible members attending to official committee business. These costs may include items such as travel, printing, telephone, internet connection and accommodation, where these are not provided directly by the committee.

Process for payment of Research Compliance Committees External Members Allowance:

ACTIVITY	RESPONSIBILITY	STEPS
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1.	Complete financial forms	Manager, Research Ethics External member	Upon appointment of an external member to a research compliance committee, the following forms must be completed: <ul style="list-style-type: none"> • 'New Vendor/Change of Details request' and • 'Statement by Supplier' if appropriate.
2.	Submit completed form to Finance Office	Manager, Research Ethics	The completed form must then be submitted via the Finance Service Portal .
3.	Process request	Finance Office	The Finance Office will process the request and set the external member up as a vendor.
4.	Request payment	Manager, Research Ethics Coordinator, Research Ethics	Following each meeting at which external members were present, an 'EFT Request form' must be completed and sent to the Finance Office, via the Finance Service Portal .
5.	Administer payment	Finance Office	Upon receipt of the EFT Request form, the Finance Office will provide the payment.

Taxation

It is the responsibility of external members to consult with their accountant or the Australian Taxation Office to determine whether Research Compliance Committee External Members Allowance payments are to be included in their assessable income.

Disputes

Decisions made by Federation University in relation to this Procedure are final.

Supporting Documents

- [Research and Research Training Policy](#)
- Applying for Human Research Ethics Procedure
- Applying for Animal Research Ethics Procedure
- [Research Ethics and Institutional Biosafety Procedure](#)

Responsibility

- The Director, Research and Innovation (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.

- The Manager, Research Ethics (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by the Director, Research and Innovation.

Promulgation

The [Research Compliance Committees External Members Allowance Procedure](#) will be communicated throughout the University via:

1. A FedNews announcement and on the 'Recently Approved Documents' page on the University's Policy Central website.

Implementation

The [Research Compliance Committees External Members Allowance Procedure](#) will be implemented throughout the University via:

1. A FedNews announcement and on the 'Recently Approved Documents' page on the University's Policy Central website.

Records Management

DOCUMENT TITLE	LOCATION	RESPONSIBLE OFFICER	MINIMUM RETENTION PERIOD
New Vendor/Change of Details request form	Research Services	Manager, Research Ethics	Term of Committee member
Statement by Supplier form	Research Services	Manager, Research Ethics	Term of Committee member