

## 1. Purpose of policy

This policy establishes the roles and responsibilities of University staff in applying for external research grants, and for managing and completing externally funded research projects.

## 2. Policy scope and application

This policy applies to all staff of the University.

## 3. Definitions

Please refer to the University's Glossary of Term for policies and procedures.

## 4. Opportunities

The Office of Research provides timely information about research grant opportunities to support staff in forward planning for grant applications.

## 5. Applications

Applicants for grants are expected to provide their School and/or Research Centre/Institute and the Office of Research with 3 weeks notice of their intention to apply for grants so support for applicants can be planned in advance.

Applications for grants must be peer reviewed, unless an exemption has been approved by the Deputy Vice-Chancellor (Research and Innovation), in order to strengthen the quality of submissions.

Applications for grants must be submitted via a Research Master request with 3 weeks notice to provide the Head of School, Head of Research, the Deputy Vice-Chancellor (Research and Innovation) and the Office of Research with a summary of the application, proposed budget and a clear statement of required University resources to complete the proposed project.

Applications for grants must be authorised by the Deputy Vice-Chancellor (Research and Innovation).

The Director, Office of Research is the designated institutional contact for all grant applications.

The Office of Research is responsible for submitting research grant applications with the cooperation of the Applicant to funding bodies.

## 6. Contracts

A contract between the University and the funding body must be developed and signed by both parties for all grants received by the University.

The Office of Research manages contract negotiations for the University, including obtaining legal advice related to intellectual property and any other matters as required.

The Director, Office of Research and the Deputy Vice-Chancellor (Research and Innovation) are the authorised officers of the University with delegated responsibility for signing research contracts. Refer to the USC Delegations Schedule which indicates the relevant authorisations, depending upon the value of the contract.

## 7. Project establishment

The Office of Research is responsible for the establishment of research project files and accounts, and for entering project information on the Research Master System.

## 8. Project management and administration

Financial Services is responsible for invoicing funding bodies for grant monies and ensuring project accounts are credited accordingly.

Chief investigators are responsible for implementing funded projects according to the terms of funding contracts, including meeting project milestones and conforming to project budgets.

### APPROVAL AUTHORITY

Academic Board

### RESPONSIBLE OFFICER

Deputy Vice-Chancellor (Research and Innovation)

### DESIGNATED OFFICER

Director, Office of Research

### FIRST APPROVED

2 February 2010

### LAST AMENDED

29 March 2019

### EFFECTIVE START DATE

29 March 2019

### REVIEW DATE

20 March 2024

### STATUS

Active

### RELATED DOCUMENTS

External Research Grants - Procedures

Management of Contracts and Memoranda of

Understanding (MOUs) - Governing Policy

University Consultancy Work - Managerial Policy

University Consultancy Work - Procedures

Chief investigators are responsible for initiating any requests to funding bodies for contract variations and the Office of Research is responsible for negotiating any contract variations with funding bodies and adjusting grant records accordingly.

Chief investigators are responsible for preparing progress reports and final project reports, which must be submitted to funding bodies by the Office of Research or Financial Services depending on the funding body requirements.

## 9. Project completion

At the conclusion of research projects Financial Services manages financial acquittal, financial auditing as required, distribution of any monies remaining in the project account, completion of project records, and closure of the project account and the project file.

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