

## Definitions

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

## 1. Purpose of procedures

These procedures set out the steps for operationalising the internal research grant schemes and for managing and completing internally funded research projects. The eligibility and criteria for the schemes are further detailed in the Internal Research Grant Schemes Statement of Purpose and Nature.

## 2. Second Chance Development Grants (SCDG)

### 2.1 Applications

Potential applicants will be invited to submit a request for funding by the Office of Research. There will be no open calls for applications.

Researchers prepare requests using the approved format.

Researchers submit completed requests to the Office of Research.

The Office of Research receives and registers applications.

### 2.2 Assessment of Applications

The Deputy Vice-Chancellor (Research and Innovation) reviews requests in consultation with the relevant Head of School and where necessary external experts.

The Deputy Vice-Chancellor (Research and Innovation) may, in their absolute discretion, request clarification and/or resubmission of a request which in its assessment may be worthy of funding following minor revision.

The Deputy Vice-Chancellor (Research and Innovation) provides reasons for their recommendations.

### 2.3 Award of Grants

The Office of Research prepares a statement of grant conditions and forwards this to the First Named Chief Investigator for each grant awarded.

The First Named Chief Investigator for each grant awarded signs the statement of grant conditions and returns it to the Office of Research.

The Office of Research opens a file in the University's record management system for each grant awarded and enters all relevant information into the grants database.

### 2.4 Grant Management

The Office of Research opens an account for each project, transfers the grant funds into the account, notifies the First Named Chief Investigator and School Administrator of the account number, and enters details onto the file and database.

No change may be made to any research project for which a grant has been awarded without prior permission.

Grantees who wish to make any amendments to a project should complete a Request for Variation detailing and justifying the changes requested.

Grantees who wish to apply for an extension of time must complete a Request for Variation and provide a summary of work to date, a proposed new completion date, details and justification of the requested change and a revised timeline.

Requests for variation must be submitted to the Office of Research. Any variation granted will be at the discretion of the Deputy Vice-Chancellor (Research and Innovation).

Grants may be suspended in the event that ill health or other adverse circumstances prevent the grantee from making progress on the project, or in the event that the grantee has failed to comply with a condition of the grant.

No funds may be committed or transferred from the grant account for any suspended grant.

A grant may be terminated if:

- there is evidence that the terms and conditions of the grant have not been met; and
- circumstances have changed so that it is no longer possible for the objectives of the project to be realised.

#### APPROVAL AUTHORITY

Deputy Vice-Chancellor (Research and Innovation)

#### RESPONSIBLE OFFICER

Deputy Vice-Chancellor (Research and Innovation)

#### DESIGNATED OFFICER

Director, Office of Research

#### FIRST APPROVED

7 August 2015

#### LAST AMENDED

15 January 2019

#### EFFECTIVE START DATE

14 August 2015

#### REVIEW DATE

14 August 2020

#### STATUS

Active

Grants may be terminated by the Deputy Vice-Chancellor (Research and Innovation).

## 2.5 Completion and Reporting

The Office of Research notifies the First Named Chief Investigator in advance, when the Final Report is due for submission.

The First Named Chief Investigator submits the required Final Report to the Office of Research using the required template by the due date.

The Office of Research submits the Report to the Deputy Vice-Chancellor (Research and Innovation) for approval.

The Deputy Vice-Chancellor (Research and Innovation) reviews the report and decides to approve or not.

The Office of Research advises the First Named Chief Investigator of the decision reached, and any recommendations made by the Deputy Vice-Chancellor (Research and Innovation).

The First Named Chief Investigator submits to the Office of Research copies of publications, conference papers or any other published outputs of the research project.

Failure to submit a Final Report will be reported to the Deputy Vice-Chancellor (Academic).

## 2.6 Acquittal and File Closure

The Office of Research transfers unused grant funds into the Deputy Vice-Chancellor (Research and Innovation) Research Initiatives Fund, closes the project account, notifies the First Named Chief Investigator and School Administrator of the project closure, and enters the relevant details onto the file and the database.

# 3. Co-Funded Collaborative Research Grants (CCRG)

## 3.1 Applications

The Office of Research calls for applications.

Researchers prepare grant applications using the approved application form.

Researchers gain feedback on draft applications.

Researchers submit completed applications to the Office of Research.

The Office of Research receives and registers grant applications.

The Office of Research prepares grant applications for the Scheme Review Committee.

## 3.2 Assessment of Applications

A Scheme Review Committee convened by the Deputy Vice-Chancellor (Research and Innovation) will consider grant applications. The Committee will include representatives with the appropriate knowledge and experience for the specific scheme.

The Office of Research provides committee services for the Review Committee. The Team Leader, Research Development, attends Scheme Review Committee meetings in an Executive capacity.

The Scheme Review Committee applies the criteria for the award of grants and makes recommendations to the Research Committee.

In assessing applications, the Scheme Review Committee will give preference to applications as outlined in specific Scheme Criteria.

In keeping with the purpose of internal research grants to encourage, promote and increase research activity within the University, the Scheme Review Committee may, in its absolute discretion, request clarification and/or resubmission of an application which in its assessment may be worthy of funding following minor revision.

The Scheme Review Committee provides reasons for its recommendations framed in the terms of the criteria for the award of grants. This will be collated by the Minutes Secretary into one Assessment/Comment Form.

The Office of Research prepares the report and recommendations of the Scheme Review Committee for the Deputy Vice-Chancellor (Research and Innovation).

## 3.3 Award of Grants

The Office of Research provides the Deputy Vice-Chancellor (Research and Innovation) with the report and recommendations of the Scheme Review Committee.

The Deputy Vice-Chancellor (Research and Innovation) determines the award of grants.

The Office of Research prepares letters of offer of a research grant for the Deputy Vice-Chancellor (Research and Innovation) to send to successful applicants.

The Office of Research prepares feedback for all grant applicants based on the recommendations of the Scheme Review Committee.

The Office of Research prepares letters of non-offer of a research grant for the Deputy Vice-Chancellor (Research and Innovation) to be sent to unsuccessful applicants.

The Office of Research prepares a statement of grant conditions and forwards this to the First Named Chief Investigator for each grant awarded.

The First Named Chief Investigator for each grant awarded signs the statement of grant conditions and returns it to the Office of Research.

The Office of Research opens a file in the University's record management system for each grant awarded and enters all relevant information into the grants database.

The Office of Research provides the Academic Committees Support Officer with a copy of the approved minutes of the Scheme Review Committee meeting for noting at the Research Committee, clearly detailing successful and unsuccessful applicants.

If required, the Office of Research provides co-funding organisations with a copy of the approved minutes of the Scheme Review Committee meeting, clearly detailing successful and unsuccessful applicants.

### 3.4 Grant Management

The Office of Research opens an account for each project, transfers the grant funds into the account, notifies the First Named Chief Investigator and School Administrator of the account number, and enters details onto the file and database.

No change may be made to any research project for which a grant has been awarded without prior permission.

Grantees who wish to make any amendments to a project should complete a Request for Variation detailing and justifying the changes requested.

Grantees who wish to apply for an extension of time must complete a Request for Variation and provide a summary of work to date, a proposed new completion date, details and justification of the requested change and a revised timeline.

Requests for variations must be submitted to the Office of Research. Any variation granted will be at the discretion of the Deputy Vice-Chancellor (Research and Innovation).

Grants may be suspended in the event that ill health or other adverse circumstances prevent the grantee from making progress on the project, or in the event that the grantee has failed to comply with a condition of the grant.

No funds may be committed or transferred from the grant account for any suspended grant.

A grant may be terminated if:

- there is evidence that the terms and conditions of the grant have not been met; and
- circumstances have changed so that it is no longer possible for the objectives of the project to be realised.

Grants may be terminated by the Deputy Vice-Chancellor (Research and Innovation).

### 3.5 Completion and Reporting

The Office of Research notifies the First Named Chief Investigator in advance, when the Final Report is due for submission.

The First Named Chief Investigator submits the required Final Report to the Office of Research using the required template by the due date.

The Office of Research submits the Report to the Deputy Vice-Chancellor (Research and Innovation) for approval.

The Deputy Vice-Chancellor (Research and Innovation) reviews the report and decides to approve or not.

The Office of Research advised the First Named Chief Investigator of the decision reached, and any recommendations made by the Deputy Vice-Chancellor (Research and Innovation).

The First Named Chief Investigator submits to the Office of Research copies of publications, conference papers or any other published outputs of the research project.

Failure to submit a Final Report will be reported to the Deputy Vice-Chancellor (Academic).

### 3.6 Acquittal and File Closure

The Office of Research transfers unused grant funds into the Internal Grants Schemes Fund, closes the project account, notifies the First Named Chief Investigator and School Administrator of the project closure, and enters the relevant details onto the file and the database.

## 4. Conflict of Interest

Where a member of the Scheme Review Committee believes they may have a Conflict of Interest in relation to an application being considered by the Committee, that conflict will be declared and detailed prior to any consideration of applications.

Conflict of Interest in this context refers specifically to a material connection to an application which provides that member with a clear benefit from a positive outcome for an application (such as a joint applicant). The authorisation of an application as part of a member's administrative responsibility within the University would not necessarily constitute a conflict.

In the event of a Conflict of Interest a member will be required to absent themselves from consideration of applications for that round. If necessary an alternate member will be nominated for the period of the assessment of applications.

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RELATED DOCUMENTS

[Internal Research Grant Schemes - Academic Policy](#)

LINKED DOCUMENTS

[Internal Research Grant Schemes - Academic Policy](#)