

Private Bag 51 Hobart  
Tasmania 7001 Australia  
Telephone (03) 6226 2419  
Facsimile (03) 6226 2001  
Tanya.Adrych@utas.edu.au  
www.utas.edu.au



MEMORANDUM

OFFICE OF THE PRO VICE-CHANCELLOR (RESEARCH)

**TO:** Heads of Schools, Institutes and Research Centres  
All Researchers

**FROM:** Prof Jo Laybourn-Parry  
Pro Vice-Chancellor (Research)

**EFFECTIVE DATE:** 19 April 1999 reviewed 20 February 2009

**SUBJECT: Penalty Schedule for Researchers Failing to Meet Contractual Reporting Requirements**

Researchers are reminded that common courtesy as well as contractual protocol require that we communicate with funding bodies regarding any unforeseen problems, delays beyond our control with an explanation and a proposed solution.

**Schedule of Penalties**

<b>Overdue Period</b>	<b>Consequences</b>	<b>Correspondence</b>
4 weeks	No further funding applications or contracts will be processed by ORS for that CI	Notification to HOS, cc: PVC(R), CI, overdue report for CI, if not received within 4 weeks, that account will be frozen and any commitments, salary will have to be funded from elsewhere in School
8 weeks	The account will be frozen	Notification to HOS and Financial Services, cc: PVC(R) & CI to notify of account freeze
12 weeks	No approval for new funding for CI will be processed by ORS, applications for ethical clearance (both Human Research and Animal) will not be progressed	Notification to HOS, cc: PVC(R), CI, Executive Officers (Human and Animal) Ethics Committee, Curator of Animal House. Alert to Graduate Research of the possible impact on supervision related matters
16 weeks	All accounts for CI's research will be frozen	Notification to HOS, cc: PVC(R), CI that all CI research accounts frozen and any commitments will have to be funded

		from elsewhere in the School
20 weeks	All accounts frozen, committee membership suspended, no approval for new funding for CI, no processing of grants, new supervisions and ethics applications involving CI to be progressed	