

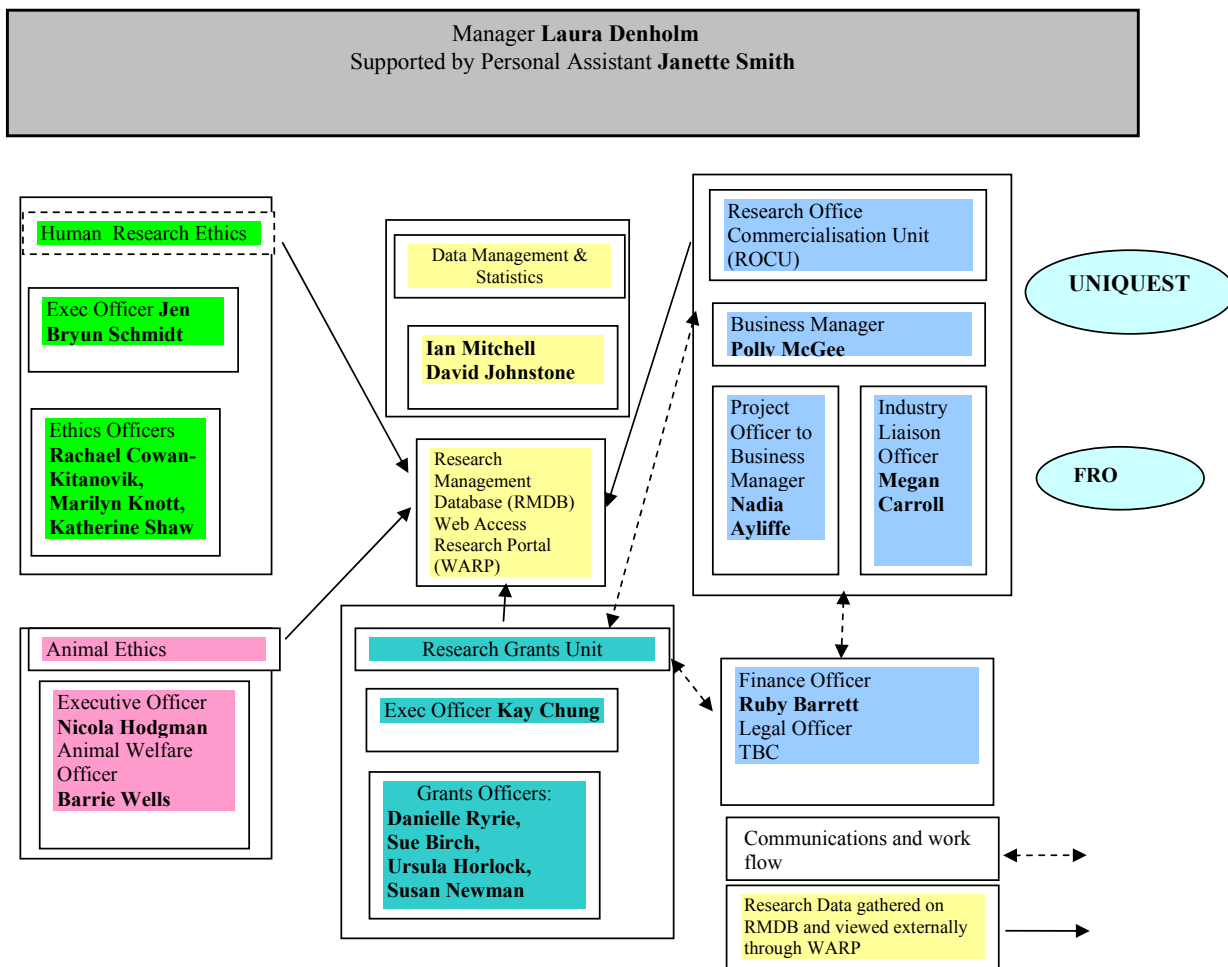
## THE RESEARCHER'S GUIDE

Welcome to the University of Tasmania.

Research is important to the University and its commitment to the state and to the national and global partners and stakeholders. In the complex contemporary research environment, access to high quality information, including funding sources and their requirements, is important.

The Researcher's Guide contains information about conducting research at the University of Tasmania, advice on writing and submitting grant applications as well as explanations about institutional funding and data collections. The Guide also covers research topics such as: ethics responsibilities, graduate research supervision and procedures for contractual arrangements.

The Office of Research Services is responsible for the overall administrative management of internally and externally funded research and consultancy projects. We are responsible to the Pro Vice Chancellor Research, and our office is divided into two locations: **Site 1** (building Number 38 on the Sandy Bay campus map) - is the processing location for applications for funding, funding opportunities, grant management and reporting, contractual matters, ethics approval, statistics (relating to research data), publication collection, etc; and **Site 2** (building Number 18 on the Sandy Bay campus map) is the processing location for consultancies, contract research, IP, licencing and commercialisation, etc. The organisational chart below outlines the structure of the Office, and key personnel.



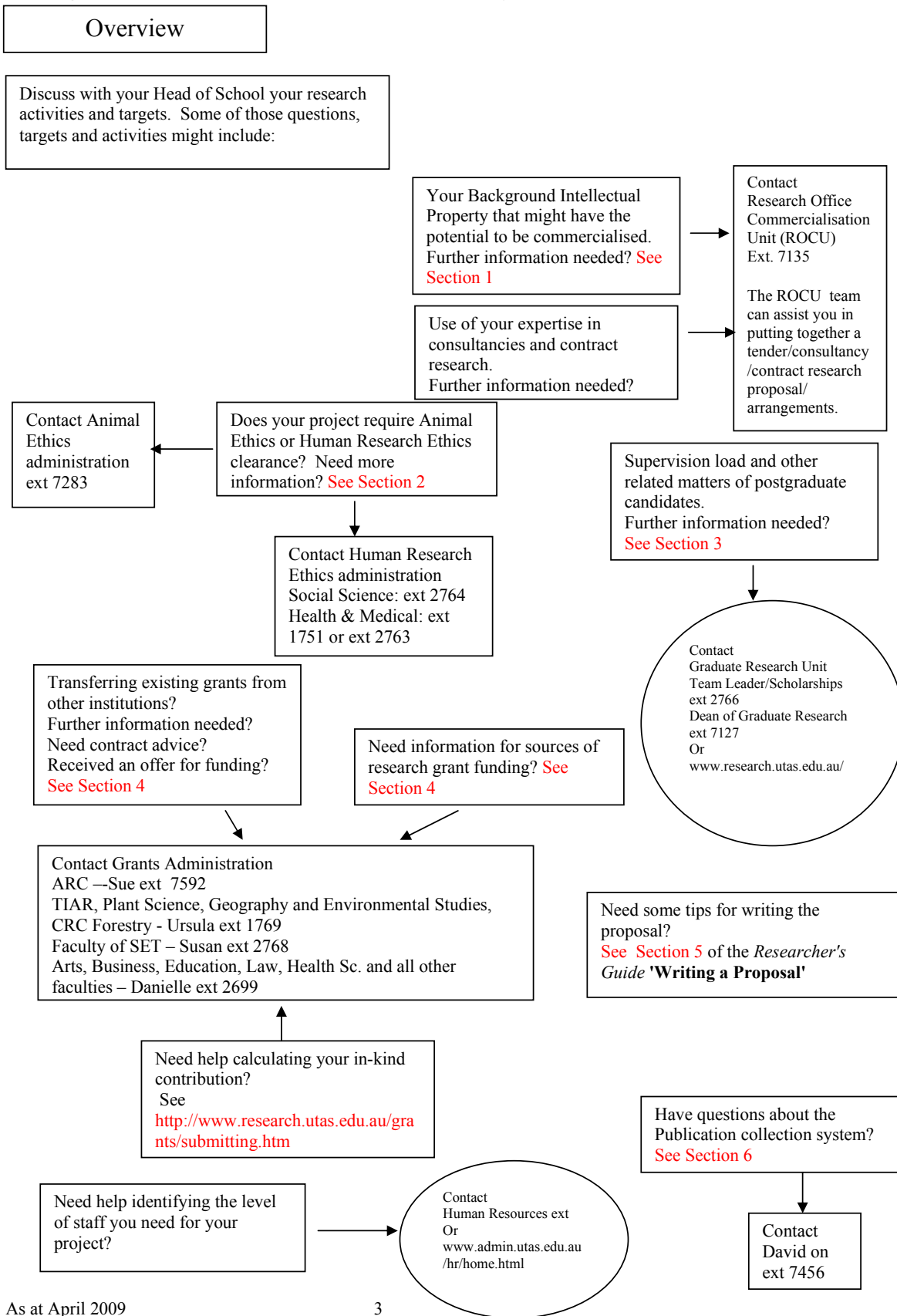
Our objective is to provide you with the best chances of research success – through ensuring your applications or proposals for funding meet the funding body guidelines, ensuring you gain ethics approval when necessary, negotiating your contract and ensuring your account is opened, reminding you of your reporting obligations, through to sending off your final report at the conclusion of your project.

You will need to be familiar with the University’s policies as they relate to research. There are three key University policies attached to research – Infrastructure, Consultancy, and Intellectual Property as well as such external requirements as Competitive Neutrality and National Code for the Responsible Conduct of Research <http://www.research.utas.edu.au/policies>. You need to also be aware of the requirement for ethics clearance before undertaking research involving humans or animals.

You will find under the University’s Delegation of Authority that the Pro Vice Chancellor (Research) is responsible for research activity from Expression of Interest through to acceptance of funding and the obligations attached to those contracts. Research Services has been established to provide the administrative support for research activity. The Pro Vice Chancellor (Research) also looks to Heads of Schools and Directors of Institutes to endorse the activity and, in most cases, the Grants [Submission Form](#) is the mechanism through which the Head or Director signals their support of the research activity.

As procedures are developed and established, key documents are put on the Research Services web site. This document will set out some of the detail and procedural steps.

This diagram outlines the lines of communication between the key research areas.



## Section 1

### EXTERNAL FUNDING CONTRACTUAL ARRANGEMENTS

There are different types of funding arrangements for contract, commercial and collaborative research activity. This can affect the contractual arrangements that will be required. It is important that the activity is costed to reflect the direct and indirect costs incurred before determining the charging level. You can identify the information by using our [costing spreadsheet](#) and by talking to one of the ROCU staff who will assist you in your costing, project negotiation and project management of commercial research activity. It is strongly recommended that you advise ROCU early on in the negotiations, as undercosting often occurs when the researcher or academic is not aware of the costing policy and can result in projects being difficult to deliver due to a lack of resources. Definitions of activities resulting in commercial contracts which ROCU deal with are outlined below.

#### Consultancies

Consultancy is usually a relationship based on expertise and does not usually result in 'new' information that will allow an academic to produce an output into the scholarly press. It is useful for us to engage in consultancy for a number of reasons including good PR for UTAs it represents a form of knowledge transfer to the public or private sector and enhances the University's profile as well as building relationships which can lead to larger contract research opportunities in the future. Contracts generate income that may be used to support an individual's other research, e.g. conferences, equipment, the salary of a technician. In all cases the university expects full cost recovery on overheads and competitive salaries to be charged in line with the recommendations of the ACCC that universities do not distort the market by providing underpriced consultancy rates. You will need to go through ROCU and have permission from your Head of School to undertake consultancy work through UTAs. Private consultancy work is allowed, however you may not use any UTAs infrastructure to undertake this work and a statutory declaration must be signed and given to your HoS to ensure that you are not compromising your university teaching or research commitments.

#### Contract Research

Contract Research can vary considerably, however where there is intellectual property created from the work the University will retain some of it and this will need to be negotiated with the sponsor/industry partner along with overheads at the contract signing stage. Effectively contract research is a grant from a sponsor. All research incurs a cost to the University (part of the salary of the investigator, in science technical staff and other support staff, space (office and/or lab) and services such as the Library, IT services). Thus we are putting money into the project and must recover some or all of that cost. Based on models at other universities this should be a maximum of 60% on staff costs and 10% on other costs (consumables, travel). Importantly we are also contributing significant intellectual input and we would expect to gain publications in international peer reviewed journals from this type of work and share in any patents and licences. Your relationship with the sponsor could result in you undertaking **Sponsored Research or Collaborative Research**. In all cases this work must come through the ROCU office and we recommend that you contact us as early as possible to assist you. We will undertake contract and price negotiations on your behalf as well as assist with strategic planning for IP management and exploitation. ROCU helps in administrative matters too such as executing the contract, raising the account from finance, invoicing for payments, co-ordinating reports and closing off contracts when they are finished. This leaves the academic and researcher with more time to concentrate on their core work while ensuring that they and the university recoup adequate costs for the work undertaken. While there is scope for the infrastructure charges and salaries to be negotiated where a legitimate case can be made for doing so, this is at the exclusive discretion of the PVC-R and cannot be agreed to without her consent. ROCU will assist you with costings and advise when you need to seek approval for variations.

#### INDIRECT COST

Indirect cost is the term used to describe the 'hidden' costs of undertaking a research project. Items of project infrastructure include utility costs (eg. light, power, heating), buildings and furniture, accounting (including purchasing, wear and tear of equipment and other facilities), and many consumable items. In addition the institution carries the cost of more general infrastructure such as building maintenance, opportunity costs (where, for example, the laboratory could have been used for some other purpose such as a classroom), the computer network, the library, insurances, personnel services, the security service, and so on.

The University has an Infrastructure policy that covers how infrastructure is to be charged, and utilised.

In relation to a consultancy/tender submission, the [costing](#) tool will calculate the indirect costs.

## SUBMISSION

### Checklist

- Has the correct consultancy form been used and all the requested information been provided? have you discussed your project with the Research Office Commercialisation Unit (ROCU) team on ext.7135.
- Make sure the correct person/position is identified as the contact. The university contact is the Business Development Manager, ROCU and if there is a request for a contact for financial matters, the Accountant Research Grants, Finance and Business Services should be noted.
- If the application requests the University bank account, this information is provided when the application is successful. The university does not open a separate bank account but does allocate an individual FMIS accounts for each project. This will be organised by ROCU and Finance.
- Has the application been endorsed by all parties (ie applicant, Head of School)?
- Have you attached the costing sheet? If ethics clearance is required, have you received the reference number from the Ethics Administrative Support Unit and provided it to the ROCU staff member?
- Has the correct person signed off on the Consultancy Clearance form? A researcher who is also Head of School must have the Dean of their faculty sign the form.
- If the scheme requires an electronic submission, a hard copy should be downloaded and sent with the Consultancy Clearance form to ROCU before submitting electronically. ROCU will arrange for endorsement by the Pro Vice Chancellor (Research) and then notify you, the researcher that you can submit.

### Deadlines

**Your consultancy clearance form must be submitted to ROCU as soon as possible. This is so we can check the technical details, advise on missing information and arrange for the university signature for submission.**

Additionally if you are to be listed as a named party through another institution on any consultancy, contract research, patent, license, trademark or other IP disclosure mechanism you should still lodge the following paperwork to ROCU.

- Completed and signed consultancy clearance form or relevant application form with any attachments
- Any other documentation that would provide a reasonable level of background information

## INTELLECTUAL PROPERTY

For the purposes of the Intellectual Property Policy, Intellectual Property is given a broad meaning, and includes:

- Copyright existing under the Copyright Act 1968 in literary works (including computer programs), dramatic works, musical works, artistic works, films, sound recordings, television and radio broadcasts, and published editions of works (as defined in the Copyright Act).
- Patents for inventions registered or registrable under the Patents Act 1990;
- Designs registered or registrable under the Designs Act 1990;
- Trade Marks registered under the Trade Marks Act 1995;
- Unregistered trade marks or names used or intended for use in business;
- New plant varieties registered or registrable under the Plant Breeder's Rights Act 1994;
- Circuit layouts protected under the Circuit Layouts Act 1989; or
- Information that is confidential, including trade secrets.

Contact the Legal Office for further information. See also the Intellectual Property Policy <http://www.research.utas.edu.au/policies>

## COMMERCIALISATION OF UNIVERSITY INTELLECTUAL PROPERTY

**The following questions and answers, based on information from Australian and International universities provide a broad overview of the commercialization process for research academics**

**It is not UTAS policy, rather a document to provide guidance when planning or undertaking research in the university environment. ROCU staff are happy to assist with any questions you may have and can be contacted on x7110.**

### 1. What is a commercialisation opportunity?

A commercialisation opportunity could be a new and useful process or product that has unique features and real advantages for an end user. Some times the simplest advances have significant commercial value; similarly, a more complex discovery may have limited practical applications in the marketplace. Commercialisation opportunities are in practice the partnership of the creation of intellectual property, with a sponsor that identifies a material value in the work.

### 2. What are the limitations in publishing my work?

While there are no limitations in publishing new research work per se, presenting work in the public domain through publishing, conference papers, posters and presentations or even discussion with peers or industry without an NDA can void the ability to patent the discovery. Patenting an invention and licensing it with some exclusivity creates a favourable position from which to create value and proprietorial ownership of your work, enabling a supply and demand situation to occur. Once a discovery is in the public domain and unable to be protected, its potential may never be commercially developed. Often the work may be presented with the omission of the critical commercial element, which routinely only forms a small part of the overall body of research. The UTAS research office will work with you to determine if your project has commercial applications and assist in protecting your ideas through the appropriate patent.

### 3. Why can't I commercialise it myself?

The UTAS research office commercialisation team recognizes that specific deep expertise leads to great discoveries and research outputs. While you have the expertise in your field, we have lots of expertise in the commercialisation process and are here to guide you along the commercialisation pipeline to ensure that your work is protected and has the best opportunities to make a difference on a local and global stage. As stated in the UTAS IP Policy [link], the University asserts ownership of IP by university staff created in the course of their employment, and this relationship between you, the university and the IP of your work is an important part of the negotiation of the commercialisation of your work as undertaken by the UTAS Business Manager on your behalf. As a University employee, you have a responsibility to disclose your research discoveries to the University. The Research Office commercialisation arm can give you quick, free advice on the patentability of your work, and whether it has commercial value. We're here to protect your interests and those of the University.

### 4. When should I contact the Research Office commercialization arm?

The commercialisation arm of the Research Office is set up as a service to all research academics and students at UTAS, and looks forward to working with you at the earliest opportunity when you have identified research that you think has potential in the commercial domain. The Business Manager encourages contact and discussion around your work, and understands that research can take a number of years and change dramatically from its original intention. As part of the services we offer at the Research Office commercial arm, training in commercialization skills are available for any university employees or students who need to understand the process and develop their skills.

Remember that early contact can prevent your research outcomes being released to the public domain and inadvertently limiting your capacity to patent your discovery. So before you submit an abstract for a conference or prepare a manuscript for a journal, call us or drop in to Site Two for a chat with the Business Manager and our legal, financial and research officer team

## SECTION 2

### ETHICS IMPLICATIONS

You need to consider if your project has ethics implications. Ethics Guidelines for both [Animal](#) and [Human](#) research projects are available on line.

It is your responsibility to obtain approval from the appropriate ethics committee. You will be provided with a reference number once your request is lodged with the Ethics Officer. You will need to provide this number and identify the grant or consultancy project(s) that the ethics application covers.

**Please remember that work on your research project may not begin until all clearances are in place or until you have clearly documented which part of the project does not need ethics clearances and needs to be done before seeking approval. If you have transferred work to UTas which requires animal or human research ethics clearance, you will need to apply for UTas approval even if you have obtained clearance from another properly constituted ethics committee.**

### Animals

Respect for animals and concern for their welfare are basic principles in our society. The formal expression of the attitude to animals held by the majority of people is contained primarily in state legislation which enacts a national Code of Practice. Any person who wishes to use animals in research or in teaching exercises in Tasmania must read and be thoroughly familiar with the [Australian code of practice for the care and use of animals for scientific purposes, 7th edition 2004](#) and with the [Animal Welfare Act](#) (Government of Tasmania 1993).

University staff and students must obtain approval from the Animal Ethics Committee if they wish to carry out an investigation that involves vertebrate animals or cephalopods which are alive or which are to be killed specifically for the investigation. Approval must be obtained for both research projects and teaching exercises. This applies also to pilot studies, preliminary trials, collaborative projects (ie work undertaken with another institution that may or may not hold ethics approval from that institution) and work undertaken on sabbatical at another institution (including overseas institutions).

When animals are to be collected from the wild, or studied in their normal environment, permits may be required from the relevant government department. In some cases, eg. Biodiversity Conservation Branch at the Department of Primary Industry and Water, permits will not be issued until the investigation had been approved by the UTAS AEC.

### The role of the responsible investigator

It is important that all investigators involved with scientific or teaching activities using animals are aware of the role of the responsible investigator. This is detailed in Section 3 of the [Code](#).

The responsible investigator has ultimate responsibility for the project. This includes all matters relating to the welfare of animals used in scientific and teaching activities and also compliance with administrative requirements. Accordingly, joint responsible investigators will not be approved. All correspondence and communication from the Committee is with the responsible investigator.

The responsible investigator for any project must be a member of the University staff on an academic or equivalent grade. When research is to be undertaken by a graduate student the student's supervisor is normally named as the responsible investigator. **The Supervisor, therefore, carries ultimate responsibility for the project and should ensure that they are kept fully informed of all aspects of the project, including day-to-day welfare issues.**

All investigators on a project must act in accordance with the [Code](#) and are not exempt from responsibility.

### Animal Ethics Committee Meetings

Committee meetings are held on the third Friday of each month.

Applications can be approved only at Committee meetings (*Australian Code of Practice*, 2.2.20). Final dates for submission of applications can be obtained from the [website](#).

Generally, applications need to be received 1 week prior to the next scheduled Executive meeting. This is to allow the Executive time to assess the application before it is reviewed by the Committee. Applications which have not been reviewed by the Executive can still be considered by the full Committee, if received 1 weeks prior to the meeting date,

but may take longer to approve if the Committee identifies any problems with the project. The Executive normally meets approximately a fortnight before Committee meetings.

Please refer to the [Handbook](#) on Animal Ethics for further information. Ethics application forms are available from the [website](#).

## Humans

The Human Research Ethics Committees approval system as it is today has come about in response to some terrible harms that have occurred to very vulnerable people as a result of participation in research, including the crimes committed against humanity under the guise of 'human experimentation' in the concentration camps of Auschwitz, the infamous Tuskegee Syphilis Experiments in the USA, and the New Zealand Cervical Cancer Experiments of the 1970s.

To prevent such atrocities occurring again, the protection of the rights and interests of subjects of research has been recognised internationally in statements such as:

- The Nuremberg Code (1949), which was developed following the revelation of unethical practices during the Second World War; and
- World Medical Assembly's Declaration of Helsinki (first printed 1965; last revised 1996).

In Australia, the *National Statement on Ethical Conduct in Human Research (2007)* is the current national standard for the conduct of ethical research in Australia. The National Statement is the main source of the ethical guidelines used by the HREC (Tasmania) Network and is available on the following website:  
<http://www.nhmrc.gov.au/publications/synopses/e72syn.htm>

According to this document, some types of research can be exempted from ethical review; others can be given expedited review if they involve no more than a low-level of risk to the participants, whilst others must be reviewed by a fully constituted HREC. The HREC (Tasmania) Network consists of two fully constituted HRECs: the Social Science Human Research Ethics Committee and the Health and Medical Human Research Ethics Committee. Both committees consider applications at monthly meetings.

All staff, students and associates of the University who are conducting research projects that involve the following activities must obtain ethical approval from one of the above HRECs:

- the participation of people or the use or access to people's data or tissue (this includes accessing personal documents or other materials; collecting and using bodies, organs, tissues or fluids (including exhaled breath); and/or accessing personal information as part of an existing published or unpublished source or database)
- pilot studies and preliminary trials that will inform the protocol of the main research project

It is the role of the Human Research Ethics Committees, not the role of a school or discipline, to determine if a project involving human subjects must be cleared through the formal approval process.

Please visit our [website](#) to determine which HREC is appropriate for a particular project, and to obtain additional information about the types of applications available, and the submission deadlines and meeting dates for each HREC.

**Please note that staff and or students who are involved as co-investigators on projects that have already gained ethical approval from an HREC outside of Tasmania must acquire ethics approval for one of the HRECs within the HREC (Tasmania) Network. However, this may be done through an expedited review process which involves submitting the approved application, the approval letter from the external HREC, and all study related documents including a localised Information Sheet and Consent forms for Tasmania to the appropriate HREC. It is the policy of the HREC (Tasmania) Network that research approved by another Ethics committee within Australia may undergo an expedited review process.**

UTas is committed to ensuring that all research is conducted at the highest ethical standard. Researchers should be aware that the constraints governing research practices are there for the protection of research participants, researchers, and the broader research community.

Please refer to the Human Research Ethics [website](#) for more information and contact details.

## SECTION 3

### GRADUATE RESEARCH SUPERVISION

One of the most important functions of a university is to provide research training. Many organisations including universities engage in research, but universities have a unique responsibility to provide research training. The overview and responsibility of Graduate Research lies with the Board of Graduate Research. The Dean of Graduate Research is the Chair of the Board of Graduate Research (see Ordinance 70).

#### Graduate Research Candidature

Graduate Research Candidature is managed by the Graduate Research Office. The graduate research programs encourage the development of independent research skills in the candidates including the ability to formulate a significant problem, the mastery of appropriate skills to tackle the problem, and the ability to relate the research to the broader framework of knowledge in the area.

The award of a graduate research degree by the University of Tasmania follows the satisfactory completion of an approved research program under the guidance of supervisors, and within a prescribed period of time. The candidate contributes to the selection of the research program but it must be approved by experienced researchers as suitable for research training. The program is carried out under the guidance of supervisors with skills in the field of study because this is how the research training is provided.

The results of the research are incorporated into a thesis which is submitted for examination. As stated in Rule 4, *Rules of Graduate Research*, the degree is awarded for a substantial original contribution at the best contemporary international standard as judged by disinterested experts.

Candidature for graduate research is a time of dedication and hard work, and the determination to succeed is of vital importance. Research is a creative activity and, like all such activities, it is approached in different ways by different people. Within the overall framework of the program, a candidate has considerable freedom to choose his or her own work style, but with that freedom comes responsibility. A great deal of assistance and support is available during candidature, but it will often be up to the candidate to take the initiative.

#### **Forms and contact information.**

You should contact the Graduate Research Office if you have any questions in relation to graduate research degree candidature or scholarships.

Further information and contact details can be found on the Graduate Research office website website:

[www.research.utas.edu.au/gr](http://www.research.utas.edu.au/gr)

#### Supervision Arrangements

Supervision of candidates for graduate research degrees is a complex teaching task. Like all teaching tasks, supervision can be approached in a variety of ways depending on the personalities of the supervisor and the candidate, and on the nature of the discipline. Nevertheless there are common principles and responsibilities that apply to good supervision practice.

The University policy of non-discriminatory practice applies to all facets of graduate research supervision.

Graduate research degrees are administered by the Board of Graduate Research. In accordance with the *Rules of Graduate Research* and *Procedures of Graduate Research*, the Board approves admission to candidature, determines the conditions of candidature, approves the research project, appoints a registered supervisor and additional supervisors, monitors the progress of candidature, manages the examination process and determines whether or not the candidate has satisfied the requirements for the award of the degree.

The *Rules of Graduate Research* state that the degree is awarded for a substantial original contribution at the best contemporary international standard as judged by disinterested experts. The role of the supervisors is to guide the candidate through the process of making this contribution. Supervision involves providing advice and instruction, assistance, a sounding board for ideas and plans, and review and criticism of written material -- all in a way which is consistent with the original contribution being made by the candidate rather than the supervisors.

Supervision is a shared experience in which both the supervisors and the candidate have an intellectual investment. Supervisors must have the theoretical and practical expertise to offer the candidate proper supervision, an interest in the research project, and adequate time for supervision.

Supervision also involves concern and a measure of pastoral care for the candidate. In the best cases, the relationship between the supervisors and the candidate develops during the candidature from one of teacher and candidate at the outset to one between research colleagues at the end.

The Code of Conduct in Supervision describes the standard of conduct and performance required of all those involved in supervision of graduate research. Heads of Schools, who are responsible for the conduct of research and research training within their Schools, are responsible for the observance of this Code in their Schools.

### **Who can Supervise a Graduate Research Candidate?**

All supervisors must be registered by the Board and shall, by virtue of formal qualifications and published work, have achieved a standing which in the opinion of the Board is normally at least that of the degree for which candidature is sought. A supervisor shall not normally supervise more than the equivalent of seven full-time candidates. The first named supervisor shall normally be a member of the School or Institute in which the candidate is enrolled; the appointment of a supervisor from another school must be approved by the heads of both schools and /or institute.

In the case where the head of school is the supervisor, a supervisory consultant shall be appointed by the Board on the nomination of the head. The consultant will normally be the head of another school or a senior member of the head's school who is an experienced supervisor.

All supervisors must be familiar with Rules 4 & 5 and the Procedures of Graduate Research.

### **Scholarships**

University procedure requires that all scholarships offered at UTas must be at the Commonwealth Government Australian Postgraduate Award rate. For 2009 the government set APA rate is **\$20,427pa**. However, a scholarship may also attract a number of allowances, such as travel expenses, relocation allowance and thesis allowance. Doctoral scholarships are generally for three years with the possibility of a 6 month extension, while Research Masters scholarships are for two years with no extension

For more information on how to set-up a new scholarship, including costings, please see [http://www.research.utas.edu.au/grants/steps\\_to\\_funding.htm](http://www.research.utas.edu.au/grants/steps_to_funding.htm) which can be accessed via the Scholarships page on the Graduate Research website.

## SECTION 4 INTERNAL AND EXTERNAL FUNDING OPPORTUNITIES

### Major External Grant Rounds

There are a number of major grant rounds that occur each year. See <http://www.research.utas.edu.au/grants/funding.htm> for an up to date listing. These will include the following schemes:

### AUSTRALIAN RESEARCH COUNCIL (ARC) DISCOVERY PROJECTS

The *Discovery Projects* scheme provides funding for research projects that can be undertaken by individual researchers or research teams.

A variety of fellowships are offered under the scheme to nurture the talents of Australia's most promising early-career researchers and support established researchers. The fellowships take into account the professional standing of individual researchers, as described below.

Participants should familiarise themselves with the Funding Rules and Funding Agreements. Grants from the ARC are made to organisations, not individual researchers or research teams.

[http://www.arc.gov.au/nccp/dp/dp\\_default.htm](http://www.arc.gov.au/nccp/dp/dp_default.htm)

### DISCOVERY INDIGENOUS RESEARCHERS DEVELOPMENT

The *Discovery Indigenous Researchers Development* scheme provides support for Indigenous Researchers to undertake research projects that may lead to an understanding of a particular subject or that may meet the requirements of their postgraduate research degrees.

Proposals for funding under the *Discovery Indigenous Researchers Development* scheme are processed once a year.

[http://www.arc.gov.au/nccp/dird/dird\\_default.htm](http://www.arc.gov.au/nccp/dird/dird_default.htm)

### FUTURE FELLOWSHIPS

The Australian Government announced the creation of a new scheme, *ARC Future Fellowships*, to promote research in areas of critical national importance by giving outstanding researchers incentives to conduct their research in Australia. The aim of *ARC Future Fellowships* is to attract and retain the best and brightest mid-career researchers.

One call for submission of *ARC Future Fellowships* proposals is made each year.

[http://www.arc.gov.au/nccp/futurefel/future\\_default.htm](http://www.arc.gov.au/nccp/futurefel/future_default.htm)

### AUSTRALIAN LAUREATE FELLOWSHIPS

The *Australian Laureate Fellowships* scheme reflects the Australian Research Council's commitment to support excellence in research by attracting world-class researchers and research leaders to key positions, and creating new rewards and incentives for the application of their talents in Australia.

One call for submission of *Australian Laureate Fellowships* proposals is made each year.

[http://www.arc.gov.au/nccp/laureate/laureate\\_default.htm](http://www.arc.gov.au/nccp/laureate/laureate_default.htm)

### LINKAGE INFRASTRUCTURE, EQUIPMENT AND FACILITIES

The *Linkage Infrastructure, Equipment and Facilities* scheme fosters collaboration through its support of the cooperative use of national and international research facilities.

Essentially, the scheme provides funding for large-scale cooperative initiatives so that expensive infrastructure, equipment and facilities can be shared by researchers in partnered organisations. However, the ARC may fund single-organisation proposals in some circumstances.

UTas calls for Expressions of Interest in mid March each year in order to prioritise potential bids.

Applications for funding under the *Linkage Infrastructure, Equipment and Facilities* scheme are processed once a year.

[http://www.arc.gov.au/nccp/lief/lief\\_default.htm](http://www.arc.gov.au/nccp/lief/lief_default.htm)

## LINKAGE INTERNATIONAL

The ARC's *Linkage International* scheme encourages networks and collaborations between researchers, research teams and research centres of excellence in Australia and overseas. Researchers awarded *Linkage International* funding may participate in national and international exchanges between research organisations.

[http://www.arc.gov.au/ncgp/lx/lx\\_default.htm](http://www.arc.gov.au/ncgp/lx/lx_default.htm)

## LINKAGE PROJECTS

The *Linkage Projects* scheme supports collaborative research and development projects between higher education organisations and other organisations, including within industry, to enable the application of advanced knowledge to problems. Typically, research projects funded under the scheme involve risk.

Proposals for funding under the *Linkage Projects* scheme are processed twice a year.

[http://www.arc.gov.au/ncgp/lp/lp\\_default.htm](http://www.arc.gov.au/ncgp/lp/lp_default.htm)

## NATIONAL HEALTH AND MEDICAL RESEARCH COUNCIL (NHMRC) PROGRAM GRANTS

The NHMRC aims to provide support for teams of researchers, to pursue broadly based collaborative research activity. The support provided for successful applicants is for the research team, to support the team's broad research theme. The team will be expected to:

- contribute new knowledge at a leading international level in important areas of health and medical research;
- develop novel ideas and approaches;
- tackle problems for which longer term stable funding is essential;
- develop training and career development opportunities within the team; and
- facilitate collaborative use of specialised facilities or expertise.

### *Project Grants*

The Project Grants funding scheme is NHMRC's main avenue of support for individuals and teams of researchers undertaking biomedical, clinical, public health and health services research in Australian universities, medical schools, hospitals or other research institutions.

The primary objective of the Project Grants scheme is to support individual researchers and research teams to conduct the highest quality research across all fields of research relevant to health on projects chosen by researchers.

The scheme also aims to provide opportunities for early career researchers to gain funding for high quality projects.

For further information on eligibility and criteria please refer to the NHMRC Guidelines.

<http://www7.health.gov.au/nhmrc/funding/index.htm>

### FELLOWSHIPS

The NHMRC may provide special support to selected individuals by awarding Research Fellowships associated with Project Grants. As the base level for these awards is equivalent in status to a lecturer in the academic sphere, consideration is given only to applicants of exceptional merit with a proven record of independent research. Your research needs to be of both major importance in its field and of significant benefit to Australian health and medical research.

For further information on eligibility and criteria please refer to the NHMRC Guidelines.

<http://www7.health.gov.au/nhmrc/funding/index.htm>

### TRAINING AWARDS

The NHMRC offer a number of training awards such as the C. J. Martin Fellowships and Neil Hamilton Fairley Fellowships. Full information on each of these awards is available from the NHMRC web page.

<http://www7.health.gov.au/nhmrc/funding/index.htm>

### SCHOLARSHIPS

The aim of the Scholarships scheme is to support outstanding Australian health and medical graduates early in their career so that they can be trained to conduct research that is internationally competitive and develop a capacity for original independent research. This is usually achieved by NHMRC funding its scholars to attain a PhD by full-time research.

Go to the NHMRC website for more information. [www.nhmrc.gov.au/grants/apply/scholars/index.htm](http://www.nhmrc.gov.au/grants/apply/scholars/index.htm)

## **INTERNAL GRANTS - UNIVERSITY OF TASMANIA**

The University also offers a range of grants to assist existing researchers, new researchers, early career researchers, and high fliers. These grants are the career launch pad for early researchers, as well as providing excellent networking and collaborative research opportunities for other researchers. They provide researchers with opportunities to gain experience in writing grants proposals, to prepare them for future external applications.

### **NEW ACADEMIC RESEARCH GRANTS SCHEME (NARGS)**

This scheme has been established to facilitate early entry to research activity by newly appointed staff within 6 months of their commencement of duties.

### **INSTITUTIONAL RESEARCH GRANTS SCHEME (IRGS)**

This annual scheme is for academics that are not named as a Chief Investigator on an externally funded grant. 50% of these funds are held for Early Career Researchers. See the guidelines, application form, panel membership and closing dates for more information.

### **PROFESSIONAL DEVELOPMENT - CONFERENCE SUPPORT FUNDS**

Active involvement in a conference can be valuable for networking and developing links for new research. From 2008, a new scheme has been available for co-sponsorship of conference support. These funds are available for UTas academics with 2 closing dates in 2009: 1 June and 2 November.

### **NEAR MISSES**

This scheme requires no application – researchers who *just miss out* on an ARC grant, are considered for internal funding for their project.

### **RISING STARS**

This scheme calls for submissions in 2008 and 2009. It is to support high-fliers in their research careers.

### **CROSS THEME GRANT SCHEME**

The University has agreed to a new approach in distributing the funds through a Cross Theme Grant Scheme. There will be one call each year for grants between \$5,000 and \$20,000 for research and/or teaching initiatives. The projects must be interdisciplinary in nature and involve a team preferably from different Schools or across Faculties.

## **OTHER FUNDING BODIES**

There are literally hundreds of different organisations that provide funding for research projects. Again, check out <http://www.research.utas.edu.au/grants/funding.htm>

Alternatively, you may find opportunities to collaborate with an industry partner or government department. For initial information, you should discuss this with your Head of School.

## **OBTAINING APPLICATION FORMS AND GUIDELINES**

(see also Section 1 for Consultancy and Commercial activities)

You will need to obtain the application forms and guidelines once you have identified a possible funding body (from a scheme within the University, or an external funding body). Internal schemes are listed on the research website, external schemes will be on their individual websites.

There is a list of funding opportunities on Research Services website at <http://www.research.utas.edu.au/grants/funding.htm>. This list of funding opportunities is provided to help researchers plan their applications in advance. The information is updated regularly with new opportunities and closing dates. The web site indicated takes you to the funding rules and application forms for each of the funding bodies. Most application forms are only available electronically.

## **INFRASTRUCTURE**

Infrastructure is the term used to describe the 'hidden' costs of undertaking a research project. Items of project infrastructure include utility costs (eg. light, power, heating), buildings and furniture, accounting (including purchasing, wear and tear of equipment and other facilities), and many consumable items. In addition the institution

carries the cost of more general infrastructure such as building maintenance, opportunity costs (where, for example, the laboratory could have been used for some other purpose such as a classroom), the computer network, the library, insurances, personnel services, the security service, and so on.

The University has an Infrastructure policy that covers how infrastructure is to be charged, and utilised.

In relation to a consultancy/tender submission, the infrastructure is part of the charge out time for the researchers <http://www.research.utas.edu.au/policies>

In relation to applying for a grant the following rules apply:

- If the funding scheme is listed on the current National Competitive Research Grants list, you do not add infrastructure to your budget. The university receives infrastructure support for these projects through the Research Infrastructure Block Grant.
- If the funding scheme does not appear on the National Competitive Research Grants list, you must include infrastructure in your budget.

In summary, Infrastructure for funding schemes not appearing on the Australian Competitive Grant (ACG) funding is to be calculated at the time of submission as follows:

30% salary component (this includes salaries for research assistants, or your salary)

5% all others components (this includes travel costs, computer purchases, consumables, etc)

There will be a review of the charges when an offer is received, as it may be necessary to make adjustments to the project depending on the level of support being offered.

Exemptions will only apply

- For research scholarship stipends and limited funding to support RHD students (maximum of e.g. \$5K pa). Funds in excess of this, or large grants that contain a scholarship, would NOT be exempt. Infrastructure will apply at the above rate.
- Grants and donations from charitable foundations, provided:
  - i) they will not cover infrastructure, and the total amount of funding from such sources in any calendar year is not greater than \$250K, in which case the School will be charged 5% on all such income. Some funding bodies allow infrastructure costs to be added even though they may qualify as exempt – in such cases we add the infrastructure cost, as it is a true cost that the University would otherwise have to bear.

<http://www.research.utas.edu.au/policies>.

Consultancies have the infrastructure component built in to the daily charge out rate.

## SUBMISSION OF AN APPLICATION

You are ready to submit! Well done. It is an enormous job getting an application to this stage. You can use the following check list to assist the document flow:

### Checklist

- Has the correct application form been used and all the requested information been provided? Check everything thoroughly against the Guidelines. Some funding bodies exclude applications for minor breaches to the Guidelines.
- A charge for university infrastructure should be included where applicable (ie for non-Australian Competitive Grant Scheme)
- Make sure the correct person/position is identified as the contact. The university contact is the Director, Office of Research Services and if there is a request for a contact for financial matters, the Accountant Research Grants, Finance and Business Services should be noted.

- If the application requests the University bank account, this information is provided when the application is successful. The university does not open a separate bank account but does allocate an individual FMIS account for each project.
- Has the application been endorsed by all parties (ie applicant, Head of School)
- Have you attached the Office of Research Services grant submission form? If ethics clearance is required, have you received the reference number from the Ethics Administrative Support Unit and provided it to the Grants staff member?
- Has the correct person signed off on the Grant Submission form? A researcher who is also Head of School must have the Dean of their faculty sign the form.
- If the scheme requires an electronic submission, a hard copy should be downloaded and sent with the Grants Submission form to the Office of Research Services before submitting electronically. Research Services will arrange for endorsement by the Pro Vice Chancellor (Research) and then notify you, to indicate that you can submit.

### **Deadlines for External grants**

Your application must be submitted to Research Services two weeks prior to the funding body closing date or by the date set by Research Services for major schemes (eg ARC schemes are due three weeks prior to the funding body closing date). This is so we can check the technical details, advise on missing information, and arrange for the university signature prior to submission.

If you are unable to meet the application deadline date, you must contact the Executive Officer, Grants in writing to request an extension. Extensions will only be given in exceptional circumstances. Please note that Research Services cannot guarantee that applications received after the deadline will be checked or submitted to the funding body on time. Applications received by the due deadline are ALWAYS given priority.

If you are submitting through another institution you should still lodge the following documents to Research Services:

- Completed and signed Grant submission form
- A fully completed Grant Application form and any attachments
- Any other documentation that would demonstrate agreement obligations

The School will receive credit for your involvement in the award when funds are transferred to the University

### **Deadlines for Internal Grants**

Your application must be submitted to Research Services by the advertised due date.

## **ORS GRANT APPLICATION SUBMISSION FORM**

All applications for funding (internal and external schemes), must be accompanied by a completed and signed grant application submission form. All applications must be submitted through Research Services .

### **Classification Codes**

The grant application submission form asks you to provide [classification codes](#). There are five types of codes:

Research Fields, Courses and Disciplines codes (RFCD)

Socio-Economic Objective codes (SEO)

Type of Research Codes (TOR)

These codes are necessary for Research Services to provide reports to DEST and the ABS. You may select up to three RFCD and SEO codes and up to four TOR codes. If you select more than one code, you must provide the percentage split for each code.

In addition, Theme Areas, Priority Areas, Rural Research Priorities are also located on the [web](#)

You need to consider if your project has ethics requirements. Refer to the section on Ethics for further information. Ethical Guidelines for both Animal and Human projects are available on line.  
[http://www.research.utas.edu.au/human\\_ethics/index.htm](http://www.research.utas.edu.au/human_ethics/index.htm)

Identification of Theme Area and National Priority classifications are also requested if appropriate for your project.

## Signature

Your submission form must be signed by all participating Heads of Schools. The Head of a Program or Discipline cannot sign. Refer to the Delegations of Authority for further information on signing responsibilities. If the Head of School is the applicant, the submission form must be signed by the Executive Dean.

The Pro-Vice Chancellor (Research) has responsibility for signing your submission on behalf of the University. She will only sign the application if the Head of School has already signed the submission form.

## AFTER SUBMISSION

The application will be checked by Research Services' staff. If errors are found, the application will be returned to you to make the corrections, before it is signed off by the Pro Vice Chancellor Research. The Grants Officer checking your application will consider the following:

- Has the correct application form been used and all the requested information been provided?
- Does the application meet the funding body specifications (word count, page restrictions, font size, graphics, etc)?
- Does the budget balance?
- Has a charge for university infrastructure been included where applicable (not required for non-Australian Competitive Grant, or internal UTAS grant)

After checking by the Grants Officer, the application is then endorsed by the Pro Vice Chancellor (Research).

At this point, the researcher is either notified to submit the application electronically or Research Services will make the appropriate number of copies with a covering letter and courier the application to the funding body.

## Outcomes

The funding body will contact the chief investigator through Research Services of the success or otherwise of the application. Some schemes have culls, interviews or responses to referees before the final decision is known. The length of time to an outcome varies with each funding scheme, but the ARC and NHMRC for example take up to 9 months. If you receive an offer or contract directly from a funding body, please send the contract to Research Services, Private Bag 01. DO NOT SIGN THE DOCUMENT.

## Grant Splitting

It is possible that the credit for all grants can be split among all internal Organisational Units (OU's) named on the grant. Credit split proportions are nominated through the [Grants Submission form](#). This split will be important for resource allocations such as the RIB and RTS, IGS.

**Comment [s1]:** As above

## ACCEPTANCE OF THE GRANT

If you are successful you will be asked to sign a Contract Acceptance and Risk Assessment Memo which will refer to a set of Conditions or alternatively a Contract. In either case the University will only accept the grant if the Conditions or the Contract are acceptable to the University from a legal perspective. For example clauses on Intellectual Property,

Indemnity, Insurance, Confidentiality and Infrastructure must all be acceptable. If for some reason the University finds these clauses unacceptable, discussions with the funding body normally result in a mutually agreeable outcome. Before a contract can be accepted by the university, it is reviewed by relevant parties, including the researcher and your Head of School.

The researcher should have drawn to their attention any clauses that might cause limitations such as:

- confidentiality disallowing publication of results, non disclosure of information,
- transfer of IP ownership, contract material and IP vest in the funding body/industry with a consequence that there are no residual rights to publish or use in teaching and research
- use of any third party IP
- involvement of students

and a request to comment on the acceptance or otherwise from their point of view.

## SIGNATURES

After all parties have reached agreement on the wording and expectation of the contract, then the Pro-Vice Chancellor (Research) or the Vice Chancellor will sign off.

Upon receipt of a fully signed contract, Research Services will send a copy of all necessary documentation (including application, budget, conditions of award/contract, research codes, cover sheet to deal with infrastructure) to Finance. The contract will also be sent to the Records Management Unit (RMU) for stamp duty and registering centrally. The researcher will also be provided with a copy of the contract for their reference, along with any contract management advice that may be available.

## Access to Funds

When the grant has been accepted, Research Services will advise Finance and they will open an account for you. You will then have access to your first year of funding. You will be advised by them of your account number and budget lines.

There are two types of budgets that may be offered:

- one-line grants
- specified budget grants

**One-Line Grants:** refer to those grants where the Chief Investigator has full discretion over the use of the funds. That is they can spend the grant in whatever way they choose to meet the aims of the project. The CI is not limited to the specific budget items that they requested in their application.

**Specified Budget Grants:** refer to those grants where the Chief Investigator is limited in the way they can spend their funding. The contract or offer will describe the way in which funds must be spent. For example of a \$100,000 grant, \$35,000 is for personnel, \$45,000 for equipment and \$20,000 for consumables.

## REPORTING

Most grants require some kind of reporting – the details of which form part of the contract – generally in what is referred to as the ‘Schedule’. It is usual that there will be milestone or progress reports throughout the project and a final report at the conclusion of the project. These reports are extremely important. Often continuation of funding will hinge on these reports. The failure to provide an acceptable report on time can have serious flow on effects such as:

- the remainder of funding for the project is withheld
- funding for other university projects will be withheld
- the funding body will refuse to fund you in the future

- the funding body may refuse to fund any individual from the university in the future

The Pro-Vice Chancellor (Research) takes the failure to provide a report seriously. She has the power to effectively 'shut down' an academic who has breached their conditions or contract. She may authorise the closure of all research accounts for that academic, decline any future applications for other funding and deny ethical clearance.  
<http://www.research.utas.edu.au/policies>

To assist academics in meeting their reporting requirements, Research Services tracks the deadlines for reporting on all projects. Chief Investigators are sent an automatic email reminder that a report is due generally six weeks prior to the due date. Reports should then be sent to Research Services before the due date. Note that some funding bodies provide a reporting template which you must use. Check your contract details for reporting requirements. Staff in Research Services will read the reports to ensure that they comply with the requirements of the conditions/contract and to identify any possible Intellectual Property considerations. Research Services will then courier the report to the funding body. All Final Reports are signed off by the Pro Vice Chancellor Research prior to being sent to the funding body.

Finance and Business Services are responsible for providing any necessary financial reports to the funding body.

## TRANSFERRING OF FUNDS AND AWARDS

### Transfer In

If a researcher wishes to transfer their grant(s) from another University to this one, they should send a copy of the application, offer and any documentation associated with the project (eg progress reports, changes, etc) to Research Services. They must inform Research Services as to which school they will be attached and their commencement date. Research Services staff will send the information to the appropriate Head of School and ask that they certify acceptance of the grant in line with the time commitment and resources required. The originating University need to agree to relinquish the award. Once that documentation has been received, Research Services will write to the funding body confirming acceptance of the award. Correspondence will be copied to Finance.

### Transfer Out

If a researcher wishes to transfer their grant(s) to another University, they need to complete the Request to Transfer Out Form and send it to Research Services. This documentation must be countersigned by all named researchers as well as the relevant Head of School. If there is more than one researcher involved, the form should spell out why the grant is being transferred, the role of the researchers remaining at the University, any changes (ie time commitment) to the project. The request should itemise any equipment involved in the transfer, the effective date of transfer and the School and University to which it is being transferred. It is always a good idea to send a draft copy of the form to Research Services prior to getting signatures so we can see if the contract has other stipulations.

## THEME AREAS

The University of Tasmania has identified six theme areas of focus and strength in research. The six University Theme Areas are an important element of the institution's approach to teaching and research. The themes represent areas of significant research strengths, and substantial teaching endeavours. The themes have been created around strengths that come from our people and facilities, and the opportunities presented by our location in Tasmania.

Antarctic and Marines Studies	Community, Place and Change
Sustainable Primary Production	Population and Health
Environment	Frontier Technologies

Grant, consultancies or research publications may be classified as being in a theme area, and statistics are generated from these classifications. For internal funding schemes, such as the Institutional Research Grants Scheme, theme area classification may be used by the panels to determine funding at the margin.

## SECTION 5

### WRITING A PROPOSAL OR GRANT APPLICATION

The starting point for preparing the application is to have a first-rate project. You must really know your subject, the “hot areas”, and key players. It is essential to start planning early - talk your ideas over with your colleagues and get comments from the leaders in the field.

#### 1. TRACK RECORD

This is track record in relation to opportunity (eg. type and number of publications, impact, funding, and invitations to speak at major conferences).

Unless you are likely to score 85-90 out of 100 in an evaluation by your peers and in a self assessment on this, it is probably best to delay an application until you have built up your track record.

Be careful where you publish. Having some publications in the top journals makes a much more significant impact, than having lots of articles in lower quality publications.

Use the IRGS as a mechanism to get work funded and generate publications which in turn builds your track record

#### 2. THE IDEA

Be ruthless in asking yourself (and others)

- Is the idea creative?
- Is it innovative?
- Does it excite interest?
- Is it a stamp collecting exercise?
- Is anyone interested?
- Is it feasible?
- Do you have the skills required?
- Do you need to collaborate?
- Will you maintain interest in it over the period?
- What impact will this research have?
- What time frame will be required?
- How will this project impact on your other commitments?
- Weigh up the costs and benefits?
- Will your school support the project?
- What do you intend to do – Aims and Expected Outcomes
- What work has already been done - Background
- Why is your research important – Significance and Innovation
- How do you intend to do your work – Research Plan, Methodology, Timing
- Where could you publish these outcomes?
- Where might this lead in terms of further collaborative research?
- How will this impact on my track record?

#### 3. THE PROPOSAL

Remember you will know more about the subject matter than most people who will be reading the material - use references.

- Guide the reader through the narrative – avoid excessive use of abbreviations. Are there preliminary studies that indicate that your project is necessary and feasible? When you introduce the topic, make sure you ‘sell’ the idea to the reader. Avoid jargon. Check spelling, grammar and context.
- Provide a clear sense of direction for the reader to guide them through the proposal. Be logical, well-defined, reasonable and have aims that are attainable.
- Give a clear outline of what the project is about.

- Where possible, diagrams, graphs etc. can be valuable aids to:
  - a) break up blocks of text, and
  - b) illustrate material in a different way.
- GRAB attention quickly (within 1-2 paragraphs).
- Don't confuse outcomes with outputs
- Spend time on STRUCTURE – what is the sequence of the narrative that most clearly spells out the story?

#### 4. THE ALLIES

Use trusted allies or mentors to read the draft material and give comment. The only sensible response to criticism of your application is to modify the application. While it is only natural to become defensive and to explain why you wrote the way you did, it is missing the point – if you can't convince your allies, you are unlikely to succeed with the funding body. Sometimes it's good to get the perspective of a researcher from another school – they can sometimes see things from a different perspective and this can be useful in your writing.

#### 5. JUSTIFICATION

You need to be able to outline clearly why the idea is worthwhile.

- Clearly lay out what you are proposing to do and why.
- Lay out the methodology – look very carefully at the methods. Will they be challenged? Are they new and untested? Is there a degree of controversy about the methodology? Are there alternative approaches to be considered? Justify why you have chosen the particular methodological framework for your project.
- Are there issues of validity e.g. sampling size, participants, etc?
- Is there adequate expertise in the research team that has been clearly identified or is there some skill missing?

#### 6. SIGNIFICANCE AND INNOVATION

Show how the results of your research will fill identified gaps in existing knowledge. Describe the unique and innovative features of your proposed research, including benefit to Australia and/or the funding agency.

#### 7. BUDGET JUSTIFICATION

This is often poorly done. You need to convince a group of your peers that each item of the budget is necessary and indicate why it is necessary. Don't just say a Research Assistant is needed. You need to say:

- what skills and why
- what level and why
- how the presence of an RA will enable you to achieve your research objectives
- what the CI is going to do

#### 8. START EARLY

If you are planning to submit an application, for example, at the end of January, your timeline might look something like this:

- start drafting July-September; identify possible diagrams, methodology, colleagues to be included on the project, list major project costs, etc (delegate task of drafting)

- complete first draft early November; circulate to group members
- complete revisions by the end of November
- send revised draft to allies November/December and ask them for comments. Give them a timeframe in which to provide feedback.
- leave the draft in desk drawer until late January
- revise the draft in late January, taking on board input from allies, and after thoroughly checking your completed application and completing your ORS Grant Submission Form, submit to Research Services.

## SECTION 6

### DATA COLLECTIONS

#### Publications Collection

Once a year, Research Services collects data on research material published by all university staff and students. The collection is undertaken with reference to the Instruction Manual and data is collected on the Publication Entry System (PES). Only authorised personnel have access to PES, and each school has a nominated Academic Coordinator. The collection takes place in the beginning of each year.

Information is collected on publications for four main purposes:

- 1.Higher Education Research Data (HERD) Collection
- 2.University Research Report
- 3.Internal Research Funding Allocation
- 4.University Statistics

#### 1. HERD Collection

Publications data forms part of the HERD Collection. Research income is also reported as part of the HERD. Research output forms part of the formula that determines the Institutional Grant Scheme and Research Training allocation to Universities from the federal government. Four categories are reported for this purpose:

- Books - Authored Research
- Journal Articles - Scholarly Refereed
- Book Chapters
- Conference Publications - Full Papers – Refereed

These categories are subject to external audit, with severe financial penalties if errors are found. Therefore, this university undertakes an internal audit prior to final submission on the above categories of publications.

#### 2. University Research Report

Research Services produces an annual Research Report that includes a listing of all research output for that year. As the DEST categories cover only four areas of published output, Research Services collects data on a much wider range of categories to publish in the Report.

#### 3. Statistics

Publications data is used for various statistics used throughout the University, such as in the Research Research Training Management Report and management reports to the Pro Vice Chancellor (Research), Faculties and Schools.

#### ABS Data Collection

The Australian Bureau of Statistics collects data on research expenditure and time spent on research every two years. This is a large collection that amalgamates data from various sources (Finance and Business Services, Student Administration, Human Resources, Schools and Research Services data). The collection takes place around the middle of the year. The responsible person for the ABS Collection for University of Tasmania is David Johnstone.

## FORMULA FUNDING

### DIISR allocation.

The block funding for research is allocated on the basis of three separate schemes viz:

- 
- |      |  |
|------|--|
| i.   | Research Training Scheme (RTS)             |
| ii.  | Institutional Grants Scheme (IGS)          |
| iii. | Research Infrastructure Block Grant (RIBG) |
- 

The Research Training Scheme formula for distribution is:

- 50% completions
- 40% research income
- 10% publications (as per DEEWR restrictions)

The research income includes all categories of funding and all income is treated equally.

The purpose of the RTS is to support research training activities. The Institutional Grants Scheme is allocated on the basis of:

- 60% research income
- 30% research student load
- 10% publications (as per DEEWR restrictions)

Completions are weighted to take account of:

- i. the level i.e. Masters or Doctoral, and
- ii. cost.

It is to be used to provide support for research and research infrastructure.

Lastly, the Research Infrastructure Block Grant is allocated on the basis of relative success in National Competitive Grants (category 1 income).

## **INTERNAL ALLOCATION**

The Commonwealth expects institutions to devise their own systems for internal allocation purposes – there is not an expectation that the same formulae will be used. Indeed, we devised a system in 2008 that recognised our internal needs. We allocated internally RTS funding on the basis of:

- 60% completions
- 35% research income
- 5% publications (DEEWR)

and IGS on the basis of:

- 70% research income
- 20% publications (DEEWR)
- 10% load

The RIBG is allocated internally on the basis of relative success in Australian Competitive Grants.

## **REPORTS AND PUBLICATIONS**

Reports and Statistics are available from the main [RESEARCH SERVICES](#) web site.