Upcoming Events

21 Feb  Orientation Week commences

21 Feb  School Meeting
        When: 9:30-11:00am
        Where: 50-N201

21 Feb  Public Lecture on "Open scholarship in the age of global competition". Details in item below.
        When: 10am
        Where: Room 141, James Foots Building (47A)

Workshop on 'How to Leverage Open Resources and Practices in Your Teaching.'
        When: 1.30-4.30pm
        Where: Room 250, James Foots Building (47A)

25 Feb  EAIT Tutor Training
        When: 8:15am – 3pm
        Where: Innes Room

28 Feb  Semester 1, 2011 commences

Open scholarship lecture series

In 2011 CEIT, UQ’s Centre for Educational Innovation and Technology in collaboration with the University Library, will be conducting a major investigation into UQ and Open Scholarship. This initiative has the support of the Vice-Chancellor and the Deputy Vice-Chancellor (Academic).

To kick off this initiative UQ is convening the Vice Chancellor’s Seminar Series on Open Scholarship. The first event in the series will be held on Monday 21 February, beginning with a public lecture in the morning and a more detailed workshop in the afternoon. Professor Grainne Conole of the Open University will speak on "Open scholarship in the age of global competition" at the morning lecture. Further details at http://ceit.uq.edu.au/content/open-scholarship-age-global-competition

Go8 Future Research Leaders Program (FRLP)

FRLP is designed to develop skills and knowledge that are important for research leadership in Australia’s premier research-intensive universities. Eight core modules are delivered in a combination of online and face-to-face workshops, with an online introductory module. Further details are in the brochure on page 3.

In 2011, the Program will be offered to all researchers, academic Level A and above, including professional and research general staff at an equivalent level.

Phone costs

If you are traveling overseas, please be aware of the very high costs associated with data download whilst overseas ($20 per megabyte!). For assistance with setting up your device so that it will not use data while roaming outside Australia, or if you need some advice on cheaper ways to stay in contact, contact John Gorry on x54555 or j.gorry@uq.edu.au. Visit http://www.its.uq.edu.au/?page=74261&s=19c1af581d80617a3439a74bc1dc31a9 (must login to view) for more details.

Thesis Hub

There are currently a limited number of desk spaces available in the Graduate School Thesis Hub. The Thesis Hub is a space of 40 desks within the Graduate School Office (Level 6, John Hines building) dedicated for use by RHD students who are in the "writing-up" stage (last 9 months of candidature). For details and application form please visit http://www.uq.edu.au/grad-school/thesis-hub.

Footy tipping competition

Staff interested in rugby league and/or Aussie rules are invited to join the UQ Footy Tipping Competition. Cash prizes for first, second and third, as well as prizes throughout the season. Details: 3346 9976 or t.leggatt@uq.edu.au

Grants and Fellowships

URGENT - Availability of Assessments and Rejoinders - ARC Linkage Projects


Future Fellowships

The ARC has released the Funding Rules for the next round of Future Fellowships. The restrictions on cross-scheme eligibility in the 2011 Funding Rules stipulate that: “During the 2011 calendar year, researchers cannot apply for a Fellowship on a NHMRC Proposal and a Future Fellowship Proposal.” This restriction is a new addition to the eligibility criteria of the Future Fellowships scheme and was not previously foreshadowed. If any UQ applicant is currently preparing a proposal for any NHMRC fellowship scheme and is also planning to submit a Future Fellowships application in 2011, we would encourage them to consult urgently with the Head of School to decide how to proceed in the light of this new restriction.
Dear colleagues,

Let me start off by thanking you for all your support and assistance in 2010. I hope you had a good break and weren’t affected too badly by the floods. There are three topics that I would like to draw your attention to in this newsletter.

For those who may not know where we are, our office is in Hawken Building 50-C212 for few more weeks before we move to Frank White on level 2. We will advise you of the new office number once we have officially moved.

Thank you

Bojan

**Finance News**

**Statutory Declaration forms**

Please note, when travelling it is essential to retain all receipts. The University understands that there are places and times where it might be hard to obtain a receipt and has therefore allowed use of Statutory Declaration forms in order to claim those expenses. However, please note that University policy clearly states “only one (1) Statutory Declaration per month is allowed. There is also an annual expenditure reimbursement limit of $500 that can be claimed in any given calendar year using one or more Statutory Declarations.” This applies to cash passport, corporate credit cards and reimbursements when personal funds were used.

In addition to above, please note an EFTPOS docket is not considered as a valid tax invoice receipt and would therefore require use of Statutory Declaration. I would encourage you to obtain valid tax invoice receipt for two reasons:

1. Limit the number of Statutory Declaration forms used which will allow you to use them for those trips where it truly is impossible to obtain a valid receipt;

2. For domestic trips it works in your favour to obtain a valid tax invoice receipt. This will allow us to claim GST and as a result your account will only be charged an ex GST amount. Even though on some trips the GST amount may not be significant, over the year it can add up to a substantial amount which could fund another conference trip or purchase of a computer and so on.

**Cash passport reconciliation and travel diary**

In 2010 there have been a large number of travel forms where sections for actual cost and travel diaries weren’t completed. Please note that both sections are compulsory and need to be completed.

From 2011, where the school finance team has prepaid your airfare, accommodation and conference registration, we will email you with the costs so you can add them with your cash passport total expenditure. Total amount is then recorded in the “Total Actual Cost” field in the travel form. Please note expenses paid by the third party will need to be recorded as well. Please note that, actual cost is important as University does report on travel expenses by staff to the Queensland Parliament.

As for travel diary, you can attach a travel diary document that you maintain during your trip. You can attach it to the form at the same time you request a statement.

**Tax Invoices**

Towards end of last year, Finance and Business Services (FaBS) have introduced a dashboard in UniFi. This helps us to maintain our workload better and action any outstanding purchase orders, credit cards, unmatched receipts etc.

We have noticed a large number of “unmatched receipts”. These are receipts which were created in the UniFi by users other than finance team within the School in addition to the receipts created by finance team. We would like to ensure that our processes are in good order before contacting FaBS to enquire as to why there are such a large number of unmatched receipts. We have been going through these unmatched receipts to see if tax invoices were received centrally and have contacted FaBS to have them processed.

For your reference, unmatched receipt refers to a receipt that was created against the purchase order which then needs to be matched to a voucher that FaBS will create. In order to match, tax invoice is required. Most tax invoices are sent to a central location. However, there are those that are sent with the goods.

It would be appreciated if you can please forward tax invoices to the School Finance team so we can make sure they are sent to correct place and with this reduce the number of unmatched receipts.
Program goals…
The program aims to develop skills and knowledge critical for research leadership and is targeted towards current and emerging researchers in Go8 universities.

Who should attend…
Early to mid-career researchers working towards research leadership roles.

The modules…
The program has eight modules with an additional induction module. The modules include online learning materials and a face-to-face workshop. Modules are designed to be undertaken individually, but participants are encouraged to participate in the entire program for maximum benefit.

Online Induction Module: Settling in – The Researcher’s Guide to Your University
Explores the research context of UQ, clarifies the university’s expectations for researchers and their activities and introduces the people, services and knowledge that will be critical to your success.

Module 1: Research Strategy and Planning
Explores the links between UQ’s overall research strategy, your own research, the scoping and conceptualising of the project prior to commencing the research, and research project management.

Module 2: Commencement and Collaboration – Putting ideas into practice
Identifies tools and resources relevant to the start-up of a research project, and illustrates approaches that can be applied to projects regardless of discipline or scope.

Module 3: Governance and Compliance – Protecting yourself, your research and your university
Examines the context in which research operates and the requirements for research practice, especially in relation to the significant governance expectations, responsible research practices and compliance with statutes and regulations.

Module 4: Intellectual Property and Commercialisation
Provides a comprehensive introduction to IP and commercialisation, and an understanding and appreciation of the complex processes involved in identifying, protecting and packaging innovations.

Module 5: Financial, Resource and Risk Management
Provides you with a clear understanding of the financial processes associated with research projects and equips you with the financial skills to properly cost, manage and report on your research projects.

Module 6: Grant and Contract Administration
Examines the fundamental administrative requirements that are needed to ensure your grant or contract is a success; providing practical advice and strategies for achieving your stated outcomes.

Module 7: Managing and Leading People in a Research Context
Explores the challenges of leading and managing in a research context, research leadership, building an effective team and managing individuals.

Module 8: Project Closeout
Provides you with an efficient and structured approach to project closeout. A good project closeout and review process is dependent on having both good initial processes as well as having effective controls for monitoring and tracking changes during the life of the project.

Enrol now…
Enrol in any module via the UQ Staff Development website: www.uq.edu.au/staffdev/ (Select Research and then Go8 Future Research Leaders’ Program). Modules are open to all researchers, from academic Level A, including professional staff equivalent.

Further information…
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