Research Grant Management

SCHOOL OF MECHANICAL AND MINING ENGINEERING
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1 Overview
The University's Research Management Office has a website dedicated to research management which includes: finding/applying for funding, establishing a project, managing a project and output/impact.

This document highlights some aspects of research grant management that might be useful to new staff or those seeking an overview of funding opportunities and internal processes.

2 Research policies
Research policies are found in the University’s Policies and Procedures Library, Section 4. (http://ppl.app.uq.edu.au/)

3 Applications for funding
3.1 Discovering funding opportunities
The University’s Research Bulletin is issued fortnightly and includes information on funding opportunities and other research related items of interest.

To subscribe, click on the relevant link and you will receive these emails automatically.

The Research Management Office usually holds information sessions in advance of major grant rounds and it is advisable to attend these.

Information on grants of general interest to the School will also be published in the weekly newsletter which is sent every Monday morning.

3.2 Major Funding Schemes
Information about major internal and external funding schemes is found here - http://www.uq.edu.au/research/research-management/

3.3 Due Dates
The University publishes a “Grants Calendar” which lists key due dates for various funding agencies on a month by month basis. The due dates published are the deadlines for grants to be submitted to the UQ Research Management Office.

Note: The School and/or the Faculty will have a deadline that is usually a week ahead of the UQ one. These deadlines are normally published in the School’s newsletter.

3.4 Key forms and resources
All applications for funding require the approval of the Head of School and they all must be lodged via the Faculty and/or University’s Research Management Office after all appropriate signatures have been obtained.

In addition to the grant application, the following are generally needed.
3.4.1 Funding Coversheet
If the funding is external to UQ, a funding application coversheet (FAC) needs to be completed and signed by the chief investigator and Head of School. This information is included in internal funding schemes as part of the grant application.

3.4.2 Research Overheads
Applications to funding agencies listed on the Australian Competitive Grants Register (ACGR) are exempt from overheads (indirect costs).

Applications to other funding agencies require the addition of indirect costs. UQ has developed a research budget spreadsheet to assist with the calculation of indirect costs.

3.4.2 Equipment requests
The School requires the inclusion of an equipment request form with the application if the budget includes funding for equipment. This form assists you to determine what installation costs (e.g. electrical, plumbing) may also need to be included in your budget.

4 Award of funding

4.1 Accepting funding
In most cases, the University’s Research Management Office will notify you if you are awarded funding. However, if you are notified directly, you need to advise the Research Management Office and the School Manager.

4.2 Contracts
Some funding agencies require a contract between UQ and the funding agency. If this is the case, contact the School Manager for advice on how to progress this. Note that there are a limited number of staff at UQ who are permitted to sign a contract.

4.3 Grant Record Letter (GRL)
Once all paperwork has been finalised, the University’s Research Management Office will issue you with a GRL. This document formally establishes your project. The School’s finance staff will seek a project number for you and once this is done, you will be able to access your funds.

The GRL will also include the contract and other information about your project including expenditure restrictions, reporting and other requirements. Please ensure you read all the documents carefully.

4.4 Procurement
The University is bound by State Government policy as it applies to purchasing of goods and services. A procurement plan is required for items that cost over $5,000 and the policy lists minimum requirements as the cost of the item rises. The School’s Finance Manager will assist you to prepare a procurement plan.

4.5 Staff appointments
If you are planning to appoint staff on your grant, please consult the School Manager to assist with the development of a position description.
4.6 Scholarships
If you are planning to offer a scholarship on your grant, please consult the School’s RHD Administration Officer (rhd@mechmining.uq.edu.au).

4.7 Travel
If you plan to travel on your grant, please see one of the School’s finance staff prior to the planned travel.

4.8 Project variations
If you need to change the project (e.g. change of investigator, budget, extension to end date), you may need to lodge an official request via the Research Management Office.

5 Reporting and carry forward requests
Many granting agencies require regular reporting and some (e.g. ARC) require annual carry forward requests.

Please be sure that you meet these deadlines as the School Office is not always advised directly that these are required.

Financial reports are provided to the granting body by Finance and Business Services. Please check your monthly transactions reports provided by the School’s finance team and advise the finance staff if there are any errors.