

RESEARCH INCOME POLICY AND PROCEDURE



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT	2
	Requirement to have a written agreement.....	2
	Authority to sign for offers of research income	2
	Categories of research income	2
	Research agreements.....	3
4	PROCEDURE	3
	Applying for funding	3
	First-named investigator eligibility.....	3
	Costing and pricing of research and experimental development.....	4
	Pricing of research and experimental development activities.....	6
	Approvals	7
	Acceptance of funding and forming an agreement.....	7
	Management of research projects	8
5	RESPONSIBILITIES	8
	Compliance, monitoring and review.....	8
	Reporting.....	8
	Records management.....	9
6	DEFINITIONS	9
	Terms and definitions.....	9
7	RELATED LEGISLATION AND DOCUMENTS.....	9
8	FEEDBACK.....	9
9	APPROVAL AND REVIEW DETAILS.....	9

1 PURPOSE

- 1.1 This policy and procedure sets out CQUniversity's requirements and processes relating to applying for and the acceptance and use of income (hereafter, 'research income') received by CQUniversity for employees and research higher degree (RHD) candidates to undertake research and experimental development activities.

2 SCOPE

- 2.1 This policy and procedure applies:
- to activities undertaken by CQUniversity employees or RHD candidates which meet the definition of research and experimental development, as defined in the [Higher Education Research Data Collection Specifications](#), and
 - regardless of whether CQUniversity is the lead organisation or a participating organisation in the activities.
- 2.2 This policy and procedure does not apply to:
- activities which are undertaken by an employee who acts totally independently of the University and does not claim any affiliation with the University, or

- paid work for activity that does not meet the Higher Education Research Data Collection Specifications definition of research and experimental development.

3 POLICY STATEMENT

- 3.1 Research income applied for or solicited from a funding source external to the University must be administered in accordance with this policy and procedure.

Requirement to have a written agreement

- 3.2 All research income must be verified by a written agreement between the University and the funding source (e.g. funding agreement, contract).
- 3.3 Research income received by the University will be subject to audit and will accordingly be administered in a fashion which will sustain audit and enhance the University's reputation as a reputable and trustworthy manager of research income.
- 3.4 Research income must only be used for the activities in accordance with the written agreement between the University and the funding source.

Authority to sign for offers of research income

- 3.5 An offer of research income from an external funding source can only be signed for by the University Council, the Vice-Chancellor and President, or by a person to whom the authority has been delegated, normally the Vice-President (Research).
- 3.6 An offer of research income will not be accepted where the conditions of offer are inconsistent with University policy documents or Codes of Conduct.
- 3.7 For avoidance of doubt, the University will not accept an offer of research income where the proposed activity may, by its nature, breach accepted norms of honesty and integrity, or detract in any fashion from the good name of the university and the academic community.
- 3.8 The Vice-President (Research) will determine whether an offer of research income may be accepted.

Categories of research income

- 3.9 The following summary provides a brief explanation of research grant income categories. More detailed description of the categories may be found in the Higher Education Research Data Collection Specifications.

Category 1: Australian competitive grants

- 3.10 Category 1 income is primarily from Australian competitive grants, which meet the conditions of a [self-assessment system implemented by the Department of Education, Skills and Employment](#).

Category 2: other public sector research income

- 3.11 Category 2 comprises funding from other government sources, including:
- Australian Government schemes and business enterprises that don't meet the Category 1 assessment
 - State and local governments and partly government owned or funded bodies
 - research income from cooperative research centre's (CRCs) in which the University is not a core participant or signatory

Category 3: industry and other research income

- 3.12 Category 3 includes:
- research grants or contract research with Australian or international industry or non-Australian Government agencies

- funding through donations, bequests and foundations (both Australian and international)

Category 4: cooperative research centre (CRC) research income

- 3.13 Category 4 consists of research income received from a CRC in which the University is a core participant (i.e. a signatory to the CRC's Commonwealth Agreement.)

Research agreements

- 3.14 The University recognises the principles of confidentiality in relation to the protection of confidential information about the internal affairs and/or background intellectual property of a funding sponsor, particularly relating to legitimate commercial reasons to restrict publication of research outcomes.
- 3.15 The University will not form research agreements, however, which place unreasonable constraint on the rights of its employees and RHD candidates to publish the results of their research, even where these results are unfavourable to a sponsor.
- 3.16 In accordance with the [Freedom of Speech and Academic Freedom Policy](#), the University will not accept any research agreement condition or contractual arrangement which would limit the freedom of speech or academic freedom of a University employee or student.
- 3.17 The University will not accept any research agreement condition or contractual arrangement which would involve a delay in the submission or examination of a thesis.
- 3.18 Where confidential or commercially sensitive information is included in a thesis, the examiners may be required to sign an appropriate confidentiality agreement, in accordance with the [Research Higher Degree Examination Policy and Procedure](#).
- 3.19 The University will form research agreements on a 'best endeavours' basis only, agreeing to undertake activities without guarantee of specific outcomes. This approach reflects the contingent nature of research.
- 3.20 The University will not form research agreements which require it to agree to warranties and general indemnity clauses in relation to the funding sponsor's use or application of research activity results.
- 3.21 The University will normally only accept those terms and conditions of offer which are written in such a way as to recognise that employees appointed to conduct or assist with a research project must be employed in accordance with the University's policy documents for research personnel.

4 PROCEDURE

Applying for funding

- 4.1 Applications for research funding, including competitive grant and tender applications and proposals to undertake contract research, must be submitted for approval by the Vice-President (Research), through the Office of Research. Applications must comply with University policy documents, applicable legislation, follow the relevant guidelines and funding rules of the funding body, and ensure the application is of a highly competitive standard.
- 4.2 The Vice-President (Research) retains the right to defer or deny submission of any application if it is deemed the application is not up to a competitive standard or is harmful to the University in any way, including potential damage to the integrity or reputation of the University, within the bounds of academic freedom and freedom of enquiry.

First-named investigator eligibility

- 4.3 A first-named investigator on research funding applications/proposals must make a significant and demonstrated contribution to the University. It is generally not appropriate for adjunct or casual employees to be first-named investigator. Doctor of Philosophy (PhD) candidates will generally not be permitted to be first-named investigator unless the funding guidelines explicitly allow or target students.

- 4.4 The employee must be able to demonstrate the necessary existing and predicted time and resources required to conduct the research are available (similar criteria exist in major funding body guidelines).

Costing and pricing of research and experimental development

- 4.5 Costing of research and experimental development activities will be undertaken in accordance with this policy and procedure using the approved budget tool provided by the Office of Research.
- 4.6 The University will price research and experimental development activities to recover, as a minimum, all direct costs and indirect costs of the research and experimental development activities.
- 4.7 Specific direct or indirect costs will be waived where these costs have been excluded by a competitive funding agency program. Evidence of the exclusion (e.g. published grant guidelines) must be provided to support a request for any cost to be waived.
- 4.8 The final quoted price of research and experimental development activities, including University cash or in-kind contributions, must be approved by the Vice-President (Research).

Direct costs

- 4.9 Direct costs are those costs which are specifically attributed to a particular project or activity. They are categorised as follows:

Personnel

- 4.10 Personnel costs include:
- a) Salary support for new fixed-term or continuing employees will be costed as per the employee's appointment, including on-costs* and yearly incremental increases as per the [CQUniversity Enterprise Agreement](#).
 - b) Salary support for current fixed-term or continuing employees shall be costed as per the employee's appointment, including on-costs and yearly incremental increases as per the Enterprise Agreement. Typically, this is a proportion of salary equivalent to time spent on the activity or the cost of replacement employees if teaching buy-out is sought.
 - c) Casual employees must be appointed at a level appropriate to the task that they will be performing as outlined in the Position Descriptors contained in the Enterprise Agreement and shall be costed as per the appropriate appointment level, including casual loading.
 - d) Personnel costs may also include stipends and allowances of any RHD candidate to be awarded a RHD scholarship or other scholarship to work on the project.

*On-costs: additional costs, above the annual salary, incurred in employing a person to undertake a role. These include payroll tax, superannuation, workers compensation and leave.

Third-party services

- 4.11 Fees for specific services by organisations, sub-contractors and consultants may be required for activities such as veterinarian consults, survey data collection, etc. This activity will be verified by a written agreement between the University and the third party (e.g. sub-contract).
- 4.12 Payment to external collaborators or co-investigators who make intellectual contributions to the activity can also be included. This arrangement will be verified by a written agreement between the University and the funding recipient (e.g. sub-contract, multi-party agreement, co-investigator agreement, etc).

Equipment

- 4.13 Equipment must be purchased in accordance with the [Procurement Policy and Procedure](#). The cost should include any related charges specially required for the activity, such as freight, installation, minor works and maintenance. Charges for special space requirements should also be included.
- 4.14 The cost of an item of equipment cannot be split between two or more different research projects unless the conditions tied to each source of funds allow for this to occur.

Maintenance/consumables

- 4.15 Maintenance costs generally include consumable items or services that are essential for the conduct of the project. For example: expendable materials and supplies; glassware (other than equipment); laboratory animals (purchase and agistment); postage and telecommunication charges (where these are not considered by the granting body as basic facilities expected to be provided by the University).

Travel

- 4.16 This includes all eligible international and domestic fares, accommodation and subsistence for travel and field work to be undertaken in the course of the research project.
- 4.17 Travel must be costed as per [Travel Policy and Procedure](#) and within Australian Taxation Office (ATO) reasonable travel allowance rate.

Knowledge translation

- 4.18 This may include the cost of report preparation, presentations, publications, open-access fees, conference attendance, field days, stakeholder workshops, etc.

Indirect costs

- 4.19 Indirect costs are those costs that are not directly attributable to a project but are incurred by the University in maintaining an environment and facilities for conducting the research activity. This includes, but is not limited to, utilities, library services, and information technology.
- 4.20 The University Indirect Costs Levy (ICL) has been set to sustain these activities.

For funds to be retained by the University the ICL is set at 25% of the direct costs.

Total Direct Costs x 0.25 = Indirect Costs Levy

E.g. Total Direct Costs = \$4,000. The ICL will be \$1,000.

The total cost of the activity would be \$5,000.

The ICL must be applied BEFORE any consideration on project pricing (described below).

For funds to be distributed to a third-party the ICL is set at 5% of the direct costs

The reduced ICL rate is calculated only for that portion of total direct costs to be distributed to the third-party (to reflect the reduced use of University environment and facilities).

E.g. Total Direct Costs = \$4,000.

The Total Direct Costs for activity undertaken at CQUniversity = \$3,500. The ICL will be \$875.

The Total Direct Costs for activity undertaken by the Third Party = \$500. The ICL will be \$25.

The total cost of the activity would be \$4,900.

- 4.21 Where negotiated, or where the funding organisation specifies a higher rate of indirect cost recovery than proposed here, a higher rate may be used.
- 4.22 The ICL income shall be distributed as follows:
- 40 per cent to the nominated host School/s,
 - 40 per cent to the Research Division and
 - 20 per cent to the University.
- 4.23 The host School/s may elect to impose an additional levy to individual research projects where they determine that facility or support requirements will be over and above standard usage. The additional levy will be distributed entirely to the School/s imposing the additional charge.

Pricing of research and experimental development activities

- 4.24 The pricing of research and experimental development activities will consider the full direct and indirect costs of the activity, any cash or in-kind contributions from the University or third party contributors, and market price adjustments where appropriate.

In-kind contributions

- 4.25 An in-kind contribution means a contribution of goods, services, material or time to the activity from an employee or the University. The value of any in-kind contribution should be calculated based on the most likely actual cost, i.e. the costs of labour, work spaces, equipment or databases.
- 4.26 Any in-kind contributions must be essential and central to the activity. Employees may only include their time as an in-kind contribution where required by the funding guidelines as a co-contribution, or specifically approved by their School.
- 4.27 All in-kind contributions must be approved by the Vice-President (Research) and Deputy Dean Research of the relevant School.

Cash contributions

- 4.28 Major competitive research funding schemes and key strategic schemes may require varying levels of institutional cash contributions as part of the application process or to ensure competitiveness. Cash contributions may only be included from appropriate funding sources and must be approved by the School and the Vice-President (Research).
- 4.29 Where an offer of funding from an external sponsor is less than 90 per cent of that originally sought, the Vice-President (Research) reserves the right to reduce pro rata the total University cash contribution.
- 4.30 University cash contributions may only be used for activities and in accordance with the approved funding agreement with the funding sponsor.
- 4.31 Any requests for University cash contributions must be submitted to the Office of Research for consideration by the Vice-President (Research) and Deputy Dean Research of the relevant School.

Reduction of indirect cost levy

- 4.32 Few circumstances may justify a reduction in indirect cost recovery:
- published funding guidelines specifically exclude indirect costs as per section 4.7 above
 - the Vice-President (Research) and Deputy Dean Research have deemed a reduction in indirect costs is essential.
- 4.33 In general, any reduction in the indirect cost recovery rate for work undertaken on behalf of commercial clients will not be considered.
- 4.34 Any requests for reducing recovery of indirect costs must be submitted in writing to the Office of Research for the consideration of the Vice-President (Research) and Deputy Dean Research of the relevant School.

Project administration costs

- 4.35 Each project budget will include project administration costs as part of the project personnel direct costs.
- 4.36 Staffing for each project will be set at a standard time allocation of a fixed-term 0.05 full time equivalent (FTE) HEW5.4, including on-costs, to be applied to each year of the budget.
- 4.37 Low value projects (under \$100,000 total funding) must allocate pro-rata project administration at a level not less than five per cent of the total GST exclusive project budget.
- 4.38 Project administration will be allocated by the Office of Research, or as otherwise advised.

- 4.39 Project administration costs will be waived where the full ICL has been applied.
- 4.40 Project administration costs may only otherwise be waived by the Vice-President (Research).

Third-party cash or in-kind contributions

- 4.41 Some funding schemes allow for the inclusion of cash or in-kind contributions by collaborating parties. Where allowable these funds may be used to reduce the total price.

Market price adjustments

- 4.42 Where allowable, an additional market price adjustment may be added to a project price, particularly for research consultancies where the principles of competitive neutrality must be observed.
- 4.43 Market price adjustments may include a higher than standard ICL (as outlined above) or higher than standard direct cost payments accepted in the market (for example, daily consultancy rates for investigators; accepted rates of fees for service).
- 4.44 Market price adjustments will be treated as surplus funds. At completion of the project any surplus funds will be transferred to the School, for the use by the chief investigators in research and experimental development related activities as negotiated with the School.

Approvals

- 4.45 Applicants must consult with the Office of Research prior to submitting an application. The Office of Research will review relevant guidelines, check the proposal and budget and ensure compliance.
- 4.46 Applicants must consult their Deputy Dean Research prior to forwarding an application to the Office of Research. The Deputy Dean Research will evaluate whether the proposed research in terms of its strategic fit for the School, availability of required resources and capacity of personnel.
- 4.47 Research funding applications must only be signed by the Vice-President (Research).
- 4.48 Individual employees must not enter into any agreement, either verbal or written, to undertake research activity.

Approval timeline

Contact	Process	*Maximum deadline
Office of Research	Request for cash contribution to Vice-President (Research) and Deputy Dean Research	3 weeks prior to submission
Deputy Dean Research	Notice of intention to submit and brief summary	3 weeks prior to submission
Office of Research	Application/proposal and budget for review	2 weeks prior to submission
Deputy Dean Research	Application/proposal and budget including Office of Research review	1 week prior to submission
Office of Research	Final application, budget and Deputy Dean Research approval for final checks, Vice-President (Research) approval and submission.	1 week prior to submission

*In nationally competitive grant schemes or during Office of Research peak times separate internal deadlines may apply.

Acceptance of funding and forming an agreement

- 4.49 Where an offer of research funds has been made, a researcher must advise the Office of Research so that a research agreement can be formed.

- 4.50 This advice will be in writing and include:
- a completed budget in the approved format
 - a copy of the research project application or proposal
 - a copy of Deputy Dean Research approvals, and
 - a copy of any offer of research funds provided by the funding sponsor.
- 4.51 Where an offer of research funds is for an amount less than that budgeted in the application or proposal a revised research project budget must be approved before the offer of research funds can be accepted.
- 4.52 An offer of research funds will only be accepted where the offer complies with this policy and procedure.
- 4.53 The Office of Research will liaise with the funding body and any collaborating partners, as required, to prepare a binding Research Agreement.
- 4.54 A research project must not commence until a research agreement has been agreed between the parties.

Management of research projects

- 4.55 The first-named investigator will be responsible for ensuring that University personnel associated with the activity comply with the University's obligations as contained in the research agreement.
- 4.56 It is the responsibility of the first-named investigator to ensure that the research team is familiar with the terms, conditions and obligations as set out in the agreement.
- 4.57 The first-named investigator will be responsible for ensuring that the activity is conducted correctly, that employees are appropriately supervised and the progress of the work is well organised and properly monitored.
- 4.58 The first-named investigator must notify the Office of Research immediately if there are imminent changes to the project scope, personnel, budget, timeline or deliverables. The Office of Research will evaluate whether a contract variation is required and assess the implications of such.
- 4.59 At all times University personnel associated with a research project must comply with the [Code of Conduct for Research](#) and the [Australian Code for the Responsible Conduct of Research](#).

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Office of Research manages the administration of research projects, although it remains the responsibility of Deans and Directors within Schools, Institutes and Centres to ensure that practices in Schools, Institutes and Centres remain at all times consistent with this policy and procedure.
- 5.2 The Director Office of Research is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.

Reporting

- 5.3 The research agreement will set out any reporting requirements for research projects.
- 5.4 It is the responsibility of the first-named investigator to ensure that all reports are completed to a high standard and submitted to the funding body on time. A copy of all reports must be sent to the Office of Research for inclusion with contract records.
- 5.5 Any reports which require sign off by the Vice-President (Research) must be submitted to the Office of Research at least one week prior to submission to the funding sponsor.
- 5.6 The Office of Research may request a copy of reports prior to submission to the funding body.

Records management

- 5.7 Data must be stored as per the University's [Research Data Management Policy and Procedure](#) unless otherwise dictated by the funding guidelines.
- 5.8 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.9 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Research and experimental development: creative and systematic work undertaken in order to increase the stock of knowledge – including knowledge of humankind, culture and society – and to devise new applications of available knowledge, as defined in the Higher Education Research Data Collection Specifications.

7 RELATED LEGISLATION AND DOCUMENTS

[Australian Code for the Responsible Conduct of Research](#)

[Code of Conduct for Research](#)

[CQUniversity Enterprise Agreement 2017](#)

[Freedom of Speech and Academic Freedom Policy](#)

[Higher Education Research Data Collection Specifications](#)

[Self-Assessed Australian Competitive Grant Income: Decision Tree – a flow chart used to determine which research and experimental development can be reported as Category 1, and the corresponding Category 1 sub-category.](#)

8 FEEDBACK

- 8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	Vice-President (Research)
Advisory Committee	N/A
Required Consultation	N/A
Administrator	Director Office of Research
Next Review Date	25/10/2024

Approval and Amendment History	Details
Original Approval Authority and Date	Research Committee 22/01/2020
Amendment Authority and Date	Editorial amendment 14/01/2021; Director Office of Research 02/07/2021; Vice-President (Research) 25/10/2021.
Notes	This document consolidated and replaced the Research Projects Policy and Procedure (03/04/2017) and the Principles Governing the Acceptance of Offers of Research Income (03/04/2017).