**Ethical Clearance**

It is the responsibility of the Chief Investigator to comply with the University's ethical clearance requirements. If you are unsure whether you require ethical clearance for your project, please refer to the guidelines:

<http://www.uq.edu.au/research/integrity-compliance/>

**Period of Grant**

The grant is only valid for the year in which the Researcher has indicated in their original application. There will be no availability for the carry forward of unspent funds from one calendar year to the next.

**Use of Grant**

Each award has been recorded as a ‘block’ grant with no apportionment between the various expenditure categories. The funds can be used to pay any category of approved research expenditure (salaries, equipment, computing (excluding laptop computers, unless under a special request around computing power that is linked to the research project), maintenance or travel) consistent with the proposal. Where specifically requested and approved, the grant funds can be used for assistance with teaching relief. Funds may be used for overseas travel to carry out fieldwork or research essential to the project, or for participation (presentation of a poster or paper) in a directly related conference. All expenditure must be in accordance with your project budget. Travel costs cannot exceed 50% of the budget.

Funds may not be used for projects that constitute the topic for an applicant’s higher degree thesis, nor for student support. They may not be used to supplement projects being funded by other agencies.

**Variation Requests**

Requests to vary approved expenditure/research plans should be forwarded to [research@bel.uq.edu.au](mailto:research@bel.uq.edu.au) in the first instance. Variation requests should be well-justified, and endorsed by the grantee’s supervisor/Head of School.

**Links to useful information**

Information about travel/subsistence/per diem rates is available at:   
<http://www.fbs.uq.edu.au/meals-and-incidentals>

A schedule of salaries for research support staff may be accessed at the following address:

<http://www.uq.edu.au/current-staff/index.html?page=11893>

**Salaries**

If the grant is used to pay a salary (eg. of a research assistant), the following salary-related expenditure (**on-costs**) will be charged to the account (2014 rates) –

**Full or Part-time Staff**

(a) Payroll Tax (4.75% of salary)

(b) Workers’ Compensation (0.25% of salary)

(c) Superannuation (17% of salary)

(d) Payroll Tax on Superannuation (0.808% of salary)

(e) Recreation Leave Loading (1.5% of salary)

(f) Long Service Leave Provision (2.4% of salary)

(g) Parental Leave (1.28% of salary)

TOTAL 27.988%

**Casual Staff**

(a) Payroll Tax (4.75% of salary)

(b) Workers’ Compensation (0.25% of salary)

(c) Superannuation (9.50% of salary) \*

(d) Payroll Tax on Superannuation (0.451% of salary)

(e) Long Service Leave Provision (2.4% of salary)

TOTAL 17.351%

**Withdrawal of Chief Investigators**

When a Chief Investigator withdraws from the project, because of resignation or other reasons, the Head of School concerned should inform the Associate Dean (Research). Grants can only proceed if the Chief Investigator named on the proposal continues employment with the University.

**Report on Project**

When support from the New Staff Research Start-Up Fund ends, a report is to be forwarded via the relevant Head of School. The report should include:-

1. a statement on the extent to which the project achieved its objectives; and

(b) a list of any publications or other outputs, in print or in preparation, arising from the project.

The following Final Report proforma is provided for your assistance.

**Proforma Final Report**

It is a condition of the award of the Faculty of Business, Economics and Law’s New Staff Research Start-Up Funds that at the expiry of funding, grantees submit a report to the Associate Dean (Research) c/- of the BEL Faculty. Your report should include the following:

1. Faculty/Institute/Centre/School
2. Name of Grant Holder
3. Title of Project
4. Amount of Grant
5. Please provide a brief response to each of the following questions:

(a) Has the allocation of money been of help in initiating a research project? Please report on the expenditure of the funds.

(b) Outline any objectives that have been achieved / highlights / issues.

(c) Have you applied, or will you be applying, to outside bodies for future funding of this or a related project?

6. The Report should be signed off by the Grant Holder and by the relevant Head of School.

1. The Report should then be emailed to the Faculty office via email to: [research@bel.uq.edu.au](mailto:research@bel.uq.edu.au)