2018 BEL Faculty New Staff Research Start-Up Fund
Conditions of Award and Administrative Arrangements

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/

The Human Research Ethics Application (HREA) is available at www.hrea.gov.au. All enquiries should be sent to the UQ Ethics office at humanethics@research.uq.edu.au

Period of Grant

The grant is only valid for the year in which the Researcher has indicated in their original application.

- Total funding allocated to each project is up to a maximum of $5,000.
- Funds will be allocated upfront in January 2018 from the ADR Strategic Funding pool. This will be arranged by the BEL Finance Advisory team - bel.fin.advisory@uq.edu.au
- All funds must be expended in 2018. There will be no availability for the carry forward of unspent funds to 2019. Any unspent funds as at 31 December 2018 will be returned to the ADR Strategic Funding pool.
- Approval and processing of expenditure against the grant is per your School/Centre's normal finance approval processes and the grant conditions.

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 in the first instance. Variation requests should be well-justified, and endorsed by the grantee's supervisor/Head of School/Centre Director.

Links to useful information

Information about travel is available at:
https://travel.uq.edu.au/

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. for a research assistant), the following salary-related expenditure (**on-costs**) will be charged to the account.

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)

TOTAL 14.951%

Withdrawal of Chief Investigators

When a Chief Investigator withdraws from the project, because of resignation or other reasons, the Head of School/Centre Director 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/Centre Director**. The report should include:-

(a) 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/- the BEL Faculty. Your report should include the following:

1. School/Centre

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/Centre Director.

Grant Holder: …… Head of School/Centre Director: ……..

The Report should then be emailed to the Associate Dean (Research), BEL Faculty via email to: research@bel.uq.edu.au