Life Cycle of a Research Grant

Applying for a research grant

- Contact REDI as early as possible if you intend to submit an external research proposal.
- **Send a draft to your Research Development Officer (RDO) or Business Development Officer (BDO).** They can assist with strategic advice, critical feedback, budget development and/or track record statements to maximise your chance of success.
- Send grant guidelines or a url link to REDI so the application can be reviewed for compliance and eligibility.
- Complete an **Online External Research Funding Proposal Clearance Form approved by your Dean and/or Director prior to submission** and avoid any possible delay to your project start.

Successful grant

- **Congratulations**! Please advise REDI by return email within 10 business days if you wish Western to accept the grant.
- Once Western has accepted the grant, a **contract/agreement** is negotiated by REDI in partnership with the CI for all parties to sign.
- A **financial account** will be established by REDI for your research project.
- **Invoices** will be issued as outlined in the contract by the REDI **Grants Administrative Officer**.
- **Ethics Clearance**, if required, needs to be submitted and approved before the project begins.

Managing your research project

- Your School/Institute can help with the employment of staff/research assistants and financial balances.
- **Project funds** need to be spent in line with your approved budget and project timeframe - unless you request a variation from the fundor before the project end date.
- If your project needs a **variation**, contact your REDI **Research Grants Officer** for help.
- Lodge your **Progress and Final Reports t**o your REDI **Research Grants Officer** before they are due.
- **Financial acquittals/statements** to funding agencies will be completed and certified by the **REDI Research Accountant**, if required.

Finishing your project

- For an **Extension** contact your REDI **Research Grants Officer** before the project end date. REDI will contact the funder to arrange approval and a variation of the contract/agreement.
- Check all project costs are credited to the correct account and funds **fully spent**.
- Depending on the research agreement, **surplus funds** may need to be returned to the funding body. Check with your REDI Research Grants Officer.
- REDI reviews project financials and contract milestones and closes the project account on completion.

Applying for a research grant

- The External Research Funding Proposal Clearance form provides data used for reporting and confirms Dean/Director approval of workload commitments.
- Only External Research projects processed by REDI are displayed on the Researchers' Portal.
- Research Income is reported:
  - ➢ to the government via the annual Higher Education Research Data Collection (HERDC). This generates a Research Block Grant (eg RIBG);
  - ➢ as your Research Activity;
  - ➢ as research performance within Western and for the Excellence in Research Australia (ERA).
- Research **Indirect Costs** contribute to research infrastructure. Indirect costs are included for *all* research projects *except* grants funded by Australian Competitive Research Grants schemes and partner collaborators, Western internal grants schemes, donations, scholarships and Cooperative Research Centres, and if excluded in funding rules.
- Some funding bodies will rule an application 'ineligible' if the guidelines or rules are not followed.

Successful grants

- Research contracts are signed by the DVCR or Executive Director, REDI, as delegated officers for Western. Western covers all insurance, financial and legal responsibilities.
- REDI notifies lead researchers of financial account details once contracts are fully executed.
- REDI monitors project milestones and alerts researchers when due.
- REDI invoices for funds in line with research contracts.

Managing your research project

- Projects should be completed by the end date. If you need an extension, contact REDI before the end date. Extensions often require a formal variation to the contract.
- Equipment purchased with research project funds is owned by Western.
- Researcher salaries in a budget *must* be used to pay their Western salary unless you have approval by the Dean/Director to be paid above load. In this case it is paid to a researcher's personal bank account and may be subject to taxation. Approval for this must be given before a project begins.
- You have obligations listed in the contract relating to publications, data management, intellectual property, confidentiality, publicity, tasks and milestones. Contact REDI if you need help or are not sure what these are.

Finishing your project

- Project funds for research projects **must** be fully spent in line with the approved project budget and **cannot** be transferred to another account or used on other research projects.
- The REDI Research Accountant prepares all financial acquittals required on research projects.
- Final reports are lodged with REDI.
- REDI closes the research project account.