Research Support Funds – Guidelines 2005

Use of funds

The RSF allocations must be expended to support research activity. Approval of expenditure will follow normal University procedures.

The following are examples of what is accepted as appropriate use of Research Support Funds:

- Research reference material;
- Specific infrastructure directly related to research;
- Publication support (for research publications only)
- Research assistance;
- Travel and accommodation expenses for field research projects, research conferences and associated registration, including support for HDR student travel and conference attendance;
- Buy out of teaching time (additional to time release from ‘research active’ status;
- Fees for any professional expertise not available among the research team.
- Conference attendance, particularly where a refereed paper is to be presented.
- Consumables required for research projects
- Assistance with grant preparation

The following are examples of what is not accepted as appropriate use of funds:

- Teaching and preparation of teaching material, other than buy out of teaching time for research;
- Any travel that is not for the purposes of conducting or presenting research;
- Professional development that is not related to research or research training;
- Provision of basic infrastructure
- General running costs for the School

All material and equipment purchased with the funds remain property of the University.

Timelines for Expenditure

While staff are encouraged to spend RSF monies within 1 year of distribution, it is recognized that it may be beneficial to allow funds to accumulate so that higher value activities such as attendance of international conferences can be funded. Carry forwards of greater than $2000 must be approved by the Faculty Research Committee and requests to do so should indicate the intended use of the funds.

RSF monies allocated directly to University Research Centres, Institutes and Schools should be expended within 1 year of distribution, and preferably in the year of distribution.
**Accountability and reporting**

Individual staff members and Schools receiving Research Support Funds will be required to submit a succinct written annual report to their Faculty Research Committee, outlining details of the use of funds. Reporting will not be required if the total funds received do not exceed $2,000 in a given year.

University Research Centres and Institutes must provide written reports detailing their usage of funds to the University Research Committee annually. Research Support Funds distributed in November, 2005 may be reported in 2006.

**Distribution of Allocated funds to Researchers**

Where a researcher’s allocation is $500 or greater, the allocated funds are specifically allocated to the individual. These individuals may be University staff (including sessional) or students. In all cases the funds must be expended to support research, as described above.

For administrative convenience funds have been distributed via AOU’s eg Schools. The Heads of AOU’s receiving RSF funds allocated to individuals must make these funds available to the nominated individuals. This may mean transferring the funds to a specific account. In instances where funds are allocated to researchers who have subsequently left the University or are unable to use the funds for research purposes, the funds may be used by the AOU to support research.

It is at the discretion of the AOU whether amounts smaller than $500 are distributed to individuals.

If there is any ambiguity about a particular payment then the matter should be determined in consultations between the Head of School and the relevant Associate Dean.