Research Grant Process – A brief summary of process

   To be counted as research, the research component must be articulated

2. Proposals developed using the costing tool – SCRIPT (online) or RPAT (offline)
   Ensures that the deliverables are realistic for the price (if there is a fixed/preset price), or that the price reflects the deliverables (if the focus is on the outcomes).

3. PENDING APPROVAL – the proposal and costing is finalized and the costing model is approved by Head of Area / Faculty
   The Area is best placed to know that the costing is reflecting what is being promised in terms of deliverables. Regardless of whether or not the activity is fully costed, the Area needs to approve the allocation of these resources to these activities.

4. Locally supported proposal and costing to ORD for approval
   Curtin’s research activity is audited – so ORD provides oversight that the activity meets the definition. ORD also has responsibility for ensuring compliance with policy and the costing model.

5. APPROVED means approved for submission externally – the proposal, which includes a price, can go to the external funder.
   Note that the costings are commercial in confidence – no business discloses how it comes to cost its components.

6. If the external funder wishes to progress, then the contract negotiation progresses.
   The only delegated authorities who may approve a research contract are the Director R&I, Deputy Vice Chancellor R&I, and Vice Chancellor
   Researchers cannot agree to terms and conditions, or sign-off on any research contract.
   Note that Purchase Orders often have embedded Terms and Conditions – moving forward on a PO commits Curtin to the PO Terms, and commitment can only come from a delegated authority.
   Research Operations undertakes contract development and negotiation. No contract should be provided by a researcher to an external unless it has come from ORD specifically for that project.

7. SUCCESSFUL means that the contract negotiation is successful and the activity will progress under agreed terms and conditions.

8. With a fully executed agreement, and the classification of the project as SUCCESSFUL:
   a. A cost centre is established – isolating the project funds and expenditure for monitoring and auditing;
   b. Invoices are raised – requests for invoices from the local area are sent to Financial Services. FS has access to SCRIPT, so quoting the SCRIPT reference means that a copy of the contract does not need to be provided

9. Local area informs ORD that all contractual obligations have been met, and all funds have been paid, and the project is taken to COMPLETED.
   Local area closes Cost centre and residual funds are either returned to the funder or transferred to a special purpose account (depending upon the obligations in the contract).

Following the processes is the quickest way through the bureaucracy. Benefits also include: checks and support to ensure that the resources needed to progress the activity are available; potential pitfalls are identified upfront; RPI claims are simplified; and activity is available for Academic Promotions reports.