Applying for a research grant

- Contact REDI as early as possible if you are intending to submit an external research proposal.
- Send a draft to your Research Development Officer (RDO). They can assist you with strategic advice, critical feedback, budget development and track record statements to maximise your chance of success.
- Send the grant guidelines or url link so the application can be reviewed for compliance and eligibility.
- Complete an External Research Funding Proposal Clearance Form signed by your Dean and/or Director prior to submission. A project can’t commence without this signed.
- Submit the Final application to your RDO.

Successful grant

- Congratulations! A contract/agreement will be drafted/negotiated by REDI in consort with the Ci for all parties to sign.
- A financial account will be established by REDI for your research project.
- Invoices will be issued for funding, as per the contract, by the REDI Grants Administrative Officer.
- Ethics Clearance, if required, needs to be submitted and approved before the project commences.

Managing your research project

- Your School/Institute Manager can assist with the employment of staff/research assistants and financial balances.
- Project funds need to be spent according to budget and all funds expended within the project timeframe - unless you request a variation prior to the project end date.
- If your project needs a variation/change, contact your REDI Research Grants Officer for assistance.
- Lodge your Progress and Final Reports to your REDI Research Grants Officer.
- Financial acquittals/statements to funding agencies will be completed and certified by the REDI Research Accountant.

Finishing your project

- For an Extension requests contact your REDI Research Grants Officer prior to the project end date. REDI will contact the funder to arrange their approval and a variation of the contract/agreement.
- Check that all costs related to your project have been costed to the correct account and funds are fully expended.
- Depending on the research agreement, surplus funds may not be used for further research and may need to be returned to the funding body. Check with your REDI Research Grants Officer.
- REDI will review project financials and contract milestones and close the project account on completion.
Applying for a research grant

- The External Research Funding Proposal Clearance form needs to be sent to REDI with the application before a research account can be established. It provides important project data used for reporting and to ensure that the Dean/director has approved the workload.
- 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).
- The Research Indirect Costs levy contributes to research infrastructure costs. It is a real cost. This levy is included in an application budget for all research projects except grants funded by Australian Competitive Research Grants schemes & Partner Collaborators, Western internal grants schemes, Donations, Scholarships and Cooperative Research Centres.
- Scheme guidelines/rules need to be followed or some funding bodies will rule the application ‘ineligible’.

Successful grant

- Research contracts/agreements MUST be signed by the DVCR or Executive Director of REDI as delegated officers for Western. It is Western that covers insurances and other legal responsibilities.
- REDI will notify the lead researcher of financial account details once all agreements are fully executed.
- REDI will monitor required milestones on research projects and alert researchers when due.
- REDI will invoice for funds according to the conditions of the research contract/agreement.

Managing your research project

- Projects should be completed by the end date. If you need an extension, contact REDI prior to the end date. Extensions often require a formal variation to the contract/agreement.
- 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 prior approval by the Dean/Director to be paid above load. In this case it will be paid to a researcher’s personal bank account and may be subject to taxation.
- Ensure you understand your obligations listed in the contract/agreement relating to publications, data management, intellectual property, confidentiality, publicity, tasks and milestones. Contact REDI if you need help.

Finishing your project

- Project funds for research projects must be fully expended. Funds cannot be transferred to another account, ‘saved’ or held for use on other research projects or used for other conferences or travel.
- The REDI Research Accountant prepares all financial acquittals required on research projects.
- Final reports need to be lodged with REDI. REDI will close off the research project account.