Process for Submitting and Managing External Research

All external research funding applications and tenders must be lodged through the UWS Office of Research Services and must be accompanied by a completed and signed Research Proposal Clearance Form.

External Research Submissions and Tenders

1. If you are preparing an external research submission, contact the Research Development Team within Research Services: the earlier the better.
2. The Research Development Team can help you with further information, developing your idea, put you in touch with researchers working in related fields, provide feedback on project description drafts, guidelines, application forms, budgets and budget justifications, track record statements and other required supporting documentation such as insurance, financial and/or annual reports.
3. Research work to be undertaken must meet the Commonwealth Department of Education Science and Training (DEST) definition of ‘Research’. If the work is definitely consultancy, the Office of Business Services will provide assistance.
4. The final research application must be lodged with the Research Development Team a minimum five days before it is due at the funding agency. For some applications such as the ARC and the NHMRC the date will be earlier. This time frame ensures that all funding requirements are met, budgets checked and include GST, the appropriate person signs off on the submission, and couriers booked.
5. A Research Proposal Clearance form must be submitted with the application. This enables more efficient project management if your application is successful (eg: the negotiation of final agreements, cost centre allocation, and invoicing). Information on research codes is also available.
6. If your submission is unsuccessful, the Research Proposal Clearance form together with copies of your submission ensures that UWS has a record of your research activity, helps the Research Development Team identify other research funding sources for you as well as providing other useful information concerning success rates and areas of either emerging or consolidating research strengths.

After you have been notified that your application was successful or an industry partner has agreed to fund your research work and a research agreement or contract has been signed, Research Development will hand over the project to the Research Grants Officer within Research Services to handle project management activity.

In summary the following information must be included to establish a research account:

- Start and End dates for the research work must be supplied if they are not evident in the paperwork.
- A Budget Breakdown for the research work must be supplied if not already evident in the project description or research agreement. For example if you have $10,000 total funds detail the breakdown as either travel, research assistance, maintenance or equipment and so on.
- GST and the UWS Levy must be clearly identified as a separate budget line. If GST is not included this will be deducted from your project funds.
- Funding body/industry partner contact details.
- Invoicing schedules (where applicable).

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