

La Trobe University Research Grants Scheme

Conditions of Award 2008

Certification by Head of School

The Research and Graduate Studies Office will forward a successful advice memorandum to the successful applicant, which will require the signature of both the applicant and the Head of School. This is to ensure that the Head of School is aware of the amount and any conditions attached to the grant, and has agreed that the research may be undertaken in the School given the facilities available, the time spent by the researcher on the project and other activities, and the level of support required from the School. The certification will also include a statement that any overexpenditure on the grant will be covered by the School.

Financial management

Grants will usually have one-line budgets. However, the Research and Graduate Studies Committee reserves the right to specify particular sums for expenditure in designated ways, which will be specified in the memorandum of offer.

Grant funds must not be used for society membership dues, journal subscriptions and teaching relief.

It is the responsibility of the chief Investigator to ensure that expenditure on the project is in accordance with the aims and research plan of the project as described in the application, and is within the broad structure of the budget as submitted.

The Research and Graduate Studies Office will open a fund and transfer monies into that fund when all necessary signatures and clearances, including ethics clearances, have been obtained. The successful applicant and Head of School will be notified of the fund number.

Term of the grant

Twelve months.

Carry-forwards

Extensions to project completion dates and the due dates for reports will be approved only under exceptional circumstances. For 2008 grants, unexpended grant funds will be recovered by 31 January 2009 unless prior approval has been obtained from the

Director, Research and Graduate Studies Office. Where required, a carry-forward request where required must be submitted to the Research and Graduate Studies Office by 15 November 2008. The carry forward request must be accompanied by a progress report.

Changes to the research program

Where the project commencement or completion dates are significantly different from those proposed, the Chief Investigator should provide written advice to the Director, Research and Graduate Studies Office. Projects must be completed and reports submitted by the due dates unless extensions are approved in writing by the Director, Research and Graduate Studies Office.

Responsibilities of grant recipients

The first-named Chief Investigator will be the contact person for all administrative matters to do with the grant.

Chief Investigators are responsible for the project, its concept, the strategic decisions called for in its pursuit and for the communication of the results. Chief Investigators must ensure that the research is conducted in accord with University policy, including compliance with the Code of Conduct for Research, and policies on the ethical conduct of research on human and animal subjects, genetic manipulation, and health and safety. No grant funds will be made available and no project may proceed without appropriate ethical or other required clearances first having been obtained.

Reporting requirements

Chief Investigators are required to provide a report of their research project to the Research and Graduate Studies Office within 2 months of the end-date for the grant. A report form is available on www.latrobe.edu.au/rgso/forms-resources.htm.