Conditions of Award for Grants-in-Aid

Funding provided through the Henry and Robert D’Esterre Taylor Charitable Fund is administered by the Research Development team in conjunction with the Faculty Trusts team.

Expenses should be coded directly to the relevant Trust account string wherever possible. Consumables may be recovered via Themis natural expense account.

It is expected that grant-in-aid funding provided through the Henry and Robert D’Esterre Taylor Charitable Fund will be fully expended within the year of award (i.e. 2016). However, if in exceptional circumstances an extension to expend funding beyond 31 December 2016 is required, written approval must be sought from the Associate Dean (Research) via Research Development – extension requests should be sent by email to: mdhs-grants@unimelb.edu.au

Funding provided through the Henry and Robert D’Esterre Taylor Charitable Fund can be used within the following expenditure areas:

**Research Expenses**

Reasonable expenses related to the research project will be reimbursed, for items such as consumables, asset/animal maintenance and publication costs.

Expenditure on temporary / fixed-term research assistance for the project can be made (e.g. Research Assistant salaries); however the grant-in-aid funds cannot be used towards CI salaries or for teaching relief. Due to the short term nature of the project, expenditure on Higher Degree by Research students is not appropriate.

Prior approval must be sought from Research Development for equipment purchases.

**Travel**

Fellows are able to use the grant-in-aid to fund conference or workshop travel related to their research.

Reimbursements are payable to fellows for reasonable expenses such as travel, accommodation, conference registration, meals and incidentals.

Reimbursements will only be paid where receipts are provided totalling the amount being claimed and are subject to the approval of the Research Development team. Entertainment expenses and purchase of extravagant items will not be reimbursed.

A reasonable reimbursement as outlined above will be paid, however an allowance will not be paid.
Grant-in-aid expenses not supported

Funds will not be provided for the following purposes:

- Fees for Higher Education Contribution Scheme (HECS) or Higher Education Loan Program (HELP) liabilities
- Costs not directly related to the approved research
- Funds that duplicate or supplement another current internal University grant, external grant or research contract
- Conference travel/expenses for other research staff
- Assets such as mobile phones and computers

Contact

For general enquiries or to obtain prior approval for expenses, please email the Research Development team: mdhs-grants@unimelb.edu.au

For technical enquiries related to processing the expenses, please contact your Departmental Agreement Administrator in the first instance. If administrators require assistance, please email the Trusts Team: mdhs-trusts@unimelb.edu.au