Faculty Trust Fellowships Grant-In-Aid Policy

Summary

This policy applies only to grant-in-aid funding for Faculty Trust Fellowships administered by the MDHS Research Support and Evaluation team.

Faculty Trust Fellows are allocated a $10,000 (pro-rata) grant-in-aid per annum for the duration of their Fellowship.

Grant-in-aid funding is provided to cover legitimate expenses, including removal expenses to take up the Fellowship, attendance at conferences, and research costs.

The grant-in-aid is administered by the Faculty Research Support and Evaluation team in conjunction with the Faculty Trusts Team.

Research costs including personnel costs

Reasonable expenses related to the Fellow's research program will be reimbursed, e.g. for items such as consumables, asset/animal maintenance and publication costs not covered by the UoM open policy. Refer to the Research Gateway Research Outputs > **Open Access & Research Visibility** for Principles and maximising your research visibility.   Also refer to Research Outputs – Making your work Open Access KBA Knowledge Base Article.

The University does not support hybrid open access (the payment of an Article Processing Charge to a subscription journal to make your article open access). The University supports two routes to open access: Depositing a copyright compliant version of your research into Minerva Access (The University open access repository), or a subject repository or Publishing in an open access journal. Refer to Principles for Open Access to Research Outputs at Melbourne UoM Library

The grant-in-aid can be used to supplement expenses directly related to the research activity including off setting an existing UoM Research Assistant's salary (and on-costs) who as part of their overall duties, is working directly on the research activity as outlined in the fellows trust fellowship application. It is not designed to cover the full cost of this personnel salary as these funds must be secured elsewhere.

Any personnel costs must be reported in the annual trust fellowship report, including staff member name, employee number and duration.

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

Removal Expenses

Where a Fellow has been offered a Fellowship with a duration of two years or more at a University location that is based outside a 100 kilometre radius of their primary place of residence, removal expenses can be reimbursed from the grant-in-aid.

Removal expenses will not be paid to individuals who have a partner who is currently in receipt of an offer of employment with the University that includes provisions for relocation assistance, unless the relevant faculty/graduate school/division cost centers agree to split the relocation costs in accordance with section 7.2 of the Relocation Procedure.

Tax invoices must be provided for substantiation of removal expenses

Travel

Fellows are able to use their 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:

- Higher Education Contribution Scheme (HECS) or Higher Education Loan Program (HELP) liabilities
- Costs not directly related to the approved research
- Research activities or costs that have already been supported through another current internal University grant, external grant or research contract
- Non-Fellowship salaries and personnel costs, including relief from other duties (except as outlined in "Research costs including personnel costs")
- Conference travel/expenses for other research staff
- Assets such as mobile phones and computers

Reporting

An annual report including Grant in Aid expenditure, any personnel costs is to be submitted annually using the Faculty Trust Fellowship report template.

Conditions of Payment

Fellows will be issued with a unique account string for their expenses to be coded to and are required to report annually on the expenditure as part of their annual &/or final report.

Funding not expended in one year can be carried forward to the next if requested and approved by the end of September of that year.

Unspent grant-in-aid funding will be forfeited if not expended prior to the end of the Fellowship tenure.

Fellows are able to access their full year's grant-in-aid allocation during a calendar year; however future years' allocations cannot be accessed without prior written approval from the MDHS Research Development team and only where exceptional circumstances exist.

If a Fellow is employed for a partial year, they are eligible to access a pro-rata amount of their grant-in-aid for that year.

Contact

For general enquiries or to obtain prior approval for expenses, please email: 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 Faculty Trusts Team: mdhs-trusts@unimelb.edu.au

Document control

MDHS Research Development
Created: November 2015
Reviewed & updated: October 2021
Next review: October 2022