CONSULTING & UNIVERSITY PAID OUTSIDE WORK (UPOW) DECISION TREE

1. Does a component of the project qualify as “research” as per HERDC definition? Decision to be made by Research Partnerships Unit in consultation with researcher to ensure consistency of interpretation.
   - NO
   - YES

2. Does the project contain a UPOW component? Requires online approval via myUNSW.
   - NO
   - YES

3. Research Partnerships Unit manages pre-award set up, and passes to Grants Management Office (GMO) to manage post award payments and invoicing. InfoEd system in GMO will store the % split of research that can be reported for HERDC.
   - NO
   - YES

4. Faculty/School to manage locally as a commercial activity:
   - Fund code=GIxxx
   - Project=PSxxxx

5. UNSW employee providing services OR Emeriti without private company?
   - NO
   - YES

   - Fees for UPOW component will be paid to employee via UNSW payroll.
   - GMO manages post award payments. InfoEd will store the % split of research that can be reported for HERDC;
   - GMO invoices client; Employee submits timesheet and approved one-off salaries payment form (via GMO) to trigger payment for fees via UNSW payroll;
   - All project expenses to be incurred via UNSW finance system, and NOT personally by the employee.

6. Emeriti or other non-employed affiliate (eg. Hon) undertaking project via their separate company with ACN? (subcontractor to UNSW)
   - NO
   - YES

   - Subcontractor to complete EFSD01 questionnaire (online); Fees for UPOW component will be paid on invoice via Accounts Payable.
   - GMO manages post award payments. InfoEd will store the % split of research that can be reported for HERDC
   - GMO invoices client; payment on invoice for time and expenses via accounts payable