Research Infrastructure Scheme: 
Supporting Collaborative Research

Information Session 
17th August 2017

Office of the Pro-Vice-Chancellor (Research Infrastructure) 
with Strategic Procurement, Facilities Management and 
Grants Management Office

Grainne Moran and Julia Muenchhoff; Thomas Valin; Anne Warren
Research Infrastructure Scheme

Objectives:

• Faculty Infrastructure Projects – majority of budget
• MWAC Infrastructure Projects
• Cross-Faculty Infrastructure Projects: funding is split over more than one Faculty / MWAC
• Network Labs (separate budget line):
  - Support Personnel for Faculty-based infrastructure
  - 9 Network Labs funded in last round: https://research.unsw.edu.au/network-labs

Guidelines, application forms and other resources at:
https://research.unsw.edu.au/unsw-research-infrastructure-scheme
Faculty and MWAC Infrastructure Projects

For equipment, equipment upgrades, database subscriptions etc. based in Faculties or the Mark Wainwright Analytical Centre

Separate funding allocations

Two-year proposals permitted (2\textsuperscript{nd} year a commitment against future year allocation)

Can include applicants from more than one Faculty

Post-award reporting required

\textit{These projects are ranked by Faculties and reviewed by PVCRI for eligibility, duplication, FM or compliance issues.}
Cross-Faculty Infrastructure Projects

Similar to previous but **funds** are sourced from more than one Faculty / MWAC

Submit application to **all** Faculties / MWAC involved

**Assessment process:**

- Still ranked by Faculties or MWAC
- Follow-up discussion with Faculties / MWAC aiming to resolve any borderline proposals
Network Labs

Aim to increase accessibility and sharing of existing Faculty-based infrastructure by funding research support staff:

- **75%** of salary costs for a maximum of 2 research support staff for 2 years
- **25% contribution (minimum) from the host School/Faculty is required**
- Start-up and opex support up to $5,000 per annum (these costs must be justified and cannot be used to avoid cost recovery)

Must demonstrate research demand **beyond the local user base** (local support staff can still be funded as Faculty projects)

No duplication of other shared facilities
Network Labs – more detail

Expected to implement:
• Fair and transparent access model
• Induction, training and support
• Cost recovery mechanism

Assessment process:
Proposals ranked by Faculties first, but final decision made by specialist panel which assesses the proposals based on the selection criteria.

Post-award reporting:
Used to assess subsequent applications for renewal of Network Labs.

9 Network Labs established in last round:
https://research.unsw.edu.au/network-labs
What’s new in 2018?

University-wide, common deadlines for submission of applications:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Applications open</td>
<td>14 August 2017</td>
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<tr>
<td><strong>Applications close</strong></td>
<td>18 September 2017</td>
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<tr>
<td>(Applications due to School Offices or MWAC Units)</td>
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<td>Schools to forward applications to Faculties</td>
<td>3 October 2017</td>
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<td>Faculties to forward ranked applications to PVC (Research Infrastructure)</td>
<td>16 October 2017</td>
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<td>Announcement of funding outcomes</td>
<td>Mid November 2017</td>
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<td>(not prior to the 2018 ARC LIEF announcement)</td>
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<td>Distribution of funds</td>
<td>January 2018</td>
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What’s new in 2018? - Guidelines

Applicants may now be named on two proposals of any kind plus one MWAC Infrastructure Project in the same funding round;

Cross-Faculty Infrastructure Projects:
• described in more detail
• no longer reviewed by a Specialist Panel

“Rainy day" funds (e.g. funds for potential future repairs) have been added to the list of ineligible items;

The formula used to calculate the funding allocation for each Faculty has been adjusted.

Guidelines and other resources available at
https://research.unsw.edu.au/unsw-research-infrastructure-scheme
What’s new in 2018? – Application Form

Two separate forms for:

• Faculty or MWAC Infrastructure Projects and Network Labs
• Cross-Faculty Infrastructure Projects

A completed and signed Site and Services Checklist **must** be attached to the application

For complex quotes, a one-page summary or clear identification (e.g. by highlighting) of relevant items should be provided.

The application should be submitted as a **single pdf** file.

*Changes to the layout to facilitate 2-year projects but the content has not changed.*

*Hint: In older versions of Microsoft Office for Mac, use the space bar to tick check boxes in the form.*

Forms and other resources available at [https://research.unsw.edu.au/unsw-research-infrastructure-scheme](https://research.unsw.edu.au/unsw-research-infrastructure-scheme)
Application form - Preparing the budget

For proposals involving equipment, there is a template to request quotes from suppliers – *more from Strategic Procurement shortly*

For proposals involving staff, use the GMO salary calculator available at: [https://research.unsw.edu.au/document/salary_scales_for_grant_budgeting.xlsx](https://research.unsw.edu.au/document/salary_scales_for_grant_budgeting.xlsx)

For 2-year proposals (including Network Labs), detail costs for each year separately

<table>
<thead>
<tr>
<th>ITEM DETAILS / STAFF</th>
<th>$ COST</th>
<th>$ REQUESTED CENTRALLY (ex GST)</th>
<th>$ SCHOOL/FACULTY APPROVED CONTRIBUTION (if applicable) (ex GST)</th>
<th>CONTRIBUTING SCHOOL(S)/FACULTY(IES) (if applicable)</th>
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Request for Quote template and other resources available at [https://research.unsw.edu.au/unsw-research-infrastructure-scheme](https://research.unsw.edu.au/unsw-research-infrastructure-scheme)
Site and Services Checklist with Sign-Off

All submitted applications undergo an assessment with FM, for site and services risks.

Every application must complete the cover sheet and obtain sign-off by the Head of School – if only to confirm no issues or costs are implied.

The checklist is designed to ensure the site is suitable and to identify any issues or costs.

It has been updated based on the experience of the PVCRI and Facilities Management in previous years - more from FM shortly.

Contacts for advice at the end of the Site and Services Checklist

Checklist and other resources available at
https://research.unsw.edu.au/unsw-research-infrastructure-scheme
How to apply

Read the guidelines

Use the application forms provided

Attach:

• quotations to the application, if required
• Completed and signed Site and Services Checklist

Obtain certification from Head of School

Submit to your School Office or MWAC Unit by University-wide, common deadline:

18 September 2017
Resources

Guidelines, forms and other resources (including these slides) are available on the RIS website:

https://research.unsw.edu.au/unsw-research-infrastructure-scheme

For enquiries, please email pvcresin@unsw.edu.au or phone x52979.

There will be a post-award workshop for successful applicants (combined with ARC LIEF) with further information on the procurement process; and a separate workshop for people setting up new Network Labs.

Questions?
Research Infrastructure Scheme: 
Supporting Collaborative Research

Information Session – 
Strategic Procurement
17th August 2017

Thomas Valin
Procurement Manager – Research and Major Equipment
Strategic Procurement/Finance
Process Overview

1. Grant application
2. Procurement
3. Implementation

Award

Contract Signed/PO
Grant application stage

RFQ template available on the RIS website

REQUEST FOR QUOTATION (RFQ)

1. RFQ DETAILS
2. CONDITIONS OF QUOTATION
3. REQUIREMENTS (to be completed by UNSW)
4. SUPPLIER’S RESPONSE (to be completed by supplier)

Section 1 and 2 Provide defined conditions/framework that protects UNSW

RIS website: https://research.unsw.edu.au/unsw-research-infrastructure-scheme
Grant application stage

RFQ template available on the RIS website

REQUEST FOR QUOTATION (RFQ)

1. RFQ DETAILS
2. CONDITIONS OF QUOTATION
3. REQUIREMENTS (to be completed by UNSW)
4. SUPPLIER’S RESPONSE (to be completed by supplier)

Section 3 states requirements that give equal opportunities to suppliers and decrease risk of post award price increase.
Grant application stage

RFQ template available on the RIS website

Request for Quotation (RFQ)

1. RFQ Details
2. Conditions of Quotation
3. Requirements (to be completed by UNSW)
4. Supplier’s Response (to be completed by supplier)

Section 4 gathers supplier’s information for a faster vendor creation and ensure the supplier’s offer is complete (installation requirements, training…).
Award and engagement with SP

- Involve SP as early as possible
- SP advice includes requirements scoping, negotiation tips, incoterms, hedging...
- SP can help you conduct RFX, agreement direct negotiations...
- SP sign off tender exemptions **to enter into direct negotiation** (Relevant delegates sign off Quote exemption < AUD250k incl. GST)

We’ll be in touch for contract value ≥ AUD 150K (incl. GST)
You are responsible for it and the relevant Financial delegate is accountable for it.
Purchase Order (Contract)

Seek help from your Finance Service Centre to raise PO
Supervise implementation and inform the FSC (or Procurement) of any changes/variations to the contract.
Contact

@: financehelp@unsw.edu.au
☎: 02 9385 3330 (x53330)