



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

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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 (2nd year a commitment against future year allocation)

Can include applicants from more than one Faculty

Post-award reporting required

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:

Applications open	14 August 2017
Applications close (Applications due to School Offices or MWAC Units)	18 September 2017
Schools to forward applications to Faculties	3 October 2017
Faculties to forward ranked applications to PVC (Research Infrastructure)	16 October 2017
Announcement of funding outcomes	Mid November 2017 (not prior to the 2018 ARC LIEF announcement)
Distribution of funds	January 2018

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.

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.

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

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

ITEM DETAILS / STAFF List equipment or other infrastructure purchase costs, specialist fit-out or set-up costs, IT infrastructure and staff costs (add rows if needed)	\$ COST	\$ REQUESTED CENTRALLY (ex GST)	\$ SCHOOL/ FACULTY APPROVED CONTRIBUTION (if applicable) (ex GST)	CONTRIBUTING SCHOOL(S)/ FACULTY(IES) (if applicable)
2018				
2018 TOTAL				
2019				
2019 TOTAL				
TOTAL				

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



**SITE, SERVICES INFRASTRUCTURE and
INSTALLATION SIGN-OFF with CHECK LIST**

FOR ALL GRANT PROPOSALS & PROJECT SUBMISSIONS
(Please delete red guidelines before submitting)

Project Title / Type: *Project Title & Type (grant proposal, business case, other)*

Project Sponsor	<i>For grant applications, this is usually the Head of School. For Strategy Office related matters, this might be the DVC / Head of Division or their nominee / Dean of Faculty as appropriate.</i>
Project Lead	<i>Please provide name and contact details. For grant applications, this is the lead investigator.</i>
Key Project Contact if different from above	<i>Please provide name and contact details.</i>
School / Centre / Faculty	
Key Project / Purchase details	<i>State here what project works and/or equipment purchase/installation is being proposed.</i>
Proposed location	<i>Building / lab / room no.</i>
Site preparation + Installation costs (or estimate) – complete the checklist below	\$ <i>*If building or services infrastructure work is involved consultation with FM is required.</i>
Lab Manager contact details (if applicable)	
*FM contact person consulted (if applicable)	
*Other contact(s) if applicable	

*Refer to end of document for sources of advice and assistance

For Grant submissions, you may not be able to finalise the installation details and budget before the UNSW internal review deadline. However, you should identify the installation site or site options and prepare a preliminary cost estimate with FM assistance if building or services infrastructure involved. The strategic and compliance review process will include follow-up and assistance where needed in resolving space/ installation/ costing issues. In case of external grant applications, full sign-off will be required before external submission.

Project Lead
I confirm that the proposed site is suitable for the proposed project equipment or use and that the required building and services infrastructure works have been identified and budgeted.

Name Signature Date

Sponsor - Dean of Faculty, DVC or Head of Division or their nominee, or Head of School
(select as appropriate)
I confirm that the space proposed is available for this project and that the costs of installation have been budgeted.

Name Signature Date

Document version: 26 April 2017

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*

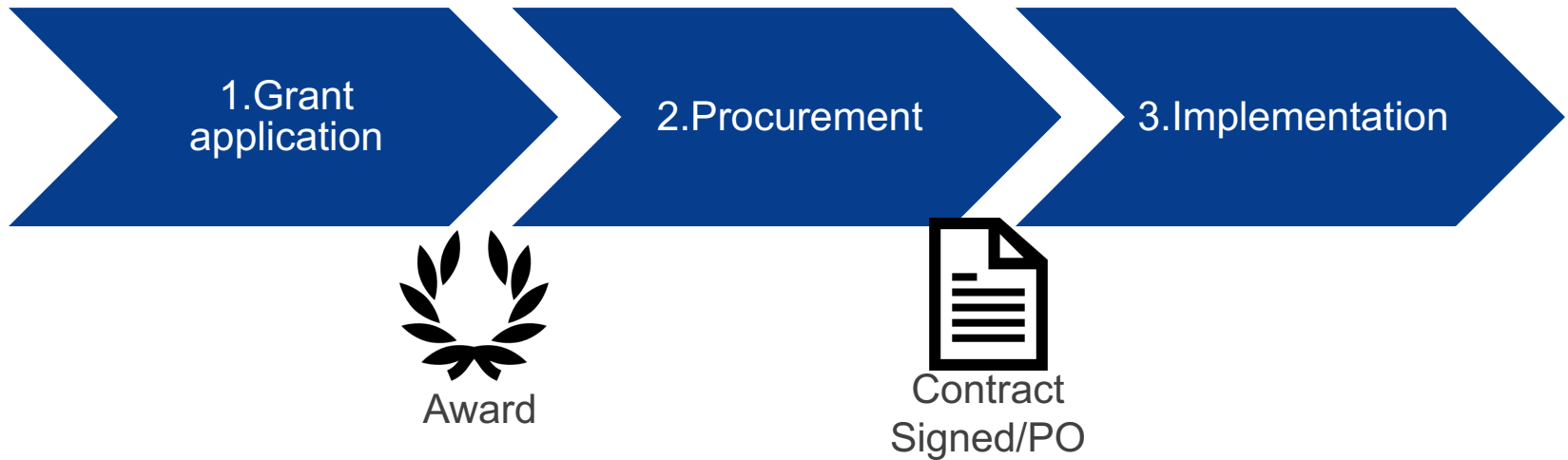
Information Session – Strategic Procurement

17th August 2017

Thomas Valin

*Procurement Manager – Research and Major Equipment
Strategic Procurement/Finance*

Process Overview



Grant application stage

RFQ template available on the RIS website

1. Grant application

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

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

Grant application stage

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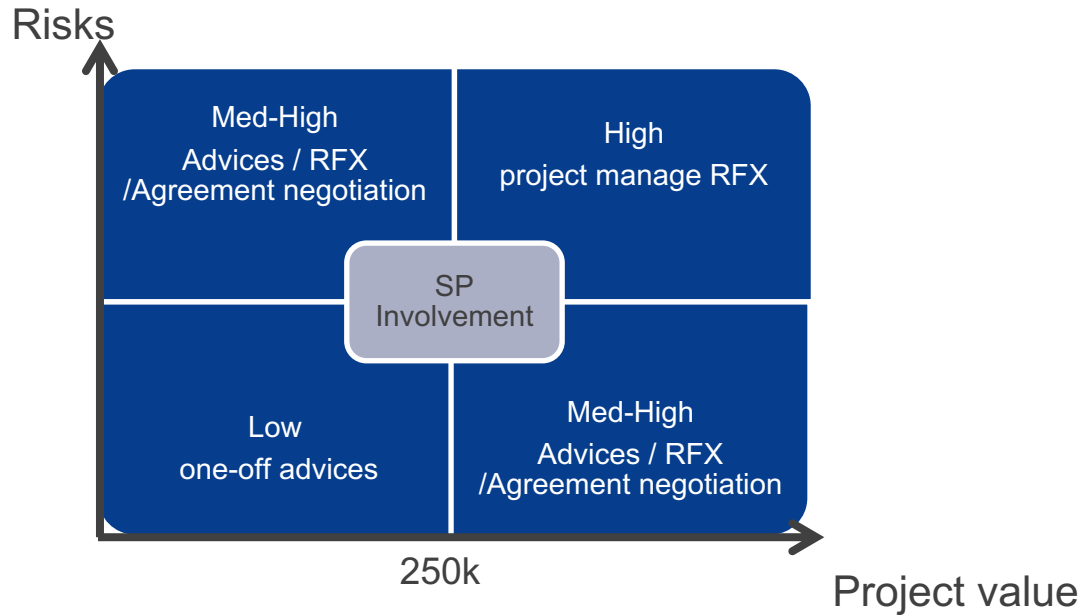
1. **RFQ DETAILS**
2. **CONDITIONS OF QUOTATION**
3. **REQUIREMENTS (to be completed by UNSW)**
4. **SUPPLIER'S RESPONSE (to be completed by supplier)**

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



We'll be in touch for contract value \geq AUD 150K (incl. GST)



- 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)

Procurement

2.Procurement

PROCUREMENT PRINCIPLES:

- ✓ VALUE FOR MONEY
- ✓ PROBITY & EQUITY
- ✓ RISK MANGEMENT
- ✓ FIT FOR PRUPOSE
- ✓ RESPONSIBLE PROCUREMENT
- ✓ RECORD KEEPING

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

The screenshot shows a web browser window displaying the myUNSW Finance Service Centre. The browser address bar shows the URL: https://my.unsw.edu.au/portal/faces/oracle/webcenter/portalapp/pages/myFinance.jspx?_afLoop=223893534. The page header includes the UNSW Sydney logo and the text "myUNSW". A navigation bar at the top contains links for "Home", "My Staff Profile", "HR Help", and "My Finance", along with a "Logged in as: Thomas Valin" and a "Log Out" button. The main content area is titled "My Finance" and is divided into three columns: "Finance Service Centre", "NS Financials Self Service", and "Resources".

- Finance Service Centre:** "I need Finance support. Medicine, Business School, Built Environment, Art & Design, Art & Social Sciences now available. Other faculties & divisions coming soon." It includes a "Finance service centre" icon and three buttons: "Submit an expense claim", "Submit credit card expenses", and "General inquiry".
- NS Financials Self Service:** "I need to perform financial activity directly in NS Financials." It includes an "NS Financials self service" icon and three buttons: "Reimburse expenses", "Reconcile card", and "Approval worklist items".
- Resources:** "For additional finance resources visit". It includes a "Finance website" icon and an "Academic project financials" icon.

The Windows taskbar at the bottom shows the time as 11:33 AM on 16/03/2017, with various application icons open.

Implementation



3.Implementation

Supervise implementation and inform the FSC (or Procurement) of any changes/variations to the contract.

Contact

[@: financehelp@unsw.edu.au](mailto:financehelp@unsw.edu.au)

[☎: 02 9385 3330 \(x53330\)](tel:0293853330)