Research Infrastructure Scheme: 
Supporting Collaborative Research

Research Infrastructure Scheme 
2019 Round - Information Session 

16th August 2018

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

Grainne Moran, Julia Muenchhoff, Alper Yasar; Thomas Valin;
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
  – 11 Network Labs funded in previous rounds: [https://research.unsw.edu.au/network-labs](https://research.unsw.edu.au/network-labs)

Guidelines, application forms and other resources at:
[https://research.unsw.edu.au/unsw-research-infrastructure-scheme](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 or MWAC and reviewed by PVCRI for eligibility, duplication, EM 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 for review/approval

**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.

11 Network Labs established in previous rounds:
https://research.unsw.edu.au/network-labs
Items Not Supported

- The salaries of **administrative staff**, including research support at an **institutional level** or **research administration**.
- The salaries of **teaching and research staff**, including the cost of "**buying time**" to free such staff for research.
- **General office or laboratory infrastructure** that would normally be supplied to staff.
- **Networking events, workshops and entertainment**; including venue hire, catering, promotional material etc.
- Computing equipment intended to support **undergraduate teaching programs**.
- Costs of **equipment hire**, time on computers/vessels etc, access to specialised facilities.
- **Grant-in-aid**, or equipment that will become assets of other institutions.
- Major **capital works**, **rental** of accommodation or **travel** costs.
- **Rainy-day** funds, or funds to be used on an “**ad-hoc**” basis.
- **Ongoing equipment maintenance** beyond the initial application.
What’s new in 2019?

University-wide, common deadlines for submission of applications, including any internal EOI rounds

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internal EOI (if applicable) must remain open until:</strong></td>
<td>6 August 2018</td>
</tr>
<tr>
<td><strong>Applications open</strong></td>
<td>13 August 2018</td>
</tr>
<tr>
<td><strong>Applications close</strong> (Applications due to School Offices or MWAC Units)</td>
<td>17 September 2018</td>
</tr>
<tr>
<td>Schools to review all applications by:</td>
<td>2 October 2018</td>
</tr>
<tr>
<td>Faculties to review and rank all applications by:</td>
<td>15 October 2018</td>
</tr>
<tr>
<td>Announcement of funding outcomes</td>
<td>Mid November 2018 (not prior to the 2019 ARC LIEF announcement)</td>
</tr>
<tr>
<td>Distribution of funds</td>
<td>January 2019</td>
</tr>
</tbody>
</table>
What’s new in 2019? - Guidelines

Updates to the guidelines, including:

• Common university-wide date for any internal Expression of Interest rounds that your school/faculty/unit may host (if applicable)
• Clarification of items eligible and ineligible for funding under the RIS scheme
• Updated details on the reporting obligations for investigators
• Updated information on the new online application, review and approval process

Guidelines and other resources available at https://research.unsw.edu.au/unsw-research-infrastructure-scheme
Online Application Process

All RIS applications for 2019 will be submitted and reviewed via a new online Application Management System (AMS).

The online AMS will allow:

- Researchers to collaboratively draft and submit applications, allowing for budget calculations and supporting documentation uploads.
- Schools and Faculties to review, comment and rank applications.
- All users to export applications to PDF/Excel formats.

Supporting documentation:

- A completed and signed Site and Services Checklist **must** be attached to the application.
- Appropriate number of quotes for each item requested in the budget (more information to follow).
  - For complex quotes, a one-page summary or clear identification (e.g. by highlighting) of relevant items should be provided.

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 Process - Preview

Applicants
- Details of lead and additional investigators

Project Description
- Details on equipment/infrastructure requested
- Location of equipment/infrastructure/staffing
- Strategic purpose of request
- Research programs/groups supported by the proposal
- Operation plans and ongoing costs involved in operating/maintaining infrastructure.

Budget and other supporting documentation
- Detailed budget, including details on any external funding (more information to follow)
- Budget Justification

Other required information
- Space, OHS and other logistical requirements of requested infrastructure
- Supporting documentation (quotes, site checklist – more information to follow)
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-0](https://research.unsw.edu.au/document/salary_scales_for_grant_budgeting.xlsx-0)

For 2-year proposals (including Network Labs), detail costs for each year separately using the budget table in the application portal.

<table>
<thead>
<tr>
<th>Year</th>
<th>Item Details / Staff</th>
<th>$ Cost</th>
<th>$ Requested Contrarily (ex GST)</th>
<th>$ Approved Contribution (if applicable) (ex GST)</th>
<th>Contributing Faculty(ies)(if applicable)</th>
<th>Contributing Unit or School(s)(if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Item 1</td>
<td>50000.00</td>
<td>35000</td>
<td>15000</td>
<td>DVC</td>
<td>DVC Research</td>
</tr>
<tr>
<td>2019</td>
<td>Item 2</td>
<td>60000.00</td>
<td>55000</td>
<td>5000</td>
<td>DVC</td>
<td>DVC Research</td>
</tr>
<tr>
<td>2020</td>
<td>Item 3</td>
<td>65000.00</td>
<td>55000</td>
<td>Select Faculty or MWAC...</td>
<td>Select School or MWAC Unit...</td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td>Item 4</td>
<td>25000.00</td>
<td>25000</td>
<td></td>
<td>Select Faculty or MWAC...</td>
<td></td>
</tr>
</tbody>
</table>

Add row

<table>
<thead>
<tr>
<th>Year</th>
<th>Item Details / Staff</th>
<th>$ Cost</th>
<th>$ Requested Contrarily (ex GST)</th>
<th>$ Approved Contribution (if applicable) (ex GST)</th>
<th>Contributing Faculty(ies)(if applicable)</th>
<th>Contributing Unit or School(s)(if applicable)</th>
</tr>
</thead>
</table>

2019 Total: $110000.00 $90000.00 $20000.00
2020 Total: $90000.00 $90000.00 $0.00
Total: $200000.00 $180000.00 $20000.00

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)
All submitted applications undergo an **assessment with EM**, 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 Estate Management in previous years.
How to apply

Read the guidelines for RIS
Read the user-guides for the online AMS
Draft your application and submit using the online AMS
Attach:

- Correct number of quotations for equipment/infrastructure
- Completed and signed Site and Services Checklist

Complete and submit your online application by:

17 September 2018
Resources

Guidelines, templates 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 x57785.

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
16th August 2018

Research and Major Equipment Procurement Team
Strategic Procurement
C. Soncini, P. Prazan, T. Valin
Process Overview

1. Grant application
2. Procurement
3. Implementation

- Award
- Contract Signed (PO raised)
Where to start?

Procurement Website:  [https://www.fin.unsw.edu.au/services/procurement](https://www.fin.unsw.edu.au/services/procurement)

### How Do I Buy? (Buying reference guide)

**1. Grant application**
- Buy from catalogues in place or UNSW supplier must be engaged directly. There is no need to obtain any additional quotes.
- UNSW credit card should not be used.
- For bulk buying or purchase above $350,000, engage Procurement as there could be additional opportunities to leverage from UNSW suppliers.

**2. Procurement**
- 

**3. Implementation**
- A purchase order must be raised and approved in NS Financials.

<table>
<thead>
<tr>
<th>Is there a <strong>UNSW supplier</strong> capable of providing the specific category of goods or services?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Is there a <strong>UNSW panel supplier</strong> capable of providing the specific category of goods or services?</td>
</tr>
<tr>
<td><strong>YES</strong></td>
</tr>
<tr>
<td><strong>UNSW panel suppliers</strong> (applicable for all panels except UNSW panel suppliers for building contractors and major construction works – see next section)</td>
</tr>
<tr>
<td>Between $0 to $350,000 = minimum 1 written quote from 1 supplier from the panel</td>
</tr>
<tr>
<td>Between $350,000 to $1M = minimum 3 written quotes from 3 different suppliers from the panel obtained via an RFQ process</td>
</tr>
<tr>
<td>More than $1M = sourcing activity with all suppliers from the panel or other strategy approved by Procurement</td>
</tr>
<tr>
<td>+ a purchase order must be raised and approved in NS Financials</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td><strong>UNSW panel suppliers</strong> for building contractors and major construction works</td>
</tr>
<tr>
<td>Between $0 to $100,000 = minimum 1 written quote from 1 supplier from the panel</td>
</tr>
<tr>
<td>Between $100,000 to $10M = minimum 3 written quotes from 3 different suppliers from the panel obtained via an RFQ process</td>
</tr>
<tr>
<td>More than $10M = sourcing activity with all suppliers from the panel or other strategy approved by Procurement</td>
</tr>
<tr>
<td>+ a purchase order must be raised and approved in NS Financials</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are the goods and services likely to cost less than $3,000?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>No written quote but written evidence of price (e.g. screen snapshot, email) required</td>
</tr>
<tr>
<td>UNSW credit card may be used</td>
</tr>
<tr>
<td>+ a purchase order must be raised and approved in NS Financials</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are the goods and services likely to cost between $3,000 to $50,000?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Minimum 1 written quote which represents best value for money is required</td>
</tr>
<tr>
<td>Credit cards may be used for training, conferences and travel payments subject to expenditure pre-approval as indicated in the <a href="https://www.fin.unsw.edu.au/services/procurement">Credit Card Procedure</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are the goods and services likely to cost between $50,000 to $350,000?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Minimum 3 written quotes or exemption approved by the relevant financial delegate within your reporting line for independent review and approval</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are the goods and services likely to cost more than $350,000?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Open sourcing activity or other strategy approved by Procurement</td>
</tr>
</tbody>
</table>

---

All amounts are exclusive of GST.
- The amount must be estimated cost over the proposed term (including all extensions if applicable) of the engagement including supply, freight, installation, implementation, training and ongoing service, support and maintenance; this is not a cost per annum. The amount must not be divided into separate transactions for the purpose of bringing it below the threshold value.
- Use the [Procurement Decision Tool](https://www.fin.unsw.edu.au/services/procurement) to confirm next steps and assess risk and complexity.
Grant application stage

Opting for UNSW RFQ document

- **Meet procurement principles:** VFM, probity, fit for purpose, Risk mgt
- **Easy to use** – self guided (help formulate all types of requirements)
- **Save time** – gather supplier information, UNSW T&Cs (useful when raising PO)
- **Comparable** – Request the same to all potential suppliers

RFQ template available on the RIS and Procurement website
Grant application stage

Procurement support before submitting your application:

✓ Clarify procurement policies and procedures (Cf. Buying reference guide)

✓ Answer queries on how to use the RFQ template

✓ Provide advice on how to approach suppliers, what to ask and why

✓ General procurement enquiries
Awards and engagement with SP

✓ Further advice on Procurement during the post-award session

✓ If the equipment/system value is >350k (excl. GST), Don’t wait to contact us

✓ If the equipment/system value is ≤350k, visit the Procurement website https://www.fin.unsw.edu.au/services/procurement

Find Supplier  >  
Search for goods, services or suppliers

Discover how to purchase  >  
Discover the end to end procurement process to source goods and services
Contacts

Research and Major Equipment Team

procurement_direct@unsw.edu.au

Informatics and Telecommunication Team

procurement_it@unsw.edu.au