

Research Infrastructure Scheme: *Supporting Collaborative Research*

Research Infrastructure Scheme 2024 Round Information Session

22 August 2023

Office of the Pro-Vice-Chancellor (Research Infrastructure)
with Strategic Procurement
PVCRI: Grainne Moran, Alper Yasar, Jennifer Tran
Procurement: Anthony Alphonse

Research Infrastructure Scheme

Objectives:

Funded under UNSW's Strategy 2025, to provide UNSW with World Class Research Infrastructure via:

- Faculty Infrastructure Projects – majority of budget
- MWAC Infrastructure Projects – separate budget line

Network Lab Projects no longer a part of RIS

The NL program has now been wound up and no new projects will be funded via RIS. A transition plan for existing Network Lab projects looking for renewal is underway, and those affected have been contacted directly

Guidelines, application forms and other resources at:
<https://research.unsw.edu.au/unsw-research-infrastructure-scheme>

Faculty and MWAC Infrastructure Projects

- For research equipment, equipment upgrades, database subscriptions etc. based in Faculties or the Mark Wainwright Analytical Centre
- Two-year proposals permitted, where justified (2nd year a commitment against future year allocation)
- Can include applicants from more than one Faculty
- Can include co-funding from other eligible sources
- Post-award reporting required

Assessment Process

- Approved and ranked by Faculties or MWAC
- Reviewed by PVCRI for eligibility, duplication, EM or compliance issues.

Cross-Faculty Infrastructure Projects

- Projects requesting funding from two or more Faculties, or Faculty plus MWAC are allowed
- These will need to be clearly identified as such, and submitted to and ranked by all Faculties that would allocate funding
- *Single-Faculty proposals with investigators from other Faculties are encouraged; these only need to be submitted to the funding Faculty*

Cross-Faculty-funded proposals need a lot of consultation and are only recommended in special cases.

Contact the PVCRI early if you are considering applying for one.

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**
- **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.

Timeline

RIS 2024 Timeline

Applications open*	21 August 2023
Applications close	25 September 2023
Schools to review all applications by (where applicable)	11 October 2023
Faculties to review and rank all applications by	25 October 2023
Announcement of funding outcomes	Early-mid November 2023
Distribution of funds	January-February 2024

*Your Faculty, School or MWAC unit **may** choose to run an EOI process prior to accepting applications via RIS (as per section 8(b)). Please check with your local research office if you are unsure whether this applies to you.

Online Application Process

RIS applications be submitted and reviewed via our 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 for equipment
- Appropriate number of quotes for each item requested in the budget (more information to follow from Strategic Procurement).
- 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>

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)

Help Project Summary Applicants Project Description Budget Space requirements Attachments and Certification

Project title (Please choose a title descriptive of the infrastructure requested)

Project Type

- ☐ Faculty Infrastructure Project
- ☐ Mark Wainwright Analytical Centre (MWAC) Infrastructure Project
- ☐ Cross-Faculty Infrastructure Project (involves funding from more than one Faculty or joint Faculty/ MWAC proposals)

Project Duration

- ☐ 1 Year
- ☐ 2 Year

Select the Faculty and School this application will be submitted through

Select Faculty or MWAC... Select School or MWAC Unit...

Application form - Preparing the budget

For proposals involving equipment, ensure that you obtain the correct number of quotes as per the procurement policy. There is also a template to request quotes from suppliers – *more from Procurement shortly*.

For proposals involving staff, use the resources available on the RGC [grant application tools and resources page](#)

For 2-year proposals, detail costs for each year separately using the budget table in the application portal.

For all two-year projects, clearly identify the split of funds over two years

Year	Item Details / Staff	\$ Cost	\$ Requested Centrally (ex GST)	\$ Approved Contribution (if applicable) (ex GST)	Contributing Faculty(ies)(if applicable)	Contributing Unit or School(s)(if applicable)
Example						
2024	Item 1 for Year 1	60000.00	55000	5000	Other	Other
2024	Item 2 for Year 2	25000.00	25000	0	Select Faculty or MWAC...	Select School or MWAC Unit...
2025	Item 1 for Year 3	45000.00	40000	5000	Other	Other
2025	Item 1 for Year 4	20000.00	15000	5000	Other	Other
Add row						
2024 Total:		\$85000.00	\$80000.00	\$5000.00		
2025 Total:		\$65000.00	\$55000.00	\$10000.00		
Total:		\$150000.00	\$135000.00	\$15000.00		

Full user guides are available on the RIS website:

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

Site and Services Checklist with Sign-Off

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

Every application involving equipment **must** complete at least 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

If you are requesting staff salaries only, complete the cover sheet to confirm that adequate space and support is available to house new staff

Checklist and other resources available at

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

SITE, SERVICES INFRASTRUCTURE CHECK LIST and INSTALLATION SIGN-OFF



FOR ALL GRANT PROPOSALS & PROJECT SUBMISSIONS

(Please delete red guidelines before submitting)

SITE INSTALLATION SUMMARY

Project Title	<i>Project Title</i>
Project Type	<input type="checkbox"/> Grant Proposal <input type="checkbox"/> Business Case <input type="checkbox"/> Equipment Purchase <input type="checkbox"/> Other: <i>specify if other</i>
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	<i>Please provide name and contact details, if different from above</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 / floor / lab / room no.</i>
Site preparation + Installation costs (or estimate) – complete the checklist below	\$ (do not leave blank) <i>*If building or services infrastructure work is involved consultation with EM is required.</i>
Lab Manager contact details (if applicable)	
*EM 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 EM 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.

How to apply

- Read the RIS 2024 guidelines (and other resources) available on our [website](#)
- Comply with any Eol requirements for your School/Faculty
- 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 (more to follow)
- Completed and signed Site and Services Checklist
- Any other supporting documentation

Complete and submit your online application by:

25 September 2023

Research Infrastructure Scheme: *Supporting Collaborative Research*

Information Session Strategic Procurement

22 August 2023

Anthony Alphonse

Category Manager

Strategic Procurement | Finance



Where to start?

1. Grant application

2. Procurement

3. Implementation

Procurement Website: <https://unsw.sharepoint.com/sites/finance-hub/SitePages/Buying%20and%20Paying.aspx>

Buying Guide

START HERE

Buying Reference Guide

Is there a UNSW Supplier capable of providing the specific category of goods or services?	YES	<ul style="list-style-type: none"> Buy from catalogues in place, or UNSW supplier can 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 Procure to Pay as there could be additional opportunities to leverage from UNSW suppliers 	+ a purchase order must be raised and approved in NS Financials
NO			
Is there a UNSW Panel Supplier capable of providing the specific category of goods or services?	Yes	<p>UNSW panel suppliers (applicable for all panels except UNSW panel suppliers for building contractors and major construction works – see next section)</p> <p>Between \$0 to \$350,000 = minimum 1 written quote from 1 supplier from the panel</p> <p>Between \$350,000 to \$1M = minimum 3 written quotes from 3 different suppliers from the panel obtained via an RFx process</p> <p>More than \$1M = sourcing activity with all suppliers from the panel or other strategy approved by Procure to Pay</p>	+ a purchase order must be raised and approved in NS Financials with quote(s) or supporting documentation attached (such as Work Order/SOW) UNSW credit card should not be used
NO			
Are the goods and services likely to cost less than \$3,000 ?	YES	<ul style="list-style-type: none"> No written quote but written evidence of price (e.g., screen snapshot, email) required UNSW credit card may be used Engagement of a Contractor (email HR for the specific process) This includes the use of NSW Government Panel Suppliers 	
NO			
Are the goods and services likely to cost between \$3,000 to \$50,000 ?	YES	<ul style="list-style-type: none"> Minimum 1 written quote which represents best value for money is required Credit cards may be used only up to a cumulative annual value of \$50,000 for the same supplier. Refer to Credit Card Procedure Engagement of a Contractor (email HR for the specific process) This includes the use of NSW Government Panel Suppliers 	+ a bulk for reoccurring purchases, or standalone purchase order must be raised and approved in NS Financials with quote(s) or exemption or supporting documentation attached (such as Work Order/ SOW).
NO			
Are the goods and services likely to cost between \$50,000 to \$350,000 ?	YES	<ul style="list-style-type: none"> Minimum 3 written quotes or exemption approved by the relevant financial delegate within your reporting line for independent review and approval Engagement of a Contractor (email HR for the specific process) This includes the use of NSW Government Panel Suppliers 	The financial delegate must approve the total value (including any initial and extension periods) When credit card can be used then no purchase order is raised.
NO			
Are the goods and services likely to cost more than \$350,000 ?	YES	<ul style="list-style-type: none"> Procurement Strategy approved by Procure to Pay Engagement of a Contractor will be managed by the Procure to Pay representative This includes the use of NSW Government Panel Suppliers 	
<ul style="list-style-type: none"> All amounts are exclusive of GST The amount that is to be approved by the financial delegate 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. Reoccurring purchases where recurrent invoices are received, a bulk purchase order is to be established for the total proposed term, approved by the delegate who holds the appropriate Total Value delegation. Refer to Procurement Policy SOW or Work Order or relevant contract form is required for all engagements under NSW Government or other Panel arrangements 			



UNSW
SYDNEY

Find a Supplier



UNSW Supplier & Panel Supplier

If you're new to buying at UNSW, our [Buying Reference Guide](#) will help you work out the procedure to follow, depending on the size and nature of your purchase.

You'll need to determine whether you:

- can use a [UNSW Supplier or UNSW Panel Supplier](#)
- should obtain quotations from suppliers
- can use your University credit card
- should involve Procurement



Once you know the process to follow, choose a tile or Quicklink on this page.



Procurement (purchases >\$350k and advice)



Purchase Orders (<\$350k) - Buying and Paying Dashboard



UNSW credit cards and student payments



My Expenses (SAP Concur)



Vendor management



Forms and templates

✓ 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 and follow the procurement guide by visiting the procurement website

Available Categories

- General Lab Supplies - (Consumables)
- General Lab Equipment's
- Lab Cold Storage
- Lab Supplies - (Chemicals)
- Lab Gases - (Compressed)
- Lab Gases - (Bulk)

Quote Template

Simplified template for Research Infrastructure Scheme

1. Download template from: <https://research.unsw.edu.au/unsw-research-infrastructure-scheme>
2. Send template to vendor to request information
3. Export completed template to PDF
4. Upload PDF template to AMS as an attachment to RIS application

University of New South Wales (UNSW) - Request for Information (RFI)

1. Response Form

Is the Supplier willing and able to provide the goods/services as outlined within the RFP package

Supplier Type

Company Name

Trading Name (only applicable for partnership or sole trader)

Name of Trust (if applicable)

Trust Status (only applicable if Supplier is a Trust)

ABN

Note: The Draft Contract requires a Supplier who is a trustee to warrant that it enters into the contract, personally and in its capacity as a trustee

Contact for liaison and notices

Name of Representative

Postal Address

Office Telephone Number

Mobile Number

Email Address

Signature on behalf of Supplier (Note to Suppliers: to be signed by the Supplier personally, or if the Supplier is not an individual, by someone authorised to sign on behalf of the Supplier, e.g. Managing Director)

Signed by:

Signature:

Full Name:

Position:

Date:

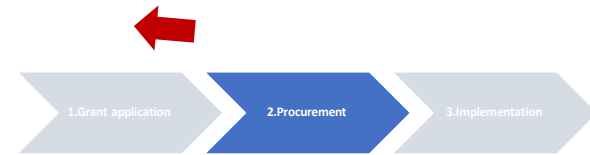
Requirement

1. Response Form 2. Price (Quantitative) 3. Requirements Compliance (2) 4. Installation Requirements

Ready Accessibility: Investigate Count: 3

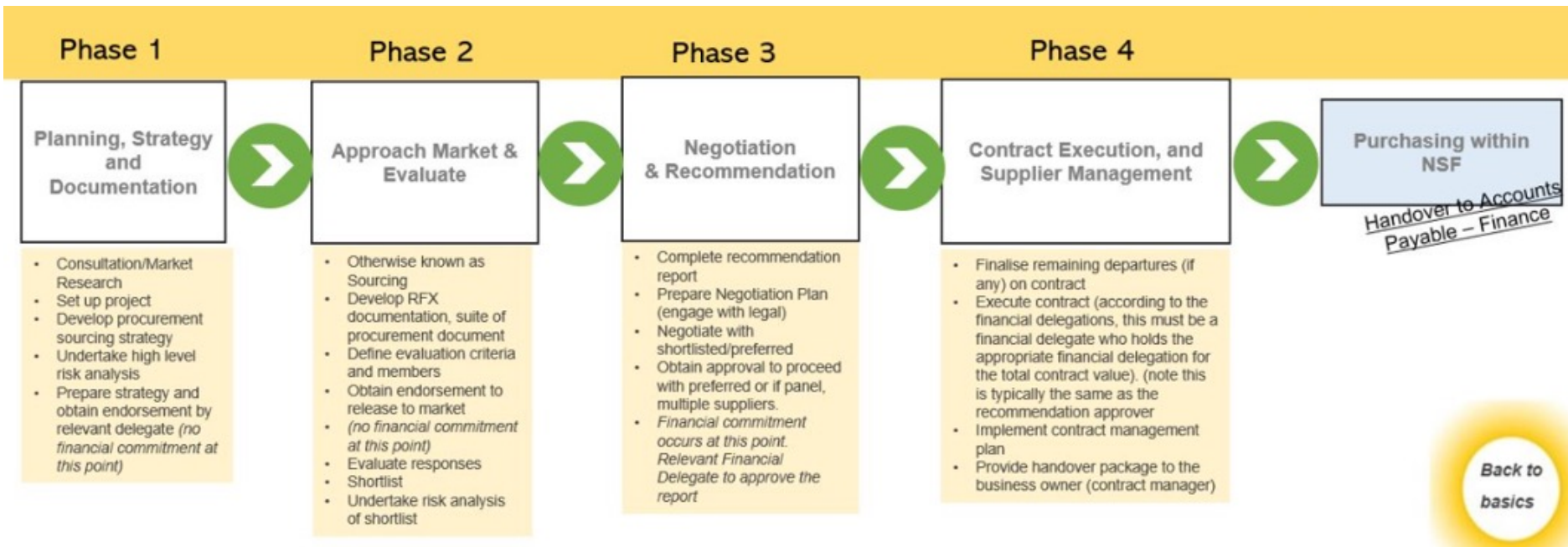
- ✓ **Meet procurement principles** – VFM, probity, fit for purpose, Risk
- ✓ **Easy to use** – self guided (help formulate all types of requirements)
- ✓ **Save time** – gather supplier information, UNSW T&Cs
- ✓ **Comparable** – Request the same to all potential suppliers
- ✓ **Valid for 120 days** - longer than a standard quote (30 days)

Tender Mystery



The 4 Step Process – (Source to – Contract)

Procurement Website: <https://unsw.sharepoint.com/sites/finance-hub/SitePages/Procurement-Processes.aspx#anchor>



Resources

Guidelines, templates and other resources are available on the RIS website:

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

For general RIS enquiries, please email pvcresin@unsw.edu.au

For procurement enquiries, please email procurement@unsw.edu.au.

Or Visit: <https://unsw.sharepoint.com/sites/finance-hub/SitePages/Procurement-Processes.aspx#anchor>

There will be a **post-award workshop** for successful applicants with further information on the procurement process.

Questions?

