

# GMO Guide: How do I manage my AINSE Award?

*This GMO Guide summarises the AINSE Research Awards Conditions and Procedures*

## Part 1: What are my ongoing Responsibilities?

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### ■ Research Funds

**Allowable Expenditure** – is listed on the AINSE Notification of Award and will include Facility Use and any awarded Travel Costs and University Costs.

**Ethics and Safety Approvals** - The CI must ensure that all required Ethics Approvals and Safety clearances are completed prior to the project commencing. You should include advice of the approvals required for the project when completing your Acceptance Form.

**UNSW Research Account** – will be opened once an AINSE Notification of Award and completed Acceptance Form has been received by the Grants Management Office (GMO). The only costs which can be charged to this account, when awarded, are

- Facility Use at ANSTO or AINSE Supported Facility (GMO will send the ANSTO invoice for payment by your School or Centre from the UNSW Research Account)
- Travel costs for reimbursement of petrol costs for use of UNSW vehicles (CI can request reimbursement of this cost to be paid from the UNSW Research Account)
- University costs for procurement of small consumables (CI can request payment of these costs from the UNSW Research Account).

**All costs must be incurred in the year of the Award or the Award will be forfeited.**

### ■ Receipt of Funds from AINSE

**Costs that CAN be charged to the UNSW Research Account:**

#### **Use of ANSTO and AINSE Supported Facility**

Once the CI has used the awarded Facility, ANSTO will issue an invoice and send it to the GMO. The GMO will then arrange an invoice to AINSE for an equivalent amount. Once funds are received from AINSE, GMO will send the ANSTO invoice to your School or Centre for payment as an expense from your UNSW Research Account.

#### **Travel Costs reimbursed through the UNSW Research Account**

When researchers and students use a UNSW car to visit the ANSTO Facility, they should charge any Petrol costs for UNSW vehicles included in the AINSE Notification of Award to the UNSW Research Account. The CI should advise the GMO when this reimbursement is paid by UNSW so that the GMO can arrange to invoice AINSE and increase the UNSW Research Account budget by the amount awarded and claimed. The CI should advise GMO the number of travel days claimed in the reimbursement.

#### **University Costs**

Where some part of the project cannot reasonably be carried out at the ASF, funds may be awarded to a university for the procurement of small items, costing less than \$3,000. The CI should charge any University Costs included in the AINSE Notification of Award to the UNSW Research Account. The CI should advise the GMO when these costs have been paid by UNSW so that the GMO can arrange to invoice AINSE. The CI should forward copies of receipts or invoices for University Costs to the GMO to include with the invoice.

## **Costs that can NOT be charged to the UNSW Research Account:**

### **Travel Costs reimbursed directly by AINSE**

- **Bus and train costs** - When researchers and students use bus and train to visit the ANSTO Facility they can claim train and bus travel reimbursement included in the AINSE Notification of Award directly from AINSE by providing AINSE with their travel receipts (they should go to the AINSE building near the café).
- **Petrol costs for a student vehicle** -When a student drives their own car to the ANSTO Facility they can claim petrol costs reimbursement included in the AINSE Notification of Award directly from AINSE by providing AINSE with their petrol receipt (they should go to the AINSE building near the café).

### ■ **Conducting and Publishing Research**

**Acknowledgement** - Appropriate acknowledgement must be made when the results of work undertaken with AINSE assistance are submitted for publication. Suggested wording for inclusion in Acknowledgements of publication: *"The authors would like to thank AINSE Ltd for providing financial assistance (Award No XX) to enable work on YY to be conducted."*

**Access Requirements** - AINSE strongly encourages university researchers to make abstracts and final reports from their research work available to the "International Nuclear Information System" (INIS). INIS is an established database managed by the International Atomic Energy Agency and facilitates the dissemination and retrieval of information on a wide range of peaceful uses of nuclear technology. More information on INIS can be found on the IAEA website <http://www.iaea.org/inisnkm/> AINSE can assist with sending your abstract to the IAEA.

## **Part 2: What are my reporting obligations?**

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### ■ **Progress Report**

For each project receiving an AINSE Research Award, a Progress Report must be submitted promptly after the completion of the experiments. The report must be made on the form provided, and must be ready for publication on AINSE's website. A report will usually be 1 – 2 pages. It should include appropriate experimental results, probably best represented in a table, graph, chart, or diagram. As well as describing the results, a brief interpretation and consideration of their significance should be made.

If you have concerns about the confidentiality of the results you may request that the report not be put on the web for a period of 12 months.

The Progress Report must be e-mailed to AINSE in .doc format, and a signed copy sent by post or fax. As publications arise from an AINSE Research Award, the university researcher must notify AINSE of the details including title, authors, journal, volume, page number(s), month, year, doi (if available), and the related AINSE Research Award number.