



# Acceptance Form- Grant Funding

Never Stand Still

Please complete and return this form to the Grants Management Office- email [operations.gmo@unsw.edu.au](mailto:operations.gmo@unsw.edu.au).

## Your Project Information: *(Please amend, if incorrect)*

Lead UNSW CI Name:	dbfield(rpt_pt_propds_pi.pi_name)
Faculty:	dbfield(Rpt_PT_Prop_u.p_sin_70) (dbfield(rpt_pt_pt_unit_p.prop_u_mn))
Project Title:	dbfield(Proposal.proj_title)
Sponsor Reference Number:	dbfield(Proposal.spon_id)
Sponsor / Scheme:	dbfield(rpt_pt_sponsor_hrchy.spon_name)
Awarded Start Date:	dbfield(Proposal.app_st_dt)
Awarded End Date:	dbfield(Proposal.app_end_dt)
InfoEd Reference Number:	dbfield(rpt_pt_proposal2.parent_inst_no)
Estimated Start Date:	Researcher to advise: ____ / ____ / ____

### 1. Confirmation of Department ID

Please confirm the Department ID for the project account. In addition to allowing you access to your funds, the Dept. ID is used in the Higher Education Research Data Collection (HERDC) process. For confirmation of the correct Department ID please liaise with your School/Centre Administrator or Finance Manager.

- I confirm that the Department ID for this project should be: **dbfield(rpt\_pt\_proposal.int\_unit\_code)**
- The Department ID above is incorrect. It should be: \_\_\_\_\_

### 2. Type of Research and Classification Codes

*(Click the links to go to the Australian Bureau of Statistics (ABS) website for research classification codes and types of research)*

#	<u>Fields of Research (FOR)</u>						<u>Socio Economic Objectives (SEO)</u>						<u>Types of Research</u>				
	6 digit code						6 digit code						Indicate the type of research	%			
1													Pure Basic				
2													Strategic Basic				
3													Applied				
4													Experimental Development				
<b>Total</b>							<b>100</b>	<b>Total</b>							<b>100</b>	<b>Total</b>	<b>100</b>

### 3. Nominate an Alternative Contact for your Grant

Your alternative contact will be copied into any communications sent to you via InfoEd.

The inclusion of an alternative contact is optional and can be amended at any time by contacting the [Grants Management Office](#). An alternative contact may include a Research or School Administrator, Executive Assistant or Finance Officer.

Staff Number:	Full Name:
Staff Number:	Full Name:

### 4. Distribution of income recognition among other UNSW investigators on the project

If income is to be shared with a UNSW co-investigator outside your School/Centre for HERDC purposes complete the % distribution in the table below. If you do not indicate a shared income arrangement at this stage, 100% will be allocated to the lead investigator for HERDC. If sharing of funds is required it is the responsibility of the lead investigator to ensure they have reached agreement with other named UNSW investigators.

**\* Please be aware that the % distribution will also be applied to project income connected to the main grant record, for example, Partner funding that is part of the project.**

Complete the table below with the percentage of funding to be allocated for each year of the grant.

Do not complete the table for distribution of funds outside UNSW (e.g. to another University) or if you require a separate research account (sub-project) to be established for your other UNSW investigator(s). If relevant this will be done via a separate process.

Investigator Name	Staff ID	School/Centre	% of funding to be distributed					
			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6

***If there is insufficient space to record all distributions, please attach a separate page.***

### 5. Intellectual Property

Will this project lead to the creation/development of Intellectual Property with the potential for commercial exploitation?

YES  NO

Will any third party intellectual property be used in the project? (e.g. have you signed related agreements with funders or third parties in the past?)

YES  NO

If YES, please provide details:

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Does your project involve UNSW students AND third parties with a claim over or rights regarding Project IP? For example, ARC Linkage Partners, NHMRC Partnership Grant partners, where the partner owns Project IP or has a licence to use Project IP owned by UNSW.

YES  NO

If YES, please action as per the instructions below:

The [UNSW Intellectual Property policy](#) provides that special conditions apply where UNSW students agree to be involved in research activities that could lead to the development of IP over which the University or a third party (e.g. company, government or other grant/contract research sponsor, or collaborator) may claim ownership or other rights.

This includes a formal assignment to the University, in advance, of all right, title and interest the student may have in any IP - other than copyright in the thesis which is retained by the student. This assignment must be in writing and is required to be in place BEFORE the student engages in any such research.

**Prior to your student being involved in the project, please arrange for the student to complete the [Student IP Deed Poll](#).**

Students should be advised to seek independent legal advice about the nature and effect of the Deed Poll before signing. The independent legal advisor may act as the witness. UNSW Students can access free legal advice via the Arc. Contact (02) 9385 7700 or email [advise@arc.unsw.edu.au](mailto:advise@arc.unsw.edu.au).

Once signed, the Deed should be returned to [mygrants.gmo@unsw.edu.au](mailto:mygrants.gmo@unsw.edu.au).

## 6. Confidentiality & Grants Library

Does your **project contain confidential information** that should not be displayed in the public domain (e.g. UNSW's [Research@UNSW](#) Gateway website or magazine)? Examples include contracts with the Department of Defence and any projects where you or any member of your project team has signed a Non-Disclosure Agreement (NDA) or similar with an external party.

YES  NO

**Grants Library Agreement:** I agree for my full grant application (including proposal, assessor's reports and rebuttals) to be included in the [GMO Successful Grants Library](#) maintained by the UNSW Grants Management Office. This library assists other UNSW grant applicants with the framing, formatting and layout of their grant proposals and rebuttals. Applications are maintained securely, in digital format, can only be viewed on the premises and are not permitted to be copied.

YES  NO

## 7. Research Ethics and Compliance Approvals

Does this project require ethics and/or compliance approval?

YES  NO

If **YES**, please complete the below table. Information on approval requirements can be found on the [Research Ethics & Compliance Support webpage](#).

Approval Type(s)	Institution	Approval Number(s)/ Application Number(s)/ Date Required
Human Research	<input type="radio"/> UNSW	<input type="radio"/> Approval attached <input type="radio"/> Pending- <div style="border: 1px solid black; padding: 2px; width: 150px; margin: 5px 0;">Application Number(s)</div> <input type="radio"/> Required at a later date Date required by: __/__/__
	<input type="radio"/> External _____	<input type="radio"/> Approval attached <input type="radio"/> Pending- <div style="border: 1px solid black; padding: 2px; width: 150px; margin: 5px 0;">Application Number(s)</div> <input type="radio"/> Required at a later date Date required by: __/__/__
Animal Research	<input type="radio"/> UNSW	<input type="radio"/> Approval attached <input type="radio"/> Pending- <div style="border: 1px solid black; padding: 2px; width: 150px; margin: 5px 0;">Application Number(s)</div> <input type="radio"/> Required at a later date Date required by: __/__/__
	<input type="radio"/> External _____	<input type="radio"/> Approval attached <input type="radio"/> Pending- <div style="border: 1px solid black; padding: 2px; width: 150px; margin: 5px 0;">Application Number(s)</div> <input type="radio"/> Required at a later date Date required by: __/__/__
Gene Technology & Biosafety	<input type="radio"/> UNSW	<input type="radio"/> Approval attached <input type="radio"/> Pending- <div style="border: 1px solid black; padding: 2px; width: 150px; margin: 5px 0;">Application Number(s)</div>

		<input type="radio"/> Required at a later date Date required by: __/__/__
	<input type="radio"/> External _____	<input type="radio"/> Approval attached <input type="radio"/> Pending- <div style="border: 1px solid black; padding: 2px; width: fit-content;">Application Number(s)</div> <input type="radio"/> Required at a later date Date required by: __/__/__
<b>Radiation Safety</b>	<input type="radio"/> UNSW  	<input type="radio"/> Approval attached <input type="radio"/> Pending- <div style="border: 1px solid black; padding: 2px; width: fit-content;">Application Number(s)</div> <input type="radio"/> Required at a later date Date required by: __/__/__
	<input type="radio"/> External _____	<input type="radio"/> Approval attached <input type="radio"/> Pending- <div style="border: 1px solid black; padding: 2px; width: fit-content;">Application Number(s)</div> <input type="radio"/> Required at a later date Date required by: __/__/__
<b>Controlled Goods &amp; Technologies*</b>	Applications must be submitted to the Department of Defence via <a href="#">RECS</a>	<input type="radio"/> Approval attached <input type="radio"/> Pending- <div style="border: 1px solid black; padding: 2px; width: fit-content;">Application Number(s)</div> <input type="radio"/> Required at a later date Date required by: __/__/__

\*If the project will involve either (a) the transfer outside of Australia of controlled goods or technology, or (b) publications relating to controlled goods or technology, a permit or approval may be required from the Defence Export Control Office. Controlled goods and technology are those that are (a) designed or adapted for use by armed forces or are inherently lethal, or (b) dual-use goods and technologies developed to meet commercial needs but which may be used either as military components or for the development or production of military systems or weapons of mass destruction.

### 8. Confirmation of Acceptance

Please confirm your acceptance of research funding by signing off on the statements below.

I hereby accept the offer of the grant and concur with the arrangements made for its management as detailed above and agree to comply with the terms of award and with broader UNSW policy for the management of research. I acknowledge that Chief Investigators have responsibility for the research grants awarded to them and must ensure that expenditure remains within the limitations of the research amounts awarded by the granting body.

**Where expenditure for a particular research project exceeds the amount awarded, the excess will be charged to the relevant School and/or Faculty operating account.**

I am aware of the need to retain all records related to this project including information on budget calculations and co-contributions from external sources.

Further information on UNSW policies and procedures are available at:  
<http://research.unsw.edu.au/policies-and-procedures>

**Please indicate whether there is an actual, potential or perceived conflict of interest between funder, industry partners and/or investigators on the project:**

- I confirm there are no conflicts of interest around this project.
- There are actual, potential or perceived conflicts of interest around this project, and I have submitted a [UNSW Conflict of Interest Disclosure Statement](#) and reviewed the [UNSW Conflict of Interest Policy](#).

**I certify on behalf of all investigators named on the application that all details given in the associated application are true and correct.**

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
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**Head of School / Centre / Institute:**  
*I confirm the project can be supported (infrastructure, space etc) within the School/Centre, that the budget is acceptable to the School/Centre, and the ethics approvals are relevant and accurate. I understand that where expenditure for a particular research project exceeds the amount awarded, the excess will be charged to the relevant School and/or Faculty operating account.*

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
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*Note: If the Head of School is the first named Chief Investigator on the application, this form must be co-signed by an appropriate supervisor (e.g. Dean, if the Chief Investigator is Head of School).*