Contents

PREAMBLE ........................................................................................................................................... 1
ONLINE HELP ...................................................................................................................................... 1
ACCESS ............................................................................................................................................... 1
LOG IN TO THE RESEARCH PRICING TOOL ...................................................................................... 1
PROJECT: ............................................................................................................................................ 3
UNSW PERSONNEL ............................................................................................................................. 5
UNSW HDR CANDIDATE, EXTERNAL SUBCONTRACTOR, COLLABORATORS ........................................ 7
NON-PERSONNEL COSTS ................................................................................................................ 10
BUDGET SUMMARY .......................................................................................................................... 12
DEFINITIONS ....................................................................................................................................... 14
APPENDIX A: HISTORY .................................................................................................................... 16
Preamble

The UNSW Research Pricing Tool has been developed to assist researchers price their projects accurately, including all salary on-costs and minimum economic cost recovery (MECR) and in accordance with the UNSW Policy on Competitive Neutrality and Pricing and Procedure for Pricing Externally Funded Research.

The Tool calculates a Minimum Price and Market Price for project specific inputs (see Definitions on page 9). The Research Pricing Tool must be used to calculate UNSW minimum economic cost recovery for projects that are within the scope of the above Procedure. A budget created in the Research Pricing Tool may be emailed to:

For grant applications: mygrants.gmo@unsw.edu.au
For contract research: researchcontracts@unsw.edu.au
For consulting and short courses: unisearch.experts@unsw.edu.au
For partner relationship management and negotiation of intellectual property and/or commercial terms: knowledge.exchange@unsw.edu.au

Online Help

Refer to this Manual for a step-by-step guide to using the Research Pricing Tool. Click on within the Tool for an explanation of terms or fields on each page.

Access

All UNSW academic staff will be able to access the UNSW Research Pricing Tool using z-pass authentication. General staff must be approved to use the tool by completing the Administrative Access form and submitting to: researchcontracts@unsw.edu.au. The form is available at: http://research.unsw.edu.au/unsw-research-pricing-tool

Heads of School/Centre Directors can approve a group of general staff using the above form.

Log in to the Research Pricing Tool

Follow the instructions below to access the Research Pricing Tool:

1. Open your internet browser (Note: The Pricing Tool works best with IE 8 or higher, Firefox, Safari and Google Chrome).
2. Go to the Research Gateway: https://research.unsw.edu.au/
3. Click the Login icon in the top right corner
4. Enter your zID and zpass and click login
5. From the menu in the top right corner, choose Pricing Tool
6. Choose ‘Access’ and then click the UNSW Pricing Tool tile as shown below

**UNSW Pricing Tool**

The UNSW Pricing Tool should be used to calculate UNSW indirect costs on externally funded research grants and contracts within the scope of the UNSW Procedure for Pricing Externally Funded Research.

The UNSW Pricing Tool has been developed to support UNSW researchers undertaking externally funded research including contract research and consultancy projects, and competitive grants that are not listed on the Australian Competitive Grants Register (ACGR).

The tool enables projects to be appropriately priced in accordance with the UNSW Competitive Neutrality and Pricing Policy and associated UNSW Procedure for Pricing Externally Funded Research. They provide relevant background information and advice on how to use the UNSW Pricing Tool.

**Access**

All UNSW academic staff can access the pricing tool using z-pass authentication - this requires login to the Research Website.

Professional staff must be approved to use the tool by completing the Administrative Access form and submitting to: researchcontracts@unsw.edu.au

Access the pricing tool here:

![UNSW Pricing Tool](image)

**Note:** The Pricing Tool works with Internet Explorer (v8 or higher), Safari, Firefox & Chrome.

If you need to upgrade Internet Explorer, please contact your local IT administrator or the UNSW IT Service Centre on x51333.

**Support**

**Features of the pricing tool:**
Project:

Dashboard will display any projects you have previously created. You can use the data from an existing budget by choosing the ‘Clone’ button next to an existing project. This will allow you to copy the data from that project into a new pricing tool entry. The tool will then ask you to check the project details and start and end dates.

To start a new budget, select New Project

The pricing tool has 4 steps for you to input information. You are not required to complete each step if it is not relevant to your project. Step 5 is the budget summary of all the data you input.
1. Select the Project Type:

Note: Different indirect cost rates will apply to the budget based on the selection made here.

2. Select either the Direct or Fixed Price method.

3. Enter Project Title: This will be the name used to save the project budget in the Research pricing Tool.

4. Enter Project Start Date and End Date.
   
   Note: The Tool validates data and will not allow budget items to be added that fall outside the Project Start and End dates entered on this screen.

5. Enter the name of your Project Partner.

6. Enter other requested project and contact information.

7. You need to save your entry at the bottom of the page.

   Save and continue will take you to the next screen to enter more data. Save and exit will take you back to the Research Pricing Tool main page.
UNSW Personnel

1. Click to add a person (or to skip this section).

**Person Information:**

2. Enter Name (if known) of the UNSW person.
3. Select the Location of UNSW personnel from the drop-down list.
4. Select Classification, Level, Step and Salary loadings (where applicable) of the UNSW person from the drop-down list. This provides the minimum daily charge out rate for the UNSW person using HR salary scales. It can be adjusted (see Mark Up Rate below). The salary loading may also be input as an annual rate.

   **Note:** The Tool does not calculate annual salary step changes within a Level. For multiyear projects it is recommended that you start with the median Level/Step over the life of the project.

5. Select the Superannuation option. The Maximum level of superannuation contributions to be made by UNSW is 17% for academic and general staff. The Minimum level is available for casual staff and full/part time fixed term appointments of 2 years or less.

6. Enter a Mark Up Rate. In order to charge the Sponsor a higher daily or hourly rate than the minimum rate generated, enter a mark up percentage to be applied to the UNSW base salary. This adjustment to UNSW base salary (or Minimum Price) will provide a Market Price. If no mark up is to be applied, enter zero.

7. Select the Annual Leave On-cost option. An additional annual leave on-cost (10%) may be included to ensure that there are sufficient funds to cover annual leave accrued by the person during the project. If accrued annual leave is expected to be used within/during the period of funding then you may choose to not include this additional on-cost.

8. Choose the Salary Calculation Method.
   a. The first option is useful if you have a person engaged continuously for a single period over the project duration which may extend over multiple months or years. Ensure that the start and end date are within the date range specified in the Project Information screen. Enter the Start Date and End Date and FTE.
   b. The second option is useful if non-continuous blocks of time need to be committed during the life of a project. This option allows you to enter the number of days/hours or a start and end date within a single or multiple six month salary periods. Select the Period from the drop-down list. The periods available will match the start and end dates specified in the Project Information screen. Enter the Quantity and select the Unit for the period.

9. Click to add additional costs for the same person in a new salary period.
10. Click **Save and continue** to go to the **UNSW Personnel summary page** which shows the price for UNSW Personnel, presented as a Daily Rate as well as the Total Price of this budget component inclusive of UNSW Minimum economic cost recovery.

11. **Add additional personnel**, if applicable. Follow the steps from 1 to 10 (above).

12. UNSW personnel already created can be edited or deleted on the **UNSW Personnel summary page**.

13. Click **Save and continue** to go to the **Non-UNSW Personnel** tab or **Save and exit** to go back to the Research Pricing Tool main page.
UNSW HDR Candidate, External Subcontractor, Collaborators

Use this tab to enter the costs of collaborating university personnel, PhD scholarships, external consultants or sub-contractors that UNSW will engage to perform the project for the Sponsor.

**Person Information:**

1. Click **Add Personnel** to add a person (or **Save and continue** to skip this section).
2. Choose Type

3. Enter Name (if known) otherwise enter a role/position.

4. Enter a UNSW Mark Up Rate. This is a mark up on the base cost – for example the cost provided by a subcontractor or third party collaborator. If no mark up is to be applied, enter zero.

   **Year Periods:**

5. Select relevant budget year to enable the tool to generate an excel export showing the project budget by year.

6. Enter either Lump sum cost or Rate per unit of Quantity (days/hours).

7. Click

8. **Save and add another year period** to add additional costs for the same person/contractor. Follow the steps from 1 to 4 (above).

9. Click **Save and continue** to go to the Non-UNSW Personnel summary page. The price for non-UNSW personnel is presented as an annual and total cost for each non-UNSW personnel, as well as the total cost of this budget component inclusive of UNSW minimum economic cost recovery. UNSW minimum economic cost recovery on Non-UNSW Personnel expenditure (eg. subcontractors) is capped at $20,000 per person per annum.

10. Add additional personnel, if required. Follow the steps from 1 to 7 (above).
11. Non-UNSW personnel already created can be edited or deleted on the non-UNSW Personnel summary page.

12. Click to go to the Non-personnel tab or to go back to the Research Pricing Tool main page.
Non-Personnel Costs

Use this tab to enter costs such as non-salary project expenses such as consumables, use of facilities, travel, equipment, etc.

1. Click **Add non-personnel cost** to add an item (or **Save and continue** to skip this section).

2. Select Expense Type from the dropdown list.

3. Enter Description.

OR

2. Enter Year Periods.

3. Enter Lump sum or Rate and Quantity.
4. Enter a UNSW Mark Up Rate. If no mark up is to be applied, enter zero.

5. Select relevant budget year to enable the tool to generate an excel export showing the project budget by year.

6. Enter either Lump sum price or Rate per unit of Quantity.

7. Click **Save and add another year period** to add additional costs for the same Expense. Follow steps 4 and 5.

8. Click **Save and continue** to go to the Non-Personnel summary page which shows the price for non-personnel items, presented as an annual and total cost for each item, as well as the total cost of this budget component inclusive of UNSW Minimum economic cost recovery.

9. Add additional expense types, if required. Follow the steps from 1 to 7 (above).

10. Non-personnel items already created can be edited or deleted on the Non-Personnel summary page.
11. Click Save and continue to go to the Budget Summary page or Save and exit to go back to the Pricing Tool main page.

**Budget Summary**

The Research Pricing Tool will generate a budget summary showing the Minimum Price and Market Price (where applicable). The difference between both is clearly indicated and can be retained by researchers in a restricted fund project (RF112) to support further research activities.

1. Select GST option.

2. Click Save and generate budget summary

3. Scroll to the bottom of the budget summary table and click on button to export full budget details into MS Excel.
   
   The detailed budget information is for **internal use only** this option is not to be shared outside of UNSW

   **For detailed budget information Export as Excel file**

   The summary budget is suitable for sharing with sponsors and collaborators outside of UNSW

   **For summary budget (suitable for sending to sponsor) Export as Excel file**

4. Click Save and exit to go back to the Research Pricing Tool main page.
Export as Excel File

A budget created in the UNSW Research Pricing Tool may be emailed to:

For grant applications: mygrants.gmo@unsw.edu.au

For contract research: researchcontracts@unsw.edu.au

For consulting and short courses: unisearch.experts@unsw.edu.au
### Definitions

| **Budget Method** | **Direct method**: budget is systematically developed based on user inputs to each line item of personnel costs and expenses.  
**Fixed price method**: budget is developed from a pre-determined fixed price. |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Classification</strong></td>
<td>Classification of UNSW Personnel. Select from the drop down list: Academic, General, Casual General.</td>
</tr>
<tr>
<td><strong>Direct Costs</strong></td>
<td>Comprise direct costs of the project which may include UNSW Personnel (base salary and on costs), Non-UNSW Personnel Costs and Non-Personnel Costs</td>
</tr>
<tr>
<td><strong>FTE</strong></td>
<td>Full-time Equivalent. Measures a person’s involvement in a project, e.g. FTE of 1.0 means full-time on the project, FTE of 0.5 means half-time. FTE is a number, not a percentage. The number entered must be between 0.0 and 1.0.</td>
</tr>
</tbody>
</table>
| **GST** | UNSW is registered for the goods and services tax (GST). One of the three categories will apply to your budget:  
• **Sale**: If the sale of goods or services occurs within Australia, GST to be charged.  
• **Export**: If the recipient of the service is outside Australia and the use of the service is outside Australia, no GST applies.  
• **Free**: Some education courses such as degree and post-graduate diplomas may be GST free. Unlikely that this would ever apply to research funding. Please check the UNSW Finance website for further information.  
**Treatment of GST**: All line items should be entered on a **GST exclusive** basis. You will be prompted to add GST (if applicable) to the budget total when you get to the budget summary page.  
**Rationale**: Two types of GST apply to externally funded projects:  
• GST on individual line items purchased by UNSW (acquisitions) in performing the project.  
• GST on the goods or services provided by UNSW (supplies) to the external Sponsor in the form of project deliverables and outcomes.  
If the project proceeds, the GST component of any purchases by UNSW will not be deducted from your project account. This component will be debited to a central account administered by the UNSW Financial Services Department, and input tax credits will be claimed back from the ATO by UNSW. The GST you pay on budget items are generally a nil cost to the project and the University.  
The GST applicable to any goods or services provided by UNSW must be paid by the Sponsor and remitted by UNSW (as the supplier) to the ATO. This GST component is also managed centrally by the UNSW Financial Services Department and the transaction will not appear in your project account. If the Sponsor is registered for GST, they can use the tax invoice/s issued by UNSW to claim a corresponding input tax credit from the ATO.  
Further information on the treatment of GST in the UNSW Finance System can be found here:  
http://www.fin.unsw.edu.au/OurServices/FinancialControl_Taxation_GST.html |
| **Mark Up Rate** | If you want to charge the Sponsor a higher amount than the base cost (e.g. UNSW salary scales for UNSW personnel, the amount quoted by non UNSW Personnel such as third party subcontractor/collaborator, the base cost of non personnel items such as an airfare or piece of equipment) enter a percentage mark up which will be applied to the base cost. This may be justified in specific circumstances; for example unique and/or highly specialised expertise, the current market conditions, strategic positioning, or the relationship with the Sponsor. |
| **Market Price** | This is the Minimum Price with a percentage mark up rate adjustment which may be justified in specific circumstances; for example unique and/or highly specialised expertise, the current market conditions, strategic positioning, or the relationship with the Sponsor. The difference between the Minimum Price and the Market Price can be retained by the researcher to support further research. |
| **Minimum Price** | This is the minimum price to be charged to the Sponsor, calculated in accordance with the UNSW Policy on Competitive Neutrality and Pricing and this procedure on Pricing of Externally Funded Research. The Minimum Price is inclusive of salary on-costs and UNSW minimum economic cost recovery. |
| **Non-Personnel Costs** | This includes travel, materials, equipment and other consumables. Enter either a lump sum amount OR specify the rate and quantity to calculate the total cost. Use the ‘Description’ field to note additional details if required. |
| **Non-UNSW Personnel Costs** | Non-UNSW personnel may include PhD scholarships, contractors, consultants or collaborating universities. Enter either a lump sum amount OR daily/hourly rate and time to calculate total cost. |
| **Project Reference** | A unique project identification number, for example, the InfoEd reference number or Research Account number, if available. |
| **Quantity/Unit** | In the UNSW Personnel screen this option allows you to enter a total number (Quantity) of days/hours (Unit) within a Salary period. In the non UNSW Personnel and non Personnel screens this option allows you to enter the quantity of a specific item (eg. days of a subcontractor, or the number of flights/consumable items). |
| **Retained by Researcher** | This is the amount of above UNSW minimum indirect cost recovery that may be retained by eligible researchers to spend on research. A minimum of $1000 per project applies. |
| **Salary loadings** | Select any applicable salary loading, which may include a clinical loading or other loading. Leave blank if not applicable. The clinical loading is pre-defined amount and is incorporated in the pricing calculation. Other salary loadings will need to be entered further down the UNSW Personnel screen. |
| **Salary On-Costs** | Costs of employment which are in addition to salaries and allowances. On-Costs include: contributions to Superannuation, Payroll Tax, Long Service Leave, Leave loading and Workers Compensation. |
| **Salary periods** | Six monthly salary periods relevant to the Project Start/End date will appear in the drop down box. These are broadly aligned with UNSW salary increment dates. Using the Quantity/Unit option, this will enable you to select a specific number of days/hours within any of the relevant periods. This functionality was requested by users during acceptance testing. |
| **Sponsor** | External organization providing funding to UNSW to undertake a research project. |
| **Start/End Date** | In the UNSW Personnel screen this option allows you to enter the applicable start/end date for a person within a Salary period. If a person is required full or part time for the duration of the project then data will need to be entered for each salary period. We appreciate that there is repetitive data entry involved here and we are looking at ways to streamline in the next version of the pricing tool. |
| **Superannuation** | The level of Superannuation contributions to be made by UNSW which is usually 17%. 9% is only available for casual staff and full/part time fixed term appointments of 2 years or less. Note that the statutory minimum rate of 9% will periodically increase to 12% from 2013-2019. The relevant increments will be calculated by the Tool and appear in the excel export. |
| **UNSW Minimum economic cost recovery (MECR)** | This is the minimum cost to UNSW of administering the project and providing research infrastructure, facilities and services that are used to undertake research projects including the provision and maintenance of buildings and physical infrastructure, information resources and technology, telecommunications, insurance and legal services, financial management services, security, research management and support services, other central and faculty administrative services s. |
| **UNSW Personnel Costs:** | The cost of UNSW Personnel involved in the project including: |
| | • UNSW base salary and on-costs; |
| | • Mark Up rate (where applicable); |
| | • UNSW Minimum economic cost recovery. |
| **Work Days** | Number of working days net of weekends and public holidays |
## Appendix A: History

<table>
<thead>
<tr>
<th>Version</th>
<th>Sections modified</th>
<th>Modified by</th>
</tr>
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<tbody>
<tr>
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<td>Page 3, UNSW Personnel – superannuation and salary periods</td>
<td>RPU</td>
</tr>
<tr>
<td>[3.0]</td>
<td>Project Information and UNSW Personnel sections in accordance with June 2014 revisions to the Pricing Tool</td>
<td>RPU</td>
</tr>
<tr>
<td>[4.0]</td>
<td>New pricing policy</td>
<td>RCO</td>
</tr>
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