Research Infrastructure Scheme: 
Supporting Collaborative Research

Information Session

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

Grainne Moran and Julia Muenchhoff;  Anne Warren;  Thomas Valin
Research Infrastructure Scheme

• Replaces the previous MREII scheme

• Similar aims plus new features to support the 2025 Strategy
  – Faculty Infrastructure Projects – majority of budget
  – MWAC Infrastructure Projects
  – Projects can be split over more than one Faculty or Faculty(ies) plus MWAC (“cross-Faculty Project”)
  – 2-year funding in special cases
  – New! Network Labs – separate budget line
    o Support Personnel for Faculty-based infrastructure

• Slightly larger and more certain budget overall

• Slightly longer review timeline – results known in early December / late November

Resources and form at https://research.unsw.edu.au/units/office-pro-vice-chancellor-research-infrastructure.
What has changed?

Faculty and MWAC Infrastructure Projects:

- Separate funding allocations
- Faculty funding formula:
  HERDC income category 1 at 80%, category 2-4 at 20%
- Two-year proposals permitted (2nd year a commitment against future year allocation)
- Applicants may not be named on >2 proposals in the same round
- Selection criteria have been defined more clearly
- Post-award reporting introduced

Eligibility, items supported and Faculty assessment process have not changed
Faculties still have their own internal guidelines and ranking processes
Cross-Faculty or Faculty/MWAC Infrastructure Projects:

Assessment process:
Still ranked by Faculties or MWAC as before
Follow-on review by a specialist panel, aiming to resolve any borderline proposals or instances of disparate Faculty ranking

New! Network Labs – to fund support personnel
• Aim to increase accessibility and sharing of existing Faculty-based infrastructure by provision of research support staff
• 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

Items supported:

- **75%** of costs for a maximum of 2 research support staff for 2 years
- Start-up and opex support up to $5,000 per annum (these costs must be justified and cannot be used to avoid cost recovery)
- **25% contribution (minimum) from the host School/Faculty is required**

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.
Application form

• One form for all types of projects

• Similar to previous years, but two additional questions

5 RESEARCH PROGRAMS/ GROUPS SUPPORTED
Provide a short description of the major research programs/groups which will be supported by the equipment/infrastructure, focusing on the significance and innovative nature of the research (max 1 page). For Network Labs (and other projects when applicable), provide a list of additional researchers or groups whose research will benefit.

6 OPERATIONAL PLAN AND COSTS
Please provide a short description (max 1 page) of the operational plan for the infrastructure, including the expected ongoing operational costs associated with the project and how these will be met. Outline proposed access mechanisms where applicable. Network Labs are asked for more detail on meeting operational costs in the next section.

7 COST RECOVERY MECHANISM FOR NETWORK LABS
For Network Labs only, provide a short description (max ½ page) of a proposed cost recovery mechanism that will be implemented to recover operational costs. Consider for example hourly rates for instrument usage or annual subscription fees or a cost-sharing arrangement to recover costs of materials, service and maintenance, consumables etc. Please note that this is indicative only; the Office of the Pro-Vice-Chancellor (Research Infrastructure) and the Mark Wainwright Analytical Centre will assist successful applicants in the set-up of an appropriate cost recovery mechanism.

8 BUDGET SUMMARY
For proposals involving equipment:
- At least three quotes must be attached to the application for each item over $30,000 (incl. GST), and one quote for each item under $30,000 (incl. GST). If fewer quotes are provided, this must be justified in Section 9 Budget Justification. Quotes are not required for items under $3,000 (incl. GST).
- When requesting quotes from suppliers, please use the "Request for Quotes" template provided.
- For successful applications, Strategic Procurement will be providing advice and support.

For proposals involving staff, please use the salary calculator provided by the Grants Management Office for budget calculations: https://research.unsw.edu.au/document/salary_scales_for_grant_budgeting.xlsx.

If additional funding is being committed from other sources this must be clearly specified. For Network Lab proposals, a 25% cash contribution from the host School/s / Faculty towards the total cost of the project is required.

ITEM DETAILS / STAFF
<table>
<thead>
<tr>
<th>List equipment or other infrastructure purchase costs, specialist fit-out or set-up costs, IT infrastructure and staff costs (add rows if needed)</th>
<th>$ COST</th>
<th>$ REQUESTED CENTRALLY (ex GST)</th>
<th>$ SCHOOL/ FACULTY APPROVED CONTRIBUTION (if applicable) (ex GST)</th>
<th>CONTRIBUTING SCHOOL(S)/ FACULTY(IES) (if applicable)</th>
</tr>
</thead>
</table>

Resources and form at https://research.unsw.edu.au/units/office-pro-vice-chancellor-research-infrastructure.
Site and services sign-off and checklist

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

Every application requiring **any space or services changes, or equipment installation** should complete the cover sheet – 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 Facilities Management in previous years - *more from FM*.

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### SITE, SERVICES INFRASTRUCTURE and INSTALLATION SIGN-OFF with CHECK LIST

**FOR ALL GRANT PROPOSALS & PROJECT SUBMISSIONS**

(please delete red guidelines before submitting)

<table>
<thead>
<tr>
<th>Project Title / Type:</th>
<th>Project Title &amp; Type (grant proposal, business case, other)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Sponsor</td>
<td>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.</td>
</tr>
<tr>
<td>Project Lead</td>
<td>Please provide name and contact details. For grant applications, this is the lead investigator.</td>
</tr>
<tr>
<td>Key Project Contact if different from above</td>
<td>Please provide name and contact details.</td>
</tr>
<tr>
<td>School / Centre / Faculty</td>
<td>State here what project works and/or equipment purchase/ installation is being proposed.</td>
</tr>
<tr>
<td>Proposed location</td>
<td>Building / lab / room no.</td>
</tr>
<tr>
<td>Site preparation + Installation costs (or estimate) - complete the checklist below</td>
<td>$ If building or services infrastructure work is involved consultation with FM is required.</td>
</tr>
<tr>
<td>Lab Manager contact details (if applicable)</td>
<td></td>
</tr>
<tr>
<td>*FM contact person consulted (if applicable)</td>
<td></td>
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<tr>
<td>*Other contact(s) if applicable</td>
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</tbody>
</table>

*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 FM assistance if building or services infrastructure involved. The strategic and compliance review process will include follow-up and assistance where needed in reaching space/ installation/ costing issues. In case of external grant applications, full sign-off will be required before external submission.

**Project Lead**

I confirm that the proposed site is suitable for the proposed project equipment or use and that the required building and services infrastructure works have been identified and budgeted.

Name | Signature | Date

Sponsor - Dean of Faculty, DVC or Head of Division or their nominee, or Head of School (select as appropriate)

I confirm that the space proposed is available for this project and that the costs of installation have been budgeted.

Name | Signature | Date

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Contacts for advice at the end of the Site checklist
Application form - Preparing the budget

- For proposals involving equipment, there is a template to request quotes from suppliers – *more from Strategic Procurement*
- For proposals involving staff, use the GMO salary calculator available at: [https://research.unsw.edu.au/document/salary_scales_for_grant_budgeting.xlsx](https://research.unsw.edu.au/document/salary_scales_for_grant_budgeting.xlsx)
- For 2-year proposals (including Network Labs), detail costs for each year separately

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<th>CONTRIBUTING SCHOOL(S)/ FACULTY(IES) (if applicable)</th>
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<tbody>
<tr>
<td>2017:</td>
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<td>2018:</td>
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<tr>
<td>TOTAL COST</td>
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*More from Procurement shortly*
How to apply

• Use the application form provided – see PVCRI webpage
• Complete the Site sign-off sheet – and the Site checklist where applicable
• Obtain certification from Head of School
• Submit to your Faculty (Dean’s Office) by Faculty-internal deadline
• Note some Faculties have an EOI process to shortlist, followed by full proposals

Please check with your local School office for any School-internal deadlines/ procedures that might apply to your application.

Resources and form at https://research.unsw.edu.au/units/office-pro-vice-chancellor-research-infrastructure.
Resources

Forms and other resources (including these slides) are available on the PVCRI website:


For enquiries, please email pvcresin@unsw.edu.au or phone x52979.

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

Thomas Valin

Procurement Manager – Research and Major Equipment,
Strategic Procurement/Finance
1. Grant application

2. Procurement

3. Implementation

Award

Contract signed
Grant Application

1. Grant application

- RFQ template

Observe Probity and Equity

- Same information given to all potential suppliers

Mitigate Risks

- UNSW RFQ terms and PO T&Cs provided

Ensure fitness for purpose

- Intended purpose + requirements (Functional, commercial…)

UNSW RFQ terms and PO T&Cs provided
2. Procurement

Choose the right RFX

- **RFI**
  - If more information is needed to ensure the right Goods/Services are purchased

- **RFQ ($30k<contract value<$250k incl. GST)**
  - If the market or requirements or technology have changed or if a more specific agreement is needed to manage risks better.

- **Open/Public RFT (contract value >$250k incl. GST)**
  - Intended purpose + requirements (Functional, commercial…) to be described accurately and process to be documented
Implementation

Seek help and communicate with your local Admin. support

Raise PO
According to the relevant procurement process (attach quotes, evaluation summary, signed contract...)

Monitor implementation
Ensure supplier is performing well (As per contract requirements)

Close PO
Process invoices and payments
Questions

Financehelp@unsw.edu.au