RIS & ARC LIEF Post-Award Information Session

Grainne Moran, PVC (Research Infrastructure)
Daniel Owens, Executive Director, Research Services
William Lao, Senior Project Officer, Research Services
Julia Muenchhoff, Project Officer, PVCRI Office
Facilities Management
Strategic Procurement
Congratulations on being funded!

- **80 RIS applications funded** (larger budget thanks to 2025 Strategy):
  - 55 Faculty projects
  - 9 MWAC projects
  - 7 cross-Faculty or Faculty/MWAC projects
  - 9 Network Labs, in 5 Faculties
    - 3 Engineering, 3 Science, 1 FASS, 1 Business, 1 Canberra

- **3 UNSW-led ARC LIEF applications funded**
  - Unusually low success rate for us this round
ARC LIEF – Multi-Institution Agreement (MIA)

LIEFs led by UNSW

ARC requires a multi institution agreement to be in place before funds can be spent: G08 has a template MIA for LIEF

RSPO will prepare the MIA and send to lead UNSW CI to check contributions and arrangements

RSPO will send to collaborating universities and arrange signatures. This can take months

If anyone needs to act urgently due to quote validity or foreign currency, please advise and we can fast track

Treasury will speak separately about hedging for foreign currency risk management

Once MIA is signed, RSPO will pass to GMO to set up accounts for ARC and UNSW funding
Non-UNSW led LIEFs

ARC requires a multi institution agreement to be in place before funds can be spent.

If you receive an MIA from the lead organisation please send to RSPO

RSPO will review and provide feedback to UNSW CI and the lead organisation

RSPO will arrange UNSW signature

Once MIA is signed, RSPO will pass to GMO to set up accounts for ARC and (where applicable) UNSW funding
ARC LIEF – General points for next round

- Start now – NOI/EOI deadlines range from late January to mid-February
  - UNSW NOI deadline: **Feb 15, 2017**

- An NOI to UNSW is needed if you are partner on a LIEF led by another University – since you will need approval of matching funds

- Re-submit of unsuccessful LIEFs *can* be a good strategy – but get advice and support on where improvements can be made
  - *Note some changes to funding rules since last round*
Cancer Institute NSW – Research Equipment Grants

2017 round is earlier than usual

Round opens January 19

Closes March 9

UNSW will require an EOI from applicants
– and will provide supporting funds to approved projects
RIS Award FAQ

• Why is my allocated budget less than requested?
  – Last project in the fundable range for your Faculty
  – Ineligible items included (e.g. site fit out, salary of research management staff)
  – No competitive quote: individual items rather than "package deal"

• Why is my allocated budget more than requested?
  – Unusual and a one-off this year – re-calculated salary costs

• When will my funds be released?
  – Project codes asap once Grant acceptance forms are completed
  – Funds will be released in January 2017

• Can funds for 2017 one-year projects carry forward to 2018?
  – Yes, allocation to RF444 project code allows for carry forward BUT needs to be justified and reported on
RIS - Tightening up on compliance next year

• Quotes and site checklists need to be attached to the application!

• Salaries are awarded based on UNSW salary rates – use the salary calculator provided
  o A small number of projects underestimated significantly
  o A number of projects overestimated by smaller amounts

• Do NOT request ineligible items!
RIS requires annual reporting

- Submit annual reports to pvcresin@unsw.edu.au – report forms and deadlines will be available on the PVCRI website early in 2017

https://research.unsw.edu.au/units/office-pro-vice-chancellor-research-infrastructure

- We will aim to keep reporting simple and short
  - Reporting is to fulfill our obligations to the University Executive and Council: RIS allocates approx $11M p.a. of strategic funds
When starting your project:

• Follow UNSW’s Procurement Policy – more later

• Be aware of any space and installation issues:
  – Funds not to be used for general site fit out / refurbishment
  – Drones, sensors, monitoring cameras ..... and anything that you install on campus outside of your own lab: seek approval
    o From FM for campus / roof / building installations
    o Consult RECS for drones

*If in doubt – ask!*
Resources

**PVCRI:**
• Forms and other resources (including these slides) are available on the PVCRI website at:  
• For enquiries, please email [pvcresin@unsw.edu.au](mailto:pvcresin@unsw.edu.au) or phone [x52979](tel:x52979).

**GMO:**
• GMO website:  
  [https://research.unsw.edu.au/units/gmo-grants-management-office](https://research.unsw.edu.au/units/gmo-grants-management-office)
• For enquiries, please email [mygrants.gmo@unsw.edu.au](mailto:mygrants.gmo@unsw.edu.au)

**Strategic Procurement:**
• Website: [https://www.fin.unsw.edu.au/services/buying](https://www.fin.unsw.edu.au/services/buying)
  – Specialist support for Major Equipment and for IT procurement
• For general enquiries, please email [financehelp@unsw.edu.au](mailto:financehelp@unsw.edu.au)
Questions?
How to manage the procurement of your equipment / infrastructure and get the best research value for your project funds

Procurement

Foreign exchange
Process overview

1. Grant application
2. Procurement
3. Contract implementation

You are here
What does the procurement process look like?

- Visit our Website: [https://www.fin.unsw.edu.au/Procurement/Buying.html](https://www.fin.unsw.edu.au/Procurement/Buying.html)
What do we do?

- Level of RMEP Team involvement tailored on a case by case basis:
  
  - Involve RMEP as early as possible when value ≥ AUD 250k
  - RMEP can provide one-off advice (negotiation tips, incoterms, hedging advice...)
  - RMEP sign off tender exemptions (waive RFT process) / Relevant delegates sign off Quote exemption (< AUD 250k).
  - RMEP help you conduct RFX (RFI, RFQ, RFT), Agreement direct negotiations
  - Report contract ≥ AUD150k (GIPA Act)
Why do it?

• Because UNSW is open to external scrutiny, we have to demonstrate:

✓ PROBITY
✓ EQUAL OPPORTUNITIES
✓ RISK MITIGATIONS
✓ BEST VALUE FOR MONEY

• You are responsible for the procurement process and the relevant financial delegate is accountable for it (signs off PO/contract).
Important things to consider
Important things to consider

• Suppliers know the grant process and will always try to avoid competition (exemption)

• Direct negotiations are not bad but not always quicker! (Agreement negotiation)

• Creating uncertainty through competitive approach (RFX) helps to get more add-ons from the supplier (additional warranty, consumables, spare parts, additional features, better incoterm…)

• Written requirements create:
  - Clarity around what is expected
  - Consistency in the message delivered to the Suppliers (same information = Fair process)

• RFX process can also help to assess the performance of a supplier/equipment in case you are able to design tests, provide samples…
Important things to consider

- Installation site requirements:
  - Be sure to have a contact in Facilities Management (installation check list)
  - Communicate regularly about the project (Site Installation requirements from potential or successful supplier to provide to FM)

- Installation, commissioning, training and warranty:
  - Make sure that cost of required services are included in the pricing / RFQ
  - Warranty to start after successful commissioning and not after delivery

- Freight terms / Customs clearance:
  - Be sure that freight terms are Incoterm 2010 DAP + exact address
  - Use UNSW preferred Custom Broker (Felton Global Logistic)

- Payment milestone structure:
  - Pay as little as possible upfront (upfront payments without financial security put UNSW at risks)
  - Always withhold money until Acceptance Testing (Design your own)

- Hedging Foreign currency:
  - Every case is different and has to be assessed, especially if your budget is tight
Process overview

1. Grant application
2. Procurement
3. Contract Implementation

Once You are here
Contract implementation

Seek help from your local Admin. support

**Raise PO**
According to the relevant procurement process (attach quotes, procurement recommendation, signed contract…)

**Monitor implementation**
Ensure supplier is performing as per the agreement (commissioning, training…)
If there is any change, assess if agreement variation is needed (contact us)

**Process invoices**
Process invoices and payments as per payment structure negotiated
Contact / Questions

Financehelp@unsw.edu.au

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<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Area of expertise</th>
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<tbody>
<tr>
<td>Thomas VALIN</td>
<td>Procurement Manager</td>
<td>RMEP</td>
</tr>
<tr>
<td>Camille Soncini</td>
<td>Category Manager</td>
<td>RMEP</td>
</tr>
<tr>
<td>Petr Prazan</td>
<td>Category Manager</td>
<td>RMEP</td>
</tr>
<tr>
<td>Anne Roger</td>
<td>Procurement Manager</td>
<td>IT</td>
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Thank you!