Division of Research

Research Grants and Contracts (RGC)
(updated September 2020)

Linking Researchers with Funding
This pack provides an overview of the UNSW Research Grants and Contracts (RGC) teams; services, structure, high level processes, research grant and contract lifecycles and communication channels.

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RGC: whole of life cycle management of UNSW research funding

✓ Research Grants

Advice, review, submission and ongoing management of research grant funding.

✓ Research Contracts

Negotiation and ongoing management of contract research funding.

✓ Key Link for Researchers and Funding

Links UNSW’s researchers, executive and funding agencies such as the NHMRC, ARC, philanthropic grant funders and industry partners.

✓ Drives collaboration across UNSW to achieve research funding outcomes

- Schools, Centre’s, Faculties and Medical Research Institutes
- Division of Research
  - Research Strategy Office (RSO)
  - Research Analysis, Data and Reporting (RADAR)
  - Research Ethics Compliance and Support (RECS)
  - PVC Research Infrastructure
  - Graduate Research School (GRS)
  - Research Services
- Division of Finance and Operations
  - Group Research Finance (GRF)
  - Finance Operations
- Division of Enterprise
  - Legal Office (LO)
  - Knowledge Exchange (KE)
RGC collaborates across UNSW to Link Researchers with Funding

Division of Finance and Operations
- Legal Office
- Knowledge Exchange (KE)

Division of Enterprise
- Graduate Research School (GRS)
- Research Strategy Office (RSO)
- Research Analysis, Data and Reporting (RADAR)
- Research Ethics Compliance and Support (RECS)
- PVCRI
- Research Services

Division of Research
- School/Faculty/Centre Group
- UNSW Researchers

Research Grants and Contracts (RGC)

Funding Agencies, Philanthropic Grant Funders and Industry Partners
RGC has 3 distinct teams to support UNSW Researchers

Pre-Award Team
- Application Development
- Scheme Advice
- Budgeting Advice
- Compliance review
- Proposal submissions
- Tender submissions

Post-Award Team
- Grant Acceptance
- Funds Administration
- Variations
- Ethics Approvals
- Paid Outside Work (POW)
- Ongoing Compliance & Reporting
- Project & Account Closure

Operations Team
Efficient research management support services
RGC Engagement throughout the Competitive Grant Life Cycle

Pre-Award Team

- Pre-Award Grant Specialists

Post-Award Team

- Contract/Agreement Specialists
- Post-Award Grant Specialists

Application Development

1. Application/Tender Commencement
2. Record Creation (InfoEd & RAMS)
3. Compliance Review
4. HoS Approval
5. Submit to Sponsor

Submitted Pending

6. Response to Assessments/Rejoinders (if required)

Successful

7. Announcements
8. Grant Acceptance
9. Legal Review
10. Account Opening
11. Ongoing Management:
   - Project Variations
   - Request Invoicing
   - Ethics Approvals
   - Reports & Deliverables

Pending Closure

12. Project & Account Closure
13. Project Closed

Operations Team
RGC Engagement throughout the Contract Life Cycle

1. Agreement Preparation
   - UNSW template
   - bespoke document

2. Researcher, HoS approval

3. Assessment:
   - Project details & budget
   - Personnel involved
   - Proposed contract
   - Prior related projects
   - IP and commercialisation
   - History of discussions to date

4. Summarise deviations (if any) from UNSW preferred position

5. Referral (if required):
   - Legal Office (LO)
   - Knowledge Exchange (KE)

6. Resolve UNSW preferred position

7. Obtain other party approval

8. UNSW Execution

9. Handover to Post-Award Grants Officers at step 10 in the Grant Lifecycle (page 5).

Post-Award Team

Contract Agreement Specialists

Operations Team
RGC Team Structure

Note: Post-Award team is grouped by faculties.
Research Grants and Contracts

Pre-Award Team
Pre-Award Team: Function & Services

Oversee all elements of grant and tender applications from preparation to submission, including leading the ARC and NHMRC major rounds.

- Application Development
- Proposals & Tender Development
- Requests for Quote (RFQs), Expressions of Interest (EOI)
- Scheme Advice & Compliance Review
  - Knowledge & interpretation of rules and regulations of funding agency,
  - Knowledge of UNSW policies
  - Eligibility requirements
  - Compliance review
- Budgeting Advice
- Pricing Tool Support for applications/tenders
- Application/Proposal/Tender submission and securing appropriate HoS and University sign-off
- Rejoinders and responses to assessors
Pre-Award Team: Additional Services

- **Major Round Alerts**
  - rules you need to know,
  - things we are learning during the round,
  - deadline reminders

- **Training & Information Sessions**
  - Systems training (RMS, RGMS, Grants.gov etc)
  - Scheme workshops (how to put together the application, eligibility, pitfalls to be aware of)

- **Checklists & Toolkits**
  - Salary scales
  - Templates
  - compliance checklists (internal)

- **Maintain accurate research records via InfoEd & RAMS**
Pre-Award Team: Structure

Trained casual staff supplement for major rounds and buddy-up with each Pre-Award team member.
# Pre-Award Team: Roles & Responsibilities

<table>
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<tr>
<th>Role</th>
<th>Responsibilities</th>
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| **Pre-Award Team Leader**     | - Major Round Co-ordination  
- Presentations to Researchers  
- Resource Pages  
- Alert’s to Researchers  
- Tools (e.g. salaries scales, pro formas)  
- Eligibility Submissions to Agencies  
- Training/mentoring of team (incl. casual staff) |
| **Senior Compliance Officer** | - Scheme Round Co-ordination (major round if clash)  
- Tenders/Bids  
- International Champion  
- Presentations to Researchers  
- Training/mentoring of Grants Officers (incl. casual staff) |
| **Compliance Officer**        | - Scheme Specialists  
- International Champions  
- Presentations to Researchers  
- Training of Project Officers (incl. casual staff) |
Researcher Engagement with Pre-Award Team

- Contact can be made with the Pre-Award team via: preaward.rgc@unsw.edu.au

- Emails are triaged by the Pre-award Team Leader and Senior Compliance Officer before allocation to a Compliance Officer for processing.

- An individual Compliance Officer will oversee a specific grant application from application development to announcement.

- For successful applications, Post-Award team members will contact the researcher to setup the project account and oversee the day to day account maintenance (from grant acceptance to the point of closure).
Scenario Walkthrough: General Pre-Award Grant Lifecycle

This walkthrough demonstrates how the Pre-Award Teams' key services underpin the process followed for other general grant lifecycles from application development to the point of announcement.

1. **Identifies Opportunity**
   - Logs in with zID, completes NOI form online: https://research.unsw.edu.au/notification-intent-apply-research-funding
   - Receives automated confirmation once form is submitted
   - Late submission: deadline is within 72 hours, sends draft application to preaward.rgc@unsw.edu.au

2. **Researcher**
   - Prepares draft and any supporting documents following Pre-award instructions
   - Sends to Compliance advisor at least 2 weeks prior to sponsor deadline.
   - Late submission: draft must be sent immediately for high level review

3. **Pre-Award Team (RGC)**
   - Receives notification form
   - Creates InfoEd/RAMS record.

4. **Pre-Award Compliance advisor allocated**
   - Introductory email sent with Pre-award review timeline and submission information
   - Late submission: Introductory call and email sent, confirms receipt of draft.

5. **Researcher**
   - Prepares draft and any supporting documents following Pre-award instructions
   - Sends to Compliance advisor at least 2 weeks prior to sponsor deadline.
   - Late submission: draft must be sent immediately for high level review

6. **Pre-Award Team (RGC)**
   - Request for HoS Approval
   - Approves application submission

7. **Head of School (HoS)**
   - Reviews Proposal:
     - Funding agency rule (compliance & eligibility)
     - UNSW policies
     - Budget/MECR (Minimum Economic Cost Recovery)
     - Supporting documents
   - Late submission: Provide researcher with high-level review award info (deadlines, templates and advice documents (if available); HoS approvals required etc)

8. **Request for HoS Approval**
   - Revises Proposal based on RGC feedback.
   - Submits to RGC team for final review.

9. **Pre-Award Team (RGC)**
   - RGC perform final review
   - Request researcher for “approval to submit”.

10. **Researcher**
    - Submits application to sponsor.

11. **Pre-Award Team (RGC)**
    - Submits application to sponsor.

12. **Sponsor**
    - Notifies UNSW of application outcome

13. **Pre-Award Team (RGC)**
    - Notifies Researcher and Operations of application success/failure.

14. **Operations Team (RGC)**
    - Enters outcome/award data into InfoEd.

15. **Post-Award Team (RGC)**
    - Handover to Post-Award Team for agreement execution and account opening.

16. **Notes:** PVCRI notification for any equipment over $50k; schemes that have limited application numbers allowed are referred to RSO for shortlisting
Scenario Walkthrough: NHMRC Pre-Award Grant Lifecycle

This walkthrough demonstrates how the Pre-Award Teams key services underpin the process followed for the NHMRC grant lifecycle from application development to the point of announcement.

1. **Researcher**
   - Identifies Opportunity
   - Creates application in RGMS.

2. **Pre-Award Team (RGC)**
   - Provides researcher with high-level award info (deadlines, templates, and advice documents; HoS approvals required etc)
   - Completes RGMS minimum data requirements.
   - Notifies RADAR of researcher’s intention to apply.

3. **Pre-Award Team (RGC)**
   - InfoEd/RAMS record creation
   - Notification to Pre-Award team and RSO of researcher’s intention to apply.

4. **Researcher**
   - Prepares Proposal
   - Submits to RGC team for review at least 3 weeks prior to sponsor deadline.

5. **Pre-Award Team (RGC)**
   - InfoEd/RAMS record creation
   - Notification to Pre-Award team and RSO of researcher’s intention to apply.
   - Notification to HoS of applications in RGMS.

6. **RADAR**
   - Checks researchers RGMS min. data requirements in RGMS before deadline.
   - Requests researcher for “approval to submit”.

7. **Pre-Award Team (RGC)**
   - RGC perform final review
   - Request researcher for “approval to submit”.
   - Reviews list of RGMS applications.
   - Alerts Pre-award team of any issues/concerns.
   - Reviews Proposal:
     - Funding agency rule (compliance & eligibility)
     - UNSW policies
     - Budget
     - Supporting documents
     - Feedback to Researcher

8. **Researcher**
   - Revises Proposal based on RGC feedback.
   - Submits to RGC team for final review.

9. **Head of School (HoS)**
   - Reviews list of RGMS applications.
   - Alerts Pre-award team of any issues/concerns.
   - Reviews Proposal:
     - Funding agency rule (compliance & eligibility)
     - UNSW policies
     - Budget
     - Supporting documents
     - Feedback to Researcher

10. **Pre-Award Team (RGC)**
    - Handover to Post-Award Team for agreement, execution and account opening.

11. **RADAR**
    - Checks RGMS minimum data requirements.
    - Notifies RADAR of application success/failure.

12. **NHMRC**
    - Notifies UNSW of application outcome.
    - Enters award data into InfoEd.

13. **Rad**
    - Check and submit proposal in RGMS
    - Notifies NHMRC of application success/failure.

14. **Rad**
    - Checks and submits proposal in RGMS
    - Notifies NHMRC of application outcome

15. **Rad**
    - Notifies researcher and RGC teams of application success/failure.

16. **Rad**
    - Notifies Dean’s and ADRs of application success/failure.

17. **Rad**
    - Enters award data into InfoEd.

18. **Rad**
    - Handover to Post-Award Team for agreement, execution and account opening.

19. **Rad**
    - Handover to Post-Award Team for agreement, execution and account opening.

Note: PVCRI notification for any equipment over $50k.
Scenario Walkthrough: ARC Pre-Award Grant Lifecycle

This walkthrough demonstrates how the Pre-Award Teams key services underpin the process followed for the ARC grant lifecycle from application development to the point of announcement.

1. Identifies Opportunity
2. Creates application in RMS
3. Notifies Pre-Award team of intention to apply
4. Provides researcher with high-level award info (deadlines, templates and advice documents; HoS approvals required etc)
5. Prepares Proposal
6. Submits to RGC team for review at least 3 weeks prior to sponsor deadline.
7. Reviews Proposal:
   - Funding agency rules (compliance & eligibility)
   - UNSW policies
   - Budget
   - Supporting documents
   - Feedback to Researcher
8. Revises Proposal based on RGC feedback.
9. Submits to RGC team for final review.
10. RGC perform final review
11. Request researcher for “approval to submit”.
12. RADAR team proposal is ready for final certification and submission in RMS to the ARC.
13. Certify and submit proposal in RMS
14. InfoEd/RAMs record creation
15. Notification to Pre-Award team and RSO of researcher intention to apply
17. Handover to Post-Award Team for agreement, execution and account opening.

Note: PVCRI notification for any equipment over $50k.
Research Grants and Contracts

Post-Award Team
Post-Award Team: Function & Services

Oversee all research grant and contract agreements from drafting through negotiation to execution, then record set up, account opening and day to day management of research accounts.

- Research agreement preparation, negotiation & variations (UNSW template, ARMs, GO8, bespoke)
- Agreement review and negotiation (sponsor templates)
- Obtain advice, input and negotiation from the Legal Office (LO) and Knowledge Exchange (KE) as necessary
- Recommend sign-off and execution of agreement/contract to Director RGC
- Ensure all ethics and other clearances are in place
- Action invoicing of funding agencies
- Prepare BRC to action account opening
- Liaise with funding agencies and submit variations as necessary
- Monitor deliverables and ensure continued compliance (all reporting requirements are met)
- Maintain accurate research records via InfoEd & RAMS
- Acquit the grant and closeout the project with Group Research Finance (GRF)
Post-Award Team: Research Agreement Types

The Post-Award team offers assistance with a variety of research grant and contract agreement types, including:

✓ Contracts
✓ Award Letters
✓ Multi Institutional Agreement (MIA)/ International Participating Letters (IPL)
  ▪ Australian Research Council (ARC)
  ▪ National Health and Medical Research Council (NHMRC)
  ▪ Medical Research Future Fund (MRFF)

✓ Clinical Trial Research Agreement (CTRA)
✓ Material Transfer Agreement (MTA)
✓ Confidentiality/Non-Disclosure Agreement (CDA/NDA)
✓ Variations
✓ Sub-Contracts
✓ Data Transfer Agreement (DTA)
✓ Data Access Agreements
✓ Request for Quote (RFQ)
✓ Consortium Agreement (CA)
✓ Collaborative Research Agreement (CRA)
✓ Deeds in collaboration with Legal and DVC Offices
Post-Award Team: Structure

There are three Post-Award sub-teams which are grouped by faculty/division for partnering purposes and resourced according to size and complexity.

- Team 1
  - Faculty of Science
  - Faculty of Built Environment
  - Faculty of Arts and Social Sciences
  - UNSW Art & Design
  - DVC Research
  - Academic Services

- Team 2
  - Faculty of Engineering
  - Faculty of Law
  - UNSW Business
  - UNSW Canberra

- Team 3
  - Faculty of Medicine
Post-Award Teams: Structure

UNSW Researchers

Post-Award Teams
(relevant faculty/division)

Team Leader

Senior Grants Officer

Grants Officer

Grants Officer

Senior Contracts Officer

Contracts Officer

Division of Research
RGC Pre-Award
RGC Operations
PVCRI
Research Services

Division of Enterprise
Legal Office
Knowledge Exchange (KE)

Division of Finance and Operations
Group Research Finance

Referrals/Advice
Account open, management & closeout
Post-Award Team: Roles & Responsibilities

Post-Award Team Leader
- Manages team, training and workload allocation
- Provides advice on research grant enquiries/issues.
- Acts as the main contact for funding bodies (other than ARC/NHMRC) regarding awards contracts and agreements, reporting, financial queries and audit
- Review and submit variations
- Review and approve reports and deliverables

Post-Award Senior Grants Officer
- Provides advice on research grant enquiries/issues.
- Training/mentoring of Grants Officers.
- Review and submit variations for a subset of agencies
- Review and approve reports and deliverables for a subset of agencies
- As per Post-award Grants Officers below for a portfolio of schools and/or centres

Post-Award Grants Officer
- Manages a portfolio of schools and/or centres
- Ensure all ethics and other clearances are in place
- Establish the account/s (input budget and apply infrastructure support)
- Maintain accurate research records via InfoEd
- Invoicing funders
- Assist researchers with drafting variations to funding agencies when required
- Monitor deliverables and ensure continued compliance
- Ensure all reporting requirements are met
- Acquit the grant and closeout the project
Post-Award Team: Roles & Responsibilities (2)

Post-Award Senior Contracts Officer

- Triages and allocates tasks from mailbox
- Agreement Review (Sponsor Template)
- PhD Sponsor Project Agreements – Industry Funded
- Sub-Contracts/Collaboration Agreements
- ARC Linkage, NHMRC Partnership and Development Grants
  - Preparation (UNSW admin org)
  - Review (UNSW not Admin Org)
  - Variations
- CRC-P agreement review
- Clinical Trials Agreements
- NDAs
- MTAs
- Obtain legal advice, review and negotiation from the Legal Office (LO) as necessary
- Obtain intellectual property advice, review and negotiation from Knowledge Exchange (KE) as necessary

Post-Award Contracts Officer

- ARC/NHMRC MIAs
- Agreement Preparation (UNSW Template)
- Agreement Variations
- Medicines Australia template Clinical Trials Agreements
- Pricing Tool Support for contracts under negotiation/review
- Collaborative Research Agreement (CRA)
  - Preparation (UNSW admin org)
  - Review (UNSW not Admin Org)
  - Variations
- Tech Vouchers, Innovation Connection Agreements
Researcher Engagement with Post-Award Team

Post-Award team members oversee specific faculties/divisions grants and contracts.

- **Direct contact with your Post-Award Grants Officer** can be made using the allocated school/faculty/division mailboxes found at [https://research.unsw.edu.au/about-rgc-school-contacts](https://research.unsw.edu.au/about-rgc-school-contacts). The name of your Post-award Grants Officer and telephone number can also be found here.

- **Post-Award Contracts/Agreements**

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<tr>
<th>Team Medicine</th>
<th>Team Engineering, UNSW Business, Law &amp; UNSW Canberra</th>
<th>Team Science, FBE, FASS &amp; Art &amp; Design</th>
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<td><a href="mailto:Agreements1E.rgc@unsw.edu.au">Agreements1E.rgc@unsw.edu.au</a></td>
<td><a href="mailto:Agreements2S.rgc@unsw.edu.au">Agreements2S.rgc@unsw.edu.au</a></td>
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- **Post Award Team Leaders**

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<tr>
<th>Team Medicine</th>
<th>Team Engineering, UNSW Business, Law &amp; UNSW Canberra</th>
<th>Team Science, FBE, FASS &amp; Art &amp; Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Su</td>
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<td>+ 61 (02) 9385 6989 <a href="mailto:jane.su@unsw.edu.au">jane.su@unsw.edu.au</a></td>
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<td>+61 (02) 9161 9817 <a href="mailto:m.nordstrom@unsw.edu.au">m.nordstrom@unsw.edu.au</a></td>
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Scenario Walkthrough: Post-Award Grant Lifecycle (NHMRC)

This walkthrough demonstrates how the Post-Award Teams key services underpin the process followed for the general NHMRC grants lifecycle from grant acceptance to the point of project closure.

1. NHMRC notify UNSW of outcomes.
2. Notify researcher of application outcome (success/failure) on same day as Step 1.
3. Notifies Deans/ADRs of major round outcomes (same day as Step 1).
4. Distribute Acceptance of Grant (AOG) form for researcher/HoS completion within 48 hrs of Step 1.
5. Complete AOG form (ideally within 2 weeks from receipt).
6. Accepts offer in RGMS system.
7. Review application and successful offer from NHMRC.
8. If collaborating institutions are involved then Contract Officer actions Multi Institution Agreement (MIA)/International Partner Letter (IPL), else continue at Step 10.
9. Contact researcher for funding allocations.
10. Prepares template and distributes to collaborating institutions.
11. Obtains collaborating institutions agreement/IPL
12. Handover to Post-Award Grants Officer.
13. Sends researcher BRC and notifies account opened
14. Runs research project and consumes funds.
15. Submit annual finance project reports to NHMRC.
16. Completes Project.
17. Prepares Final Project Report.
18. Review project flagged as CFA in InfoEd.
Scenario Walkthrough: Post-Award Grant Lifecycle (ARC)

This walkthrough demonstrates how the Post-Award Teams key services underpin the process followed for the ARC grant lifecycle from grant acceptance to the point of project closure.

1. ARC notify UNSW of outcomes.
2. Notify researcher of application outcome (success/failure) on same day as Step 1.
3. Notifies Deans/ADRs of major round outcomes (same day as Step 1).
4. Distribute Acceptance of Grant (AOG) form for researcher/HoS completion within 48 hrs of Step 1.
5. Complete project details in InfoEd.
6. Accepts offer in RMS system.
7. Review application and successful offer from ARC.
   If collaborating institutions are involved then Contract Officer actions Multi Institution Agreement (MIA)/International Partner Letter (IPL), else continue at Step 9.
8. Contact researcher for funding allocations.
   Prepares template and distributes to collaborating institutions.
   Obtains collaborating institutions agreement/IPL.
   Handover to Post-Award Grants Officer.
9. Creates Budget Release Confirmation (BRC)
   Obtains Post-Award Team Leader approval.
   Initiate account opening request with GRF (Research Finance).
   Step 9 estimated completion within approx. 3 weeks of Steps 5 & 7 or 8 completed.
10. Sets up project budget and account in general ledger (within 48 hrs).
    Advises RGC account opened.
11. Sends researcher BRC and notifies account opened by project start date.
12. Runs research project and consumes funds.
13. Download EOY project reporting data from RMS.
14. Append EOY project expenditure and remaining balances.
15. Distribute EOY SharePoint form to researchers for completion.
16. Completes EOY SharePoint form and submits to RGC Operations team.
17. Reviews EOY form and advises researcher if changes required.
    Submit annual EOY report to ARC.
18. Completes Project.
19. Prepares Final Project Report 6 months before due date.
20. Obtains Post-Award Team Leader report approval.
    Submits Final Project Report to ARC (within 9 month timeframe of project completion date).
    Marks project account as CFA in InfoEd.
21. Review project flagged as CFA in InfoEd.
    Closes project account in General Ledger.

Operations Team (RGC)

Group Research Finance (GRF)
Scenario Walkthrough: Contract Research/Industry Partner Agreement Lifecycle (UNSW, Go8, ARMS etc templates)

This walkthrough demonstrates how the Post-Award Teams key services underpin the contract research/industry partnership agreement lifecycle from preparation to the point of execution for agreements prepared using standard templates such as UNSW, Go8 ARMs etc.

1. **Researcher**
   - Develops Opportunity with Sponsor
   - Notifies Post-Award team of proposed new project

2. **Contracts Officer (RGC)**
   - Request InfoEd account creation from Operations Team.

3. **Operations Team (RGC)**
   - Send out Acceptance of Grant form (AOG) to the researcher to complete (within 3 working days of Step 2).
   - HoS alert email is sent within 3 working days of Step 2.

4. **Contracts Officer (RGC)**
   - Engages with Researcher to assess: project nature, outcomes, personnel, IP, publishing, budgets, prior related projects, summary of discussions to date with sponsor (within 5 working days of Step 1).
   - Provides requested assessment information to the Contracts Officer (within 2 weeks of Step 4).

5. **Researcher**
   - Completes AOG form (ideally within 2 weeks from receipt).

6. **Researcher**
   - Provides requested assessment information to the Contracts Officer.

7. **Contracts Officer (RGC)**
   - Prepares the UNSW agreement template in consultation with Researcher/sponsor (within 3 weeks of Step 5 completed) including:
     - project milestones
     - deliverables
     - invoice schedule
     - timeframes
     - scope of works and/or project plan

8. **Contracts Officer (RGC)**
   - Confirms approval of and signs final agreement version.

9. **Contracts Officer (RGC)**
   - Prepares Memo for RGC Director.
   - Submits agreement for signing (within 5 working days of Step 8).

10. **RGC Director**
    - Reviews memo and executes agreement (within 48 hrs of Step 9).

11. **Contracts Officer (RGC)**
    - Scans and files the agreement (network).
    - Provides PDF and hard copy of agreement to Contracts Officer (within 24 hrs of Step 10).

12. **Contracts Officer (RGC)**
    - Provides fully executed agreement to sponsor (within 48 hrs of Step 11).
    - Stores fully executed agreement in RAMS/InfoEd.

13. **Post-Award Team (RGC)**
    - Progresses account setup/management (within 3 weeks of Step 12).

Note: Knowledge Exchange (KE) related touchpoints still to be added to this process map.
Scenario Walkthrough: Contract Research/Industry Partner Agreement Lifecycle (Sponsor or non-template)

This walkthrough demonstrates how the Post-Award Teams key services underpin the contract research/industry partner lifecycle from preparation to the point of execution for non-template agreements (e.g. sponsor provided).

*Note: See slide 29 for CRCs, ARC ITRPs and COEs.*

- **1** Develops Opportunity with Sponsor
- **2** Notifies Post-Award team of proposed new project
- **3** Request InfoEd account creation from Operations Team
- **4** Engages with Researcher to assess: project nature, outcomes, personnel, IP, publishing, budgets, prior related projects, summary of discussions to date with sponsor.
- **5** Provides requested assessment information to the Contracts Officer (within 2 weeks of Step 4).
- **6** Provides agreement to contract officer.
- **7** Completes AOG form (ideally within 2 weeks from receipt).
- **8** Reviews the sponsor agreement in consultation with Researcher (within two weeks of Step 6) including:
  - project milestones
  - deliverables
  - invoice schedule
  - timeframes
  - scope of works and/or project plan
- **9** Review and obtain agreed position (negotiate with sponsor to resolve).
- **10** Request sponsor approval.
- **11** Feedback outcome to Contracts Officer (CO) & agree sponsor communication.
- **12** Confirms final agreement version.
- **13** Preparés Memo for RGC Director.
- **14** Submits for signing (within 5 working days of Step 11).
- **15** Reviews memo and executes agreement (within 48 hrs of Step 12).
- **16** Provides fully executed agreement to sponsor or request sponsor execution if they have not already signed (within 48 hrs of Step 14). Stores fully executed agreement in RAMS/InfoEd.
- **Senior Contracts Officer (RGC)**
- **Operations Team (RGC)**
- **Senior Contracts Officer (RGC)**
- **Researcher**
- **Sponsor**
- **Researcher**
- **Researcher**
- **Senior Contracts Officer (RGC)**
- **Senior Contracts Officer (RGC)**
- **Senior Contracts Officer (RGC)**
- **Senior Contracts Officer (RGC)**
- **RGC Director**
- **RGC Project Officer**
- **Post-Award Team (RGC)**
- **Knowledge Exchange (KE) related touchpoints still to be added to this process map.**
Scenario Walkthrough: ARC ITRPs, Centres of Excellence etc

This walkthrough demonstrates how the Post-Award Teams key services underpin the contract research/industry partnership agreement lifecycle from preparation to the point of execution for ARC ITRPs, Centres of Excellence etc.

1. ARC notify UNSW of outcomes.
2. Notify researcher of application outcome (success/failure) within 24hrs of Step 1.
3. Notifies Deans/ADRs of outcomes within 24hrs of Step 1.
4. Distribute Acceptance of Grant (AOG) form for researcher/HoS completion within 3 working days of Step 1.
5. Complete AOG form (ideally within 2 weeks from receipt).
6. Accepts offer in RMS system.
7. Provides offer of early release of part of the UNSW funds/apply for ARC $100k for funding of a HUB/Centre Manager (within 3 weeks of Step 1).
8. Appointment of a Centre Manager (or interim Project manager) is mandatory and critical for this process.
9. Review and negotiate with partners.
   - The negotiation is an iterative process that can take 6 – 12 months.
   - RGC Post-Award TL provides information and advice when required.
10. Apply to ARC for extensions when required.
11. Confirm final agreement versions.
   - Steps 9 – 13 may take 6 – 12 months
12. Confirms approval to the Contract Officer that the agreements are ok for UNSW execution.
13. Prepares Memo for RGC Director.
14. Reviews memo and executes agreement (within 48 hrs of Step 12).
15. Scans and files the agreement (network).
16. Provides fully executed agreement to sponsor (within 48 hrs of Step 15).
17. Stores fully executed agreement in RAMS/InfoEd.
18. Progresses account setup/management (within 3 weeks of Step 15).

Knowledge Exchange (KE) related touchpoints still to be added to this process map.
Research Grants and Contracts

Operations Team
Operations Team: Function & Services

Provision of support across both Pre and Post-Award teams to deliver efficient whole of lifecycle research management services across all types of funding to ensure data integrity and quality assurance.

✓ Maintain accurate and reliable research records via InfoEd

✓ Ongoing maintenance of the sponsor/scheme database and associated fund codes to assist with the Higher Education Research Data Collection (HERDC)

✓ Working closely with Research Ethics (RECS) and Research Finance Office (RFO) teams for the efficient management and reporting of research funding

✓ Delivery of high-quality customer service and substantial administrative support for the RGC teams to perform their daily duties.

✓ Champion efficient business processes across the RGC team.
Operations Team: Structure

The Operations Team consists of a Team Leader and four Operations Officers who engage with a number of teams across the Division of Research and Group Research Finance (GRC) to deliver research management services.
Operations Team: Roles & Responsibilities

**Operations Team Leader**
- Manage accuracy of InfoEd data
- Maintenance of fund codes
- Identify efficient gains in business processes
- Set-up of UNSW Internal seed grant & Infrastructure Scheme’s
- ARC EOY Reporting

**Operations Officer**
- Update grant information into the InfoEd
- Monitor data integrity reports
- Maintain the Sponsor/Scheme data base
- Management of online acceptance forms
- Deliverables for all Internal & Major Sponsors
- Project close-out
- InfoEd training