



# 13c Applications for External Research Funding

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<b>Policy Owner:</b>	Research Office and Postgraduate Centre
<b>Policy Manager:</b>	Dean, Research
<b>Approval body:</b>	Academic Board

## 1.0 Policy

All applications by Unitec staff for external research funding will be of a highly professional and competitive standard that maintains or enhances Unitec's reputation for high quality research and advanced practice. A coordinated approach will be taken to applications for external research funding.

## 2.0 Explanation

This policy applies to all Unitec staff applying for external research funding as part of their employment at Unitec. All applications for externally research funding will be made through the Research Office.

The purpose of this policy is to assist staff in making highly professional and competitive applications to external research funds and to protect and enhance Unitec's reputation.

Sources of external research funds include, for example:

- generic national and international agencies (e.g. FRST, British Council, Asia 2000)
- industry bodies (e.g. IPENZ)
- individual corporate entities (e.g. private business, regional/city councils)
- other research providers (e.g. universities, CRIs)

## 3.0 Implementation

This policy will be implemented in a way that honours the Unitec values:

- Integrity, honesty and accountability
- Creativity, innovation and courage
- Relevance and responsiveness
- Care, tolerance and respect
- Fairness and justice

The applicant or project leader is responsible (with the assistance of the Research Office) for ensuring that:

- the fund applied to is appropriate and relevant to the nature of the research to be conducted;
- the application is completed strictly according to the requirements of the fund sponsor, as outlined in their guidelines;
- the project is accurately costed and the amount requested for funding includes all relevant and real charges, including overheads;

- the project is achievable within any stated milestone dates and is properly resourced; and
- all appropriate documentation is completed to a high standard and that the appropriate signatures and approvals are obtained from all relevant parties (e.g. Head of Department, Chief Executive, etc).

The Research Office is responsible for ensuring that:

- guidance is offered to the applicant in sourcing external funds and in formulating the application;
- guidelines and application forms are made widely available;
- only applications of appropriate quality are submitted to the fund sponsor;
- applications are received by the fund sponsor by their due date;
- relevant committee(s) are notified of approved applications;
- copies of any contract arising from a successful external research fund application are retained and filed appropriately;
- if necessary a project code (for accounting purposes) is provided; and
- (in conjunction with the applicant or project leader) interim invoicing and milestone reports are produced as required.

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## 4.0 Definitions

In this policy *project leader* refers to the person initiating the application or, in the event of external research funds being granted, the person assuming responsibility for the completion of the research project. The project leader may be given delegated authority to administer the grant.

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## 5.0 Other documentation

Additional documents supporting this policy are identified below.

1. [13c Guidelines for Applying for External Research Funding](#)

These guidelines are mandatory unless otherwise approved by the Dean, Research.