

Research Agreement Process

STEP 1: Is it a research project?

A project is defined as a research project if it includes any of the following:

- **Applied research** - Original work undertaken primarily to acquire new knowledge with a specific application in view. It is undertaken either to determine possible uses for the findings of basic research or to determine new ways of achieving some specific and predetermined objectives
- **Experimental development** - Systematic work, using existing knowledge gained from research or practical experience, that is directed to producing new materials, products or devices, to installing new processes, systems and services, or to improving substantially those already produced or installed
- **Strategic basic research** - Experimental and theoretical work undertaken to acquire new knowledge directed into specified broad areas in the expectation of useful discoveries. It provides the broad base of knowledge necessary for the solution of recognised practical problems
- **Pure basic research** - Experimental and theoretical work undertaken to acquire new knowledge without looking for long term benefits other than the advancement of knowledge
- **Publication** - An outcome of the Agreement is one or more publications
- **Travel** - Where the work focuses on travel in order to develop, collaborate or publish under a further Agreement

If the project contains no percentage of research or has no potential for research it is a Fee For Service Agreement. **See the Non-Research Agreement process.**

Contact the Grants team in Research Services for assistance grants@une.edu.au

STEP 2: Make a grant application

When you have identified a grant that you wish to apply for:

1. Follow the step by step guide for submitting a research grant application on the Grants webpage <https://www.une.edu.au/research/ethics-and-grants/grants/submitted-grant-application>
2. Contact the Grants team in Research Services for assistance grants@une.edu.au
3. If your grant application is successful, notify the Grants team. You will also need to create an entry in PURE if not already done.

STEP 3: Complete the contract or agreement

- If the funding body provides you with a copy of their agreement:
 - For questions about clauses, contact UNE Legal Services for assistance legal@une.edu.au
 - For questions about milestones or the timeline, contact the funding body to negotiate
 - For questions about budget or payments – contact your Faculty finance team for advice
- If the funding body does not provide you with an agreement:
 - use the UNE Template Research Agreement from the UNE Legal Services website <https://www.une.edu.au/about-une/governance/legal-office>
 - Contact UNE Legal Services for assistance if needed legal@une.edu.au

STEP 3: Overseas organisation?

- If the third party is an overseas organisation you will need to complete the Foreign Interference Checklist (available from Office of DVCR dvcr@une.edu.au) and return it to Office of DVCR.

**STEP 4:
Submit
documents to
the Faculty
office**

When you have completed the agreement, fill out and submit the following documents to your Faculty office for sign off:

- Contract Approval Form (available on the UNE Legal Services website)
- Budget Template
https://www.une.edu.au/_data/assets/excel_doc/0012/130161/New-Grant-and-Project-Budget-and-Acquittal.xlsm
- Foreign Interference Checklist (available from Office of DVCR
dvcr@une.edu.au)
- The completed agreement

If your Faculty office approves the documentation, they will arrange for signing of the Contract Approval Form by the Dean and will forward the documents to UNE Legal Services for review

**STEP 5:
Submit
documents to
UNE Legal
Services**

UNE Legal Services do not have access to or use PURE. Once all of the documents in Step 4 have been provided, UNE Legal Services will:

- Put the agreement into UNE's Contract Management System (CMS) and UNE's record management system (TRIM).
- Review the agreement and provide advice, which may include a requirement for rework of the agreement
- If appropriate, approve the agreement for execution by UNE
- Arrange for execution of the agreement by the funding body and the relevant UNE delegate
- Provide a copy of the fully executed agreement to you and the funding body, and will notify Grants and UNE Finance

**STEP 6:
Post
execution**

- UNE Finance will set up an account, advise you of the account number and will invoice the funding body
- Grants will update PURE to show that the agreement has been executed and will add reporting and milestone information

**STEP 7:
Contract
management**

- You (the researcher) are responsible for managing the contract to its completion
- You must keep Grants and Finance informed of the submission of progress and final reports
- Grants will update PURE to reflect the status of each milestone
- You will need to assist Finance to acquit the project and manage any unspent funding
- If the agreement needs to be varied or extended, contact UNE Legal Services for assistance. Agreements cannot be extended or varied by you. The relevant UNE delegate will need to approve and sign any variation.