



POST-AWARD

ACCEPTING AND MANAGING YOUR NEW GRANT OR AWARD

Grant and Partner funded research are accepted in the Awards module within the online [Pure Research Management system](#) (RMS).

The University's Post-Award team will email the Chief Investigator to request they upload any required documentation or information for the grant (such as details of related ethics approvals), into Pure RMS. Download the [Post-Award Researcher User Guide for APLI](#) for further details.

FUNDING AGREEMENTS AND CONTRACTS

The University Research Services Post-Award team will ensure that all funding agreements and contracts are appropriately checked and executed and that all administrative requirements are actioned to enable the commencement of funding (visit [Contracts and Agreements](#) for further details).

Grant Acceptance:

- As Chief Investigator, you should read and take responsibility for ensuring that you abide by the obligations outlined in all Letters of Offer, Funding Agreements and any guidelines, rules or policies that relate to the funding that you have been awarded.
- Please contact the Post-Award team (research.postaward@mq.edu.au) to raise any general concerns about the conditions under which research funding is offered **or** if you would like to request any modifications to the grant (such as deferred commencement, and so on).
- Concerns with any aspect of a Funding Agreement should always be noted and raised prior to an Agreement being signed or a project commenced.

Collaboration Agreements:

- Where research collaboration exists, an agreement must be put into place that addresses issues such as the allocation of grant funds to collaborating institutions, ownership of intellectual property, confidentiality and copyright, sharing of commercial returns, responsibility for ethics and research safety, ownership and location of research data and materials.
- The Research Partnership Managers from the University Research Services can provide information and assistance regarding the protection of existing/background Intellectual Property and Commercialisation to researchers in the first instance. They will refer projects to the University's [Commercialisation and Innovation Office](#) and/or the Research Policy and Contracts Team (researchcontracts@mq.edu.au) as necessary and appropriate.
- If the grant-funded research involves collaboration with researchers from other institutions or organisations, the University's Post-Award team will arrange for a Multi-Institutional Agreement (MIA) to be put in place. Please see the [Contracts and Agreements](#) webpage for further details.

REQUIREMENTS UNDER FUNDING AGREEMENTS

- Chief Investigators are required to attach any documentation necessary to meet funder requirements, such as human or animal research ethics approvals and authorisations, or other documents (visa, proof of citizenship) to the online University Research Management system.
- Please note that the grant **will only** be accepted and grant funds made available on condition MQRO has received all the required documentation to confirm that the initial funder requirements have been met.

SET-UP OF ACCOUNTS FOR GRANT FINANCES

- Information about funding for successful grants is captured in the online University Research Management system and is automatically sent to the Office of Financial Services.
- Office of Financial Services will email you with important information related to the set-up of your research project account in Macquarie's financial system. Each new grant is given an account number that is used in both the Finance One (captures income and expenses related to the project) and the HR systems (information about staff funded by the grant). Information about any invoices to be raised and how to view your grant-related financial transactions in the university reporting system, Foresight, is also included in the email from Office of Financial Services.

PERSONNEL CHANGES ARISING FROM THE AWARD OF NEW GRANTS OR FELLOWSHIPS

Post-Award will advise Human Resources (HR) of any salaries for personnel to be funded by new grants or fellowships. The Office of Financial Services also links new project accounts to the Macquarie HR system.

- Please liaise with your [Faculty HR representative](#) if new personnel are to be employed or if the salary for an existing staff member will be funded by the new grant or award.
 - your Department Administrator can assist with the appointment of casual staff.
 - Faculty HR are responsible for managing the recruitment and appointment of staff to Fixed Term positions. It can take up to 3 months to recruit new staff, so start this process as soon as possible to avoid delays in being able to undertake the research outlined in your grant. Discuss draft position description with Faculty HR, be prepared to outline typical duties, proposed level of appointment, FTE, duration, account code.
- Please liaise with the [Higher Degree Research \(HDR\) Office](#) if scholarships for HDR students will be supported in response to the award of a new grant.
- If you are an existing staff member who has been awarded a new fellowship, please contact your [Faculty HR representative](#) in case this award changes your level of appointment.
- If a salary is funded by a grant you must notify the funding organisation of any planned periods of extended leave, for example parental leave. Please contact the University's Post-Award team (research.postaward@mq.edu.au) for further information about how to manage variations to grant-funded research activity and see *Changes in Research Activity – Variations, Transfers, Relinquishments* on the [Faculty Research Services](#) webpages.

FIND OUT MORE

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