

Guidelines on communication during the appointment of NHMRC and ARC Fellows

Overview Guidelines

Further Assistance

OVERVIEW

These guidelines reflect the preferred and accepted practices of the University in the internal communication process during the appointment of National Health and Medical Research Council (NHMRC) and Australian Research Council (ARC) fellows in Academic Units and Research Institutes. Where a Fellow is appointed in a Research Institute outside of an Academic Unit, responsibilities in the communication process may be assumed by a smaller number of senior staff.

GUIDELINES

1. During the application process

- 1.1 In discussion with the Director: Research and Innovation Services, the Institute Director or Executive Dean will determine which cost centre will meet the difference (the 'gap') between the funding provided by the fellowship and the total salary costs of the Fellow. This gap funding is usually the responsibility of the Fellow's host institute or Academic Unit.
- 1.2 The Institute Director or Executive Dean will determine whether superannuation will be offered at the minimum 9% legislative requirement or at up to 17%, if the budget allows. The Institute Director or Executive Dean must provide written advice to the relevant PTC Business Partner and the Consultant: Superannuation to authorise the increased level of superannuation.

2. After the NHMRC/ARC contract has been signed

- 2.1 The Director: Research and Innovation Services will notify the Institute Director or Executive Dean, and General Manager that the NHMRC/ARC contract has been signed, the details of the funding package being provided to the Fellow, and confirm which cost centre is responsible for the gap funding.
 - a. The Institute Director or Executive Dean then notifies the relevant staff within the Institute/Academic Unit.
 - b. The General Manager notifies the Dean of Research, the relevant PTC Business Partner, and the relevant Unit Accountant.
- 2.2 Director: Research and Innovation Services (or nominee) notifies the General Manager when the Cost Centre(s) have been set up by Research and Innovation Services. It is then the responsibility of the General Manager to notify the relevant Accountant and PTC Business Partner. (Note: funding is not released until all clearances [e.g. ethics and safety] are received.)

- 2.3 In liaison with Institute Director or Executive Dean, the PTC Business Partner negotiates the appointment contract with the Fellow. Where there is any potential for delay in the negotiation of the employment contract, the General Manager must be immediately notified who, in collaboration with the PTC Business Partner, will notify the Director: Research and Innovation Services. Liaison with the Executive Director: People, Talent and Culture can be initiated as required.
- 2.4 The PTC Business Partner is responsible for notifying the Director: Research and Innovation Services, Institute Director or Executive Dean, and General Manager, that the employment contract has been signed.
- a. The General Manager then notifies the Dean of Research, and Unit Accountant.
 - b. The Director: Research and Innovation Services notifies the Deputy Vice Chancellor: Research and Enterprise.
- 2.5 The Unit Accountant is responsible for notifying the Fellow, Institute Director/Business Development Manager or Executive Dean, and Research and Innovation Services of the cost centres to be used for research activity. The Unit Accountant will also notify the PTC Business Partner of the cost centres to be used for salary.

FURTHER ASSISTANCE

Management and staff may seek further advice from:

- Research and Innovation Services
- The Research Coordinator for their area
- Relevant PTC Business Partner
- Consultant: Superannuation
- People, Talent and Culture Unit

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