COVERSHEET

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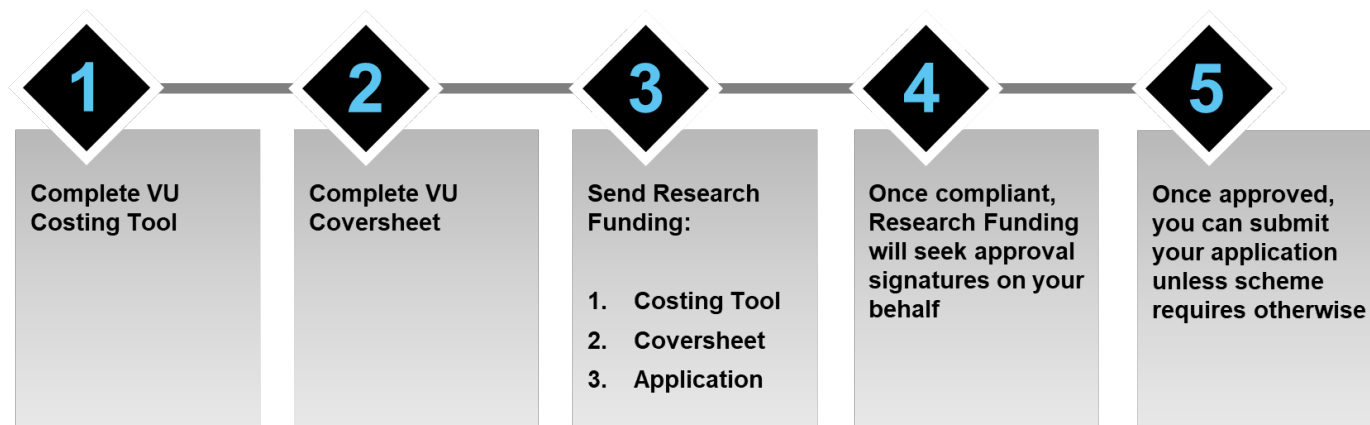
PURPOSE

1. Must be completed prior to the submission of a funding application
2. For official certification and data collection purposes (i.e., HERDC, MORA and ERA)

PROCEDURE

1 Complete VU Costing Tool

2 Complete VU Coversheet

3 Send Research Funding:
1. Costing Tool
2. Coversheet
3. Application

4 Once compliant, Research Funding will seek approval signatures on your behalf

5 Once approved, you can submit your application unless scheme requires otherwise

◆ Approval times vary depending on your proposed VU contribution (cash and in-kind budget) as outlined in the Delegation Policy (VPN access required)

◆ Indicative approval times for funding based on budgeted VU contributions (excluding NHMRC/ARC/MRFF, tenders and research contracts) can take up to **7 working days**

PROPOSED BUDGET	DURATION	DELEGATE(S)
≤ $75k	2 working days	IED/CD
≤ $1 mill	4 working days	IED/CD, DVCRI
> $1 mill	7 working days	IED/CD, DVCRI, CFO, VC
IED: Institute Executive Director		
CD: Centre Directors		
DVCRI: Deputy Vice Chancellor Research and Impact		
CFO: Chief Financial Officer		
VC: Vice Chancellor		

Please note that the table above provides a general overview of our standard procedures. Adjustments will be made as necessary to align with the specific requirements of each funding opportunity in accordance with the Delegation Policy (VPN access required).

KEY CONTACTS

GRANTS	Research-Funding@vu.edu.au
Fiona Smith	Senior Manager, Research Funding and Devleopment
Terence Pang	Senior Research Funding Officer
Helly (Li He)	Research Funding & Partnerships Officer
Jennifer Huynh	Research Funding Officer

CONTRACTS	Research.Contracts@vu.edu.au
Gina Georgiou	Research Contracts Manager
Eleanor Bevilacqua	Research Contracts Advisor
Keshima Mendiratta	Contracts and Funding Administrative Officer

TENDERS & CONTRACT RESEARCH	Research-Funding@vu.edu.au
Helly (Li He)	Research Funding & Partnerships Officer

DEFINITIONS

Costing Tool	• Spreadsheet that assists with the budgeting of your proposed research
Coversheet	• Ensures department head approves and authorises VU's cash and in-kind contributions • Ensures we can accurately record and report your data for HERDC process
MORA	• Measure of Research Activity • Used at VU as a measure of research activity • Calculated based on research funding, publications, and supervision of higher degree by research student completions
HERDC	• Higher Education Research Data Collection • Collection of higher education R&D income data
ABS	• Australian Bureau of Statistics
ERA	• Excellence in Research for Australia • Identifies excellence in research through the Australian Research Council through a rating system
Lead Chief Investigator	• Individual responsible for leading the research
Co-investigator	• Individual working in partnership with the lead chief investigator

1. PROJECT DETAILS

Project Title *	
Lead Investigator Name *	
Lead Investigator Staff ID *	E
Phone Extension *	
Mobile *	
As Lead Investigator, I have discussed my intention to submit this grant with the relevant Institute Excecutive Director. If **NO**, please discuss your intention to submit and any VU in-kind contributions.	Choose an item.

2. INSTITUTE & PROGRAM *

- Indicate your Institute and program
- Only select one program

Institute	IHES	ISILC	CENTRE
Program	Choose an item.	Choose an item.	Choose an item.

3. TYPE OF FUNDING

Funding Type *	Choose an item.
Application ID *Some grant portals such as SmartyGrants assign your application an ID e.g., APP123456. If not applicable, leave blank.*	

4. HERDC ELIGIBILITY

Is this project classified as research according to HERDC? * *Research is defined as the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings.* *https://www.education.gov.au/research-block-grants/higher-education-research-data-collection*	Choose an item.

5. PROJECT KEY DATES

Project Start Date *	Click or tap to enter a date.
Project End Date *	Click or tap to enter a date.

Application Deadline *	Click or tap to enter a date.

6. PERSONNEL *

1) Open the Costing Tool Excel Spreadsheet
2) Navigate to the "For COVERSHEET" worksheet

3) Copy and paste Table: Personnel – insert into Coversheet

Tip – Paste as picture

4. Personnel - insert into coversheet

Name	Start	End	Role	FTE on Project (while active)			Total VU funded	Fraction of year
				Externally funded FTE	VU in-kind	VU-Cash		
INSERT NAME AND ROLE	1/01/2021	31/12/2021	LCI				0*	1.000
INERST NAME AND ROLE	1/01/2021	31/12/2021	CI				0*	1.000

INSERT TABLE: PERSONNEL FROM THE COSTING TOOL BELOW

7. FUNDING BODY

Funding Body Name *	
Fund Scheme Name *	
ABN/ACN	
Postal Address	
Country	

Contact Name		Position	
Email		Phone Number	

8. STUDENT

Does the project involve a VU student(s)? *	Choose an item.	If **NO**, go to Section 9
Who will recruit the student(s)?		
Who will supervise the student(s)?		
Is the student(s) international? *	Choose an item.	If **NO**, go to Section 9
Has the Institute Executive Director approved for an international student fee waiver?	Choose an item.	

9. SUBCONTRACTING *

Are you using an independent contractor for this project? *	Choose an item.

If **YES**, provide details below:

Name	Service they will perform

10. BUDGET *

1) Insert the name of the funding organisation
2) Provide annual breakdowns of your proposed budget
3) If not in AUD, include the relevant currency in the table
4) Add extra columns for additional organisations

ANNUAL CONTRIBUTION	INSERT ORGANISATION NAME		Victoria University	
	Cash	In-kind	Cash	In-kind
2024				
2025				
2026				
2027				
2028				
TOTAL (ex GST)				
GST				
TOTAL + GST				

1) Open the Costing Tool Excel Spreadsheet
2) Navigate to the "For COVERSHEET" worksheet

| ◄ ► | Project costs | **For COVERSHEET** | Quote Page | Rate Card | HELP completing the worksheet |

3) Copy and paste Table: Payments and Invoicing

10. Budget and contribution

	Total
Income: (excl. GST)	$ -
Expenses:	
DIRECT CASH COSTS:	
Direct costs (Salaries - Cash)	$ -
Direct costs (Consumables)	$0
Direct costs (Communication Expenses)	$0
Direct costs (Equipment)	$0
Direct costs (Fees and Charges)	$0
Direct costs (Miscellaneous Expenses)	$0
Direct costs (Scholarships)	$0
Direct costs (Travel)	$0
Direct costs (Subcontracting)	$ -
Sub-total (Direct Cash costs)	$ -
IN-KIND DIRECT COSTS:	
Direct costs (Salaries - in-kind)	$ -
Direct costs (non-salary in-kind)	$ -
Sub-total (Direct In-kind costs)	$ -
Total direct costs	$ -
Gross Margin	$0.00
Gross Margin %	0.00%
Infrastructure On-costs (30%)	$0
Total indirect costs	$0
Net Margin	$0.00
Net Margin %	0%

Tip – Paste as picture

INSERT TABLE: BUDGET AND CONTRIBUTION BELOW

11. PAYMENTS & INVOICING *

4) *Open the Costing Tool Excel Spreadsheet*
5) *Navigate to the "For COVERSHEET" worksheet*

| ◄ ► | Project costs | **For COVERSHEET** | Quote Page | Rate Card | HELP completing the worksheet |

6) *Copy and paste Table: Payments and Invoicing*

Date or Milestone	Amount (excl GST)	Who pays	Invoiced infra-structure	CHECK: Money owed after milestone
				$ -

Tip – Paste as picture

INSERT TABLE: PAYMENTS AND INVOICING BELOW

12. PROJECT OUTCOMES

Will you publish the results? *	Choose an item.
Are the project outcomes commercialisable? *	Choose an item.

Are all researchers and subcontractors participating in this project willing to provide consent in case

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the works created <u>potentially infringe</u> moral rights, as may be required by the contract?

What are moral rights?

1) Attribution: Right to be attributed as the author of the work
2) Integrity: Right to object to derogatory treatment of the work that harms the creator's reputation
3) Association: Right to decide not to have the work associated with a product, service, cause, or institution

https://www.artslaw.com.au/information-sheet/moral-rights/

VU Researcher(s) *	Choose an item.
Subcontractor(s) *	Choose an item.

How else will the project outcomes be used?

Will the work support your industry partners?
Will the work help set up foundational results for future projects and/or collaborations?

By Victoria University	
By Partner/Funding organisations	
By other organisations	

13. PREVIOUS AGREEMENTS *

Have any related agreements to this project been signed with third parties? *	Choose an item.
If **YES**, were these agreements reviewed and approved by the Contracts team?	Choose an item.
If **YES**, please provide the relevant contract IDs *A contract ID would have been provided to you by the Contracts team (e.g., VUR12345)*	

14. INTELLECTUAL PROPERTY *

Is there any background intellectual property? * *Please select Y**ES** if your project relates to the **VU BLOCK MODEL***	Choose an item.
If **YES**, was any background material funded by an external partner/other parties?	Choose an item.

If **YES**, provide details of non-VU ownership of background materials for this project below:

Who?	**Inputs** *E.g., Know-how, data*

Will external partner(s) contribute to the project intellectual property? *	Choose an item.

If **YES**, provide details of these contributions below:

Who?	**Inputs** *E.g., Know-how, data*

15. ETHICS *

Does this project require <u>human research</u> ethics approval?	Choose an item.	\<Insert ethics reference no.\>
Does this project require <u>animal research</u> ethics approval?	Choose an item.	\<Insert ethics reference no.\>
Does this project involve the <u>transportation</u> of blood, tissue, animals or other biological material to or from VU?	Choose an item.	If **YES**, Provide details
Does this project involve the <u>activities</u> that require regulatory or compliance approval?	Choose an item.	If **YES**, Provide details

16. CONFLICT OF INTEREST *

*LCI **must** ensure there is no conflict of interest.*

*Any conflicts of interest **must** be disclosed to the relevant manager and relevant personnel must stand down in any decision-making process.*

This disclosure in the form is in addition to any procedural requirements under relevant policies.

Examples of conflict of interest include:
- *Researcher receives financial support from a company that has vested interests in their work*
- *Researcher conducts work where family members have direct financial/personal interest*
- *Researcher affiliated with an organisation that has a strong stance on the research topic*

Is there a conflict of interest?	Choose an item.
If **YES**, please provide details of the conflict and actions being taken to manage it	

17. RISKS *

Staff	Can you complete the project if a key member leaves?	Choose an item.
Resources	Do you have the necessary facilities/equipment/space to complete the project?	Choose an item.
Injury	Could the project cause injury to people? *Hospitalisation, disability, fatality?*	Choose an item.
Reputation	Could the project cause VU reputational damage?	Choose an item.
Business	Could the project cause an interruption to a	Choose an item.

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	Business unit/College/Lab?	
Sanctions	Is the research partner from a Sanctioned Country? *List of sanctioned countries can be found [here](#)* *(VPN access required).*	Choose an item.
	If **YES**, complete the *[Sanctions Compliance Risk Assessment 3](#)* form. *Under 'Risk Assessment Tools section' (VPN access required).* What is the risk level?	Choose an item.
	If risk level **HIGH**, send completed form to Research-Funding@vu.edu.au and notify status.	Choose an item.
Defence Export Controls	Is the research related to goods and technologies: 1. Designed for military use? 2. Can be adapted for use as a weapon despite being developed for non-military purposes? *Weapons, bombs, explosives, chemical/biological toxic agents, sensors, lasers, telecommunication/navigation systems, high-performance computers?* *Further details can be found [here](#) under the 'Controlled items for exports' section (VPN access required).*	Choose an item.
	If **YES**, complete the *[Defence Export Controls Assessment Form 2](#)*. *Bottom of intranet page (VPN access required)* Is the project subject to defence export controls?	Choose an item.
	If **YES**, alert the Compliance Unit *Phone: 9919 4067* *Email: compliance@vu.edu.au* If **NO**, keep copy of assessment form for your own records	Choose an item.
Other	Are there any other risks?	Choose an item.
	If **YES**, please detail below:	
OVERALL PROJECT RISK RATING	Choose an item.	

18. CONFIDENTIALITY *

Does the funding partner request that, if successful, the contract agreement must be kept confidential? *If **YES**, the project will not be listed on the academics' online Researcher Profile or other publicly accessible material.*	Choose an item.

19. REPORTING CODES *

Reporting codes are mandatory for ABS and ERA purposes.

Reporting code definitions can be found here.

- Only provide whole numbers
- Do not use decimal points
- Percentages must sum up to 100%

Research	Percentage
Strategic Basic	%
Experimental Development	%
Pure Basic	%
Applied	%
TOTAL	**100%**
FoR Codes - Use 2020 FoRs - Maximum of 3 codes - Enter the 6-digit code - Percentages must sum up to 100% *E.g., 200104 Prevention of human diseases and conditions*	**Percentage**

6-digit code Name	**%**
6-digit code Name	**%**
6-digit code Name	**%**
TOTAL	**%**
SEO Codes • Use 2020 SEOs • Maximum of 3 codes • Enter the 6-digit code • Percentages must sum up to 100% *E.g., 420702 Exercise physiology*	**Percentage**
6-digit code Name	**%**
6-digit code Name	**%**
6-digit code Name	**%**
TOTAL	**%**
UNSDG • Use United Nations Sustainable Development Goals • Enter the code (1-17) • Percentages must sum up to 100% *E.g., 1 No Poverty*	**Percentage**
Code Name	**%**
Code Name	**%**
Code Name	**%**
TOTAL	**%**
VU KEY THEMATIC AREAS* • Indicate in the check box which areas are relevant to your research project	
☐ Health, Sport and Wellness	*Interdisciplinary approaches to transform health, sport, social inclusion and community well-being, in particular building on core strengths in translational health research by leveraging key assets such as co-location with the new Footscray Hospital.*
☐ First Nations Knowledge	*Connecting the deep knowledge, insights, and perspectives of Aboriginal and Torres Strait Islander Peoples to solve contemporary challenges.*
☐ New Generation Skills and Workforce Impact	*Creating solutions for*

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	developing the skills of the future to impact advanced manufacturing and service industries.
☐ Green Research Translation	*Developing translational sustainable solutions to challenges in the natural environment.*
☐ New Frontiers in Policy, Advocacy and Justice	*Improving education, health, law, social inclusion and the economy by developing policy and thought leadership locally, nationally and internationally.*

20. LEAD CHIEF INVESTIGATOR CERTIFICATION *

I, as the Lead Chief Investigator certify,

1) All information in this Coversheet is true and complete

2) I will obtain all ethics and safety approvals relevant to this project

3) I am compliant with VU policies

4) I will comply with the contractual obligations of this project

   o Project management

   o Reporting

   o Adherence to formatting requirements

   o Expenditure of funds strictly in accordance to the contract and VU policy

5) I will notify Research Funding of any changes or delays to the project

Lead Chief Investigator	Signature	Date
Your Name	Your Signautre	Click or tap to enter a date.

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21. RESEARCH FUNDING CERTIFICATION *

Officer	Compliance Status	Date	Notes
Choose an item.	Choose an item.	Click or tap to enter a date.	

22. APPROVAL SIGNATURES *

Approval signatures required as per Delegation Policy (VPN access required)

Delegated authority	Required	Signature	Date
Choose an item. Institute Executive Director/Center Director	Choose an item.		Click or tap to enter a date.

Beverley Baugh Executive Director – Research Services	Choose an item.		Click or tap to enter a date.
Prof Andy Hill Deputy Vice Chancellor – Research and Impact	Choose an item.		Click or tap to enter a date.
Lucy Franzmann CFO	Choose an item.		Click or tap to enter a date.
Adam Shoemaker Vice-Chancellor	Choose an item.		Click or tap to enter a date.