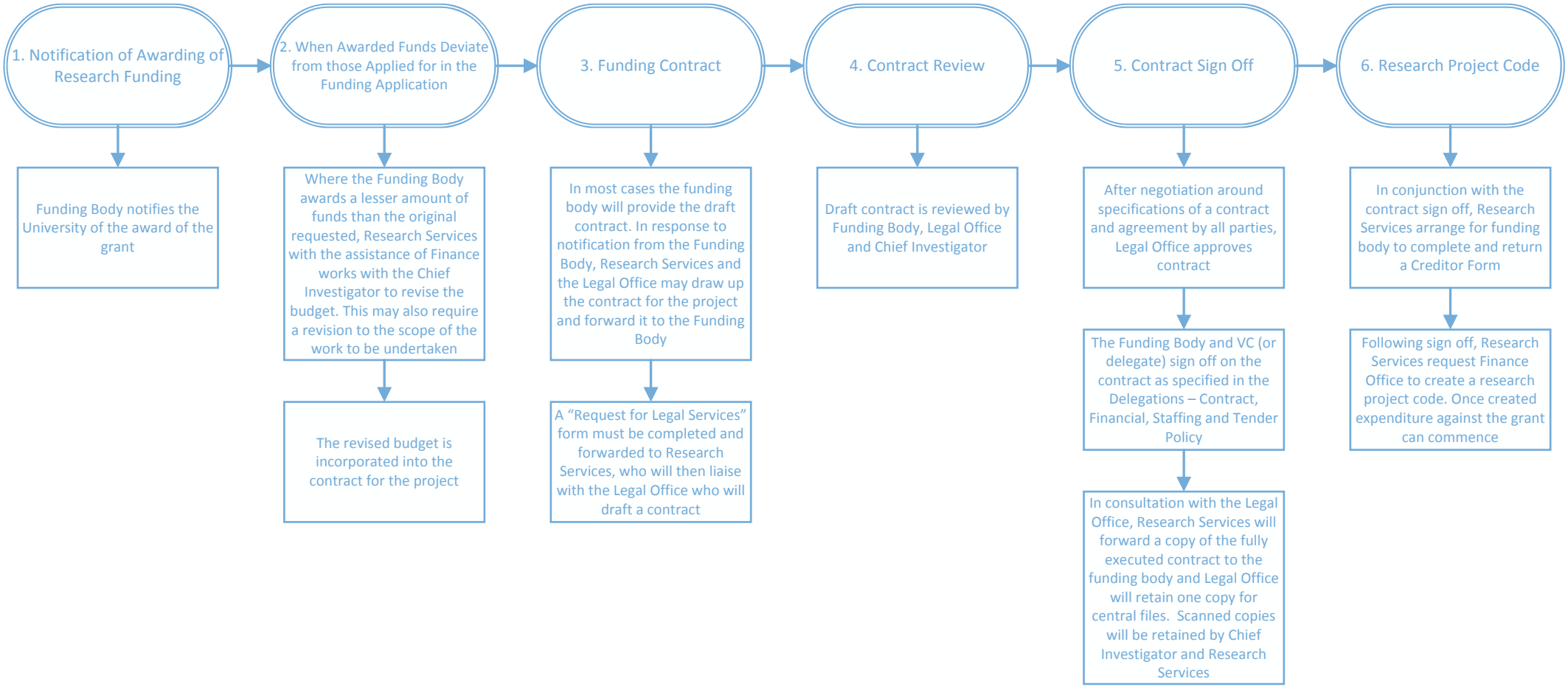
1. Notification of Awarding of Research Funding
Funding Body notifies the University of the award of the grant
2. When Awarded Funds Deviate from those Applied for in the Funding Application
Where the Funding Body awards a lesser amount of funds than the original requested, Research Services with the assistance of Finance works with the Chief Investigator to revise the budget. This may also require a revision to the scope of the work to be undertaken
The revised budget is incorporated into the contract for the project
3. Funding Contract
In most cases the funding body will provide the draft contract. In response to notification from the Funding Body, Research Services and the Legal Office may draw up the contract for the project and forward it to the Funding Body
A "Request for Legal Services" form must be completed and forwarded to Research Services, who will then liaise with the Legal Office who will draft a contract
4. Contract Review
Draft contract is reviewed by Funding Body, Legal Office and Chief Investigator
5. Contract Sign Off
After negotiation around specifications of a contract and agreement by all parties, Legal Office approves contract
The Funding Body and VC (or delegate) sign off on the contract as specified in the Delegations – Contract, Financial, Staffing and Tender Policy
In consultation with the Legal Office, Research Services will forward a copy of the fully executed contract to the funding body and Legal Office will retain one copy for central files. Scanned copies will be retained by Chief Investigator and Research Services
6. Research Project Code
In conjunction with the contract sign off, Research Services arrange for funding body to complete and return a Creditor Form
Following sign off, Research Services request Finance Office to create a research project code. Once created expenditure against the grant can commence