INTRODUCTION

The Research Incentive Scheme (RIS) provides assistance with research activity or rewards staff for successful publication or presentation of research outputs.

This procedural document should be read in conjunction with the University’s Policy: Research Incentive Scheme.

The RIS has two primary elements which are:

1) DIRECT SUPPORT FUNDING - for research projects and outcomes.
2) RESEARCH INCENTIVES - for reportable research outputs.

AIM

1. DIRECT SUPPORT FUNDING

The RIS provides financial support to academic staff to assist with:

- Development of a research grant application(s)
- Development of a small research project unlikely to attract external funding;
- Development of research projects that will attract new Higher Degree Research (HDR) students, with special focus on collaborative research projects with industry or the professions;
- Seed funding for research projects likely to result in an application for an external research grant;
- Conference expenses at which the staff member is presenting a refereed paper, or where there will be an ERA/HERDC reportable outcome.

2. RESEARCH INCENTIVES

The RIS provides incentives to academic staff who:

- Publish research papers in peer-reviewed journals and other publications in formats that attract funding from the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE)
- Present refereed papers on their research at conferences;
- Supervising HDR students to graduation.

ELIGIBILITY

Contracted and continuing staff members on the Fremantle, Sydney and Broome Campuses, both full-time and fractional, are eligible.

Sessional staff members and Adjunct staff are eligible to apply for RIS support or incentives on the recommendation of the Dean of the School. Approval of RIS support or incentives for Sessional or Adjunct staff is given by the Vice Chancellor (or delegate).

Staff at the University are eligible for an incentive, if they publish a:

- Sole-authored book (not edited)
- Book (multiple authors, not edited)
- Book Chapter
- Refereed article in scholarly journal
- Fully refereed conference paper
- Creative works (ERA reportable)

Contracted and continuing staff members on the Fremantle, Sydney and Broome Campuses, both full-time and fractional, are eligible.
### ASSESSMENT

Applicants seeking direct financial support will be jointly assessed by a panel comprised of: the Chair of the Research Committee, the DVC Broome Campus (or delegate), the Research Office Directors Fremantle and Sydney, one other member from the Research Committee and one academic staff member from Fremantle and Sydney. Each application will be assessed in accordance with an agreed set of criteria as follows:

1. **Extent to which the project aligns with the University’s Research Focus Areas** (see section 2.4 of the Strategic Plan)
2. **Extent to which the project is linked to or likely to lead to ERA reportable research outcomes**
3. **Ethics approvals confirmed/pending (if applicable)**
4. **History of previous approvals and current RIS balance (if applicable)**
5. **Whether research outcomes from previous approvals were met.**
6. **Whether the applicant qualifies as an ‘early career researcher’** (defined as having completed a doctoral qualification within the last 5 years)
7. **Extent to which the project is linked to an application(s) for external funding (if applicable)**
8. **Justification of budget**

### SUBMISSION OF RESEARCH PAPER

**NOT APPLICABLE FOR FUNDING APPLICATION**

All eligible research publications held in IRMA will be considered for the incentive.

All eligible research publications must be held in IRMA, the research management system. Publication details are currently forwarded to irma@nd.edu.au for additional to IRMA by the Research Office staff. Information about IRMA and research publications reporting is available from the Research Office website: [http://www.nd.edu.au/nav-research/research-office](http://www.nd.edu.au/nav-research/research-office). Further assistance may be obtained through the Research Office – Margaret Jones (Margaret.jones@nd.edu.au), Denise McLinden (denise.mclinden@nd.edu.au) and Adra Anthoney (adra.anthoney@nd.edu.au).

### APPLICATION DUE DATES

There are two (2) competitive merit based rounds for applications in a given year.

Exact dates will be advertised by email. Calls for funding will include details of assessment criteria and research foci of Institute and Centres.

<p>| 1st ROUND | FEBRUARY (of applicable year) |
| 2nd ROUND | JULY (of applicable year) |</p>
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<tr>
<th><strong>USE OF RIS FUNDING</strong></th>
<th><strong>APPLICATION PROCESS</strong></th>
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<td><strong>DIRECT SUPPORT</strong></td>
<td><strong>RESEARCH INCENTIVE</strong></td>
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<tr>
<td>Applications for the use of RIS funds must be submitted prior to the commitment of funds for any purpose.</td>
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<td>The maximum amount of RIS funding available in a given year will be determined by the VC (or delegate), taking into account the funds available.</td>
<td>Incentive awards are retained in an account for the individual staff member and can be redeemed to provide support for any legitimate research purpose undertaken by the staff member during their employment with the University. Such research purpose must be authorized by the Director, Research Office on advice from the relevant Dean.</td>
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<tr>
<td>Any unexpended RIS funds will be retained by the University upon termination of a recipient’s employment.</td>
<td>The maximum amount of RIS funding available in a given year will be determined by the VC (or delegate), taking into account the funds available.</td>
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<td>The total funds in a staff member’s RIS account cannot exceed the ceiling specified in the Policy: Research Incentive Scheme.</td>
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<td><strong>Purchase of research equipment and consumables</strong>&lt;br&gt;Please note that equipment such as laptops, ipads and digital recording devices remain the property of the University and must be registered on the University assets register. It is possible to subsequently negotiate purchase of such equipment although such purchases may incur Fringe Benefits Tax (FBT).&lt;br&gt;Any unexpended RIS funds will be retained by the University upon termination of a recipient’s employment.</td>
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<td>Applications for Direct Financial Support must be submitted to the Dean in the first instance and then to the Research Office by the Application Submission Due dates as specified.</td>
<td>Note: Before making a claim under the RIS, applicants are required to gain approval in advance of any expenditure. Expenses that have not been given prior approval will not be able to be claimed.</td>
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<td>Applicants must submit the application form for approval prior to any commitments for payment being made to organizers, suppliers etc.</td>
<td>Applicants must submit an Incentive Funding application form for approval prior to any commitments for payment being made to organizers, suppliers etc.</td>
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<tr>
<td>Activities not directly related to the research activity cannot be funded from the RIS.</td>
<td>Further information may be required from the Research Office relating to the proposed research activity. This may be sought from the applicant or the relevant School.</td>
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Further information may be required from the Research Office relating to the proposed research activity. This may be sought from the applicant or the relevant School/Institute.

All tax invoices, credit card statements and/or receipts must be provided to claim for payment or when seeking reimbursement. Without this evidence, payment for reimbursement will not be made.

Applications from Fremantle/Broome Staff to be submitted to research@nd.edu.au (Research Office Administration – Fremantle/Broome Campuses)

Applications from Sydney Staff to be submitted to Sydney.research@nd.edu.au (Research Office Administration, Sydney Campus)

Late submissions for funding will not be assessed.

Successful applicants will be notified within 14 days from the first Panel meeting following close of applications.

Recipients of RIS funding are required to report outcomes of the projects whether or not such outcomes are formally reportable.

**UNIVERSITY PROCEDURES**

All claims are centrally managed by the Research Office however it is important to note that the University has documented procedures for booking travel, accommodation and making claims. It is important to follow these processes in order to receive reimbursement of costs associated with the RIS claims.

**Travel**

1. Applicants should ensure they read and understand the University’s Travel Policy which can be found on the N drive. Travel documents are also available on the N drive which staff members should complete when wishing to use their RIS approved funds for travel.

**Reimbursement**

2. Forms for reimbursement are also available on the N drive. It is important that all receipts are kept when making a claim. All ORIGINAL receipts must accompany the claim form.

3. If the amount being claimed is other than Australian dollars (AUD$), applicants must produce a copy of their credit card statement or other relevant documentation.

**NOTE:** Please submit all claims and travel information to the Research Office on the approved University form(s) in the first instance. The Research Office will liaise directly with the Finance Office to ensure all documentation is processed accordingly.
RESEARCH INCENTIVE SCHEME

APPLICANT SEEKING DIRECT SUPPORT FUNDING

APPLICANT HAS READ AND UNDERSTOOD POLICY

Contact the Research Office for further information

APPLICANT SEEKING FUNDING MEETS SELECTION CRITERIA

APPLICANT DOES NOT MEET SELECTION CRITERIA

APPLICANT can seek special consideration

APPROVED DECLINED

No further action

Part Funding Available

Full Funding Not Available From Sources

APPLICANT APPROACHES RESEARCH OFFICE FOR FUNDING

FOLLOWING DEANS SIGN OFF APPLICATION TO BE SUBMITTED BY DUE DATE TO THE RESEARCH OFFICE

APPLICATION ASSESSED BY JOINT RESEARCH COMMITTEE

- applicant notified of decision within 7 days of the first Committee meeting following close of applications

- NO ACTION

Contact Research Administration on the relevant Campus for process and record keeping requirements

APPLICANT HAS UPLOADED PAPERS THROUGH THE ResearchOnline@ND SITE

APPLICANT SUBMITS INCENTIVE FUNDING APPLICATION TO THE RESEARCH OFFICE. RESEARCH OFFICE TO CONFIRM BALANCE OF APPROVED RIS ALLOCATION.

Note 1: All funding must be pre-approved before any claim is made

Note 2: Late applications will not be assessed.

CHECKLIST

CHECKLIST: APPLICATION PROCESS.

Please ensure and indicate that you have undertaken the following actions before seeking and applying for DIRECT SUPPORT FUNDING:

☐ I have completed the application for funding and submitted it before the agreed due dates as listed in this document.

☐ If successful I agree to report the research outcomes to the Research Office/s.

Please ensure that you have undertaken the following actions before seeking and applying for the INCENTIVE FUNDING:

☐ Details of my publications have been made available for submission to IRMA (page 6).

☐ I have completed the application for approval for funding.
CHECKLIST: MAKING A CLAIM
Note: Only pre-approved funding can be claimed.

☐ I have completed all sections of the claim for funding form.
☐ I have attached all relevant original receipts.
☐ If claiming for other currencies, I have attached a copy of the relevant credit card statement or relevant documentation.