Preparing a Linkage Project Budget
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*This session will be recorded on Lectopia
Topics

- Budget resources and general tips
- Budget categories
- The ARC budget
- Budget items not supported by the ARC
- Partner Organisation contributions
- Matching contributions
- Budget justifications
- Tips on entering the budget into RMS
Budget Resources

• Research Office Linkage Webpage
  www.research.unimelb.edu.au/rgc/grants/find/schemes/arc/linkageprojects
  – Matching contribution factsheet
  – Salary and Stipend Scales spreadsheet
  – ARC Budget Items Info Sheet

• Research Office LP Microsite
  http://linkage.unimelb.edu.au/
  – Statistics and successful projects

• Research Office ARC Budget Website
  – ATO rates and currency converter
General Budget Tips

• Is your project representing value for money?
• Ensure your budget is realistic
• Understand what you need to undertake the project
• Identify what each organisation can provide – cash and in-kind
• Decide what you will require from the ARC
• Don’t pad the budget unnecessarily because you think the ARC will cut the budget
• Some applications are fully funded – (average 28%)
• If your budget is cut, plan to reduce the scope appropriately
ARC Budget

- Funding can be requested for 2-5 years
- Minimum request $30,000 per annum and up to $500,000 per annum*
- Do not include GST
- Ensure matching contributions meet the minimum requirements
- Ensure you do not include budget items that are excluded by the ARC
- **ARC funds cannot be sent to the PO**
- Indirect cost multiplier is no longer applicable
Budget layout

Budget items which directly support a research project may be funded, including:

- Personnel
- Teaching Relief
- Equipment
- Maintenance
- Travel
- Other
- Linkage Industry Fellowship
ARC Budget Items

Personnel

- CI/PIs cannot receive a salary from ARC
- Research associates and assistants, technicians and laboratory attendants
- Australian Postdoctoral Fellowship (Industry) (APDI Fellow)
- Use UOM salary scales for research support requests and fellowships
  - Factors in 28% salary on-costs
- PhD stipends (new rules)
  - No set number of years
  - Minimum of $27,651 (2011$)
  - No option for 6 month extension
  - No option for a Masters stipend
ARC Budget Items Continued

Teaching Relief

- Only CIs are eligible to apply for teaching relief
- Can only request for up to two CIs per proposal
- Can be requested for up to 6 months, per CI (2-3 year project)
- Can be requested for up to 12 months, per CI (4-5 year project)
- Rate to be used is $69,758 per annum (2011$) or pro rata for a lesser period
ARC Budget Items Continued

Equipment
- Include both hardware and software items
- No longer a $1,000 minimum
- Base cost on quotes (including installation), do not estimate
- May be more appropriate to request large items from ARC LIEF scheme

Maintenance
- Include individual items including consumables
- No longer a maximum of $1,000
- Do not include requests for purchasing computing equipment or hiring personnel for data preparation or programming. Include these under ‘Equipment’ or ‘Personnel’ as appropriate.
- Estimate the prices that will apply at the time of purchase.
ARC Budget Items Continued

Travel

- Economy, domestic and international travel for CIs and APDI Fellows and research support personnel associated with the Project, including to foster and strengthen collaborations between researchers in Australia and overseas.
- Economy, domestic and international travel for PIs living overseas to travel to and from Australia, once per year, to work on the Project.
- Separate travel costs (e.g., flights) from per diems and accommodation for each individual.
- Specify who is travelling and why it is necessary.
- Conferences should be well justified.
ARC Budget Items Continued

Other

- Fee for service eg. translation services
- Workshop costs
- Access to national and international research and infrastructure facilities
- Access to workshop services linked to and justified explicitly against the project (e.g. machine tools and qualified technicians) available to each member of staff, according to need, for research
- relocation costs, for an APDI Fellow, in accordance with the policies of the Administering Organisation
- Publication and dissemination of project outputs and outreach activity costs at up to 2% of the total non-salary ARC funding awarded to the Project.
  - **Note:** this must not be included in the budget
ARC Budget Items Continued

- **Linkage Industry Fellowship (LIF)**
  - Up to $200,000 (salary plus 28% on-costs) over the entire project
  - A temporary transfer from an Eligible Organisation to another Eligible Organisation or Partner Organisation, or vice versa, of:
    - a CI; or
    - a PI employed at a Partner Organisation for at least (0.5 FTE)
  - See Funding Rules for justification requirements
  - Only one LIF per Proposal
Budget Items Not Supported

- Salaries and/or on-costs for CIs and PIs
- Capital works and general infrastructure costs
- Fees for international students or the Higher Education Contribution Scheme (HECS) and Higher Education Loan Programme (HELP) liabilities for students
- Costs not directly related to research, for example, visas, insurance, and mobile phones (purchase or call charges)

- The following **basic facilities** must be provided and funded by the Administering Organisation:
  - accommodation (e.g. laboratory and office, suitably equipped and furnished)
  - access to film or music editing facilities
  - access to a basic library collection
  - standard reference materials
  - provision of office computers and basic computing facilities such as printers, word processing and other standard software
  - use of photocopiers, telephones, mail, fax, email and internet services
Partner Organisation Contributions

- Only contributions directly relevant to the proposed project are taken into account as eligible Partner Organisation contributions

- GST exclusive

- All Partner Organisation **cash** (including from O/S PO) must be received by the University
  - You should take conversion rates and fees into consideration.
  - O/S PO cash cannot come to Aus & then paid back to PO O/S

- In-kind contributions are anything spent by the PO

- Frequently Asked Questions
  - Guidelines for the Evaluation of the Adequacy of Partner Organisation In-kind Contributions
## Matching Contributions

<table>
<thead>
<tr>
<th>Amount requested from ARC</th>
<th>Minimum Cash Contribution</th>
<th>Minimum combined partner contributions (cash &amp; in-kind)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $500,000 in each year</td>
<td>20% of the total sought from ARC</td>
<td>Equal to ARC</td>
</tr>
<tr>
<td>$500,000 or more in any one year</td>
<td>50% of the amount sought from ARC</td>
<td>Equal to ARC</td>
</tr>
</tbody>
</table>

- Recommend 25-30% cash from Partner Organisation/s
- Average is closer to 30-35% for successful projects
Partner Organisation Contributions

• Tips on allocating partner organisation cash contributions to budget items
  – Usually travel, salaries, workshops, consumables etc

• In-kind contributions:
  – Time contribution and travel costs of PIs
  – Time of unnamed or support personnel
  – Use of equipment
  – Provision of data
Partner In-kind Example

E2. Justifications of Partner Organisation and other non-ARC contributions

Other

PO will provide relevant data from Victoria’s stream gauging network. Based on previous experience, the value of data extraction and handling for >300 gauging stations, is estimated at $2,000. Collection of biophysical monitoring data from >100 sites survey sites being monitored as part of the Victorian Environmental Flows Monitoring and Assessment Program costs about $300,000 for two years. The estimated value of accessing all available data from this program is estimated at $15,000 over three years.
Administering Organisation Contributions

- CI salaries
- Office consumables etc (over and above “basic facilities”)
- Any other equipment, consumables, travel, contribution towards workshops etc
Collaborating Organisation Contributions

- Salaries of Chief Investigators
- Travel, support personnel etc
Other Organisation Contributions

- Time contribution of any Partner Investigators (PIs)
- PIs must secure a cash or in-kind contribution or other resources from their own organisation for the Project
  - eg. Travel, support staff, office space for visitors, data
- Time contribution of other unnamed personnel
Budget Justifications – PART E

- E1 - Justification of funding from the ARC (no more than 2 pages)
  - Strongly justify each item using the same headings as the budget
  - Justify in terms of need and cost.
  - APDI or project personnel requests should be well justified
  - If requesting a LIF, an additional page can be added

E2 - Justification of Partner Organisation and non-ARC contributions
(no more than 2 pages)

  - Contributions from PO must match PO Letter in Part G
  - Explain how non-ARC contributions will support the project
  - Use the same headings as in the ARC requested budget table
  - Justify contribution of PI and their organisation
  - Cross reference to other sections of the proposal if limited space
E1 Justification of funding requested from the ARC

Personnel

A Research Associate (level B) is requested from the ARC. The position will have a full-time workload for the duration of the project. As discussed in section C, this project involves the recruitment of participants, the collection of observational data and analysis of data over a three year period. Due to the complexity of the tasks required, a person with high level clinical skills and research ability is necessary to ensure the quality of the research. Therefore a minimum of level B salary (equivalent to a similar external position) is necessary to attract an appropriately skilled candidate.
The Budget in RMS
Questions