Ethical Clearance

It is the responsibility of the Chief Investigator to comply with the University’s ethical clearance requirements. If you are unsure whether you require ethical clearance for your project, please refer to the guidelines on the following web page:


Period of Grant

The grant is for a calendar year from commencement and it is expected that funds will be spent by the end of the following year. Grants will be funded in arrears. The project end date can be requested to extend past one calendar year, and approval of Deputy Vice-Chancellor (Academic) will be required for this to happen.

Use of Grant

Each award has been recorded as a ‘block’ grant with no apportionment between the various expenditure categories. The funds can be used to pay any category of research expenditure (salaries, equipment, computing, maintenance or travel) consistent with the proposal. Where they have been specifically requested, the grant can be used for assistance with teaching relief. Funds may be used for overseas travel to carry out fieldwork or research essential to the project, or for participation (presentation of a poster or paper) in a directly related conference. All expenditure must be in accordance with your project budget.

You are reminded that the following are NOT supported by a New Staff Start-Up Grant SoTL:

- the supplementation of projects being funded by other agencies
- abstracting services
- publication costs of any kind
- projects which consist primarily or substantially of conference travel
- short-term participation of eminent scholars on sabbatical leave
- travel or other expenses while the investigator is on a Special Studies Program
- employer contributions to elective superannuation
- fees of overseas students
- This scheme is not designed to provide funds for projects that constitute the topic for an applicant’s higher degree thesis.

Links to useful information

Information about travel/subsistence/per diem rates is available at:

A schedule of salaries for research support staff may be accessed at the following address:

Advice on the qualifications and/or experience associated with various research support-staff categories:
http://www.hr.uq.edu.au/documents/HR/PPL/5.40.03ClassGuidelinesResProfStaff.pdf

Salaries

If the grant is used to pay a salary (eg. of a research assistant), the following salary-related expenditure (on-costs) will be charged to the account –
Non-Casual Staff (27.988%)

- 17% Superannuation
- 0.25% Workers Compensation
- 4.75% Payroll Tax
- 0.808% Payroll Tax on Superannuation
- 1.5% Recreation Leave Loading
- 2.4% Long Service Leave Provision
- 1.28% Parental Leave Provision

Casual Staff (16.828%):

- 9% Superannuation
- 0.25% Workers Compensation
- 4.75% Payroll Tax
- 0.428% Payroll Tax on Superannuation
- 2.4% Long service leave provision

Withdrawal of Chief Investigators

When a Chief Investigator withdraws from the project, because of resignation or other reasons, the Head/Director of School/Centre/Institute concerned should inform the Deputy Vice-Chancellor (Academic). If the Deputy Vice-Chancellor (Academic) is not satisfied that the project can proceed without undue difficulty, the grant will be terminated. Grants can only proceed if the Chief Investigator named on the proposal continues employment with the University.

Report on Project

When support from the New Staff Start-Up Grant SoTL ends, a report is to be forwarded to the Faculty Associate Dean (Academic) and Deputy Vice-Chancellor (Academic). The report should include:

(a) a statement on the extent to which the project achieved its objectives; and
(b) a list of any publications or other outputs, in print or in preparation, arising from the project.


Forward the final report to Michele Wirt, Teaching & Educational Development Institute (TEDI), Grants and Awards Officer [m.wirt@uq.edu.au](mailto:m.wirt@uq.edu.au)