UQ NEW STAFF START-UP GRANT SCHOLARSHIP OF TEACHING AND LEARNING (SoTL) CONDITIONS OF AWARD AND ADMINISTRATIVE ARRANGEMENTS

GENERAL CONDITIONS

Variations to the project, from that outlined in the approved proposal, must be approved in writing by the Deputy Vice-Chancellor (Academic) or delegate via the Institute for Teaching and Learning Innovation (ITaLI). Variation requests should be well-justified, and endorsed by the Head of the administering School/Institute.

Ethical Clearances

It is the responsibility of the grant recipient to comply with the University’s ethical clearance requirements. To check whether ethical clearance for the project is required, please refer to the guidelines on the following webpage:


Period of Grant and Extension

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 the Deputy Vice-Chancellor (Academic) will be required for this to happen. To request an extension, the recipient must submit a UQ New Staff Start-Up Grant – SoTL Extension Request Form to ITaLI via teaching.awards@uq.edu.au. The form is available on the following webpage:


Use of Grant

Each grant 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 it has been specifically requested in the application, 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 the project budget.

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

- the supplementation of projects being funded by other agencies;
- abstracting services;
- projects which consist primarily or substantially of conference travel;
- short-term participation of eminent scholars on sabbatical leave;
- travel or other expenses while the grant recipient is on a Special Studies Program;
- employer contributions to elective superannuation;
- fees of overseas students;
- Basic facilities and equipment (specialised teaching and learning equipment may be funded); or
- funding of an applicant’s higher degree thesis project.
**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](http://www.hr.uq.edu.au/documents/HR/PPL/5.40.03ClassGuidelinesResProfStaff.pdf)

**Salaries:**

If the grant is used to pay a salary (e.g. 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 Grant Recipient**

When a grant recipient withdraws from the project, because of resignation or other reasons, the Head/Director of School/Centre/Institute concerned should inform ITaLI and 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 grant recipient named on the proposal continues employment with the University.

**Report on Project**

Following expenditure of the funds, the recipient is required to submit a Final Report on the outcomes of the project. Reports must be provided within six months of the end date of the grant and should include a succinct statement of the aims of the project, the results achieved, and the contribution the project has made to the Scholarship of Teaching and Learning.

The report will be provided to the Faculty Associate Dean (Academic) who will endorse the report in the first instance. The report will then be provided to the Deputy Vice-Chancellor (Academic).

Reports will be made available on the ITaLI website. Grant recipients may also be requested to report on the project at an ITaLI teaching and learning event.

A Final Report Proforma is available on the following webpage: