

Guidelines on communication during the appointment of NHMRC and ARC Fellows

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OVERVIEW

These guidelines reflect the preferred and accepted practices of the University in the internal communication process during the appointment of National Health and Medical Research Council (NHMRC) and Australian Research Council (ARC) fellows in Divisions and Research Institutes. Where a Fellow is appointed in a Research Institute outside of a Division, responsibilities in the communication process may be assumed by a smaller number of senior staff.

GUIDELINES

1. During the application process

- 1.1 In discussion with the Director: Research and Innovation Services, the Institute Director or Head of School will determine which cost centre will meet the difference (the 'gap') between the funding provided by the fellowship and the total salary costs of the Fellow. This gap funding is usually the responsibility of the Fellow's host institute/school/centre.
- 1.2 The Institute Director or Head of School will determine whether superannuation will be offered at the minimum 9% legislative requirement or at up to 17%, if the budget allows. The Institute Director or Head of School must provide written advice to the local HR Manager and the Consultant: Superannuation to authorise the increased level of superannuation.

2. After the NHMRC/ARC contract has been signed

- 2.1 The Director: Research and Innovation Services will notify the Institute Director or Head of School, and Division Manager that the NHMRC/ARC contract has been signed, the details of the funding package being provided to the Fellow, and confirm which cost centre is responsible for the gap funding.
 - a. The Institute Director or Head of School then notifies the relevant staff within the Institute/School.
 - b. The Division Manager notifies the Pro Vice Chancellor, Dean: Research, Research Coordinator, HR Manager, and Division Accountant.
- 2.2 Director: Research and Innovation Services (or nominee) notifies the Division Manager when the Cost Centre(s) have been set up by Research and Innovation Services. It is then the responsibility of the Division Manager to notify the Division Accountant and HR Manager. (Note: funding is not released until all clearances [eg ethics and safety] are received.)

- 2.3 In liaison with Institute Director or Head of School (school-based research centres will liaise through Head of School unless Head of School officially delegates this) the HR Manager negotiates the appointment contract with the Fellow. Where there is any potential for delay in the negotiation of the employment contract, the Division Manager must be immediately notified who, in collaboration with the HR Manager, will notify the Pro Vice Chancellor and Director: Research and Innovation Services. Liaison with the Director: Human Resources can be initiated as required.
- 2.4 The HR Manager is responsible for notifying the Director: Research and Innovation Services, Institute Director or Head of School, and Division Manager, that the employment contract has been signed.
- a. The Division Manager then notifies the Pro Vice Chancellor, Dean: Research, Research Coordinator, and Division Accountant.
 - b. The Director: Research and Innovation Services notifies the Deputy Vice Chancellor: Research and Innovation.
- 2.5 The Division Accountant is responsible for notifying the Fellow, Institute Director/Business Development Manager or Head of School, and Research and Innovation Services of the Division cost centres to be used for research activity. The Division Accountant will also notify the HR Manager of the Division cost centres to be used for salary.

FURTHER ASSISTANCE

Management and staff may seek further advice from:

- Research and Innovation Services
- the Research Coordinator for their area
- the HR Manager for their area
- the Consultant: Superannuation
- the Human Resources Unit

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