
Service Catalogue

Monash Research Office (MRO)

30/11/2023 (Version 1.0)

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1 Introduction

This document describes the services that MRO provide to researchers and Faculties across Monash University. The document is intended to manage expectations and provide an operational framework. This Service Catalogue focuses on MRO services. While there has been feedback from all Faculties on these MRO services, Faculty processes were not explicitly addressed.

If completely new MRO services are required they will need to be resourced and added to this document.

If requirements change (outside the scope of this agreement) this will need to be ratified by the Director of MRO.

2 Scope of MRO work

The broad scope of MRO services is as follows:

- **Development:** Assists selected Monash researchers with grant application development across a selective range of new and strategic funding schemes; supports the DVC Research in talent development and identification; and, supports selected Monash researchers when applying for sector research roles; manages research Professional/Pivot RP

Current volume of work:

Estimates of schemes and numbers of proposals supported are given in Appendix 1 - Development Processes. These details are based on work by the team in 2022.

- **Applications:** Co-ordinates the submission of research proposals to funders. For large scale ARC and NHMRC rounds this includes compliance checking, submission and, where needed, rejoinders. Co-ordinates limited submission (EOI) rounds for rounds limited across the University. Informs unsuccessful applicants of research outcomes (when outcomes come only to MRO). Monitors 'mro-applications' role account and UniCRM applications queue.

Current volume of work:

Work type	Estimated annual volume
Enquiries to role accounts	TBD
Compliance reviews	1300 (estimated)
Grant and Fellowship proposals submitted	2600 (based on last 12 months)

- **Awards:** Informs successful applicants of research awards (when awards come only to MRO). Develops and negotiates research contracts, transfers in and transfers out (working with OGC, where necessary), signs research contracts (subject to delegations). Sets up awards and projects in Pure (working with R&R where necessary). Develops and negotiates variations to research. Scans reports for compliance and language issues and submits to funders. Monitors 'mro-awards' and 'mro-director' role accounts and UniCRM awards queue.
- **Major Awards:** As for awards and dealing with research contracts >\$3M. Also supports start-up of large projects and mid-term reviews (where needed). Monitors 'mro-major awards' role account and UniCRM major awards queue.

Current volume of work:

Work type	Estimated annual volume (based on 2023 volumes of UniCRM data January to September – may be underestimates)
Enquiries to role accounts	26,500
Receipt, agreement and set up of new research awards	1900
Variations to existing agreements	1300
Reports to funders	1320
Transfer of projects into Monash	70
Transfer of projects out of Monash	55
Close out of existing grants	290

- Stakeholders for all teams
 - Researchers: enabling research projects
 - External stakeholders: Engagement with major funders (e.g. ARC, NHMRC, MRFF, NIH, ...) on operational and strategic matters and process improvement; Engagement with sector organisations (e.g. Go8, ARMS, ...)
 - Faculties: Liaising with Faculties on operational matters and process improvement
 - DVC Research Portfolio: Working with the DVC Research portfolio on operations and project-based or new initiatives
 - Engaging with OGC, R&R, Advancement and Enterprise to deliver efficient services
- Reporting and Data Quality
 - Week report
 - MRO Scorecard (monthly)
 - Pipeline report (monthly)

2.1 Other MRO tasks

In addition to the tasks outlined above, there are a range of background and maintenance tasks performed by MRO on behalf of the University. These include:

- Signing research agreements and certifying proposals, under Director MRO delegations (approximately 2500/year)
- Signing off on IP transfer deeds for Monash University staff and students (approximately 1500/year)
- Maintaining and managing access to a range of research funder portals (over 120 portals in April 2023)
- Providing ad hoc advice on HERDC classification of research income (approximately 50 enquiries per year)
- Maintaining required information for the Monash University R&D tax exemption registrations
- NHMRC Institutional Annual Compliance Report

3 Process descriptions and ‘who does what’

Process descriptions and process flow diagrams are given in the appendices to this document (*ctrl click* to follow links), as follows:

- Research Grant Development: [Appendix 1 - Development Processes](#)
- Research Grant Applications: [Appendix 2 - Application Processes](#)
- Research Awards: [Appendix 3 - Awards and Major Awards Processes](#)
- Other research processes supported by MRO: [Appendix 4 - Other processes where MRO has a role](#)

4 MRO Resource Allocation Methodology

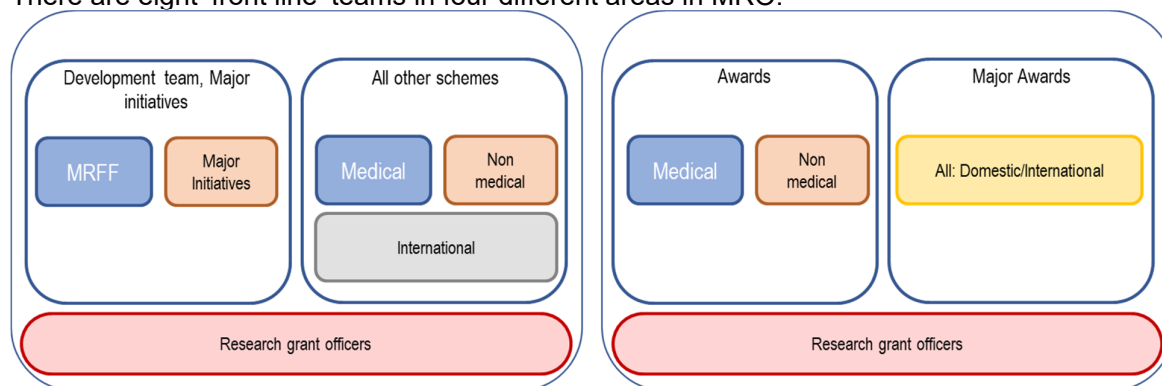
MRO currently allocates resources by funder type

- 70% of ‘front line’ resources in MRO are dedicated to medical research funders
- The remaining 30% of ‘front line’ resources are dedicated to non-medical research funders

This is approximately in line with current research grant income.

5 MRO Service Model

There are eight ‘front line’ teams in four different areas in MRO:



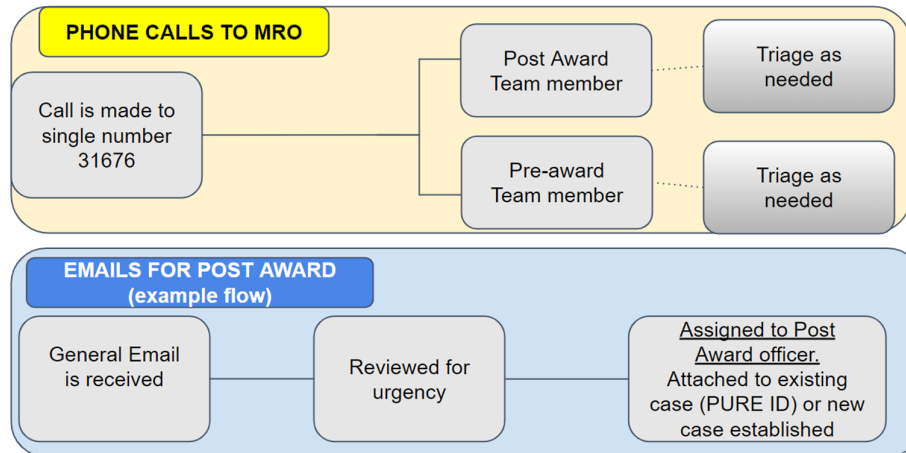
MRO Pre Award and Post Award groups can be contacted via a single phone number for both groups (**ext 31MRO ,31676**).

These areas also have email ‘role accounts’. These are:

- Application teams: mro-applications@monash.edu
- Awards teams: mro-awards@monash.edu
- Major awards team: mro-majorawards@monash.edu
- Research Professional enquiries: mro.researchprofessional@monash.edu

Where possible, these email ‘role accounts’ will be supplemented by online forms, with direct links into UniCRM from late 2024. Use of these online forms will speed up processing of general enquiries.

The enquiry flow for phone and email enquiries is:



In addition, there is a role account for mro.director@monash.edu. However, this is mainly used for external funders, when Director sign off is required on applications and award contracts. This email role account feeds into Awards team role account and is not monitored by the Director.

While there has been discussion on prioritisation of enquiries by MRO during consultation on the Service Catalogue, there are no hard and fast rules agreed. MRO does ask for 'critical dates' in the Funding Acceptance and Set-up (FAS) form to avoid missed deadlines where possible.

6 MRO Peak Periods

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
General Queries												
Major Grant Rounds												
Major Grant Awards												
NHMRC/ARC Reporting												
EOFY/EOCY awards and variations												
Other applications												
Other awards												
Variations												

7 Key Operational Performance Indicators

A draft of MRO KPIs is shown below. These are deliberately focused on operational measures, rather than strategic measures to avoid overlap with the rest of the DVC Research portfolio. In 2023 and into 2024, these measures are under trial.

Category	Measure	Target	Method
User experience	Researcher satisfaction rating	80% +	Instant survey at completion of 'matter' from Salesforce
	Researcher and professional staff satisfaction rating	80% +	Post round surveys for major funders
Service performance	Applications - less than 1% of applications are ineligible for major funders	1%	
	Awards - 70% of funded awards matters completed within 35 working days by December 2023	70%	
	Value of proposals submitted	>5% growth on 2022	Categorisation of requests
	Value of awards completed	>5% growth on 2022	Categorisation of requests
Service quality	Missing data in Pure	<5% of records have missing data fields	Categorisation of requests
	Service Catalogue late draft agreed with Faculties	Yes/No	
	Number of proposals submitted	>5% growth on 2022	PURE records
	Number of awards under management	>5% growth on 2022	PURE records
Knowledge management	# knowledge articles/SOPs produced	>20 SOPs on Confluence	Prioritisation of knowledge articles/SOPs and training through regular review of tier volumes and trends
	# of training sessions delivered	>10 training sessions delivered	

These KPIs are currently updated monthly and reported to the Research Managers Forum.

8 Updating and revision

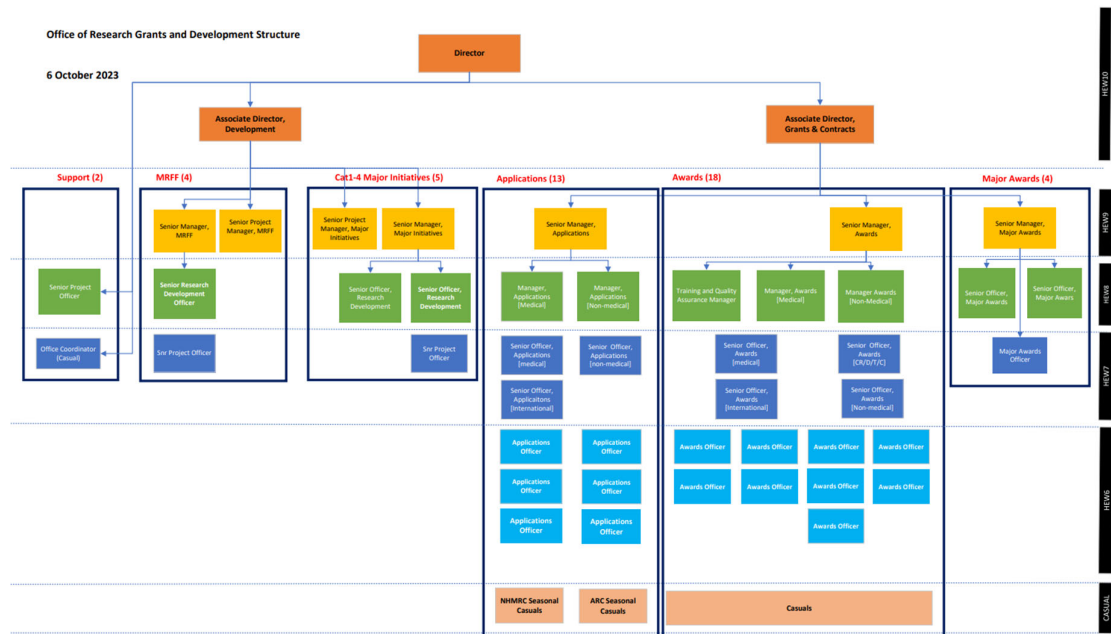
This document will be updated at the end of next year and then revised every 2 years (end 2024, 2026, 2028, etc)

9 Contacts

The MRO team contacts are available here:
<https://www.monash.edu/researchoffice/contact-us>

Escalation routes for issues with MRO enquiries and processes have been provided to Faculty Research Managers and ADRs in mid-2023.

The Organisation Structure of MRO is shown here:



1.2 Process description

The following table details the work performed by the MRO (through the Research Development Team) to support applications for strategically important grants. A 'strategically important grant' application may be determined by the University (deciding to support particular funding schemes and/or sections of the research community), Faculties (recommending suitable candidates), MRO from its knowledge of research being conducted across the University or, ideally, a combination of all of these factors.

Process Step	Researcher	Faculty	Faculty Research Office	Peer Reviewer	Faculty Approver 1	Faculty Approver 2	MRO	Research and Revenue	Funder
CREATE APPLICATION	Identify Research Opportunity (May be sourced through Research Professional or Pivot RP)	Input into identification of suitable candidates Advise on selection of candidates for schemes with limited MRO capacity	Input into identification of suitable candidates				Provide advice on project fit for targeted grant opportunity Provide application resources such as templates Presentations on funding schemes and to inform best practice	Support generating Monash Budget	
SUPPORT PROPOSAL DEVELOPMENT	Provide suitable application draft for review						Provide support for research proposal development for schemes in alignment with the Monash 2030 Strategic Plan <i>(alignment assessment is an informal process of evaluating how a scheme or project aligns to the 12 development areas)</i>	Provide costing support	

Process Step	Researcher	Faculty	Faculty Research Office	Peer Reviewer	Faculty Approver 1	Faculty Approver 2	MRO	Research and Revenue	Funder
							<p><i>socialised at DVCR exec and academic heads level)</i></p> <p>Provide comprehensive support for the schemes listed in the table below</p> <p>Provide strategic proposal development support for the schemes listed in the table below</p> <p>Research community engagement: promote Grant Opportunities and engagements with major funding bodies (meetings with researchers, responses to queries, etc)</p> <p>De-risk, strategize and add value to University involvement in CRCs</p>		
Additional compliance checks		Quality assurance checks for ARC NITS					ARC NIT QA reviews		

Levels of support for specific schemes and other services provided are listed in the table below. *Note: the list of schemes supported will change over time depending on funder and University priorities.*

<p>Nature of the support provided - Support is provided to generate high quality funding applications. The number of applications supported varies from year to year due to variable and overlapping closing dates for grant opportunities Approximate numbers supported are given in [brackets]</p>	
<p>Comprehensive support (including review, strategic content advice and editorial support)</p>	<p>Research Centres ARC Centres of Excellence [15 EOI, 2 Full] ARC Industrial Transformation Research Hubs[2] ARC Industrial Transformation Training Centres [2] NHMRC Centre of Research Excellence [2] Cooperative Research Centres (CRC)</p>
	<p>ARC Laureate Fellowships [16] Future fellowship [16] Industry Mid-Career [12] Industry Laureate [8]</p>
	<p>NHMRC Investigator Grants [20] Partnership Grants [5] Synergy Grants [2] Development Grants [2]</p>
	<p>MRFF Priority (>\$5m) MRFF Frontier Health and Medical Research Program - Stage Two [1] 2022 MRFF Mitochondrial Donation Pilot Program [1] 2021 MRFF mRNA Clinical Trial Enabling Infrastructure [1] 2022 MRFF National Critical Research Infrastructure [1]</p>
	<p>MRFF Other 2021 MRFF Early to Mid-Career Researchers [14] 2021 MRFF Cardiovascular Health Mission [8] 2022 MRFF Clinician Researchers - Nurses Midwives and Allied Health [6] 2022 MRFF National Critical Research Infrastructure [6] 2021 MRFF Clinical Trials Activity [2] 2021 MRFF Dementia Ageing and Aged Care Mission [2] 2021 MRFF Primary Health Care Digital Innovations [2] 2022 MRFF Chronic Musculoskeletal Conditions in Children and Adolescents [2] 2022 MRFF International Clinical Trial Collaborations Round 1 [2] 2021 MRFF Chronic Musculoskeletal Conditions in Children and Adolescents [1] 2021 MRFF Chronic Neurological Conditions [1]</p>

	<p>2021 MRFF Chronic Respiratory Conditions [1] 2021 MRFF Consumer-Led Research [1] 2021 MRFF Genomics Health Futures Mission [1] 2021 MRFF Maternal Health and Healthy Lifestyles [1] 2021 MRFF mRNA Clinical Trial Enabling Infrastructure [1] 2021 MRFF Research Data Infrastructure [1] 2021 MRFF Traumatic Brain Injury [1] 2022 MRFF Cardiovascular Health Mission [1] 2022 MRFF Effective Treatments and Therapies [1] 2022 MRFF Models of Care to Improve the Efficiency and Effectiveness of Acute Care [1] 2022 MRFF Quality, Safety and Effectiveness of Medicine Use and Medicine Intervention by Pharmacists [1] 2022 MRFF Stem Cell Therapies Mission [1]</p>
<p>Strategic proposal development (including individual engagement 1:1 phone/zoom sessions, written feedback provided on grant proposal elements)</p>	<p>MRFF 2022 MRFF National Critical Research Infrastructure [3] 2021 MRFF COVID-19 Treatment Access and Public Health Activities [2] 2021 MRFF Early to Mid-Career Researchers [25] 2022 MRFF National Critical Research Infrastructure [6] 2021 MRFF COVID-19 Treatment Access and Public Health Activities [5] 2021 MRFF Research Data Infrastructure [4] 2022 MRFF Clinician Researchers - Nurses Midwives and Allied Health [4] 2021 MRFF Chronic Neurological Conditions [3] 2021 MRFF Clinical Trials Activity [3] 2021 MRFF Dementia Ageing and Aged Care Mission [3] 2021 MRFF Cardiovascular Health Mission [2] 2022 MRFF Dementia Ageing and Aged Care Mission [2] 2021 MRFF COVID-19 Treatment Access and Public Health Activities [1] 2021 MRFF mRNA Clinical Trial Enabling Infrastructure [1] 2021 MRFF Brain Cancer Research [1] 2021 MRFF Consumer-Led Research [1] 2021 MRFF International Clinical Trial Collaborations - ICTC 21-2 [1] 2022 MRFF Quality, Safety and Effectiveness of Medicine Use and Medicine Intervention by Pharmacists [1] 2022 MRFF Stem Cell Therapies Mission [1]</p>
<p>Other funding schemes supported, including DVCR Special Initiatives</p>	<p>Lord Mayor Charitable Foundation Viertel Fellowships Snow Medical Foundation, Snow Fellowships Australia's Economic Accelerator Innovate The Incubator (Monash scheme) RTA Cohort Support Offered for Strategic Grants</p>
<p>Research Community engagement</p>	<p>Interactions with researchers (meetings, responses to queries, etc) Facilitated peer review for priority schemes</p>

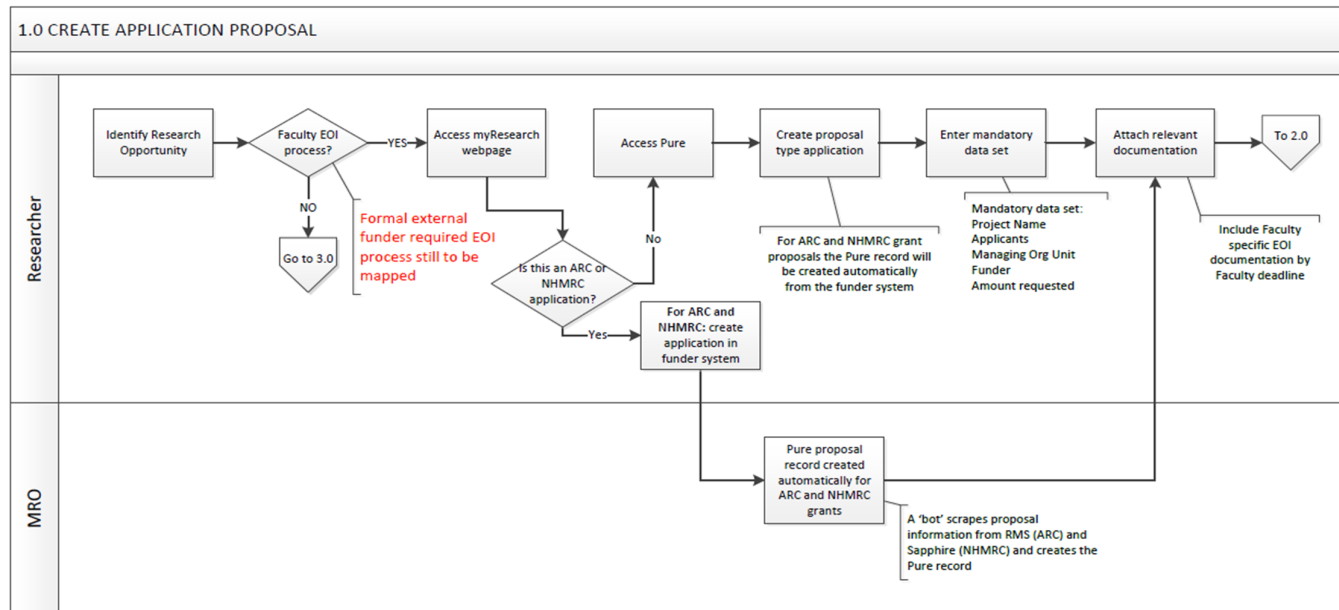
	Targeted presentations for priority schemes [20] ARC College of Experts nominations [20] Lead engagement and consultation with Monash College Members, MRAG, Assessors ARC Rejoinder reviews (priority schemes) [50] ARC NIT QA reviews (all schemes, 300) Grant Exemplar management and access (with Applications) ARC Medical Research Policy Clarification and Review (with Applications)
Strategic analysis	Funding success insights and application analytics Funding trends Cohort analysis Contribution to national consultations (including leading) Longer term strategic planning Benchmarking, by person, by scheme, by cohort Contributing to Monash Impact 2030 focus areas (across the 12 priority areas)
Ancillary operations (summing to 10% of available capacity)	Development and support of internal schemes (e.g. Maureen Brunt Fellowship) Support for schemes not listed above (at the request of the DVC Research and when within capacity) Review of funding guidelines for internal schemes Support negotiation, pitching and interview/ presentation development QA, handling and managing relationships with external consultants (e.g. GrantEd Group), amongst our processes

In this area, MRO does not provide:

- Specific expertise or direct peer review on technical content and approach to research methodology (though we do facilitate peer review processes for some schemes and we do ask questions about methodology and feasibility)
- Comprehensive grant writing from scratch (some writing of targeted sections of an application may be supported)
- Communication or 'lobbying' support for proposals (e.g. web-pages, videos, media collateral, etc.)
- Business development services such as those provided at Faculty level (industry engagement, partnership management, IP negotiation)
- Costing and Pricing support, beyond advice as to strategic budget design

2 Appendix 2 - Application Processes

2.1 Process Flowcharts



DEFINITIONS:

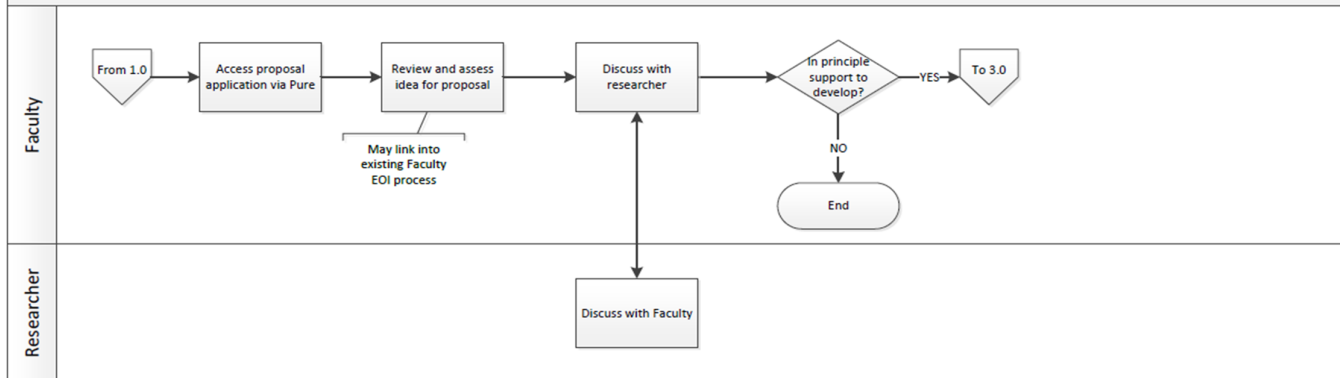
Pure Proposal: The application created within the Pure system with the Proposal subtype – this is the record within Monash that an application has been submitted to a funder via that funder's system (may be online system, web form or hard copy)

Funder Application: The application record created within the Funder format – this is the application that will be submitted to the funder.

Notes:

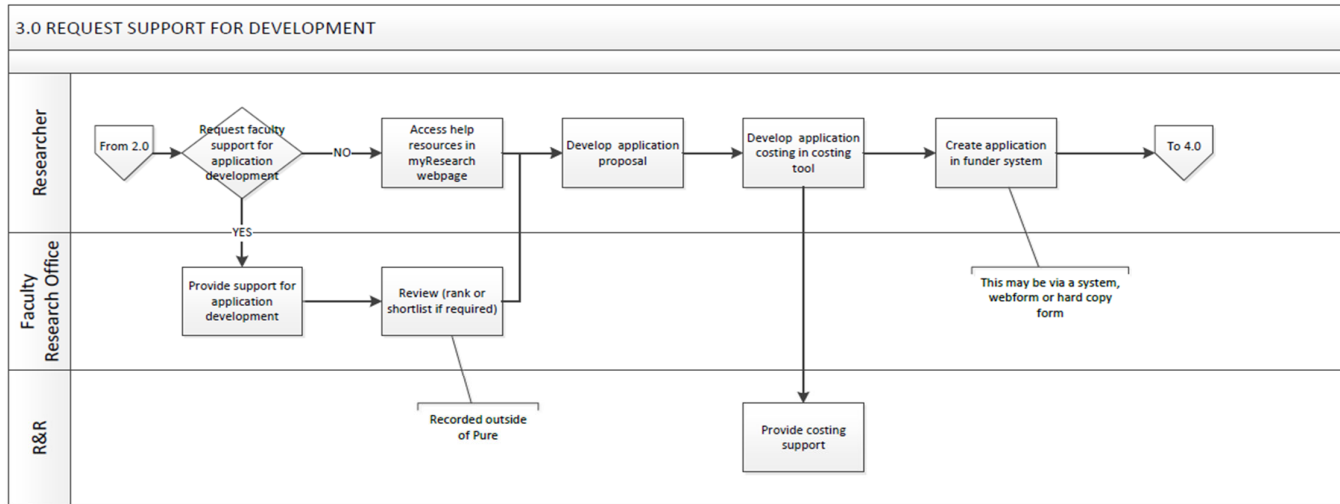
- Faculties would prefer if researchers also notified their local research offices when lodging an initial application in Pure
- A forward look of larger schemes is now provided in the MRO week report
- For smaller schemes, the responsibility for identifying other schemes lies with the Faculties and with researchers

2.0 FACULTY EOI PROCESS



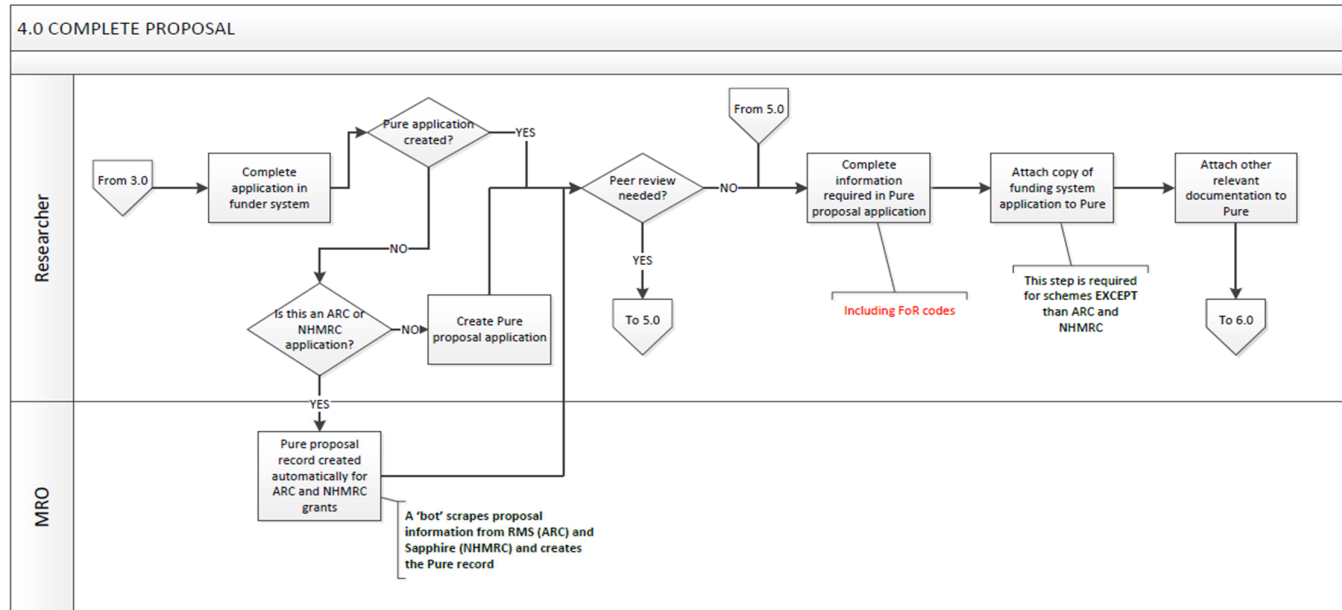
Notes:

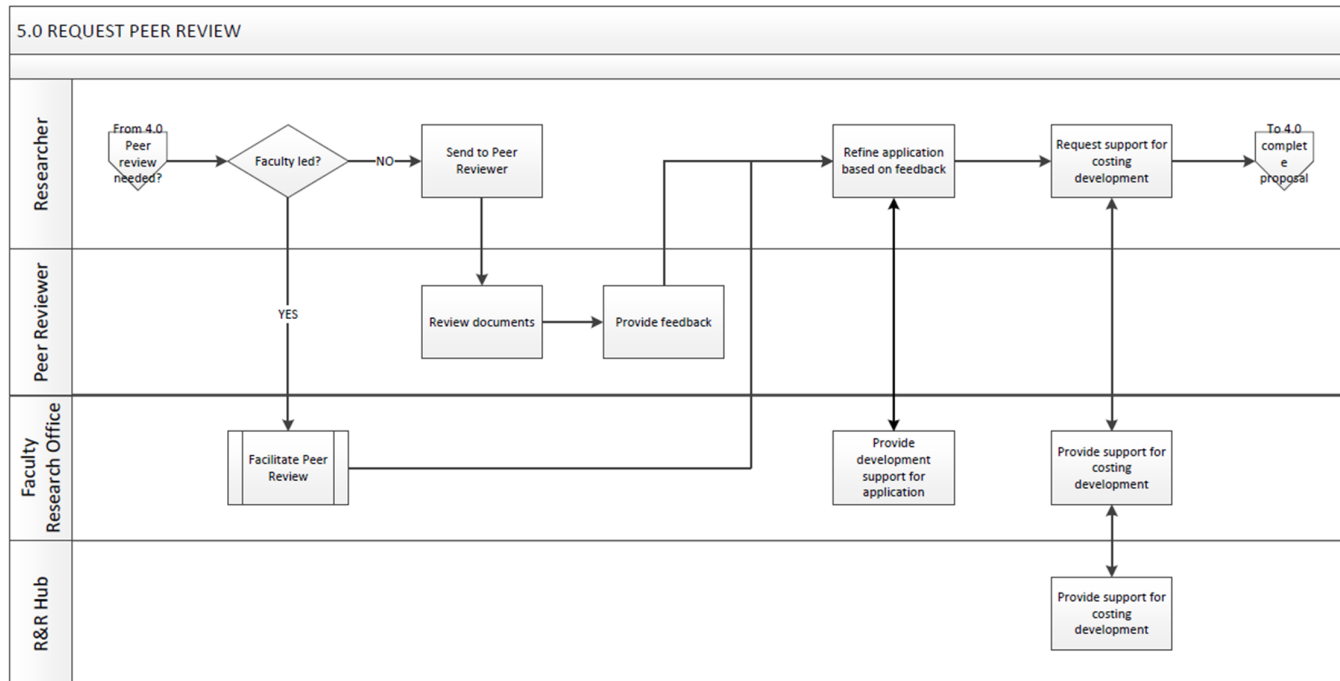
- All Faculties currently run EOI processes outside Pure – these flow diagrams indicate the capability of Pure to support faculty EOI processes, if required



Notes:

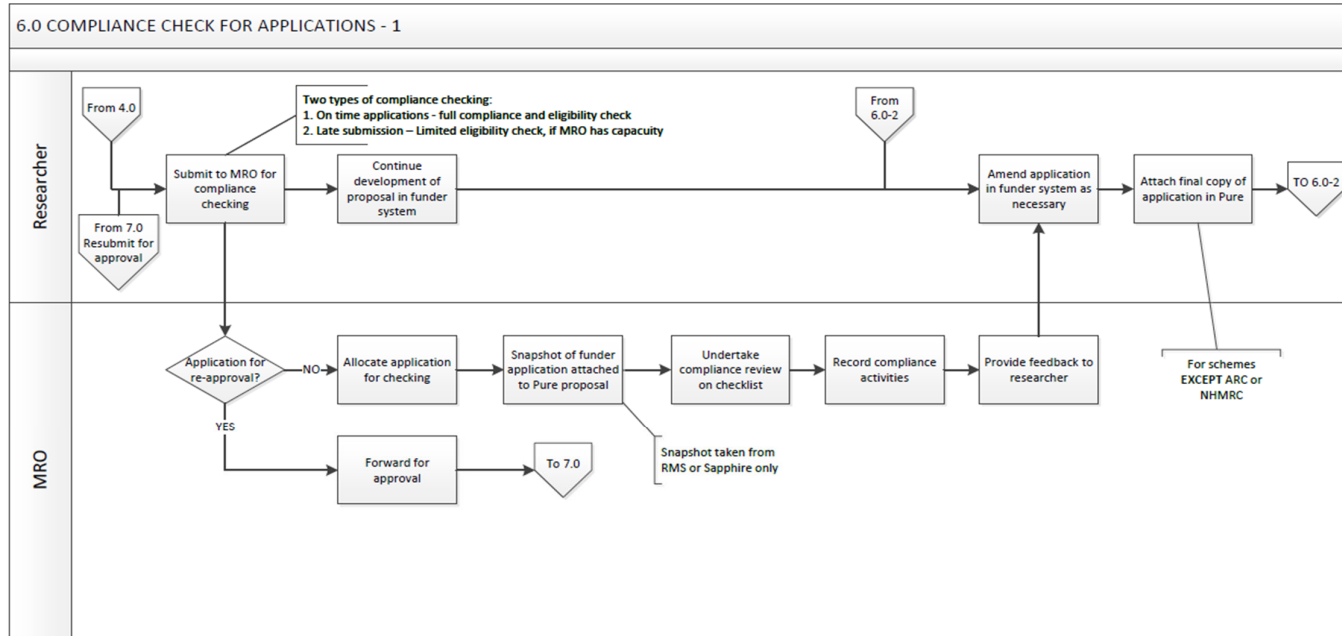
- Development support from MRO is detailed elsewhere

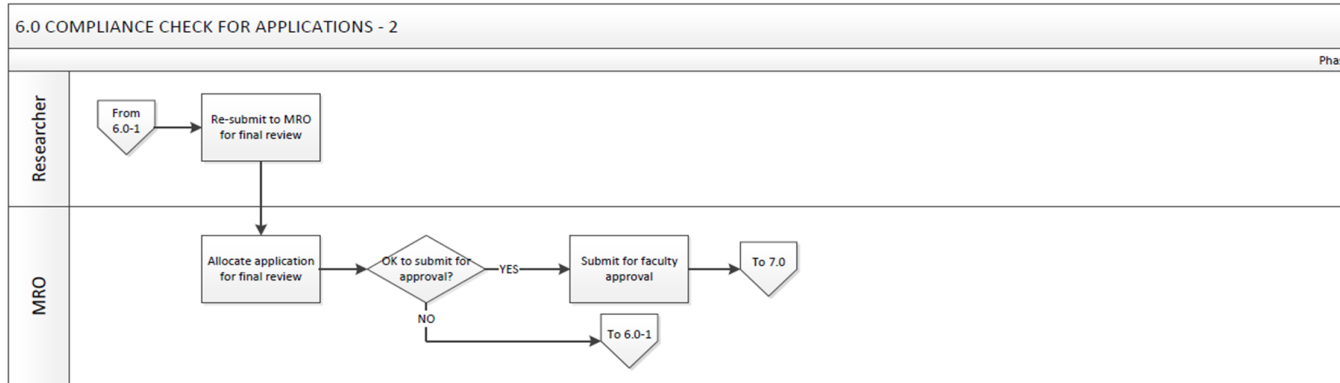


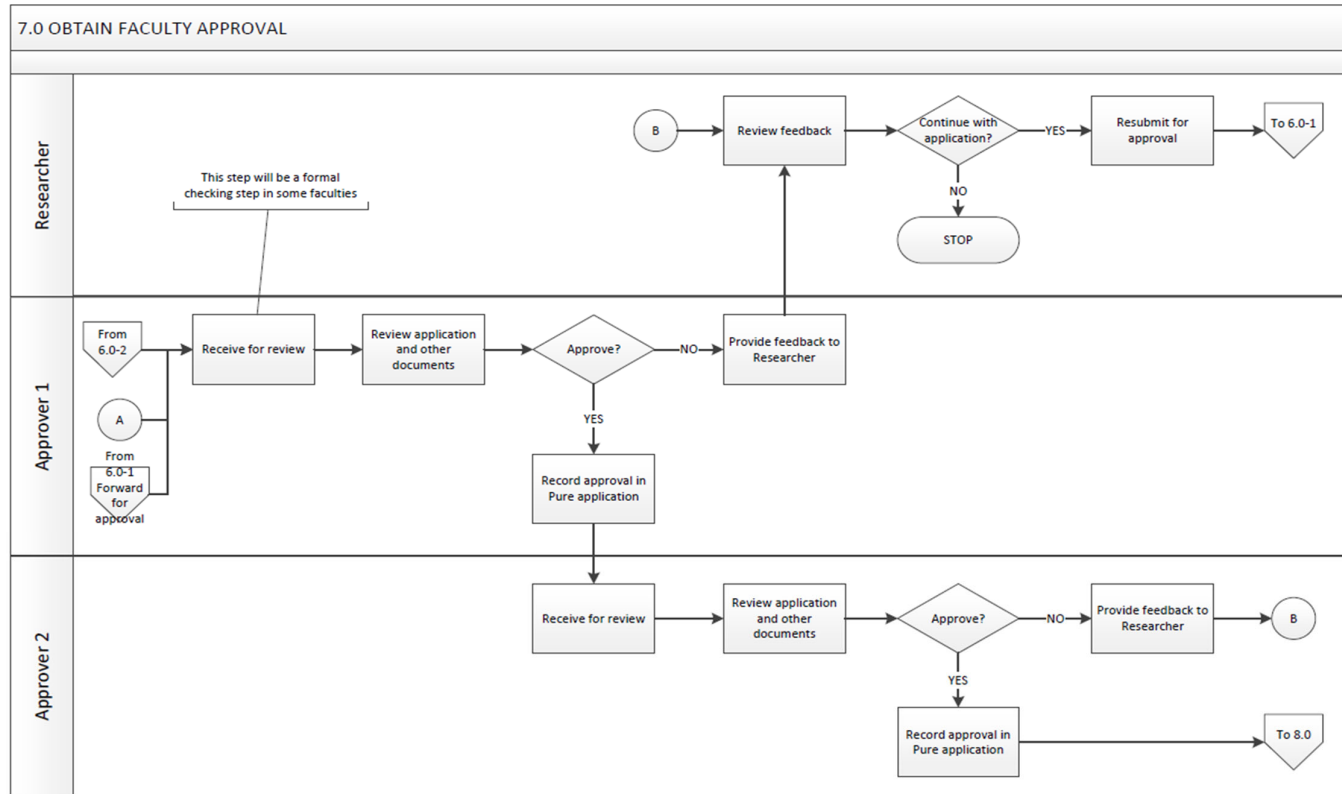


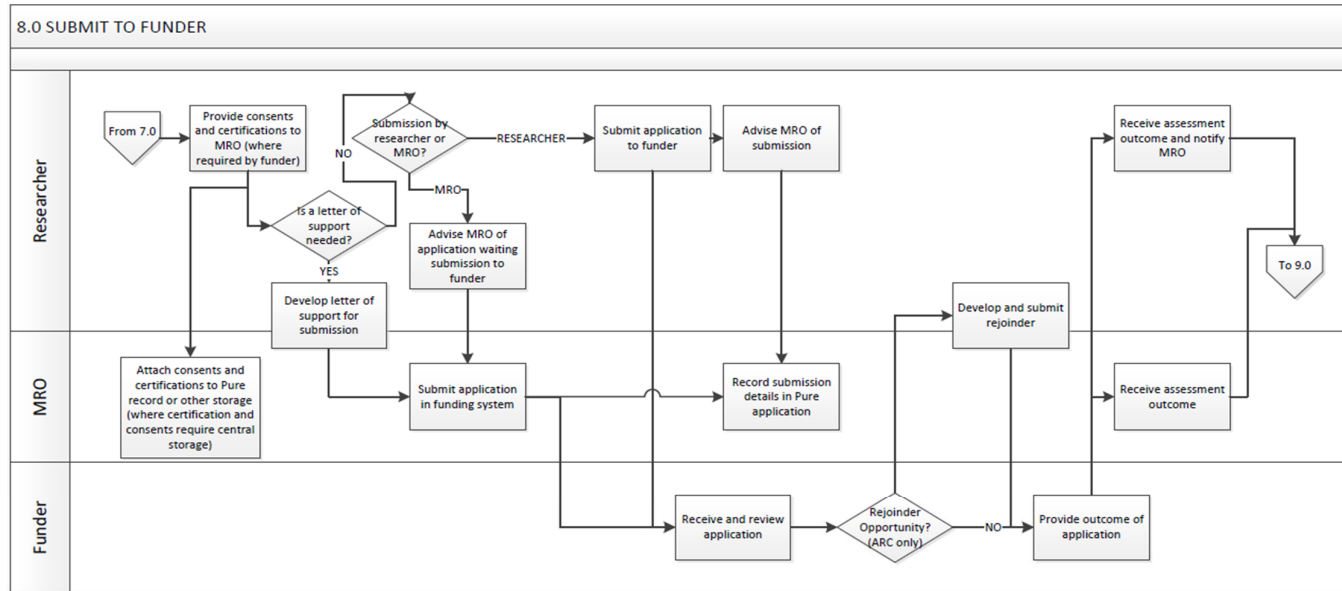
Notes:

- There were a very diverse range of costing and pricing practices across Faculties



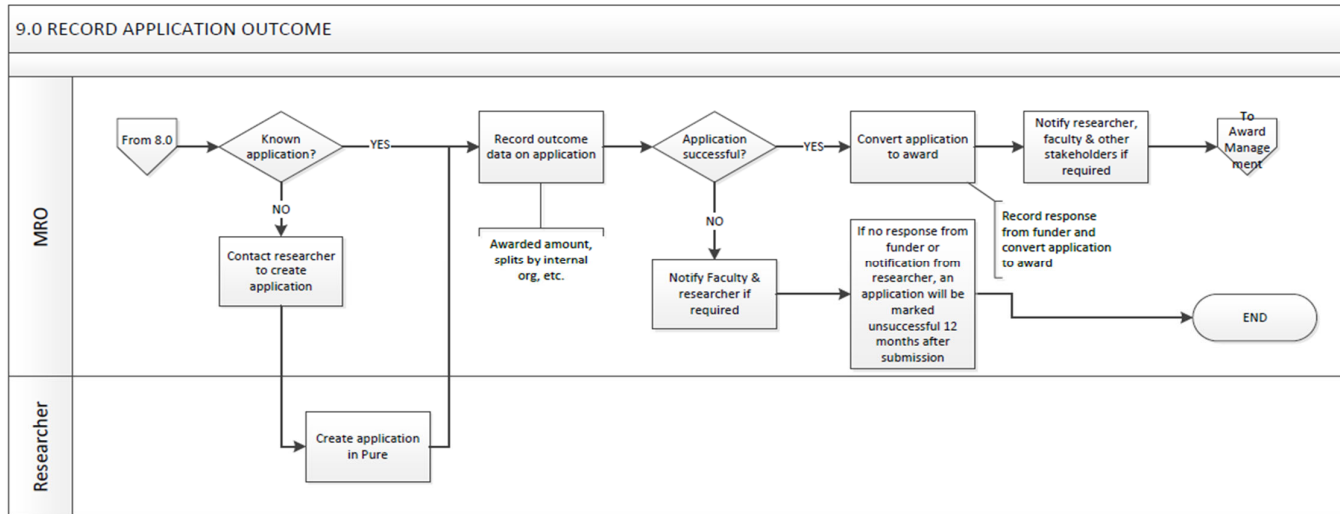






Notes:

- Application numbers and gender splits for submissions to major funders are detailed in the MRO week report
- A satisfaction survey will be sent out to researchers by MRO at the end of major funder large submission rounds



2.2 Process description

Process Step	Researcher	Faculty	Faculty Research Office	Peer Reviewer	Faculty Approver 1	Faculty Approver 2	MRO	Research and Revenue	Funder
FUNDER RELATIONSHIP MANAGEMENT	Establish and maintain relationships with research funders and collaborators directly important to their research	Maintain and develop relationships with research funders strategically important to Faculty					Support, form and maintain relationships with grant funders and collaborators strategically important to University Current focus funders are: ARC, NHMRC, MRFF, NIH, ...		

Process Step	Researcher	Faculty	Faculty Research Office	Peer Reviewer	Faculty Approver 1	Faculty Approver 2	MRO	Research and Revenue	Funder
CREATE APPLICATION	<p>Identify Research Opportunity</p> <p>Identify whether there is a Faculty EOI process</p> <p>Access myResearch webpage</p> <p>Access Pure</p> <p>Create proposal type application [For ARC and NHMRC grants, a 'bot' is used to access proposal information in sponsor systems. This is used to create the Pure record]</p> <p>Enter mandatory dataset (Project Name, Applicants, Managing Org Unit, Funder, Amount requested)</p> <p>Attach relevant documentation]</p>						<p>Maintain Funding Opportunity Database (Research Professional/ Pivot-RP)</p> <p>Provide training and support for Research Opportunity Database (Research Professional/Pivot-RP)</p> <p>Liaise with Research Professional to add significant opportunities (>\$100k potential value to Monash) to Research Professional</p> <p>Alert Faculties directly of extremely significant opportunities (>\$10million potential value to Monash)</p>		

Process Step	Researcher	Faculty	Faculty Research Office	Peer Reviewer	Faculty Approver 1	Faculty Approver 2	MRO	Research and Revenue	Funder
FACULTY EOI PROCESS (if required)	Discuss EOI with Faculty	<p>Assess proposal application via Pure</p> <p>Review and assess idea for proposal</p> <p>Discuss with researcher</p> <p>Decide whether EOI is supported by ranking or shortlisting are done</p>							
UNIVERSITY EOI PROCESS (if required) – limit/Faculty	<p>Prepare EOI for Faculty assessment</p> <p>If EOI selected by Faculty, DEVELOP PROPOSAL and prepare a Pure record. Request eligibility check from MRO</p> <p>Revise application after compliance check(s) and COMPLETE PROPOSAL</p>		<p>Run internal EOI process within Faculty</p> <p>Send list of Faculty selected applicants to MRO</p> <p>[If funder requires submission from Faculty, submit to funder]</p>				<p>Prepare Faculty internal EOI form for scheme</p> <p>Inform Faculty Research Offices of opportunity and copy EOI form</p> <p>MRO check Pure application record against list of Faculty selected EOIs</p> <p>Follow Compliance Check of Application, Obtain Faculty Approval</p>		

Process Step	Researcher	Faculty	Faculty Research Office	Peer Reviewer	Faculty Approver 1	Faculty Approver 2	MRO	Research and Revenue	Funder
							and Submit to Funder processes		
UNIVERSITY EOI PROCESS (if required) – limit for University	<p>Prepare EOI</p> <p>If EOI selected by University, DEVELOP PROPOSAL and prepare a Pure record. Request eligibility check from MRO</p> <p>Revise application after compliance check(s) and COMPLETE PROPOSAL</p>	Selection panel members score EOIs and provide scores to MRO	<p>Run internal EOI process within Faculty and email selected EOI forms to MRO</p> <p>[If funder requires submission from Faculty, submit to funder]</p>				<p>Prepare EOI form for scheme</p> <p>[Future - Develop system based approach to limited EOIs]</p> <p>[Future - work with Advancement on limited EOIs led by Advancement]</p> <p>Inform Faculty Research Offices of opportunity and copy EOI form</p> <p>Check with all Faculties that all EOIs have been received</p> <p>Select and request participation of EOI panel members (usually ADRs)</p> <p>Collate EOI scores and request that selected applications are developed and registered in Pure</p>		

Process Step	Researcher	Faculty	Faculty Research Office	Peer Reviewer	Faculty Approver 1	Faculty Approver 2	MRO	Research and Revenue	Funder
							Follow Compliance Check of Application, Obtain Faculty Approval and Submit to Funder processes		
SUPPORT PROPOSAL DEVELOPMENT (FACULTY)	<p>Request Faculty support for application development (if required)</p> <p>Develop application proposal</p> <p>Develop application costing in costing tool</p> <p>Create application in funder system</p>	Provide costing support	Provide Faculty support for application development (if required)					Provide costing support	
FACULTY LED PEER REVIEW PROCESS (if required)	<p>Send application for peer review</p> <p>Refine application based on feedback</p> <p>Refine costing based on feedback</p>		<p>Facilitate Faculty Peer Review Process and provide feedback to researcher</p> <p>Provide development support for application</p>					Provide support for costing development	

Process Step	Researcher	Faculty	Faculty Research Office	Peer Reviewer	Faculty Approver 1	Faculty Approver 2	MRO	Research and Revenue	Funder
			Provide support for costing development						
INFORMAL PEER REVIEW	Send application for informal peer review			Review documents Provide feedback					
COMPLETE PROPOSAL	Complete required information in Pure (e.g. SEO and FoR codes) Attach copy of funding application in Pure (<i>not required for ARC and NHMRC applications</i>) Attach other relevant documentation in Pure								
COMPLIANCE CHECK OF APPLICATION	Submit to MRO for initial compliance check (<i>for all schemes to be submitted by MRO</i>) Continue developing						Allocate application to MRO staff member for checking <i>Two types of compliance check are offered: 1. for on-time applications, a full compliance check</i>		

Process Step	Researcher	Faculty	Faculty Research Office	Peer Reviewer	Faculty Approver 1	Faculty Approver 2	MRO	Research and Revenue	Funder
	<p>proposal in funder system</p> <p>Amend application in funder system based on feedback</p> <p>Attach copy of funding application in Pure (<i>not required for ARC and NHMRC applications</i>)</p> <p>Re-submit application to Pure for final review (if required)</p>						<p><i>and eligibility check 2. for late applications, a limited eligibility check (if MRO has capacity)</i></p> <p>Attach snapshot of funder application attached to Pure application (<i>for ARC and NHMRC applications only</i>)</p> <p>Undertake checklist based compliance review</p> <p>Record compliance review</p> <p>Provide feedback to researcher</p> <p>Allocate application for final review</p> <p>Undertake final compliance review. If proposal ready to submit submit to Faculty for approval</p>		
OBTAIN FACULTY APPROVAL	Amend application based on feedback				Receive for review Review application	Receive for review Review application			

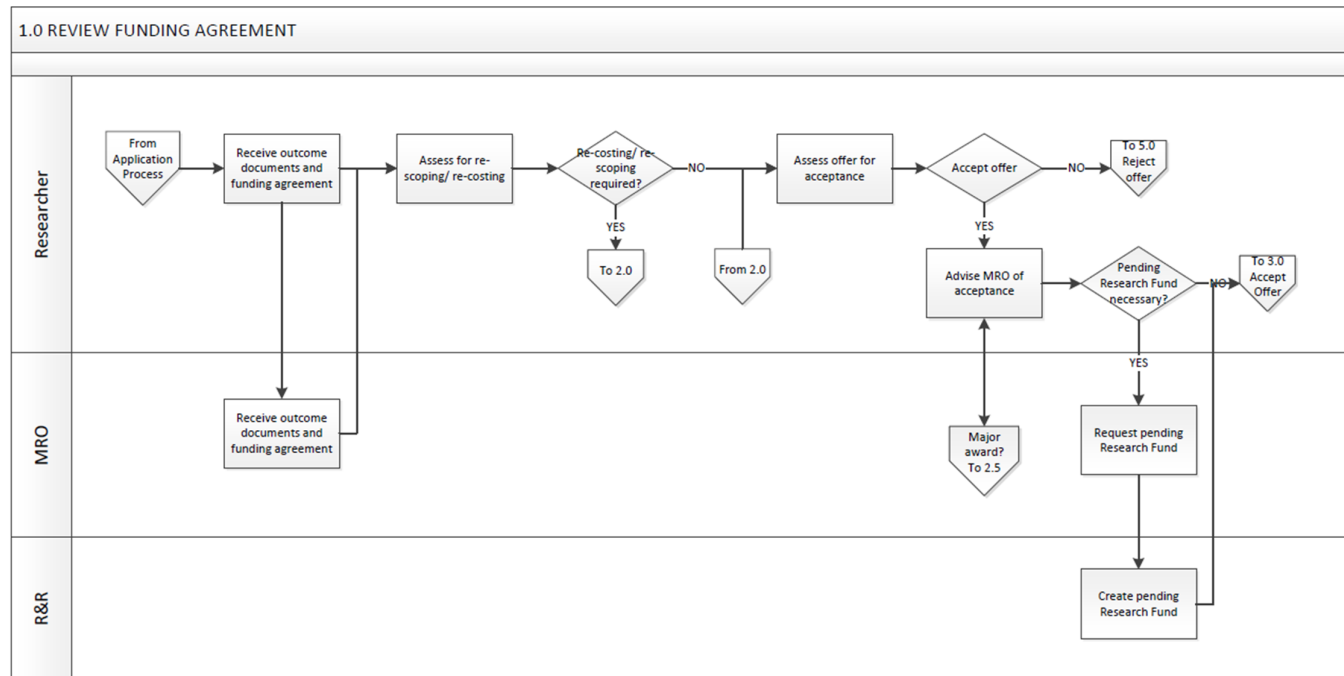
Process Step	Researcher	Faculty	Faculty Research Office	Peer Reviewer	Faculty Approver 1	Faculty Approver 2	MRO	Research and Revenue	Funder
	Resubmit for approval (until approved or stopped)				and other documents If application ready to approve, record approval in Pure If application not ready to approve, provide feedback to researcher	and other documents If application ready to approve, record approval in Pure If application not ready to approve, provide feedback to researcher			
SUBMIT TO FUNDER	Provide consents and certifications to MRO (where required to be centrally stored by funder) Letter of support developed, if required Provide final proposal to MRO, if this scheme is to be submitted through MRO If scheme is not submitted	Letter of support developed, if required					Attach consents and certifications to Pure record Submit application to funder, if scheme submitted by MRO Record submission details in Pure Receive outcome and assessment from funder (if submitted through MRO)		Receive and review application If there is a rejoinder process run by the funder (mainly ARC), request rejoinder Provide outcome of application

Process Step	Researcher	Faculty	Faculty Research Office	Peer Reviewer	Faculty Approver 1	Faculty Approver 2	MRO	Research and Revenue	Funder
	<p>through MRO, submit application direct to funder and advise MRO of submission</p> <p>If scheme is not submitted through MRO, receive outcome and assessment from funder</p>								
REJOINDER	Reviews rejoinders and supplies feedback on rejoinders as necessary						<p>Manages rejoinder process (mainly ARC)</p> <p>Reviews and edits rejoinders for prestige schemes</p>		
RECORD APPLICATION OUTCOME	If application not in Pure, create application in Pure						<p>If application not in Pure, contact researcher to create an application</p> <p>Record outcome data on application in Pure [award amount, splits by internal org (where available), etc]</p> <p>Notify Faculty and Researcher (if required)</p> <p>If application is successful, convert</p>		

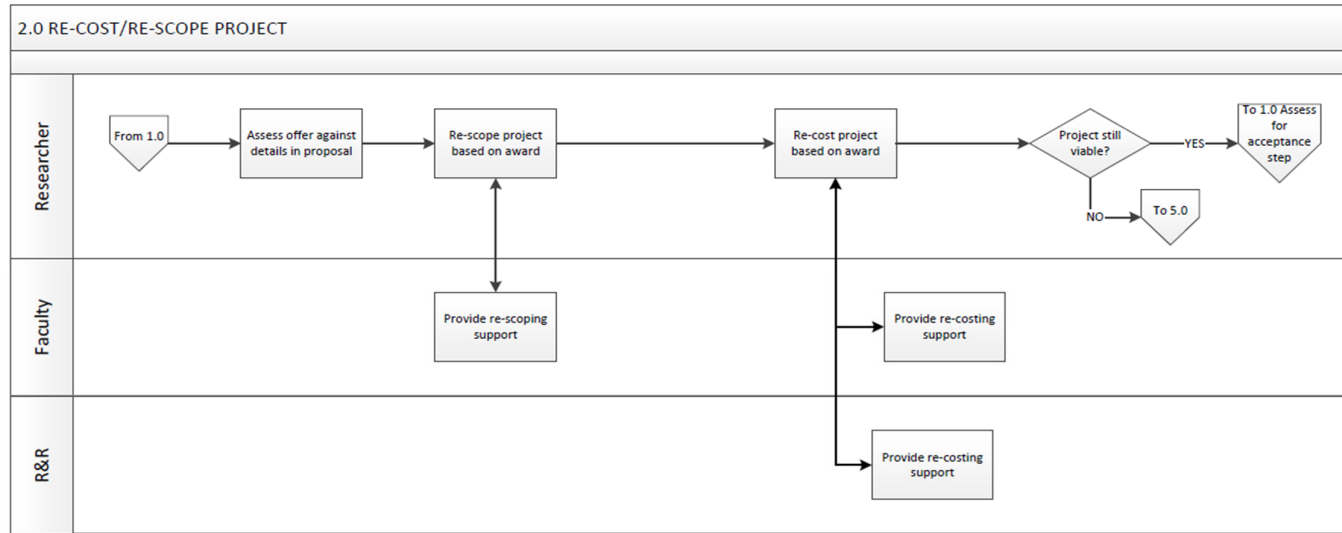
Process Step	Researcher	Faculty	Faculty Research Office	Peer Reviewer	Faculty Approver 1	Faculty Approver 2	MRO	Research and Revenue	Funder
							application to award Notify Faculty and Researcher (if required)		

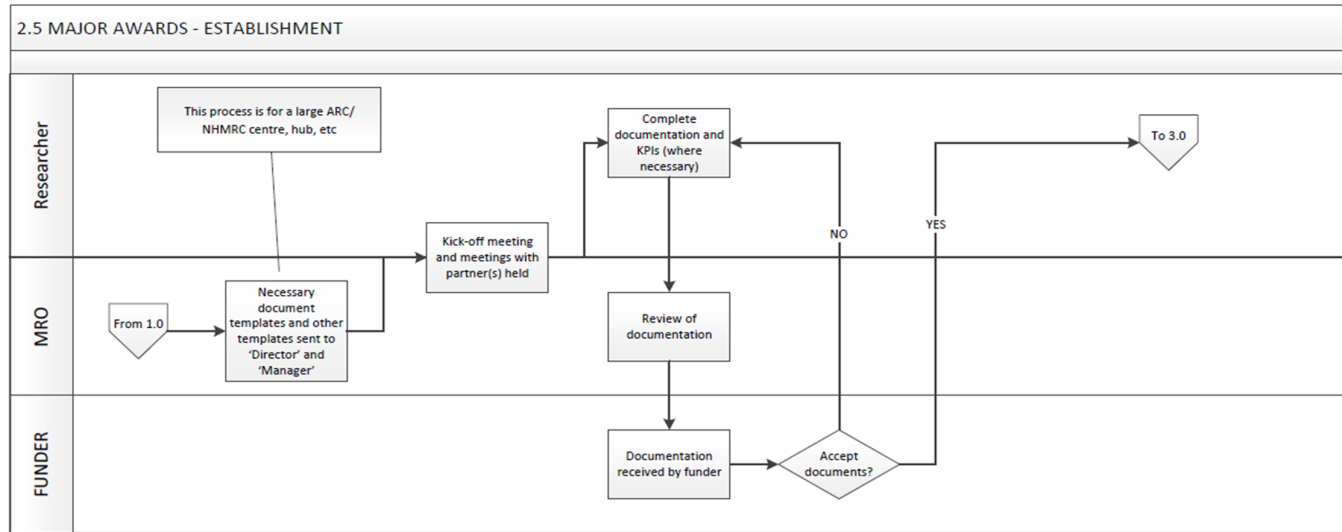
3 Appendix 3 - Awards and Major Awards Processes

3.1 Process Flowcharts



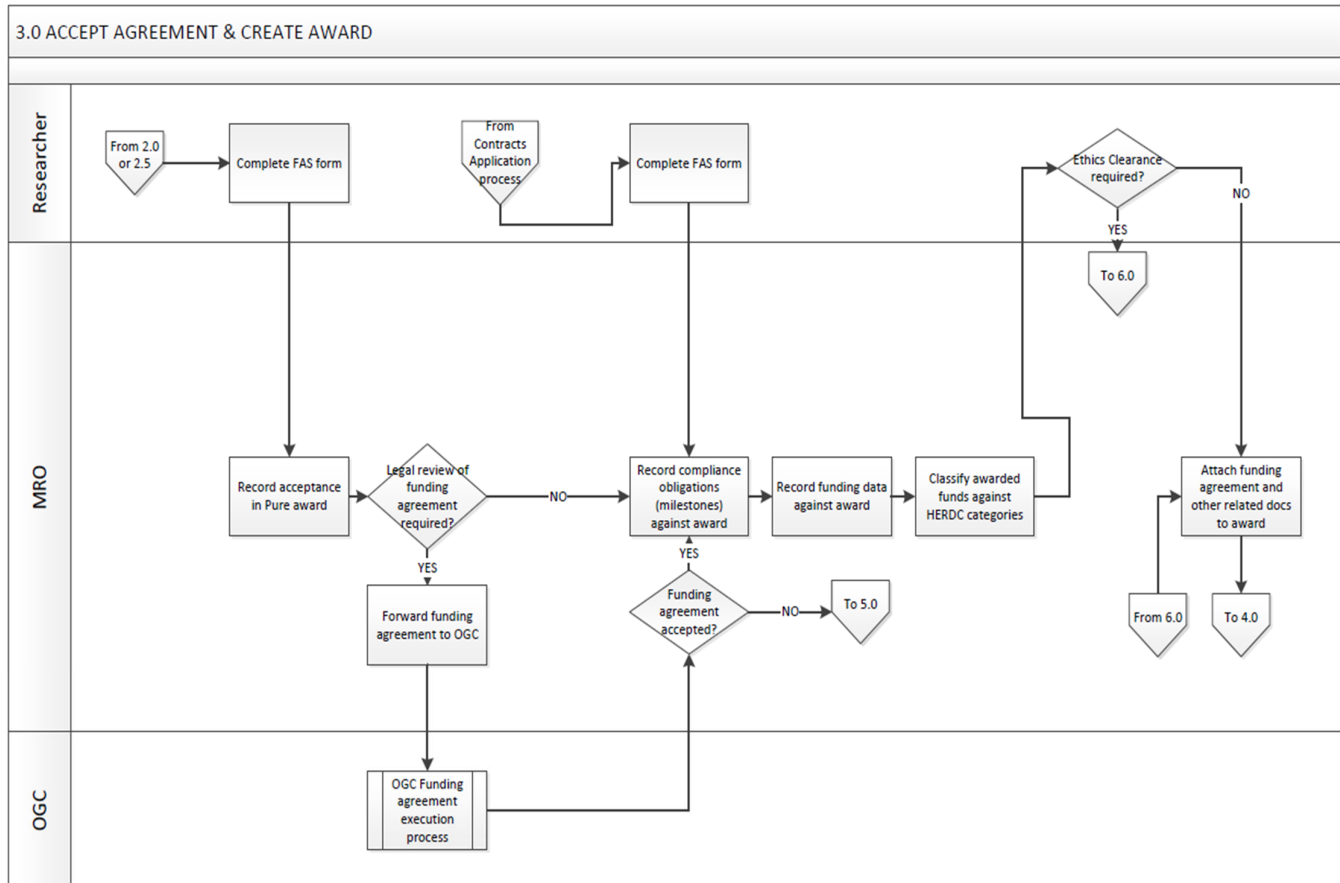
At the start of this process:
 Contracts: Contract is executed, stored in TRIM and passed on to the MRO. Stakeholders are notified of contract execution.
 Grants: The grant is successful and recorded as such in the Pure Proposal. The MRO/Researcher is waiting to receive the funding agreement.

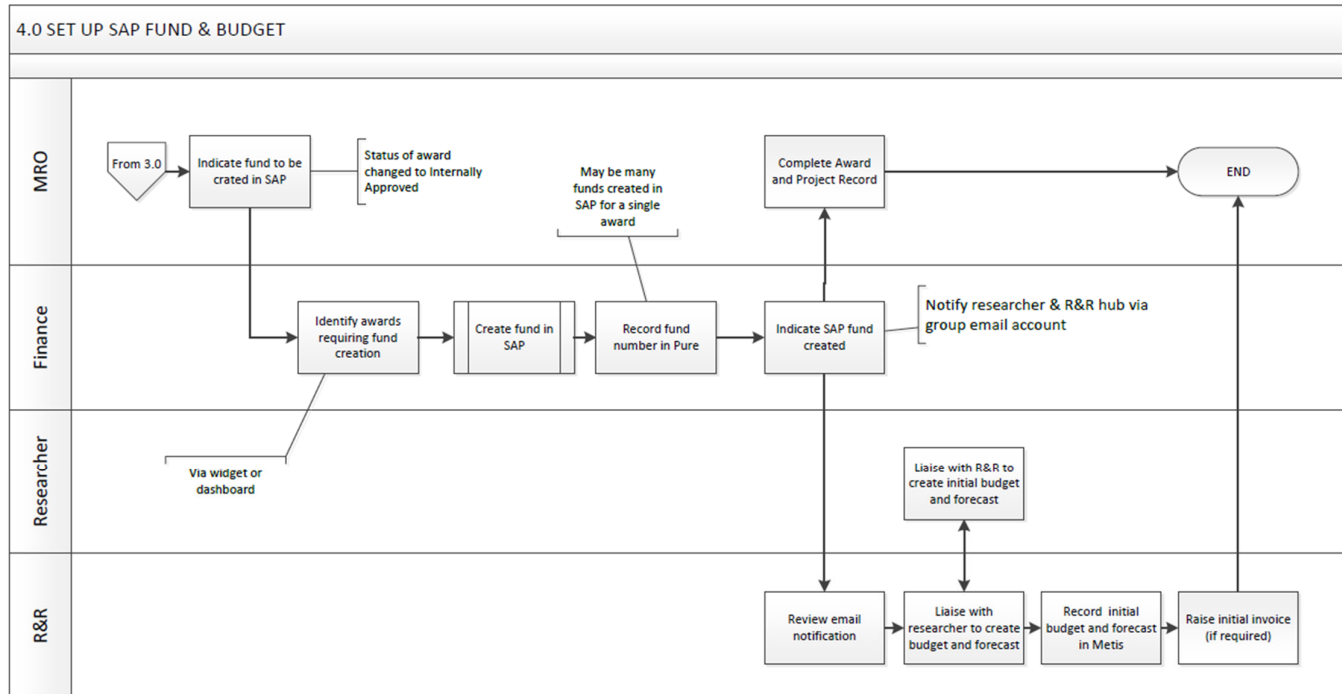


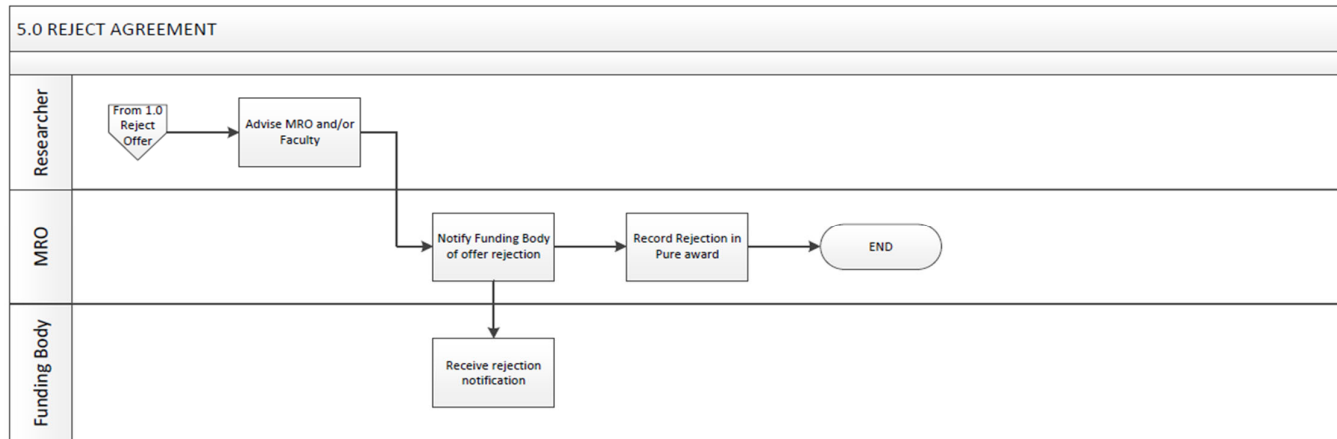


- MRO Major awards team do not:**
- organise workshops
 - recruit project staff (occasionally sit on panels/review CVs)
 - draft sub-project agreements
 - develop web-site, newsletters, media content
 - create the technical content of sub-projects

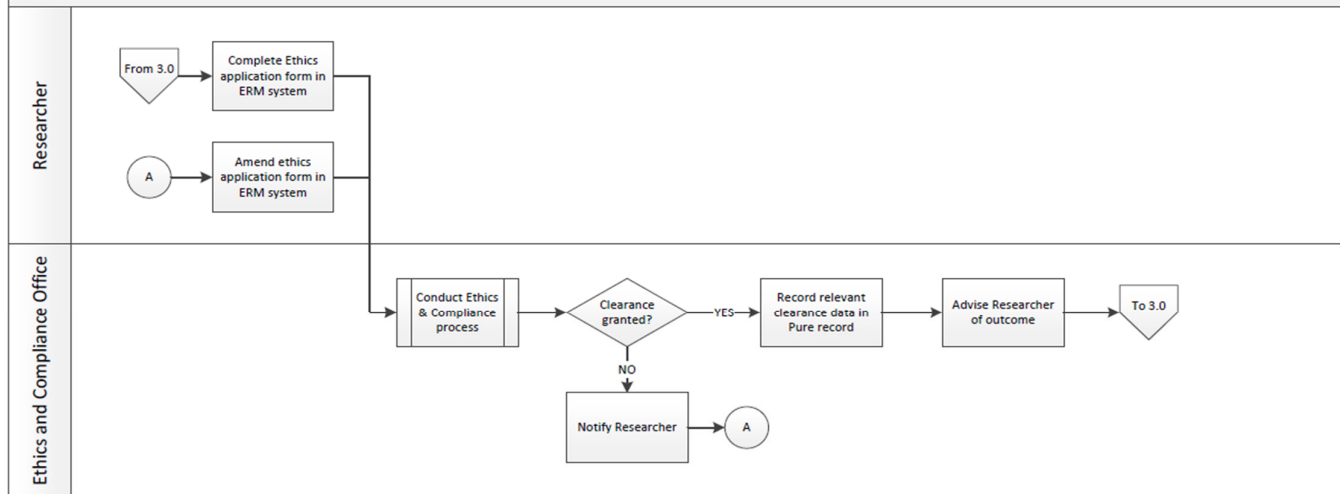
Note: Major Awards also process any sub projects that sit under Research Entities. These projects do not require kick-offs or any establishment activities and follow the normal grants workflow.

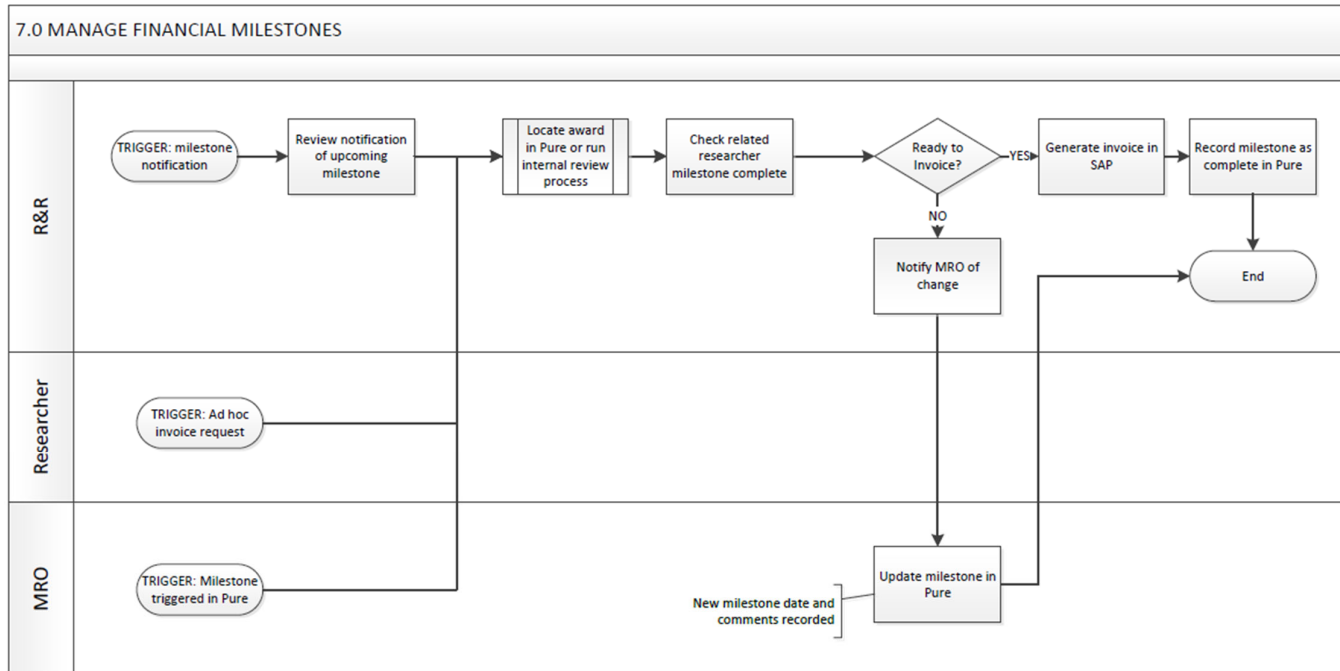


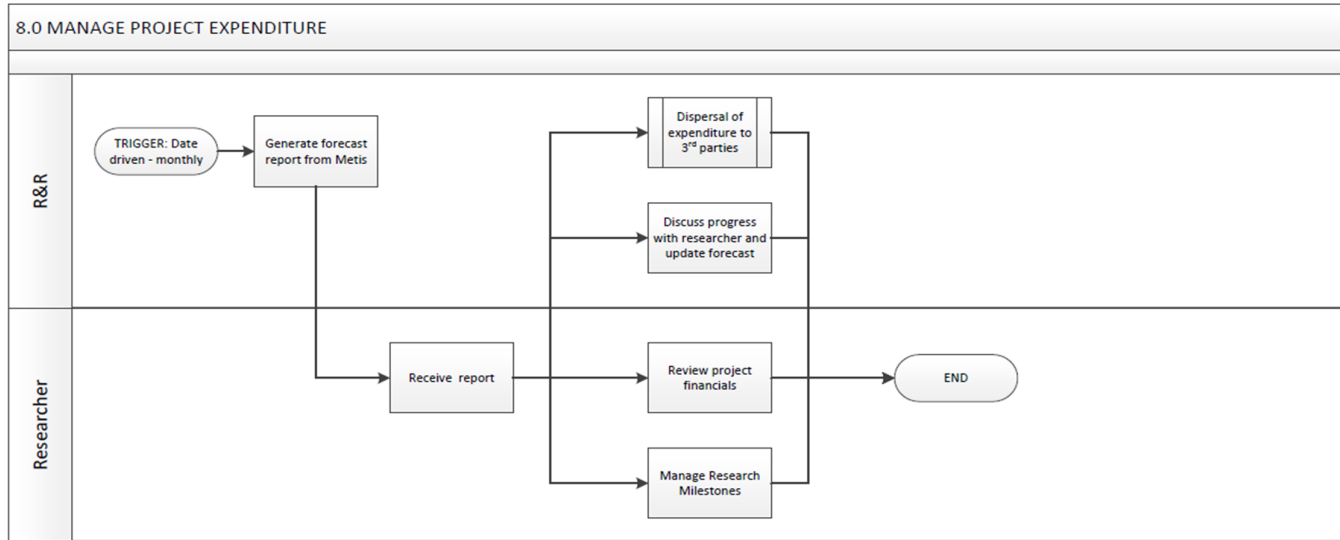


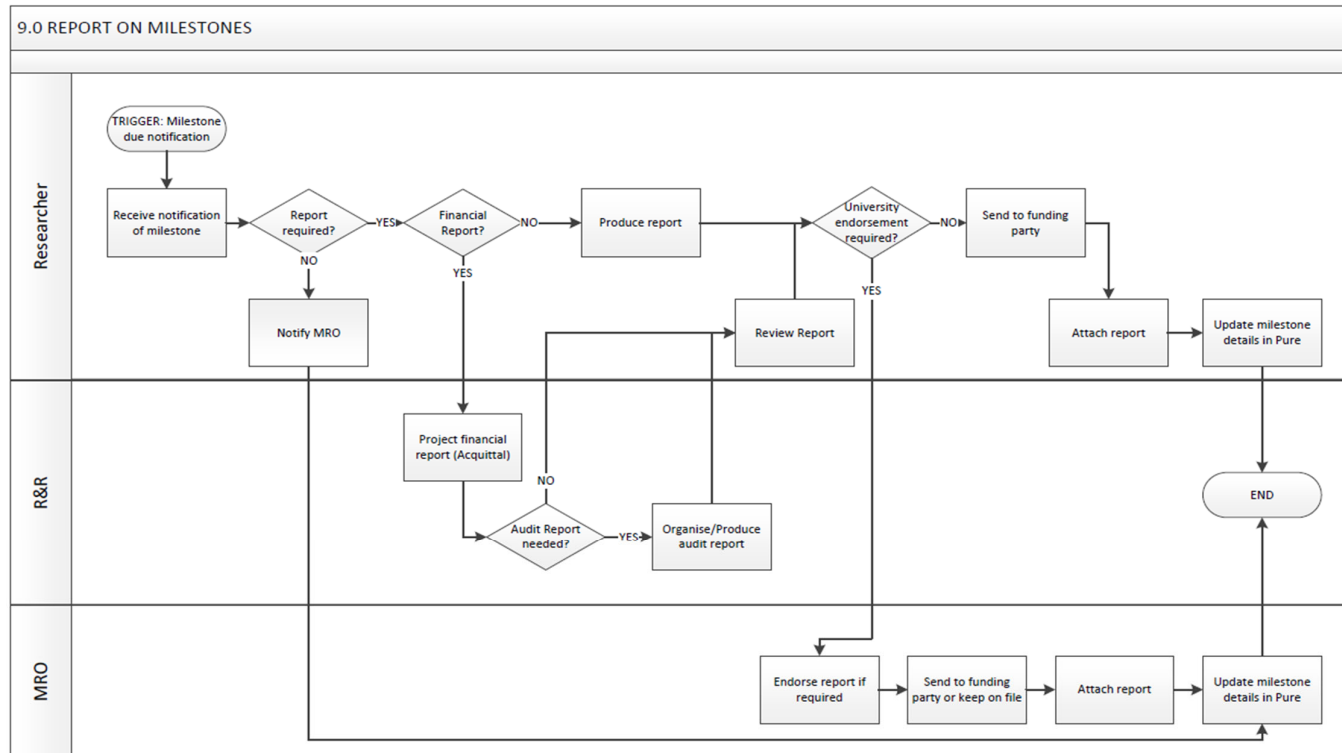


6.0 ETHICS CLEARANCE REQUIRED

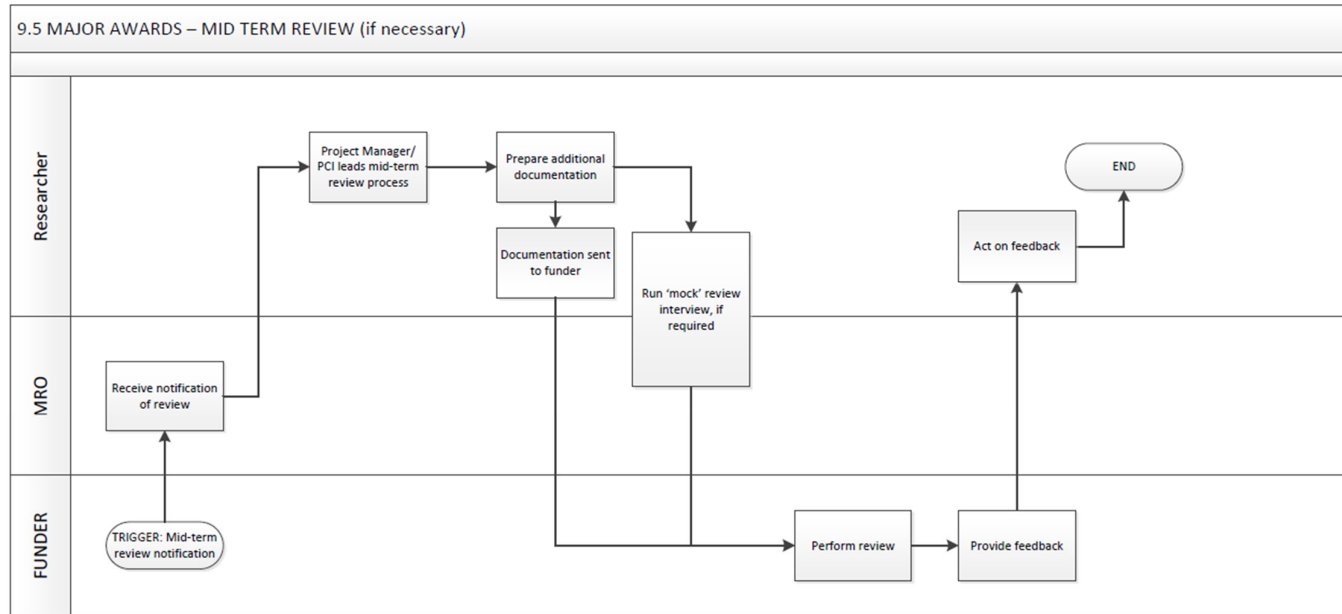


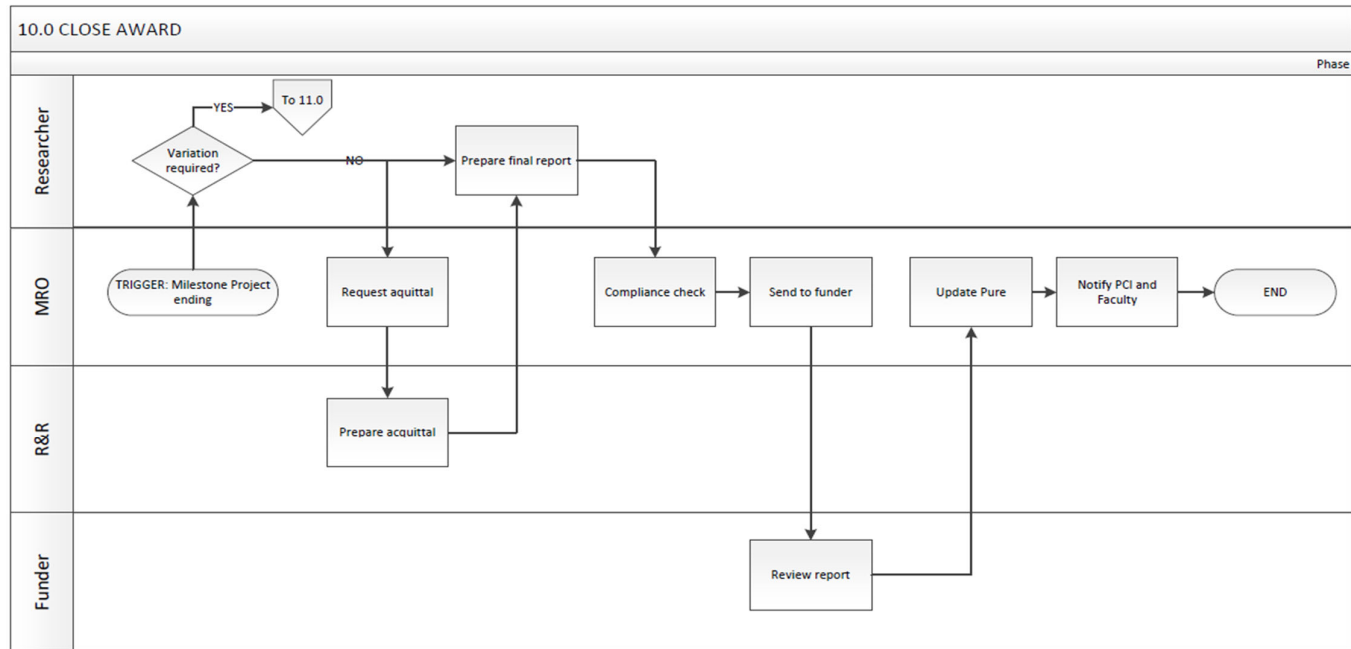


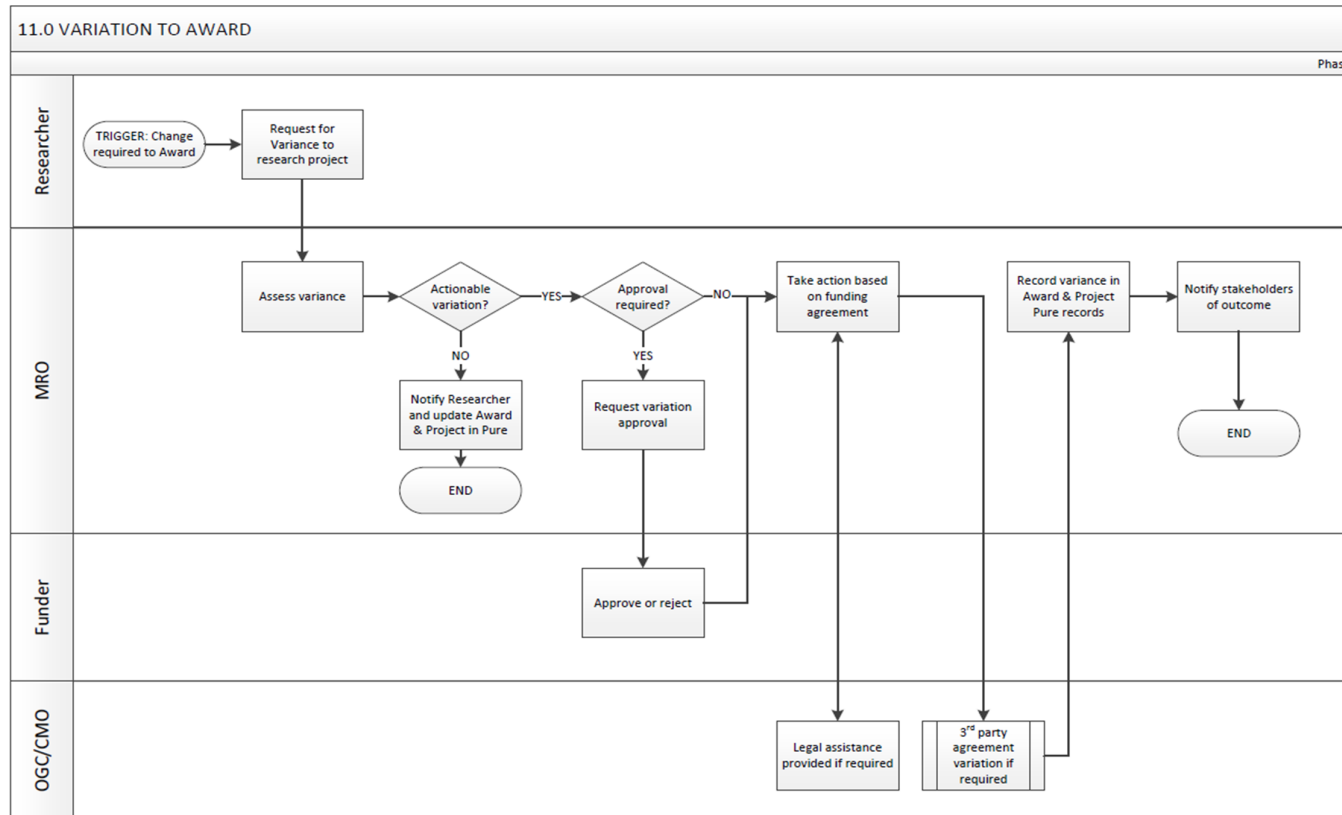


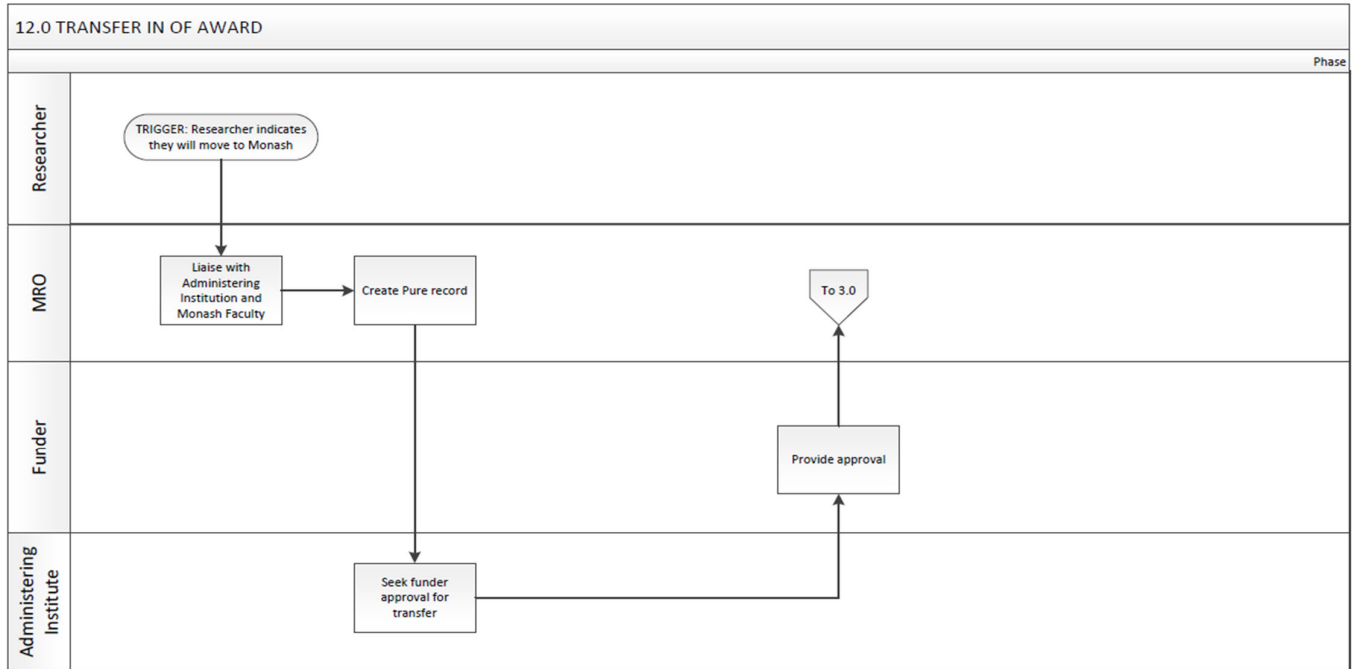


Note: MRO does not check content of reports. MRO does check for compliance and completeness (and scans for 'tone')











3.2 Process description

Major award additional processes are shaded yellow

Process Step	Researcher	Faculty	Faculty Research Office	MRO	OGC	OREI	Finance	Research and Revenue	Funder
REVIEW FUNDING AGREEMENT	<p>Receive funding agreement</p> <p>Assess for re-scoping/re-costing</p> <p>If no recosting/re-scoping required, assess offer for acceptance</p> <p>If offer accepted, advise MRO of acceptance (otherwise, reject offer)</p> <p>Begin setting up project logistics</p>			<p>Receive funding agreement</p> <p>If required - request PRF (only where circumstances necessitate a PRF)</p>				If required - create PRF	
RE-COST/RE-SCOPE PROJECT (if required)	<p>Re-scope project based on award</p> <p>Re-cost project based on award</p>	<p>Provide re-scoping support</p> <p>Provide re-costing support</p>						Provide re-costing support	
ACCEPT AGREEMENT AND CREATE AWARD	<p>Provide additional information about award to MRO so that award and project records can be set up</p> <p>(List:, cost centre, splits, ...)</p>			<p>Record acceptance of funding agreement in Pure award</p> <p>Notify funder of award acceptance</p>	<p>OGC funding agreement acceptance process</p>				

Process Step	Researcher	Faculty	Faculty Research Office	MRO	OGC	OREI	Finance	Research and Revenue	Funder
	Ethics acceptance			<p>Assess whether a legal review of funding agreement is required</p> <p>If legal review required, forward funding agreement to OGC</p> <p>If no legal review required, notify funder of award acceptance</p> <p>Record compliance obligations (milestones) in Pure</p> <p>Record funding data in Pure</p> <p>Classify awarded funds against HERDC categories in Pure</p> <p>Attach funding agreement and other related</p>					

Process Step	Researcher	Faculty	Faculty Research Office	MRO	OGC	OREI	Finance	Research and Revenue	Funder
				docs to award in Pure Assess whether ethics clearance required Signs research award agreements, according to delegation					
MAJOR AWARD ESTABLISHMENT (additional process for Major Award)	Write governance documents Recruit support staff/Manager/COO Inform Faculty Research Office of final KPIs (Manager)			Facilitate kick-off meetings / request establishment funds Provide exemplars and best practice advice for governance documents & requirements Provide documents to funder and facilitate approval					
MAJOR AWARD - IDENTIFY AND CLASSIFY SUB-PROJECTS (additional process for Major Award)	Write project plans using approved template			Mark Award record as 'sub-award of Monash head agreement'					

Process Step	Researcher	Faculty	Faculty Research Office	MRO	OGC	OREI	Finance	Research and Revenue	Funder
SET UP SAP FUND AND BUDGET	Liaise with R&R to create budget and forecast			Indicate fund to be created in SAP (status of award changed to internally approved) Complete Award and Project Record in Pure			Identify awards requiring fund creation Create fund in SAP Record SAP fund number in Pure Notify researcher and R&R that SAP fund created	Review notification from Finance Liaise with Researcher to create budget and forecast Record initial budget and forecast in Metis Raise an initial invoice (if required)	
REJECT AGREEMENT	Advise MRO and Faculty that agreement is rejected			Notify funder of offer rejection Relinquish award					Receive rejection notifications
ETHICS CLEARANCE REQUIRED	Complete ethics application form in ERM system Revise ethics application form in ERM system (if required)					Conduct ethics and compliance process If ethics clearance granted, Record relevant clearance			

Process Step	Researcher	Faculty	Faculty Research Office	MRO	OGC	OREI	Finance	Research and Revenue	Funder
						<p>data in Pure and advice Researcher of outcome</p> <p>If ethics clearance not granted, ask Researcher to revise application</p>			
MANAGE FINANCIAL MILESTONES	<p>TRIGGER: Request an ad hoc invoice</p> <p>Complete milestones</p>			<p>TRIGGER: Milestone notification from Pure</p>				<p>TRIGGER: milestone notification</p> <p>Review notification of upcoming milestone</p> <p>Locate award in Pure or run an internal review process</p> <p>Check related Researcher milestone complete</p> <p>Assess whether ready to invoice</p> <p>If ready to invoice, generate</p>	

Process Step	Researcher	Faculty	Faculty Research Office	MRO	OGC	OREI	Finance	Research and Revenue	Funder
								invoice in SAP and record milestone as complete in Pure If not ready to invoice, update milestone in Pure	
MANAGE PROJECT EXPENDITURE	Assess report from Metis Review project financials Manage and complete project milestones							Generate monthly forecast report from Metis Disperse expenditure to 3 rd parties Discuss progress with Researcher and update forecast	
REPORT ON MILESTONES	TRIGGER: Receive milestone due notification If a report is required for this milestone: <ul style="list-style-type: none"> If a financial report is needed, liaise with R&R to produce a financial (acquittal) report and an Audit Report (if required). 			Endorse technical or progress report (if required) Send to funder Receive feedback from funder and ask Researcher for revision, if necessary Attach report Update milestone				Produce a financial (Acquittal) report Organise/produce an audit report	

Process Step	Researcher	Faculty	Faculty Research Office	MRO	OGC	OREI	Finance	Research and Revenue	Funder
	Review financial report when ready <ul style="list-style-type: none"> ● If a technical or progress report is needed, produce report, following funder requirements ● If University endorsement is required for the technical or progress report, liaise with MRO ● If University endorsement is not required for the technical or progress report, send report to the funder Revise report, if necessary Attach report to Pure record								

Process Step	Researcher	Faculty	Faculty Research Office	MRO	OGC	OREI	Finance	Research and Revenue	Funder
	Update milestone details in Pure								
MAJOR AWARD - MID TERM REVIEW (additional process for Major Award)	Arrange written submissions to funder Send documentation to funder Organise location, facilities, invite panel members and interviewees Respond to feedback and comments			Liaise with funder / provide advice and assist with mock review (if required) Facilitate review and submission of response & recommendations Notify Faculty of the ARC notification, mock interview and feedback report stages					Undertakes review and provides feedback & recommendations
CLOSE AWARD	Notifies MRO and R&R that project is complete			Set project status to 'closed' in Pure when final invoice has been sent and final report accepted by funder Ensure project records are complete				Completes final financial reconciliation of project	

Process Step	Researcher	Faculty	Faculty Research Office	MRO	OGC	OREI	Finance	Research and Revenue	Funder
				Archive project records (after 2 years)					
VARIATION	Request a variation to the research project Provides details of the variation to MRO			Assess variation If variation is internal to University and funder already agrees to variation, update Award and Project in Pure If variation requires funder approval, request variation approval from funder If funding agreement requires renegotiation or amendment, either gain agreement on amendment or liaise with OGC to gain agreement When all parties agree, record variation	Provide legal support to renegotiate agreement with funder Provide legal support to renegotiate 3 rd party agreement variations				Approve or reject variation

Process Step	Researcher	Faculty	Faculty Research Office	MRO	OGC	OREI	Finance	Research and Revenue	Funder
				in Award and Project Pure records Notify all stakeholders of outcome					
TRANSFER IN OF AWARD	Researcher notifies MRO that they will be moving to Monash	Accept transfer		Liaise with Administering institution and Monash Faculty and home department Record variation and comments in Pure award and project Update milestones Notify all stakeholders					Provide approval
TRANSFER OUT OF AWARD	Researcher notifies MRO that they will leave Monash			Liaise with receiving institution and home department Seek funder and receiving institution approval for transfer	Prepare novation agreement as required			Reconcile accounts	Provide approval

Process Step	Researcher	Faculty	Faculty Research Office	MRO	OGC	OREI	Finance	Research and Revenue	Funder
				Update milestones Record variation and comments in Pure award and project Notify all stakeholders					

4 Appendix 4 - Other processes where MRO has a role

4.1 Contract Research

MRO receives notification of contract execution and from then on all MRO processes are as for Awards (from within the process 'Accept agreement and create award', described above).

4.2 Consultancies

At present, MRO also enters consultancies into Pure. However, this was not part of the original myResearch processes. Further discussion is needed to determine the role of MRO in consultancies. This takes about 2FTEs of staff time/year, with little or no gain for research.