

College of Science

Research Grant application cover sheet

For all applications please complete this form, attach it to your application and submit to your HoD/S before sending it to the Research and Innovation Office.

To be completed by PI:

1. Lead PI name:
2. Title of project:
3. Funding agency:
4. Start date and duration of project:
5. Amount requested:
6. Details of academic staff

Name	Department	FTE funded	FTE – unfunded (if any)

7. Date due at Research and Innovation Office: _____ Date due at funding agency: _____
8. Is Human or Animal Ethics, or Genetic Technology approval required? Y N
9. Are there any Health and Safety issues? Y N
If yes, append brief details

PI signature and date: _____

Issues to be considered and signed off by HOD/S:

1. Has any proposed buyout of staff time been discussed and approved? Y N
2. Are the budgeted overheads and cost recoveries sufficient? Y N
If no, append an explanation of how the contribution margin will be met?
3. Does this project require funding additional to the amount requested? Y N
If yes, append an explanation of how will they be met?
4. Does the project involve Capex expenditure? Y N
If so, append an explanation of how depreciation costs will be met
5. Is sufficient space available in the department for the project? Y N
If no, append an explanation of how the project will be accommodated?

Approved: HOD/S name _____

Signature and date _____

PVC (or delegate) sign-off required if any of the following apply:

- a. Total revenue budget > \$100,000 p.a.
- b. Revenue over \$20,000 and overheads and cost recoveries < 25% of revenue (15% CM, 10% Departmental OH)
- c. Project requires financial or other commitments from the College (attach details)
- d. Unusual risks or potential conflict with ideals of UC (attach details)

Sighted: College Manager name: _____

Signature: _____

Approved PVC name: _____

Signature and date: _____

PVC conditions: _____

Explanations & Comments

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