

SYDNEY LAW SCHOOL – RESEARCH DEVELOPMENT FUND PROVISIONS 2013

1 Background

- (1) The Research Development Fund was established by the Sydney Law School in 1989 to provide academic staff with additional opportunities beyond those available from competitive grant schemes, for access to research development funds.
- (2) These provisions set out the process for the allocation and use of funds through the Research Development Fund.

2 Eligibility

- (1) Except as provided in this clause, the Research Development Fund is available to all full-time and part-time continuing and fixed-term academic staff, including those on annual leave, special studies program, parental leave or long service leave.
- (2) To be eligible, a staff member's annual performance and development (AP&D) review must have been submitted and signed off by his or her supervisor for the preceding year.
- (3) Staff are not eligible for funds when they are on leave without pay or secondment.

3 Funds available

- (1) The Head of School and Dean, as part of the budget process, determines the dollar amount to be allocated each year.
- (2) Subject to clause 3(1), each of the Associate Deans and the Deputy Head of School and Deputy Dean are entitled to a Research Development Fund allocation of up to \$2,500.
- (3) Subject to clause 3(1), other staff are entitled to a Research Development Fund allocation of up to \$1,000 (pro-rated for fractional appointments or if the staff member is eligible for less than 12 months of the year).
- (4) In addition to the annual Research Development Fund allocations, the following amounts may also be allocated to a staff member's Research Development Fund with the approval of the Deputy Head of School and Deputy Dean:
 - (a) amounts received for research consultancy;
 - (b) amounts:
 - (i) received in recognition of the fact that service to the University has prevented adequate time being devoted to research; and which
 - (ii) provide for assistance to recover that lost time; and
 - (c) other exceptional payments from the University (for example, a Vice-Chancellor's teaching award).

- (5) Additional amounts allocated under subclause 3(3) are subject to the same conditions as the annual Research Development Fund allocations, except that they may be carried forward, once only, into the next calendar year without needing to satisfy subclause 4(2).

4 Expenditure of funds

- (1) Subject to subclause 4(2), a Research Development Fund allocation must be fully expended within the calendar year of the allocation.
- (2) The Deputy Head of School and Deputy Dean may approve carrying forward unexpended funds within a Research Development Fund to the next calendar year if where there is a clear plan to expend both the carried forward funds and the next annual allocation within that next calendar year.
- (3) All relevant University policies and procedures must be complied with when expending funds from the Research Development Fund.
- (4) Expenses must be claimed by submitting claims, as appropriate, through:
- (a) the University's Expense Management system, with appropriate tax invoices or receipts attached; or
 - (b) through the Finance Unit of Sydney Law School.
- (5) The following may be claimed as expenses:
- (a) costs relating to attending a law-related conference in Australia or overseas;
 - (b) costs relating to being an invited lecturer or guest speaker at another appropriate body in Australia or overseas;
 - (c) costs of engaging a research assistant;
 - (d) costs of purchasing:
 - (i) equipment (such as a computer, printer, iPad) if purchased through the School's Technical and Facilities Officer;
 - (ii) books, journals and loose-leaf subscriptions for Law School related work.
 - (e) costs of attending a dinner or other function directly related to academic duties.
Note: Fringe Benefits Tax (FBT) may be payable, refer to [Taxation – FBT Guide](#)
 - (f) subscriptions or membership fees related to academic duties;
 - (g) other project expenses where available funds are inadequate, for example a special studies program or other research project. (If this relates to additional travel expenses whilst on special studies program leave, a budget estimate is to be submitted to the Deputy Head of School and Dean for approval as well as a travel requisition through University's Expense Management System.)
 - (h) personal internet charges incurred only for work related use, if accompanied by a declaration stating usage is 100% work related.
- (6) Requests for expenditure outside the list in clause 4(5) may be approved by the Deputy Head of School and Deputy Dean.

NOTES

Sydney Law School – Research Development Fund Provisions 2013

Date adopted: 28 November 2013
Date registered: 24 November 2017
Date commenced: 28 November 2013
Date amended: 23 November 2017
Approved by: Professor Matthew Conaglen
Acting Head of School and Dean, Sydney Law School

Signature:

Review date:

Rescinded documents:

Related documents:

University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016

Casual Employment Policy

Procurement Policy

Recruitment and Selection Policy

Travel Policy

Procurement: Non –Allowable Expense Procedures

Procurement: Purchase Order Procedures

Travel Procedures

Procurement and Purchasing Guidelines

AMENDMENT HISTORY

Provision	Amendment	Commencing
All clauses	Clause headings numbered to conform with policy document requirements.	24 November 2017
Title	Deleted “Faculty of Law” and replaced with “Sydney Law School” to align with organisational design changes	24 November 2017



Provision	Amendment	Commencing
1(1); 2(2); 3(2); 3(4); 4(2); 4(4)(b); 4(5)(g); 4(6)	Amendments arising from organisational design change	24 November 2017
1(3)	Clause deleted and moved to clause 3(1); subsequent clauses renumbered.	24 November 2017
2(1); 2(3)	Reworded for clarification	24 November 2017
3(4)(a)-(c); 4(1); 4(3)	Clauses revised	24 November 2017
3(5); 4(2)	New clauses; subsequent clauses renumbered	24 November 2017
4(3); 4(4)(g)	Amending references to University's expense management system	24 November 2017
4(5)(b)	Administrative amendment – typographical error	24 November 2017
4(4)(e) note	Updating hyperlink to internal document	24 November 2017
Related documents	Updating reference to <i>University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016</i>	24 November 2017