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Standard Research Start-Up Funds packages

for Academic Staff Guidelines

Western Sydney University offers a research start-up funds package for eligible staff in order to establish their research career at the University.

Eligibility

All newly appointed academic staff who hold a PhD and are appointed for a minimum of three years to a teaching and research, or research only position.

Exemptions

The package is not available to new Post-Doctoral Fellows employed on specific grants.

Funding amounts

This funding is provided over a period of two years and is subject to carry forward. All funds are required to be expended within two years of appointment and any unspent funds will be returned to the standard operating budget of the business unit.

The maximum funding amount available over a two year period is up to:

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| --- | --- | --- |
|  | Science, Technology, Engineering and Maths | Humanities, Arts and Social Sciences |
| Level A | $10,000 | $5,000 |
| Level B | $10,000 | $5,000 |
| Level C | $20,000 | $10,000 |
| Level D | $20,000 | $10,000 |
| Level E | $40,000 | $30,000 |

Funding source and management

Each School and Institute is required to budget this funding into the employment costs for new staff member on an annual basis ensuring the timing of expenditure, particularly across years, is updated on a quarterly basis in line with forecasting requirements. Each School and Institute will determine their own process for assessing the proposed budgets, allocating and approving the funding.

The funding will not be paid through payroll and therefore is only to be used for non-personal expenditure as personal expenses paid from this funding would be subject to personal income tax. Business expenses such as paying for conferences, business travel, library books etc may be paid from the funding, in line with relevant procurement policies.

Please contact the Finance Office (Taxation Accountant) with any queries relating to items for purchase that may not comply as a bona fide University expense (i.e. of a personal nature) *before* the purchase is made.

Funding will be set aside in an individual project account for each academic entitled to this funding. A new project range has been set up under research. The project range is 86500 to 86999. Requests for new projects should go via your Client Services Accountant along with a request to transfer funding into it.

Notification of eligibility

The eligibility for a research start-up package should be included in the advertisement. Upon the generation of a letter of offer, if a newly appointment academic is deemed eligible, the research start-up package and approved amount will be written into the contract of employment.

Reporting requirement

A research expenditure plan must be submitted and approved by the Dean or Director. The intended aims of the project that addresses the significance within the research field must be outlined, including expected outcomes to be achieved. Schools and Institutes will be required to submit an annual report on the outcomes achieved by each staff member with notated expenses included. These reports will be reviewed by the University Research Committee.

Items and Expenses

Expenditure must be in accord with University Policy (ie. Travel, Procurement, Credit Card, Personal and Discretionary Policy), however the purchasing of standard IT equipment (including mobile phones) and personal expenditure is not endorsed unless it is being used as a dedicated research resource.

Staffs are not permitted to take this allowance as part of their salary nor utilise any part of it as personal expenditure that would otherwise attract personal income tax.