FACULTY OF LAW - RESEARCH DEVELOPMENT FUND PROVISIONS 2013

Background

(1) The Research Development Fund was established by the Faculty 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.

(3) The Dean, as part of the budget process, will determine the dollar amount to be allocated each year.

Eligibility

(1) Subject to clause 4, 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 their supervisor for the preceding year.

(3) Staff are not eligible for funds when they are on leave without pay or secondment.

Funds available

(1) The Pro-Dean and Associate Deans are entitled to up to $2,500.

(2) Other staff are entitled up to $1,000 (pro rata for fractional appointments and if less than 12 months of the year).

(3) In addition to the annual Research Development Fund allocations, the following additional amounts may be allocated to a staff member’s Research Development Fund with the approval of the Pro-Dean:
   (a) amounts for above load teaching;
   (b) convenor’s fees from PLaCE events; and
   (c) other contract teaching for other University entities.

These amounts will operate under the same conditions as the Research Development Fund allocations, with the exception that they may be carried forward into the next calendar year once only.

Expenditure of funds

(1) Subject to clause 9, funds must be fully expended within the calendar year of the allocation.

(2) All relevant University policies and procedures must be complied with when expending funds from the Research Development Fund.
(3) Expenses must be claimed by submission of claims via the Spendvision system, with appropriate tax invoices or receipts attached, or via claims submitted through the Finance Unit of the Faculty as required.

(4) The following expenses may be claimed:
(a) attending a law-related conference in Australia or overseas;
(b) costs relating to being an invited lecturer or quest speaker at another appropriate body in Australia or overseas;
(c) engaging a research assistant;
(d) purchasing equipment (such as a computer, printer, iPad), books, journals and loose-leaf subscriptions for faculty related work. Purchases of computer equipment must be done through the Faculty facility's procurement officer;
(e) 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 Pro Dean for approval as well as a travel requisition through SpendVision.)
(h) personal internet charges incurred only for work related use, if accompanied by a declaration stating usage is 100% work related.

(5) Requests for expenditure outside this list may be approved by the Pro Dean.

NOTES
Faculty of Law - Research Development Fund Provisions 2013
Date adopted: 28 November 2013
Date commenced: 28 November 2013
Approved by Dean: 28 November 2013

Signature: ...........................................
Name: Professor Joellen Riley
Position: Dean

Related documents: University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)
Casual Employment Policy
Procurement Policy
Recruitment and Selection Policy
Procurement Procedures
Travel Procedures