

## Guidelines: ECU Adjunct Researchers on research grants administered through ECU.

### Purpose:

The purpose of this paper is to provide guidance on the ability of Adjuncts to be Chief Investigators (CIs) on research grants and applications submitted and administered through ECU<sup>1</sup>.

### Background:

Adjuncts are people who may be employed at other institutions or agencies and have an unpaid appointment at ECU. The role of the Adjunct is to assist in developing and strengthening ECU's engagement with industry and the professions<sup>2</sup>. In exchange for facilitating industry and profession engagement, Adjuncts may be provided access to office space, equipment, library access and/or computer facilities through their School of appointment. However, Adjuncts are not provided access or approval delegations to ECU's finance or P&C systems. Their role with ECU is not intended to include staff recruitment or supervision, or financial administration. This then leads to administrative difficulties when Adjuncts are sole or lead CIs on grants.

### Policies and procedures to be complied with:

Adjuncts are required to comply with ECU's [Conflict of Interest Policy](#), [Consultancy and Secondary Employment Policy](#), [Intellectual Property Policy](#) and [Ethics](#) approval processes, complete all relevant Research Integrity training, and include an ECU affiliation on their ORCID.

### Guidelines:

- ECU does not support Adjuncts being sole CIs on grant submissions or funded research project administered through ECU.

The only exception to this is if the Adjunct is applying for a Fellowship, and if successful the intention is that the Adjunct would become an employee at ECU. In these circumstances, the relevant Executive Dean and ADR must endorse the Fellowship application before it is submitted through the Research Services processes.

- If an Adjunct is named as a lead CI, it is essential that an ECU employed researcher is also listed on the grant and that the ECU employee is willing to be responsible for the day-to-day conduct of the grant, staff supervision and administration, including financial approvals. The Adjunct will still be responsible for all ethics approvals, and project deliverables and milestones, including reporting. Careful considerations should be given to whether this arrangement is practical for the project and equitable for all team members.
- Adjuncts may be named on funded grants as non-lead CIs or associate investigators.
- If an awarded grant is to fund salary payments to an Adjunct, the Adjunct will need to be appointed as a casual or fixed term employee through the normal HR processes to be able receive salary payments. Adjuncts should review and update their conflict of interest declarations if obtaining a salary or other payments from grants.

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<sup>1</sup> ECU Emeritus Professors occasionally apply for grants through ECU. Their access to ECU systems is determined by the School through which they are appointed. The preferred process is that there will be a co-CI employed by ECU on any grant submission, as per the points above.

<sup>2</sup> [HR Guideline: Appointment – Emeritus Professor, Honorary, Adjunct and Visiting Staff](#)