

EDITH COWAN UNIVERSITY  
**RESEARCH SERVICES**



Edith Cowan University  
**Support for Researchers**

## Research Administration - Applying for Grants

The Research Administration team manages pre- and post-award administration of research grants and funding and internal research awards; ensures compliance with funding guidelines and ECU policy, reviews and provides advice on contractual aspects of funding arrangements, research agreements and project reporting.

### About us

The Research Administration Pre-award team manages pre-award grants administration. We support:

- **External research funding**  
Research administration team supports researchers in their funding application preparation at all stages, including coordinating budget review with School Finance teams and obtaining relevant approvals.
- **Administration of ECU funding schemes**  
Early Career Researcher Grant Scheme provides an opportunity for new researchers to gain experience in grant application, research methodology, project implementation and reporting.

### How can we support you?

- Answering queries regarding funding guidelines and compliance as well as other research-related queries.
- Assisting with data entry, formatting requirements and compilation of grant documents where applicable.
- Coordinating with finance for budget review and salary calculations.
- Arrange and coordinate ECU institutional letters of support
- Providing a compliance review and proofread of final grant applications prior to submission.
- Assisting with the submission process including obtaining approval(s) & submission to Research Services.
- Providing support and guidance on ECU Research Management system (RMS).
- Providing support for external online systems such as ARC, NHMRC and OLT.
- Supporting researchers with the sourcing of potential funding opportunities using the Research Professional database.

### Web resources

More information on the grant submission process can be found on the Research Services intranet page <https://intranet.ecu.edu.au/research/for-research-staff/research-journey/overview>

### Contact

#### Manger Research Administration

Sharon York, 6304 5473 [s.york@ecu.edu.au](mailto:s.york@ecu.edu.au)

#### Coordinator Research Administration

Lorraine Dunbar, 6304 5402 [l.dunbar@ecu.edu.au](mailto:l.dunbar@ecu.edu.au)

### **Research Administration Officers**

Nicky Kemp, 6304 2623 [research-preaward@ecu.edu.au](mailto:research-preaward@ecu.edu.au)

- Arts and Humanities
- Business and Law
- Education
- Kurongkurl Katitjin
- South West
- WAAPA

Mariko Haurston, 6304 3669 [research-preaward@ecu.edu.au](mailto:research-preaward@ecu.edu.au)

- Engineering
- Medical and Health Science

Sallyann Webster, 6304 2077 [research-preaward@ecu.edu.au](mailto:research-preaward@ecu.edu.au)

- Medical and Health Science
- Nursing and Midwifery
- Science

## Research Administration - Post-award Processes

### About us

The Research Administration Post-award team provide ongoing advice to research staff on post award requirements of research grants including:

- providing advice on and putting in place research related contracts
- Outcome of grant applications, monitoring the opening of a project account, ensuring contractual and ethics requirements have been completed
- Monitoring and submitting financial and technical reports to the funding body
- Maintaining the integrity of the data in the ECU Research Management System (ECURMS)
- Ensuring research projects are completed in line with the Funding Contract
- Ensuring research grant documentation is maintained in accordance with the ECU record keeping policy
- Coordinate NHMRC and ARC variation to funding agreements and End of Year Reports
- Answer day-to-day enquiries regarding successful research projects.

### How we can support you

A research contract will detail your research project requirements including the funding, the period of the project, how the funds can be spent, confidentiality, reporting (financial and project), how the results may be used (e.g. publication, teaching and further research) as well as other matters which may affect the research project conducted. Research projects are prepared considering ECU Research Grant Management Policy and Guidelines, the Australian Code for the Responsible Conduct of Research and Government Specifications.

### Preparation of research contracts

Research Services organises the preparation of research contracts to meet ECU, legal and research requirements. As part of the preparation, Research Services will:

- Prepare and review agreements and highlight areas for consideration
- Arrange for review by ECU staff where necessary including the chief investigator, Office of Legal Services, Risk and Assurance Services Centre and Finance and Business Service Centre
- Communicate with external parties regarding the contract and any amendments or queries
- Coordinate signing of the agreement by the funder/collaborators and ECU. Under policy, research agreements can only be signed by Director (Research Services), Deputy Vice-Chancellor (Research) or Vice-Chancellor
- Provide a copy of the executed agreement to parties to the agreement
- Record and provide the agreement to relevant ECU staff as required.

### Chief investigator review

Chief investigators are requested to review the research contract taking into consideration the research project aims, how the research project is to be conducted and possible future use for the research findings. Areas for the researcher to consider in the contract include that the:

- Term of the agreement aligns with the project start and end date
- Funding amounts and payment timing (including in-kind) are accurate
- Project milestone dates and requirements are practical and correctly recorded
- Reporting requirements and dates are realistic and correctly recorded
- Ownership and usage of project assets is appropriate
- Project is appropriate for students and their study requirements
- Publication and confidentiality terms are acceptable
- Intellectual Property ownership and licensing terms are acceptable considering publication, further research, teaching and commercial possibilities.



## Variations to the project

During the course of the project, changes may occur (for example, staff, milestones or end dates). A variation to the original research contract may be required. Our office will check the requirements in the research agreement, prepare the variation for you with the funder/collaborators, arrange signing and recording of any variation documentation.

## Staff and Student Intellectual Property Deeds

As part of the preparation of the research contract, an email requesting staff and/or student intellectual property deeds is sent to the Chief Investigator. The Chief Investigator is requested to arrange for all research staff and research students on a research project to sign and witness an intellectual property deed, and then sent this to Office of Research and Innovation by internal mail. Chief Investigators are also reminded to send intellectual property deeds for staff and students who begin to participate in the project after the start date.

## Contact Us

### Manger Research Administration

Sharon York, 6304 5473 [s.york@ecu.edu.au](mailto:s.york@ecu.edu.au)

### Research Contract Adviser

Sandra Green, 6304 2850 [research-grants@ecu.edu.au](mailto:research-grants@ecu.edu.au)

### Research Contract and Funding Officers

Dawn Owens, 6304 5783 [research-grants@ecu.edu.au](mailto:research-grants@ecu.edu.au)

Anita Andersen, 6304 5783 [research-grants@ecu.edu.au](mailto:research-grants@ecu.edu.au)

Meredith Gidley, 6304 5783 [research-grants@ecu.edu.au](mailto:research-grants@ecu.edu.au)