DIVISION OF SERVICES AND RESOURCES
HUMAN RESOURCES

THE UNIVERSITY OF ADELAIDE AUSTRALIA

EXTERNALLY-FUNDED RESEARCH-ONLY STAFF - SALARY SHORTFALL CONTRIBUTION POLICY

Authorised By: Vice-Chancellor and President **Date Authorised:** 8/06/2005

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Related Documents: Promotion Policy (Academic Staff and Academic Titleholders)
Promotion Guidelines (Academic Staff and Academic Titleholders)
Externally-funded Research-Only Staff – Salary Shortfall Contribution Guidelines

Implementation & Review: Director, Research Policy and Support

Superseded Documents: N/A

Any person who requires assistance in understanding any aspect of this document should contact Research Branch on extension 35137

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1 OVERVIEW

The purpose of this policy is to provide a clear statement of the University's practice in relation to matters concerning the University's contribution towards meeting shortfalls in salaries or salary packages awarded to externally-funded research-only staff.

2 SCOPE

This policy applies to research-only staff whose salaries are funded by external sponsors and deals specifically with:

- Salary increases
- Acceptance of external awards inferior to a staff member's current or expected salary level
- The non-salary component of NHMRC Research Fellowship packages

3 DEFINITIONS

Category 1 Research Fellows are those staff whose salaries are funded by an external grant awarded in their own name and includes:

(a) staff awarded Australian Research Council (ARC), NHMRC and similar 'named' Research Fellowships; and

(b) a named Chief Investigator (CI) on an NHMRC or other grant where the Chief Investigator (with any other named CIs) takes intellectual responsibility for the project, its conception and any strategic decisions called for in its pursuit and the communication of results, and where

the grant is awarded on the basis of the merit of, and provides the salary of, the Chief Investigator concerned.

Category 2 research-only staff are those staff employed on grants awarded in another staff member's name, and staff funded from School, Faculty or other internal sources.

4 POLICY PRINCIPLES

4.1 Salary shortfalls resulting from University of Adelaide salary increases

4.1.1 In the case of Category 1 Research Fellows only, any shortfall in salary costs resulting from a University of Adelaide salary increase will be met 50:50 from the budget of the Deputy Vice-Chancellor and Vice-President (Research) (DVC&VP(R)) and Faculty funds.

4.1.2 The maximum supplementation that can be awarded will be that required to meet any shortfall between the salary and on-costs package awarded by the external sponsor and the salary plus on-costs package represented by the top step of the University salary that is closest to the package awarded by the sponsor.

4.1.3 Any further shortfall will be the responsibility of the School and/or Faculty. This will be negotiated at the time of appointment

4.1.4 Any shortfall for Category 2 grant-funded staff arising from a University of Adelaide salary increase will be managed within the grant awarded or be met by the School and/or Faculty concerned.

4.1.5 Increases in clinical or dental loadings will be met by the School and/or Faculty concerned.

4.1.6 Any shortfall arising from an University of Adelaide salary increase will only be met where the staff member concerned is employed at 0.5 FTE or greater on Category 1 funding.

4.2 Acceptance of external awards inferior to a staff member's current or expected salary

4.2.1 The shortfall supplementation provisions in clause 4.1 above will only meet the shortfall (resulting from unfunded salary increases) between the external funding awarded and the equivalent University salary level as indicated in Research-only staff job titles for staff appointed on academic salary scale levels A – E which is available in the Academic and General Staff Recruitment Toolkit.

4.2.2 Any additional salary shortfall (e.g. that resulting from a researcher applying for and/or accepting an award with a value less than their current or expected salary) will not normally be met from the budget of the DVC&VP(R) but will be a matter for negotiation within the School and/or Faculty concerned.

4.2.3 Applications for externally funded awards that provide a salary package less than that of the applicant's current or expected University appointment must be accompanied by an undertaking from the Head of School that, in the absence of any other specific provision, the School will meet any resulting shortfall in excess of that between the salary and on-costs package awarded and the salary plus on-costs package represented by the University salary level most nearly equivalent to the package awarded by the external sponsor.

4.2.4 The undertaking from the Head of School must be provided in writing before any award can be formally accepted.

4.3 Meeting the non-salary component of NHMRC Fellowship packages

4.3.1 The University has determined that the following minimum levels of funding should be available to support travel and minor operational maintenance for holders of the NHMRC Research Fellowship indicated:

Senior Principal Research Fellow (SPRF):	$15,000 p.a.
Principal Research Fellow (PRF):	$12,000 p.a.
Senior Research Fellow - level A (SRFA):	$10,000 p.a.
Senior Research Fellow - level B (SRFB):	$10,000 p.a.
Research Fellow (Interim) (RF):	$8,000 p.a.

4.3.2 Where the Research Fellowship Package is insufficient to cover the minimum travel and operational maintenance allocation specified above, the University will provide for these costs, with the usual 50:50 split between the DVC&VP(R) and Faculty budgets.

4.4 Eligibility

In the event that there is uncertainty over the eligibility of a particular staff member to have any salary shortfall supplemented under this policy, a recommendation will be made to the DVC&VP(R) by the relevant Faculty Research Committee. The decision of the DVC&VP(R) will be final.

5 RESPONSIBILITIES

DVC&VP(R); Executive Dean; Associate Dean (Research)	Ensure that funds are allocated to meet the estimated cost of salary increases for Category 1 research-only staff that are not met by external sponsors
Head of School	Approve applications for grants including externally funded research-only staff and confirm the source of funding to meet any expected shortfall in salary funding
Staff member; grant applicant	Advise Head of School of any expected shortfall and gain the undertaking that the school will meet the shortfall in salary funding when submitting grant application for endorsement
Research Branch; Finance Branch	Administer salary supplementation mechanism for shortfalls resulting from salary increases for externally-funded research-only staff

6 COMMUNICATION

The DVC&VP(R) and the Director, Human Resources will be responsible for informing all University stakeholders of this policy and the associated guidelines.