

Protocol for “Sign Off” on various types of Research Grant Applications

Introduction

Researchers should note that, depending on the level of funding they are applying for, the hospital has levels of “Delegations of Executive Authority” to sign off on such applications (eg to NHMRC, STI grants etc). These levels are as follows:

Category	Value	Authorised to Approve	Action
Approval of external grant applications involving commitment of STV resources by cash or in kind, i.e. Strategic Technology Initiative (STI) applications	>\$1M	STV Board	Approve
	<\$1M	CEO	Approve
	>\$100K	DRES	Recommend
	<\$100K	DRES/CFO	Approve
Applications to external grant funding bodies for research grants with no further commitment of STV resources	>\$1M	STV Board	Approve
	<\$1M	CEO	Approve
	>\$500K	DRES	Recommend
	<\$500K	DRES	Approve
	<\$100K	RPI	Approve
Expenditure of existing Research Funds <u>within approved budget</u> and available fund balance	>\$250K	CEO	Approve
	>\$100K	CFO	Approve
	<\$100K	DRES	Approve
	<\$25K	RPI	Approve
Entering into a Research Sponsorship Agreement	>\$1M	STV Board	Approve
	<\$1M	CEO	Approve
	>\$250K	DRES	Recommend
	<\$250K	DRES	Approve
	>\$50K	RPI	Recommend
	<\$50K	RPI	Approve

Definitions

- CEO – Chief Executive Officer
- DRES – Director of Research
- RPI – Research Principal Investigator
- STV Board – STV Board of Directors and Sub Committee
- Recommend - can give support to a decision, and put it forward for approval
- Approve – can confirm and sign off, before a decision can be made effective
- Note – record decision or approval

Actions

- 1) Where the Director of Research (DRES) can **approve** a research application, expense or agreement the Research Principal Investigator (RPI) must provide the original application and a copy for signing. One copy of the signed agreement will be kept by the DRES.
- 2) Where the amount exceeds the DRS delegation level then the DRES requires:
 - a. A copy of the application or agreement
 - b. An “executive summary” in plain language of the application, budget and implications for use of any hospital services. The Director or Managers of the appropriate hospital departments must also have signed off on the original agreement or the summary. The DRES can then recommend the application to the CFO and/or CEO as required. This process must be carried out ASAP so that the CFO or CEO has adequate time to consider the matter.

Further Information

The DRES Prof Richard Fox, Director of Research can be contacted directly on 03) 9288 3895 or richard.fox@svhm.org.au to discuss your requirements and/or arrange a suitable time to meet.