

1. Overview

Arrangements concerning the management of UQ support funds for ARC Laureate Fellows were recently reviewed in consultation with a wide range of stakeholders. The review established that in the past there had been a lack of clarity around how to provide and manage UQ support funding for ARC Laureate Fellows. As a consequence a variety of management and reporting approaches had been adopted. It was agreed that we would be better served by adopting a standardised approach.

The balance of this document provide detail of the recommended approach to be taken with respect to awards **made under the 2014 and subsequent funding rounds**. Awards made prior to 2014 will not be required to conform to the revised approach.

2. Allocation of UniFi Project and Fund Codes

The expectation is that all of the UQ support funding and related expenditure for the fellowship, including the local contribution to their base salary, will be reported against the same UniFi project code assigned to manage the ARC component of their funding package.

The following fund codes will however be used to differentiate between the various internal funding components:

Funding Component	Funding Source	Fund Code
Base Salary	Employing Unit #	297
Salary Top-Up (\$30K pa)	VCSI	297
Capacity Building (as negotiated)	VCSI	299
Capacity Building (as negotiated)	Advancement Donation via ODVCR	298

For staff recruited to UQ as part of a fellowship application 50% of the Base Salary will be covered by an additional allocation from VC Strategic Funds (but still using fund code 297).

The use of fund code 155 to help manage a portion of the UQ support package was assessed in preparing these recommendations. On balance however the combination listed above was assessed as being preferable.

3. Laureate's Salary Cost Splitting & Reimbursement:

The Laureate's salary cost will need to be split in Aurion between the ARC supplement amount and the remainder to be paid by UQ (split in turn between the local area and VCSI). An indicative split costing, assuming that the Fellow's loading does not exceed the standard amounts, would be:

Example - Standard Laureate Fellow Cost Split in Aurion:

Funding Source	Fund Code	Amount (pa)	Percentage
ARC	423	\$ 150,554	38.4 %
UQ	297	\$ 241,228	61.6 %
Total	###	\$ 391,782	100.0 %

Note that it is highly likely that a small salary adjustment journal will need to be processed by the local area at the end of each year to ensure that amount charged to the ARC is correct.

4. Funding Allocation/Reimbursement Mechanism

Funding will be reimbursed quarterly in arrears for all of the components listed above. To make this possible the allocation/award, split by fund code, will need to be listed on the appropriate faculty/institute [FIA Strategic Register](#).

To recover the VCSI and Local Area funding for the UQ portion of the salary being charged to fund code 297 an entry with features similar to those shown below would need to be included on the faculty/institute [FIA Strategic Register](#):

Example - FIA Strategic Register Reimbursement Split (Standard Top-Up)

Project Type	Contributor	Account	Annual Maximum	Contribution Rate
VCSI	VC	560110	\$ 30,000	13.0 %
VCSI	Employing Unit	570110	\$ 222,000	87.0 %

In relation to this table note that the annual maximum to be charged to the Employing Unit should be set at amount slightly in excess of the expected cost for the year. A +5% variation has been used in the example (\$211,228 budget cost + 5%). This is to ensure that any minor variations in cost are taken-up without requiring a manual adjustment.

The VC contribution on the other hand is fixed at \$30K **maximum** pa. To ensure that full use is made of the VCSI funds the VC's contribution rate has been rounded up slightly in the example (12.44% would be more exact). So long as the small margin previously described has been allowed for in the Employing Unit's Annual Maximum setting the full cost will eventually clear back to the Employing Unit despite the percentage split not being exact on the Register.

The amount to be charged to the Employing Unit will need to be reviewed and adjusted periodically to compensate for pay increases, changes to on-cost rates and or additional salary loadings. The amount of VCSI funding is set and will not change.

The contributions shown as coming from the "Employing Unit" in the example can be split between more than one organisational unit if that is what has been agreed at a faculty/institute level. If a portion is to be paid by a faculty/institute or equivalent central area then it would be appropriate to use account code 590110 (Executive Level Allocations) to track those contributions.

6. UQ Strategic Funding Requests, Annual Reports and Variation Requests

CIs **are not required** to submit a [New Strategic Funding Request](#) on receipt of an award as the UQ contributions will have been agreed to and documented in the original funding application to the ARC. Those details will be re-iterated in the normal course of UQR&I generating the associated [Grant Record Letter \(GRL\)](#).

CIs **are required** to submit a [UQ Strategic Funding Annual Report](#) to confirm that the capacity building initiatives are progressing.

Approval of a [UQ Strategic Funding Variation Request](#) is required to make a material change to the future budget for capacity building (both VC and Advancement Funds via the DVCR) and to re-allocate any unused funding to date.

Pending further advice a material change can be taken to be one which involves the re-distribution of more than \$10K in funding from one year to another.