

What are Contractual Co-contributions?

These are expenditure commitments that the University is obliged to incur and report on as part of a joint agreement (i.e. a contract) involving an external partner/s. There are two main types of contractual co-contribution:

1. Those where we are required to transfer untied funding (i.e. a "cash equivalent") into a UQ project against which expenditure is then incurred.
2. Those where UQ is required to transfer funding (i.e. make an actual "payment") to another organization so that they can incur expenditure on an activity we are co-investing in.

Type (2) commitments do not normally require the establishment of a stand-alone project in the University's finance system in order to be actioned. The required payment is simply made from an appropriate discretionary funding source. Making a cash contribution to an ARC LIEF grant that is held by another university is an example of this type of arrangement.

Recording Contractual Co-contributions in Research Master

For research projects, the Research Office determines if a commitment represents a contractual co-contribution as per Type (1) above and how it should be recorded as part of a project's grant record (and therefore reflected in the Grant Record Letter or GRL). Separate internal contributors (i.e. organizational units) should be noted on the GRL using the generic pre-defined categories, e.g. "UQ Central Co-Funding", "UQ Faculty Co-Funding", etc.

Contractual co-contributions are not assigned a financial system fund code when the GRL is completed. The fund code is assigned later by Contract and Grants Accounting in Finance and Business Services.

Criteria Used to Confirm that a Commitment is a Contractual Co-contribution

The following criteria can be referred to confirm that a commitment is a contractual co-contribution:

1. An agreement exists with an external partner.
2. The agreement has been signed on behalf of UQ by an appropriate delegate.
3. The agreement explicitly requires UQ to incur expenditure or make "cash equivalent" contributions for future use, according to a defined schedule.
4. UQ is required by the agreement to be able to demonstrate that it has met its financial obligations as defined by the agreement.

Financial Management of Contractual Co-contributions

Contractual co-contributions are tracked in the University's finance system by adding an internal fund code to the same project that is set up to manage the funding provided by our external partner. If there is no external funding, there is no need for either a project or internal fund code. The code is assigned by Contracts and Grants Accounting.

Once a UQ contribution fund code has been assigned to a project it is used to collect and manage all UQ contributions regardless of where a business unit sits in the UQ organisational structure.

The most common fund codes used to track UQ Co-contributions are:

- **FC#296 UQ Contribution - Academic Awards**

Minor grants to support an individual academic for things like teaching or research excellence awards, travel, personal development etc. where the staff member's salary does not form part of the award. This code is unlikely to be used in combination with research projects that require a GRL.

- **FC# 297 UQ Contribution - Academic Fellowships**

The key criteria for assigning this code is that the grant is centred on employing and supporting the research of a nominated individual Chief Investigator (CI). This code will frequently be used in combination with established research grant schemes and ad-hoc contractual research arrangements.

Examples: ARC Australian Laureate, and Future Fellowships, ARC DECRA's, Advance Queensland Industry Research Fellowships, NHMRC Investigator Grants, UQ Amplify, and UQ Health Research Accelerator (HERA) program.

- **FC# 298 UQ Contribution - Academic Projects**

Stand-alone academic (i.e. teaching or research) projects not otherwise assessed as being for a fellowship default to this fund code.

Examples: ARC Linkage, LIEF, and Discovery Grants, NHMRC Development, and Ideas Grants, One-Uq Research Infrastructure Scheme, and UQ Foundation Research Excellence Awards.

- **FC# 299 UQ Contribution - Other Initiatives**

Projects where expenditure largely relates to administrative or managerial costs like the establishment of a new centre or support function, or where complementary projects are being managed as a combined research program.

Examples: ARC Centres of Excellence, ARC Industrial Transformation Training Centres and Hubs, and NHMRC Centres of Research Excellence, Cooperative Research Centres (CRCs).

Making Co-contribution Transfers

Where known, annual co-contributions from the VC and DVCRI are transferred in May each year based on information held in the central Strategic Funding Commitment Registers. Finance PST staff are required to periodically check that local assumptions regarding an agreement match the information held in these registers. To that end FPA provide updated [commitment register extracts](#) to the PSTs every quarter.

Central fund transfers for agreements or amendments made after May are processed at the end of each subsequent quarter as soon as they become known to FPA.

Operating area contributions are transferred by local PST finance staff.

By definition contractual co-contributions should be transferred in accord with the funding schedule included in the funding contract.

Further Information

For help with queries about contractual co-contributions, email [Financial Planning and Analysis](#).