



Grant application approval process – AAPP staff

This should be read in conjunction with IMAS' Research Management:
<https://universitytasmania.sharepoint.com/sites/imas/SitePages/Research-Management.aspx>

To manage the in-kind contribution of researchers specified on grants and FTE commitments of AAPP staff, the following should be forwarded to your AAPP Project Leader (where conflicted seek approval from Program Leader) for endorsement prior to submitting your application to the Research Office:

- A short summary of the grant proposal (about 100 words maximum), the FTE commitment(s) of the AAPP staff involved in the grant, and the names/commitments of partner collaborator(s)/agency(ies)
- How this grant relates to AAPP milestones or whether the grant is an independent or complementary research project that augments AAPP activities.

Once you have consulted and received endorsement from your Project Leader, you need to forward this advice to the AAPP Program Leader. The AAPP Program Leader will approve the researchers' participation in the grant (as part of the general sign off on all research grants by UTAS). This approval will include that the FTE commitment to the successful application is actually available (remembering that most AAPP staff are employed at 1.0FTE to help deliver the science objectives) and that the AAPP resources (e.g. AAS fieldwork and other resources such as HDR and consumables) are also available to be committed to the project. The IMAS Research Administration Officer will liaise with the UTAS Research Office to ensure that the application meets the funding body guidelines and obtains approvals of other relevant IMAS personnel (e.g. Centre Heads, Executive Director and UTAS DVC-Research).

Please note it is always helpful and constructive to include Project Leaders and Program Leader in the plans for grant applications in advance of any paperwork. Consultation makes the whole process smoother and removes surprises.

Approved by	Program Leader, AAPP
Date effective	April 2020
Revised	December 2022