

User Guide

Cover Sheet for University of Auckland Application for a Research Grant

The University of Auckland requires that each research grant application submitted through the Research Office will be accompanied by a completed Cover Sheet. The purpose of the Cover Sheet is to enable the Research Office to ensure that the interests of The University of Auckland and its employees are appropriately safeguarded.

The signatories to the Cover Sheet are the Applicant, Mentor/Supervisor (where the applicant is a postgraduate), Faculty Accountant (or delegated authority), Head of Department (or equivalent), Dean of Faculty, Deputy Vice Chancellor (Research). Each signatory has in general responsibility for confirming as follows:-

Applicant

1. The application is made on the correct application form and in accordance with the requirements of the agency to which the application is made.
2. The project is appropriately resourced (FTE (personnel time), equipment and facilities).
3. All ethical and/or regulatory requirements are satisfied.
4. All parties named in the project have agreed to participate in accordance with their stated level of commitment.
5. Where information for persons other than the Applicant is included in the application the consent of such persons to include the information has been obtained.
6. The proposed budget conforms with the stated policies and guidelines of The University of Auckland and relevant Faculty/Department (or equivalent) vis.:-
 - Overheads
 - FTEs (personnel time)
 - Depreciation
 - Costing of Special Equipment
7. The proposed budget calculations are accurate.
8. Intellectual property needing protection has been addressed.
9. All relevant information has been provided and the application accurately reflects the circumstances.

Mentor/Supervisor

1. The postgraduate appears to have the competencies likely to be needed to undertake the proposed research.
2. The postgraduate will be accepted by Faculty/Department (or equivalent) and The University of Auckland to undertake the proposed research.
3. The Faculty/Department (or equivalent) has, and will make available to the postgraduate student for the purpose of carrying out the Research Programme the resources required (for example, the necessary study space, laboratory facilities, equipment and support

services) for postgraduate students undertaking research that leads to the particular qualification in the University. N.B. In the case of equipment, this does not require the Department to provide such equipment for the sole use of the student unless specifically stated.

4. The proposed budget calculations are accurate.
5. The Mentor/Supervisor supports the application.
6. Based on the information provided, the application is accurate.

Head of Department (or equivalent)

1. The Department (or equivalent) supports the application.
2. The Department (or equivalent) has, and will make available to the applicant for the purpose of carrying out the Research Programme the resources required (for example, in the case of a student, the necessary study space, laboratory facilities, equipment and support services for postgraduate students undertaking research that leads to the particular qualification in the University). N.B. In the case of equipment, this does not require the Department to provide such equipment for the sole use of the applicant unless specifically stated.
3. Based on the information provided, the application is accurate and complies with Department (or equivalent) budget policy.
4. Based on the information provided in the application and any other facts of which the Head of Department is aware, the interests of The University of Auckland are safeguarded.

THE FOLLOWING IS RELEVANT FOR EXTERNALLY FUNDED GRANTS ONLY

Faculty Accountant (or delegated authority)

1. The proposed budget conforms with the stated policies and guidelines of The University of Auckland and relevant Faculty/Department (or equivalent) vis:-
 - Overheads
 - FTEs (personnel time)
 - Depreciation
 - Costing of Special Equipment (including any obligation to provide CAPEX support)
 - Salary levels
2. The proposed budget calculations are accurate.
3. The correct Research Activity Centre ID is provided.

Dean of Faculty (or delegated authority)

1. The Faculty supports the application (including any obligation to provide CAPEX support).
2. Based on the information provided, the application is accurate.
3. Based on the information provided in the application, the interests of The University of Auckland are safeguarded.

Deputy Vice Chancellor (Research) (or delegated authority)

1. The University of Auckland supports the application.
2. Based on the information provided in the application, the interests of The University of Auckland are safeguarded.