

## BUDGET APPROVAL FORM - USER-GUIDE

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These instructions relate to the Budget Approval Form obtainable from <http://www.csu.edu.au/research/support/researchers/forms-and-fact-sheets>

### Purpose

The Budget Approval Form (BAF) facilitates the process for CSU researchers to:

- Calculate and specify the plan for expenditure of approved Project funds
- Record the expected in-kind contributions to the Project by all CSU participants
- Identify the applicability of, and amount to be committed for, Competitive Neutrality Levy
- Specify arrangements for salary cost recovery of CSU participants, if applicable
- Confirm CI obligations and obtain approval from head of administering unit and DVCR

### Action

- When advice is received of success in obtaining funding for a research project, a Budget Approval Form is required to be submitted to the Research Office for approval by the Deputy Vice-Chancellor (Research)
- The approval of the BAF is required before any income or expenditure may be processed for the Project
- The expenditure categories and amounts recorded in the BAF must correspond with those indicated in the application/proposal for which project funding has been granted
- If a project is to receive funds from an industry partner as well as from the major funding body, amounts should be recorded in the 'Grant Funds' and 'Industry Partner Funds' columns as applicable; if there is only one source of funding, nothing is required in the 'Industry Partner Funds' column
- To be completed in conjunction with reference to CSU's [Policy for Outside Professional Activities](#) and [Policy on Delegations and Authorisations](#)

## Completing the Budget Approval Form

### Section 1 – Academic Salary Expenses and Section 2 – General Salary Expenses

In each case as applicable, according to whether staff will be employed in Academic or General positions, list all staff who will be working on the project (or position titles if staff are not already employed), whether or not the project will be funding their salary costs.

#### Salary Funding Categorisation

- 'PD' – Paid Direct: Staff who will have a full-time or fractional employment component dedicated specifically to this project; their salary will be paid directly from the code allocated to the Project; record in 'Grant' or 'Industry Partner' column, as applicable
- 'CR' – Cost Recovery: CSU staff who are employed in a non-project position but who will be contributing time to the Project, for which their funding unit requires reimbursement; record in 'Grant' or 'Industry Partner' column, as applicable; relevant details must also be completed in Section 4
- 'CSU In-Kind': Staff who will be contributing to the Project, but for which approval has been given by the head of their funding unit for their salary cost to not be reimbursed

#### Position levels and salary rates

- Position descriptors and salary rates, with EBA increase details, are obtainable from the current [Enterprise Agreement](#)
- For employment periods of more than a year, allow for expected annual EBA salary increases
- Ensure provision is included in 'No. days/years' for any leave entitlements to be accrued during the period of employment

#### Oncosts

- The oncost percentages in the form apply to permanent or long-term fixed-term appointments, therefore are the maximum that could be required.
- Lower [oncost rates](#) apply to casual staff

### Section 3 – Non-Salary Expenses

All expenditure must be incurred in accordance with [CSU Procurement guidelines](#).

Record the relevant amounts for each applicable expense category, in 'Grant' or 'Industry Partner' Funds columns, as appropriate.

#### Guidance with costs for:

- [Telephone and data charges](#)
- [Travel expenses](#)

- APA Stipend/scholarship rates  
<http://www.innovation.gov.au/research/researchblockgrants/pages/australianpostgraduateawards.aspx>
- If another organisation will be paid to undertake some of the project research, or the project agreement includes a specified share of project funding to be paid to another participant institution, record the applicable amount against '(482) Contract to Conduct Research/Share of Grant '.

#### Competitive Neutrality Levy

Refer to Parts 6 and 7 of the CSU [Policy for Outside Professional Activities](#).

If the source of project funding is not included in the current Australian Competitive Grants Register but the Chief Investigator believes that CNL should not be applicable to the project, an application detailing the reasons must be submitted to the Research Office for the approval of an exemption from the levy by the Deputy Vice-Chancellor, Research.

#### GST

GST is generally applicable to all Research funding, with the exception of funding received directly from the Australian Research Council.

The wording of the project agreement must be examined to determine whether the amount of funding to be provided includes GST or if GST is to be added to the approved funding amount. Only the GST-exclusive amount of funding is available for expenditure.

#### Section 4 – Cost Recovery of Salary

If Section 2 includes salaries categorised as 'CR' (Cost Recovery), the relevant details must be completed here.

- List each CSU staff member who will be contributing time to the Project, for which their funding unit requires reimbursement.
- Record the Faculty/School/Centre in which they are employed
- Record the [Finance System \(Banner\) code](#) from which their salary is paid (Fund, Organisation, Program)
- Record the applicable amount of salary, as completed in Section 2; the Oncosts and Total will be automatically calculated.

#### Section 5 – Declaration, Recommendation and Approval

Relevant names and signatures must be included here, prior to submission of the form to the Research Office.