

SCHOOL OF PUBLIC HEALTH

WHO PAYS FOR WHAT POLICY, 16th December 2003

This policy applies to School staff members employed by The University of Sydney.

a) Phone charges:

All staff in the School will be identified as teaching and research academics, administrative staff or research staff. Phones used by research staff are to be billed to the research grant they are funded from. If a research student's research is funded from a grant, then their phone calls must also be billed to the research grant. This may be done in one of two ways, depending on the location of the research staff:

- All phones in a shared room occupied by research staff or research students working on grant-funded research will be nominated as research phones, with all calls billed to the appropriate research account.
- If research staff and research students working on grant-funded research share an office with other staff or research students, then a particular phone in that office will be nominated as the research phone, for use only by research staff, with all calls billed to the appropriate research account.

If the research project requires a new handset or a 1800 number then installation and operating costs must be met by the research grant.

b) Internet charges:

Internet charges will be billed to research accounts when:

- the internet is a specific research tool for that research project, and
- internet use charges are consistently higher than average.

Where these criteria are met, internet usage by both research staff and research students working on grant-funded research will be charged to the appropriate research accounts.

c) Casual staff charges:

(i) The use of casual staff for duties such as literature searching, photocopying or retrieval of articles for academics, should be paid for by the SPH, except where this work is specifically related to a grant-funded research project, in which case these charges will be billed to the research grant. Access to casual staff for the purposes of meeting teaching or non-funded research needs will be available on an equitable basis.

(ii) Payment of casual staff to assist with seminars or workshops that are open to everyone with the SPH will be paid for by the School, with prior approval from the Head of School. Seminars or workshops that are restricted to a particular research group must be paid for by the grant that funds that research group.

d) Infrastructure costs:

Costs for infrastructure items that are available for long-term use by members of the School should be met by the School, even when the immediate users of these items are employed by research grants. These items would include filing cabinets, whiteboards, office furniture etc. The School will not pay for consumable items for staff or students working on grant-funded research, such as stationery, hanging files, storage boxes etc.

e) Provision of PCs:

PCs for research staff and research students working on grant-funded research will be purchased from the appropriate research account or from RIBG funds received by the investigator. For newly funded research, an advance on future RIBG funds can be requested to pay for research staff and student computers.

f) Provision of consumables:

Consumables that are required specifically for a funded research project or in larger than the usual quantities required for routine administration will be paid for from the research project's account. Items covered by this policy include:

- stationery costs such as paper and envelopes used for surveys, project-specific letterhead, suspension files and storage boxes for research files, photocopying paper;
- printing costs eg for questionnaires and envelopes, business cards of research staff.

If use of consumables that are not specifically related to the funded research project is not outside normal administrative usage, then it is reasonable for these costs to be paid for by the School.

Where research groups share space outside A27 and some services (eg, printing and photocopying) are provided by one of the groups, the principals of the research groups will agree on arrangements that allow for the reimbursement to the host group of costs that are not met from School funds. The principles outlined above will apply in determining which costs will be met from School funds and which from research grant funds.

g) Seeking reimbursement from the School:

As far as reasonably possible, needs that should be met from School funds will be drawn from stocks of stationery or other items already ordered by the School. When it is necessary to order separately or to seek reimbursement, sufficient information will be given with the order or with the request for reimbursement to indicate that the order or reimbursement complies with this policy. If this information is not supplied, it will be assumed that the costs should be charged to the relevant research account.

h) Catering costs:

See separate catering policy