

## Griffith University Research Infrastructure Program (GURIP) 2025 Terms and Conditions of Award

### DURATION of AWARD

GURIP is funded and awarded for **one year only commencing 1 January 2025** with the completion date of 31 December 2025.

### CONDITIONS of AWARD

#### NOTE:

- Final quotes **must be** provided to the Office for Research (via [internalgrants@griffith.edu.au](mailto:internalgrants@griffith.edu.au)) **before 30 June 2025** to allow time for your GURIP project account to be established.
- Equipment orders **must be** placed **no later than 30 June 2025**.
- Purchase order number/s supplied to the Office for Research (via [internalgrants@griffith.edu.au](mailto:internalgrants@griffith.edu.au)) **no later than 30 June 2025**
- All funds must be fully expended **no later than 31 December 2025**, and funds remaining after this date will return to DVC-R.

#### 1. Account Establishment and Release of Funds

The following documentation **must be** provided to the Office for Research (via [internalgrants@griffith.edu.au](mailto:internalgrants@griffith.edu.au)) **before you can submit your purchase order/s**:

- copies of your final quote/s;
- approval of exception – previously called the waiver (if applicable); **or**
- endorsement from the Procurement Office (if applicable).

**Please note Finance requires a minimum of 5 working days to establish your account**, so please ensure you allow enough time before purchase orders are required.

Once the above is received, the Office for Research will instruct the Office for Financial Management to establish your GURIP account and release the funds.

The Financial Management Office will notify you directly of the account details once it has been established.

**NOTE:** transfer of both the DVCR funds and Academic Groups and Centres/Institutes cash contributions (*if applicable*) will also be arranged directly by Financial Management Office.

#### 2. Purchasing Process

The GURIP Lead Chief Investigator **must** contact MsCarolynn Eccles, University's Category Manager - Strategic Procurement and Supply (x57921; [c.eccles@griffith.edu.au](mailto:c.eccles@griffith.edu.au)), regarding a detailed specification of the equipment to be purchased **and** to confirm their contact details.

As you are not obligated to purchase exactly the same equipment listed in the application, Carolynn will discuss whether there are alternatives that will enable you to achieve the functionality you require. She will also advise you whether the process will require calling for quotes or a tender, the likely timeline required for this and will manage the purchasing process.

Please refer to the new Strategic Procurement and Supply policy (click [here](#)) and Procurement Thresholds and Delegations (click [here](#)).

### 3. Purchase Orders

#### **NOTE:**

- All purchase order numbers **must be** submitted to the Office for Research, via [internalgrants@griffith.edu.au](mailto:internalgrants@griffith.edu.au), **no later than 30 June 2025**
- Requests for increased grant funding due to costs of equipment having increased due to lapse of time submitting purchase orders will not be guaranteed.

All orders for your GURIP funded equipment **must be placed as soon as possible**, effective from the date of your award letter, but **no later than 30 June 2025**.

**Funds are to be fully expended no later than 31 December 2025.** Funds will be recouped after this date.

As per the GURIP Guidelines, **if the purchase price deviates by more than 10%** of the approved awarded amount (ie: prices increased from the estimated costs in the application), the GURIP Lead Chief Investigator **must** provide the difference in funding from another source.

Details of the deviation (including where the additional funds are to be transferred from) **must be** sent to the Office for Research via [internalgrants@griffith.edu.au](mailto:internalgrants@griffith.edu.au), to ensure relevant systems (including finance) are updated. More information can be found in the University's [Purchasing Policy](#).

If the price is less than the funding awarded the purchase may proceed without further approval. The final grant amount awarded will be revised to take account of any price change. Any surplus funds from the originally awarded amount will be returned to the DVCR's budget.

### 4. Data Management (if applicable)

The below answers will be used to determine if this is an ICT purchase and will require a QITC contact.

**Please be mindful of timelines related to contract development to ensure purchase orders are submitted by the final due date of 30 June 2025.**

To expedite the procurement process following the award of this grant, please provide Jessica Suna, Head – eResearch and Specialised Advisory ([j.suna@griffith.edu.au](mailto:j.suna@griffith.edu.au)) to confirm the lead CI contact details and provide the following information:

#### **Does this equipment purchase**

1. Include a new PC?
  - a. Can a standard Griffith PC be used instead or can the standard environment be installed?
  - b. What does this PC need to connect to?
    - i. Internet
    - ii. Griffith Research Storage
    - iii. Griffith computation eg HPC
2. Create new or impact an existing ICT service?
3. Require a cloud hosted service (ie Does data get processed or stored in the cloud)?

### 5. Duties of Lead Chief Investigator

The first named Chief Investigator is responsible for all aspects of the successful funding including purchases, financial management, acquittal and reporting.

**Note:** Responsibility for this may not be assumed by a subsequently named Chief Investigator, Facility Manager or other staff member.

If you, as the first named Chief Investigator, leave the University or accepted a new role during the period of the GURIP project, you **must** advise the Office for Research (via [internalgrants@griffith.edu.au](mailto:internalgrants@griffith.edu.au)) as soon as possible **and before your final date at the University**.

The grant will be transferred over to the second named or subsequently named GU Chief Investigator, who's primary Research Centre/Institute or School is the same as the first named CI, on the original application

**Note:** GURIP projects **cannot** be transferred to another academic or staff member who is not named on the original application.

## 6. Commissioning of Equipment

The GURIP Lead Chief Investigator will be the custodian for the equipment and will be responsible for managing the receipt, installation, management and maintenance in liaison with their Head of Element and the Group Dean Research.

Neither the Office for Research nor the University's Category Manager - Strategic Procurement and Supply Office will be involved in managing the equipment after receipt.

GURIP funded infrastructure are University assets. As such, in considering location and access to the facility, you must ensure that the facility is made available by all University research staff wishing to use the infrastructure who are sufficiently trained and meet university's health and safety requirements.

## 7. Health and Safety, Maintenance and Operation

Once awarded, successful applications must complete an updated GSafe Risk Assessment\* for use of the new equipment certified by the Group/Institute Technical Manager or Dean Research. Experiments cannot be undertaken until this has been completed.

\*refer to <https://www.griffith.edu.au/health-safety-wellbeing/risk-management>

Any recurrent costs associated with the maintenance or operation of the equipment are to be borne by the GURIP Lead Chief Investigator and their Element.

The GURIP Lead Chief Investigator's Element agrees to operate the equipment in accordance with sound financial principles, to keep comprehensive records of its use and charges and to apply any residual income generated by the facility to maintain, certify and where possible, contribute to the future replacement of the equipment.

## 8. Extension Requests

**Note:** Only DVCR or DVCR approved delegate can approve extensions for GURIP projects.

Heads/Directors/Group Deans Research nor PVCs do not have authorisation to approve such extensions.

If submission of purchase order/s, payment of invoices or delivery of equipment cannot be finalised by the due dates indicated above you **must advise Office for Research as soon as possible, but no later than 30 July 2025** (email: [internalgrants@griffith.edu.au](mailto:internalgrants@griffith.edu.au)) with a justification for the delay.

A recommendation will be sent to the DVCR for a final decision.

Unspent funds **will not be approved** to continue the GURIP project after the project final end date or for other projects or purposes.

## **9. Reporting**

A final report, consisting of a summary of the disposal of the old equipment, level of usage of the equipment, preventative maintenance performed and any repairs needed, is required within 12 months of delivery and installation. The report must be submitted to the Office for Research, via [internalgrants@griffith.edu.au](mailto:internalgrants@griffith.edu.au).