

RESEARCH PROJECT BUDGET APPROVAL FORM (RPBAF) INSTRUCTIONS

These instructions relate to the Research Project Budget Approval Form (RPBAF). The purpose of this form is for ACU researchers to calculate and specify the plan for expenditure of approved project funds.

Action required by researchers:

- When advice is received from the funding body of success in obtaining funding for a research project, a Research Budget Approval Form (RPBAF) is required to be completed and submitted to the Research Office via email res.grants@acu.edu.au for the approval of the Deputy Vice-Chancellor (Research) (or delegate).
- The approval of this form is required before a G code will be created for the project and before any income or expenditure may be processed for the project.
- The expenditure categories and amounts recorded in the Research Budget Approval Form (RPBAF) must correspond with those indicated in the application/proposal/contract for which the project funding has been granted.
- If a project has more than one funding source a Research Budget Approval Form (RPBAF) must be completed for each funding source.
- The declaration, recommendation and approval section must be fully completed before submission to the Research Office for Research Office approval