

Research Travel Grant Policy

ALL RESEARCH TRAVEL GRANT MONEY THAT IS PBRF ELIGIBLE IS TO BE RECORDED IN THE ACTIVITY P05.

Processing of Research Travel Grants

- 1) If there are contractual obligations for the University **and/or** the amount of money awarded for the grant is **\$10,000 or over**, then the processing of the travel grant is required to go through the Research Office. Please contact your divisional Research Advisor to help you through this process.

NB: Contractual obligations can be obvious at application time in the application itself **or** at award time where there is a physical contract to sign to be able to attain the money. Examples include: the University will incur a liability if travel is not completed as required; the University has obligations around reporting of outcomes of travel which may include financial reporting.

- 2) If there are **no** contractual obligations for the University **and** the amount of money awarded for the grant is **less than \$10,000** then the relevant Department may administer the money. It is essential that the Department keep any relevant documentation that is associated with the travel grant in a separate Travel Grant File. As already stated above all travel grants should be recorded in P05 if PBRF eligible.

NB: Exception - Maurice & Phyllis Paykel Trust Travel grant-in-aid and ISAT - International Science and Technology Linkages Fund travel grants **must be** processed through the Research Office as the University has existing obligations with these organisations.

To be PBRF eligible the money needs to:

- be received from an external source (that is, other than University money)
- AND**
- fall within the PBRF definition of research as described below.

PBRF Definition of Research (*PBRF Guidelines July 2005*)

For the purposes of the PBRF, research is original investigation undertaken in order to gain knowledge and understanding. It typically involves enquiry of an experimental or critical nature driven by hypotheses or intellectual positions capable of rigorous assessment.

It is an independent, creative, cumulative and often long-term activity conducted by people with specialist knowledge about the theories, methods and information concerning their field of enquiry. (Note: The term 'independent' here should not be construed so as to exclude collaborative work.) Its findings must be open to scrutiny and formal evaluation by others in the field, and this may be achieved through publication or public presentation.

In some fields, the results of the investigation may be embodied in the form of an artistic work, design or performance.

Research includes contribution to the intellectual infrastructure of subjects and disciplines (e.g. dictionaries and scholarly editions). It also includes the experimental development of design or construction solutions, as well as investigation that leads to new or substantially improved materials, devices, products or processes.

The following activities are excluded from the definition of research:

- Preparation for teaching
- The provision of advice or opinion, except where it is consistent with the definition of research
- Scientific and technical information services
- General purpose or routine data collection
- Standardisation and routine testing (but not including standards development)
- Feasibility studies (except into research and experimental development projects)
- Specialised routine medical care
- The commercial, legal and administrative aspects of patenting, copyrighting or licensing activities
- Routine computer programming, systems work or software maintenance (but note that research into and experimental development of, for example, applications software, new programming languages and new operating systems is included)
- Any other routine professional practice (e.g. in arts, law, architecture or business).

Note: Activities such as clinical trials and evaluations can be included where they are consistent with the definition of research.