### Checklist for Transfer of ARC projects to the ANU

**Project ID**  
________________________

**1st Named CI**  
________________________

**ARIES ID**  
________________________

**Current Admin Org**  
________________________

**Current Admin Org Research Office completes the following**

<table>
<thead>
<tr>
<th>Step</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please note, for Fellowships (FL, FT, FS) and Awards (DORA, DECRA, DIA) please follow Steps 5.1-5.5 instead.</strong></td>
<td></td>
</tr>
</tbody>
</table>

1.1 Complete the ARC’s *Variation of Funding Agreement* proforma.  
☐

1.2 Obtain written agreement of the transfer of grant from The Australian National University.  
- The relinquishing Admin Org may contact either the College Research Office (CRO) or the Research Services Division to obtain written agreement to receive the grant. **See Step 2 below.**  
☐

**Step 2**  

**ANU College Research Office (CRO) completes the following**

<table>
<thead>
<tr>
<th>Step</th>
<th>Completed</th>
</tr>
</thead>
</table>
| 2.1 Preparation of letter agreeing to manage the incoming grant *at the local level.*  
- A letter needs to be obtained from the Director/Dean agreeing to support the grant. This letter is used by the Director, RSD, to confirm that the appropriate delegate in the College is willing to provide the support necessary for the completion of the incoming Project. The letter is kept on file by ANU, but it is not sent to either the relinquishing Admin Org or the ARC.  
☐ |

2.2 Send email to the Research Services Division (RSD) requesting a letter agreeing to administer the incoming ARC grant. Attach the above signed letter from the Dean/ Director. **Please note for Fellowships and Awards please see Steps 5.1-5.5 below.**  
☐

**Step 3**  

**RSD completes the following:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Completed</th>
</tr>
</thead>
</table>
| 3.1 Preparation of letter agreeing to manage the incoming grant *on behalf of the ANU.*  
- The **Director or Deputy Director, Research Services Division** has the delegation to approve ANU as the Administering Organisation of an incoming ARC grant.  
- Please be aware that as this letter is a legal document that hangs from the ARC Funding Agreement, it needs to be signed by the same delegate (or equivalent) who signed the original ARC Funding Agreement for that Scheme (Director of RSD or DVC-R).  
☐ |

3.2 Email scanned letter from the Director of RSD to the CRO.  
☐

**Step 4**  

**College Research Office completes the following:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Completed</th>
</tr>
</thead>
</table>
| 4.1 Send a scanned copy of the letter from the Director, RSD, to the Research Office of the Relinquishing Admin Org, who sends the completed *Variation of Funding Agreement* proforma and documentation to the ARC.  
☐ |

4.2 The ARC approval letter is received by the relinquishing organisation, who sends it (together with all other documentation pertinent to the incoming grant) to the receiving CRO.  
☐

- The CRO creates a new ARIES record. Please ensure that you have received ALL grant documentation from the former Admin Org, including Variations of Funding Agreement.

- Create the new ARIES record using the established business process, with the following additional processes to record the transfer of administration to the ANU:

**MAIN DETAILS tab**

- Enter ANU as the Administering Organisation;
- Select ‘Transferred to ANU’ in the Focus field;
- Enter ‘Date submitted’, ‘Offer of award’, ‘Start Date’, ‘End Date’ and ‘Amended End Date’ as recorded in the previous Admin Org’s documentation. For clarification, the ‘Start date’ is the date that research activity commenced on the project when administered by the previous Admin Org;
- In ‘Date grant accepted by 1st named ANU investigator’ field, enter the date of the last

27/05/2013 10:44:00 AM
signature on the Authority to Accept form;

- In ‘Date contract signed’ and ‘Fully executed contract signed’ fields, enter the date the ARC approved the grant to be transferred into the ANU. This is the date that the ARC approval letter was signed;
- In ‘Date transferred’ field record the effective date of the transfer. This is the date recorded in the ARC letter (NOT the date the letter was signed).

**SCHEMES tab**
- Follow established process for entering ARC as primary Funds Provider;
- In requested funding years, only complete the funding to be received from the date of transfer. EG: If the grant commenced in 2011 and was transferred into the ANU in 2013, add the transferred funds in the entry for 2013 (as recorded in the ARC approval letter). Enter the approved ARC amounts in accordance with the ARC Schedule for the subsequent years (i.e. 2014, amount as awarded; 2015, amount as awarded).

**FUNDING AMOUNTS tab**
- Follow established process for entering funding amounts to be received by the ANU. In all years the amount to be managed by the ANU is to match the amount requested.

<table>
<thead>
<tr>
<th>Step 5</th>
<th>Fellowships &amp; Awards ONLY</th>
<th>RSD completes the following</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Follow <strong>Steps 1.2-2.2</strong> above.</td>
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<tr>
<td>5.2</td>
<td>RSD will obtain a letter of agreement and justification from Deputy Vice-Chancellor (Research) for the transfer of the Fellowship/Award. This will be scanned and emailed to the CRO.</td>
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</tr>
<tr>
<td>5.3</td>
<td>The original letter will be sent to Research Accounting for filing.</td>
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<tr>
<td>5.4</td>
<td>Return to <strong>Step 4.1</strong> of checklist.</td>
<td></td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Step 6</th>
<th>Fellowships &amp; Awards ONLY</th>
<th>College Research Office completes the following:</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>Send a scanned copy of the letter from the DVC-R to the Relinquishing Organisation’s Research Office, who will then obtain a letter of approval from their own DVC-R.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2</td>
<td>The Relinquishing Organisation will send all documentation to the ARC for approval. Please ensure that you obtain a copy of this submission.</td>
<td></td>
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<tr>
<td>6.3</td>
<td>Send a copy of the VFA submission to RSD.</td>
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<td></td>
</tr>
<tr>
<td>6.4</td>
<td><strong>Continue with Steps 4.2 – 4.4.</strong></td>
<td></td>
<td></td>
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