

Consultancy and Commercial Research Policy

Approving authority	Deputy Vice Chancellor, Research
Approval date	1 June 2020 (3/2020 meeting)
Advisor	Director, Griffith Enterprise
Next scheduled review	2023 (Currently under review)
Document URL	http://policies.griffith.edu.au/pdf/Consultancy and Commercial Research Policy.pdf
Document number	2023/0001085
Description	This policy governs the provision of Consultancy & Commercial Research (CCR) Project Work performed by a Staff Member for an External Organisation.

Related documents

[Academic Freedom and Freedom of Speech Policy](#)

[Consultancy & Commercial Research \(CCR\) - Project Coversheet \(Projects ≤\\$100,000 ex GST\)](#)

[Consultancy & Commercial Research \(CCR\) - Project Coversheet \(Projects >\\$100,000 ex GST\)](#)

[Consultancy & Commercial Research \(CCR\) - University Standard Contracts](#)

[Consultancy & Commercial Research \(CCR\) - Frequently Asked Questions](#)

[Secondary Employment and Outside Work Policy](#)

[Intellectual Property Policy](#)

[Code of Conduct](#)

[Guide to the Responsible Conduct of Commercialisation Activities](#)

[Procedures and Conditions for the Management and use of Surplus Returns on Consultancy and Commercial Research \(CCR\) Projects and Other Professional Fees](#)

[Conflict of Interest Policy](#)

[\[Introduction\]](#) [\[Terminology\]](#) [\[Guiding Principles\]](#) [\[Administrative Requirements\]](#) [\[General\]](#) [\[Exempt Projects\]](#)
[\[CCR Project Work - Ready Reference\]](#)

1. INTRODUCTION

1.1 Policy Description

This policy governs the provision of Consultancy & Commercial Research (CCR) Project Work performed by a Staff Member for an External Organisation.

This document is available in PDF format for downloading. Click [here](#) to download this document.

1.2 Scope

This policy applies to:

- all Staff Members who conduct Consultancy & Commercial Research (CCR) Project Work, and
- in the case of academic Staff Members, regardless of whether the work is then conducted within or outside of University working hours.

This policy does not cover:

- Exempt Projects;
- Private Practice; or

- c) Research Grants.

1.3 Related Policies, Procedures & Forms

Related policies, procedures and forms that may also govern Consultancy & Commercial Research (CCR) Project Work are:

- a) Consultancy & Commercial Research (CCR) - Project Coversheet (Projects ≤\$100,000 ex GST)
- b) Consultancy & Commercial Research (CCR) - Project Coversheet (Projects >\$100,000 ex GST)
- c) Consultancy & Commercial Research (CCR) - University Standard Contracts
- d) Consultancy & Commercial Research (CCR) - Frequently Asked Questions
- e) Private Practice Provisions
- f) Intellectual Property Policy
- g) Griffith University Code of Conduct

1.4 Purpose and Objective

It is a statutory function of the University to encourage the advancement and development of knowledge, and its application to government, industry and the community. In order for the University to fulfil this statutory function and for the enhancement of the University's profile, the University wishes to encourage and facilitate the conduct of Consultancy & Commercial Research (CCR) Project Work. This includes commercial activities within the business and government sectors, and provision of services to the community and the higher education sector.

Griffith University:

- a) considers it desirable that the special experience and skills of Staff Members should be available to External Organisations;
- b) encourages Staff Members to maintain and improve their expertise by becoming involved in Consultancy & Commercial Research (CCR) Project Work;
- c) seeks to expand the volume of Consultancy & Commercial Research (CCR) Project Work to the mutual benefit of Staff Members and the University; and
- d) recognises the benefits for the University, the Staff Member, and External Organisations in the conduct of Consultancy & Commercial Research (CCR) Project Work.

As the conduct of Consultancy & Commercial Research (CCR) Project Work affects the University's interests, the University regulates the Consultancy & Commercial Research (CCR) Project Work undertaken by its Staff Members.

1.5 Benefits

Staff Members undertaking approved Consultancy & Commercial Research (CCR) Project Work benefit by:

- a) A Staff Member (Types A, B or C) being covered by the University's professional indemnity and public liability insurances. The Staff Member will be defended by the University in the event of a claim against the Staff Member undertaking the Consultancy & Commercial Research (CCR) Project Work (provided that the claim is not as a result of fraudulent, dishonest, criminal, wilful or malicious acts, negligence, errors or omissions by the Staff Member);
- b) A Staff Member (Type A only) having access to the University's Project Management System to invoice the External Organisation for funding, expend project costs, and distribute any Surplus;
- c) A Staff Member (Types A, B or C) having access to the University's resources such as technical and secretarial staff, equipment, administration and telecommunications, if approved by the Head of Host Element;

- d) A Staff Member (Type A, B or C) being entitled to use the University's name, providing it is not brought into disrepute;
- e) A Staff Member (Types A, B or C) being able to make reference to their University position and title in connection with the work; and
- f) A Staff Member (Types A or B only) being able to share in the Surplus of their Consultancy & Commercial Research (CCR) Project in accordance with section 4.5.

1.6 Assistance

Enquiries in relation to this policy should be directed to Griffith Enterprise.

Enquiries in relation to Private Practice activities should be directed to People and Wellbeing.

Enquiries in relation to Research Grant activities should be directed to the Office for Research.

Griffith Enterprise supports Staff Members in relation to their Consultancy & Commercial Research (CCR) Project activities, through:

- a) Provision of advice and assistance to Staff Members seeking to undertake Consultancy & Commercial Research (CCR) Project;
- b) Assistance in relation to proposal preparation and pricing for Consultancy & Commercial Research (CCR) Project Work;
- c) The submission of Consultancy & Commercial Research (CCR) Project proposals to External Organisations;
- d) Negotiation of the terms of business and Formal Written Contracts covering Consultancy & Commercial Research (CCR) Projects; and
- e) Recording and reporting on all Consultancy & Commercial Research (CCR) Project activities.

Griffith Enterprise advises the Provost in relation to the content and application of this policy. The Provost may from time to time determine whether Large Projects over a certain value are required to be submitted to the External Organisation through Griffith Enterprise.

Griffith Enterprise, the Office for Research, and People and Wellbeing should be consulted and will confer in order to determine and advise the status of proposals where the classification of proposal type is not immediately clear.

2. TERMINOLOGY

In this policy the following words have the following meanings.

BACKGROUND INTELLECTUAL PROPERTY means pre-existing intellectual property that the University's Staff Member requires for the Consultancy & Commercial Research (CCR) Project.

CCR BUDGET BREAKDOWN means the Excel worksheet the University has developed to calculate the required project budget for CCR Project Work, which is accessible from the University website. The CCR Budget Breakdown must accompany a completed CCR Project Coversheet for all CCR Project Work greater than \$100,000 (excluding GST).

CCR PROJECT COVERSHEET means the documents for costing and approval of Consultancy & Commercial Research (CCR) Projects, which are accessible from the University website. There are two coversheets: (1) for CCR Project Work valued up to and including \$100,000 (excluding GST), and (2) for CCR Project Work valued at greater than \$100,000 (excluding GST).

CCR PROJECT WORK means the work conducted by a Staff Member for an External Organisation where the External Organisation provides funding (whether cash or in-kind) to conduct that work. Consultancy & Commercial Research (CCR) Project has a corresponding meaning. Consultancy & Commercial Research (CCR) Project Work excludes Private Practice, and Research Grants.

EXEMPT PROJECTS means the activities listed at Section 6.

EXTERNAL ORGANISATION means a legal entity other than the University.

FORMAL WRITTEN CONTRACT means a Standard Contract or a Non-Standard Contract between the University and an External Organisation.

GST means any tax or increase in a tax imposed on the supply of goods and services imposed or assessed under A New Tax System (Goods and Services Tax) Act 1999 and all ancillary legislation.

HOST ELEMENT means the budget element of the University where the Consultancy & Commercial Research (CCR) Project will be conducted. A Host Element may be a Group, School, Department, Centre or Institute in academic groups, and an office in administrative areas. Head of Host Element refers to Head of Group, School, Department, Centre, or Institute, or an Office Director.

INTELLECTUAL PROPERTY means all intellectual property rights, including patents, inventions, discoveries, processes, plant breeders' rights, copyright (including future copyright), rights in circuit layouts, registered designs, trade marks (registered or unregistered), know-how, trade secrets, processes and any right to have confidential information kept confidential.

LARGE PROJECT means a Consultancy & Commercial Research (CCR) Project with a Price greater than \$100,000 (excluding GST).

NON-STANDARD CONTRACT means a Formal Written Contract other than a Standard Contract between the University and the External Organisation.

OVERHEAD COST means an amount which is charged to a Consultancy & Commercial Research (CCR) Project in accordance with this policy.

PRICE means the total amount (excluding GST) charged by the University to the External Organisation for the Consultancy & Commercial Research (CCR) Project.

PRIVATE PRACTICE means activities that are covered by the University's Secondary Employment and Outside Work Policy, whereby a Staff Member conducts work for an External Organisation in their own private and personal capacity and without use of University resources or facilities.

PROJECT INTELLECTUAL PROPERTY means Intellectual Property that a Staff Member creates as a result of their involvement in a Consultancy & Commercial Research (CCR) Project.

PROJECT LEADER means a Staff Member (Type A only) with overall responsibility for the day-to-day management of a Consultancy & Commercial Research (CCR) Project.

PROJECT MANAGEMENT SYSTEM means the University's corporate management and information systems.

REPLACEMENT COST means the cost of replacing Host Element funded Staff Members that are working on a Consultancy & Commercial Research (CCR) Project.

RESEARCH GRANTS means the following research grant schemes administered by the University's Office for Research:

- a) Australian competitive grant schemes (refer Australian Competitive Grants Register <https://www.education.gov.au/australian-competitive-grants-register>);
- b) State Government competitive grant schemes;
- c) International competitive grant schemes;
- d) Competitive grants provided by a registered charitable organisation;
- e) Funds received for the support of a Chair or research-only position where the funding provider does not receive a service from the University; or
- f) Such other schemes that may be agreed from time to time in writing between Griffith Enterprise and the Office for Research.

SMALL PROJECT means a Consultancy & Commercial Research (CCR) Project with a Price greater than \$15,000 (excluding GST) and up to and including \$100,000 (excluding GST).

SPECIAL PROJECT ACTIVITY means a Very Small Project that involves one or more of the following activities:

- Expert witness engagements;
- Clinical trials (including associated advisory board attendance);
- Where Intellectual Property arrangements between the University and a third party exist;

- Where an extension or variation to an existing Large Consultancy & Commercial Research (CCR) Project exists;
- Where the engagement involves testing or evaluating a customer's product or service and that testing or evaluation could be perceived as an endorsement by the University.

STAFF MEMBER means for the purposes of this policy the following appointment types:

- Type A: employees of the University for whom the University is their principal employer;
- Type B: other employees of the University, including casual general staff and casual academic staff, where those employees seek to, and are approved by the University to undertake a specific Consultancy & Commercial Research (CCR) Project;
- Type C: adjunct, visiting or honorary appointees of the University who seek to and are approved by the University to undertake a specific Consultancy & Commercial Research (CCR) Project.

STANDARD CONTRACT means an unamended written contract template made available by the University's Legal Services Unit between the University and the External Organisation or a contract which has otherwise been accepted as a standard contract by the Director, Griffith Enterprise (such as contracts that have been reviewed and accepted by the University on previous occasions).

SURPLUS means the amount available once all costs (including Overhead Costs, Replacement Cost, recoveries and taxes) have been deducted from funds received from an External Organisation for a Consultancy & Commercial Research (CCR) Project.

UNIVERSITY means Griffith University, a body corporate established pursuant to the Griffith University Act 1998.

UNIVERSITY CORPORATE means the non-academic elements of the University that provides administrative support to Consultancy & Commercial Research (CCR) Project Work.

VERY SMALL PROJECT means a Consultancy & Commercial Research (CCR) Project with a Price at up to and including \$15,000 (excluding GST).

3. GUIDING PRINCIPLES

All Consultancy & Commercial Research (CCR) Project Work as described in this policy is governed by the following guiding principles:

- a) There should be demonstrable benefit to the University from Consultancy & Commercial Research (CCR) Project Work, either directly through income and enhanced reputation, or indirectly through expanding the expertise of the Staff Member.
- b) The conduct of an approved Consultancy & Commercial Research (CCR) Project forms part of the Staff Member's duties of employment or appointment to the University.
- c) Where proposed Consultancy & Commercial Research (CCR) Project Work is likely to impact on the Staff Member's availability and capacity to perform their other University duties, then the Staff Member must discuss that impact with their Head of Host Element prior to submitting a proposal to the External Organisation.
- d) In some circumstances, it will be necessary to organise a replacement for the Staff Member in order to cover their other University duties. If so, the calculation and inclusion of the resulting Replacement Cost should be included in, and determined in accordance with the CCR Project Coversheet and CCR Budget Breakdown document (when applicable).
- e) Consultancy & Commercial Research (CCR) Project Work must not be in conflict with University policies governing employment; e.g. (i) Code of Conduct (particularly the sections relating to 'working with integrity' and 'working with resources'), (ii) Preserving Professional Relationships, (iii) Academic Freedom and Freedom of Speech Policy (iv) Conflict of Interest, and (v) Ethical Principles.
- f) The Consultancy & Commercial Research (CCR) Project Work must not be in conflict with the statutory functions, objectives or aims of the University, or damage the University's reputation.

- g) The Consultancy & Commercial Research (CCR) Project Work must not compromise the University's obligations under (i) various legislative frameworks (be those Commonwealth, State, local) including refraining from anti-competitive practices; and (ii) existing contracts.
- h) Relevant Staff Members engaged in Consultancy & Commercial Research (CCR) Project Work shall be compensated fairly. Distribution of any Surplus shall ensure that any relevant Staff Members (depending on appointment type) involved in a Consultancy & Commercial Research (CCR) Project will receive a share reflective of their contribution to the Consultancy & Commercial Research (CCR) Project in accordance with section 4.5.

4. ADMINISTRATIVE REQUIREMENTS

4.1 General Requirements

4.1.1 Approval

All Consultancy & Commercial Research (CCR) Project Work is required to be approved and managed in accordance with this policy, associated documents, and other University policies (such as the University's Code of Conduct and Conflict of Interest Policy). Consultancy & Commercial Research (CCR) Projects are required to be approved through the completion and approval of a CCR Project Coversheet.

Section 7 provides a "Ready Reference", detailing for each category of a Consultancy & Commercial Research (CCR) Project:

- a) the approving authority for CCR Project Coversheets;
- b) the approving authority for Formal Written Contracts;
- c) the applicable Overhead Cost; and
- d) the University Element with authority to submit a Consultancy & Commercial Research (CCR) Project proposal to an External Organisation.

4.1.2 Intellectual Property

To ensure that the University can enter into CCR Project Work with the External Organisation:

- a) All Background Intellectual Property brought to a Consultancy & Commercial Research (CCR) Project by a Staff Member must be free from encumbrances that would otherwise restrict the University's ability to comply with its obligations in relation to the Consultancy & Commercial Research (CCR) Project ; and
- b) All Project Intellectual Property created by Staff Members who work on a Consultancy & Commercial Research (CCR) Project will upon its creation automatically vest in and be assigned to the University.

4.2 Costing and Pricing

4.2.1 General Principals

A Staff Member planning to undertake Consultancy & Commercial Research (CCR) Project Work should ensure that the price of the Consultancy & Commercial Research (CCR) Project covers at least the cost of undertaking the Consultancy & Commercial Research (CCR) Project (including the Replacement Cost and any Overhead Cost).

Griffith Enterprise can assist Staff Members in calculating an appropriate Price.

Large Projects require the involvement of Griffith Enterprise in determining and negotiating the Price.

4.2.2 Direct Costs

All direct costs associated with a Consultancy & Commercial Research (CCR) Project should be included within the Consultancy & Commercial Research (CCR) Project Price.

Direct costs include:

- a) salary cost for costs associated with staff who will be employed for the Consultancy & Commercial Research (CCR) Project or who will work on the Consultancy & Commercial Research (CCR) Project; and
- b) other non-salary costs such as equipment, consumables and travel.

4.2.3 Project Pricing

All Consultancy & Commercial Research (CCR) Projects should be priced in a manner consistent with their strategic value to the University and in keeping with industry practice for the sector to which the Consultancy & Commercial Research (CCR) Project relates. This includes incorporation of an appropriate margin.

4.2.4 CCR Project Coversheet

There are two CCR Project Coversheets available to Staff Members:

- a) For CCR Project Work valued at less than or equal \$100,000 (excluding GST); and
- b) For CCR Project Work valued at greater than \$100,000 (excluding GST).

This CCR Project Coversheet provides a CCR Budget Breakdown to assist Staff Members in costing and pricing Consultancy & Commercial Research (CCR) Projects. The CCR Budget Breakdown automatically takes the entered cost structure and calculates a default pricing structure for the Consultancy & Commercial Research (CCR) Project. The structure is consistent with industry-based pricing structures commonly used by consulting professionals.

To assist Staff Members to price Consultancy & Commercial Research (CCR) Projects greater than \$100,000 (excluding GST), the CCR Budget Breakdown takes the salary cost and applies an industry relevant multiplier to arrive at the default pricing structure. The CCR Budget Breakdown also adds an Overhead Cost to non-salary costs to arrive at an amount to charge for these items. Whilst this pricing structure will not be relevant to all sectors or situations, it may assist in calculating an appropriate charge-out rate from which the University and the External Organisation can commence negotiations.

4.3 Overhead Costs

4.3.1 Purpose

In conducting Consultancy & Commercial Research (CCR) Project Work, the University incurs certain Overhead Costs. These typically include costs associated with the use of facilities (for example lights, power, telephone, computer and certain equipment), administrative support, legal costs, insurance costs, cleaning and maintenance, project administration, audit, and financial management costs.

The Overhead Cost is applied to Consultancy & Commercial Research (CCR) Project Work in order to recover indirect costs of the Host Element and University Corporate, including insurances, administrative support, utilities, equipment and facilities.

4.3.2 Calculating Overhead Cost

The University charges different Overhead Costs to different components of a Consultancy & Commercial Research (CCR) Project budget.

A Consultancy & Commercial Research (CCR) Project is required to include a budget for the following Overhead Costs.

Project Size	APPLICABLE OVERHEAD COST
Very Small Projects (≤ \$15,000) Small Projects (> \$15,000 - ≤ \$100,000)	15% of Total CCR Project value
Large Projects (> \$100,000)	45% of salary costs (including on-costs) 10% of non-salary costs*

*Where an item of equipment is purchased to conduct the Consultancy & Commercial Research (CCR) Project and is retained by the University following the completion of the project and is valued

at greater than \$5,000, it will not incur an Overhead Cost. All other equipment costs will incur 10% Overhead Cost.

The University seeks to encourage Consultancy & Commercial Research (CCR) Projects of strategic value to the University. The inclusion of an Overhead Cost by the University is designed to reflect this approach and to take into consideration the following points:

- a) the financial value of the Consultancy & Commercial Research (CCR) Project;
- b) the differential amount that salary and non-salary costs contribute to University's Overhead Costs; and
- c) the cost of processing Non-Standard Contracts for Very Small Projects, Small Projects and Large Projects.

4.3.3 Distribution of Overhead Cost

Overhead Costs for Consultancy & Commercial Research (CCR) Projects will be distributed as follows:

- a) half to University Corporate; and
- b) half to the relevant Academic Group or Division.

4.3.4 Variation to Overhead Cost

A variation of the Overhead Cost may be approved in the case of a Consultancy & Commercial Research (CCR) Project where that Consultancy & Commercial Research (CCR) Project is of strategic importance to the University.

Requests for a variation of Overhead Cost must be submitted to the relevant authority before or at the time of submitting a CCR Project Coversheet for the Consultancy & Commercial Research (CCR) Project and prior to agreement of the price with the External Organisation. For Large Projects, request for a variation of Overhead Cost must be accompanied by a recommendation from the Director - Griffith Enterprise.

Requests are to be directed as follows:

Component of Overhead Cost	Authority in relation to variation
University Corporate	Very Small Projects and Small Projects – Director Griffith Enterprise Large Projects - Provost
Academic Group	Group Pro Vice Chancellor
Division	Chief Operating Officer or Provost as appropriate

4.4 Contractual Requirements

Consultancy & Commercial Research (CCR) Project Work results in a legal relationship between the University and the External Organisation. Any contract for the provision of Consultancy & Commercial Research (CCR) Project Work by a Staff Member to an External Organisation must be directly between the University and the External Organisation.

Very Small Projects do not require a Formal Written Contract. A Non-Standard Contract will not be permitted for Very Small Projects unless the Very Small Project includes a Special Project Activity.

Small Projects and Large Projects require a Formal Written Contract.

The signatories in relation to Formal Written Contracts are detailed at Section 7.

No component of a Consultancy & Commercial Research (CCR) Project may be subcontracted to an entity to which a Staff Member has a beneficial interest unless it complies with the Conflict of Interest Policy.

4.5 Allocation of Surplus

4.5.1 Staff Replacement Cost

Some Consultancy & Commercial Research (CCR) Projects may require that a Staff Member be replaced or partially replaced so that they can participate in the Consultancy & Commercial Research (CCR) Project. An example is where the Staff Member becomes unavailable for teaching or other duties that the Staff Member would otherwise have performed.

Where a Staff Member must be replaced, the proceeds of the Consultancy & Commercial Research (CCR) Project shall be applied to meeting this Replacement Cost plus an administration fee of 10% of the Replacement Cost prior to distribution of any surplus.

4.5.2 Non-Institute or Non-Centre CCR Projects

Any Surplus from a Consultancy & Commercial Research (CCR) Project (other than that conducted by an Institute or Centre) will be allocated to the Project Leader involved in the Consultancy & Commercial Research (CCR) Project. Where a number of Staff Members contribute to a Consultancy & Commercial Research (CCR) Project, the Project Leader shall determine the distribution of the Surplus.

Unless otherwise agreed by the Project Leader, Staff Members who are recruited specifically to undertake Consultancy & Commercial Research (CCR) Project Work and whose salary is paid by that Consultancy & Commercial Research (CCR) Project are not eligible for participation in the distribution of Surplus.

4.5.3 Institute and Centre CCR Projects

Any Surplus emanating from Institute or Centre Consultancy & Commercial Research (CCR) Project Work will be allocated in accordance with the standing arrangements approved for that Institute or Centre. These arrangements may include:

- a) all Surplus to the Institute or Centre,
- b) a sharing of Surplus between Staff Member(s) and the Institute or Centre, or
- c) all Surplus to Staff Member(s).

The relevant Group Pro Vice Chancellor is responsible for the determination of standing arrangements for the distribution of Surplus in relation to an Institute or Centre Consultancy & Commercial Research (CCR) Project. The Group Pro Vice Chancellor will consult with the relevant Institute or Centre Director regarding the allocation of Surplus.

4.5.4 Accessing Surplus

- a) A Staff Member ((Type A only) may elect to receive their share of the Surplus in either of the following ways:
 - i. Journal transfer to a University managed account (funds must be used for bona-fide University approved activities); or
 - ii. Payment via the payroll system.

This election must comply with the Procedures and Conditions for the Management and use of Surplus Returns on Consultancy and Commercial Research (CCR) Projects and Other Professional Fees.

- b) A Staff Member (Type B only) may receive a payment via the payroll system only.
- c) A Staff Member (Type C only), subject to approval from Business Services, may only (via a journal transfer) allocate Surplus to a University managed account and associated funds must be used for bona-fide University approved activities.
- d) Where a Staff Member is not a paid employee of the University at the time of distribution of the Surplus, they forfeit the right to be paid Surplus as a payment via the payroll system.

5. GENERAL

5.1 Limitations to CCR PROJECT WORK

Consultancy & Commercial Research (CCR) Project Work activities shall in total represent no more than 20% of the Staff Member's substantive University duties per annum. This limitation is not an entitlement and is subject to Head of Host Element's prior written approval, taking into account the Staff Member's obligations to their substantive employment and operational requirements.

In some cases (generally with significantly larger projects), it may be necessary for the Staff Member to exceed 20%. These cases are subject to the prior written approval of the Provost as appropriate.

5.2 Failure to Comply with Policy

Staff Members who fail to notify and secure approval where required in the policy will be regarded as acting in contravention of this policy and may also be in breach of their contract of employment. As a consequence, the Staff Member may face disciplinary action, including dismissal from the University. Moreover, the University may not accept any liability for work performed by a Staff Member where that work has not been notified and approved in accordance with the requirements of this policy.

5.3 Reporting

The University encourages the inclusion of Consultancy & Commercial Research (CCR) Project Work in the business and performance plans of Host Elements.

5.4 Grievances

Staff Members aggrieved by a decision relating to the administration of this policy may seek a review of the relevant decision in accordance with the University's grievance resolution procedure.

5.5 Transitional Arrangements

Approved Consultancy & Commercial Research (CCR) Project Work which is not yet completed as at the date of this policy, shall be managed as per the policy that existed at the time the project was approved.

6. EXEMPT PROJECTS

Exempt projects are:

- a) Contracts with publishers for writing and/or publishing books.
- b) Contracts with broadcasters and media distributors for producing film, television and digital media works (excluding software and flexible learning packages).
- c) Journal editorship and remunerated editorial work.
- d) External examining and contracts for the examination of theses.
- e) Occasional lectures and occasional public appearances, e.g. broadcasts, newspaper articles or performances/works of art. Occasional is defined as irregular and infrequent.
- f) Book and manuscript reviews.
- g) Any CCR Project Work where the Staff Member has obtained approval under the Secondary Employment and Outside Work Policy.

7. CCR PROJECT WORK - READY REFERENCE

CCR PROJECT WORK CATEGORY	VALUE (EX GST)	FORMAL WRITTEN CONTRACT REQUIRED?	GRIFFITH STANDARD CONTRACT?	OVERHEAD COST (% OF VALUE ex GST)	OVERHEAD COST (% OF SALARY COSTS)	OVERHEAD COST (% OF NON-SALARY COSTS)*	ELEMENT WITH AUTHORITY TO SUBMIT A CCR PROPOSAL TO AN EXTERNAL ORGANISATION	CCR PROJECT COVERSHEET APPROVER	CONTRACT SIGNATORY
VERY SMALL PROJECT	≤\$15,000	No		15%			HOST ELEMENT	Head of Host Element	
			Yes	15%			HOST ELEMENT	Head of Host Element	Group PVC or Director Griffith Enterprise
			No*	15%			HOST ELEMENT	Head of Host Element	Group PVC or Director Griffith Enterprise
SMALL PROJECT	>\$15,000 and ≤\$100,000	Yes	Yes	15%			HOST ELEMENT	Head of Host Element	Group PVC or Director Griffith Enterprise
			No	15%			HOST ELEMENT	Head of Host Element	Group PVC or Director Griffith Enterprise
LARGE PROJECT	>\$100,000 and ≤\$250,000	Yes	Yes/No		45%	10%	HOST ELEMENT or Griffith Enterprise	Director Griffith Enterprise	Director Griffith Enterprise
	>\$250,000	Yes	Yes/No		45%	10%	Griffith Enterprise	Provost	Director Griffith Enterprise

*A Non-Standard Contract is permitted for a Special Project Activity.