



Research Costing and Pricing procedure

Section 1 - Preamble

(1) This Procedure is effective from 1 January 2024.

Section 2 - Purpose

(2) This Procedure outlines a standardised and transparent process for accurately calculating the costing and determining the pricing of research and research consultancy projects.

Section 3 - Scope

(3) This Procedure applies to the costing and pricing of all externally funded research and research consultancy projects.

(4) This Procedure does not apply to research funding applications submitted prior to the introduction of this Procedure which are subject to the rules that applied at the time of application.

Section 4 - Policy

(5) This Procedure is pursuant to the [Research Funding and Research Consultancy, Costing and Pricing Policy](#).

Section 5 - Procedure

(6) The full cost of research projects and research consultancies, including direct and indirect costs, must be calculated in accordance with the [Research Funding and Research Consultancy, Costing and Pricing Policy](#) and by using one of the University's approved costing tools on the [Project Accounting Sharepoint site](#). Where there does not appear to be an appropriate approved costing tool, staff must contact their Research Finance partner for guidance by emailing.

(7) Research Finance are responsible for enhancing, maintaining and updating the costing and pricing tools.

(8) Where research projects or consultancies are greater than \$100,000 and are commercial in nature, and/or require a tender submission, or where Intellectual Property rights are not to be retained in full by Deakin staff must contact the Deakin Research Innovations team by emailing drinnovations@deakin.edu.au for specialist costing and pricing advice.

(9) Research projects or consultancies that do not comply with the minimum pricing requirements set out in the [Research Funding and Research Consultancy, Costing and Pricing Policy](#) must have an approved exemption from the relevant Executive Dean or Institute Director.

(10) Staff should carefully consider the proposed research or consultancy activities, including scope, duration, and

expertise needed to determine applicable resources and costs associated with a research project or consultancy.

(11) The costing process should occur either during the initial planning stage of the research project or consultancy, before applying for and receiving funding, or during the ongoing development of the proposal.

(12) In exceptional circumstances, the relevant Executive Dean or Institute Director, may approve pricing below cost or to bear specific research costs. Where approved these costs/the deficits (difference of amount) must be met from the internal research budget of the relevant area.

(13) Funding applications should include a detailed breakdown of costing figures, including all costs to be borne by the University. Where the full cost of research is not included in the price, these costs must be identified as “in-kind” and reflected as such in the costing tool.

(14) Staff must ensure that project budgets and all associated expenditure comply with contractual and other obligations, including all allowable costs, and relevant University policies and procedures.

(15) Grants and consultancies must be entered into in accordance with the [Externally Funded Research Contracts procedure](#) and with a proper understanding of the costs of the work to the University and provisions for recovery of those costs where appropriate.

(16) Executive Deans and Institute Directors are responsible for ensuring that research projects and consultancies are costed and priced in accordance with the [Research Funding and Research Consultancy, Costing and Pricing Policy](#) and this Procedure. Any deficit or additional costs incurred where the costing assumptions are incorrect may be charged to the relevant Faculty or Institute.

Section 6 - Definitions

(17) For the purpose of this Procedure:

- a. direct costs: as defined in [Research Funding and Research Consultancy, Costing and Pricing Policy](#)
- b. indirect costs: as defined in [Research Funding and Research Consultancy, Costing and Pricing Policy](#)
- c. in-kind: non-monetary contributions, such as goods, services, or staff time, provided by University to support the project/consultancy’s execution
- d. University costing tool: as defined in [Research Funding and Research Consultancy, Costing and Pricing Policy](#).

Status and Details

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Expiry Date	To Be Advised
Responsible Executive	Matthew Clarke Deputy Vice-Chancellor Research and Innovation +61 3 924 43979
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