



FUNDING ALLOCATION GUIDELINES

Background

Coastal People: Southern Skies Centre of Research Excellence (the Centre) primary funding is from the Tertiary Education Commission (TEC). The Centre will allocate its financial resources in a strategic and transparent way, in alignment with its values, in order to meet its strategic goals. These goals, and the methods of measuring progress against them, are defined in the TEC Annual Plan.

Budgets for each calendar year require approval from the Strategic Advisory/Governance Board.

The **vision** of the Centre is flourishing wellness (mauri ora) of coastal communities.

The **mission** of the Centre is to connect, understand and restore coastal ecosystems of Aotearoa New Zealand and the Pacific through transformative research, local action and by unlocking potential through new pathways to learning.

The **values** of the Centre are central to all that we do and all of our actions are underpinned by these values; our values are based on **KAITIAKITANGA** and **MANA**:

MEANINGFUL
AUTHENTIC
NATURAL
ACTION



Content

Procedures for funding allocation within the Centre:

Preliminary Draft Budget

1. Parameters for the funding period will be set by the Senior Leadership Team in consultation with the Theme Leaders Committee. The parameters will delineate the balance of funding across Research, Strategic and Centre budgets. The budgets for research projects will be determined at the time of research programme review or sooner if directed by the Research Advisory Group and or the Strategic Advisory/Governance Board.
2. The Theme Leaders Committee, Outreach Manager and Centre Management Teams will put forward draft budgets to the Senior Leadership Team for approval on at least an annual basis.

Research Projects

1. Theme Leaders will request project proposals from members of their Theme/Tumu and provide guidance on strategic fit. Theme Leaders will identify projects to be further developed.
2. The projects selected for further development will be developed by the Project Leader(s) in consultation with the Theme Leaders Committee. Following development, the Theme Leaders Committee will forward the projects to the Senior Leadership Team.
3. The Senior Leadership Team will consider the projects as a whole and based on the strategic purposes of the Centre (e.g. excellence, training, collaboration) and its values. The Senior Leadership Team will then provide feedback to the Project Leader(s) if required to allow further development/refinement. The Senior Leadership Team will forward the project and a summary of any matters raised during the Senior Leadership Team review along with a recommendation to the Research Advisory Group.
4. The Research Advisory Group will consider the recommendation from the Senior Leadership Team and, if applicable, provide feedback on the research project to the project team via the Theme Leaders Committee. Once the project contains the information required by the Research Advisory Group, this Group will make a decision on whether to fund the project. The outcome of the decision will be communicated by the Chair of the Research Advisory Group to the Directors (and recorded in the minutes of the Group).
5. The project budgets will be refined by the Project Leader(s) in consultation with the Theme Leaders Committee. Full cost recovery must be applied to all platform projects, the minimum Principal Investigator FTE is 0.05 per annum.
6. The finalised budgets will be forwarded to the Senior Leadership Team for approval, the Senior Leadership Team may seek input from the Research Advisory Group on the proposed budget request. Budget revisions may be requested.



Related Documents

Tertiary Education Commission Annual Plan

Coastal People: Southern Skies Centre of Research Excellence Funding Allocation Policy

Contact for further information

If you have any queries regarding the content of this procedure or need further clarification, contact the Kaiurungi Programme Manager, AJ Woodhouse (aj.woodhouse@otago.ac.nz).

