



## FUNDING ALLOCATION POLICY

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### 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**

This policy relates to funding allocation within the Centre.

1. The Centre's (TEC) Programme Funding
  - (i) The Co-Directors will determine the balance of funds across research, strategic and centre funding which will be approved by the Strategic Advisory/Governance Board.
  - (ii) The allocation of funding to research projects within the Theme/Tumu/Sail operating budget sits with the Senior Leadership Team. The budgets for research projects will be determined at the time of research programme review or sooner if directed by the Strategic Advisory/Governance Board.
  - (iii) Theme/Tumu/Sail research projects must apply full cost recovery, the minimum FTE of Principal Investigators is 0.05 per annum. Principal Investigators need not be appointed for the whole life of the project but must be appointed for at least one year.
  - (iv) The allocation of funding within approved projects rests with the Project Leader(s) with support from the Theme Leader(s).
  - (v) The Senior Leadership Team is responsible for approval of project budgets and may request modifications to the proposed budgets.
  - (vi) The Strategic Advisory/Governance Board has final approval of the Centre's programme budget. Annual budgets for each calendar year must be approved by the Strategic Advisory/Governance Board.
2. Reallocation of the Centre's programme funding
  - (i) Should reallocation of funding become necessary, e.g., through resignation of an investigator, any changes will be negotiated between the Senior Leadership Team and relevant Project Leader(s).
  - (ii) The mid-term review will be informed by strategic feedback from the Theme Leaders Group, the Strategic Advisory/Governance Board, TEC and other stakeholders including community partners. It is the responsibility of the Senior Leadership Team, in consultation with the Theme Leaders Group to determine how funding should be allocated to best continue to meet strategic goals and address feedback from these sources.
3. Research Project Funding

Research projects that sit within a Theme/Tumu/Sail may use the project funds for the following expenses:

  - (i) Salaries of staff working on the project (including salary related costs and overheads associated with the salary).
  - (ii) Postdoctoral Fellow salaries (including salary related costs and overheads associated with the salary).
  - (iii) Research Assistants (or equivalent) salaries (including salary related costs and overheads associated with the salary).
  - (iv) Student stipends/fees (scholarships).



- (v) Subcontractors (note, only New Zealand based subcontractors can receive funding).
  - (vi) Travel/ Research Vessel costs (noting that this must be conducted in a manner that minimises the environmental impact of the project).
  - (vii) Consumables and or Laboratory costs. Funding may be used to purchase assets for under \$5,000, any asset purchase using Centre funds should be justified.
  - (viii) Rental costs or depreciation costs for equipment (in line with the Marsden Fund guidance for these costs). Funding cannot be used for any capital expenses.
  - (ix) Costs of engagement or consultation (direct expenses).
  - (x) Dissemination costs (e.g. hui).
4. Community partners undertaking community-led research projects funded by the Centre require Strategic Advisory/Governance Board approval for any additional funding provided by the Centre for contracted activities.
5. Reporting
- (i) All projects will be required to provide a monthly progress update to the Senior Leadership Team on progress. The Theme Leaders Group or the Senior Leadership Team may request a written report, including reporting on the spending to date and forecasted spending, at any time.
  - (ii) All projects will be required to submit an annual report on their progress towards their identified milestones.
  - (iii) All partners and subcontractors will be required to report on their spending, on a provided template, quarterly for the periods ending 31 March, 30 June, 30 September and 31 December each year. The host will prepare a financial report incorporating these data and the data from the host accounts.
  - (iv) The quarterly reports will be reviewed by the Strategic Advisory/Governance Board against the approved budget for the period.
  - (v) The annual financial reports (for the year ending 31 December) will be audited and signed by the host's CFO (or delegate) in line with the funder's requirements.

### **Related Documents**

Tertiary Education Commission Annual Plan

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

### **Contact for further information**

If you have any queries regarding the content of this policy or need further clarification, contact the Kaiurungi Programme Manager.