**Operational Unit Split Form for Research Projects**

This form is to split a revenue and/or credit attributed to a research grant across multiple schools for the purposes of the Internal Fund Distributions and/or HERDC Secondary Gain allocation. For each school that receives a percentage of the research funding there needs to be a named chief investigator and an underwriting account identified.

|  |
| --- |
| **Please nominate a contact person who will be able to answer any questions regarding the split:** |
| **Name:** | **Tel No.** |
|  |  |  |  |  |
| **RM (Research Master) Number** |   |   |   |   |   |   |   |   |   |   |  |  |  |  |

|  |  |
| --- | --- |
| **Project Number (if known)/Title/ Description** |      |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Start Date** |  |  | **Project End Date** |  |

**Funding/Credit will be attributed as listed here for the life of the project or until another funding form requesting change is submitted.**

**CHIEF INVESTIGATORS:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **UQ Username** | **Surname** | **Initials** | **Title** | **Operational Unit Code\*** | **Site Code****xx** | **Revenue****% Split** | **HERDC % Split** |
|  |  |  |  | **Faculty****xx** | **School****xxx** | **Section****xx** |  |  |  |
| 1st  |       |       |       |       |     |      |     |     |       |       |
| 2nd  |       |       |       |       |     |      |     |     |       |       |
| 3rd  |       |       |       |       |     |      |     |     |       |       |
| 4th  |       |       |       |       |     |      |     |     |       |       |
| \* *Consult with your School/Centre/Institute Finance Manager for details of this Chart of Account Operational Unit code* |

**INDIRECT COSTS/OVERHEADS SPLIT** *If overheads are applicable, they are charged to the lead project unless specified below.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Ph No**: (first named investigator) |       | **Email**: |       |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Underwriting Account:**Please provide a School/Centre Institute Chart of Account string from which underwriting expenses will be incurred: |  | **Operational Unit Code****xx xxx xx** | **Site** **Code****xx** | **Fund** **Code****xxx** | **Function Code****xx** |
| 1st  |        |     |      |      |
| 2nd  |        |     |      |      |
| 3rd  |        |     |      |      |
| 4th  |        |     |      |      |
| **Additional Comment:** |       |

|  |  |
| --- | --- |
| **Alternative overheads split** |      |

**STATEMENT OF UNDERTAKING**

The undersigned request approval for funding for this project to be split across the listed operational units at the percentages specified.

Heads or Directors of **all** affected Schools, Institutes and/or Centres must sign the request for it to be valid

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Head/Directors Signature** | **Print Name** | **Date** |
|
| 1st  |       |       |   |       |
| 2nd  |       |       |       |       |
| 3rd  |       |       |       |       |
| 4th  |       |       |       |       |

*Requests must be made with the Pre GRL form or must accompany the GRL information sent from the school to C&G to activate the project.*