

### Melbourne Health Research Guideline - Budgets

It is a Melbourne Health guideline that all researchers must obtain approval for their project's budget from the Management Accountant – Research (MAR) if they are:

- a) planning to undertake a research project at Melbourne Health; or
- b) planning to utilise Melbourne Health resources to undertake a research project

### Why is a budget review required?

A budget review is required to ensure approval of your Governance submission. The budget review process is used by the MAR to:

- » Assess the financial viability of each project; and
- » To ensure all charges associated with the project have been appropriately approved.

The fundamental questions that need to be answered in the budget review process are:

- » What resources will Melbourne Health have to contribute to conduct the project? and
- » How will the cost of these resources be funded?

### How do I receive my approval notification?

The approval will be emailed to you either as:

- » A budget document prepared and sent to you by the MAR; or
- » A confirmation by the MAR that the project's budget has been reviewed.

### I have the budget approval – What now?

- » Submit your budget approval to the Office for Research as part of the project's Governance submission.

### What documentation is required by the MAR?

All the following documentation, where relevant, must be provided to the MAR *before* the MAR can review the project's budget:

### Required documentation:

Required Documentation	Description
<ul style="list-style-type: none"> <li>» Clinical Trial Research Agreement (CTRA); <u>or</u></li> <li>» Funding Agreement / Letter of Offer; <u>or</u></li> <li>» Details of how resources that will be used to conduct the project will be funded</li> </ul>	<p>The CTRA, funding agreement or letter of offer should detail the source of external funding for the project.</p> <p>A draft version of the CTRA or funding agreement for preliminary review is sufficient. A finalised version of the contract will then be required for final budget approval.</p>
Project protocol or proposal	A project protocol is a document that describes the objective(s), design, methodology, statistics, and organisation of a project.
Statement of Approval (SOA)	A SOA must be completed and signed by the Head of Department for each Melbourne Health department to be used to conduct the project. This includes, but is not limited to, departments that will be used for services, staff, infrastructure or recruitment purposes.
Estimated labour time	Provide details of the estimated time that all Melbourne Health staff members will contribute to the conduct of the study.
Detail of other project expenses	Are there any other project expenses that need to be considered? These expenses include, but are not limited to, archiving costs, capital equipment, ethics fees, meal allowances, postage, printing & stationery, statistical analysis, software, travel allowances etc.
Melbourne Health cost centre number	What Melbourne Health cost centre number will the project operate from?
Participants	What is the anticipated number of participants to be recruited at each Melbourne Health site and what is the anticipated recruitment period.

### Handy Tips

- » As soon as you collate all the *Required Documentation* - send to the MAR. This will ensure timely budget approval. The Office for Research advises that you submit your budget for approval prior to submitting your Governance application.
- » Contact all Melbourne Health departments that will be used to conduct the project as early as possible to organise and obtain the *Statement of Approval* from each department.
- » Submit all the *Required Documentation* in Word or Excel format by email to: [mar@mh.org.au](mailto:mar@mh.org.au).

### Remember that:

- » All projects submitted for Governance approval at Melbourne Health will require a budget review by the MAR. Please do not assume that your project does not require budget review as this will only delay the approval process.
- » The MAR's budget analysis may highlight existing opportunities to increase the level of funding.
- » Your *approval notification* forms a part of your governance/site-specific application.

### MAR Contact Details

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