

Research Pricing Tool – User Guide

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1. Background

The UNSW Research Pricing Tool assists in formulating research budgets and ensures that they are costed in accordance with the UNSW Competitive Neutrality and Pricing Policy and Procedure. It must be used for all externally funded research projects that incur Indirect Cost Recovery (ICR), unless an alternative calculation method has been formally approved.

Users can build a complete budget or simply view the UNSW Salary Rates if a full Pricing Tool project is not required. All Pricing Tool projects are accessible by RGC staff but are not linked to any other UNSW systems and can be created at the user's convenience.

2. Getting Started

Access is available via the [Research Funding UNSW Sharepoint site](https://research.unsw.edu.au/unsw-pricing-tool) or directly at <https://research.unsw.edu.au/unsw-pricing-tool>. It is compatible with Internet Explorer (v8 or higher), Safari, Firefox & Chrome. All UNSW staff have access and must login into Single Sign On with an active zID and zPass.

Help icons are present throughout the Pricing Tool. Click on  for an explanation of the corresponding field.

You can navigate to different sections of a project Pricing Tool by selecting the tabs at the top of the page but ensure that you save regularly to retain your updates.

All costs entered into the tool must be in Australian Dollars and be *exclusive* of GST. If applicable, GST is added to the total amount once all costs are input.

Projects with multiple funding sources should use separate tools for each source. The budget calculations are dependent on the source and therefore may differ despite funding the same project.

3. Dashboard

The Dashboard shows all existing Pricing Tool projects for which the user has access. From here, you can either edit, archive, or clone existing Projects, or create a New Project by selecting the relevant button at the top or bottom of the page.

The clone feature is useful for new projects with similar budget requirements to existing Pricing Tool projects as the budget items do not need to be re-entered.

The Project Id is a unique identifier and is useful for locating previous tools.

Projects can be searched using the Project Id, Project Title, or creation date by clicking "Filter projects" and entering the criteria. The Project Id field must have an exact match to return results, while the Project title will return all results that contain the entered criteria.



4. New Project

4.1. Tab 1 - Project Information

Project Type

The Project Type is dictated by the source of funding and will determine the relevant Indirect Cost Recovery (ICR) rate and salary on-costs. For more information regarding Indirect Cost Recovery, please refer to the UNSW Competitive Neutrality and Pricing Policy, Procedure, and associated Frequently Asked Questions Document.

Type	Description	Indirect Cost Recovery	Salary On-costs
a	Funded by Australian corporate partners (>\$100m annual turnover), and all International corporate partners	Fixed rate	Standard UNSW rates
b	Funded by partners including Australian SME corporates (not covered in a. above), not for profits, Australian and International governments	Fixed rate	Standard UNSW rates
c	Commonwealth Government funding to UNSW Canberra	Determined by the budget item location	Standard UNSW rates
d	Funded by NSW Department of Health	Fixed rate	Standard UNSW rates
e	NHMRC/MRFF/RAAP Competitive Research Grant (NOTE: The pricing tool uses standard UNSW salary and on-costs - you will need to check grant specific rules/guidelines for eligible expenses) – No ICR applies.	Not applicable	Standard UNSW rates
f	DSTG - Defence Science & Technology Group (DSTG) Defence Science Partnering Deed Agreement (if your project is costed at the "Basic Activity Rate" or "Defence Sensitive Rate" please liaise with your Contracts Officer prior to completing the Pricing Tool)	Determined by the budget item category and location. This option does not accommodate budgets costed at the "Basic Activity Rate" or "Defence Sensitive Rate". For those projects, option "h. Other" should be used. If different rates apply across one project, option "e. NHMRC/MRFF/RAAP Competitive Research Grant" can be used to calculate the base costs and the ICR can be manually added to each line item.	30%
g	ARC Grant Application	Not applicable	<ul style="list-style-type: none"> • ARC Funded - 30% • UNSW Funded - Standard UNSW Rates
h	Other - Enter approved Indirect Cost Recovery (ICR) rate (NOTE: Please ensure that the rate entered here has been approved by the Director of Research Grants and Contracts (RGC).)	Fixed rate determined by user input	Standard UNSW rates

Budget Method

Selecting the “Direct Method” option allows users to calculate their full budget based on costs entered into the tool. The “Fixed Price Method” allows users to enter a total cap and the tool will display the remaining balance at the bottom of each page, updating each time a cost is added.

Project Information

Meaningful information should be entered here so that the tool can be easily identified. The start and end dates must be accurate as they dictate the period that costs can be entered in tabs 2, 3 and 4.

Project Contact

The Project Contact fields are for reference only and do not facilitate user access.

To allow additional users view or edit access to the Pricing Tool project, they must be added to the Project Collaborator fields using their zID.

4.2. Tab 2 - UNSW Personnel

All UNSW personnel that will be paid via UNSW payroll should be added here. The salary is automatically calculated based on the parameters entered for each person.

Personnel that will be paid as consultants, subcontractors, or external collaborators should be added to Tab 3 - UNSW HDR Candidate, External Subcontractor, Collaborators.

Considerations:

1. **Step Increases** - Only one entry is required per person as salary step increases automatically occur on the 1st of January each year until the top of the salary level is reached. The person’s actual start date should be considered when selecting the starting step as this may not align e.g. if a person is at Level 6, Step 1 at 1 January, but they are scheduled to go to Step 2 on 15 January, to prevent underbudgeting it would be more appropriate to start them at Level 6, Step 2, as this is their level for the majority of the year.
2. **Salary on-costs** (e.g. superannuation, payroll tax, etc) – These differ depending on the contract type and location of the personnel i.e. fixed term/continuing vs casual and NSW vs ACT.
3. **A meaningful name** should be entered to help identify personnel.
4. **Campus confirmation** - Some Project Types require users to specify the relevant UNSW campus for each cost as this will influence the applicable ICR rate.
5. **Additional salary loadings** – This field can be used when payment must be made to the person in addition to the base salary and on-costs (e.g. clinical loadings). It can be left blank if not required.
6. **Mark-up** - If allowable and appropriate, a percentage of mark-up can be included to ensure that contract research is appropriately priced relative to the services being provided to the sponsor. Mark-up can be used for project costs or retained by the School after the project has closed.
7. **Indexation** – This is automatically added on the 1st of July each year except when the “ARC Grant Application” Project Type is selected.
8. **University Paid Outside Work (UPOW)** – The tool can be used to identify funding used for UPOW. Please contact HR for information regarding UPOW.



4.3. Tab 3 - UNSW HDR Candidate, External Subcontractor, Collaborators

Under the UNSW Competitive Neutrality and Pricing Procedure, the following costs are exempt from ICR:

1. HDR stipends
2. Funds transferred to third parties via agreements **administered by RGC**

These costs should be entered here as the ICR exemption will be calculated automatically.

HDR stipends should be costed according to the requirements of the [Graduate Research School \(GRS\)](#).

This tab should **not** be used for HDR project costs, such as consumables, and agreements that are administered by an area of the University outside of RGC (e.g. School/Faculty, Procurement, etc).

These costs should be added to Tab 4 – Non-personnel costs as they do incur ICR and must be budgeted accordingly.

ICR applies to mark-up and will be automatically calculated according to the Project Type.

4.4. Tab 4 - Non-Personnel Costs

All other costs should be added here.

4.5. Tab 5 - Budget Summary

Goods and Services Tax (GST)

Users must select the relevant GST treatment, which will be added to the total project cost. Please confirm with RGC if you are unsure of the appropriate treatment.

- **Sale (10%)** – Applies 10% GST and should be selected for all projects unless the below circumstances apply
- **Free (0%)** – Does not apply GST and should be selected in the following circumstances:
 - Sponsor is entirely located outside of Australia and will only use the research outcomes overseas
 - The goods and/or services UNSW are providing are located entirely outside of Australia
 - There is specific legislation exempting GST for specific Australian Government entities.

Summary Downloads

Two Excel files can be downloaded from the Budget Summary page:

1. **Detailed** – This includes a breakdown of all line items, including ICR, on-costs, and mark-up. This is confidential and should be used for internal UNSW purposes only. A copy should be provided to RGC.
2. **Summary** – This only includes the total cost of each line item, the annual and grand totals, and GST. It is therefore appropriate to share with parties external to UNSW.

5. UNSW Salary Scales

The UNSW Salary Scales tab allows users to view the annual salary rates without having to create a full Pricing Tool project. There are two options:

1. **UNSW** – This option displays the standard UNSW on-costs according to the location of personnel.
2. **ARC** – This option displays on-costs at a flat 30% rate, in accordance with the allowable rate for projects funded by the Australian Research Council (ARC).

One or more fields can be left blank to show all results that meet the selected criteria.

Figures appearing in the UNSW Salary Rates tab are exclusive of GST. If applicable, GST should be added manually.

6. Contact

The Pricing Tool is administered by Research Grants and Contracts (RGC) with the support of Research Analysis, Data and Reporting (RADAR). Please contact RGC [here](#) if you have any questions regarding the Pricing Tool.

When formulating budgets for **Unisearch** projects, please contact the [Unisearch Team](#) to ensure that your budget is calculated according to UNSW policies and procedures.