

Community Living Association

POLICY AND PROCEDURES

CLA Research Expenses

POLICY

CLA will allocate approved research funding for allowable expenses and not for non-allowable expenses.

PROCEDURE

- Researchers will submit research budget to Co-ordinator of CLA for approval.

- The following expenses are allowable expenses for research purposes:
 - Research salaries
 - Salary on-costs to cover costs such as annual and sick leave
 - Direct expenses of recruitment or engagement with participants
 - Support staff where required to provide access for participants
 - Transport for researchers or participants
 - Honorariums
 - Data collection costs (e.g. room hire, transcription, catering for participants)
 - Dissemination costs (e.g. report design, printing etc)

- The following expenses are non-allowable expenses for research purposes:
 - Costs for attending conferences
 - Publication expenses
 - University overheads and administration costs
 - Computer or computing software unless it is a specific requirement of the research and not already provided by the University.

- Researcher must operate research project within budget and liaise with CLA Financial Administrator around budget matters.