

# AINSE Ltd

## AINSE Research Awards 2010 Conditions and Procedures

### Access to Neutron Scattering Instruments

If you want to gain access to the neutron scattering instruments at Lucas Heights you must apply through ANSTO's Bragg Institute portal. Go to [http://www.ansto.gov.au/research/bragg\\_institute](http://www.ansto.gov.au/research/bragg_institute) for more information..

### Access to Neutron Activation Analysis

The OPAL research reactor has NAA capability. Applications for this facility should be made via the AINSE on-line application form.

## 1. General

- 1.1 AINSE Research Awards are to support projects undertaken by research staff and students at its member universities. This research is to have an identifiable focus on nuclear and nuclear-related applications and/or on the use of the facilities and expertise of the Australian Nuclear Science and Technology Organisation (ANSTO) or other AINSE Supported Facilities (ASF).
- 1.2 AINSE Research Awards are made at the discretion of the AINSE Council through its Executive Committee after proposals submitted by member universities have been reviewed by AINSE Specialist Committees.
- 1.3 AINSE Research Awards are made subject to the conditions stated below, and the acceptance of AINSE funds is considered confirmation of acceptance of these conditions by the universities on behalf of the investigators (referred to as University Investigators) named in the award application.
- 1.4 It is the responsibility of all researchers requiring access to ANSTO facilities to ensure that they have the appropriate security pass prior to booking facility time, travel or accommodation. AINSE will not be responsible for travel funds lost due to bookings being made prior to a security clearance.
- 1.5 Assistance may be in the form of provision of access to the facilities at the Lucas Heights Science & Technology Centre (LHSTC) and other AINSE supported facilities (ASF) as specified in the *AINSE Users Guide*. In the context of this document ASF will be deemed to include all facilities listed in the *AINSE Users Guide*.
- 1.6 AINSE Research Awards usually cover the costs associated with the use of ASFs, and/or the costs of travel and/or accommodation. The Awards expire at the end of the calendar year.
- 1.7 For auditing purposes, a statement of payments made on behalf of any member university can be supplied at the end of the calendar year. The Awards are made non-recurring annual awards, and any unexpended funds revert unconditionally to AINSE at the end of the calendar year.
- 1.8 AINSE Research Awards indicate the month(s) on the notification of award when the facilities are to be used. It is the responsibility of the award holder to liaise with the Facility Contact Scientist and secure a booking in the month(s) as indicated. AINSE must be notified in writing prior of any variation to this schedule. Failure to do so may result in loss of funding relating to that part of the award.
- 1.9 Funds received by way of an AINSE Research Award must be used for the purposes specified by AINSE, and any proposed re-allocation must be approved in writing by AINSE before such funds are committed.

## 2. The Purpose of AINSE Research Awards

- 2.1 The primary purpose of AINSE Research Awards is to enable university researchers to gain access to an ASF, and to meet costs associated with the use of those facilities, including travel to and from the facility, and accommodation during periods of attachment, if the university researcher lives in a city different from that in which the facility is located.

- 2.2 If you want to gain access to the neutron scattering instruments at Lucas Heights you must apply through ANSTO's Bragg Institute portal. Go to [http://www.ansto.gov.au/research/bragg\\_institute](http://www.ansto.gov.au/research/bragg_institute) for more information..
- 2.3 AINSE Research Awards do not provide for salaries or stipends.

### **3. How AINSE Research Awards Operate**

- 3.1 Day-to-day administration of access to ASFs and services under the AINSE Research Awards scheme is the responsibility of the owner of the facility.
- 3.2 AINSE Research Awards are made for a specified period only, and are not normally carried over beyond 31 December in the year of the Award. At the beginning of each year where an Award includes the provision of access to the facilities at the Lucas Heights Science & Technology Centre, ANSTO Business Managers, or their equivalents, will be provided with details of all AINSE Research Awards involving access to facilities and services within their areas. These Managers will be given authority to approve expenditure to a maximum specified amount for the purposes specified in the Award.
- 3.3 In general, where an Award includes the provision of access to the facilities at the Lucas Heights Science & Technology Centre and the university investigators have visited the facility, accessed the facilities, and/or arranged for the purchase of equipment and materials or fixed assets, the ANSTO Business Manager, or their equivalent, will raise an invoice against the relevant Award component. **University Investigators are advised to monitor all expenditure incurred under AINSE Research Awards and to ensure that expenditure on Awards is not exceeded.** If budgets as indicated on the Notification of Award are exceeded, the excess expenditure will be deemed to be a debt due to the facility owner by the university at the rates shown in the *AINSE Researchers' Guide to ANSTO Facilities*. AINSE accepts no liability for expenditure in excess of the amount specified in the AINSE Research Award.
- 3.4 Where expenses are to be claimed for Facility Costs (Section 6) and/or minor equipment and materials (Section 6), and the Award includes the provision of access to the facilities at the Lucas Heights Science & Technology Centre an "AINSE Research Award Authorisation" form should be completed by the university investigator. The ANSTO Business Manager will, in accordance with ANSTO procedures, supply a copy of the "AINSE Research Award Authorisation" form to AINSE to enable expenditure against the Award to be monitored and controlled.
- 3.5 AINSE may make a Provisional allocation for projects that are approved in principle. Authority to incur expenditure under these awards is vested in the Managing Director in accordance with any conditions and priorities recommended by AINSE. Any such conditions are shown on the "Notification of Provisional" that is sent to all applicants for AINSE Research Awards. The conditions may include preparatory work to be done by the university researcher; the provision of equipment and/or materials by the university, and/or AINSE funds becoming available to support the provisional allocation shown on the "Notification of Provisional". When the awardee has met the conditions and is ready to make a booking for facility time the Managing Director of AINSE should be requested to convert the Provisional into an Award. Following assessment of the data provided, the availability of the instrument requested, and availability of funds, the Managing Director may convert the provisional into an Award.
- 3.6 When it becomes apparent that an Award will not be used, for any reason whatsoever, in the month indicated on the application, it is the responsibility of the Award holder to notify AINSE prior to and at the least not later than that month. Failure to do so may result in cancellation of that part of the Award.

**AINSE Research Awards comprise one or more of the following components:**

## **4 University Costs**

### **4.1 General**

Where some part of the project cannot reasonably be carried out at the ASF, funds may be awarded to a university for the procurement of small items, costing less than \$3,000. Examples include chemicals, materials, components, or construction costs, which have no other useful purpose at the university and which are *essential* for the research component of the project which is to be carried out at the ASF.

## 4.2 Invoicing and Payment

When university costs are awarded, university investigators will be responsible for arranging for the purchase of the items specified in the AINSE Research Award through their university accounting systems. Reimbursement of this expenditure will be made by AINSE on receipt of an appropriate invoice from the university. Such invoices must identify the AINSE Research Award number and be marked for the attention of the Accounts Officer, AINSE. A Tax Invoice will be required for auditing purposes. In the case of heavy water and similar purchases from ANSTO, university investigators may place the orders directly with the ANSTO Contact Scientist.

## 5 Travel and Accommodation

### 5.1 General

- 5.1.1 An award for travel and accommodation may be made to help cover the expenses of university investigators visiting AINSE supported facilities for the purposes specified in the Award. Such an award is calculated on the basis of reasonably available discount air fares, or their equivalent for other forms of travel; transport to and from the airport, and accommodation charges (including breakfast and evening meals) at the Lucas Heights Motel. In the normal course of events, travel and accommodation will be booked and paid for by AINSE on behalf of the university in respect of basic accommodation costs (including breakfast and evening meal) and a reasonably available discount air fare

Research students are usually accommodated in shared rooms. Accommodation will be based on college style accommodation costs. In the case of Awards made to universities within reasonable driving distance of the ASF, research students who are involved with the project may claim a petrol allowance in lieu of accommodation. The petrol allowance is based on the distance between the university and the ASF, and the number of access days awarded.

The expenses which AINSE will normally approve from an award for travel and accommodation are limited to those involved in visits to AINSE supported facilities only, except in special cases included in the Notification of Award, or in other special cases in which AINSE's written approval has been obtained prior to the journey.

- 5.1.2 The AINSE Research Award shall be regarded as a contribution towards the university investigators' expenses, and shall not be adjusted to reflect any increases or decreases in travel costs throughout the year.
- 5.1.3 Travel and bookings should be made through AINSE at least four weeks in advance by e-mail [ainse@ansto.gov.au](mailto:ainse@ansto.gov.au). University investigators visiting ASF other than Lucas Heights will be responsible for making their own accommodation bookings and settling accounts.

### 5.2 Invoicing and Payment

- 5.2.1 The expenses that AINSE will approve for travel and accommodation are limited to those involved in visits to ASF facilities ONLY, and are limited to those amounts set out in the Notification of Award. Exceptions may be granted in special cases stated in the Notification of Award, or in other special cases in which AINSE's written approval has been obtained prior to the journey. Normally the university must be a financial member of AINSE.
- 5.2.2 Reimbursement for travel costs incurred by the university investigators can be met directly by AINSE, up to the limit of awarded for that purpose, on receipt of an appropriate invoice from the university. **Tax invoices** for all claims will be required for auditing purposes. Tax invoices must identify the AINSE Research Award number and be marked for the attention of the Accounts Officer, AINSE. If AINSE makes the travel bookings, payment will be made on behalf of the university to the airline and there is no need for a university invoice.
- 5.2.3 AINSE will pay the motel directly on behalf of the university in respect of basic accommodation costs including bed and breakfast. At each meal each university researcher will be required to sign a register. Any extras, such as telephone calls and drinks, must be settled by University Investigators on departure. **AINSE will settle motel accounts before reimbursing travel costs.**
- 5.2.4 Reimbursements for accommodation costs at locations other than Lucas Heights will be met by AINSE, up to the limit on the Notification of Award, on receipt of an appropriate tax invoice.

## **6 Facility Costs**

### **6.1 General**

- 6.1.1 Charges apply for the use of all ASFs and services by AINSE member universities. The Notification of Award will specify which facilities may be used and for how long, as well as the charges for this access. Charges for access to facilities and services shall be those approved by the AINSE Council.
- 6.1.2 The costs involved in the use of facilities and services will be paid by the university directly to ASF, up to the maximum amount allocated for that purpose as specified in the Notification of Award. The university must be a financial member of AINSE before expenditure under an Award can be authorised. Awards will either be held in abeyance, or the university may be billed for services provided at commercial rates, until the outstanding membership subscription is received.

### **6.2 Arranging the Use of Facilities and Services**

- 6.2.1 University investigators are responsible for ensuring that they have appropriate security clearance to enter any ASF. In particular, where access to ANSTO is required allow for a minimum of 6 weeks for security clearance. In the case of foreign nationals, up to 3 months should be factored into planning.
- 6.2.2 Where an Award includes the provision of access to the facilities at the Lucas Heights Science & Technology Centre, university investigators are to make arrangements to use facilities and services directly with the ANSTO Contact Scientist listed in the *AINSE Users Guide*. These should be made well in advance to avoid the possibility of time not being available to provide the awarded access to facilities or services within the period of the Award. A provisional booking for accommodation should also be made at this time.
- 6.2.3 When arrangements for the visit have been finalised, university investigators must confirm any accommodation and travel bookings made through AINSE. This must be done at least four weeks in advance preferably by e-mail to [ainse@ansto.gov.au](mailto:ainse@ansto.gov.au) or by fax to 02 9717 9268, giving the AINSE Research Award number, dates and times of arrival and departure.
- 6.2.4 Where an Award includes the provision of access to the facilities at the Lucas Heights Science & Technology Centre, the facility Business Manager will be responsible for making arrangements for confidentiality undertakings, security clearance, gate passes, medical checks, film badges, weekend and after-hours access, as required.
- 6.2.5 Where an Award includes the provision of access to the facilities at the Lucas Heights Science & Technology Centre, Contact Scientists will be responsible for visiting university investigators whilst they are at Lucas Heights. Researchers visiting ASF facilities must arrange, through their universities, their own insurance against injury to themselves or third parties (personal and property).

### **6.3 Invoicing and Payment**

- 6.3.1 On completion of the use of the facilities and services on each visit, the university investigator should complete the appropriate sections of the "AINSE Research Award Authorisation Form". The completed Authorisation Form will be attached to the facility invoice on the university. The university should raise a tax invoice on AINSE for an amount sufficient to cover the facility access charges
- 6.3.2 Additional time on facilities and provisional awards which are dependent on time becoming available due to cancellation, will be allocated as soon as it becomes available. Further time on ASFs can be made available, subject to the facility's own program requirements, at the preferential charging rates applying to member universities of AINSE. The owner of the facility will invoice the university directly for additional time used.

## **7 LHSTC Equipment and Materials**

### **7.1 General**

An award may be made for the purchase of items of equipment, normally costing less than \$3000, for ANSTO to install at LHSTC and make available for use by university investigators, or

for the purchase of special materials for use and retention at LHSTC. The ANSTO Business Manager will be responsible for purchasing equipment and materials awarded to university investigators. The university investigator will be asked by the ANSTO Facility Contact Scientist to confirm that the equipment/materials meets the necessary requirements before the order is placed.

## **7.2 Consumables used at ANSTO**

These will be incorporated on invoices for facility access charges.

## **7.3 Invoicing and/or Payment**

Costs for the purchase of LHSTC equipment and materials will be reimbursed by AINSE. Order details should be provided on the "AINSE Research Award Authorisation" form and submitted with a tax invoice.

## **8. Conditions Relating to Awards**

For projects supported under the terms of AINSE Research Awards, funds for meeting travel and accommodation expenses, and costs involved in using ASFs, are made available to universities under the following conditions, unless otherwise specified.

- 8.1 AINSE accepts no liability for expenditure in excess of the specified amounts in the Notification of Award.
- 8.2 Awards should be used in the month(s) indicated on the Notification of Award and in the calendar year of the Award, unless there is a prior agreement in writing from the Managing Director. After the specified date(s) have passed the only claims that will be considered are those for payment or reimbursement of approved expenses incurred during the period of the Award. Notification of any such claim must be received by AINSE before the close of AINSE's financial year, 31 December. No claims for payment in respect of expenses for travel and accommodation, or any other services, which occurred after the expiry date of the Award can be met.
- 8.3 Claims against Facility Costs, LHSTC Equipment and Materials, will be met at the discretion of the Business Manager in accordance with the decisions made at the time the Award was made. Any proposed variation of an Award should be referred to the Managing Director, AINSE, for approval. Claims for reimbursement of University Costs, Travel and Accommodation expenses should be submitted to AINSE either by the individual concerned, or by the relevant university. A Tax Invoice itemising where relevant the fares and allowances claimed, and other costs, should be forwarded without delay to

The Accounts Officer  
AINSE  
Private Mail Bag 1  
MENAI NSW 2234

## **9. Conditions of Ownership of Material and Equipment**

All material and equipment, wholly or partly purchased with funds provided by AINSE under "University Costs", becomes upon delivery the property of the university to which the award is made. Items purchased with funds provided by AINSE for "LHSTC Equipment and Materials" shall become the property of ANSTO.

## **10. Ownership of Intellectual Property**

As a general rule, intellectual property rights in the results of an AINSE Research Award project involving ANSTO personnel shall be the joint property of the university accepting the award and ANSTO, but such rights may, in all cases, be subject to negotiation between those parties. Where it is anticipated that intellectual property rights of commercial value will be generated by a project which is the subject of an AINSE Research Award, applicants are advised to consult their legal representatives. Intellectual property rights which exist, or may exist, in any AINSE Research Award project must be identified and steps taken to ensure that whatever protection is required is put into place before disclosure of the subject matter is made to any outside parties.

## 11. **Publications and Acknowledgment**

Appropriate acknowledgement must be made when the results of work undertaken with AINSE assistance are submitted for publication. Suggested wording for inclusion in Acknowledgement of publication:

*"The authors would like to thank AINSE Ltd for providing financial assistance (Award No ..... ) to enable work on ..... to be conducted."*

Attention is also drawn to the **AINSE Gold Medal Award** for excellence in research based on publications which acknowledge AINSE support.

## 12. **Progress Reports**

12.1 For each project receiving an AINSE Research Award a Progress Report must be submitted promptly after the completion of the experiments. The report must be made on the form provided, and must be ready for publication on AINSE's website.

A report will usually be 1 – 2 pages. It should include appropriate experimental results, probably best represented in a table, graph, chart, or diagram. As well as describing the results, a brief interpretation and consideration of their significance should be made.

If you have concerns about the confidentiality of the results you may request that the report not be put on the web for a period of 12 months.

The copy should be e-mailed to AINSE, and a signed copy sent by post. Copies of any publications arising from the work should be posted to AINSE. These publications are made widely available through AINSE.

12.2 University investigators and/or projects that have received three or more years' support under the AINSE Research Award scheme may be required to provide a full report for assessment by the appropriate AINSE Specialist Committee, which shall have the option of seeking external review before further funding is approved.

12.3 *AINSE strongly encourages University Investigators to make abstracts and final reports from their research work available to the "International Nuclear Information System" (INIS). INIS is an established database managed by the International Atomic Energy Agency and facilitates the dissemination and retrieval of information on a wide range of peaceful uses of nuclear technology. More information on INIS can be found on the IAEA website <http://www.iaea.org/inisnkm/>. AINSE can assist with sending your abstract to the IAEA.*

## 13. **Special Awards and Future Proposals**

Any university investigator of a member university who has an unforeseen need to use an ASF may forward to AINSE at any time a request for a "Special Award". Such awards will be limited to small amounts and may meet certain costs incurred in using those facilities, and associated travel and/or accommodation costs. Special Awards will not be a substitute for awards in the usual annual series.

## 14. **Reports to the AINSE Executive Committee**

The Managing Director of AINSE will present comprehensive financial and operational reports to the AINSE Executive Committee on a quarterly basis. All invoices must be processed within three weeks of the end of a quarter to enable up-to-date reports to be prepared.

Dr Dennis Mather  
Managing Director  
1 July 2009

Documentation referred to in these Conditions and Procedures is available on the AINSE home Page at [www.ainse.edu.au](http://www.ainse.edu.au)