

Roles & Responsibilities

R&D Fellowship Grant

This document details responsibilities for research and development (R&D) funding relating to the R&D Fellowship Student Grant scheme.

The purpose of this document is to clarify Callaghan Innovation's expectations and provide a framework which details responsibility, accountabilities and obligations of the four parties

involved in the grant; the business, the university, the student, and Callaghan Innovation.

The Roles and Responsibilities guide supports, and should be read in conjunction with, the Callaghan Innovation Fellowship Grant Funding Agreement. See our website for more information about [R&D Fellowship Grants](#).

Party Relationship Responsibilities	
Business	<ul style="list-style-type: none"> Provides the project and commercial environment for student. Engages with the university, student, and Callaghan Innovation.
University	<ul style="list-style-type: none"> Provides support to the student and expertise for the project. Engages with the business, student and Callaghan Innovation.
Student	<ul style="list-style-type: none"> Engages with business and university.
Callaghan Innovation	<ul style="list-style-type: none"> Provides the funding and engages with the business and the university.
Party Application Responsibilities	
Business	<ul style="list-style-type: none"> Identifies an R&D problem suitable for a masters or PhD student. Agrees to host the student. Completes and submits an application through the online portal (IMS).
University	<ul style="list-style-type: none"> Completes and signs the University Confirmation Form for the business's application. Confirms that the R&D project is suitable for the student's postgraduate qualification. Confirms the student is enrolled in applicable postgraduate programme or will be enrolled prior to beginning the project with the business.
Student	<ul style="list-style-type: none"> Agrees to undertake a fellowship project involving the business.
Callaghan innovation	<ul style="list-style-type: none"> Reviews the application, provides feedback to the business. Approves the application if it meets the funding criteria and notifies the other parties.
Party Contract & Funding Responsibilities	
Business	<ul style="list-style-type: none"> Satisfies any pre-contract or contract conditions. For example, provides evidence of the student's enrolment in applicable postgraduate programme if not provided in the application. Covers student's costs related to the project, including any travel and accommodation costs (excluding student's travel between university and business which is included in the stipend).
University	<ul style="list-style-type: none"> Pays the student stipend to the student at least monthly. Invoices Callaghan Innovation for the host fee every 6-months (in advance). Uses the host fee in support of the student; administration of the stipend; oversight of the project including interactions between the parties related to the Fellowship project. The fee is for costs outside of normal activities.
Student	<ul style="list-style-type: none"> Uses the stipend for living costs and travel expenses incurred when traveling between the business and the university. Is responsible for any taxation liabilities related to the stipend payments.
Callaghan innovation	<ul style="list-style-type: none"> Issues a funding agreement for signing by the other parties. Distributes the monthly student stipend to the university via automatic payment on 1st of the month. Pays invoice from university for host fee when received every 6 months.

Party R&D Project Responsibilities	
Business	<ul style="list-style-type: none"> Undertakes the project as agreed. Mentors and supports the student's professional development throughout the project duration as agreed. Provides a suitable commercial research and development environment and any of the company's facilities required for the project in accordance with the application. Ensures that the student participates in the project as agreed. Ensures that the activities under the project will be sufficient to contribute to the completion of the student's degree (in collaboration with the university). Has regular 3-way meetings to review progress and address any issues (in collaboration with the university and student).
University	<ul style="list-style-type: none"> Ensures that the activities under the project will be sufficient to contribute to the completion of the student's degree. Ensures that the student participates in the project as agreed (in collaboration with the business). Supervises and provides pastoral care to the student. Provides research facilities that are required for the project to be carried out and completed, as agreed with the business. Has regular 3-way meetings to review progress and address any issues (in collaboration with the university and student).
Student	<ul style="list-style-type: none"> Works responsibly throughout the course of the contract, using their best endeavours, towards achieving the project objectives by the end of the contract. Works on the project in the course of completing their degree. Endeavours to spend the sufficient time at business premises to work within the business's R&D team and receive professional development/mentoring from the business. Has regular 3-way meetings to review progress and address any issues (in collaboration with the university and student).
Callaghan innovation	<ul style="list-style-type: none"> Checks in with the business regularly.
Party Reporting Responsibilities	
Business	<ul style="list-style-type: none"> Completes and submits 6-monthly report in the online portal (IMS) that includes progress of the project and progress of the student's professional development Notifies Callaghan Innovation immediately of any significant issues and risks that puts the project, or the student's participation in the project, at serious risk. E.g. Health and safety notifiable event occurs, student stops working on the project. Completes the final report in online portal within 2 months of the contract finishing.
University	<ul style="list-style-type: none"> Completes relevant section of the 6-monthly report (if applicable), signs, and provides to business to upload (refer to funding agreement for project objectives and professional development plan). Notifies Callaghan Innovation immediately of any significant issues and risks that put the project, or the student's participation in the project, at serious risk. E.g. Student stops working on the project.
Student	<ul style="list-style-type: none"> Completes relevant section of the 6-monthly report (if applicable), signs, and provides to business to upload (refer to funding agreement for project objectives and professional development plan).
Callaghan Innovation	<ul style="list-style-type: none"> Notifies other parties when reporting is due. Ensures business has completed report and uploaded relevant information. Reviews and follows-up if a report is due or outstanding.