
MEMORANDUM

To: All Finance leads

Copies to: MSH Research Office

From: Robert Mackway-Jones, Chief Finance Officer, Metro South Health

Contact No: 3156 4934

Subject: ION requirement for Research Projects

File Ref: Oct 2020

This memo has been developed to assist in the financial management of the following research projects –

- Metro South Study Education and Research Trust Account (SERTA) funded Research Support Scheme (RSS) grants; and
- Externally funded research projects greater than \$10k and where Metro South Health (MSH) is the administering organisation.

Background

The accurate reporting of expenditure associated with SERTA-funded RSS grants and externally funded research projects may be impeded when multiple research projects are managed from a single cost centre or internal order number (ION).

To improve financial compliance and meet contractual and reporting requirements for research projects, it has been determined that an ION will be established for each RSS approved grant and for each externally funded research project where MSH is the administering body (funded projects greater than \$10k).

Required Actions

SERTA-funded RSS grants:

All new SERTA funded RSS grants must have a separate ION, unless there is an existing project and SERTA funds are supplementing that project. The requirement to create a separate ION will be applied to all SERTA RSS grants commencing from 1 December 2020.

MSH Administered Grants >\$10,000

A separate ION must be created for all externally funded research projects that are greater than \$10k, where MSH is the administering organisation. The requirement to create a separate ION will be applied to all new research projects from 1 December 2020.

If you require further information or clarification, please contact Aarti Sharma – MS Research Finance and Performance Project Manager – on 3443 8058.

Regards



Robert Mackway-Jones
Chief Finance Officer, Metro South Health

26 / 11 / 2020

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