

1

Application to conduct research at QASP

Aim: Communication and negotiation between researchers and QASP Management, to determine the research methodologies and costs generated the QASP research facility

2

Draft Research Proposal with QASP input

Aim: Create a costing for the research project as accurately as possible

3

Application for Grant

Aim: Ensure that there has been communication between the researcher and QASP to ensure that the costing provided to the funding body is as accurate as possible

4

Further discussion on any amendments pursuant to funding status

Aim: Maintain clear communication between QASP staff and researchers to ensure that the project design, timeline and QASP input needs are still accurate

5

Finalisation of the Service Level Agreement (SLA)

Aim: have an agreement between Researchers and QASP on the costing and have this document signed off by both parties

Request for Internal Services Quote (RISQ) is to be generated, completed and signed off indicating funds available for the project

6

Allocation of facilities, equipment and staff resources

Aim: No clashes with other research projects, maintain the high biosecurity on the QASP site, QASP staff resource management and the quality assurance of the research project

7

Conduct research project in QASP

8

Quarterly payments (when applicable)

Aim: Long term projects are provided with the opportunity of an staggered payment schedule

9

Final payment

Aim: Actual costs are calculated and presented to the researcher -the difference between the SLA cost and actual costs will be invoiced