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