

If researchers wish to use the Melbourne University Standard Research Agreement:

- Read the information provided on the Melbourne Research Office website about the [University Standard Research Agreement](#) and [Submission of Research Contracts](#)
- Check that the [use of this agreement](#) is appropriate
- Complete the relevant details in the [Standard Research Agreement](#)
- Complete the [Schedule](#)
- Send these documents to your sponsor for review and feedback, then:

<p>Submit all documents to: Research Contracts Group, Melbourne Research Office, Level 5, Alan Gilbert Building 161 Barry Street, Carlton 3053</p> <p><i>marked to the attention of:</i> Ana Brown ana.brown@unimelb.edu.au 8344 2044 or Sue Tan tansl@unimelb.edu.au 8344 2043</p>	
<p>If your sponsor agrees to use the <i>University Standard Research Agreement</i>, you need to forward the following documents:</p>	<p>If your sponsor does not agree to use the <i>University Standard Research Agreement</i>, they need to return a list of the changes they require. You then need to forward the following documents:</p>
<ul style="list-style-type: none"> • 2 signed, original University Standard Research Agreements 	<ul style="list-style-type: none"> • <i>University Standard Research Agreement</i> along with requested changes
<ul style="list-style-type: none"> • University Standard Agreement Checklist 	<ul style="list-style-type: none"> • Research Contract Checklist
<ul style="list-style-type: none"> • Completed Schedule 	<ul style="list-style-type: none"> • Completed Schedule
<ul style="list-style-type: none"> • Completed and signed Budget form 	<ul style="list-style-type: none"> • Completed and signed Budget form
<ul style="list-style-type: none"> • Exemption request memo signed by Head of Dept if seeking exemption from overhead charges • <i>A brief written case for exemption needs to be submitted to Head of Dept. If accepted, the Head of Dept will then write a Memo requesting the exemption.</i> 	<ul style="list-style-type: none"> • Exemption request memo signed by Head of Dept if seeking exemption from overhead charges • <i>A brief written case for exemption needs to be submitted to Head of Dept. If accepted, the Head of Dept will then write a Memo requesting the exemption.</i>
<ul style="list-style-type: none"> • Copy of application 	<ul style="list-style-type: none"> • Copy of application
<p>In addition, the Dept requires the following documentation which will be retained by the Dept:</p>	
<ul style="list-style-type: none"> • Checklist for applications submitted to Head of Department for sign off 	
<p>For further information about the process of review and negotiation of research contracts, please refer to these pages of the Research Office website.</p>	
<p>For Dept of Psychiatry submissions, in the first instance contact:</p>	
<p>Charlotte Henry Employment & Research Officer Dept of Psychiatry University of Melbourne Ph: +613 8344 5724 (Mon, Tues, Wed, Thurs) Fax: +613 9349 2792 Email: chenry@unimelb.edu.au Web site: http://www.psychiatry.unimelb.edu.au</p>	