

Centres of Research Excellence – Alternate Billing, Reporting and Contract Variation Guidelines

Document Management and Control

Version		Date
1.1	Version approved by University of Auckland CoRE Admin Efficiency and Effectiveness Working Group Points IV 2. updated and V 2. added to provide clarity on reporting required at the time of invoicing	1 October 2021
1.0	Version approved by University of Auckland CoRE Admin Efficiency and Effectiveness Working Group	29 April 2021

I. Application

These guidelines apply to any collaborator where the host Centre of Research Excellence (CoRE) for the collaboration determines that compliance with the full Universities New Zealand (UNZ) Research Committee developed guidelines is inappropriate for the collaborator.

II. Purpose

These guidelines illustrate the billing, reporting and contract variation arrangements which will operate between the CoREs hosted by the University of Auckland and a collaborator when the host CoRE has determined that the full UNZ Research Committee developed guidelines are inappropriate for the collaborator.

III. Business Rules relating to Statements of Work and Budgeting

1. The CoRE will issue a SoW in accordance with *Appendix 3 (STATEMENT OF WORK TEMPLATE)* of the Collaboration Agreement.
2. The collaborator will provide the financial budget and FTE information in the form and covering the time periods as set out in the Appendix 3.

Note: There is no requirement to complete the Financial Quarterly Reporting Template.

IV. Business Rules relating to Billing during the life of the project

1. The collaborator will bill the host in accordance with an agreed billing schedule which will be incorporated in the SoW and include the details as agreed between the host and the collaborator. An indicative example is set out below:

Financial Year	Month	Deliverable / Milestone	Amount (\$ excl GST)
2022	August	On agreement of SoW	10,000
2022	December	Milestone 1	5,000
2023	June	Milestone 2	7,000
2023	November	Final Completion and reporting	10,000

2. The collaborator will accompany the invoice with a report breaking down the invoice amount in the format as outlined for the budget in the SoW and using a template supplied by the University of Auckland CoRE. The invoice and accompanying report should be sent to invoices@auckland.ac.nz and ROCCoREsupport@auckland.ac.nz
3. The host institution will pay the invoice within 60 days of the invoice being received.
4. In extraordinary circumstances where the host institution, after discussion with the collaborator, deems that performance by the collaborator under the SoW is materially impaired they will retain the right to suspend billings until such time as the progress by the collaborator is remediated to the host's satisfaction.

V. Business Rules relating to Reporting over the life of the project

1. The collaborator will communicate with and keep the host informed as to the progress of the project in accordance with the provisions of clause 13.2 of the Collaboration Agreement.
2. When submitting an invoice, the collaborator will provide a report breaking down the invoice amount in the format as outlined for the budget in the SoW and using a template supplied by the CoRE host institution. The invoice and accompanying report should be sent to invoices@auckland.ac.nz and ROCCoREsupport@auckland.ac.nz.

VI. Business Rules relating to Contract Variations during the life of the project

1. The [CoRE Guidelines for Contract Variations](#) apply, with the addition that in the event that there is a variation the host will also amend the SoW billing schedule as required.
2. *Appendix 4 (VARIATION TO STATEMENT OF WORK)* of the Collaboration Agreement sets out the arrangements and obligations of both host and collaborator in the event of variations.