OPERATING EXPENDITURE POLICY

Purpose
To inform Dodd-Walls Centre (DWC) Investigators of the policy relating to operating expenditure (opex)

Scope
This policy applies to all investigators of the Dodd-Walls Centre who have received opex funding to support their Dodd-Walls Centre research activities.

Criteria
1. The Investigator is responsible for the budgeting of their opex.
2. In the event of an opex overspend at mid-term, the investigator will source non-DWC funds to bring the balance back to zero.
3. At the end of each calendar year, if the opex is underspent according to budget, then the investigator will submit a spending plan to the Executive Committee, this is to prevent the carrying forward of large balances and unplanned spending towards the end of the grant.
4. Opex can be used
   a) to purchase equipment where it is not recorded as a University asset and is not subject to depreciation
   b) for research related activities, travel, consumables and the hiring of casual staff or demonstrators
   c) for postgraduate student tuition fees and or stipend, and is subject to financial reporting
5. Opex cannot be used
   a) for non-DWC research related purchases
   b) to employ staff if this incurs University overheads

Financial Reporting
The DWC is required by the Tertiary Education Commission (TEC) to report its financial position annually, this includes the financial reporting specifically of postgraduate students and postgraduate student FTE.

Related Documents
- Tertiary Education Commission Performance Measurement Framework

Contact
If you have any queries regarding the content of this policy or need further clarification, contact the Programme Manager, dwcmanager@otago.ac.nz.