

The Research Grants and Business Development team is part of the Office of Research and Innovation and provides support for all CDU business development activity. Officers are located in both Darwin and Alice Springs. The team supports VET to generate income from non-traditional sources, such as:

### Fee for Service: training – client requested

- Initial contact with VET staff to discuss requirements, dates, etc
- Liaising with clients to determine their needs
- Preparation of costing sheet to determine course fee structure
- Seeking necessary CDU internal approvals
- Writing and issuing quotation letters to clients
- Negotiating with client regarding quote if necessary
- Establishing contract with client (or seeking purchase order from client)
- Invoicing client on completion of training (for 20A VET-CONTRACT enrolled students).

### Fee for Service: accredited and non-accredited short courses

- Meeting with VET staff to discuss courses they would like to offer
- Preparation of costing sheet to determine course fee structure
- Seeking necessary CDU internal approvals
- Short Courses can also help manage your course for you – for further information see the Short Courses Fact Sheet.

### Third Party Delivery Agreements

- Attend meetings with client and VET staff to discuss needs/requirements
- Assistance with drafting agreement
- Preparation of comparison costing sheets to determine viability
- Negotiation of terms of agreement with client
- Seeking necessary CDU internal approvals
- Seeking client signature.

### Tender submissions

- Identifying and providing advice on funding opportunities
- Attend meetings with VET staff and client/s to discuss needs/requirements
- Assistance with developing the submission and budget
- Coordinating cross faculty/team submissions
- Seeking necessary CDU internal approvals
- Establishing/negotiating contract with client if application is successful.

### Top Tips!

- The earlier you contact us, the more you give us the opportunity to help you.

### Did you know?

We can also help with:

- Client liaison
- Pricing strategies
- Business case preparation and advice.

We provide many other services -

Feel free to contact us at [rgbd@cdu.edu.au](mailto:rgbd@cdu.edu.au) should you have any queries.

### **CONTACT US**

Research Grants & Business Development Team

T. 08 8946 6090

F. 00 8946 7066

E. [rgbd@cdu.edu.au](mailto:rgbd@cdu.edu.au)

W. [www.cdu.edu.au/research/ori/rgbd](http://www.cdu.edu.au/research/ori/rgbd)

## VET Business Development Activity Approval Process:

As with all business development activity, approval must be sought before making any offers to clients. The costing sheet and approval form are completed by the VET Business Development Officer in consultation with the relevant VET staff member/s.

CDU delegations allow for the following approvals:

- **Under \$10,000** – Team Leader to approve
- **Under \$50,000** – Team Leader and Head of School to approve
- **Over \$50,000** – Team Leader, Head of School and VET Pro Vice Chancellor to approve.

**This process allows teams to be more responsive to their clients and to quickly deliver a quote.** New, simplified approval forms have been created for VET business development activity to also ensure a quick turn-around time. These forms are available from the Research Grants and Business Development team.

The Research Grants and Business Development team keeps a record of all project information in a project management system. Please ensure that you provide your Research Grants and Business Development Officer with all relevant documentation.

## Research Grants and Business Development (RGBD) staff and contact details:

|                    |                                  |              |
|--------------------|----------------------------------|--------------|
| Sharon McGregor    | Manager, RGBD                    | 08 8946 7366 |
| Hemali Seneviratne | Senior RGBD Officer              | 08 8946 7064 |
| Carmen Evano       | RGBD Officer                     | 08 8946 6734 |
| Mona Ulak          | VET Business Development Officer | 08 8959 5391 |
| Analyn Vargas      | Post Award Officer               | 08 8946 7086 |
| Feri Dacanay       | RGBD Admin Officer               | 08 8946 6587 |
| Christine Cleary   | Short Courses Coordinator        | 08 8946 6065 |

We are located in Darwin on the Casuarina Campus, Red 9 level 1, in the Office of Research and Innovation. Our Alice Springs Business Development Officer is located on the Alice Springs Campus, Building 1, level 1, room 32.

Feel free to come and visit us!

We also visit other Campuses and Centres to meet with staff members and clients based in those locations.

**Please note:** This is an overview of some of the many services that the Research Grants and Business Development team provide. We are able and willing to assist in many ways so please contact us at [rgbdcdu@cdu.edu.au](mailto:rgbdcdu@cdu.edu.au) should you have any queries.

## Top Tips!

- Casuarina Campus:  
Red 9, level 1.
- Alice Springs Campus:  
Building 1, level 1,  
room 32.
- Approval forms and costing sheets are available from the Research Grants and Business Development team.
- Our team keep a record of all information in a project management system - make sure to send us all the relevant documentation.

## **CONTACT US**

Research Grants & Business  
Development Team

T. 08 8946 6090

F. 00 8946 7066

E. [rgbdcdu@cdu.edu.au](mailto:rgbdcdu@cdu.edu.au)

W. [www.cdu.edu.au/research/ori/rgbdcdu](http://www.cdu.edu.au/research/ori/rgbdcdu)