

## FAQs for OSP 2018

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## Research Office Questions

### Does my period of service funded by an external grant count towards my service eligibility?

If during the qualifying period your salary was paid by external funds such as the Australian Research Council, this period does not count towards your service eligibility unless there is explicit provisions in the agreement with the University from the funding body.

## Faculty Research Office Questions

### What am I required to do when I get back from OSP?

You will resume your normal duties on return to the University and complete your final OSP report of the work undertaken on the [Final Report template](#)

This report must be submitted to the Executive Dean one calendar month of the end date of the program.

### Can I make changes or vary my OSP after it has been approved?

If circumstances change, you may request to make minor changes to your approved OSP. To apply for a change, you will need to completed an [OSP Variation Request Form](#) and submit it to your Head of Department and Executive Dean for approval.

### What is the grant-in-aid funding for 2018?

Staff member travelling alone	\$5,697
Accompanied by partner (or dependent child without partner)	\$1,868
Each additional dependent child	\$691

### What taxation issues do I need to be aware of?

This is not applicable to funding provided by the Cost Centre for an OSP.

However, income tax does apply as the funding is paid to you through your payroll.

You must, therefore, keep details of work related expenses so that you can claim taxation deductions.

Fringe benefits tax, payable by the Department, is applicable to funding for non-staff travellers (outlined in the funding guidelines).

### Am I covered by the University's travel insurance policy while I on an OSP external fellowship?

As a staff member, you are covered by the University's travel insurance policy for international or domestic travel for up to 180 days while you are on OSP. You are also covered for a maximum of 7 days of personal or private travel without losing your travel insurance protection. For more information, please view the [travel policy](#).

### What if I would like to attend a conference whilst on OSP which was not part of my original OSP plan?

If you are changing your approved OSP plan, please contact your Faculty Research Office in the first instance. It is important for the University to know where you are and what you are doing while you are on OSP to ensure your safety and that you are covered for insurance purposes. In certain circumstances, you may be asked to complete an [OSP Variation Request Form](#) which will need to be approved by your Head of Department and Executive Dean.

### How is my OSP funded?

Each Department funds the salary and grant-in-aid for their staff awarded an OSP Fellowship.

## HR Questions

### What happens to my leave while on OSP?

An OSP fellowship is not a period of leave, it is an absence on duty. You will be paid your normal salary and your leave entitlements will continue to accrue.

### What if I would like to take annual leave when I am on OSP?

While you are on OSP, the University's current [annual leave policy](#) and [procedure](#) still applies. It is your choice whether you wish to take annual leave during your OSP period, however this will reduce the amount of time you are on OSP. Your period of OSP is not extended by any leave taken during this time.

### How do I book annual leave when I am going on OSP?

If you would like to apply for annual leave before, during or after your period of OSP, the usual [annual leave policy](#) and [procedure](#) applies. You should make your request via [HR Online](#) where it is then sent to your manager for approval.

### Do I add Public Holidays or Concessional Days onto my OSP 6-month period?

Your period of OSP is inclusive of any Public Holidays or concessional days that fall within it. Your period of OSP is not extended because of Public Holidays or the University's Concessional Days.

### I have been on parental leave and have not completed PDR, am I still eligible to apply for OSP?

If you have been on parental leave during the qualifying period and therefore do not have a completed PDR, you will not be disadvantaged. Your eligibility will be assessed based on the completion of your PDR prior to your period of leave and the re-commencement of PDR on your return to work.

### I have been on Probation and not completed PDR, am I still eligible to apply for OSP?

If you have been on Probation during the qualifying period, your approved probation document counts towards eligibility.