University Research Centres Procedure

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Purpose

This procedure describes the process for establishing, operating, monitoring and terminating approved research centres at Federation University.

Scope

This procedure applies to all staff involved in University research centres of which there are two types: Research Groups, and University Research Centres.

This procedure refers specifically to Federation University Research Groups (URGs) and University Research Centres (URCs), and does not include externally funded, collaborative research centres such as Cooperative Research Centres (CRCs).

Legislative context

- Federation University Australia Act 2010
- Federation University Australia (Academic) Regulations

- Tertiary Education Quality and StandardsAgency (TEQSA) Higher Education Standards Framework

Definitions

A complete list of definitions relevant to this procedure is contained within the University's Policy Glossary.

A further list of definitions **specifically** relevant to this procedure is included below:

Term	Definition
Cooperative ResearchCentres (CRCs)	Australian Government-funded initiatives that foster industry-led collaborations between researchers, industry, and end users. Links researchers with industry and government with a focus towards research application. More information can be obtained at Cooperative Research Australia.
HDR	Higher degrees by Research
RTP	Research Training Program – Australian government funding providing scholarships to support students pursuing higher degrees by research (HDRs).
University Research Group (URG)	Area of research significance within and/or across Institutes.
University Research Centre (URC)	Area of research strength within and/or across Institutes.

Establishment Terms

- University Research Groups will normally be established for a period of 3 years.
- University Research Centres will normally be established for a period of 5 years.

Actions

1. Applying for Establishment/Renewal as a University Research Group

Applications to establish a University Research Group (URG) can be submitted for consideration at any time.

Applications seeking approval to renew an existing URG must be submitted no less than 6 months prior to the current established term end.

The following process must be followed, in consultation with the office of the Pro Vice-Chancellor (Research and Innovation):

	Activity	Responsibility	Steps
A.	Prepare application	Proposed Research Group	Include the following information: • Proposed name of the Research Group.

			• Proposed name of the Director(s) of the Research Group. • Other proposed members of the Research Group, together with summary curriculum vitae for all proposed participants. • Track record of proposed Research Group researchers (grant funding, HDR completions and publications) over the preceding 3 years. • Demonstration that the proposed Research Group meets the criteria for University Research Centre designation. • Proposed governance structure and reporting lines within the University. • An explanation of how the formation of the Research Group will add value to the Institute and University including proposed research performance targets in research income, HDR completions and publications. • Brief strategic outline detailing the proposed approach the Research Group will use to meet the proposed research performance targets, and to develop and foster capacity within the Research Group. • A description of linkages with any external organisations and industry.
B.	Submit application	Proposed Research Group	The completed and signed application must be submitted to the Pro Vice-Chancellor (Research and Innovation).
C.	Review application	Pro Vice-Chancellor (Research and Innovation)	The decision to establish or renew Research Groups will be made by the Pro Vice-Chancellor (Research and Innovation) after consideration of an application for establishment or renewal and acting on advice from: • Academic Board

			• Relevant PVCs/Executive Deans

2. Applying for Establishment/Renewal as a University Research Centre

Applications to establish a University Research Centre (URC) can be submitted for consideration at any time.

Applications seeking approval to renew an existing URC must be submitted no less than 6 months prior to the current established term end.

The following process must be followed, in consultation with the office of the Pro Vice-Chancellor (Research and Innovation):

	Activity	**Responsibility**	**Steps**
A.	Prepare application	Proposed University Research Centre	Include the following information: • Proposed name of the University Research Centre • Proposed name of Director(s), University Research Centre, together with a summary track record and a curriculum vitae. • Other proposed members of the University Research Centre, together with summary track record and curriculum vitae for all proposed participants (grant funding, HDR completions, and publications). • Demonstration that the proposed University Research Centre meets the criteria for University Research Centre designation. • Explanation as to how the formation of the University Research Centre will add value to the University's Strategic Research Plan. • Proposed governance structure and reporting lines within the University. • An Operational Plan covering 5 years that includes targeted performance criteria and annual budgets. This plan will include a revenue budget for existing and committed research projects and grant funding for the next 5-year period, as well as a cost budget covering all

			resourcing, infrastructure and staffing requirements for the University Research Centre for the next 5-year period. This plan should also cover resourcing and facilities requirements and any funding commitments of the Institutes, as well as any additional requested support from the University. • References and support from within the Federation University research community, peer industry researchers etc. • Linkages with any external research organisations and industry.
B.	Submit application	Proposed Research Centre	The completed and signed application must be submitted to the Pro Vice-Chancellor (Research & Innovation).
C.	Review application	Vice-Chancellor	The decision to establish or renew a University Research Centre will be made by the Vice-Chancellor after consideration of an application for establishment or renewal and acting on advice from: • Academic Board • Pro Vice-Chancellor (Research and Innovation) • Relevant PVCs/Executive Deans • Ad hoc advisory group(s), as appropriate

3. Review, renewal or disestablishment

Research Groups

The decision to continue or close a Research Group may be made at any time by the Pro Vice-Chancellor (Research and Innovation) acting on advice from the Associate Deans, Research who will include with their recommendation(s) the recommendations of the Institute Board(s).

A Research Group will be considered terminated at the end of the 3-year term unless an application to be renewed as a Research Group is approved within that period.

University Research Centres

The decision to continue or close a University Research Centre may be made at any time by the Vice-Chancellor acting on advice from the Pro Vice-Chancellor (Research and Innovation) who will include with their recommendation the recommendations of the Academic Board.

A University Research Centre will be considered terminated at the end of the 5-year term unless an application for renewal as a University Research Centre is approved within that period.

4. Annual Reporting Requirements

University Research Groups (may also be referred to as teams/networks)

Each University Research Group must provide by August 1 in each year after they have received formal designation as a University Research Group, an annual report reviewing their activities for the previous calendar year (i.e. January to December) including their performance against the proposed targets in their approved application:

- Academic staffing
- HDR enrolments, HDR completions (number, RTP weightings and time to completion), HDR withdrawals (e.g. numbers, timelines of HDR candidature, etc.)
- Research revenue
- Publication performance
- Impact and engagement

The annual report must be endorsed by the appropriate URG Leader and submitted to the Pro Vice-Chancellor (Research and Innovation). Annual Reports will be presented to Research Committee for approval. The Pro Vice-Chancellor will then make available an annual report on the performance of Research Groups of the University to the Academic Board, Vice-Chancellor, and Council.

Following presentation to the Academic Board, annual reports are to published on the University website relevant to each Group.

If the University Research Group's formal recognition was received post-June 30 of any particular year, then an annual report for that period will not be required in the following year. However, the first annual report, due the year after, should include a review of the activities of the University Research Group dating back to when formal recognition was received by that University Research Group.

University Research Centres

Each University Research Centre must provide by August 1 in each year after they have received formal designation as a University Research Centre, an annual report reviewing their activities for the previous calendar year (i.e. January to December) including performance against the proposed targets in their approved application:

- Academic staffing
- HDR enrolments, HDR completions (number, RTP weightings and time to completion), HDR withdrawals (e.g. numbers, timelines of HDR candidature, etc.)
- Research revenue
- Publication performance
- Impact and engagement

Annual reports for University Research Centres must be endorsed by the appropriate Centre Director(s) and submitted to the Pro Vice-Chancellor (Research and Innovation). The endorsed Annual Reports will be submitted to Research Committee for approval. The Pro Vice-Chancellor (Research and Innovation) will then make available an annual report on the performance of Research Centres of the University to the Academic Board, Vice-Chancellor, and Council.

Following presentation to the Academic Board, annual reports are to published on the University website relevant to each Centre.

If the University Research Centre's formal recognition was received post-June 30 of any particular year, then an annual report for that period will not be required in the following year. However, the first annual report, due the year after, should include a review of the activities of the University Research Centre dating back to when formal recognition was received by that University Research Centre.

Supporting documents

- Research and Research Training Policy
- Research Centre Annual Report template

Responsibility

- The Approval Authority responsible for monitoring the implementation, outcomes and scheduled review of this procedure – Pro Vice-Chancellor (Research and Innovation).
- The Document Owner responsible for maintaining the content of this procedure as delegated by the Approval Authority – Director, Research and Innovation.

Promulgation

The University Research Centres Procedure will be communicated throughout the University community in the form of:

1. an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Procedure;
2. distribution of e-mails to Head of School / Head of Department / University staff;
3. notification to Research Centres and Research Groups.

Implementation

The University Research Centres Procedure will be implemented throughout the University via:

- an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Procedure;
- inclusion on the University Policy, Procedure and Forms website;
- targeted emails to Deans, Head of Schools, Associate Deans of Research, and Directors of Research Centres.

Records management

Document Title	Location	Responsible Officer	Minimum Retention Period
Applications	Office of the PVC (R&I)	PVC (R&I)	7 years

Annual reports	Office of the PVC (R&I)	PVC (R&I)	7 years