

Starting Research @ UniSA:

A Quick Guide for Academics.

A UniSA Induction Resource.

INTRODUCTION

UniSA is a modern and dynamic institution with a reputation for research excellence and engagement with industry, government and community partners and the delivery of innovative outcomes of national and international significance. UniSA provides an environment that encourages and nurtures excellence in research, innovation and social responsibility.

Our research focus is consistently reinforced through the work of our Divisions, Research Institutes, and leading Research Centres and Groups, as well as through our multidisciplinary research education programs.

UniSA has six Research Institutes, 14 supported Research Centres and a range of committed Research Groups and individuals undertaking world-leading research into a range of areas including materials science and minerals processing, wireless communications, social sustainability, health and biomedical sciences, marketing science, sustainable systems and technologies, defence and complex systems engineering, and advanced manufacturing.

The University is a key partner in eight Cooperative Research Centres and in major national and state-based initiatives, and is a host and partner for facilities supported by the National Collaborative Research Infrastructure Strategy. With our innovative approach to research and consultancy, and commitment to forging strong collaborative relationships with a variety of partners, UniSA is well-placed to continue meeting the future needs of industry, the professions and the community, both in Australia and overseas. UniSA's research and consultancy services are strengthened by collaborative links which extend across the world.

At the heart of the University's success in research and innovation lie the achievements of its staff. The University is committed to providing appropriate support and infrastructure to assist academic staff in their research careers.

This guide aims to help you embark on your research career at UniSA by providing information about how to source grant funding, important University contacts in the research area, as well as legal and contractual information. We have compiled resources from a range of areas and present them to you in one easy to navigate, coherent guide.

I wish you every success in your research career and hope your time at the University of South Australia is satisfying and productive.

Professor Caroline McMillen
Deputy Vice Chancellor and Vice President
Research and Innovation

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If you have any comments or suggestions for the improvement of this resource, please contact Annabel Mansfield, Organisational Development.

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	Question	The basics	Further information
RESEARCH ENVIRONMENT <i>Keeping up to speed with research.</i>	1. Where do I get advice about research at UniSA?	<p>A really valuable source of information will always be your immediate research team. Your research team (and in particular, your senior research colleagues) will provide you with support, information, context, guidance and advice throughout your research career at UniSA.</p> <p>Your Dean of Research will also be able to source key information and helpful research support contacts in the first months after arriving at UniSA.</p> <p>The role of the University's Research and Innovation Services (RIS) Unit is also to provide information about a range of important support services to help new researchers. Feel free to contact your helpful RIS team if no one 'down the corridor' can help with your enquiry.</p>	<ul style="list-style-type: none"> ▪ Your senior research colleagues ▪ UniSA Research web pages: www.unisa.edu.au/research/ ▪ Deans of Research: www.unisa.edu.au/resdegrees/deans.asp ▪ Research and Innovation Services (RIS): www.unisa.edu.au/res
	2. What are UniSA's research directions?	<p>Understanding UniSA's research directions will help contextualise your activities. Read through the <i>research</i> sections of UniSA's planning documents to better understand our research goals and priorities:</p> <ul style="list-style-type: none"> ▪ Corporate Plan; ▪ Vision, mission and values; ▪ <i>New Horizons</i> and <i>Horizon 2020</i>; and ▪ <i>ReNEW: A New UniSA Research Concentrations Strategy</i>. <p>Your Division / Institute's research web pages will provide further insight about your research area.</p>	<ul style="list-style-type: none"> ▪ UniSA's vision, mission and values: www.unisa.edu.au/about/intro/vision.asp ▪ UniSA's Corporate Plan: https://teamsites.unisa.edu.au/res/par/bireportinghub/corporateplanningresources/Forms/AllItems.aspx ▪ Horizon 2020 – <i>UniSA's ambitions and strategic directions</i>: www.unisa.edu.au/horizon2020/default.asp ▪ New Horizons (logon required): http://www-p.unisa.edu.au/cha/corproproj/newhorizons.asp ▪ ReNEW: www.unisa.edu.au/res/concen/renew.asp http://www-p.unisa.edu.au/res-staff/concen/membership.asp ▪ Your Division / Institute / Centre Research web pages www.unisa.edu.au/research/concentrations/default.asp
	3. Where can I find out about national developments?	<p>UniSA develops strategies in research and innovation that position our researchers and institution to meet the challenges of the Federal Government's research agenda. The national developments web pages provide up-to-date information on developments including:</p> <ul style="list-style-type: none"> ▪ Excellence in Research Australia (ERA) initiative: <i>the new research quality and evaluation system, used by the Government to guide the allocation of resources</i>; ▪ Research Block Grants: <i>provide funding to eligible Australian Higher Education Providers for research and research training, through a number of performance-based schemes</i>. ▪ Education Investment Fund (EIF): <i>provides funding for projects that create or develop significant infrastructure in higher education institutions (previously the 'HEEF')</i>; ▪ 'Powering Ideas: An Innovation Agenda For The 21st Century': <i>demonstrates the Government's innovation policy agenda to 2020</i>; ▪ Review of Australian Higher Education: <i>examines and reports on the future direction of the higher education sector</i>; and 	<ul style="list-style-type: none"> ▪ National developments: www.unisa.edu.au/res/national/default.asp ▪ Excellence in Research Australia (ERA) initiative: www.unisa.edu.au/rqie/default.asp www.arc.gov.au/era/default.htm ▪ Research Block Grants: www.innovation.gov.au/Section/Research/Pages/ResearchBlockGrants.aspx ▪ Education Investment Fund (EIF): www.unisa.edu.au/res/national/funding.asp ▪ 'Powering Ideas: An Innovation Agenda For The 21st Century': www.innovation.gov.au/innovationreview/Pages/home.aspx ▪ Review of Australian Higher Education: www.unisa.edu.au/res/national/higheredreview.asp ▪ Building Australia's research capacity: www.unisa.edu.au/res/national/capacity.asp

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		<ul style="list-style-type: none"> ▪ Building Australia's research capacity: <i>undertakes an inquiry into research training and research workforce issues in Australian universities.</i> <p>UniSA's strategic responses to national policy implications are determined at the Research Policy Committee (RPC).</p> <p>Research and Innovation Services (RIS) also provide a range of background papers to help you understand the Australian research and innovation framework.</p>	<ul style="list-style-type: none"> ▪ Research Policy Committee (RPC): www.unisa.edu.au/res/commit/policy.asp ▪ Australia's research and innovation framework (<i>background papers and web links</i>): www.unisa.edu.au/res/national/background.asp www.unisa.edu.au/res/national/websites.asp
	<p>4. What is the 'Excellence in Research for Australia Initiative' (ERA)?</p>	<p>The 'Excellence in Research for Australia' (ERA) initiative is a new research quality and evaluation system used by the Government to guide the allocation of resources. It uses a combination of indicators and expert reviews to evaluate research across 8 clusters at both 2 and 4-digit Fields of Research (FoR). The clusters are:</p> <ul style="list-style-type: none"> ▪ Cluster 1—Physical, Chemical and Earth Sciences (PCE) ▪ Cluster 2—Humanities and Creative Arts (HCA) ▪ Cluster 3—Engineering and Environmental Sciences (EE) ▪ Cluster 4—Social, Behavioural and Economic Sciences (SBE) ▪ Cluster 5—Mathematical, Information & Computing Sciences (MIC) ▪ Cluster 6—Biological and Biotechnological Sciences (BB) ▪ Cluster 7—Biomedical and Clinical Health Sciences (BCH) ▪ Cluster 8—Public and Allied Health Sciences (PAH) <p>Universities are required to submit all research outputs to the ERA to contribute to national analysis and benchmarking. These include:</p> <ul style="list-style-type: none"> ▪ Books – authored research; ▪ Books – chapters in research books; ▪ Journal articles (refereed, scholarly journal) – A* (top 5%); A (next 15%); B (next 30%); C (bottom 50%); ▪ Conference publications (full paper refereed); and ▪ Non-traditional research outputs (<i>creative works</i>). 	<ul style="list-style-type: none"> ▪ Excellence Research Australia (ERA) Initiative (<i>UniSA information hub</i>): www.unisa.edu.au/rqie/default.asp ▪ ERA official site: www.arc.gov.au/era/default.htm www.arc.gov.au/era/era_2010.htm (<i>FAQs, key dates and documents, ranked journals and conference lists, etc.</i>). ▪ ERA 2010 Submission Guidelines: www.unisa.edu.au/rqie/submission.asp www.arc.gov.au/pdf/ERA2010_sub_guide.pdf
	<p>5. How do I find out more about national research developments?</p>	<p>If you'd like to keep informed about current research and innovation developments, subscribe to the regular news feed on the '<i>national developments</i>' web pages. The '<i>What's New</i>' and '<i>Quick Links</i>' sections on RIS' web page will also identify new developments.</p> <p>Planning and Institutional Performance (PIP) maintains an environmental scanning site which summarises higher education news, media releases and other news items with strategic implications for UniSA.</p>	<ul style="list-style-type: none"> ▪ National research developments and RSS feed: www.unisa.edu.au/res/national/default.asp ▪ RIS web pages: www.unisa.edu.au/res/default.asp ▪ Environmental scanning (PIP): http://www.unisa.edu.au/pas/qap/es/default.asp

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ETHICS & COMPLIANCE <i>Responsible research.</i>	6. How do I comply with ethics requirements?	<p>Researchers have a responsibility to maintain high standards of responsible research, whilst fostering and maintaining an environment of intellectual honesty and integrity, and scholarly and scientific rigor.</p> <p>It is particularly important for you to be familiar with the:</p> <ul style="list-style-type: none"> ▪ Australian Code for the Responsible Conduct of Research (<i>guides & promotes responsible research and integrity</i>); and ▪ National Statement on Ethical Conduct in Human Research (<i>promotes ethical human research</i>). <p>All UniSA staff should also be aware of their general ethical and legislative responsibilities (as outlined in the <i>'Quick guide to the legislated and ethical responsibilities of staff'</i>).</p> <p>All staff have access to a Research Ethics Advisor (REA) who will be able to assist with questions about ethics. Your senior research colleagues and RIS' ethics and compliance team will also be able to advise on research ethics.</p>	<ul style="list-style-type: none"> ▪ Ethics and compliance web pages: www.unisa.edu.au/res/ethics/default.asp ▪ The Australian Code for the Responsible Conduct of Research: www.unisa.edu.au/res/australiancode.asp www.nhmrc.gov.au/publications/synopses/r39syn.htm ▪ National Statement on Ethical Conduct in Human Research: www.unisa.edu.au/res/nationalstatement.asp www.nhmrc.gov.au/publications/synopses/e72syn.htm ▪ Quick Guide to the legislated and ethical responsibilities of staff: www.unisa.edu.au/staffdev/guides/legislated_contents.pdf ▪ Research Ethics Advisors: www.unisa.edu.au/res/ethics/onlinesystemadvice.asp#contact ▪ Ethics and Compliance staff (RIS): www.unisa.edu.au/res/contact.asp#ethics
	7. What are my responsibilities under the Australian Code?	<p>The <i>Australian Code</i> ('Code') requires institutions to provide a research governance framework through which research is assessed for quality, safety, privacy, risk management, financial management and accountabilities of those involved in research. As a researcher, you need to know about 8 key areas of the Code (see <i>'UniSA's Framework for the Responsible Conduct of Research'</i>):</p> <ol style="list-style-type: none"> 1. General principles of responsible research; 2. Management of research data and primary materials; 3. Supervision of research trainees; 4. Publications and dissemination of research findings; 5. Authorship; 6. Peer review; 7. Conflicts of interest; and 8. Collaborative research across institutions. <p>A key component of the Code affecting each staff member is the requirement of the completion of the <i>Statement of Authorship and Location of Data forms</i> as research is being published (See Qu 21).</p> <p>The <i>Research Integrity, Accountability and Compliance Committee</i> (RIACC) is the UniSA body responsible for implementation of the Code.</p>	<ul style="list-style-type: none"> ▪ Researcher responsibilities under the Australian Code: www.unisa.edu.au/res/ethics/australiancoderesearcher.asp ▪ UniSA Governance Framework (<i>for the Code</i>): http://www.unisa.edu.au/res/ethics/australiancode.asp ▪ UniSA Framework for the Responsible Conduct of Research (<i>visual tool with online links to policy and guidelines</i>): www.unisa.edu.au/res/ethics/framework.asp ▪ The Australian Code (<i>Section 5: Authorship</i>): www.unisa.edu.au/res/ethics/australiancoderesearcher.asp#section5 ▪ Research Integrity, Accountability and Compliance Committee (RIACC): www.unisa.edu.au/res/commit/riacc.asp
	8. What do I need to know about the National Statement?	<p>If you are undertaking research that involves <u>human participants</u>, you need to know about the <i>National Statement</i>. It provides guidelines for the ethical conduct of research involving human participants. The National Statement consists of 5 parts:</p> <ul style="list-style-type: none"> ▪ Part 1: Values and Principles of Ethical Conduct; ▪ Part 2: Themes in research ethics: risk and benefit, consent; ▪ Part 3: Ethical considerations specific to research methods or fields; ▪ Part 4: Ethical considerations specific to participants; and ▪ Part 5: Processes of research governance and ethical review. 	<ul style="list-style-type: none"> ▪ The National Statement: www.unisa.edu.au/res/nationalstatement.asp www.nhmrc.gov.au/publications/synopses/e72syn.htm

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	<p>9. Do I need ethics approval and how do I get it?</p>	<p>The ethics and compliance web pages provide information about ethics approvals and how you can obtain these. There are two types of ethics approvals:</p> <p>1 – approvals for research involving HUMANS; and</p> <p>2 – approvals for all other research involving:</p> <ul style="list-style-type: none"> ▪ Animal experimentation; ▪ Biosafety and gene technology; ▪ Chemical hazards; ▪ Radiation safety; and ▪ Plant, equipment, devices and pressure vessels. <p>Human research projects Research involving humans (from low risk activities such as direct data collection, to high risk activities such as tissue sample collection) must apply for ethics approval using the Online Human Ethics Application and Review System. All applications are reviewed by UniSA's Human Research Ethics Committee (or a subpanel committee based the level of risk). The Ethics System will advise of the review outcome by email. User guides and training are also available.</p> <p>Other research projects</p> <ul style="list-style-type: none"> ▪ Animal experimentation: submit an application to the <i>Institute of Medical and Veterinary Science (IMVS) Animal Ethics Committee (AEC)</i>. Note that different forms are required for different research; ▪ Biosafety and gene technology: submit an application to the <i>Institutional Biosafety Committee</i>. You may require also require additional permits and/or approvals; ▪ Chemical hazards: submit an application to the <i>Chemical Hazards Subcommittee</i>. You also require a risk management assessment; ▪ Radiation safety: requires written approval from the <i>Radiation Safety Committee</i> plus an Environmental Protection Authority Radiation Protection licence. Your radiation laboratory must also be registered with the Environment Protection Authority's Radiation Protection Division of the SA Department of Human Services; ▪ Plant, equipment, devices and pressure vessels: submit a <i>Project Proposal Safety Authorisation form</i> to your Head of School/Institute Director. <p>Complete processes and approvals are detailed on the web pages. Read these carefully as different levels of risk may apply, plus different approvals may be required and/or processes may change. <u>Remember that your research must not commence until you have ethics approval.</u></p> <p>For help and advice, first speak with your Research Ethics Advisor. Your senior research colleagues and specialised staff within RIS may also assist. Other information sources include: ethics workshops; legislative and policy information; and the ethics Quick Guide.</p> <p>Note also that UniSA does not accept funding from tobacco related sources for health or health-related research.</p>	<ul style="list-style-type: none"> ▪ Ethics and compliance web pages: www.unisa.edu.au/res/ethics/default.asp ▪ Approvals and process: www.unisa.edu.au/res/ethics/needethicsapproval.asp ▪ Forms and guidelines: www.unisa.edu.au/res/forms/ethics.asp ▪ Research ethics and compliance committees: www.unisa.edu.au/res/ethics/needethicsapproval.asp#forms <p>Human Research projects</p> <ul style="list-style-type: none"> ▪ Human research: www.unisa.edu.au/res/ethics/human.asp ▪ UniSA's online Human Research Ethics System: www.unisa.edu.au/res/ethics/onlinesystem.asp ▪ How to use the online ethics system: www.unisa.edu.au/res/ethics/onlinesystemtraining.asp ▪ UniSA Human Research Ethics Committee (UniSA HREC): www.unisa.edu.au/res/commit/ethics.asp#humres <p>Other research projects</p> <ul style="list-style-type: none"> ▪ Animal experimentation: www.unisa.edu.au/res/ethics/animal.asp ▪ Biosafety and gene technology: www.unisa.edu.au/res/ethics/biosafety.asp ▪ Chemical hazards: www.unisa.edu.au/res/ethics/chemhaz.asp ▪ Radiation safety: www.unisa.edu.au/res/ethics/radiation.asp ▪ Plant, equipment, devices and pressure vessels: www.unisa.edu.au/res/ethics/plant.asp <p>Help, Advice, Workshops and Policy</p> <ul style="list-style-type: none"> ▪ Research Ethics Advisors: www.unisa.edu.au/res/ethics/onlinesystemadvice.asp#contact ▪ Ethics and Compliance staff (RIS): www.unisa.edu.au/res/contact.asp#ethics ▪ UniSA Research Policies: www.unisa.edu.au/policies/policies/alpha.asp#res ▪ Quick Guide to the legislated and ethical responsibilities of staff: www.unisa.edu.au/staffdev/guides/legislated_contents.pdf ▪ Ethics workshops: www.unisa.edu.au/res/training/other.asp ▪ Your senior research colleagues <ul style="list-style-type: none"> ▪ Research Funded by Tobacco Companies policy: www.unisa.edu.au/policies/policies/resrch/res14.asp

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	<p>10. Do I need insurance?</p>	<p>If your research has been approved through the relevant research committee, it generally means your research is covered by UniSA's insurance policies. If you suspect you need additional insurance cover, discuss this with your research supervisor and your Research Ethics Advisor (REA). If you do need additional insurance, the online information will provide you with the appropriate forms to complete and processes to follow.</p>	<ul style="list-style-type: none"> ▪ Insurance information: www.unisa.edu.au/res/ethics/needethicsapproval.asp#insurance ▪ Your research supervisor ▪ Research Ethics Advisors: www.unisa.edu.au/res/ethics/onlinesystemadvice.asp#contact
	<p>11. What Occupational health, safety, welfare and injury management (OHSW&IM) requirements must I be aware of?</p>	<p>You will often encounter OHSW&IM issues as you process the ethical compliance of your research. Your research must comply with OHSW&IM provisions under the <i>Occupational Health, Safety and Welfare Act 1986</i>. Take the time to ensure your activities comply with the Act. A useful resource is the 'induction checklist' which will ensure you address key OHSW&IM issues. Also read through UniSA's OHSW&IM web pages, as these will provide you with information to assist with your research.</p> <p>If your research involves ionising radiation, you must be aware of additional OHSW&IM policies and processes to ensure that exposures to staff, students, the public and the environment are minimised. Details of these requirements are outlined on the 'My Employment>OHSW' tab on your <i>MyUniSA</i> account.</p>	<ul style="list-style-type: none"> ▪ Occupational health, safety, welfare and injury management: www.unisa.edu.au/ohsw/default.asp www.unisa.edu.au/ohsw/forms/docs/ohsw23.doc (checklist) www.unisa.edu.au/policies/policies/corporate/C06.asp (policy) ▪ Occupational Health, Safety and Welfare Act 1986 www.legislation.sa.gov.au/listActs.aspx?key=O ▪ <i>MyUniSA</i> account: https://my.unisa.edu.au/staff/Portal/myEmployment/OHSW/PoliciesAndProcedures.aspx
	<p>12. What do I need to know about data storage?</p>	<p>Your data must be securely stored in a durable format, for a minimum of five years to ensure the validity of the data can be demonstrated (this is in compliance with <i>the Australian Code for the Responsible Conduct of Research and the South Australian Freedom of Information Act 1991</i>).</p>	<ul style="list-style-type: none"> ▪ Data storage: www.unisa.edu.au/res/ethics/storage.asp www.unisa.edu.au/policies/policies/resrch/res17.asp (policy) ▪ The Australian Code (<i>Section 2: Management of research data and primary materials</i>): www.unisa.edu.au/res/ethics/australiancoderesearcher.asp#section2
	<p>13. Where can I get legal advice and information?</p>	<p>For advice about establishing research or consultancy projects, speak with your <i>Business Development Manager (BDM)</i>; they can assess commercial viability of your research and liaise with solicitors about any legal issues.</p> <p>UniSA Legal Services can provide advice on:</p> <ul style="list-style-type: none"> ▪ contractual matters (<i>confidentiality and other agreements, memorandums of understanding, contractors, etc</i>); ▪ intellectual property (<i>copyright, patents, trademarks, designs, etc</i>); ▪ matters which have or may have legal implications for the University (<i>Competition and Consumer Act – insurance, spam, privacy, etc - previously known as the Trade Practices Act</i>); and ▪ interpretation and compliance of UniSA statutes, by-laws and policies. <p>If you have specific enquiries about intellectual property, talk with your local Business Development Manager or <i>ITEK Pty Ltd</i> (UniSA's commercialisation company).</p>	<ul style="list-style-type: none"> ▪ UniSA legal services: www.unisa.edu.au/res/legal/services.asp ▪ Legal FAQs: www.unisa.edu.au/res/legal/FAQs.asp ▪ Business Development Managers (<i>establishing projects and IP</i>): www.unisa.edu.au/community/doingbusiness/contact.asp ▪ Intellectual property (IP) guidelines: www-p.unisa.edu.au/policies/codes/miscell/intellectual-prop.asp www.unisa.edu.au/res/legal/intprop.asp ▪ ITEK Pty Ltd (<i>intellectual property</i>): www.itek.com.au/about.php

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INTERNATIONAL ISATION <i>Integrating a global perspective.</i>	14. Why is internationalisation important for research?	<p>UniSA actively embraces internationalisation, integrating a global dimension into our research, teaching, service and engagement functions. It is a core element of our strategic directions, contributes to our accreditations and enhances our reputation and the success and competitiveness of our students, graduates and staff.</p> <p>In research, we are judged by the company we keep, so as a researcher you should aspire to:</p> <ul style="list-style-type: none"> ▪ work with 'first class' research partners wherever they are in the world; ▪ build your profile in the global research 'academy' by engaging internationally (<i>publishing / networking / presenting</i>); ▪ identify international funding sources for your work ; and ▪ supervise international higher degree research (HDR) students. <p>It has been shown that publications with international co-authors tend to be cited more frequently than those without, so working with international collaborators can enhance the quality of your work. Your senior research colleagues, Institute / Centre Director or Dean of Research can explain how internationalisation may help you publish 'first class work'.</p>	<ul style="list-style-type: none"> ▪ Internationalisation website: www.unisa.edu.au/int/default.asp ▪ International quality assessment exercises (ERA): www.unisa.edu.au/rqie/otherquality.asp ▪ Your senior research colleagues
	15. How is internationalisation supported?	<p>UniSA provides support programs to encourage internationalisation in research:</p> <p>The International Research Collaboration Support Program aims to establish and strengthen research collaborations with international research institutions and researchers of high distinction. It involves:</p> <ul style="list-style-type: none"> ▪ <i>Distinguished Researcher Award</i>: to attract outstanding international researchers to UniSA to establish new or strengthen existing research collaborations; and ▪ <i>Early Career Researcher (ECR) International Travel Award</i>: to ensure that ECRs are supported to develop productive international research collaborations. <p>The Learning and Teaching Unit (LTU) deals with the implications of internationalisation for teaching, learning and curriculum development within the broader policy framework of UniSA. This information will be relevant if you are working with research education. UniSA also provides a range of international scholarships for HDR students.</p>	<ul style="list-style-type: none"> ▪ International Research Collaboration Support Program (incl.): <i>The Distinguished Researcher Award</i> <i>The Early Career Researcher International Travel Award</i> www.unisa.edu.au/res/grants/researchcollaboration.asp ▪ Internationalisation (LTU): www.unisa.edu.au/ltu/staff/practice/internationalisation/default.asp ▪ International HDR student scholarships: www.unisa.edu.au/resdegrees/scholarships/international.asp#ips
	16. Where can I find information about international travel and visitors?	<p>UniSA International's (UI) website provides protocols and information on international travel, visitors and country updates. Read through the 'staff' section for more information.</p> <p>To identify academics who will be visiting UniSA, speak with your Dean of Research. A current list of visiting academics can be accessed through the UniSA Directory (<i>type 'visit' into the Position Description</i>).</p> <p>Travel forms and procedures are on the Finance Unit's travel website.</p>	<ul style="list-style-type: none"> ▪ Dean of Research ▪ UniSA International (UI): www.unisa.edu.au/inthome/ http://www-p.unisa.edu.au/intstaff/travel/default.asp (travel) http://www-p.unisa.edu.au/intstaff/visitors/intlvisitors.asp (visitors) ▪ Finance Unit's Travel website:

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			www.unisa.edu.au/fin/travel/default.asp
PUBLICATIONS <i>Sharing your research findings.</i>	17. Where can I get information about publications?	<p>The Library, RIS and your senior research colleagues will be able to provide information about publications at UniSA. The</p> <p>The Data and Performance pages provide information about:</p> <ul style="list-style-type: none"> Higher Education Research Data Collection (HERDC) information and research categories; research publications collection; publication forms and check lists (<i>for HERDC and internal publications</i>); publication lists; and UniSA's Research Archive (<i>collects, organises and presents the intellectual output of staff and students</i>). <p>The Library's 'Research Publishing' pages provide information about:</p> <ul style="list-style-type: none"> finding a journal in which to publish (<i>including online workshops</i>); measuring journal quality (<i>including impact factors</i>); citation analysis (<i>measure of quality</i>); ERA resources (<i>bibliometrics, citation analysis, impact factors</i>); and research leaders. <p>The ERA web pages provide information about:</p> <ul style="list-style-type: none"> submission guidelines; quick links to lists of ranked journals and conferences; and link to <i>Publication Plus</i> (UniSA's Journal and Conference Finder). 	<ul style="list-style-type: none"> Your senior research colleagues Data and performance pages: www.unisa.edu.au/res/data/HERDC.asp www.unisa.edu.au/res/data/pubs.asp (<i>research publications</i>) HERDC (government site): www.innovation.gov.au/Section/Research/Pages/highereducationresearchdatacollection.aspx Research Publishing pages (<i>Library</i>): http://www.library.unisa.edu.au/research/publish.aspx Library's ERA resources (<i>bibliometrics, citations, impact factors</i>): http://www.library.unisa.edu.au/research/eraresources/default.aspx ERA web pages: www.unisa.edu.au/rqie/default.asp
	18. How are research publications categorised?	<p>Research publications fall into two categories:</p> <ol style="list-style-type: none"> Higher Education Research Data Collection (HERDC) outputs; and Internal research publications (<i>not included in the HERDC</i>). <p>HERDC outputs are measured nationally and impact on UniSA's research funding. They are used in the ERA process and are therefore considered the highest quality research outputs. These include:</p> <ul style="list-style-type: none"> Books – authored research; Books – chapters in research books; Journal articles (refereed, scholarly journal) – A* (top 5%); A (next 15%); B (next 30%); C (bottom 50%); Conference publications (full paper referred); and Non-traditional research outputs (<i>creative works</i>). <p>Internal publications (<i>such as editing a book, authoring a non-refereed journal article, editing a refereed journal article and authoring a text book</i>) do not count in the HERDC, but are recognised by UniSA and can contribute to your <i>Supported Researcher</i> status (See Qu 27).</p>	<ul style="list-style-type: none"> Research publications (<i>forms and checklists, guidelines, HERDC outputs and internal publications</i>): www.unisa.edu.au/res/data/pubs.asp HERDC (government site): www.innovation.gov.au/Section/Research/Pages/highereducationresearchdatacollection.aspx Supported Researcher Scheme website: www.unisa.edu.au/res/data/supres.asp
	19. How do I find the right outlet to publish in?	<p>UniSA's 'Publication Plus' strategy encourages you to 'publish, publish well and publish in the discipline (i.e. in highly ranked journals)'. Senior colleagues can always give helpful advice about good publishing outlets and if you need to establish journal or conference</p>	<ul style="list-style-type: none"> Your senior research colleagues Library publishing resources: http://www.library.unisa.edu.au/research/publish.aspx

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		<p>rankings, use the <i>Publication Plus</i> tool. This allows you to search for conferences and journals by key words, Field of Research (FoR) codes or acronyms (also available in Excel format via the ERA web pages).</p> <p>The Library's online workshops can also help you consider publishing outlets. See: '<i>Where could I publish</i>' and '<i>Measuring journal quality</i>'.</p> <p>If you've recently written a paper, & are unsure to which journal you should submit it, or maybe you want to find relevant articles to cite in your paper, or if you an editor, and need to find reviewers for a particular paper, Biosemantics Jane can help.</p>	<p>http://resource.unisa.edu.au/course/view.php?id=286 (<i>online workshop - Where could I publish</i>)</p> <p>http://resource.unisa.edu.au/course/view.php?id=287 (<i>online workshop - Measuring journal quality</i>)</p> <ul style="list-style-type: none"> ▪ Ranked journal and conferences lists: www-p.unisa.edu.au/rqie/rankings.asp (<i>Publication Plus</i>) www.unisa.edu.au/rqie/submission.asp (<i>ERA pages</i>) ▪ Biosemantics Jane http://www.biosemantics.org/jane/
	<p>20. How do I get my publications counted in the HERDC audit?</p>	<p>To be counted, you must submit every publication to your local area's Publication Coordinator for the Higher Education Research Data Collection (HERDC). If you don't submit your publications, then they can't count towards your Supported Researcher status or earn your Research Institute or Centre research performance funding!</p> <p>Each area has a designated 'publication coordinator' who provides assistance and advice about the publications submission requirements and process. If you need assistance with the HERDC audit, be sure to contact your publications coordinator.</p>	<ul style="list-style-type: none"> ▪ List of Publication Coordinators: www.unisa.edu.au/res/data/docs/PubCoords.rtf ▪ HERDC: www.innovation.gov.au/Section/Research/Pages/highereducationresearchdatacollection.aspx
	<p>21. How do I report my research outputs?</p>	<p>It's important to report your research publication outputs – not only is this a requirement of UniSA and the ERA initiative, but it also acts as a performance measure for your area (<i>impacting the Divisional Research Performance Fund – see Qu 27</i>) and contributes to your eligibility for the <i>Supported Researcher Scheme</i> (see Qu 27).</p> <p>It's your responsibility to ensure that your research publication data is reported in a timely manner. To help with this process, UniSA has developed a number of templates that should be completed. For <u>ALL publications</u> (HERDC and internal) you must:</p> <ol style="list-style-type: none"> 1. Complete: Statement of Authorship and Location of Data form. This must be done prior to submitting your work to a publisher (regardless of whether the publication is accepted or not). If the publication is rejected and then later sent to another publisher, the form needs to be updated. This form is always kept at the School. 2. Complete: the relevant Publication form and checklist. Note that this may also require additional attachments as stated on the form (e.g. a copy of the journal article). This is then checked by the publications coordinator (and submitted to RIS). <p>If no UniSA affiliation is listed on the publication, then you need to fill out the <u>UniSA affiliation statement</u> and send this with the publication.</p> <p>The <u>attribution of authorship</u> must be based on substantial intellectual involvement in: conception and design of the project; analysis and interpretation of data; and drafting significant parts of the work or</p>	<ul style="list-style-type: none"> ▪ Research Publications data: www.unisa.edu.au/res/data/pubs.asp FORMS: <ul style="list-style-type: none"> ▪ Statement of Authorship and Location of Data form (<i>and FAQs</i>): www.unisa.edu.au/res/ethics/FAQs.asp ▪ Publication form and checklist: www.unisa.edu.au/res/forms/data.asp ▪ UniSA affiliation statement: www.unisa.edu.au/res/data/pubs.asp#guides ▪ UniSA's Authorship policy:

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		<p>critically revising it so as to contribute to the interpretation. Authorship is not tied to position or profession (see UniSA's Authorship policy).</p> <p>IMPORTANT: Completed forms, along with a copy of the item submitted for publication, must be retained on file by the School / Institute (administered by the publications coordinator).</p>	<p>www.unisa.edu.au/policies/policies/resrch/res12.asp</p> <ul style="list-style-type: none"> The Australian Code (<i>Section 5: Authorship</i>): www.unisa.edu.au/res/ethics/australiancoderesearcher.asp#section5
	22. Where can I find my publication listings?	<p>University publications are listed on the data and performance pages of the RIS website. These are organised by School / Division / Institute.</p> <p>To specifically view your own publications and profile (including points and citations) use your <i>MyUniSA</i> account.</p> <p>UniSA's Research Archive will also display your publication listing. This database collects, organises and makes available the intellectual output of staff and students.</p> <p>To locate publication statistics, go to the <i>quick links page in the BI Reporting Hub</i> and <i>BI Reporting</i> to access data cubes.</p>	<ul style="list-style-type: none"> Data and Performance – publication lists: www.unisa.edu.au/res/data/pubs.asp#lists MyUniSA staff account: https://my.unisa.edu.au/staff/Portal/myResearch/myResearchActivities/ResearchSummary.aspx (<i>login required</i>) UniSA Research Archive: http://arrow.unisa.edu.au:8080/vital/access/manager/Index BI Reporting: https://my.unisa.edu.au/staff/bireporting/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&qohome=
	23. Where can I find research experts?	<p>Your Director (Research Institute / Centre), Dean of Research and senior research colleagues will be able to connect you with other research experts in your field (both nationally and internationally). Remember that your closest research experts may often be within your own research team.</p> <p>You can also source national and international research leaders, their current research focus and where they work through the databases on the Library's website.</p> <p>UniSA's Directory of Research Expertise (DORE) lets you search for academic staff, Institutes and Centres, funded research projects and publications based on specific areas of research expertise. To add your name and expertise to this database, simply complete the online questionnaire.</p>	<ul style="list-style-type: none"> Your Dean of Research / senior research colleagues Research leaders database (Library): http://www.library.unisa.edu.au/research/eraresources/peers_leaders.aspx Directory of Research Expertise (DORE): www.applications.unisa.edu.au/dore/ DORE Questionnaire: www.unisa.edu.au/res/forms/doreform.asp
	24. Who can I ask for help with publishing?	<p>When you need help with your publishing activities, such as <i>what to publish</i> or <i>where to publish</i>, your Director (Research Institute / Centre), Dean of Research and your senior research colleagues will provide you with guidance and advice.</p> <p>If you need information about the publishing process, contact:</p> <ul style="list-style-type: none"> Research and Innovation Services (RIS); Academic Library Services; and Your publications coordinator. <p>Online publishing workshops offered through 'Research Education Support Activities' (RESA) may also help.</p>	<ul style="list-style-type: none"> Your senior research colleagues Key contacts: www.unisa.edu.au/res/contact.asp#performance (<i>RIS</i>) http://www.library.unisa.edu.au/services/staffsupport/default.aspx (<i>Library</i>) www.unisa.edu.au/res/data/docs/PubCoords.rtf (<i>publications coordinators</i>) Online publishing workshops (RESA): http://www.unisa.edu.au/researchsupport/online/default.asp#publishing

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		Specific policy requirements are outlined in UniSA's Authorship Policy.	<ul style="list-style-type: none"> Authorship policy: www.unisa.edu.au/policies/policies/resrch/res12.asp
<p>GRANTS, FUNDING & SUPPORT SCHEMES</p> <p><i>Furthering your research and career.</i></p>	<p>25. Where can I get information about funding?</p>	<p>Always speak with your Director (Research Institute / Centre), Dean of Research / senior research colleagues about funding possibilities as they will have a good grasp of your research requirements and the most suitable funding sources.</p> <p>Grants and funding information is available on the 'Grants and Fellowships' web pages. A particularly useful tool is the 'Roadmap to Research Funding', which takes you through all the steps to finding and managing grants:</p> <ol style="list-style-type: none"> Finding funding (<i>internal and external opportunities, links to calendars, databases and bulletin notifications</i>); Preparing applications (<i>checklists, budgets, codes, etc</i>); Managing my grant (<i>checklists and processes for: ARC, NHMRC, ACG, and other research projects</i>); and Getting help (<i>writing tips, development, key contacts, etc</i>). <p>Additional resources for help and advice include:</p> <ul style="list-style-type: none"> Frequently Asked Questions (FAQs); previous grant winners (<i>may offer advice about your application</i>); workshops and development resources; grants and fellowship RIS staff; Business Development Manager (BDM) (<i>for grants other than Australian Competitive Grants</i>). 	<ul style="list-style-type: none"> Your Dean of Research / senior research colleagues Grants and Funding: www.unisa.edu.au/res/grants/default.asp Road map to research funding: www.unisa.edu.au/res/grants/sitemap.asp Finding funding: www.unisa.edu.au/res/grants/findfunding.asp www.unisa.edu.au/res/grants/findfundingsitemap.asp www.unisa.edu.au/res/grants/calendar.asp (<i>grants calendar</i>) Preparing applications: www.unisa.edu.au/res/grants/prepareapplic.asp www.unisa.edu.au/res/grants/prepareapplicsitemap.asp Managing my grant: www.unisa.edu.au/res/grants/managegrant.asp www.unisa.edu.au/res/grants/managegrantsitemap.asp Getting help: www.unisa.edu.au/res/grants/faqs.asp (FAQs) www.unisa.edu.au/res/grants/development.asp (<i>development</i>) www.unisa.edu.au/res/training/grants.asp (<i>workshops</i>) www.unisa.edu.au/res/grants/awards.asp (<i>previous winners</i>) www.unisa.edu.au/res/grants/services.asp (<i>advice - RIS staff</i>) www.unisa.edu.au/community/doingbusiness/contact.asp (<i>BDMs</i>)
	<p>26. What kind of funding can support my research?</p>	<p>Both internal and external funding can support your research.</p> <p><u>External funding opportunities</u> include:</p> <ul style="list-style-type: none"> Australian Research Council (ARC) (<i>supports the highest-quality fundamental and applied research and research training through national competition across most disciplines</i>); National Health and Medical Research Council (NHMRC) (<i>supports health and medical research in Australia through three categories: research, infrastructure and people</i>); Australian Competitive Grants Register (ACGR) (<i>provides competitive research grants to higher education providers</i>); Cooperative Research Centres (CRC) Program (<i>pursues high impact, innovative, practical solutions that build critical mass in research ventures between end-users and researchers</i>); and International funding opportunities (<i>aims to achieve international recognition through quality international partnerships, capacity building and community engagement projects</i>). 	<ul style="list-style-type: none"> <u>External funding opportunities:</u> www.unisa.edu.au/res/grants/findfunding.asp#external (<i>general</i>) www.arc.gov.au/ (<i>ARC</i>) www.nhmrc.gov.au/grants/apply/index.htm (<i>NHMRC</i>) www.innovation.gov.au/Section/Research/Pages/AustralianCompetitiveGrantsRegister(ACGR).aspx (<i>ACGR</i>) https://www.crc.gov.au/Information/default.aspx (<i>CRC</i>) www.unisa.edu.au/res/grants/ifo.asp (<i>international</i>) <u>Internal funding opportunities:</u> www.unisa.edu.au/res/grants/intfund.asp (see Qu. 27) www.unisa.edu.au/res/grants/intfund.asp#divinstitute (<i>Divisional</i>)

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		<p><u>Internal funding</u> includes Divisional opportunities and UniSA's support and development programs (See Qu. 27 for full details).</p>	
	<p>27. What schemes and support programs can help my research?</p>	<p>UniSA offers many schemes to support your research. Your senior research colleagues will advise on the most suitable scheme for you.</p> <p>The Supported Researchers Scheme encourages and rewards performance in: attracting grants; publishing; supervising HDR completions; and substantially contributing to UniSA's performance in Research Block Grants. The scheme is an indicator of research activity and awards grants of approx. \$1500 p/a.</p> <p>The Early Career Researcher (ECR) Development Program targets academic staff who have completed a PhD in the last five years and are seeking opportunities for academic research career planning and development. Successful nominees engage in workshops, seminars, mentoring and discussions with experienced researchers.</p> <p>The Research Leadership Development Program is a competitive 18-month program to develop research leaders. It offers: themed program days; mentoring; research opportunities; networking and leadership enterprises; a 360 degree feedback process; and financial support for participants' research over the life of the program.</p> <p>The Divisional Research Performance Fund (DRPF) provides Divisions with performance-based funding (<i>from research income, weighted research publications and proportion of staff who are supported researchers</i>) to support their research activities.</p> <p>Australian Research Council Linkage-Project Incentive Scheme (LPIS) aims to stimulate an increase in the number of competitive ARC Linkage-Projects Grants and provides financial support up to \$10,000.</p> <p>The Linkage, Infrastructure, Equipment and Facilities (LIEF) Application Development Scheme (LADS) provides assistance for UniSA researchers to develop ARC grant applications.</p> <p>The Twenty/Ten Really Good Grants Schemes (TRGGS) aims to help high calibre researchers submit high quality submissions for NHMRC Project Grants and/or ARC Discovery Projects. The UniSA ARC and NHMRC Development Scheme is a similar program for all 'research active' staff (<i>including Supported Researchers and/or ECR</i>).</p> <p>The International Research Collaboration Support Program aims to establish and strengthen research collaborations with international research institutions and researchers of high distinction. It incorporates the Distinguished Researcher Award (<i>for international researchers to visit UniSA</i>) and the Early Career Researcher International Travel Award (<i>for UniSA ECRs to support an international research trip</i>).</p>	<ul style="list-style-type: none"> ▪ Your senior research colleagues ▪ Supported Researcher Scheme: www.unisa.edu.au/res/data/supres.asp ▪ Early Career Researcher Development Program: www.unisa.edu.au/staffdev/research/ecr.asp ▪ Research Leadership Development Program: www.unisa.edu.au/staffdev/research/rlp.asp ▪ Divisional Research Performance Fund: www.unisa.edu.au/res/data/drpf.asp ▪ Australian Research Council Linkage-Project Incentive Scheme (LPIS): www.unisa.edu.au/res/grants/arclpis.asp ▪ LIEF Application Development Scheme (LADS): www.unisa.edu.au/res/grants/liefscheme.asp ▪ The Twenty/Ten Really Good Grants Schemes (TRGGS): www.unisa.edu.au/res/grants/reallygoodgrantschemes.asp ▪ UniSA ARC and NHMRC Development Scheme: www.unisa.edu.au/res/grants/ARCNHMRCdevelopmentscheme.asp ▪ International Research Collaboration Support Program (incl.): <i>The Distinguished Researcher Award</i> <i>The Early Career Researcher International Travel Award</i> www.unisa.edu.au/res/grants/researchcollaboration.asp ▪ Fellowship Opportunities: www.unisa.edu.au/research/fellowships/default.asp

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		There are also various fellowships and travel awards available to attract and/or retain leading researchers to Australia. These are outlined on the 'Fellowship Opportunities' web pages.	
	28. What are the different grant categories?	<p>Research income is classified as one of four categories:</p> <ul style="list-style-type: none"> ▪ Category 1: only those research schemes/programs listed on the Australian Competitive Grants Register (ACGR) for the relevant year; ▪ Category 2: Other Australian Public Sector Research Income; ▪ Category 3: Industry and Other Research Income; ▪ Category 4: Cooperative Research Centre (CRC) Research Income. <p>Category 1 grants must involve the Research and Innovation Services (RIS) team. Grants in most other categories (2, 3 and 4) are managed by your local Business Development Manager.</p>	<ul style="list-style-type: none"> ▪ Category 1 grants: http://www.innovation.gov.au/Research/ResearchBlockGrants/Pages/AustralianCompetitiveGrantsRegister.aspx www.unisa.edu.au/res/contact.asp#grants (RIS contacts) ▪ Category 2, 3, 4 grants: www.unisa.edu.au/res/grants/category234.asp#category2 www.unisa.edu.au/community/doingbusiness/contact.asp (BDM contacts)
	29. Can I get funding to attend a conference?	<p>Yes, but you need approval from your Head of School / Director. Discuss any ideas with your immediate supervisor and once approved, just fill in the relevant application forms and submit them for sign off.</p> <p>If you need additional help, speak with your research administrator.</p>	<ul style="list-style-type: none"> ▪ Your supervisor ▪ Application forms: www.unisa.edu.au/hrm/forms/conference_application_form.doc (to attend a conference) www-p.unisa.edu.au/fin/forms/fs87.doc (travel approval) ▪ Your research administrator

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<p>RESEARCH DEGREE SUPERVISION</p> <p><i>Supporting HDR students.</i></p>	<p>30. How can I become a research degree supervisor?</p>	<p>Supervising higher degree by research (HDR) students is the most significant resource provided by UniSA to support student research.</p> <p>Speak with your Dean of Research / senior research colleagues for advice about what you need to do to become a member of the <i>Register of Current Higher Degree by Research Supervisors</i>.</p> <p>To supervise a HDR student (as either a principal or associate supervisor) you must be a member of the <i>Register of Current Higher Degree by Research Supervisors (The Register)</i>. The eligibility requirements are outlined on the Research Degrees web pages and in policy RES18-0.</p> <p>Once you are approved as a 'Research Degree Supervisor', add your details to the Directory of Research Expertise (DORE). This search facility is used by potential HDR students to locate supervisors.</p>	<ul style="list-style-type: none"> ▪ Your Dean of Research / senior research colleagues ▪ 'The Register': http://www-p.unisa.edu.au/res-staff/supervisors/register.asp www.unisa.edu.au/policies/policies/resrch/res18.asp (RES18-0) ▪ Research degree supervisor web pages: http://www-p.unisa.edu.au/res-staff/supervisors/default.asp www.unisa.edu.au/ltu/staff/supervise/default.asp ▪ DORE: www.applications.unisa.edu.au/dore/
	<p>31. What is involved with research supervision?</p>	<p>Research degree supervision involves a range of activities which are outlined on the Supervisor and Research Degree web pages:</p> <ul style="list-style-type: none"> ▪ supervisor responsibilities and requirements; ▪ 'The Register'; ▪ candidature information for current HDR students; ▪ degree administration (<i>education policy, codes and guidelines, forms, processes, resources, key dates, management, committees</i>); ▪ research degree graduate qualities; and ▪ workshops and resources (RESA) (See Qu 32). <p>Additional information about research education, HDR administration and support services are available through the RESA web pages, the Graduate Research Centre and the Learning and Teaching Unit (LTU).</p>	<ul style="list-style-type: none"> ▪ Research degree supervision: http://www-p.unisa.edu.au/res-staff/supervisors/default.asp www.unisa.edu.au/resdegrees/ (<i>research degrees homepage</i>) ▪ HDR supporting information: http://www.unisa.edu.au/researcheducation/supervisors/default.asp (LTU) www.unisa.edu.au/researchsupport/oncampus/supervisor.asp (<i>RESA supervisor development</i>) www.unisa.edu.au/resdegrees/admin/default.asp (<i>HDR administration</i>)
	<p>32. What development resources are available to HDR supervisors?</p>	<p>HDR supervisors can assess support and development resources through RESA (<i>Research Education Support Activities</i>), which includes the <i>Supervisor Professional Development Program</i>.</p> <p>The Learning and Teaching Unit (LTU) also provides excellent online resources, such as guides, workshops and links to research education resources. The '<i>in a nutshell</i>' multimedia presentations are particularly helpful, proving snapshot information in 5 minutes or less.</p> <p>If you are starting out as a supervisor, read through the LTU's '<i>Beginning supervision</i>' pages which explain your role and how you fit into the research environment. There are also some great guides for continuing supervisors (under the '<i>Maintaining Supervision</i>' pages).</p> <p>As with all professional development activities, consult your immediate supervisor prior to undertaking specific sessions.</p>	<ul style="list-style-type: none"> ▪ RESA: www.unisa.edu.au/researchsupport/default.asp (<i>main menu</i>) www.unisa.edu.au/researchsupport/oncampus/super-resources.asp (<i>presentations and resources</i>) www.unisa.edu.au/researchsupport/oncampus/supervisor.asp (<i>Supervisor Professional Development Program</i>) http://www.unisa.edu.au/researchsupport/online/default.asp (<i>Online workshops, courses and resources index</i>) ▪ '<i>In a nutshell</i>' multimedia resources (LTU): http://www.unisanet.unisa.edu.au/learn/learningconnection/?PATH=/Resources/pd-ot/ln+a+nutshell/&default=Welcome.htm ▪ Learning and Teaching Unit – supervising research: http://www.unisa.edu.au/researcheducation/supervisors/default.asp http://www.unisa.edu.au/researcheducation/supervisors/workshops.asp

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	<p>33. How can I best support my HDR students?</p>	<p>To help your HDR students, you need to be aware of the range of research education resources. A great starting point is the Research Degrees web pages, which provides information about every stage of applying for and undertaking a higher degree by research and explain all aspects of research education at UniSA. The 'Support Services' pages will provide you with a quick list of links to various activities.</p> <p>Research education activities (RESA) will help HDR students sharpen their skills in: academic writing; critical thinking; introductory data analysis and software package familiarisation; information retrieval; career planning; and will provide cross-disciplinary research networking and support.</p> <p>Encourage your HDR students to participate in various workshops and activities that are offered through RESA, through your Division / Institute and across the University. Speak with your Dean of Research / HDR Coordinator / Portfolio Leader for more information.</p>	<ul style="list-style-type: none"> ▪ Research Degrees: www.unisa.edu.au/resdegrees/default.asp ▪ RESA: www.unisa.edu.au/researchsupport/default.asp ▪ Support services: http://www.unisa.edu.au/researchstudents/default.asp (<i>students</i>) http://www-p.unisa.edu.au/res-staff/supervisors/default.asp (<i>supervisors</i>) ▪ Dean of Research / HDR Coordinator / Portfolio Leader
	<p>34. Where do I find information about my HDR students?</p>	<p>Information about your HDR students can be accessed through your <i>MyUniSA</i> account ('My HDR students' tab).</p> <p>The PORTIA (<i>Postgraduate Office Research Training Information Assistant</i>) information management system provides a transparent interface for planning research programs, recording meetings and documenting candidature milestones. PORTIA is available to HDR students, supervisors and research degree managers/administrators.</p>	<ul style="list-style-type: none"> ▪ <i>MyUniSA</i> staff account: (My HDR Students): https://my.unisa.edu.au/staff/Portal/myResearch/mySupervision/MyHDRStudents.aspx ▪ PORTIA website: http://www.unisa.edu.au/researchstudents/responsibilities/portia.asp
	<p>35. Who do I ask for help with my supervision activities?</p>	<p>Your senior research colleagues and other supervisors will be supportive of your supervision activities and will be able to help you. Other areas within UniSA will also provide advice and support:</p> <ul style="list-style-type: none"> ▪ Research Degree Coordinator / Portfolio Leader (<i>oversee HDR student supervision</i>); ▪ Graduate Research Centre and the Research Education Training team (<i>administer HDR students</i>); and ▪ LTU staff (<i>research education team - workshops, online resources and individual advice to HDR candidates and supervisors</i>). 	<p><u>Key contacts</u></p> <ul style="list-style-type: none"> ▪ Your senior research colleagues / other supervisors ▪ Research Degree Coordinators / Portfolio Leader: www.unisa.edu.au/resdegrees/howtoapply/findcoord.asp ▪ Research degree contacts (<i>Graduate Studies</i>): www.unisa.edu.au/resdegrees/info.asp ▪ Research Education and Training: www.unisa.edu.au/res/contact.asp#education (RIS) http://www.unisa.edu.au/researcheducation/supervisors/default.asp (LTU)

<p>RESEARCH SUPPORT</p> <p><i>Understanding your support network.</i></p>	<p>36. Who can help me with my research activities?</p>	<p>Your senior research colleagues including the Director of your Research Institute / Centre or Dean of Research will be a core source of information and support, offering advice and guidance on all aspects of your research. Your research area may also offer additional support and activities such as: research seminars, research fellow assistance (<i>data analysis, research design advice, etc</i>), reading groups, funding and awards, presentations, and various workshops. Specialist staff within your area will also be helpful (e.g. your Research Ethics Advisor; Publication Coordinator; and Business Development Manager).</p> <p>Research and Innovation Services (RIS): operates with the goal of <i>helping research happen</i>. RIS encourages and facilitates research activity by providing advice on:</p> <ul style="list-style-type: none"> ▪ research policy implementation and interpretation; ▪ legalities in relation to research and consultancy; ▪ administering research grants and fellowships; ▪ collecting, maintaining and distributing research information; and ▪ monitoring, assessing, and approving ethics and compliance. <p>Learning and Teaching Unit (LTU): provides a range of <i>academic development</i> services and resources, including:</p> <ul style="list-style-type: none"> ▪ research education (writing, supervision, research management); ▪ supervision support; and ▪ workshops (e.g. ‘<i>Supervising @UniSA</i>’ and ‘<i>in a nutshell</i>’ series). <p>Graduate Research Centre (GRC): manages and <i>administers research education</i> at UniSA. They are responsible for:</p> <ul style="list-style-type: none"> ▪ developing, implementing and interpreting research education policy; ▪ managing ‘<i>The Register</i>’ for HDR supervision; ▪ supervisor and student development (through Research Education Support Activities (RESA); and ▪ HDR student administration (applications, enrolments, progress, records, scholarships and examination of HDR theses). <p>The Library: provides <i>services</i> such as:</p> <ul style="list-style-type: none"> ▪ designated librarians for Divisions and research concentrations; ▪ workshops and online resources; ▪ publishing support (<i>journal selection, procedures, ERA rankings, impact factors, citations and research peers/leaders</i>); ▪ assisting with managing and tracking a researcher’s publications for grant applications and promotions; ▪ information and guidelines on theses and dissertations; ▪ <i>UniSA Research Archive</i> (for intellectual output of staff and students); ▪ Library catalogue; databases; e-journals/documents; reference collection; interlibrary loans; document delivery. 	<ul style="list-style-type: none"> ▪ Your senior research colleagues ▪ Research Ethics Advisor (REA): www.unisa.edu.au/res/ethics/onlinesystemadvice.asp#contact ▪ Publication coordinators: www.unisa.edu.au/res/data/docs/PubCoords.rtf ▪ Business Development contacts: www.unisa.edu.au/community/doingbusiness/contact.asp ▪ Research and Innovation Services (RIS): www.unisa.edu.au/res/ (<i>homepage</i>) www.unisa.edu.au/res/contact.asp (<i>contacts</i>) ▪ Learning and Teaching Unit: <ul style="list-style-type: none"> ▪ http://www.unisa.edu.au/ltu/contact/locations.asp (<i>contacts</i>) ▪ http://www.unisa.edu.au/researcheducation/ (<i>research education</i>) ▪ Graduate Studies Office: www.unisa.edu.au/resdegrees/welcome.asp www.unisa.edu.au/resdegrees/info.asp ▪ Library’s Research website: http://www.library.unisa.edu.au/research/
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	<p>37. What other resources should I be aware of?</p>	<p>There are a range of other UniSA resources that may inform or support your research activities.</p> <ul style="list-style-type: none"> ▪ Research acronyms are deciphered in the <i>research acronym index</i> which is located on the Research and Innovation website. A list of research education acronyms is also available. ▪ Your MyUniSA staff account provides a full range of relevant research links, organised under key headings: my research activities (<i>summary of your involvement in research</i>); supervision (<i>HDR students, forms, policy, training, ethics</i>); administration (<i>policy, forms, guidelines, committees</i>); key dates (<i>committees, grants, ethics, supervision</i>); research opportunities (<i>grants, prizes, training and development</i>); research quality, innovation and engagement (<i>national developments, metrics, committees</i>); key areas (<i>RIS, GSO, Divisions/Centres</i>); and resources (<i>Library, training, newsletters, external links</i>). Your MyUniSA account will link you to the relevant webpage. To access, simply log in and click on the 'Research' tab. ▪ Useful links (similar to the information contained on your MyUniSA account) are offered through the Staff Resource web pages. ▪ BI Reporting is a secure, web based, management reporting and data cube environment. Users can view and generate information from corporate systems such as Research Master, Medici and HR Empower. General and contextual training is available through Planning and Institutional Performance. ▪ Marketing information: is available in the <i>Research Marketing Toolkit</i>, which has been designed to help research Institutes, Centres and Groups with their marketing needs. If you are considering marketing activities, speak with your Dean of Research. ▪ UniSA News and Events web pages provide newsworthy stories and events. Key pages to visit include <i>UniSA News</i> (an electronic monthly publication); the <i>UniSA Magazine</i>, a quarterly magazine and the upcoming events pages. ▪ RIS also provides research-based news and events such as <i>The Research Edge</i> newsletter, upcoming conferences, research performance links, profiles and awards. ▪ UniSA's e-Research website provides information about: national and international e-research opportunities and developments; e-research funding; showcase projects; and e-research expertise. If you are conducting collaborative research with colleagues across distances (nationally or internationally), read these pages. 	<ul style="list-style-type: none"> ▪ Research acronyms: www.unisa.edu.au/res/index.asp www.unisa.edu.au/resdegrees/using/default.asp ▪ Your MyUniSA staff account: https://my.unisa.edu.au/staff/Portal/myResearch/myResearchActivities/ResearchSummary.aspx (login required) ▪ Staff Resource web pages – Research Support: www.unisa.edu.au/staff/research/researcher.asp ▪ BI Reporting: https://my.unisa.edu.au/staff/bireporting/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&qohome=https://teamsites.unisa.edu.au/res/par/bireportinghub/researchcompetitordashboards/Forms/AllItems.aspx (research dashboards) http://www.unisa.edu.au/unisareport/Training.asp (training) https://teamsites.unisa.edu.au/res/par/bireportinghub/General%20tip%20sheets/Forms/AllItems.aspx (tip sheets) ▪ The Research Marketing Toolkit: www.unisa.edu.au/styleguide/toolkits.asp ▪ UniSA News and events : http://www.unisa.edu.au/news/ ▪ Research News and Events (RIS): www.unisa.edu.au/res/news/default.asp ▪ e-Research website: www.unisa.edu.au/eresearch/default.asp
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<p>PROFESSIONAL DEVELOPMENT</p> <p><i>Building your research career.</i></p>	<p>38. How can I access Professional Development funds?</p>	<p>UniSA encourages professional development activities and engagement to maintain and develop your professional skills, knowledge and expertise.</p> <p>To support your professional development, UniSA awards Professional Development (PD) Funds. These are accrued through:</p> <ul style="list-style-type: none"> ▪ University Supported Researcher Scheme; ▪ Divisional Professional Experience Program; ▪ Vice Chancellor's Awards for Excellence; ▪ Early Career Researcher (ECR) awards; ▪ Divisional awards for research and excellence; ▪ allocated funds for UniSA programs (<i>ECRs and Research Leaders</i>); ▪ Divisional incentive schemes (<i>e.g. rewards for quality publications</i>); ▪ surpluses from University consultancies and contract research. <p>For more details ask your supervisor and read through the PD funds guidelines on the Finance Unit's web pages.</p>	<ul style="list-style-type: none"> ▪ Professional Development Funds: www.unisa.edu.au/fin/faqs/pdfunds.asp ▪ PD Fund Guidelines: www.unisa.edu.au/policies/codes/miscell/pd_fund_guidelines.pdf ▪ Your supervisor
	<p>39. What can my PD funds be used for?</p>	<p>PD funds must only be used for activities relating to your own PD:</p> <ul style="list-style-type: none"> ▪ attending conferences, workshops, seminars, courses; ▪ travel for research based activities; ▪ purchase of books, journals and subscriptions; and ▪ membership of professional organisations for research. <p>You must seek approval to undertake PD activities (through your supervisor). Activities undertaken and expenses incurred must be consistent with UniSA's and your area's strategic priorities.</p>	<ul style="list-style-type: none"> ▪ Your supervisor ▪ Professional Development Funds: www.unisa.edu.au/fin/faqs/pdfunds.asp ▪ PD Fund Guidelines: www.unisa.edu.au/policies/codes/miscell/pd_fund_guidelines.pdf
	<p>40. How can I find out my PD fund balances?</p>	<p>The balance and status of your PD funds are regularly emailed to you by your local Finance Officer and are readily accessible through your <i>MyUniSA</i> account.</p> <p>To access your PD funds, speak with your supervisor.</p>	<ul style="list-style-type: none"> ▪ <i>MyUniSA</i> staff account: https://my.unisa.edu.au/staff/Portal/myResearch/myResearchActivities/ResearchSummary.aspx (<i>login required</i>) ▪ Your supervisor
	<p>41. What development activities are available for researchers?</p>	<p>Speak with your supervisor / senior research colleagues, Director of your Research Institute / Centre or Dean of Research to find out about programs that would be suitable for your research development.</p> <p>UniSA provides several research schemes that can support your research development (see Qu 27). Research and Innovation Services (RIS) offer specific developments related to research (e.g. <i>How to write an ARC Rejoinder</i>).</p> <p>Various other general workshops and development programs are available through the <i>Induction and Development</i> web pages. These include workshops and presentations all of which are designed to develop and extend your academic skills and capabilities.</p>	<ul style="list-style-type: none"> ▪ Your senior research colleagues / supervisor ▪ Research development schemes (see Qu 27) ▪ RIS development sessions: www.unisa.edu.au/res/training/default.asp ▪ General development opportunities for Academic Staff (<i>Induction and Development web pages</i>): www.unisa.edu.au/staffdev/5.asp www.unisa.edu.au/staffdev/research/res_dvlpmt.asp http://www.unisa.edu.au/staffdev/academic/dev_prog_for_academics_2011.asp

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	<p>42. What development activities are available for supervisors?</p>	<p>Speak with your senior research colleagues or Dean of Research about supervisor development. For research education training, see:</p> <ul style="list-style-type: none"> ▪ Supervisor Professional Development Program (within RESA) is particularly useful for new supervisors and includes the <i>Supervising@UniSA</i> workshop; ▪ The Learning and Teaching Unit (LTU) provides online development resources for research education and supervision; and ▪ The Research Education Support Activities (RESA) which comprises workshops, resources and seminars for HDR students and their supervisors. 	<ul style="list-style-type: none"> ▪ Your senior research colleagues ▪ Supervisor development (RESA): www.unisa.edu.au/researchsupport/oncampus/supervisor.asp www.unisa.edu.au/researchsupport/oncampus/super-resources.asp (online resources from on-campus workshops) ▪ Supervising research resources (LTU): http://www.unisa.edu.au/researcheducation/supervisors/default.asp ▪ Research Education Support Activities (RESA): www.unisa.edu.au/researchsupport/default.asp
	<p>43. Mentoring</p>	<p>Mentoring is an effective form of development which contributes significantly to staff performance and to helping individuals (both the mentor and the participant). A positive mentoring relationship can be a fantastic way to help you develop your research career at UniSA.</p> <p>To learn more about mentoring, speak with your senior research colleagues.</p>	<ul style="list-style-type: none"> ▪ Mentoring at UniSA: www.unisa.edu.au/staffdev/mentoring/mentoring.asp ▪ Mentoring @ UniSA – a good practice guide for staff: www.unisa.edu.au/staffdev/guides/mentoring_at_unisa.pdf ▪ Your senior research colleagues