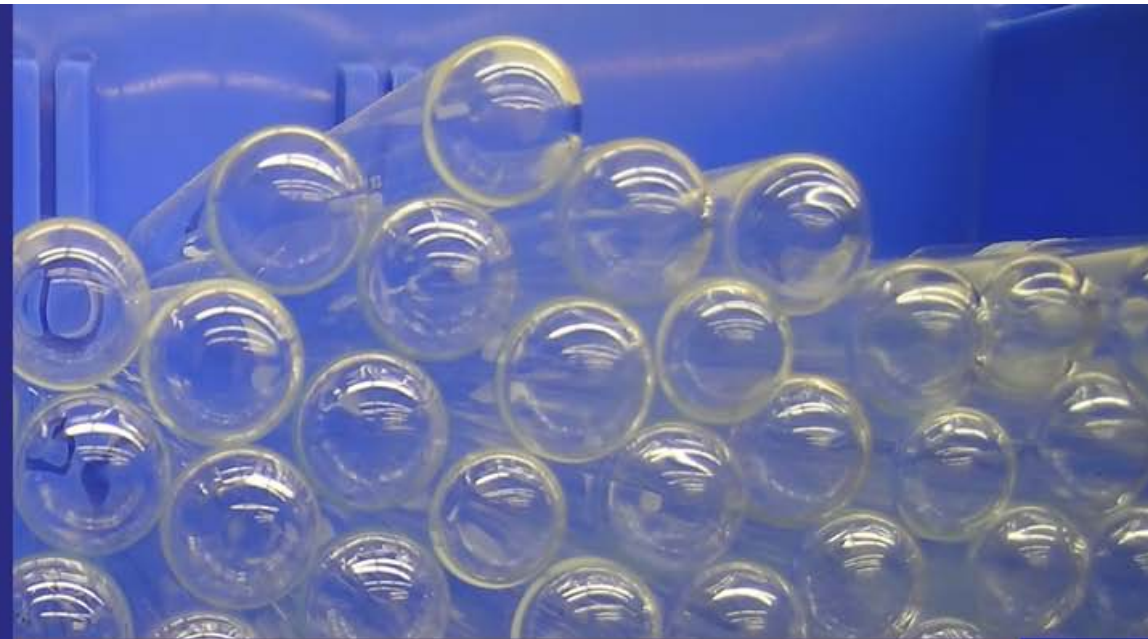


Starting Research @ UniSA: A Quick Guide.



A UniSA Induction Resource.



An Organisational Development Initiative

INTRODUCTION

With a focus on creating and applying knowledge, the University of South Australia is emerging as a progressive research leader. UniSA provides a research environment that encourages and nurtures excellence in scholarship, innovation and social responsibility.

Our research focus is consistently reinforced through the work of our four divisions, eight research institutes, and leading research centres and groups, as well as through our multidisciplinary research education programs. At the core of our research mission is a commitment to collaborating with partners from industry, the professions, government, and community bodies to achieve significant, relevant outcomes. UniSA's research and consultancy services are strengthened by collaborative links which extend across the world.

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 9 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.

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 [Siobhan Langan](#) on 83021638.

	Question	The basics	Further information
Researching @ UniSA	1. Who should I get to know?	<p>If you are starting research at UniSA there are a number of people and organisations worth finding out more about who may offer help and guidance along the way including:</p> <ul style="list-style-type: none"> ▪ Head of School/ Director of Centre or Institute ▪ School/Institute/Centre Administrative staff ▪ Divisional Dean of Research ▪ Research and Innovation Services staff ▪ Graduate Studies Office (if involved in Higher Degree by Research supervision) including Dean of Graduate Studies ▪ Library – Divisional Academic Librarian ▪ Relevant University and Divisional Committees ▪ Relevant research institutes, centres, and groups (see appendix 2) ▪ Business Development Network is the first contact point for clients and partner organisations wanting to do business with the University. Each division has their own Business Development Manager who, if unable to answer an enquiry, will forward it to the relevant staff member. ▪ ITEK Pty Ltd is responsible for identifying and protecting Intellectual Property (IP) generated within UniSA with an aim to create commercial value from the IP for the University and the creators. ▪ Local Publication Coordinator – refer to Q17 ▪ UniSA collaborates with a wide range of national and international partners from multi-national organisation, to government departments through to non-for-profit organisations. We value equally all of our partners. 	<ul style="list-style-type: none"> ▪ Staff portal (UniSA homepage > myUniSA > my Research > Key Areas) ▪ Divisional Deans of Research & Research Education Division of Business Professor Martin Shanahan Division of Information Technology, Engineering & the Environment Associate Professor Jill Slay (acting) Division of Education, Arts & Social Sciences Associate Professor Joanne Cys (acting) Division of Health Sciences Associate Professor Pat Buckley ▪ Dean of Graduate Studies Professor Nanthi Bolan ▪ Research and Innovation Services staff contacts www.unisa.edu.au/res/contact.asp ▪ Research degrees staff contacts www.unisa.edu.au/resdegrees/info.asp ▪ Library – Divisional Academic Librarian listing www.library.unisa.edu.au/research/researchsupport.asp ▪ University Committees www.unisa.edu.au/unicouncil/committees/ Research and Innovation Committees www.unisa.edu.au/res/commit/default.asp ▪ Business Development contacts www.unisa.edu.au/community/doingbusiness/contact.asp ▪ ITEK Pty Ltd www.itek.com.au/ ▪ UniSA's collaborative partners www.unisa.edu.au/research/expertise/partnerships.asp#partners
	2. How do I find other experts in areas of research and how can others find me?	<ul style="list-style-type: none"> ▪ The Directory of Research Expertise (DORE) enables you to search for academic staff based on areas of research expertise. Details displayed include research institutes and centres, funded research projects and publications. ▪ By filling out the DORE Questionnaire, including your RFCD codes and sub-clusters, you will also come up in a search in the DORE 	<ul style="list-style-type: none"> ▪ Staff portal (UniSA homepage > myUniSA > my Research > My Research Activities > Update my Profile) ▪ Directory of Research Expertise (DORE) www.applications.unisa.edu.au/dore/ ▪ DORE Questionnaire www.unisa.edu.au/res/forms/doreform.asp
	3. What should I know about the Federal Government's Innovation Review and other national developments?	<p>UniSA must develop strategies in research and innovation that position our researchers and institution to meet the challenges of the Federal Government's new research agenda. National developments include:</p> <ul style="list-style-type: none"> ▪ Excellence in Research Australia (ERA) initiative ▪ Innovation Review 	<ul style="list-style-type: none"> ▪ Staff portal (UniSA homepage > myUniSA > my Research > Research Quality, Innovation & Engagement) ▪ Excellence in Research for Australia (ERA) information hub website www.unisa.edu.au/rqie/default.asp ▪ National developments website

	Question	The basics	Further information
		<ul style="list-style-type: none"> ▪ Higher Education Endowment Fund (HEEF). <p>There will be an increasing focus on research quality, innovation and engagement. As with the Research Quality Framework (RQF) of the previous Federal Government, metrics will continue to be a measure of research quality. UniSA's Research Quality, Innovation and Engagement website aims to assist UniSA staff and students to understand the numerous factors that will impact on all researchers, no matter what their career stage.</p>	<p>www.unisa.edu.au/res/national/default.asp</p>
	<p>4. What legal obligations and policies should I be aware of and where can I get legal advice?</p>	<p>Staff undertaking research should be aware of policy and practice in the following areas:</p> <ul style="list-style-type: none"> ▪ Codes of Good Practice ▪ Quick guide to the legislated and ethical responsibilities of staff ▪ Code of Ethics ▪ Occupational health, safety and welfare ▪ IT Policy ▪ Intellectual property – Copyright ▪ Fraud information ▪ Plagiarism – students and staff <p>See appendix 3 for a complete list of research policies.</p> <p>Research and Innovation Services' Solicitors are qualified legal practitioner who have a good understanding of UniSA's activities. The Solicitors provide the following services;</p> <ul style="list-style-type: none"> ▪ assistance with contractual matters <ul style="list-style-type: none"> - provision of standard UniSA contracts - development of specialised contracts for specific UniSA activities - review of contracts sent to UniSA from external bodies - assistance with negotiation of contractual terms with external bodies ▪ advice on Intellectual Property issues ▪ advice on matters which have or may have legal implications on the University ▪ assistance with interpretation of UniSA statutes, by-laws and policies. <p>Staff seeking advice on general legal issues can contact a Solicitor directly. However, staff seeking to establish research or consultancy projects need to contact their relevant Business Development Manager who will assess the commercial viability of the project and then liaise with a Solicitor in relation to any legal issues. Refer to Q1 for more information on Business Development Managers.</p>	<ul style="list-style-type: none"> ▪ Staff portal (UniSA homepage > muUniSA > my Research > Administration > Policies & Procedures) ▪ Codes of Good Practice www.unisa.edu.au/policies/codes/goodprac.asp ▪ Quick guide to the legislated and ethical responsibilities of staff www.unisa.edu.au/staffdev/guides/legislated_contents.pdf ▪ Code of Ethics www.unisa.edu.au/policies/codes/ethics/ethics.asp ▪ Occupational Health Safety and Welfare website www.unisa.edu.au/ohsw/ ▪ IT Policy www.unisa.edu.au/ists/Governanceinit/Policies/default.asp ▪ Intellectual Property www.unisa.edu.au/res/legal/intprop.asp ▪ Copyright www.unisa.edu.au/copyright/ ▪ Fraud Control Procedures www.unisa.edu.au/policies/codes/miscell/fraud.asp ▪ UniSA Policies website www.unisa.edu.au/policies/default.asp ▪ Plagiarism information http://www.unisa.edu.au/ltu/staff/practice/integrity/plagiarism.asp

	Question	The basics	Further information
	<p>5. Where can I find information on Ethics & Compliance?</p>	<p>It is important that research is conducted in a way that protects all people and animals involved in the research - the researcher, the participants (subjects) of the research, and the University - and complies with national and state legislation and guidelines and University policies.</p> <p>The Research and Innovation Services' Ethics & Compliance website provides information and resources to help you to ensure that you obtain all the necessary approvals for research projects and teaching activities. The website includes guidelines, checklists, forms, permits/permission applications and useful links to help you obtain ethics and safety approvals when your research or teaching activity (or that of your supervisory students) involves the use of:</p> <ul style="list-style-type: none"> ▪ human participants ▪ human tissue ▪ clinical drug trials ▪ animals ▪ biological hazards or pathogenic organisms ▪ genetically modified organisms (GMOs) ▪ carcinogenic and/or toxic chemicals or heavy metals. ▪ radiation (ionising and non-ionising) ▪ plant, equipment, devices or pressure vessels that are not part of normal plant, equipment, devices or pressure vessels assessed and managed by a School or Institute under its routine OHS&W responsibilities. <p>NOTE: It is essential that you check that your activity is covered by the University's insurance policy by obtaining confirmation of insurance coverage from the University's Insurance Officer before commencement.</p> <p>Research and Innovation Services' Ethics & Compliance website also covers requirements and guidelines for research data storage in accordance with the Freedom of Information Act.</p> <p>The University has established a research governance framework. Within this framework, there are several Ethics and Compliance committees and subcommittees within UniSA both University wide and those managed by the Divisions, Research and Innovation Services and OHS&W. These are:</p> <ul style="list-style-type: none"> ▪ Research Integrity, Accountability and Compliance Committee (RIACC) ▪ Human Research Ethics Committee (UniSA HREC) ▪ Divisional Human Research Ethics Committees <p>Every division has at least one ethics committee (DEC). These are subcommittees of HREC and can consider and approve ethics applications from students only and only at Masters by coursework, Grad Dip and Cert, honours and undergraduate level, with exceptions in some cases.</p>	<ul style="list-style-type: none"> ▪ Staff portal (UniSA homepage > myUniSA > my Research > My Research Activities > Ethics Approval) ▪ Research and Innovation Services, Ethics and Compliance Officer contact details www.unisa.edu.au/res/contact.asp#ethics <p>Approvals applications</p> <ul style="list-style-type: none"> ▪ Humans www.unisa.edu.au/res/ethics/human.asp ▪ Animals www.unisa.edu.au/res/ethics/animal.asp#forms ▪ Biosafety and gene technology (biological hazards or pathogenic organisms) http://www.unisa.edu.au/res/ethics/biosafety.asp ▪ Chemical hazards (carcinogenic and/or toxic chemicals or heavy metals) http://www.unisa.edu.au/res/ethics/chemhaz.asp ▪ Radiation (ionising and/or non ionising) http://www.unisa.edu.au/res/ethics/radiation.asp ▪ Plant, equipment, devices or pressure vessels that are NOT part of the normal plant, equipment, devices or pressure vessels assessed and managed by the School or Institute under its routine OHS&W responsibilities – www.unisa.edu.au/res/ethics/plant.asp <p>Main Compliance Legislation, Guidelines and Codes:</p> <ul style="list-style-type: none"> ▪ Australian Code for the Responsible Conduct of Research www.unisa.edu.au/res/australiancode.asp ▪ National Statement on Ethical Conduct in Human Research 2007 www.unisa.edu.au/res/nationalstatement.asp ▪ Australian code of practice for the care and use of animals for scientific purposes (NHMRC) www.nhmrc.gov.au/publications/synopses/files/ea16.pdf ▪ Information on the Regulation of Gene Technology in Australia http://www.ogtr.gov.au/internet/ogtr/publishing.nsf/Content/gmofactsheet-s-3/\$FILE/factregsysoverview08.pdf <p>See Useful links in the sections under www.unisa.edu.au/res/ethics/default.asp for policy and guideline links</p> <p>Governance framework www.unisa.edu.au/res/ethics/govern.asp</p> <p>Ethics & Compliance Committees</p> <ul style="list-style-type: none"> ▪ Research Integrity, Accountability and Compliance Committee (RIACC) www.unisa.edu.au/res/commit/riacc.asp ▪ Ethics and Compliance Subcommittees www.unisa.edu.au/res/commit/ethics.asp ▪ Divisional Ethics Committees meeting dates, submission details and

	Question	The basics	Further information
		<ul style="list-style-type: none"> ▪ Animal Ethics Liaison Committee All applications for approval of the use of animals must be approved by the IMVS Animal Ethics Committee (AEC) which assesses and approves projects and activities for the University's staff and students. ▪ Chemical Hazards Subcommittee ▪ Institutional Biosafety Committee ▪ OHS&W Committee - Radiation Safety Committee 	<p>contacts www.unisa.edu.au/res/commit/divhumres.asp</p>
Resources & support	6. Where can I get help with my research?	<ul style="list-style-type: none"> ▪ Research and Innovation Services ▪ Library ▪ Learning and Teaching Unit ▪ Head of School / Director of Centre or Institute ▪ Divisional Dean: Research 	<ul style="list-style-type: none"> ▪ Staff portal (UniSA homepage > myUniSA > my Research > Administration > Contacts) ▪ Staff portal (UniSA homepage > my UniSA > my Research > Resources) ▪ Staff portal (UniSA homepage > my UniSA > my Research > Key Areas) ▪ Research and Innovation Services website www.unisa.edu.au/res/ ▪ Library's Research website www.library.unisa.edu.au/research/default.asp ▪ Learning and Teaching Unit – Resources & services for staff website www.unisanet.unisa.edu.au/learningconnection/staff/default.asp ▪ Divisional Deans of Research & Research Education Division of Business Professor Martin Shanahan Division of Information Technology, Engineering & the Environment Associate Professor Jill Slay (acting) Division of Education, Arts & Social Sciences Associate Professor Joanne Cys (acting) Division of Health Sciences Associate Professor Pat Buckley ▪ Dean's Professional Development for researchers website (BUE) http://www-p.unisa.edu.au/businessres/
	7. What support can I get from Research and Innovation Services and Graduate Studies Office?	<p>Research and Innovation Services' goal is to help research happen. Research and Innovation Services encourages and facilitates research activity by providing advice on research policy implementation and interpretation; providing legal advice in relation to research and consultancy; administering research grants and fellowships; managing research degrees; collecting, maintaining and distributing research information; and monitoring ethical research practices. Research and Innovation Services can provide you with information and assist you with the following;</p> <ul style="list-style-type: none"> ▪ Information about National developments ▪ Grants ▪ Prizes and Awards ▪ Information on research concentrations ▪ Ethics and Compliance 	<ul style="list-style-type: none"> ▪ Research and Innovation Services website www.unisa.edu.au/res/

	Question	The basics	Further information
		<ul style="list-style-type: none"> ▪ Project and business administration including the Project Quality System (PQS) ▪ Legal advice ▪ Policy and planning advice ▪ Data collection and performance reports ▪ Training, workshops and resources ▪ Forms and guidelines ▪ News and events <p>From the Graduate Studies Office:</p> <ul style="list-style-type: none"> ▪ Supervisor development ▪ Applying to be on the Research Register ▪ Supervising HDR students 	<ul style="list-style-type: none"> ▪ Graduate Studies Office www.unisa.edu.au/resdegrees/welcome.asp ▪ For supervisors website (including applying to be on the Register) www.unisa.edu.au/resdegrees/supervisors/default.asp
	8. What support can I get from the Library?	<p>The Library provides an extensive range of value adding services to support University staff with their research. Each school and research centre/group/institute has a designated Academic Librarian to provide assistance with the specific research information needs of staff and students.</p> <p>The library also provides:</p> <ul style="list-style-type: none"> ▪ Strategies for Successful Research (SSR) workshops and & online resources ▪ Information & guidelines on theses and dissertations ▪ Keeping up to date online resource ▪ Publishing your research resources including, finding a journal in which to publish, selection, instructions to authors and training ▪ ERA resources including impact factor search engines, being cited, and research peers and leaders ▪ Interlibrary loans ▪ Library catalogue, databases, ejournals & edocuments, reference collection, journals, virtual libraries and search engines. ▪ ARROW @UniSA repository is a digital archive of the University's research output. UniSA staff and students are able to deposit their research into ARROW @UniSA where it's stored and searchable by a global audience. Full text complying with copyright restrictions is also available for viewing. 	<ul style="list-style-type: none"> ▪ Academic Librarian Team contact details www.library.unisa.edu.au/research/researchsupport.asp ▪ Strategies for Successful Research : finding and managing information www.library.unisa.edu.au/research/ssr/default.asp ▪ Theses and dissertations www.library.unisa.edu.au/research/theses.asp ▪ Keeping up to date online resource www.library.unisa.edu.au/research/curraware.asp ▪ Publishing www.library.unisa.edu.au/research/publish.asp ▪ ERA resources www.library.unisa.edu.au/research/eraresources/default.asp ▪ Library – Resources for Researchers http://www.library.unisa.edu.au/research/default.asp ▪ ARROW @UniSA http://arrow.unisa.edu.au:8080/vital/access/manager/Index
	9. What support can I get from Learning and Teaching Unit?	<p>Learning and Teaching Unit (LTU) provides workshops, useful links and resource support for Research supervision.</p>	<ul style="list-style-type: none"> ▪ Learning and Teaching Unit website www.unisanet.unisa.edu.au/learningconnection/staff/default.asp
	10. What resources can help me in my research?	<ul style="list-style-type: none"> ▪ UniSAInfo supplies you with secure access to view information on UniSA students, staff and finance, and provides comprehensive reporting. These functions can be used to track your research cost centre/s, look up your 	<ul style="list-style-type: none"> ▪ Staff portal (UniSA homepage > myUniSA > my University > Student > System Access) ▪ Staff portal (UniSA homepage > myUniSA > my University > Staff >

	Question	The basics	Further information
		<p>student information or provide statistical reports.</p> <ul style="list-style-type: none"> ▪ Library – refer to Q6 ▪ Campus Central is the first place to go for matters relating to study life. Services include advice about enrolments and timetables, purchase readers, student id cards and room bookings. ▪ Business Development Network – refer to Q1 ▪ ITEK Pty Ltd – refer to Q1 ▪ e-Research website is designed to provide information on e-Research opportunities, funding for e-Research projects, showcase projects, and expertise in e-Research, as well as to inform University staff of the new developments relating to e-Research on campus, nationally and internationally. ▪ UniSA Researcher Newsletter ▪ <i>The Research EDGE</i>, Research and Innovation Services newsletter ▪ Research News and Events 	<p>Resources)</p> <ul style="list-style-type: none"> ▪ UniSAInfo https://my.unisa.edu.au/unisainfo/reporting/cgi-bin/upfisapi.dll ▪ Library www.library.unisa.edu.au/research/researchsupport.asp ▪ Campus Central www.unisa.edu.au/campuscentral/ Campus Central A-Z of services for staff www-p.unisa.edu.au/ccstaff/documentation/a-zservicesforstaff.asp ▪ Business Development Network Contacts www.unisa.edu.au/community/doingbusiness/contact.asp ▪ ITEK Pty Ltd www.itek.com.au/ ▪ e-Research website www.unisa.edu.au/eresearch/default.asp ▪ UniSA Researcher Newsletter www.unisa.edu.au/researcher/ ▪ The Research EDGE www.unisa.edu.au/res/news/newslett.asp ▪ Research News and Events www.unisa.edu.au/res/news/default.asp
	<p>11. What schemes are available to assist my research?</p>	<ul style="list-style-type: none"> ▪ Supported Researchers Scheme The purpose of the Supported Researchers Scheme is to provide recognition to staff who have met defined research performance criteria in attracting research grants, publishing research outputs and supervising higher degree research completions. Individual grants of approximately \$1500 per annum are awarded to staff, which are available to spend on activities to further their research such as conference attendance and small-scale equipment purchases. ▪ International Research Scholars Scheme The International Research Scholars Scheme aims to attract international scholars to UniSA. The University of South Australia recognises the benefits to be gained by interaction between its staff and researchers from external organisations, particularly from other universities. In order to encourage links with the international research community the Research Policy Committee has instituted a fund to subsidise visits to the University of South Australia by national and international scholars of high standing and of value to the objectives of UniSA. ▪ Research Policy Committee (RPC) funds a variety of schemes aimed at improving the quality of applications to the Australian Research Council (ARC) and National Health and Medical Research Council (NHMRC). Please check with 	<ul style="list-style-type: none"> ▪ Staff portal (UniSA homepage > myUniSA > my Research > Research Opportunities) ▪ Supported Researcher Scheme website www.unisa.edu.au/res/data/supres.asp ▪ International Research Scholars Scheme www.unisa.edu.au/res/grants/visiting.asp ▪ Internal funding opportunities www.unisa.edu.au/res/grants/intfund.asp ▪ Divisional Deans of Research & Research Education Division of Business Professor Martin Shanahan

	Question	The basics	Further information
		<p>Research & Innovation Services' Capacity and Compliance Officers for details.</p> <ul style="list-style-type: none"> Every Division offers a suite of schemes to assist in research development. You should speak with your Divisional Dean of Research for further information. 	<p>Division of Information Technology, Engineering & the Environment Associate Professor Jill Slay (acting) Division of Education, Arts & Social Sciences Associate Professor Joanne Cys (acting) Division of Health Sciences Associate Professor Pat Buckley</p> <ul style="list-style-type: none"> Dean's Professional Development for researchers website (BUE) http://www-p.unisa.edu.au/businessres/
Funding and Grants	12. Where can I find out about grants and funding schemes?	<p>Research and Innovation Services Grants website provides useful information and links to resources for grant applicants. Information provided includes key dates, internal and external funding opportunities, funding databases (SPIN/SMARTS/GENIUS database services) and grant awardees.</p>	<ul style="list-style-type: none"> Staff portal (UniSA homepage > myUniSA > my Research > Research Opportunities) Research and Innovation Services Grants website www.unisa.edu.au/res/grants/default.asp Research and Innovation services Capacity and Compliance Officer contact details www.unisa.edu.au/res/contact.asp#grants Teaching Grant guidelines www.unisa.edu.au/teachinglearning/goodteaching/grants/default.asp Grants Calendars and key dates www.unisa.edu.au/res/grants/calendar.asp Grant awardees www.unisa.edu.au/res/grants/awards.asp Australian Research Council grants - types, application process, GAMS, useful links and latest ARC funding opportunities at www.unisa.edu.au/res/grants/arc.asp Information on National Health and Medical Research Council (NHMRC) Grants www.unisa.edu.au/res/grants/nhmrc.asp Australian Competitive Grants Register http://www.innovation.gov.au/ScienceAndResearch/programs_funding/Pages/AustralianCompetitiveGrantsRegister.aspx Contacts for grants that are NOT on the Australian Competitive Grants Register www.unisa.edu.au/community/doingbusiness/contact.asp Australian funding opportunities www.unisa.edu.au/res/grants/extfund.asp International funding opportunities www.unisa.edu.au/res/grants/ifo.asp Internal funding opportunities www.unisa.edu.au/res/grants/intfund.asp
	13. Where can I find funding and grant submission support and advice?	<p>Research and Innovation Services provide information and resources to assist you in grant submission. Capacity and Compliance Officers can assist you with:</p> <ul style="list-style-type: none"> research grants and fellowship opportunities advice and information on applying for ARC, NHMRC and 	<ul style="list-style-type: none"> Research and Innovation Services Grant website www.unisa.edu.au/res/grants/default.asp Research and Innovation services Capacity and Compliance Officer contact details www.unisa.edu.au/res/contact.asp#grants

	Question	The basics	Further information
		<p>other Australian Competitive Grants</p> <ul style="list-style-type: none"> International Research Scholars Scheme advice on internal grants research integrity 	
	14. How can I get funding to attend conferences?	<p>Applications to travel to a conference and for funding support must be approved by your Head of School/Director.</p> <ul style="list-style-type: none"> Application forms for funding support to travel to a conference are available on the Human Resources website - www.unisa.edu.au/hrm/forms/conference_application_form.doc See also the application for travel approval www.unisa.edu.au/hrm/forms/conference_application_form.doc 	<ul style="list-style-type: none"> Human Resources divisional contacts www.unisa.edu.au/hrm/contacts/division.asp
Publishing	15. Where can I find information and support for my publications?	<p>Research and Innovation Services' Data & performance website provides proformas, guidelines, forms and checklists to assist staff reporting their publications in the annual Higher Education Research Data Collection. This site also links to ResearchMaster which is the University corporate information system for research related activity. For more information on ResearchMaster see Q18.</p> <p>The Library's Publishing research website provides information, resources and training on a range of issues around publishing research including:</p> <ul style="list-style-type: none"> Finding a journal in which to publish Selection Instructions to Authors Training <p>The Library also provides a range of ERA resources around publishing, being cited, and peers & leaders.</p>	<ul style="list-style-type: none"> Research and Innovation Services Data & performance website www.unisa.edu.au/res/data/pubs.asp Library's Publishing research website www.library.unisa.edu.au/research/publish.asp#selection Library's ERA resources website www.library.unisa.edu.au/research/eraresources/publishing.asp
	16. Which publications count and where can I find information on quality journals impact factors?	<p>The new Excellence in Research for Australia (ERA) initiative will play a key part in this increased focus on metrics as a measure of research quality. The Research Quality, Innovation and Engagement website and the Library's ERA resources websites provide information about how to use resources to obtain bibliometric measures such as journal impact factors and citation analysis. As well, researchers must create an Individual Research Portfolio to document their research activities.</p>	<ul style="list-style-type: none"> Bibliometrics and quantitative indicators http://www.unisa.edu.au/rqie/rqfhistory/papers.asp Library's ERA resources website www.library.unisa.edu.au/research/eraresources/usingjcr.asp Individual Research Portfolio www.unisa.edu.au/rqie/irp/default.asp
	17. How do I get my publications counted in the	<p>To be counted, every publication must be submitted to your School/Division/Institute's publication coordinator for submission to the Department of Education, Employment and</p>	<ul style="list-style-type: none"> Publication Coordinators www.unisa.edu.au/res/data/docs/PubCoords.rtf

	Question	The basics	Further information
	Commonwealth's Higher Education Research Data Collection publication audit?	<p>Workplace Relations (DEEWR) for the Higher Education Research Data Collection (HERDC) and UniSA's data collection which collects data on a range of publication categories that are not included in the HERDC. This additional data is also used in the allocation of funding to Supported Researchers</p> <p>Research and Innovation Services coordinates the publications component of the HERDC via publication coordinators who have been nominated by each School and Institute. Publication coordinators are responsible for collecting the information, assisting and advising staff on classification issues and forwarding the collected information to Research and Innovation Services.</p>	
	18. Why do we report to the Department of Education, Employment and Workplace Relations (DEEWR)?	<p>The Higher Education Research Data Collection (HERDC) collects performance data on Research Income and Research Publications to be used in the calculation of funding for the following</p> <ul style="list-style-type: none"> ▪ Research Training Scheme (RTS) ▪ Institutional Grants Scheme (IGS) ▪ Research Infrastructure Block Grants Scheme ▪ Australian Competitive Grants Register ▪ Australian Postgraduate Awards Scheme (APA) ▪ International Postgraduate Research Scholarships Scheme (IPRS) <p>The income component measures each university's ability to attract income from a wide variety of sources. The publications component measures national research output.</p> <p>Research and Innovation Services uses ResearchMaster which is the University's corporate information system for research related activity. The system is used to provide statutory research reporting to DEEWR, the Australian Bureau of Statistics and monitoring research performance across corporate planning targets.</p> <p>The system contains information relating to:</p> <ul style="list-style-type: none"> ▪ research projects and grants ▪ research publications ▪ research degree applications ▪ research degree candidates ▪ scholarship recipients ▪ ethics protocols 	<ul style="list-style-type: none"> ▪ Higher Education Research Data Collection (HERDC) website www.unisa.edu.au/res/data/HERDC.asp ▪ ResearchMaster www.unisa.edu.au/res/data/master.asp
	19. Where can I find publication listings @ UniSA?	<ul style="list-style-type: none"> ▪ Research and Innovation Services data collection is intended as a broad indicator only and is not a comprehensive count of all quality research output. The University of South Australia recognises this limitation and collects data on a range of publication categories that are 	<ul style="list-style-type: none"> ▪ Research and Innovation Services Data and Performance website www.unisa.edu.au/res/data/default.asp

	Question	The basics	Further information
		<p>not included in the Higher Education Research Data Collection (HERDC). Annual University research publication lists are also published on the Research & Innovation Services website</p> <ul style="list-style-type: none"> ▪ UniSAInfo Reporting is a web based management information reporting environment that provides University wide access to a wide variety of management reports including research publication statistics ▪ ARROW @UniSA repository is a digital archive of the University's research output. UniSA staff and students will be able to deposit their research into ARROW @UniSA where it will be stored and searchable by a global audience. Full text complying with copyright restrictions will also be available for viewing. ▪ You can also view your publications recorded by Research and Innovation Services in the Staff portal. 	<ul style="list-style-type: none"> ▪ UniSAInfo Reporting www.unisa.edu.au/unisareport/default.asp ▪ ARROW @UniSA (Australian research repositories online to the world) http://arrow.unisa.edu.au ▪ Staff portal: my Research > My Research Activities > Publications
Research Supervision	20. How do I join the Register of Postgraduate Research Degree Supervisors (Research Register)?	<p>You must be a member of the Research Register in order to supervise higher degree by research (HDR) students as a principal or co-supervisor. Associate supervisors are also strongly encouraged to join the Research Register.</p> <p>To join the Research Register you must meet the admission criteria outlined in Clause 12 of the Register of Postgraduate Research Degree Supervisors (Policy no: RES 8).</p> <p>The steps to joining the Research Register are outlined in the Register of postgraduate research degree supervisors (For supervisors) website.</p>	<ul style="list-style-type: none"> ▪ Talk to your research degree coordinator, Dean Research or equivalent or the Graduate Studies Office. ▪ Register of postgraduate research degree supervisors www.unisa.edu.au/resdegrees/supervisors/register.asp ▪ Network with other supervisors and key researchers in your area. ▪ For supervisors (Research degrees website) www.unisa.edu.au/resdegrees/supervisors/default.asp
	21. Where can I find support for my supervision?	<p>Research Education Support Activities (RESA) is an initiative of the Graduate Studies Office, Learning and Teaching Unit and UniSA Library. RESA support HDR students and supervisors by providing a range of information, resources and training in research education, including:</p> <ul style="list-style-type: none"> ▪ Online and on campus workshops covering a range of professional and skills development topics including the Supervisor Professional Development Program ▪ Links to Division and Institute research training activities ▪ Links to online resources for supervisors including supervision guides, professional development modules and the Learning and Teaching Unit Research supervision website. <p>The Learning and Teaching Unit's Research supervision website provides online resources to support research degree supervisors with their supervising practices. They include</p>	<ul style="list-style-type: none"> ▪ Staff portal (UniSA homepage > myUniSA > my Research > My Supervision > Resources Staff portal (UniSA homepage > myUniSA > my Research > My Supervision > Training & Workshops ▪ Research Education Support Activities – Supervisor training website www.unisa.edu.au/researchsupport/ocampus/supervisor.asp ▪ Research Education Support Activities – Resources for supervisors website www.unisa.edu.au/researchsupport/ocampus/super-resources.asp www.unisa.edu.au/researchsupport/online/onlineindex.asp#supervision ▪ Talk to your research degree coordinator, Dean Research or equivalent or the Graduate Studies Office

	Question	The basics	Further information
		<p>supervision guides, online workshops and links to a range of research resources for research education.</p> <p>The PORTIA (Postgraduate Office Research Training Information Assistant) is a web-based information management system for higher degree by research (HDR) students, their supervisors and research degree coordinators, managers and administrators. PORTIA provides</p> <ul style="list-style-type: none"> up-to-date management information on groups of higher degree by research (HDR) students for supervisors, coordinators and managers a transparent project management system that allows students and supervisors to plan the research program and record meetings and other important events, timelines and milestones related to candidature. 	<ul style="list-style-type: none"> Learning and Teaching Unit Research supervision website http://www.unisa.edu.au/ltu/staff/supervise/default.asp PORTIA (Postgraduate Research Training Information Assistant) website www.unisa.edu.au/resdegrees/supervisors/portia.asp
	22. Where do I find information about my Higher Degree by Research (HDR) students?	<ul style="list-style-type: none"> UniSA Info Student Section provides secure access for authorised staff to view UniSA student records including personal data, financial standing, printer and internet usage, enrolments and grades. The Student Reports allow you to extract lists of students by program, class, course and assignments PORTIA provides secure access for authorised HDR staff to search and view UniSA HDR student records by name, Program Code, load consumed, completion date & start date. For more information see Q21. 	<ul style="list-style-type: none"> Staff portal (UniSA homepage > myUniSA > my Research > My Supervision > My HDR Students) Staff portal (UniSA homepage > myUniSA > my Research > My Supervision > Resources) UniSA Info Student Section www.unisa.edu.au/UniSAinfo/ Access to PORTIA www.unisa.edu.au/resdegrees/supervisors/portia.asp#access
Internationalisation	23. What should I know about the Internationalisation of research at UniSA?	<p>Universities, through their role of seeking, producing and transmitting knowledge, research and teaching, have always had an international outlook. However, the shape and purpose of internationalisation in the higher education environment have changed significantly in response to political, social and economic developments in local and global communities. UniSA's international strategy is embedded in our mission statement, goals and plans and is clearly outlined in key policies and codes, emphasising a commitment to the pursuit of scholarship, research and intellectual innovation that is responsive to the local, national and international communities we serve. This strategy underpins our position as an innovative and international university.</p>	<ul style="list-style-type: none"> UniSA International website www.unisa.edu.au/int/default.asp International quality assessment exercises (Research Quality, Innovation and Engagement website) www.unisa.edu.au/rqie/otherquality.asp
	24. Where can I get information on international travel	<ul style="list-style-type: none"> UniSA International's website provides protocols and information on international travel, visitors and country updates 	<ul style="list-style-type: none"> UniSA International website www.unisa.edu.au/inthome/

	Question	The basics	Further information
	and visitors?	<ul style="list-style-type: none"> The Finance Unit travel website provides travel forms, procedures, information on accommodation, health and safety, insurance and preferred suppliers. Some Divisions support international exchanges. For further information contact your local HR staff Also see Question 14 'How can I get funding to attend conferences?' and Question 11 'What schemes are available to assist in research'. 	<ul style="list-style-type: none"> UniSA International travel website www-p.unisa.edu.au/intstaff/travel/default.asp Finance Unit's Travel website www.unisa.edu.au/fin/travel/default.asp International Visitor protocols www-p.unisa.edu.au/intstaff/visitors/intlvisitors.asp
Professional Development	25. What professional development activities can I access?	<p>The following people can assist with professional development</p> <ul style="list-style-type: none"> Head of School/Program Director Centre Director/ Institute Director Divisional Dean of Research <p>UniSA provides a range of opportunities for learning and further professional development. Principal providers of professional and staff development are;</p> <ul style="list-style-type: none"> Learning and Teaching Unit which offers professional development opportunities, services and resources to assist academic staff enhance their understanding of UniSA's distinctive teaching and learning framework and develop their knowledge of, and practice in teaching & learning and research education. Organisational Development, based in the Human Resources Unit, which co-ordinates development opportunities for academic and professional staff <p>Other development resources include;</p> <ul style="list-style-type: none"> The Library provides oncampus and online training through the Strategies for successful research (SSR): finding and managing information series of modules. The Early Career Researcher Development Program was introduced to respond to the specific needs of people who have completed their PhD in the last five years. The program is open to researchers from all disciplines, and consists of a series of workshops and seminars. For further information contact the Project Officer: Researcher Development, Organisational Development. The Research Leadership Development Program is a relatively new initiative targeting a small cohort of emerging research leaders bi-annually. The program's aim is to build the practical leadership and management capabilities of the group with a view to providing new levels and layers of leadership for the institution, and for our contribution to the State and National research effort. Each participant also receives individual and group mentoring and substantial 	<ul style="list-style-type: none"> Staff portal (UniSA homepage > myUniSA > my Research > Resources > Training & Workshops) Divisional Deans of Research & Research Education Division of Business Professor Martin Shanahan Division of Information Technology, Engineering & the Environment Associate Professor Jill Slay (acting) Division of Education, Arts & Social Sciences Associate Professor Joanne Cys (acting) Division of Health Sciences Associate Professor Pat Buckley Dean's Professional Development for researchers website (BUE) http://www-p.unisa.edu.au/businessres/ Learning and Teaching Unit website www.unisanet.unisa.edu.au/learningconnection/staff/default.asp Human Resources, Organisational Development website www.unisa.edu.au/staffdev/ Library's Strategies for Successful Research: finding and managing information (SSR) www.library.unisa.edu.au/research/ssr/default.asp Early Career Researcher Development Program http://www.unisa.edu.au/staffdev/research/ecr.asp Research Leadership Development Program http://www.unisa.edu.au/staffdev/research/rlp.asp

	Question	The basics	Further information
		<p>financial support for their research over the life of the program. For further information contact the Project Officer: Researcher Development, Organisational Development.</p> <ul style="list-style-type: none"> ▪ Research Education Support Activities (RESA) is an initiative of the Graduate Studies Office, Learning and Teaching Unit and UniSA Library. RESA offer online and on campus workshops covering a range of professional and skills development topics including the Supervisor Professional Development Program. For more information on support for research supervision refer to Q21. ▪ The Professional Experience Program (PEP) provides for a period of time release for professional development including research to the mutual benefit of the staff member and the University. For further information see- http://www.unisa.edu.au/hrm/employment/leave/pep.asp ▪ Assisted Leave for Higher Degree Study is designed to encourage academic staff in their pursuit of higher degree studies provided that those studies are consistent with the needs of the University. Academic staff may apply for leave without pay for a period up to twelve months to study towards a higher degree and may receive assistance set at 0.5 of current salary up to a maximum of 0.5 Level B, Step 4 for the duration of the approved leave. Such leave is termed 'Assisted Leave'. ▪ Research and Innovation Services and the Graduate Studies Office hold information sessions and workshops to support staff and research degree candidates in their research projects ▪ Financial Support for approved study (previously Staff Study Support) is available according to the Financial Support for Academic Staff guidelines ▪ Staff Development External Providers www.unisa.edu.au/staffdev/13.asp 	<ul style="list-style-type: none"> ▪ Research Education Support Activities (RESA) www.unisa.edu.au/researchsupport/default.asp ▪ Professional Experience Program (PEP) www.unisa.edu.au/hrm/employment/leave/pep.asp ▪ Assisted Leave for Higher Degree Study (policy) www.unisa.edu.au/policies/policies/hr/HR18.asp ▪ Research and Innovation Services training and workshops website www.unisa.edu.au/res/training/default.asp ▪ Financial Support for approved study www.unisa.edu.au/staffdev/5.asp

A

[AARNet](#) - Australia's Academic and Research Network
[ABS](#) - Australian Bureau of Statistics
[ACGR](#) (DIISR website) - Australian Competitive Grants Register
[ACGS](#) - Australian Competitive Grant Development Scheme. See also [Grants calendar and funding bodies](#)
[ACSPRI](#) - Australian Consortium for Social and Political Research Inc
[AHEC](#) - Australian Health Ethics Committee (NHMRC)
[ANZCCART](#) - Australian and New Zealand Council for the Care of Animals in Research and Teaching
[APA](#) - Australian Postgraduate Awards. See also the [DEEWR website](#)
[APAI](#) - Australian Postgraduate Awards - Industry
[AQIS](#) - Australian Quarantine and Inspection Service
[ARC](#) - Australian Research Council or see [Upcoming external funding opportunities](#)
[ARMS](#) - Australasian Research Management Society
[ATN](#) - Australian Technology Network
[ATN LEAP](#) - ATN Learning Employment Aptitudes Program
[Australian Code for the Responsible Conduct of Research](#)
 Australian Code of Practice for the Care and Use of Animals for Scientific Purposes (NHMRC)
[AVCC](#) - Australian Vice-Chancellors' Committee

B
 BAF - [Our Universities: Backing Australia's future](#) (DEEWR website)
 BDM - Business Development Manager

C
[CELUSA](#) - Centre for English Language in the University of South Australia
[Clinical Drug Trials Notification Form](#) (Therapeutic Goods Association) (PDF file, 136kb)
[Completion Scholarships](#)
[CRICOS](#) - Commonwealth Register of Institutions and Courses for Overseas Students
[Creating and applying knowledge](#) (PDF file) - brochure on research at UniSA
[CRC](#) - Cooperative Research Centre
[CURFS](#) - Confidentialised Unit Record Files (Australian Bureau of Statistics)

D
[DEC](#) - Divisional Ethics Committee
[DEEWR](#) - Department of Education, Employment and Workplace Relations (Australian Government)
[DFEEST](#) - Department of Further Education, Employment, Science and Technology (South Australian Government)
[DIISR](#) - Department of Innovation, Industry, Science and Research
[DIMMI](#) - Australian Department of Immigration and Citizenship
[Doctoral degrees by research](#)
[DRPF](#) - Divisional Research Performance Fund.

E

[ECR](#) - Early Career Researcher
[ECRDP](#) - Early Career Researcher Development Program

F
[FEE-HELP](#) (Department of Education, Science and Training) - a loan (made under the Higher Education Loans Program) to assist eligible full fee paying students to pay their tuition fees
[FIRST](#) - for Improving Research Supervision and Training

G
[GMOs](#) - Genetically Modified Organisms
[Graduate Studies Office](#)

H
[HECS-HELP](#) (Department of Education, Science and Training) - is only available to students in Commonwealth Supported Places who are also Australian citizens or holders of a permanent humanitarian visa
[HERDC](#) - Higher Education Research Data Collection (DEEWR). See also the [DEEWR website](#)
[HREC](#) - Human Research Ethics Committee

I
[IELTS](#) - International English Language Testing System test
[IGS](#) - Institutional Grants Scheme (DEEWR)
[IMVS](#) - Institute of Medical and Veterinary Science
[International Research Scholars Scheme](#)
[IP](#) - Intellectual Property. See also [Legal services](#)
[IPRS](#) - International Postgraduate Research Scholarship. See also the [DEEWR website](#)
[ISO 9001:2000](#) or see [Project and business administration ITEK Pty Ltd](#)

J
[JASON](#) - Joint Academic Scholarship Online Network

M
[Masters degrees by research](#)

N
[National Statement on Ethical Conduct in Human Research](#) (NHMRC)
 NCGS - Australian competitive grant Scheme, now superseded by the [Australian Competitive Grant Development Scheme](#)
[NHMRC](#) - National Health and Medical Research Council

O
[OGTR](#) - Office of the Gene Technology Regulator
[OSHC](#) - Overseas Student Health Cover. See also [Worldcare Health Assistance](#)

P
[PORTIA](#) (same information for both staff and students)
[PELS](#) - Postgraduate Education Loans Scheme
 PI - Principal Investigator

P

[PQS](#) - Project Quality System
[Professional doctorates](#)

Q
[Quality Assurance](#)

R
[Register of Postgraduate Research Degree Supervisors](#)
[Research Degree Coordinators](#)
 RDGQ - [Research Degree Graduate Qualities](#)
 RESA - [Research Education Support Activities](#)
[ResearchMaster](#)
 RTS - [Research Training Scheme](#) or the [DIISR](#) website. See also [Fees and enrolment](#)
[Resources for Research Degree Graduate Qualities](#)
[Reviews of Progress](#)
 RDC - Research Degrees Committee
 RFCD - Research fields, courses and disciplines
 RIACC - Research Integrity, Accountability and Compliance Committee
 RIBG - Research Infrastructure Block Grants Scheme
 RPC - Research Policy Committee

S
[SAI Global](#) (website)
[SAI Global Certificate](#) (PDF file, 238kb)
[SEO](#) (Australian Bureau of Statistics website) - Socio-economic objective. [SEO Codes](#)
[SMG](#) - Senior Management Group
[SPIN](#) - Sponsored Program Information Network
[Statement and Guidelines on Research Practice](#) (NHMRC/AVCC)
[Statement of Agreement](#)
[Statement of Resources for Research Degree Candidates studying in Australia](#)
[Strategies for Successful Research](#) (Library)
[Supervisor Professional Development Program](#)
[Supported Researchers Scheme](#)

T
[Thesis allowance](#)

U
[UniSA Indigenous Scholarship](#)
[UPS](#) - UniSA President's Scholarship
[UniSA HREC](#) - University of South Australia Human Research Ethics Committee
[USAPA](#) - UniSA Australian Postgraduate Awards