

Supporting Research @ UniSA:

A Quick Guide for Research Administrators.

A UniSA Induction Resource.

INTRODUCTION

The University of South Australia is a modern and innovative institution known for its strong and engaged research conducted in partnership with industry and the professions. UniSA has experienced remarkable growth in its research performance with a doubling of its research income earned in the past 6 years.

Our research focus is consistently reinforced through the work of our research institutes, centres and groups located across 4 Divisions 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. We are also a keypartner in eight Cooperative Research Centres and in major national and state-based initiatives. 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 UniSA's success in research and innovation lie the achievements of our staff. We are committed to providing appropriate support and infrastructure to support research at UniSA, and professional staff are a critical part of this infrastructure.

Professional research administrators provide a range of administrative, research and information services to support UniSA in the management and development of its research and research education activities.

This guide aims to help you embark on your research administration career at UniSA by providing information about how to support academic staff in areas such as grants and funding, publications, research education, and ethics, as well as providing important University contacts. 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 professional 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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<p>GETTING STARTED</p> <p><i>Your resources and support network.</i></p>	<p>1. Where should I start?</p>	<p>An understanding of UniSA's research environment will help you in your role as a new Research Administrator. Start by familiarising yourself with key research areas and websites, including:</p> <p>UniSA Research website: will provide information about: research expertise and partnerships; research and innovation clusters; research performance (success stories, publications and seminars); our institutes, centres and research groups; and fellowship opportunities.</p> <p>Research and Innovation Services (RIS): operates with the goal of 'helping research happen'. RIS encourages and facilitates research activity by: advising on research policy; administering research grants and fellowships; advising on legal issues relating to research and consultancy; managing research degrees; managing research information; and managing research ethics and compliance.</p> <p>Research Degrees website: informs prospective and current higher degree by research (HDR) students and staff about all stage of applying for and undertaking a HDR, and all aspects of research education, including: research degrees; how to apply; scholarships; student and supervisor information; and links to workshops.</p>	<ul style="list-style-type: none"> ▪ UniSA Research: www.unisa.edu.au/research ▪ Research and Innovation (RIS): www.unisa.edu.au/res/default.asp http://www-p.unisa.edu.au/res-staff/default.asp (staff only site) ▪ Research Degrees: www.unisa.edu.au/resdegrees/default.asp
	<p>2. Who should I get to know?</p>	<p>Depending on the scope and complexity of your role, you may be involved in any number of research and administrative activities. Knowing who to contact for help and advice is essential. The following academic and professional staff will be important to know:</p> <ul style="list-style-type: none"> ▪ your manager and colleagues; ▪ local research team – Institute, Centre, Group staff; ▪ Division research team – Dean of Research, Research Degree Coordinators / Research Education Portfolio Leaders; ▪ Division support team – HR, Marketing, Business Development; ▪ Publications Coordinator; ▪ Research Ethics Advisor. <p>Note that your local contacts are always the best starting point for help; additional information can be sought from the central Units if required.</p> <p>Other areas within UniSA are also involved with supporting research:</p> <p>Research Education Support Activities (RESA): an initiative of the Graduate Studies Office, Learning and Teaching Unit and the Library which provides training, workshops, seminars and resources for HDR supervisors and students.</p> <p>Graduate Studies Office (GSO): which manages and <i>administers research education</i>. They also develop, implement and interpret research education policy; manage the 'Research Register'; and provide student and supervisor development activities (through RESA).</p>	<ul style="list-style-type: none"> ▪ Your manager and colleagues ▪ Your local and Division teams (see <i>Division / School web pages</i>) ▪ Research Degree Coordinators / Research Education Portfolio Leaders: www.unisa.edu.au/resdegrees/howtoapply/findcoord.asp ▪ Business Development contacts: www.unisa.edu.au/community/doingbusiness/contact.asp ▪ Publication coordinators: www.unisa.edu.au/res/data/docs/PubCoords.rtf ▪ Research Ethics Advisor (REA): www.unisa.edu.au/res/ethics/onlinesystemadvice.asp#contact ▪ Marketing: www.unisa.edu.au/styleguide/contact.asp (Division and Unit) ▪ Human Resources www.unisa.edu.au/hrm/contacts/division.asp (Division) www.unisa.edu.au/hrm/contacts/hru.asp (Unit) ▪ Research Education Support Activities (RESA): www.unisa.edu.au/researchsupport/default.asp ▪ GSO: www.unisa.edu.au/resdegrees/welcome.asp

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		<p>Learning and Teaching Unit (LTU): provides academic development services and resources such as supervision guides, online and on-campus workshops, and a range of research education resources to support HDR supervisors.</p> <p>UniSA International (UI): is responsible for coordinating 'internationalisation' across UniSA. This website will provide information about organisational strategies and planning; program strategies; and quality and compliance.</p> <p>The Library (Research): provides librarians for Divisions and research concentrations; workshops and online resources; publishing support; help with tracking researchers' publications for grants and promotions; guidelines on theses and dissertations; <i>UniSA Research Archive</i></p> <p>Remember that your team and manager will always be a valuable source of information, providing you with ongoing support, information, context and guidance to enhance your professional experience at UniSA.</p>	<ul style="list-style-type: none"> ▪ Learning and Teaching Unit: http://www.unisa.edu.au/researcheducation/supervisors/default.asp ▪ UniSA International (internationalisation): www.unisa.edu.au/int/default.asp ▪ The Library (research): http://www.library.unisa.edu.au/research/
	<p>3. What administrative systems might I need to use?</p>	<p>Depending on your specific role, there are a range of UniSA systems that you may encounter:</p> <ul style="list-style-type: none"> ▪ myUniSA is an online portal that connects you with information to navigate your way through UniSA. It provides a consistent web-based front end to present information from a variety of back-end sources. Information is organised under tabs and headings. The online guide will help you learn how to use the portal to its full advantage and the FAQs will help answer common questions. Access is via the 'myUniSA' tab on UniSA's corporate homepage. ▪ 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. ▪ PORTIA (<i>Postgraduate Office Research Training Information Assistant</i>) is an interactive research degree management system. It provides up-to-date information on HDR students as well as a transparent interface for students and supervisors to plan research and monitor progress related to candidature. PORTIA is available to HDR students, supervisors and research degree administrators. 	<ul style="list-style-type: none"> ▪ <i>myUniSA</i> portal (<i>logon required</i>): https://my.unisa.edu.au/staff/portal/home.aspx (<i>homepage</i>) www.unisa.edu.au/portal/student/quickguide/default.asp (<i>guide</i>) www.unisa.edu.au/ists/ITHelpDesk/FAQS/myUniSA-staff/ (<i>FAQs</i>) ▪ BI Reporting: https://my.unisa.edu.au/staff/bireporting/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&qohome= ▪ Research Dashboards: https://teamsites.unisa.edu.au/res/par/bireportinghub/researchcompetitordashboards/Forms/AllItems.aspx ▪ BI Reporting Training: http://www.unisa.edu.au/unisareport/Training.asp ▪ BI Tip Sheets: https://teamsites.unisa.edu.au/res/par/bireportinghub/General%20tip%20sheets/Forms/AllItems.aspx ▪ PORTIA (<i>including training and access</i>): http://www.unisa.edu.au/researchstudents/responsibilities/portia.asp ▪ ResearchMaster: www.unisa.edu.au/res/data/master.asp

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		<ul style="list-style-type: none"> ▪ ResearchMaster is UniSA's information system for research related activity. It is used to provide statutory research reporting to the Department of Education, Employment and Workplace Relations, and the Australian Bureau of Statistics. It also monitors research performance across corporate planning targets. It is only accessible by RIS, with reports delivered via BI Reporting Hub. ▪ The Research Management System (RMS) is the ARC's web-based system used to prepare and submit research proposals, assessments and rejoinders under the ARC National Competitive Grants Program. All RMS users need a user account (arranged via RIS). User guides and tips are available through the ARC site. ▪ The Project Quality System (PQS) is a project management system that ensures the quality of research and consultancy. It tracks research proposals and monitors procedural compliance, risk management, accountability, and timely responses. It also captures client feedback and provides management information. It is administered by RIS and is used by Business Development teams. ▪ Finance One is UniSA's main financial system. It comprises a number of ledgers (e.g. for budget estimates, actual transactions and commitments) which are used for each unique data set. View the Finance One web pages for access to user Quick Guides, training, and useful resources. ▪ The Casual Administration System (CAS) is a human resource system for the administration / management of casual staff. It enables users to: view staff details; create and manage contracts; enter timesheets; view claims and contracts; and generate reports. User guides and training is available through your <i>myUniSA</i> account (My Management>People>Casual Admin) or via the HR web pages. 	<ul style="list-style-type: none"> ▪ Research Management System (RMS): www.arc.gov.au/applicants/system_default.htm (ARC site) www.unisa.edu.au/res/contact.asp#grants (request account) https://rms.arc.gov.au/RMSExternal/pages/main.jsf (system access) ▪ Project Quality System (PQS): www.unisa.edu.au/res/busadmin/PQS.asp ▪ Finance One: www.unisa.edu.au/fin/systems/F1/default.asp www.unisa.edu.au/fin/systems/F1/quickguides.asp (Quick Guides) ▪ Casual Administration System (CAS): www.unisa.edu.au/hrm/manuals/manuals.asp (CAS manual) www.unisa.edu.au/hrm/manuals/training/schedule.asp (training) https://my.unisa.edu.au/staff/Portal/myManagement/People/PeopleCasualAdmin.aspx (<i>myUniSA</i> - logon required)
	<p>4. How do I access research reports?</p>	<p>Management reports and data cubes can be accessed through BI Reporting Hub and BI Reporting respectively. Data cubes include:</p> <ul style="list-style-type: none"> ▪ HDR load, enrolments and completions ▪ Research income and publications ▪ National research income and publication trends ▪ HDR graduate satisfaction and outcomes. <p>Research Education and Training reports such as <i>HDR student numbers, completions and scholarship students</i> are also available through UniSAInfo Reporting (Research Education - section 8.1). These reports are in addition to the general high level information and require additional access privileges. Contact RIS for access.</p>	<ul style="list-style-type: none"> ▪ BI Reporting Research Folder: https://my.unisa.edu.au/staff/bireporting/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=i6F3908AE117E4AA78B380BE3D69EB704&m_folder2=m-i1FA99BE8002648F6AD9D52CDF3F055C5 ▪ BI Reporting Graduate Outcomes: https://my.unisa.edu.au/staff/bireporting/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=i19B7E15F48534BFD89CE65D9F1B89D69 ▪ <i>myUniSA</i> (<i>my Research>My research activities>Publications</i>): https://my.unisa.edu.au/staff/Portal/myResearch/myResearchActivities/Publications.aspx

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		<p>Academics can access information about their publications through the myUniSA portal (my Research>My research activities>Publications).</p> <p>RIS provides quarterly publication reports to the Deans of Research, outlining publication numbers by category (A1, B, C1, and E1). Publication reports are also distributed by the local Publication Coordinator. Publication lists are available through the RIS publication pages.</p> <p>For help with <i>BI Reporting</i>, contact the Business Intelligence team in Planning and Institutional Performance (PIP). RIS can help with Research Education and Training queries and reporting. Your local Publications Coordinator can provide reports if required.</p>	<ul style="list-style-type: none"> ▪ Publication Lists: www.unisa.edu.au/res/data/pubs.asp#lists ▪ Help: www.unisa.edu.au/unisareport/contacts.asp (<i>UniSAinfo Reporting</i>) www.unisa.edu.au/res/contact.asp#infoservices (<i>RIS – access to additional research education reports</i>) www.unisa.edu.au/res/data/docs/PubCoords.rtf (<i>Publication Coordinators - access to publication reports</i>)
	5. How do I organise a research event?	<p>Events can help raise our research profile, showcase our facilities, and promote our staff and achievements. They can include: conferences, seminars, workshops, lectures, award ceremonies and launches.</p> <p>Whether you are involved in arranging specific aspects of an event, or an event in its entirety, UniSA's event web pages, the '<i>Research Marketing Toolkit</i>' and the '<i>Quick Guide to Events</i>' will help. Key considerations include: venues, dates, catering, speakers, budgets, timelines, promotion, signage, security, protocols, printing, volunteers, AV, invitations and mailing lists. If you need help with event management, please contact your Division Marketing team, or the Marketing and Development Unit (MDU).</p>	<ul style="list-style-type: none"> ▪ MDU event pages: www.unisa.edu.au/mdu/events/default.asp ▪ Research Marketing Toolkit (<i>logon required</i>): www-p.unisa.edu.au/restoolkit/events/default.asp ▪ Quick Guides (under <i>Good Practice Guides</i> section): www.unisa.edu.au/staffdev/quick.asp ▪ HELP - Marketing contacts: www.unisa.edu.au/styleguide/contact.asp
	6. How do I organise marketing and promotional materials?	<p>The <i>Research Marketing Toolkit</i> has been designed to help Institutes, Centres and Groups with <u>research</u> marketing needs. It provides all the information you need to organise marketing materials (brochures, newsletters, profiles, photography, banners, events, advertising and direct mail). More information is available in the UniSA Style Guide.</p> <p>We strongly recommend you discuss your marketing needs with your Division marketing team in the first instance. The MDU will also be able to provide advice and assistance.</p>	<ul style="list-style-type: none"> ▪ Research Marketing Toolkit (<i>logon required</i>): www-p.unisa.edu.au/restoolkit/ ▪ Style Guide: www.unisa.edu.au/styleguide/default.asp ▪ Research brochures: www.unisa.edu.au/research/concentrations/brochures.asp ▪ Marketing contacts: www.unisa.edu.au/styleguide/contact.asp
	7. How do I update my web pages?	<p>To update or amend your web pages, you will need access, training and authorisation. You also need to understand UniSA's web policy and our design guidelines. The <i>Web Author Guide</i> will provide you with the information you need to get started. For more information view the FAQ pages or speak with your Division's lead web author.</p>	<ul style="list-style-type: none"> ▪ Web Author Guide (WAG): www.unisa.edu.au/wag/default.asp www.unisa.edu.au/wag/Authorisation.asp (<i>access and training</i>) www.unisa.edu.au/wag/FAQsauthors.asp (<i>FAQs</i>) www.unisa.edu.au/wag/training/contacthelp.asp#lead (<i>lead web authors</i>)
	8. What other resources should I	<p>There are a range of other UniSA resources that may support you in your role as a research administrator. These include:</p>	<ul style="list-style-type: none"> ▪ Research acronyms:

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	<p>be aware of?</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. Your <i>MyUniSA</i> 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 <i>MyUniSA</i> account) are offered through the Staff Resource web pages. ▪ Marketing: the <i>UniSA Style Guide</i> and the <i>Research Marketing Toolkit</i> will provide you with all the information you need to arrange and coordinate marketing materials. ▪ UniSA News and event information is provided by the MDU. Key pages include <i>UniSA News</i>; the <i>UniSA Magazine</i>, and events. RIS also provides research-based news and events such as <i>The Research Edge</i> (a research based newsletter), upcoming conferences, research performance links, profiles and awards. ▪ Student and Academic Services (SAS) has documented a range of processes (such as scheduling, Medici, prizes and so on) which are available on their 'user documentation' pages. ▪ Development resources available on the Organisational Development web pages may provide further insight into your activities. Additional resources from past workshops are located on the RIS web pages. ▪ Business Development information, including project management procedures, audits, risk management, costing tools, quality and accreditation advice can be accessed via RIS' Business Development' pages. Also refer to the 'Management Information' staff pages. For advice, speak with your Business Development Manager (BDM). ▪ Intellectual property advice can be obtained through your local BDM. Information is also available on the web via <i>ITEK Pty Ltd</i> (UniSA's commercialisation company) and through legal services. ▪ UniSA's Editorial Style Manual provides guidelines to ensure consistency of style and presentation in University documents and encourage good writing practices. It includes guidelines for documents such as committee minutes, speeches and SMG papers. 	<p>www.unisa.edu.au/res/index.asp www.unisa.edu.au/resdegrees/using/default.asp</p> <ul style="list-style-type: none"> ▪ Your <i>MyUniSA</i> staff account: https://my.unisa.edu.au/staff/Portal/myResearch/myResearchActivities/ResearchSummary.aspx (<i>logon required</i>) ▪ Staff Resource web pages – Research Support: www.unisa.edu.au/staff/research/researchadmin.asp ▪ Style Guide: www.unisa.edu.au/styleguide/default.asp ▪ Research Marketing Toolkit (<i>logon required</i>): www-p.unisa.edu.au/restoolkit/ ▪ News and event information: www.unisa.edu.au/news/ (<i>UniSA News and events</i>) www.unisa.edu.au/res/news/default.asp (<i>research news</i>) www.unisa.edu.au/styleguide/contact.asp (<i>marketing contacts</i>) ▪ SAS user documentation: www.unisa.edu.au/sas/documentation/default.asp ▪ Workshop development resources: www.unisa.edu.au/staffdev/14.asp <i>(Organisational Development)</i> www.unisa.edu.au/res/training/admin.asp (<i>RIS</i>) ▪ Business Development: www.unisa.edu.au/res/busadmin/default.asp www.unisa.edu.au/community/doingbusiness/contact.asp <i>(BDMs)</i> www-p.unisa.edu.au/res-staff/busadmin/maninf.asp <i>(logon required)</i> ▪ Intellectual property (IP): www-p.unisa.edu.au/policies/codes/miscell/intellectual-prop.asp www.unisa.edu.au/res/legal/intprop.asp (<i>legal services</i>) www.itek.com.au/about.php (<i>ITEK</i>) www.unisa.edu.au/community/doingbusiness/contact.asp (<i>help</i>) ▪ UniSA Editorial Style Manual: www.unisa.edu.au/staff/stylemanual.asp

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<p>THE RESEARCH ENVIRONMENT</p> <p><i>Keeping up to speed with research.</i></p>	<p>9. What are UniSA's research directions?</p>	<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: www.unisa.edu.au/pas/gap/planning/default.asp#Plans ▪ Horizon 2020 – <i>UniSA's ambitions and strategic directions</i>: www.unisa.edu.au/horizon2020/default.asp ▪ New Horizons (logon required): www-p.unisa.edu.au/cha/corpproj/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
	<p>10. Where can I find out about national developments?</p>	<p>An awareness of current national research developments will help you understand how UniSA fits into the broader environment. 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 ▪ Building Australia's research capacity: <i>undertakes an inquiry into research training and research workforce issues in Australian universities</i>. <p>To stay informed, 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) also maintains an environmental scanning site summarising higher education news, media releases and other items with strategic implications for UniSA.</p>	<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 ▪ 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): https://teamsites.unisa.edu.au/res/par/enviromentalscanning/default.aspx

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	<p>11. 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) (see also Qu 19). 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: books – authored research; books – chapters in research books; journal articles (refereed, scholarly journal); conference publications (full paper refereed); and non-traditional research outputs.</p>	<ul style="list-style-type: none"> ▪ Excellence Research Australia (ERA) Initiative (<i>UniSA ERA 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 (FAQs, key dates and documents, ranked journals and conference lists, etc). ▪ ERA 2010 Submission Guidelines: www.unisa.edu.au/rqie/submission.asp www.arc.gov.au/pdf/ERA2010_sub_guide.pdf
	<p>12. What committees should I know?</p>	<p>UniSA's research committees are responsible for the direction and management of research within UniSA. There are three University committees all of which report to Academic Board:</p> <ol style="list-style-type: none"> 1 Research Policy Committee (RPC) - develops policy and evaluates performance in research concentrations and research development and collaboration; 2 Research Integrity, Accountability and Compliance Committee (RIACC) – oversees issues related to research integrity, accountability and compliance. It is responsible for implementation of the 'Australian Code'. Several ethics and compliance subcommittees report to RIACC; 3 Research Degrees Committee (RDC) – oversees the management, policy and quality assurance, academic regulations, and administration of research degrees. <p>Other research committees to be aware of include:</p> <ul style="list-style-type: none"> ▪ REQUIEM – considers issues related to the ERA initiative, research quality, innovation and engagement metrics; ▪ National Partnerships Engagement Group (NPEG) – advises about CRCs (participation, benefits of bids, performance reports); ▪ Business, Innovation and Commercialisation Committee – ensures collaboration, engagement, systems compliance and risk management for maximum revenue opportunities and growth; 	<p><u>Research committees:</u> www.unisa.edu.au/res/commit/default.asp</p> <ul style="list-style-type: none"> ▪ RPC: www.unisa.edu.au/res/commit/policy.asp http://www-p.unisa.edu.au/res-staff/commit/policy.asp ▪ RIACC: www.unisa.edu.au/res/commit/riacc.asp http://www-p.unisa.edu.au/res-staff/commit/riacc.asp ▪ Research Degree Committee: www.unisa.edu.au/res/commit/degrees.asp http://www-p.unisa.edu.au/res-staff/commit/degrees.asp ▪ REQUIEM: http://www-p.unisa.edu.au/rqie/requiem/default.asp ▪ NPEG: www.unisa.edu.au/res/commit/npcrceg.asp ▪ Business, Innovation and Commercialisation Committee: www.unisa.edu.au/res/commit/bicc.asp http://www-p.unisa.edu.au/res-staff/commit/bicc.asp

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	Question	The basics	Further information
		<ul style="list-style-type: none"> ▪ Ethics committees – <i>there are several ethics committees that are involved in the approval of research projects. These include:</i> <ul style="list-style-type: none"> ▪ UniSA Human Research Ethics Committee (UniSA HREC); ▪ Institute of Medical and Veterinary Sciences Animal Ethics Committee; ▪ Chemical Hazards Subcommittee; ▪ Institutional Biosafety Committee; and ▪ Radiation Safety Committee. ▪ Division Research Management Committees – <i>monitors / ensures the effective conduct of research training within the Divisions;</i> ▪ Local committees – <i>your local area may also have other committees that you will need to attend. Speak with your supervisor about additional committee attendance.</i> 	<p><u>Ethics committees:</u></p> <ul style="list-style-type: none"> ▪ www.unisa.edu.au/res/ethics/needethicsapproval.asp#committees ▪ UniSA Human Research Ethics Committee (UniSA HREC): www.unisa.edu.au/res/commit/ethics.asp#humres ▪ Institute of Medical and Veterinary Sciences Animal Ethics Committee: www.unisa.edu.au/res/ethics/animal.asp#forms ▪ Chemical Hazards Subcommittee: www.unisa.edu.au/res/commit/ethics.asp#chemhazards ▪ Institutional Biosafety Committee: www.unisa.edu.au/res/commit/ethics.asp#biosafety ▪ Radiation Safety Committee: www.unisa.edu.au/res/ethics/radiation.asp ▪ Division Research Management Committees: www.unisa.edu.au/res/commit/resman.asp ▪ Local committees – speak with your supervisor

	Question	The basics	Further information
<p>ETHICS and COMPLIANCE</p> <p><i>Responsible research.</i></p>	<p>13. What do I need to know about ethics?</p>	<p>UniSA has a responsibility to maintain high standards of responsible research, whilst fostering and maintaining intellectual honesty, integrity, and scholarly and scientific rigor. It is important to be familiar with:</p> <p>Australian Code for the Responsible Conduct of Research - guides and promotes responsible research practices and integrity. UniSA's Framework for the Responsible Conduct of Research explains the eight key sections and hyperlinks to information, policies and procedures.</p> <p>National Statement on Ethical Conduct in Human Research -guides and promotes ethical human research. It requires different levels of review for different levels of risk.</p> <p>Ethics approvals – there are two types of ethics approvals (1) for research involving humans and (2) for all other research (<i>animal experimentation; biosafety and gene technology; chemical hazards; radiation safety; and plant, equipment, devices and pressure vessels</i>). Approval processes are detailed on the web pages.</p> <p>Data storage - research 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.</p> <p>Insurance information - some research projects require additional insurance. Projects that involve human subjects must be assessed against UniSA's insurance to ensure that appropriate cover is in place for the research activity. This is done through the 'Research Project Insurance Application' (submitted via email).</p> <p>Legal Services – provide information about: contractual matters (<i>confidentiality and agreements, memorandums of understanding, contractors</i>); intellectual property (<i>copyright, patents, trademarks, designs</i>); legal issues (<i>Trade Practices, insurance, spam, privacy</i>); and interpretation and compliance of statutes, by-laws and policies.</p> <p>Occupational health, safety, welfare and injury management (OHSW&IM) – all research must comply with OHSW&IM provisions under the <i>Occupational Health, Safety and Welfare Act 1986</i>. Key OHSW&IM issues can be identified using the 'induction checklist'. Also read through UniSA's OHSW&IM web pages.</p> <p>General ethical and legislative responsibilities – are important for all staff and are outlined in the '<i>Quick guide to the legislated and ethical responsibilities of staff</i>'. For questions about research ethics, speak with your Research Ethics Advisor (REA) or RIS</p> <p>If you are actively involved in research ethics also refer to the '<i>Starting Research at UniSA – A Quick Guide for Academics</i>'.</p>	<ul style="list-style-type: none"> ▪ Ethics and compliance web pages: www.unisa.edu.au/res/ethics/default.asp ▪ The Australian Code:: www.unisa.edu.au/res/ethics/framework.asp (<i>framework</i>) 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 ▪ Ethics approvals, committees, forms, processes: www.unisa.edu.au/res/ethics/needethicsapproval.asp www.unisa.edu.au/res/forms/ethics.asp www.unisa.edu.au/res/ethics/onesystem.asp (<i>online system</i>) ▪ Data storage: www.unisa.edu.au/res/ethics/storage.asp www.unisa.edu.au/policies/policies/resrch/res17.asp (<i>policy</i>) www.unisa.edu.au/res/ethics/FAQs.asp (<i>Location of Data form</i>) ▪ Insurance information: www.unisa.edu.au/res/ethics/needethicsapproval.asp#insurance www.unisa.edu.au/fin/insurance/researchprojects.asp ▪ UniSA legal services: www.unisa.edu.au/res/legal/services.asp www.unisa.edu.au/res/legal/FAQs.asp (<i>FAQs</i>) ▪ Occupational health, safety, welfare and injury management: www.unisa.edu.au/ohsw/default.asp www.unisa.edu.au/ohsw/forms/docs/ohsw23.doc (<i>checklist</i>) www.unisa.edu.au/policies/policies/corporate/C06.asp (<i>policy</i>) www.legislation.sa.gov.au/listActs.aspx?key=O (<i>Act 1986</i>) https://my.unisa.edu.au/staff/Portal/myEmployment/OHSW/Policies&Procedures.aspx (<i>myUniSA account</i>) ▪ Ethics: www.unisa.edu.au/staffdev/guides/legislated_contents.pdf (<i>quick guide</i>) www.unisa.edu.au/res/ethics/onesystemadvice.asp#contact (<i>research ethics advisors</i>) www.unisa.edu.au/res/contact.asp#ethics (<i>RIS</i>) ▪ Starting Research at UniSA – A Quick Guide for Academics: www.unisa.edu.au/staffdev/guides/starting_research_at_unisa_quickguide.pdf

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	Question	The basics	Further information
<p>INTERNATIONAL ISATION</p> <p><i>Integrating a global perspective.</i></p>	<p>14. What should I know about internationalisation?</p>	<p>UniSA actively embraces internationalisation, integrating a global dimension into our teaching, research, 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 you will notice that your academics may actively seek out opportunities to engage with international colleagues and institutes. You may be involved in:</p> <ul style="list-style-type: none"> ▪ arranging international travel (<i>for academics and/or visitors</i>); ▪ preparing grant applications (<i>for international funding schemes</i>); and ▪ organising international scholarships (<i>for higher degree research (HDR) students</i>). <p>To understand more about the importance of internationalisation, visit the various international web pages listed opposite.</p>	<p>Information about 'internationalisation' at UniSA:</p> <ul style="list-style-type: none"> ▪ www.unisa.edu.au/int/default.asp (<i>internationalisation</i>) ▪ www.unisa.edu.au/international/ (<i>UniSA International</i>) ▪ http://resource.unisa.edu.au/course/view.php?id=1154 (<i>internationalisation and the curriculum</i>)
	<p>15. How do I organise international travel?</p> <ul style="list-style-type: none"> ▪ UniSA Staff ▪ Visiting academics 	<p>There are different procedures about international travel depending on the type of travel you need to organise.</p> <p>For a UniSA Staff member you should:</p> <ul style="list-style-type: none"> ▪ read the <i>Travel Guidelines</i> document (<i>information about approvals, bookings, insurance, passports, visa, expenses, etc</i>); ▪ fill in the <i>Overseas Business Form; Business Travel Request Form</i> and seek approvals from the Cost Centre Manager; ▪ seek approval from the Director UI if travelling to a country with a Department of Foreign Affairs and Trade (DFAT) travel warning of 'Do Not Travel' or 'Reconsider Your Need To Travel'; and ▪ consider travel health, safety and warnings and insurance. <p>This information is available via the international travel web pages. The 'International Travel check list' will take you through these key steps.</p> <p>Additional information about credit card procedures, Qantas Club membership, fees and so on can be found on the Finance Unit website. OHSW&IM issues, health and safety checklists and overseas risk management (<i>medically prescribed drugs, immunisation, and legal advice</i>) are available through the HR web pages.</p> <p>For a visiting academic, you may need to organise or request:</p> <ul style="list-style-type: none"> ▪ letter of invitation from the local area, outlining: <i>length of stay; purpose of visit; finance; other responsibilities</i>; ▪ letter from home institute detailing financial support for sabbatical (the visiting academic will arrange this); ▪ position description, copy of CV, list of published papers; ▪ Certified passport pages. <p>Visiting academics are responsible for arranging their travel and obtaining the correct visa by contacting the Department of Immigration</p>	<ul style="list-style-type: none"> ▪ UI staff pages (<i>logon required</i>): www-p.unisa.edu.au/intstaff/travel/default.asp (<i>travel</i>) ▪ Travel Guidelines document (<i>logon required</i>): www-p.unisa.edu.au/fin/policies/Ttravel.pdf ▪ International Travel check list: www-p.unisa.edu.au/intstaff/travel/checklist.asp ▪ DFAT: www.dfat.gov.au/ www.smartraveller.gov.au/do-not.html (<i>do not travel</i>) www.smartraveller.gov.au/reconsider.html (<i>reconsider travelling</i>) ▪ Finance Unit's travel web page: www.unisa.edu.au/fin/travel/default.asp ▪ HR Unit's international travel web page: www.unisa.edu.au/ohsw/travel.asp ▪ Visitor protocols (<i>logon required</i>): www-p.unisa.edu.au/intstaff/visitors/intlvisitors.asp ▪ DIAC: www.immi.gov.au/skilled/specialist-entry/419

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	<ul style="list-style-type: none"> ▪ Visiting research students 	<p>and Citizenship (DIAC) or the Australian Embassy. If a sponsored visa is required, the HR Unit will apply for a visa nomination which must be approved through DIAC before the applicant can apply for the visa. UniSA's international travel (visitor protocols) pages can provide further information.</p> <p>You may need to arrange the administrative tasks related to a visiting research student. Visiting research students undertake a research placement, usually as part of the course from their home institution, however, they are not enrolled and do not pay course fees.</p> <p>Your role may involve:</p> <ul style="list-style-type: none"> ▪ liaising with the student and academic (<i>about the project</i>); ▪ sourcing information (<i>confirmation letters from home institutions; letters of offer; acceptance; personal details; passport copies</i>); ▪ setting up any student agreements; and ▪ notifying RIS about successful applications (to set up a <i>Visiting Student Record (VISR)</i>). <p>The visiting research student is responsible for arranging their own travel and obtaining the correct visa by contacting the Department of Immigration and Citizenship (DIAC) or the Australian Embassy. If a sponsored visa is required the Human Resources Unit will need to apply for a visa nomination before the applicant can apply for the visa.</p> <p>The host area is accountable for the student and any costs associated with the research project. No student fees are incurred. Standard Operating Procedures for HDR placement students are available on the RIS staff web pages (logon required).</p> <p>If you have questions about visiting research students please contact the Manager: Research Education and Training (RIS). Additional advice can be sought from the central Units (HR / International relations / Finance). Note that your local area may also have additional requirements for arranging international travel.</p> <p>For information about HDR students see (<i>Research Degrees</i>).</p>	<ul style="list-style-type: none"> ▪ Research placements (<i>RIS staff pages</i>): <ul style="list-style-type: none"> - <i>Standard Operating Procedures</i> - <i>Letter of offer</i> www-p.unisa.edu.au/res-staff/resdegrees/placement.asp ▪ DIAC: www.immi.gov.au/students/sponsored/otv/ ▪ Standard operating procedures – HDR placement students: http://www-p.unisa.edu.au/res-staff/resdegrees/visitors.asp <p><u>Help and advice:</u></p> <ul style="list-style-type: none"> ▪ Manager: Research Education and Training (RIS): www.unisa.edu.au/res/contact.asp#education ▪ HR Unit: www.unisa.edu.au/hrm/contacts/hru.asp ▪ Finance Unit: www.unisa.edu.au/fin/aboutunit/rolesindex.asp ▪ International relations: www.unisa.edu.au/partner/contact.asp ▪ Your manager
	<p>16. How do I arrange conference attendance?</p>	<p>Once an academic has approval from the Head of School / Director you can arrange the appropriate application forms.</p> <p>Various associated forms are available through the HR and Finance Unit's websites.</p> <p>Your area may cover the costs to attend a conference if it is related to the academic's research (i.e., they are a key speaker / presenter). Alternatively, the academic's professional development (PD) funds may be used for attending conferences (see Qu 42 regarding PD).</p>	<ul style="list-style-type: none"> ▪ Application forms: <ul style="list-style-type: none"> www.unisa.edu.au/hrm/forms/conference_application_form.doc (<i>to attend a conference</i>) www-p.unisa.edu.au/fin/forms/fs87.doc (<i>travel approval</i>) ▪ Human Resources divisional contacts www.unisa.edu.au/hrm/contacts/division.asp ▪ HR Forms: www.unisa.edu.au/hrm/forms/staff.asp ▪ Finance forms: www.unisa.edu.au/fin/forms/default.asp

	Question	The basics	Further information
<p>PUBLICATIONS and REPORTING</p> <p><i>Making research count.</i></p>	<p>17. How does the publications process work?</p>	<p>The publications process varies across areas. Key activities are:</p> <ol style="list-style-type: none"> 1. Creation of research output by the researcher. 2. Research output sent to publisher by researcher. 'Statement of Authorship and Location of Data form' is completed by the researcher and provided to the Head of School / Director. This is then filed within the School/Institute. 3. 'Publication Form and Checklist' is completed and signed by the researcher or in some cases by the Publications Coordinator, with the researcher being asked to sign. 4. Required evidence (as stated on 'Publications Form and Checklist') is collated by Publications Coordinator. Form and evidence is then sent to RIS for the HERDC audit. If there is no UniSA affiliation (by-line) listed on the publication, a 'UniSA Affiliation Statement' is also required to be submitted to RIS. 5. Submission audited for HERDC and data entered into ResearchMaster by RIS. The status is determined as 'accepted', 'more evidence required' or 'excluded' and the Publications Coordinator is notified; 6. Accepted articles are processed by RIS for HERDC reports to DIISR. Articles requiring further evidence are addressed by the Publication Coordinators and/or researchers, then re-submitted to RIS; 7. Quarterly reports provided by RIS to the Publication Coordinators/Heads of School/Institute Directors /Deans of Research. These reports show the numbers of publications by category (A1, B, C, E1) and are benchmarked against the previous year's reports; 8. Library receives publications from RIS for the electronic repository. Library returns publication copies to the Publication Coordinators to file (for the required data storage period); 9. Progress towards publication targets is reported to the Research Policy Committee by the Deans of Research. 	<ul style="list-style-type: none"> ▪ Statement of Authorship and Location of Data form (<i>plus FAQs</i>): www.unisa.edu.au/res/ethics/FAQs.asp ▪ Publication Form and Checklist (<i>various depending on output</i>): www.unisa.edu.au/res/forms/data.asp ▪ UniSA Affiliation statement: www.unisa.edu.au/res/data/pubs.asp#guides
	<p>18. How are research publications categorised?</p>	<p>Research publications fall into two categories:</p> <ol style="list-style-type: none"> 1 - Higher Education Research Data Collection (HERDC) outputs; and 2 - Internal research publications (<i>not included in the HERDC</i>). <p>HERDC outputs are measured nationally and impact on our 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 do not count in the HERDC, but are recognised and contribute to the <i>Supported Researcher</i> status (See Qu 30).</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

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	Question	The basics	Further information
	<p>19. What is HERDC?</p>	<p>The Higher Education Research Data Collection (HERDC) comprises research income and research publications data submitted by universities each year. This process assesses universities' research performance and drives the allocation of funding.</p> <p>The HERDC is undertaken by the Department of Innovation, Industry, Science and Research (DIISR) and requires data to be submitted in two returns:</p> <ol style="list-style-type: none"> 1. Research Income Return; and 2. Research Publications Return. <p>The <u>Research Publications Return</u> requires data on all eligible research publications produced during the reference year, as outlined in Qu 18.</p>	<ul style="list-style-type: none"> Higher Education Research Data Collection (HERDC): www.unisa.edu.au/res/data/HERDC.asp http://www.unisa.edu.au/res/data/HERDC.asp www.innovation.gov.au/Section/Research/Pages/highereducationresearchdatacollection.aspx
	<p>20. How do I get a publication counted in the HERDC audit?</p>	<p>To be counted in the HERDC audit, every publication must be submitted to RIS by your local Publication Coordinator on time and with the appropriate, completed forms and required attachments.</p> <p>The academic is responsible for reporting their research; however, you may be involved with completing the various forms. There are several templates that will help with this process.</p> <p><u>ALL publications</u> (HERDC and internal) require these forms:</p> <ol style="list-style-type: none"> 1. Statement of Authorship and Location of Data form. This must be done prior to submitting 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 / Institute. Completion of this form is an academic responsibility, but administrative assistance may be required. 2. 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 a UniSA affiliation statement must also be submitted with the publication.</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>	<ul style="list-style-type: none"> HERDC: www.innovation.gov.au/Section/Research/Pages/highereducationresearchdatacollection.aspx List of Publication Coordinators: www.unisa.edu.au/res/data/docs/PubCoords.rtf Publication cut off dates: www.unisa.edu.au/res/data/pubs.asp#dates <p><u>FORMS:</u></p> <ul style="list-style-type: none"> Statement of Authorship and Location of Data form (and FAQs): www.unisa.edu.au/res/ethics/FAQs.asp Publication forms and Checklist: www.unisa.edu.au/res/forms/data.asp UniSA affiliation statement: www.unisa.edu.au/res/data/pubs.asp#guides

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	Question	The basics	Further information
	21. How can I find journal and conference rankings?	<p>Journal and conferences are ranked according to ERA requirements. There are two great resources that can help you identify journal and conference rankings:</p> <ol style="list-style-type: none"> Publication Plus – a tool that allows you to search for conferences and journals by key words, Field of Research (FoR) codes or acronyms (<i>available in Excel format via the ERA web pages</i>). It will provide lists of journals or conferences and associated FoR codes. These are ordered by rank (A1 (<i>representing A*</i>), A2 (<i>representing A</i>), B, C1, E1); and Excel files for ranked journals and conferences – which includes journal titles, acronyms, ERA identifications, ISSNs, FoR and ratings. <p>For more information, contact RIS.</p>	<ul style="list-style-type: none"> Publication Plus: www-p.unisa.edu.au/rqie/rankings.asp (<i>logon required</i>) Excel files (ranked journals and conferences): www.unisa.edu.au/rqie/submission.asp ERA journal and conference rankings: www.arc.gov.au/era/era_journal_list.htm (ERA rankings) RIS contacts: www.unisa.edu.au/res/contact.asp#quality
	22. What are FOR codes?	<p>Field of Research (FOR) codes provide a hierarchical classification with three levels: Divisions (2 digits), Groups (4 digits) and Fields (6 digits). For example, 010101 consists of:</p> <ul style="list-style-type: none"> Division 01 (Mathematical Sciences) + Group 01 (Pure Mathematics) + Field 01 (Algebra and Number Theory) 	<ul style="list-style-type: none"> FOR codes: www.unisa.edu.au/res/data/for.asp
	23. Where can I find 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>Academics can specifically view their publications and profile (including points and citations) through their <i>myUniSA</i> account.</p> <p>UniSA's <i>Research Archive</i> will also display publication listings. This database collects, organises and makes available the intellectual output of staff and students.</p> <p>Publication statistics can be sourced using <i>UniSAInfo Reporting</i>. This reporting environment provides access to a management reports.</p>	<ul style="list-style-type: none"> Data and Performance – publication lists: www.unisa.edu.au/res/data/pubs.asp#lists <i>myUniSA</i> staff account (see 'My Research' tab) UniSA Research Archive: http://arrow.unisa.edu.au:8080/vital/access/manager/Index UniSAInfo Reporting (See Section 8.0): www.unisa.edu.au/unisareport/default.asp
	24. Where can I find research experts?	<p>UniSA's Directory of Research Expertise (DORE) lets you search for academic staff, research leaders, institutes and centres, funded research projects and publications based on areas of research expertise. Academics can be added to the DORE by completing the online questionnaire. Note also that HDR students are advised to use the DORE to source potential HDR Supervisors.</p> <p>Various Library databases (Web of Science, Scopus, Web Citation Index, University Science Indicators, National Citation Reports and other databases) will also provide information on research leaders.</p>	<ul style="list-style-type: none"> Directory of Research Expertise (DORE): www.applications.unisa.edu.au/dore/ www.unisa.edu.au/res/forms/doreform.asp (<i>questionnaire</i>) Research leaders (Library): http://www.library.unisa.edu.au/research/eraresources/peers_leaders.aspx

	Question	The basics	Further information
	<p>25. Where can I get more information about publications?</p>	<p>There is a wealth of information available on UniSA's website about publications:</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"> ▪ Data and performance pages: <ul style="list-style-type: none"> www.unisa.edu.au/res/data/HERDC.asp www.unisa.edu.au/res/data/pubs.asp (<i>research publications</i>) www.unisa.edu.au/res/contact.asp#performance (<i>RIS - performance</i>) www.unisa.edu.au/res/contact.asp#infoservices (<i>RIS - data</i>) www.unisa.edu.au/policies/policies/resrch/res12.asp (<i>Authorship policy</i>) ▪ Research Dashboards: <ul style="list-style-type: none"> https://teamsites.unisa.edu.au/res/par/bireportinghub/researchcompetitordashboards/Forms/AllItems.aspx ▪ HERDC (government site): <ul style="list-style-type: none"> www.innovation.gov.au/Section/Research/Pages/highereducationresearchdatacollection.aspx ▪ Research Publishing pages (<i>Library</i>): <ul style="list-style-type: none"> http://www.library.unisa.edu.au/research/publish.aspx ▪ Library's ERA resources (<i>bibliometrics, citations, impact factors</i>): <ul style="list-style-type: none"> http://www.library.unisa.edu.au/research/eraresources/default.aspx http://www.library.unisa.edu.au/services/alservices.aspx (<i>Academic Librarian services</i>) www.unisa.edu.au/res/data/docs/PubCoords.rtf (<i>Publication Coordinators</i>) ▪ ERA web pages: <ul style="list-style-type: none"> www.unisa.edu.au/rqie/default.asp

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	Question	The basics	Further information
<p>GRANTS, FUNDING and SUPPORT SCHEMES</p> <p><i>Helping research happen.</i></p>	<p>26. How can I find grants and funding information?</p>	<p>There is a lot of information about grants and funding on the Research and Innovation 'Grants and Fellowships' web pages.</p> <p>A 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</i>); Managing a grant (<i>checklists and processes for: ARC, NHMRC, ACG, and other research projects</i>); and Getting help (<i>writing tips, development, key contacts</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; and Business Development Manager (BDM) (<i>for grants other than Australian Competitive Grants</i>). 	<p>Grants and Funding: www.unisa.edu.au/res/grants/default.asp</p> <p>Road map to research funding: www.unisa.edu.au/res/grants/sitemap.asp</p> <p>Finding funding: www.unisa.edu.au/res/grants/findfunding.asp www.unisa.edu.au/res/grants/findfundingsitemap.asp</p> <p>Preparing applications: www.unisa.edu.au/res/grants/prepareapplic.asp www.unisa.edu.au/res/grants/prepareapplicsitemap.asp</p> <p>Managing my grant: www.unisa.edu.au/res/grants/managegrant.asp www.unisa.edu.au/res/grants/managegrantsitemap.asp</p> <p>RIS's Summary List 'Find Funding' (list of funding opportunities): www.unisa.edu.au/res/grants/findfunding.asp</p> <p>Getting help: www.unisa.edu.au/res/grants/faqs.asp (FAQs) www.unisa.edu.au/res/grants/development.asp (development) www.unisa.edu.au/res/training/grants.asp (workshops) www.unisa.edu.au/res/grants/awards.asp (previous winners) www.unisa.edu.au/res/grants/services.asp (advice - RIS staff) www.unisa.edu.au/community/doingbusiness/contact.asp (BDMs)</p>
	<p>27. What are the main funding opportunities?</p>	<p>Both external and internal opportunities can support research at UniSA.</p> <p><u>External funding opportunities</u> include:</p> <ul style="list-style-type: none"> Australian Research Council (ARC) (<i>funds research under the National Competitive Grants Program (NCGP). It comprises Discovery and Linkage grants, under which the ARC funds a range of schemes to support researchers at different stages of their careers</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>). 	<p><u>External funding opportunities:</u> www.unisa.edu.au/res/grants/findfunding.asp#external (general)</p> <p>www.arc.gov.au/ (ARC) www.arc.gov.au/ncgp/default.htm (NCGP) www.arc.gov.au/ncgp/dp/dp_fundingrules.htm (Discovery grants rules) www.arc.gov.au/ncgp/lief/lief_fundingrules.htm (Linkage (LIEF) funding rules)</p> <p>www.nhmrc.gov.au/grants/apply/index.htm (NHMRC)</p> <p>www.innovation.gov.au/Section/Research/Pages/AustralianCompetitiveGrantsRegister(ACGR).aspx (ACGR)</p> <p>https://www.crc.gov.au/Information/default.aspx (CRC)</p> <p>www.unisa.edu.au/res/grants/ifo.asp (international)</p>

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		<p><u>Internal funding</u> includes Divisional opportunities and UniSA's support and development programs (See Qu. 30 for full details).</p>	<ul style="list-style-type: none"> Internal funding opportunities: www.unisa.edu.au/res/grants/intfund.asp (see also Qu. 30) www.unisa.edu.au/res/grants/intfund.asp#divinstitute (Divisional)
	<p>28. What are the different grant categories?</p>	<p>Research income is classified as one of four categories (<i>as defined by the Department of Innovation, Industry, Science and Research's Higher Education Research Data Collection (HERDC)</i>):</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 Public Sector Research Income; Category 3: Industry and Other Research Income; and 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: www.innovation.gov.au/Section/Research/Pages/AustralianCompetitiveGrantsRegister(ACGR).aspx RIS (<i>category 1 grants</i>): www.unisa.edu.au/res/contact.asp Category 2, 3, 4 grants: www.unisa.edu.au/res/grants/category234.asp#category2 Business Development Manager (<i>category 2,3,4 grants</i>): www.unisa.edu.au/community/doingbusiness/contact.asp
	<p>29. How can I find due dates for funding?</p>	<p>There are several ways to keep informed about due dates for funding:</p> <ul style="list-style-type: none"> Grants calendar lists internal and external funding opportunities by their due date (monthly) and colour codes the various opportunities; UniSA GrantFinder provides updates on funding opportunities from major funding bodies, Australian and international funding opportunities, internal schemes, scholarships, prizes and awards. You can also subscribe to a RSS feed to receive regular updates; Funding databases such as <i>SPIN/SMARTS/GENIUS</i> may also help identify funding and due dates. Instructions on how to use these databases are provided on the relevant web page; and Divisional Research web pages outline the various funding schemes and due dates. <p>Business development managers (BDMs) can also help find funding for strategic research collaborations with end user organisations.</p> <p>If you need additional help, speak with your BDM or RIS staff.</p>	<ul style="list-style-type: none"> Grants calendar: www.unisa.edu.au/res/grants/calendar.asp UniSA GrantFinder: www.unisa.edu.au/res/grants/grantfinder.asp Funding databases: www.unisa.edu.au/res/grants/data.asp <p>Divisional Research web pages: www.unisa.edu.au/res/grants/intfund.asp#divinstitute</p> <ul style="list-style-type: none"> BDM contacts: www.unisa.edu.au/community/doingbusiness/contact.asp#Business RIS contacts: www.unisa.edu.au/res/contact.asp#grants
	<p>30. What schemes and support programs should I be aware of?</p>	<p>UniSA offers many schemes to support research:</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 approximately \$1500 p/a.</p>	<ul style="list-style-type: none"> Supported Researcher Scheme: www.unisa.edu.au/res/data/supres.asp www.unisa.edu.au/res/data/supres.asp#attaining (points)

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		<p>Points for the <i>Supported Researcher Scheme</i> are awarded for HDR completions, publications and research funding. 1 point is awarded for:</p> <ul style="list-style-type: none"> ▪ each \$5,000 of a national competitive grant or \$10,000 for other research funding; ▪ being the principal or co-supervisor of a higher degree completion; ▪ being the sole author of a refereed journal or conference paper. <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>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>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 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> <p>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.</p>	<ul style="list-style-type: none"> ▪ 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 ▪ The Twenty/Ten Really Good Grants Schemes (TRGGS): www.unisa.edu.au/res/grants/reallygoodgrantschemes.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 www.arc.gov.au/ncgp/lief/lief_fundingrules.htm ▪ 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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RESEARCH DEGREES Supporting HDR students.	31. Where do I find information about research degrees?	<p>The Research Degrees website provides a range of information to prospective and current higher degree by research (HDR) students and staff, including:</p> <ul style="list-style-type: none"> ▪ application details - 7-step checklist and key dates; ▪ eligibility (<i>English language requirements, entry requirements, admission criteria</i>); ▪ closing dates (<i>applications and HDR scholarships</i>); ▪ scholarships (<i>domestic and international</i>); ▪ available research degrees; ▪ finding a supervisor and supervisor information; ▪ information for current HDR students (<i>ethics, responsibilities, fees and enrolments, research proposals, thesis requirements, support services, resources</i>); ▪ resources and support services for HDR students; ▪ Research Education Support Activities (RESA) (<i>available to research degree supervisors and higher degree by research (HDR) students</i>); ▪ degree administration (<i>committees, policies, prizes and awards</i>); ▪ division links (<i>HDR resources available at Divisions</i>). <p>The '<i>Code of good practice: Research degrees management and supervision</i>' is also useful resource to help understand roles and responsibilities in the HDR research environment.</p>	<ul style="list-style-type: none"> ▪ Research Degrees: www.unisa.edu.au/resdegrees ▪ Application details: www.unisa.edu.au/resdegrees/howtoapply/default.asp ▪ Key dates: www.unisa.edu.au/resdegrees/forms/calendar.asp ▪ Available research degrees: www.unisa.edu.au/resdegrees/programs/programs.asp ▪ Scholarships: www.unisa.edu.au/resdegrees/scholarships/default.asp ▪ Current student information: http://www.unisa.edu.au/researchstudents/ ▪ Supervisor information: http://www-p.unisa.edu.au/res-staff/supervisors/default.asp ▪ Research Education Support Activities - RESA: www.unisa.edu.au/researchsupport/default.asp ▪ Degree administration and Key forms: www.unisa.edu.au/resdegrees/admin/default.asp www.unisa.edu.au/resdegrees/forms/default.asp (Forms) ▪ Code of good practice: www.unisa.edu.au/policies/codes/goodprac/mansupvising.asp
	32. Who qualifies as an HDR student?	<p>HDR students are postgraduate students who are undertaking a Masters or PhD by research or a professional doctorate by research where the major component is the completion of a research project.</p> <p>There are different pathways a student can take to become an HDR student. To help you understand the process, view the online diagram.</p>	<ul style="list-style-type: none"> ▪ Higher Degrees by Research policy: www.unisa.edu.au/policies/policies/resrch/res10.asp <p>Pathways to higher degree by research (HDR) programs and scholarships at UniSA (<i>online diagram</i>): www.unisa.edu.au/resdegrees/howtoapply/pathways.asp</p>
	33. What is the HDR lifecycle?	<p>The HDR candidature is marked by milestones such as: reviews of progress, the research proposal, ethics approval, analysis and writing. To better understand the HDR journey, view the HDR Lifecycle online diagrams that clarify the stages and address each in bite-size pieces.</p>	<ul style="list-style-type: none"> ▪ HDR Lifecycle: www.unisa.edu.au/resdegrees/candidates/lifecycle.asp http://www.unisa.edu.au/researchstudents/milestones/default.asp
	34. What kind of support should I provide to HDR	<p>You may be involved in activities that support HDR students, including:</p> <ul style="list-style-type: none"> ▪ registering HDR students for conferences; 	<ul style="list-style-type: none"> ▪ Application to attend a conference (Word doc) (see also Qu 16): www.unisa.edu.au/hrm/forms/conference_application_form.doc

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	<p>students?</p>	<ul style="list-style-type: none"> ▪ assisting with correspondence to arrange: <ul style="list-style-type: none"> - research proposal submissions; - thesis submissions; - leave of absences; - withdrawal from candidature; - attendance at induction programs; - change of supervisor; ▪ providing resources (computers, lab supplies, work stations); ▪ assisting with PD funds; and ▪ handling various student enquiries. <p>A range of support activities are outlined on the 'Support Services for HDR student' pages and the 'resources' pages. The Library also provides useful information for new HDR students.</p> <p>Additional information can be sourced from your manager or the Research Degree Coordinator in your area.</p>	<ul style="list-style-type: none"> ▪ Induction program for new HDR students: www.unisa.edu.au/researchsupport/induction/default.asp ▪ Forms: www.unisa.edu.au/resdegrees/forms/default.asp ▪ Professional Development Funds: www.unisa.edu.au/fin/faqs/pdfunds.asp ▪ Resources (<i>research support, scholarships, systems</i>): http://www.unisa.edu.au/researchstudents/scholarships/default.asp ▪ Support services for higher degree by research students (<i>security, child care, equity, accommodation, OHSW&IM</i>): http://www.unisa.edu.au/researchstudents/support/default.asp ▪ New HDR students (<i>library resources – library cards, borrowing, virtual tours, databases, referencing, opening hours</i>): http://www.library.unisa.edu.au/research/welcomehdr.aspx ▪ Research degree coordinators: www.unisa.edu.au/resdegrees/howtoapply/findcoord.asp
	<p>35. What scholarships are available to HDR students?</p>	<p>There are many scholarships that support HDR students. The Research Degree Scholarship pages outline the different scholarships, how to establish specific research scholarships, as well as eligibility, selection and funding criteria.</p> <p>Important Uni-wide scholarships for Australian applicants include:</p> <ul style="list-style-type: none"> ▪ Australian Postgraduate Awards (APA) - <i>Funded by the Commonwealth Government's Department of Education, Employment and Workplace Relations (DEEWR)</i>; ▪ UniSA Australian Postgraduate Awards (USAPA) - <i>funded by UniSA</i>; ▪ Top-up research scholarships – <i>funded by UniSA</i>; ▪ Rural and Isolated Scholarship - <i>funded by UniSA</i>; and ▪ UniSA Indigenous Scholarship - <i>funded by UniSA</i>. <p>Important Uni-wide scholarships for international applicants include:</p> <ul style="list-style-type: none"> ▪ International Postgraduate Research Scholarships (IPRS) - <i>awarded on academic merit and research potential</i>; ▪ President's Scholarships (UPS) - <i>awarded on academic merit and are predominantly to applicants who have studied / worked at an overseas institution with which UniSA has links; and</i> ▪ Industry (APAI) scholarships – <i>available in conjunction with an Australian Research Council (ARC) Linkage Grants, and awarded on academic merit with a proven research capacity.</i> <p>Discipline-based scholarships, other funding sources, application and</p>	<ul style="list-style-type: none"> ▪ Scholarships: www.unisa.edu.au/resdegrees/scholarships/default.asp ▪ Scholarships – Australian applicants (<i>Top up research scholarships</i>): www.unisa.edu.au/resdegrees/scholarships/topup.asp ▪ Scholarship databases: www.unisa.edu.au/resdegrees/scholarships/international.asp#national ▪ RIS staff pages – new scholarships (<i>logon required</i>): www-p.unisa.edu.au/res-staff/resdegrees/scholguidelines.asp

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		<p>eligibility requirements are outlined on the Scholarship web pages. These pages also provide scholarship databases, including 'JASON' (<i>postgraduate scholarship database for Australia</i>). Note that there are different opportunities and eligibility requirements for Australian and international students.</p> <p>If you are involved with establishing a new HDR scholarship, follow the guidelines on the RIS staff pages. Additional help is available through the Graduate Studies Office.</p>	
	<p>36. What should I know about HDR supervision?</p>	<p>Supervising higher degree by research (HDR) students is the most significant resource provided by UniSA to support student research.</p> <p>If you provide support to HDR Supervisors, the Research Degrees Supervisor web pages may be helpful, providing information about:</p> <ul style="list-style-type: none"> ▪ 'The Register' – <i>all research supervisors must be a member</i>; ▪ candidature information; ▪ degree administration (<i>education policy, codes and guidelines, forms, processes, key dates, management and committees</i>); ▪ research degree graduate qualities; ▪ Postgraduate Research Training Information Assistant (PORTIA) - <i>UniSA's interactive research degree management system</i>; and ▪ Research Education Support Activities (RESA). 	<ul style="list-style-type: none"> ▪ Research Degree Supervisor web pages: http://www-p.unisa.edu.au/res-staff/supervisors/default.asp ▪ Supervisor development (RESA): www.unisa.edu.au/researchsupport/oncampus/supervisor.asp
	<p>37. Where do I find information about HDR students?</p>	<p>Secure access to student records (personal data, financial standing, enrolment and grades) and student lists (program, class or assignment lists) can be sourced via the <i>UniSA Info Student</i> section. Note that authorisation is required to view this information.</p> <p>The PORTIA (<i>Postgraduate Office Research Training Information Assistant</i>) information management system provides up-to-date information on HDR students as well as a transparent interface for planning research programs, recording meetings and timelines, and documenting candidature milestones. This system is available to HDR students, supervisors and research degree managers/administrators.</p>	<ul style="list-style-type: none"> ▪ UniSA staff portal - Student Section (authorisation required): https://my.unisa.edu.au/staff/Portal/myTeaching/FindStudentT/FindStudentT.aspx ▪ PORTIA website: http://www.unisa.edu.au/researchstudents/responsibilities/portia.asp
	<p>38. Who should I ask for help?</p>	<p>Various people within UniSA will be able to help you with HDR activities, but start by asking your local team.</p> <p>The research teams within the Divisions and Institutes and/or the Research Degree Coordinator will be able to help with your enquiries.</p> <p>Specialised staff within RIS and the GSO will also be able to help you with HDR activities.</p>	<ul style="list-style-type: none"> ▪ <u>Contact people in your area:</u> www.unisa.edu.au/resdegrees/howtoapply/findcoord.asp (<i>Research Degree Coordinators</i>) www.unisa.edu.au/resdegrees/deans.asp (<i>Division and Institute research and research education staff</i>) www.unisa.edu.au/resdegrees/info.asp (GSO) www.unisa.edu.au/res/contact.asp#education (<i>RIS - research education</i>)

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<p>PROFESSIONAL DEVELOPMENT</p> <p><i>Building your talent.</i></p>	<p>39. What professional development activities can I access?</p>	<p>Staff are encouraged to attend development sessions. The full range of development activities and resources is provided on the Induction and Staff Development website:</p> <ul style="list-style-type: none"> ▪ Induction resources – <i>handbooks, events, OHSW&IW</i>; ▪ Quick Guides – <i>one-stop resources in question and answer format</i>; ▪ Career Development Guide – <i>to develop your career</i>; ▪ WorkSmart – <i>development activities for professional staff</i>; ▪ The Art of Supervision – <i>resources for supervisors</i>; ▪ Leadership Dimensions – <i>for senior professional staff (HEO 7/8+)</i>; ▪ Women’s Development – <i>for professional and academic women</i>; ▪ Indigenous resources – <i>development activities for Indigenous staff</i>; ▪ Study assistance - <i>for staff seeking to gain or upgrade a qualification</i>; ▪ Mentoring – <i>for both mentors and mentees</i>; and ▪ Student administration and system training. <p>Of particular interest is the popular WorkSmart program, which provides development activities for professional staff. <i>WorkSmart</i> aims to sharpen and develop your skills and capabilities, whilst enhancing good practice and enabling networking. This program books out quickly, so for priority placements, be sure to advise your supervisor and include <i>WorkSmart</i> activities in your personal performance plan.</p> <p>Current development activities are regularly emailed to all staff and are available to view on the ‘<i>Development at a Glance</i>’ pages. To participate, speak with your supervisor.</p>	<ul style="list-style-type: none"> ▪ Induction and staff development: www.unisa.edu.au/staffdev/default.asp ▪ Development resources for professional staff: www.unisa.edu.au/staffdev/6.asp ▪ Quick Guides: www.unisa.edu.au/staffdev/quick.asp ▪ <i>WorkSmart</i>: www.unisa.edu.au/staffdev/workshops/worksmart.asp ▪ Development at a Glance: www.unisa.edu.au/staffdev/2.asp ▪ Your supervisor
	<p>40. What other development activities can I access?</p>	<p>There is a wide array of development opportunities available in the wider community. A list of external providers is provided on the Induction and Development web pages, including:</p> <ul style="list-style-type: none"> ▪ The Australasian Research Management Society (ARMS); ▪ Higher Education Research and Development Society of Australasia (HERDSA); ▪ Australian Institute of Management (AIM); and ▪ Association for Tertiary Education Management (ATEM). <p>Divisions, Institutes /Schools and Units also provide professional development activities in response to the specific needs of their teams.</p> <p>Always discuss development activities with your Supervisor as they will need to approve your application.</p>	<ul style="list-style-type: none"> ▪ Professional associations: www.researchmanagement.org.au (ARMS) www.herdsa.org.au (HERDSA) www.aims.com.au (AIM) www.atem.org.au (ATEM) ▪ Your supervisor
	<p>41. Can I attend research training sessions?</p>	<p>Research and Innovation Services (RIS) provide training activities and workshops for both researchers and research administrators. If you are involved in specific research activities, these sessions may be useful.</p>	<ul style="list-style-type: none"> ▪ Research training and development opportunities: http://unisa.edu.au/res/training/default.asp

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	42. How can I get funds for Professional Development?	<p>To support your professional development, UniSA awards Professional Development (PD) Funds for exceptional performance (e.g.: Vice Chancellor's Award for Excellence).</p> <p>Additional PD funds may be available at the discretion of your supervisor. The balance and status of your PD funds are emailed to you by your local Finance Officer. For additional information, read through the PD funds guidelines and speak with your supervisor.</p> <p>Each Division, Institute, School and Unit also provides funding to support individual professional development. This is usually negotiated through the performance management process. Speak with your supervisor for more information.</p>	<ul style="list-style-type: none">▪ Professional Development Funds: www.unisa.edu.au/fin/faqs/pdfunds.asp www.unisa.edu.au/policies/codes/miscell/pd_fund_guidelines.pdf▪ Performance Management information: www.unisa.edu.au/hrm/employment/performance/pm.asp▪ Your supervisor