At the University of South Australia, our research, is underpinned by a fundamental commitment to excellence and is recognised on the world stage.

We are committed to cutting-edge research and attracting the best and brightest minds from around the world to come and make the most of our outstanding facilities and research environment.

The second round of the Excellence in Research for Australia (ERA) initiative, which assesses the research quality of Australia’s higher education institutions against Australian and world benchmarks, has found that 86 per cent of our assessed research is at or above world-class standard compared to 70% in the 2010 round.

All four of the University's academic divisions are represented in the top-tier rankings, with a mix of traditional and emerging disciplines, demonstrating the remarkable growth trajectory of UniSA as a young, but significant research institution.

UniSA has seven research institutes, 17 research centres and a range of committed research groups and individuals undertaking world-leading research into a range of areas. We are also a key partner in thirteen 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 Sakkie Pretorius  
Deputy Vice Chancellor and Vice President  
Research and Innovation
GETTING STARTED

1. Where should I start? .................................................. 3
2. Who should I get to know? ........................................ 3
3. What administrative systems might I need to use? ........ 4
4. How do I access research reports? ................................. 5
5. How do I organise a research event? ............................. 6
6. How do I organise marketing and promotional materials? 6
8. What other resources should I be aware of? ..................... 7

THE RESEARCH ENVIRONMENT

9. What are UniSA’s research directions? ................................ 8
10. What is the ‘Excellence in Research for Australia Initiative’ (ERA)? ................................. 8
11. What committees should I know? .................................. 8

ETHICS AND COMPLIANCE

12. What do I need to know about ethics? ........................... 10

INTERNATIONALISATION

13. What should I know about internationalisation? ................ 11
14. How do I organise international travel for UniSA Staff? .... 11
15. How do I organise international travel for visiting academics? .. 12
16. How do I organise international travel for visiting research students? .......................... 12
17. How do I arrange conference attendance? ....................... 13

PUBLICATIONS AND REPORTING

18. How does the publications process work? ....................... 13
19. How are research publications categorised? .................... 13
20. What is HERDC? ..................................................... 14
21. How do I get a publication counted in the HERDC audit? .... 14
22. How can I find journal and conference rankings? ................ 15
23. What are FOR codes? .................................................. 15
24. Where can I find publication listings? .............................. 15
25. Where can I find research experts? ............................... 15
26. Where can I get more information about publications? .... 15

GRANTS, FUNDING AND SUPPORT SCHEMES

27. How can I find grants and funding information? ............... 16
28. What are the main funding opportunities? ....................... 16
29. What are the different grant categories? ......................... 17
30. How can I find due dates for funding? .......................... 17
31. What schemes and support programs should I be aware of? .... 17
32. Where do I find information about research degrees? ........ 18
33. Who qualifies as an HDR student? ............................... 19
34. What is the HDR lifecycle? ....................................... 19
35. What kind of support should I provide to HDR students? ...... 19
36. What scholarships are available to HDR students? .......... 20
37. What should I know about HDR supervision? .................. 20
38. Where do I find information about HDR students? ........... 21
39. Who should I ask for help? ....................................... 21

PROFESSIONAL DEVELOPMENT

40. What professional development activities can I access? ...... 21
41. What other professional development activities can I access? 21
42. Can I attend research training sessions? ........................ 22
43. How can I get funds for Professional Development? .......... 22

If you have any comments or suggestions for the improvement of this resource, please contact Siobhan Langan, People Development and Performance, Human Resource Unit.
### GETTING STARTED

#### Your resources and support network.

**Question:** Where should I start?

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:

- **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.

- **Research and Innovation Services (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.

- **Research Degrees website:** informs prospective and current higher degree by research (HDR) students and staff about all stages 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.

**Further information**


**Question:** Who should I get to know?

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:

- 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
- SAS – Graduate Research.

Note that your local contacts are always the best starting point for help; additional information can be sought from the central Units if required.

Other areas within UniSA are also involved with supporting research:

- **Research Education Support Activities (RESA):** an initiative of the Graduate Research Centre, Learning and Teaching Unit and the Library which provides training, workshops, seminars and resources for research degree students and supervisors.

- **Graduate Research Centre:** manages and administers research education. They also develop, implement and interpret research education policy; manage the ‘Research Register’; and provide student and supervisor development activities (through RESA).

**Further information**

- Your manager and colleagues
- Your local and Division teams (see Division / School web pages)
- Marketing: [w3.unisa.edu.au/styleguide/contact.asp](http://w3.unisa.edu.au/styleguide/contact.asp)
- SAS - Graduate Research Team: [http://i.unisa.edu.au/sas/contact-sas/contact-by-team/#Graduate Research](http://i.unisa.edu.au/sas/contact-sas/contact-by-team/#Graduate Research)
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<th>Question</th>
<th>The basics</th>
<th>Further information</th>
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<tr>
<td>Learning and Teaching Unit (LTU):</td>
<td>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.</td>
<td>Learning and Teaching Unit, Research Education and Research Degrees team: <a href="http://w3.unisa.edu.au/researcheducation/default.asp">http://w3.unisa.edu.au/researcheducation/default.asp</a></td>
</tr>
<tr>
<td>The Library (Research):</td>
<td>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; UniSA Research Archive.</td>
<td>The Library (research): <a href="http://w3.library.unisa.edu.au/research/">w3.library.unisa.edu.au/research/</a></td>
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3. **What administrative systems might I need to use?**

   Depending on your specific role, there are a range of UniSA systems that you may encounter:

   - **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. 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** (Postgraduate Office Research Training Information Assistant) 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.

   - **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.
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<th>The basics</th>
<th>Further information</th>
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<tr>
<td>▪ <strong>Apply Online</strong> – all applications for HDR study are submitted through Apply Online. It tracks the application progress and allows staff to view applications and supporting documents.</td>
<td></td>
<td>▪ <strong>PORTIA</strong> (including training and access): w3.unisa.edu.au/researchstudents/responsibilities/portia.asp</td>
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<tr>
<td>▪ <strong>Finance One</strong> 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.</td>
<td></td>
<td>▪ <strong>Apply Online Information</strong> (for students) <a href="http://w3.unisa.edu.au/applyonline/">http://w3.unisa.edu.au/applyonline/</a></td>
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<tr>
<td>▪ <strong>The Casual Administration System</strong> (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 myUniSA account (My Management&gt;People&gt;Casual Admin) or via the HR web pages.</td>
<td></td>
<td>▪ <strong>Apply Online (Staff access only – access available through SAS Graduate Research Team)</strong> <a href="https://webapplications.unisa.edu.au/Student/ApplyOnline/researchstaff/rsmenu.aspx">https://webapplications.unisa.edu.au/Student/ApplyOnline/researchstaff/rsmenu.aspx</a></td>
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<td>▪ <strong>BI Reporting Research Folder:</strong> <a href="https://my.unisa.edu.au/staff/bireporting/cgi-bin/cognosisapi.dll?b_action=xts.run&amp;m=portal/cc.xts&amp;m_folder=i6F3908AE117E4AA78B380BE3D69EB704&amp;m_folder2=m-i1FA99BE0002648F6AD952CDF3F055C5">https://my.unisa.edu.au/staff/bireporting/cgi-bin/cognosisapi.dll?b_action=xts.run&amp;m=portal/cc.xts&amp;m_folder=i6F3908AE117E4AA78B380BE3D69EB704&amp;m_folder2=m-i1FA99BE0002648F6AD952CDF3F055C5</a></td>
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<td>▪ <strong>BI Reporting Graduate Outcomes:</strong> <a href="https://my.unisa.edu.au/staff/bireporting/cgi-bin/cognosisapi.dll?b_action=xts.run&amp;m=portal/cc.xts&amp;m_folder=i19B7E15F48534BFDD89CE65D9F1895D62">https://my.unisa.edu.au/staff/bireporting/cgi-bin/cognosisapi.dll?b_action=xts.run&amp;m=portal/cc.xts&amp;m_folder=i19B7E15F48534BFDD89CE65D9F1895D62</a></td>
<td></td>
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<tr>
<td>▪ <strong>Research Education and Training reports</strong> such as HDR student numbers, completions and scholarship students 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.</td>
<td></td>
<td>▪ <strong>myUniSA</strong> (my Research&gt;My research activities&gt;Publications): my.unisa.edu.au/staff/Portal/myResearch/myResearchActivities/Publications.aspx</td>
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4. How do I access research reports?  
Management reports and data cubes can be accessed through BI Reporting Hub and BI Reporting respectively. Data cubes include:  
▪ HDR load, enrolments and completions  
▪ Research income and publications  
▪ National research income and publication trends  
▪ HDR graduate satisfaction and outcomes.  

Research Education and Training reports such as HDR student numbers, completions and scholarship students 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.
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| **5. How do I organise a research event?** | 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. Whether you are involved in arranging specific aspects of an event, or an event in its entirety, UniSA’s event web pages, the ‘Research Marketing Toolkit’ and the ‘Quick Guide to Events’ will help. Key considerations include: venues, dates, catering, speakers, budgets, timelines, promotion, signage, security, protocols, printing, volunteers, AV, invitations and mailing lists. | • MDU event pages: w3.unisa.edu.au/mdu/events/default.asp  
• Marketing contacts: w3.unisa.edu.au/styleguide/contact.asp |
| **6. How do I organise marketing and promotional materials?** | The Research Marketing Toolkit has been designed to help Institutes, Centres and Groups with research 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. 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. | • Research Marketing Toolkit (logon required): http://www.p.unisa.edu.au/restoolkit/default.asp  
• Style Guide: w3.unisa.edu.au/styleguide/default.asp  
• Research brochures: w3.unisa.edu.au/research/concentrations/brochures.asp  
• Marketing contacts: w3.unisa.edu.au/styleguide/contact.asp |
| **7. How do I update my web pages?** | 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 Web Author Guide 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. | • Web Author Guide (WAG): w3.unisa.edu.au/wag/default.asp  
w3.unisa.edu.au/wag/Authorisation.asp (access and training)  
w3.unisa.edu.au/wag/FAQAuthors.asp (FAQs)  
w3.unisa.edu.au/wag/training/contacthelp.asp#lead (lead web authors) |
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<td>• Research acronyms are deciphered in the research acronym index which is located on the Research and Innovation website.</td>
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<td>• Your MyUniSA staff account provides a full range of relevant research links, organised under key headings. Your MyUniSA account will link you to the relevant webpage. To access, simply log in and click on the ‘Research’ tab</td>
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<td>• Useful links (similar to the information contained on your MyUniSA account) are offered through the Staff Resource web pages.</td>
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<td>• Marketing: the UniSA Style Guide and the Research Marketing Toolkit will provide you with all the information you need to arrange and coordinate marketing materials.</td>
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<td>• UniSA News and event information is provided by the MDU. Key pages include UniSA News; the UniSA Magazine, and events. RIS also provides research-based news and events such as The Research Edge (a research based newsletter), upcoming conferences, research performance links, profiles and awards.</td>
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<td>• 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.</td>
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<td>• A range of Development resources and activities are available on the Induction and Staff development web pages.</td>
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<td>• Business Development information, including project management procedures, audits, risk management, costing tools, quality and accreditation advice can be accessed via RIS ‘Project and Business Administration’ pages. Also refer to the ‘Management Information’ staff pages. For advice, speak with your Business Development Manager (BDM).</td>
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<td>• Intellectual property advice can be obtained through your local BDM. Information is also available on the web via ITEK Pty Ltd (UniSA’s commercialisation company) and through legal services.</td>
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<td></td>
<td>• 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.</td>
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<tr>
<td>• Corporate Plan;</td>
<td>• UniSA’s vision, mission and values: <a href="http://w3.unisa.edu.au/About-UniSA/University-vision/">w3.unisa.edu.au/About-UniSA/University-vision/</a></td>
<td></td>
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<tr>
<td>• Vision, mission and values;</td>
<td>• UniSA’s Corporate Plan: <a href="http://teamsites.unisa.edu.au/Res/par/bireportinghub/corporateplanningresources/Forms/AllItems.aspx">teamsites.unisa.edu.au/Res/par/bireportinghub/corporateplanningresources/Forms/AllItems.aspx</a></td>
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<td>Your Division / Institute’s research web pages will provide further insight about your research area.</td>
<td>Your Division / Institute / Centre Research web pages <a href="http://w3.unisa.edu.au/Research/Research-institutes-and-centres/">w3.unisa.edu.au/Research/Research-institutes-and-centres/</a></td>
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**9. What are UniSA’s research directions?**

Excellence in Research for Australia (ERA) assesses research quality within Australia’s higher education institutions using a combination of indicators and expert review by committees comprising experienced, internationally-recognised experts across eight discipline clusters.

In 2012, 86% of our assessed research is at or above world-class standard compared to 70% in the 2010 round.

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:

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
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<td>integrity, accountability and compliance. It is responsible for implementation of the ‘Australian Code’. Several ethics and compliance subcommittees report to RIACC;</td>
<td>Research Degree Committee: <a href="w3-p.unisa.edu.au/resdegrees/committees/default.asp">website</a></td>
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<td>Research Degrees Committee (RDC) – oversees the management, policy and quality assurance, academic regulations, and administration of research degrees.</td>
<td>REQUIEM: <a href="w3-p.unisa.edu.au/rqie/requiem/default.asp">website</a></td>
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<td></td>
<td>Other research committees to be aware of include:</td>
<td>Ethics committees:</td>
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<td></td>
<td>• REQUIEM – considers issues related to the ERA initiative, research quality, innovation and engagement metrics;</td>
<td>• UniSA Human Research Ethics Committee (UniSA HREC): <a href="w3.unisa.edu.au/res/commit/uhumres.asp">website</a></td>
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<td>• Ethics committees – there are several ethics committees that are involved in the approval of research projects. These include:</td>
<td>• Chemical and Nanomaterials Subcommittee: <a href="w3.unisa.edu.au/res/commit/chemicalhaz.asp">website</a></td>
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<td>• UniSA Human Research Ethics Committee (UniSA HREC);</td>
<td>• Institutional Biosafety Committee: <a href="w3.unisa.edu.au/res/commit/biohaz.asp">website</a></td>
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<td>• Chemical and Nanomaterials Subcommittee, and;</td>
<td>• Division Research Management Committees: <a href="w3.unisa.edu.au/res/commit/resman.asp">website</a></td>
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<td>• Institutional Biosafety Committee; and</td>
<td>• Local committees – speak with your supervisor</td>
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<td>• Division Research Management Committees – monitors / ensures the effective conduct of research training within the Divisions;</td>
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<td><strong>ETHICS AND COMPLIANCE</strong></td>
<td><strong>Responsible research.</strong></td>
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| 12. What do I need to know about ethics? | 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: 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. 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. Ethics approvals – there are two types of ethics approvals (1) for research involving humans and (2) for all other research (animal experimentation; biosafety and gene technology; chemical hazards; radiation safety; and plant, equipment, devices and pressure vessels). Approval processes are detailed on the web pages. 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. 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). Legal Services – provide information about: contractual matters (confidentiality and agreements, memorandums of understanding, contractors); intellectual property (copyright, patents, trademarks, designs); legal issues (Trade Practices, insurance, spam, privacy); and interpretation and compliance of statutes, by-laws and policies. Occupational health, safety, welfare and injury management (OHSW&IM) – all research must comply with OHSW&IM provisions under relevant OHSW legislation. Key OHSW&IM issues can be identified using the ‘induction checklist’. Also read through UniSA’s OHSW&IM web pages. General ethical and legislative responsibilities – are important for all staff and are outlined in the ‘Quick guide to the legislated and ethical responsibilities of staff’. For questions about research ethics, speak with your Research Ethics Advisor (REA) or RIS. | • RI Ethics and governance web pages: w3.unisa.edu.au/res/ethics/default.asp  
• The Australian Code: w3.unisa.edu.au/res/ethics/resources/australiancode.asp  
• National Statement on Ethical Conduct in Human Research: w3.nhmrc.gov.au/publications/synopses/e72syn.htm  
• Ethics approvals, committees, forms, guidelines & processes: w3.unisa.edu.au/res/ethics/default.asp  
• w3.unisa.edu.au/res/forms/ethics.asp  
• Data storage: w3.unisa.edu.au/res/contact.asp#ethics (RIS Ethics contacts)  
• w3.unisa.edu.au/policies/policies/resrch/res17.asp (policy)  
• UniSA legal services: w3.unisa.edu.au/res/contracts/legal.asp  
• w3.unisa.edu.au/res/contracts/legalFAQs.asp  
• Quickguide to the Legislated and Ethical Responsibilities of Staff http://w3.unisa.edu.au/staffdev/quotes/legislated_contents.pdf (quick guide)  
• w3.unisa.edu.au/res/contact.asp#ethics (RIS ethics advisors)  
### Question
13. What should I know about internationalisation?

**The basics**

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.

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:

- arranging international travel (for academics and/or visitors);
- preparing grant applications (for international funding schemes); and
- organising international scholarships (for higher degree research (HDR) students).

To understand more about the importance of internationalisation, visit the various international web pages listed opposite.

**Further information**

Information about ‘internationalisation’ at UniSA:

- [w3-p.unisa.edu.au/intstaff/](UniSA International logon required)

### Question
14. How do I organise international travel for UniSA Staff?

**The basics**

There are different procedures about international travel depending on the type of travel you need to organise.

For a **UniSA Staff member** you should:

- read the **Travel Guidelines document** (information about approvals, bookings, insurance, passports, visa, expenses, etc);
- fill in the **Overseas Business Form**; Business Travel Request Form 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.

This information is available via the international travel web pages. The ‘International Travel check list’ will take you through these key steps.

Additional information about credit card procedures, Qantas Club membership etc can be found on the Finance Unit website.

**Further information**

- UI staff pages (logon required): [w3-p.unisa.edu.au/intstaff/travel/default.asp](travel)
- Travel Guidelines document (logon required): [w3-p.unisa.edu.au/fin/policies/Travel.pdf](logon required)
- DFAT: [w3.dfat.gov.au/](travel advice)
- Finance Unit’s travel web page: [w3.unisa.edu.au/fin/travel/default.asp](travel)
15. How do I organise international travel for visiting academics?

For a **visiting academic**, you may need to organise or request:
- letter of invitation from the local area, outlining: *length of stay; purpose of visit; finance; other responsibilities*;
- 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.

Visiting academics are responsible for arranging their 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 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.

- Visitor protocols *(logon required)*: w3-p.unisa.edu.au/hrstaff/visitors/intvisitors.asp

16. How do I organise international travel for visiting research students?

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.

Your role may involve:
- liaising with the student and academic (about the project);
- sourcing information (*confirmation letters from home institutions; letters of offer; acceptance; personal details; passport copies*);
- setting up any student agreements; and
- notifying RIS about successful applications (to set up a **Visiting Student Record (VISR)**).

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.

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)*.

If you have questions about visiting research students please contact the Graduate Research Centre. 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.

For information about HDR students see *(Research Degrees)*.
<table>
<thead>
<tr>
<th>Question</th>
<th>The basics</th>
<th>Further information</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. How do I arrange conference attendance?</td>
<td>Once an academic has approval from the Head of School / Director you can arrange the appropriate application forms. Various associated forms are available through the HR and Finance Unit's websites. 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 44 regarding PD).</td>
<td>- Application forms: w3.unisa.edu.au/hrm/forms/conference_application_form.doc (to attend a conference) w3-p.unisa.edu.au/fin/forms/fs87.doc (business travel approval) - Human Resources divisional contacts w3.unisa.edu.au/hrm/contacts/division.asp - HR Forms: w3.unisa.edu.au/hrm/forms/staff.asp - Finance forms: w3.unisa.edu.au/fin/forms/default.asp</td>
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<td>PUBLICATIONS AND REPORTING</td>
<td>18. How does the publications process work?</td>
<td>The publications process varies across areas. Key activities are: 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 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.</td>
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## Question

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<thead>
<tr>
<th>Question</th>
<th>The basics</th>
<th>Further information</th>
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</thead>
</table>
| 20. What is HERDC? | The **Higher Education Research Data Collection (HERDC)** comprises of research income and research publications data submitted by universities each year. Each year, specifications are updated in consultation with universities and other stakeholders. HERDC specifications control the collection of higher education research data and are designed to ensure the Australian Government’s research block grants are allocated in a fair and transparent way and to support the policy intent of the funding. The Research Publications Return requires data on all eligible research publications produced during the reference year, as outlined in Qu 19. | - RIS HERDC site: [w3.unisa.edu.au/res/data/HERDC.asp](w3.unisa.edu.au/res/data/HERDC.asp)  
| 21. How do I get a publication counted in the HERDC audit? | 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.** 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. ALL publications (HERDC and internal) require these forms:  
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).  
   If no UniSA affiliation is listed on the publication, then a **UniSA affiliation statement** must also be submitted with the publication.  
**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). | - List of Publication Coordinators: [w3.unisa.edu.au/res/docs/PublicationCoordinators2012.pdf](w3.unisa.edu.au/res/docs/PublicationCoordinators2012.pdf)  
- Publication cut off dates: [w3.unisa.edu.au/res/data/default.asp#dates](w3.unisa.edu.au/res/data/default.asp#dates)  
  
**FORMS:**  
- **Statement of Authorship and Location of Data form:** [w3.unisa.edu.au/res/forms/docs/StatementofAuthorship.pdf](w3.unisa.edu.au/res/forms/docs/StatementofAuthorship.pdf)  
<table>
<thead>
<tr>
<th>Question</th>
<th>The basics</th>
<th>Further information</th>
</tr>
</thead>
</table>
| 22. How can I find journal and conference rankings? | Journal and conferences are ranked according to ERA requirements. *Publication Plus* is a tool that allows you to search for conferences and journals by key words, Field of Research (FoR) codes or acronyms. It will provide lists of journals or conferences and associated FoR codes. | • Publication Plus: w3-p.unisa.edu/roje/rankings.asp (login required)  
• ERA Government site: w3.arc.gov.au/era/default.htm  
• RIS contacts: w3.unisa.edu.au/res/contact.asp#quality |
| 23. What are FOR codes? | 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:  
• Division 01 (Mathematical Sciences) +  
• Group 01 (Pure Mathematics) +  
• Field 01 (Algebra and Number Theory) | • Data and Performance – publication lists: w3.unisa.edu.au/res/data/default.asp  
• myUniSA staff account (see ‘My Research’ tab)  
• UniSA Research Archive: http://arrow.unisa.edu.au:8080/vital/access/manager/Index  
• http://ura.unisa.edu.au/contribute.shtml |
| 24. Where can I find publication listings? | University publications are listed on the data and performance pages of the RIS website. These are organised by School / Division / Institute. Academics can specifically view their publications and profile (including points and citations) through their myUniSA account. UniSA’s Research Archive will also display publication listings. This database collects, organises and makes available the intellectual output of staff and students. | • Data and Performance – publication lists: w3.unisa.edu.au/res/data/default.asp  
• myUniSA staff account (see ‘My Research’ tab)  
• UniSA Research Archive: http://arrow.unisa.edu.au:8080/vital/access/manager/Index  
• http://ura.unisa.edu.au/contribute.shtml |
| 25. Where can I find research experts? | 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. 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. | • Directory of Research Expertise (DORE): w3.unisa.edu.au/research-expertise/default.asp  
• w3.unisa.edu.au/res/forms/doreform.asp (questionnaire)  
• Library: w3.library.unisa.edu.au/research/  
• w3.library.unisa.edu.au/services/teachingsupport/default.aspx |
| 26. Where can I get more information about publications? | There is a wealth of information available on UniSA’s website about publications:  
The Data and Performance pages provide information about:  
• Higher Education Research Data Collection (HERDC)  
• research publications collection and lists;  
• publication forms and check lists  
• UniSA’s Research Archive (collects, organises and presents the intellectual output of staff and students).  
The Library’s ‘Research Publishing’ pages provide information about: | • Data and performance pages: w3.unisa.edu.au/res/data/HERDC.asp  
w3.unisa.edu.au/res/data/default.asp (research publications)  
w3.unisa.edu.au/res/contact.asp#infoservices (RIS)  
• Research Dashboards: https://teamsites.unisa.edu.au/res/par/bireportinghub/researchcomp etitorboards/Forms/AllItems.aspx |
### Question | The basics | Further information
---|---|---
27. How can I find grants and funding information? | There is a lot of information about grants and funding on the Research and Innovation ‘Grants and Fellowships’ web pages including:  
1. Finding funding (internal and external opportunities, links to calendars, databases and bulletin notifications);  
2. Preparing applications (application support services is available to assist in preparing your grant);  
3. Managing a grant (checklists and processes for: ARC, NHMRC, ACG, and other research projects); and  
4. Getting help (writing tips, development, key contacts). |  
Additional resources for help and advice include:  
- Past grant winners (may offer advice about your application);  
- workshops and development resources;  
- grants and fellowship RIS staff; and  
- Business Development Manager (BDM) (for grants other than Australian Competitive Grants). |  
- Research Publishing pages (Library):  
w3.library.unisa.edu.au/research/publish.aspx  
- ERA web pages:  
w3.unisa.edu.au/Research/Discover our research/Excellence-in-Research-for-Australia-results/  
- Grants and Funding (funding calendar):  
- Preparing applications (Application support services, RIS):  
- Getting help:  
http://w3.unisa.edu.au/res/contact.asp (RIS)  
w3.unisa.edu.au/res/awards/default.asp (grant awardees)  
w3.unisa.edu.au/Business-Community/Industry-collaboration/Business-development-network/ (BDMs) |
28. What are the main funding opportunities? | Both internal and external funding can support your research. Funding opportunities include:  
- **Australian Research Council (ARC)** (supports the highest-quality fundamental and applied research and research training through national competition across most disciplines);  
- **National Health and Medical Research Council (NHMRC)** (supports health and medical research in Australia through three categories: research, infrastructure and people);  
- **Research Block Grants** (provides competitive research grants to higher education providers);  
- **Cooperative Research Centres (CRC) Program** (pursues high impact, innovative, practical solutions that build critical mass in research ventures between end-users and researchers); and  
- **International funding opportunities** (aims to achieve international recognition through quality international partnerships, capacity building and community engagement projects). |  
- Internal Funding and Development Opportunities:  
- **w3.arc.gov.au** (ARC)  
- **w3.arc.gov.au/ncgp/default.htm** (National Competitive Grants NCGP)  
- **w3.arc.gov.au/ncgp/dp/dp_fundingrules.htm** (Discovery grants)  
- **w3.arc.gov.au/ncgp/lief/lief_fundingrules.htm** (Linkage)  
- **w3.nhmrc.gov.au/grants/apply/index.htm** (NHMRC)  
- **http://education.gov.au/research-block-grants** (Research Block Grants)
<table>
<thead>
<tr>
<th>Question</th>
<th>The basics</th>
<th>Further information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UniSA offers many schemes to support research: <strong>The Early Career Researcher (ECR) Development Program</strong> 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. <strong>The Visiting Distinguished Researcher(s) Award</strong> (formerly the Distinguished Researcher Award) was revised in July 2014 to enable UniSA researchers to bring a Distinguished Researcher or group of Distinguished Researchers of international standing to UniSA establish or strengthen research collaboration.</td>
<td>RIS – Internal Funding Schemes • Early Career Researcher Networking Award <a href="http://w3.unisa.edu.au/res/development/earlycareer.asp">http://w3.unisa.edu.au/res/development/earlycareer.asp</a> • Visiting Distinguished Researcher Award <a href="http://w3.unisa.edu.au/res/development/distinguished.asp">http://w3.unisa.edu.au/res/development/distinguished.asp</a> Division Support Schemes • Health Sciences • IT, Engineering and the Environment • Education, Arts and Social Sciences • Business</td>
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</tbody>
</table>
### Frequently Asked Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>The basics</th>
<th>Further information</th>
</tr>
</thead>
</table>
| **32. Where do I find information about research degrees?** | **The Research Degrees** website provides a range of information to prospective and current higher degree by research (HDR) students and staff, including:  
  - application details - 7-step checklist and key dates;  
  - eligibility (English language requirements, entry requirements, admission criteria);  
  - closing dates (applications and HDR scholarships);  
  - scholarships (domestic and international);  
  - available research degrees;  
  - finding a supervisor and supervisor information;  
 | **Divisional Research Performance Fund:**  
 **Research Leadership Development Program**  
 |  
 | **LIEF Application Development Scheme**  
 |  
 | **UniSA ARC Discovery Project and NHMRC Project Grant Development Scheme:**  
 |  
 | **International Research Collaboration Support Program (incl.):**  
 **The Distinguished Researcher Award**  
 **The Early Career Researcher International Travel Award**  
 |  
 | **Fellowship Opportunities:**  
 |  
 | **Information for Research Degrees Administrators**  
 |  
 | **Research Degrees:**  
 **Application details:**  
 **Key dates:**  
 **Available research degrees:**  
 **Scholarships:**  
 |  
 | **Divisonal Research Performance Fund (DRPF) provides**  
 **Divisions with performance-based funding (from research income, weighted research publications and proportion of staff who are supported researchers) to support their research activities.**  
 **This ongoing commitment involves an 18 month long Research Leadership Development Program. Up to twenty staff are selected, on a competitive basis, to form the Program’s cohort. The program will focus on building 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.**  
 **The Linkage, Infrastructure, Equipment and Facilities (LIEF) Project Grants Development Scheme - workshops and presentations**  
 **The ARC Discovery Project and NHMRC Project Grant Development Scheme will include a series of common presentations and workshops which will be open to all UniSA researchers, and specific workshops and mentoring tailored for researchers who are selected to participate in either the ARC Discovery or the NHMRC Project Grant Development Scheme.**  
 **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 (for international researchers to visit UniSA) and the Early Career Researcher International Travel Award (for UniSA ECRs to support an international research trip).**  
 **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.** |
<table>
<thead>
<tr>
<th>Question</th>
<th>The basics</th>
<th>Further information</th>
</tr>
</thead>
<tbody>
<tr>
<td>33. Who qualifies as an HDR student?</td>
<td>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. There are different pathways a student can take to become an HDR student. To help you understand the process, there is an online step-by-step website. The 'Code of good practice: Research degrees management and supervision' is also useful resource to help understand roles and responsibilities in the HDR research environment.</td>
<td>w3.unisa.edu.au/Research/Research-degrees/Scholarships/</td>
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<td>34. What is the HDR lifecycle?</td>
<td>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.</td>
<td>w3.unisa.edu.au/Research/Research-degrees/Academic-regulations-and-good-practice/</td>
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<td>35. What kind of support should I provide to HDR students?</td>
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<td>w3.unisa.edu.au/policies/codes/goodprac/mansupvising.asp</td>
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w3.unisa.edu.au/Research/Research-degrees/|

Pathways to higher degree by research (HDR) programs and scholarships at UniSA: w3.unisa.edu.au/Research/Research-degrees/How-to-apply/1-check-your-eligibility/ |


Application to attend a conference (Word doc) (see also Qu 17): w3.unisa.edu.au/hrm/forms/conference_application_form.doc |

LTU information research students: w3.unisa.edu.au/researcheducation/students/default.asp |

Graduate Research Centre: w3.unisa.edu.au/Research/Research-degrees/Enquire-about-a-research-degree/ |


Support services for higher degree by research students (security, child care, equity, accommodation, OH&S/W&M): w3.unisa.edu.au/researchstudents/support/default.asp |

### Question 36. What scholarships are available to HDR students?

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.

Important Uni-wide scholarships for Australian applicants include:
- Australian Postgraduate Awards (APA) - Funded by the Commonwealth Government's Department of Education, Employment and Workplace Relations (DEEWR);
- UniSA Australian Postgraduate Awards (USAPA) - funded by UniSA;
- Top-up research scholarships – funded by UniSA;
- Rural and Isolated Scholarship - funded by UniSA; and
- UniSA Indigenous Scholarship - funded by UniSA.

Important Uni-wide scholarships for international applicants include:
- International Postgraduate Research Scholarships (IPRS) - awarded on academic merit and research potential;
- President's Scholarships (UPS) - awarded on academic merit and are predominantly to applicants who have studied / worked at an overseas institution with which UniSA has links; and
- Industry (APAI) scholarships – available in conjunction with an Australian Research Council (ARC) Linkage Grants, and awarded on academic merit with a proven research capacity.

Discipline-based scholarships, other funding sources, application and eligibility requirements are outlined on the Scholarship web pages. These pages also provide scholarship databases, including 'JASON' (postgraduate scholarship database for Australia). Note that there are different opportunities and eligibility requirements for Australian and international students.

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.

### Further information

### Question 37. What should I know about HDR supervision?

Supervising higher degree by research (HDR) students is the most significant resource provided by UniSA to support student research. If you provide support to HDR Supervisors, the Research Degrees Supervisor web pages may be helpful, providing information about:
- 'The Register' – all research supervisors must be a member;
- candidature information;
- degree administration (education policy, codes and guidelines, forms, processes, key dates, management and committees);
- research degree graduate qualities;
- Postgraduate Research Training Information Assistant (PORTIA) - UniSA’s interactive research degree management system; and
- Research Education Support Activities (RESA).

### Further information
### PROFESSIONAL DEVELOPMENT

#### Building your talent.

<table>
<thead>
<tr>
<th>Question</th>
<th>The basics</th>
<th>Further information</th>
</tr>
</thead>
<tbody>
<tr>
<td>38. Where do I find information about HDR students?</td>
<td>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 UniSA Info Student section. Note that authorisation is required to view this information. The PORTIA (Postgraduate Office Research Training Information Assistant) 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.</td>
<td>UniSA staff portal - Student Section (authorisation required): <a href="https://my.unisa.edu.au/staff/Portal/myTeaching.FindStudentT/FindStudentT.aspx">https://my.unisa.edu.au/staff/Portal/myTeaching.FindStudentT/FindStudentT.aspx</a> PORTIA website: <a href="w3.unisa.edu.au/researchstudents/responsibilities/portia.asp">w3.unisa.edu.au/researchstudents/responsibilities/portia.asp</a></td>
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<td>39. Who should I ask for help?</td>
<td>Various people within UniSA will be able to help you with HDR activities, but start by asking your local team. The research teams within the Divisions and Institutes and/or the Research Degree Coordinator will be able to help with your enquiries. Staff within Graduate Research Centre will be able to help you with HDR activities.</td>
<td>Contact people in your area: <a href="w3.unisa.edu.au/Research/Research-degrees/How-to-apply/Using-Apply-Online/">w3.unisa.edu.au/Research/Research-degrees/How-to-apply/Using-Apply-Online/</a> apply online <a href="w3.unisa.edu.au/resdegrees/deans.asp">w3.unisa.edu.au/resdegrees/deans.asp</a> (Division and Institute research and research education staff) <a href="w3.unisa.edu.au/Research/Research-degrees/Enquire-about-a-research-degree/">w3.unisa.edu.au/Research/Research-degrees/Enquire-about-a-research-degree/</a> Graduate Research Centre</td>
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<td>The basics</td>
<td>Further information</td>
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| 42. Can I attend research training sessions?                           | • Australian Institute of Management (AIM); and  
• Association for Tertiary Education Management (ATEM).  
Divisions, Institutes/Schools and Units also provide professional development activities in response to the specific needs of their teams.  
Always discuss development activities with your Supervisor as they will need to approve your application.  
Research and Innovation Services (RIS) provide training activities for both researchers and research administrators. If you are involved in specific research activities, these sessions may be useful.  
To support your professional development, UniSA awards Professional Development (PD) Funds for exceptional performance (e.g.: Vice Chancellor's Award for Excellence).  
Additional PD funds may be available at the discretion of your supervisor. 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. | • Researcher Development Services:  
• Professional Development Funds:  
• Performance Development & Management information:  