Starting Research @ UniSA:
A Quick Guide for Academics.

A UniSA Induction Resource.
INTRODUCTION

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

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

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

Professor Sakkie Pretorius
Deputy Vice Chancellor and Vice President
Research and Innovation
### Frequently Asked Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>The basics</th>
<th>Further information</th>
</tr>
</thead>
</table>
| **1. Where do I get advice about research at UniSA?**                    | A really valuable source of information will always be your immediate research team. Your research team (and in particular, your senior research colleagues) will provide you with support, information, context, guidance and advice throughout your research career at UniSA. Your Dean of Research will also be able to source key information and helpful research support contacts in the first months after arriving at UniSA. The role of the University’s Research and Innovation Services (RIS) Unit is also to provide information about a range of important support services to help new researchers. Feel free to contact your helpful RIS team if no one ‘down the corridor’ can help with your enquiry. | Your senior research colleagues  
| **2. What are UniSA’s research directions?**                            | Understanding UniSA’s research directions will help contextualise your activities. Read through the research sections of UniSA’s planning documents to better understand our research goals and priorities:  
  - Corporate Plan;  
  - Vision, mission and values;  
  - Horizon 2020; and  
  - ReNEW: A New UniSA Research Concentrations Strategy.  
UniSA’s vision, mission and values: [w3.unisa.edu.au/About-UniSA/University-vision/](http://w3.unisa.edu.au/About-UniSA/University-vision/)  
UniSA’s Corporate Plan: [teamsites.unisa.edu.au/par/bireportinghub/corporateplanningresources/Forms/AllItems.aspx](http://teamsites.unisa.edu.au/par/bireportinghub/corporateplanningresources/Forms/AllItems.aspx)  
| **3. Where can I find out about national developments?**                | UniSA develops strategies in research and innovation that position our researchers and institution to meet the challenges of the Federal Government's research agenda. The University web pages provide up-to-date links to information on developments including:  
  - Excellence in Research Australia (ERA) initiative: the research quality and evaluation system used by the Government to guide the allocation of resources;  
  - Research Block Grants: provide funding to eligible Australian Higher Education Providers for research and research training, through a number of performance-based schemes.  
  - Research Professional; is a publisher of research news and information. It provides a comprehensive listing of National and International funding opportunities.  
[w3.arc.gov.au/era/default.htm](http://w3.arc.gov.au/era/default.htm) (Government site)  
## FREQUENTLY ASKED QUESTIONS

<table>
<thead>
<tr>
<th>Question</th>
<th>The basics</th>
<th>Further information</th>
</tr>
</thead>
</table>
| **4. What is the ‘Excellence in Research for Australia Initiative’ (ERA)?** | 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. | *Excellence Research Australia (ERA) Initiative - UniSA*  
ERA Team at [era@unisa.edu.au](mailto:era@unisa.edu.au). |
| **5. How do I comply with ethics requirements?** | Researchers have a responsibility to maintain high standards of responsible research, whilst fostering and maintaining an environment of intellectual honesty and integrity, and scholarly and scientific rigor. It is particularly important for you to be familiar with the:  
- *Australian Code for the Responsible Conduct of Research* (guides & promotes responsible research and integrity); and  
- *National Statement on Ethical Conduct in Human Research* (promotes ethical human research).  
All UniSA staff should also be aware of their general ethical and legislative responsibilities (as outlined in the 'Quick guide to the legislated and ethical responsibilities of staff').  
All staff have access to a Research Ethics Advisor (REA) who will be able to assist with questions about ethics. Your senior research colleagues and RIS' ethics and governance services team will also be able to advise on research ethics. | *Ethics and Governance Services (RIS) web pages:*  
*The Australian Code for the Responsible Conduct of Research:*  
*Researcher responsibilities under the Australian code:*  
*Institutional responsibilities under the Australian code:*  
*UniSA Governance Framework (for the code):*  
*The Australian Code (Section 5: Authorship):*  
*Research Integrity, Accountability and Compliance Committee (RIACC):*  
| **6. What are my responsibilities under the Australian Code?** | The Australian Code ('Code') requires institutions to provide a research governance framework through which research is assessed for quality, safety, privacy, risk management, financial management and accountabilities of those involved in research. As a researcher, you need to know about 8 key areas of the Code (see 'UniSA's Governance Framework for the Australian Code'):  
1. General principles of responsible research;  
2. Management of research data and primary materials;  
3. Supervision of research trainees;  
4. Publications and dissemination of research findings;  
5. Authorship;  
6. Peer review;  
7. Conflicts of interest; and  
8. Collaborative research across institutions.  
A key component of the Code affecting each staff member is the requirement of the completion of the *Statement of Authorship and* | *Australian Code for the Responsible Conduct of Research*  
*Researcher responsibilities under the Australian code:*  
*Institutional responsibilities under the Australian code:*  
*UniSA Governance Framework (for the code):*  
*The Australian Code (Section 5: Authorship):*  
*Research Integrity, Accountability and Compliance Committee (RIACC):*  
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<thead>
<tr>
<th>Question</th>
<th>The basics</th>
<th>Further information</th>
</tr>
</thead>
</table>
| 7. What do I need to know about the National Statement?    | *Location of Data forms as research is being published (See Qu 20).*  
If you are undertaking research that involves human participants, you need to know about the *National Statement*. It provides guidelines for the ethical conduct of research involving human participants. The National Statement consists of 5 parts:  
- Part 1: Values and Principles of Ethical Conduct;  
- Part 2: Themes in research ethics: risk and benefit, consent;  
- Part 3: Ethical considerations specific to research methods or fields;  
- Part 4: Ethical considerations specific to participants; and  
| 8. Do I need ethics approval and how do I get it?          | *The ethics and compliance web pages provide information about ethics approvals and how you can obtain these, including:*  
1 – approvals for research involving HUMANS; and  
2 – approvals for all other research involving:  
  - Animal experimentation;  
  - Biosafety and gene technology;  
  - Chemical hazards;  
  - Radiation safety; and  
  - Plant, equipment, devices and pressure vessels.  

**Human research projects**  
Research involving humans (from low risk activities such as direct data collection, to high risk activities such as tissue sample collection) must apply for ethics approval using the Online Human Ethics Application and Review System.  
All applications are reviewed by UniSA’s Human Research Ethics Committee (or a subpanel committee based the level of risk). The Ethics System will advise of the review outcome by email. User guides and training are also available.  

**Other research projects**  
- Animal experimentation: submit an application to the Institute of Medical and Veterinary Science (IMVS) Animal Ethics Committee (AEC). Note that different forms are required for different research;  
- Biosafety and gene technology: submit an application to the Institutional Biosafety Committee. You may require also additional permits and/or approvals;  
- Chemical hazards: submit an application to the Chemical Hazards Subcommittee. You also require a risk management assessment;  
*Human Research projects*  

*Other research projects*  

*Help, Advice, Workshops and Policy*  
- Ethics and Compliance staff (RIS): [w3.unisa.edu.au/res/contact.asp#ethics](w3.unisa.edu.au/res/contact.asp#ethics)  
- UniSA Research Policies: |
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<tr>
<th>Question</th>
<th>The basics</th>
<th>Further information</th>
</tr>
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<tbody>
<tr>
<td>9. Do I need insurance?</td>
<td>If your research has been approved through the relevant research committee, it generally means your research is covered by UniSA’s insurance policies. If you suspect you need additional insurance cover, discuss this with your research supervisor and your Research Ethics Advisor (REA). If you do need additional insurance, the online information will provide you with the appropriate forms to complete and processes to follow.</td>
<td>• Insurance information: w3.unisa.edu.au/res/ethics/safety/insurancecover.asp&lt;br&gt; w3.unisa.edu.au/fin/Commercial_Support/Insurance/Research_Projects/researchprojects.asp&lt;br&gt; • Research Ethics Advisors: w3.unisa.edu.au/res/ethics/human/reas.asp&lt;br&gt; • Occupational health, safety, welfare and injury management: w3.unisa.edu.au/ohsw/default.asp&lt;br&gt; w3.unisa.edu.au/ohsw/forms/docs/ohsw23.doc (checklist)&lt;br&gt; w3.unisa.edu.au/policies/policies/corporate/C06.asp (policy)&lt;br&gt; • MyUniSA account: my.unisa.edu.au/staff/Portal/myEmployment/OHSW/PoliciesAndProcedures.aspx</td>
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<td>10. What Occupational health, safety, welfare and injury management (OHSW&amp;IM) requirements must I be aware of?</td>
<td>You will often encounter OHSW&amp;IM issues as you process the ethical compliance of your research. Your research must comply with OHSW&amp;IM provisions under relevant Occupational Health, Safety and Welfare legislation. Take the time to ensure your activities comply. A useful resource is the ‘induction checklist’ which will ensure you address key OHSW&amp;IM issues. Also read through UniSA’s OHSW&amp;IM web pages, as these will provide you with information to assist with your research. If your research involves ionising radiation, you must be aware of additional OHSW&amp;IM policies and processes to ensure that exposures to staff, students, the public and the environment are minimised. Details of these requirements are outlined on the ‘My Employment&gt;OHFW’ tab on your MyUniSA account.</td>
<td>• Data storage: w3.unisa.edu.au/res/ethics/resources/storage.asp&lt;br&gt; w3.unisa.edu.au/policies/policies/resrch/res17.asp (policy)&lt;br&gt; • The Australian Code (Section 2: Management of research data and primary materials): w3.unisa.edu.au/res/ethics/integrity/frameworksection2.asp</td>
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<td>11. What do I need to know about data storage?</td>
<td>Your data must be securely stored in a durable format, for a minimum of five years to ensure the validity of the data can be demonstrated (this is in compliance with the Australian Code for the Responsible Conduct of Research and the South Australian Freedom of Information Act 1991).</td>
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<td>The basics</td>
<td>Further information</td>
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| 12. Where can I get legal advice and information?                     | For advice about establishing research or consultancy projects, speak with your Business Development Manager (BDM); they can assess commercial viability of your research and liaise with solicitors about any legal issues. UniSA Legal Services can provide advice on:  
  - contractual matters (confidentiality and other agreements, memorandums of understanding, contractors, etc);  
  - intellectual property (copyright, patents, trademarks, designs, etc);  
  - matters which have or may have legal implications for the University (Competition and Consumer Act – insurance, spam, privacy, etc - previously known as the Trade Practices Act); and  
  - interpretation and compliance of UniSA statutes, by-laws and policies.  
If you have specific enquiries about intellectual property, talk with your local Business Development Manager or ITEK Pty Ltd (UniSA’s commercialisation company). |
ITEK Pty Ltd (intellectual property): w3.itek.com.au/ |
| 13. Why is internationalisation important for research?               | UniSA actively embraces internationalisation, integrating a global dimension into our research, teaching, service and engagement functions. It is a core element of our strategic directions, contributes to our accreditations and enhances our reputation and the success and competitiveness of our students, graduates and staff.  
In research, we are judged by the company we keep, so as a researcher you should aspire to:  
  - work with ‘first class’ research partners wherever they are in the world;  
  - build your profile in the global research ’academy’ by engaging internationally (publishing / networking / presenting);  
  - identify international funding sources for your work ; and  
  - supervise international higher degree research (HDR) students.  
It has been shown that publications with international co-authors tend to be cited more frequently than those without, so working with international collaborators can enhance the quality of your work. ‘Your senior research colleagues, Institute / Centre Director or Dean of Research can explain how internationalisation may help you publish ‘first class work’.

INTERNATIONALISATION
| 14. How is internationalisation supported?                           | UniSA provides support programs to encourage internationalisation in research:  
The International Research Collaboration Support Program aims to establish and strengthen research collaborations with international research institutions and researchers of high distinction. It involves:  
  - Distinguished Researcher Award: to attract outstanding international researchers to UniSA to establish new or strengthen existing research collaborations; and  
  - The Early Career Researcher International Travel Award w3.unisa.edu.au/res/development/earlycareer.asp  
  - International student support (LTU): w3.unisa.edu.au/staff/practice/internationalisation/default.asp |
|                                                                        |                                                                                                                                                                                                          | International Research Collaboration Support Program (incl.):  
The Distinguished Researcher Award w3.unisa.edu.au/res/development/distinguished.asp  
The Early Career Researcher International Travel Award w3.unisa.edu.au/res/development/earlycareer.asp  
International student support (LTU): w3.unisa.edu.au/staff/practice/internationalisation/default.asp |
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<table>
<thead>
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<th>Question</th>
<th>The basics</th>
<th>Further information</th>
</tr>
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<td>15. Where can I find information about international travel and visitors?</td>
<td>• Early Career Researcher (ECR) International Travel Award: to ensure that ECRs are supported to develop productive international research collaborations. The Learning and Teaching Unit (LTU) deals with the implications of internationalisation for teaching, learning and curriculum development within the broader policy framework of UniSA.</td>
<td>• International HDR student scholarships: <a href="w3.unisa.edu.au/Research/Research-degrees/Scholarships/#iprs">w3.unisa.edu.au/Research/Research-degrees/Scholarships/#iprs</a></td>
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| **PUBLICATIONS** Sharing your research findings. 16. Where can I get information about publications? | • UniSA International’s (UI) website provides protocols and information on international travel, visitors and country updates. To identify academics who will be visiting UniSA, speak with your Dean of Research. A current list of visiting academics can be accessed through the UniSA Directory (type in ‘visit’). Travel forms and procedures are on the Finance Unit’s travel website. | • Dean of Research: [w3.unisa.edu.au/resdegrees/deans.asp](w3.unisa.edu.au/resdegrees/deans.asp)  
w3-p.unisa.edu.au/intstaff/travel/default.asp (travel)  
w3-p.unisa.edu.au/intstaff/visitors/intvisitors.asp (visitors)  
|  |  | |
| **17. How are research publications categorised?** | Research publications fall into two categories: 1 - Higher Education Research Data Collection (HERDC) outputs; and 2 - Internal research publications *not included in the HERDC*. HERDC outputs are measured nationally and impact on UniSA’s | • Your senior research colleagues  
w3.unisa.edu.au/res/data/default.asp (research publications)  
• Publishing Guide (Library): [unisa.libguides.com/publishing](unisa.libguides.com/publishing)  
Citation and Journal Metrics Guide (Library)  
unisa.libguides.com/citation_journal_metrics  
w3.arc.gov.au/era/default.htm  
<table>
<thead>
<tr>
<th>Question</th>
<th>The basics</th>
<th>Further information</th>
</tr>
</thead>
</table>
| 18. How do I find the right outlet to publish in? | UniSA encourages you to ‘publish, publish well and publish in the discipline (i.e. in highly ranked journals)’. Senior colleagues can always give helpful advice about good publishing outlets and if you need to establish journal or conference rankings, use the Publication Plus tool. This allows you to search for conferences and journals by key words, Field of Research (FoR) codes or acronyms (also available in Excel format via the ERA web pages). The Library’s Publishing Guide includes information about what to consider when finding the right journal to submit your publication. The Citation and Journal Metrics Guide also looks at other measures of publishing impact. If you’ve recently written a paper, and are unsure to which journal you should submit it, or maybe you want to find relevant articles to cite in your paper, or if you an editor, and need to find reviewers for a particular paper, Biosemantics Jane may be useful for health sciences topics. | • Publication Plus: w3-p.unisa.edu.au/rgie/rankings.asp<br>• Publishing Guide (Library): unisa.libguides.com/publishing<br>Citation and Journal Metrics Guide (Library) unisa.libguides.com/citation_journal_metrics<br>Attend a RESA: Library workshop on Publishing with impact: where and how www.library.unisa.edu.au/research/ssr/calendar.aspx |}
| 19. How do I get my publications counted in the HERDC audit? | To be counted, you must submit every publication to your local area’s Publication Coordinator for the Higher Education Research Data Collection (HERDC). If you don’t submit your publications, then they can’t count towards your Supported Researcher status or earn your Research Institute or Centre research performance funding! Each area has a designated ‘publication coordinator’ who provides assistance and advice about the publications submission requirements and process. If you need assistance with the HERDC audit, be sure to contact your publications coordinator. | • List of Publication Coordinators: w3.unisa.edu.au/res/data/docs/PublicationCoordinators2012.pdf<br>• Research publications information (RIS): w3.unisa.edu.au/res/data/default.asp<br>• HERDC: w3.innovation.gov.au/RESEARCH/RESEARCHBLOCKGRANTS/Pages/HigherEducationResearchDataCollection.aspx |}
<p>| 20. How do I report my research outputs? | It’s important to report your research publication outputs – not only is this a requirement of UniSA and the ERA initiative, but it also acts as a performance measure for your area (impacting the Divisional Research Performance Fund – see Qu 26) and contributes to your eligibility for the Supported Researcher Scheme (see Qu 26). It’s your responsibility to ensure that your research publication data is reported in a timely manner. To help with this process, UniSA has... | • Research Analytics and Data Services - Publications data: w3.unisa.edu.au/res/admin/default.asp&lt;br&gt;w3.unisa.edu.au/res/data/default.asp&lt;br&gt;FORMS:&lt;br&gt;• Statement of Authorship and Location of Data form (and FAQs): w3.unisa.edu.au/res/ethics/integrity/FAQs.asp |</p>
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<tr>
<th>Question</th>
<th>The basics</th>
<th>Further information</th>
</tr>
</thead>
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| **21. Where can I find my publication listings?** | developed a number of templates that should be completed. For ALL publications (HERDC and internal) you must:  
1. Complete: **Statement of Authorship and Location of Data form**: This must be done prior to submitting your work to a publisher (regardless of whether the publication is accepted or not). If the publication is rejected and then later sent to another publisher, the form needs to be updated. This form is always kept at the School.  
2. Complete: the relevant **Publication form and checklist**.  
   Note that this may also require additional attachments as stated on the form (e.g., a copy of the journal article). This is then checked by the publications coordinator (and submitted to RIS).  
   If no UniSA affiliation is listed on the publication, then you need to fill out the **UniSA affiliation statement** and send this with the publication.  
The attribution of authorship must be based on substantial intellectual involvement in: conception and design of the project; analysis and interpretation of data; and drafting significant parts of the work or critically revising it so as to contribute to the interpretation. Authorship is not tied to position or profession (see UniSA’s Authorship policy).  
**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). | - Publication form and checklist: [w3.unisa.edu.au/res/forms/data.asp](http://w3.unisa.edu.au/res/forms/data.asp)  
| **22. Where can I find research experts?** | Your Director (Research Institute / Centre), Dean of Research and senior research colleagues will be able to connect you with other research experts in your field (both nationally and internationally).  
You can also source national and international research leaders, their current research focus and where they work through the databases on the Library’s website. | - Data and Performance – publication lists: [w3.unisa.edu.au/res/data/default.asp](http://w3.unisa.edu.au/res/data/default.asp)  
- Your Dean of Research / senior research colleagues  
- Make an appointment with your Academic Library Services Team [www.library.unisa.edu.au/about/contacts/als.aspx](http://www.library.unisa.edu.au/about/contacts/als.aspx) |
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<th>Question</th>
<th>The basics</th>
<th>Further information</th>
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| 23. Who can I ask for help with publishing? | When you need help with your publishing activities, such as what to publish or where to publish, your Director (Research Institute / Centre), Dean of Research and your senior research colleagues will provide you with guidance and advice. If you need information about the publishing process, contact:  
- Research and Innovation Services (RIS);  
- Academic Library Services; and  
- Your publications coordinator. Online publishing workshops offered through ‘Research Education Support Activities’ (RESA) may also help. Specific policy requirements are outlined in UniSA’s Authorship Policy. | Key contacts:  
w3.unisa.edu.au/res/contact.asp#frads (RIS)  
www.library.unisa.edu.au/about/contacts/als.aspx (Library)  
w3.unisa.edu.au/res/data/docs/PublicationCoordinators2012.pdf (publications coordinators)  
Online publishing workshops (RESA):  
Authorship policy:  
| 24. Where can I get information about funding? | Always speak with your Director (Research Institute / Centre), Dean of Research / senior research colleagues about funding possibilities as they will have a good grasp of your research requirements and the most suitable funding sources. Grants and funding information, along with useful resources and links to for preparing grant applications are available on the Research and Innovation Services (RIS) ‘Application Support Services’ web pages. This includes:  
1. Finding funding (internal and external opportunities, links to calendars, databases and bulletin notifications);  
2. Developing your skills & preparing applications (resources on these web pages will support you to write a better grant application. Some are longer-term strategies and some will provide immediate help with the grant writing process, including application toolkits and links to examples of successful applications including fellowships). The Library can provide assistance with publication metrics for grant applications;  
3. Managing my grant (checklists and processes for research projects); and  
4. Getting help (writing tips, development, key contacts, etc). Additional resources for help and advice include:  
- Previous grant winners (may offer advice about your application);  
- workshops and development resources;  
- grants and fellowship RIS staff;  
- Business Development Manager (BDM) (for grants other than Australian Competitive Grants). | Application Support Services:  
w3.unisa.edu.au/res/support/default.asp  
Find funding:  
w3.unisa.edu.au/res/grants/calendar.asp (funding calendar)  
Research Professional: a listing of National and International funding opportunities:  
w3.unisa.edu.au/res/grants/data.asp  
Develop your skills:  
Prepare an application:  
Www.unisa.edu.au/res/development/prepareapplic.asp  
For publication metrics data contact Academic Library Services Team  
www.library.unisa.edu.au/about/contacts/als.aspx  
Application Toolkits: w3.unisa.edu.au/res/support/toolkits.asp  
Contracts Execution and Grants Management Services:  
w3.unisa.edu.au/res/contracts/default.asp  
Further information and getting help:  
w3.unisa.edu.au/res/development/workshops.asp (workshops)  
w3.unisa.edu.au/res/awards/default.asp (Grant awardees)  
w3.unisa.edu.au/res/contact.asp (RIS staff)  
| 25. What kind of funding is available? | Both internal and external funding can support your research. | Funding opportunities: |
### Questions

**funding can support my 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);
- **Australian Competitive Grants Register (ACGR)** (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).

For UniSA’s support and development programs (See Qu. 25 details).

<table>
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<th>Question</th>
<th>The basics</th>
<th>Further information</th>
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<td>26. What schemes and support programs can help my research?</td>
<td>UniSA offers many schemes to support your research. Your senior research colleagues will advise on the most suitable scheme for you. <strong>The Supported Researchers Scheme</strong> encourages and rewards performance in: attracting grants; publishing; supervising HDR completions; and substantially contributing to UniSA’s performance in Research Block Grants. The scheme is an indicator of research activity and awards grants of approx. $1500 p/a. <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 Research Leadership Development Program</strong> 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. <strong>The Divisional Research Performance Fund (DRPF)</strong> provides Divisions with performance-based funding.</td>
<td>w3.unisa.edu.au/res/grants/calendar.asp (funding calendar) w3.arc.gov.au/ (ARC) w3.nhmrc.gov.au/grants/apply/index.html (NHMRC) w3.innovation.gov.au/RESEARCH/RESEARCHBLOCKGRANTS/Pages/AustralianCompetitiveGrantsRegister.aspx (ACGR) w3.crc.gov.au/Information/default.aspx (CRC) w3.unisa.edu.au/res/admin/drpf.asp (DRFP) Research Policy Committee (RPC) w3.unisa.edu.au/res/commit/policy.asp</td>
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- Your senior research colleagues
- Supported Researcher Scheme: w3.unisa.edu.au/res/admin/supres.asp
- UniSA ARC Discovery Project and NHMRC Project Grant Development Scheme:
### Frequently Asked Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>The Basics</th>
<th>Further Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>weighted research publications and proportion of staff who are supported researchers) to support their research activities.</td>
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<td><a href="w3.unisa.edu.au/res/development/projectgrantsworkshops.asp">w3.unisa.edu.au/res/development/projectgrantsworkshops.asp</a></td>
</tr>
<tr>
<td>The Linkage, Infrastructure, Equipment and Facilities (LIEF)</td>
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<tr>
<td>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 (including Supported Researchers and/or ECR).</td>
<td></td>
<td><a href="w3.unisa.edu.au/res/development/projectgrantsworkshops.asp#resources">w3.unisa.edu.au/res/development/projectgrantsworkshops.asp#resources</a></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td><a href="w3.unisa.edu.au/res/development/earlycareer.asp">w3.unisa.edu.au/res/development/earlycareer.asp</a></td>
</tr>
<tr>
<td>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).</td>
<td></td>
<td><a href="w3.unisa.edu.au/Research/Research-fellowships/">w3.unisa.edu.au/Research/Research-fellowships/</a></td>
</tr>
<tr>
<td>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.</td>
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<tr>
<th>Question</th>
<th>The Basics</th>
<th>Further Information</th>
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<tr>
<td>27. What are the different grant categories?</td>
<td>Research income is classified as one of four categories:</td>
<td></td>
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<tr>
<td>Category 1: Australian Competitive Grants</td>
<td></td>
<td><a href="w3.unisa.edu.au/res/admin/HERDC.asp">RIS HERDC</a></td>
</tr>
<tr>
<td>Category 2: Other Public Sector Research Income</td>
<td></td>
<td><a href="w3.unisa.edu.au/res/contact.asp">RIS (contact)</a></td>
</tr>
<tr>
<td>Category 4: Cooperative Research Centre (CRC) Research Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
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</table>

<p>| 28. Can I get funding to attend a conference? | Yes, but you need approval from your Head of School / Director. Discuss any ideas with your immediate supervisor and once approved, just fill in the relevant application forms and submit them for sign off. If you need additional help, speak with your research administrator. | |
| | | <a href="w3.unisa.edu.au/hrm/forms/conference_application_form.doc">Application forms:</a> (to attend a conference) <a href="w3-p.unisa.edu.au/fin/forms/fs87.doc">w3-p.unisa.edu.au/fin/forms/fs87.doc</a> (travel approval) |</p>
<table>
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<tr>
<th>Question</th>
<th>The basics</th>
<th>Further information</th>
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</table>
| RESEARCH DEGREE SUPERVISION Supporting HDR students.                    | Supervising higher degree by research (HDR) students is the most significant resource provided by UniSA to support student research. Speak with your Dean of Research / senior research colleagues for advice about what you need to do to become a member of the Register of Current Higher Degree by Research Supervisors. To supervise a HDR student (as either a principal or associate supervisor) you must be a member of the Register of Current Higher Degree by Research Supervisors (The Register). The eligibility requirements are outlined on the Research Degrees web pages and in policy RES18-0. | • Your Dean of Research / senior research colleagues  
| 29. How can I become a research degree supervisor?                       | Research degree supervision involves a range of activities which are outlined on the Supervisor and Research Degree web pages:  
• supervisor responsibilities and requirements;  
• ‘The Register’;  
• candidature information for current HDR students;  
• degree administration (education policy, codes and guidelines, forms, processes, resources, key dates, management, committees);  
• research degree graduate qualities; and  
• workshops and resources (RESA) (See Qu 31).  
Additional information about research education, HDR administration and support services are available through the RESA web pages, the Graduate Research Centre and the Learning and Teaching Unit (LTU). | • Research degree supervision: [w3-p.unisa.edu.au/res-staff/supervisors/default.asp](http://w3-p.unisa.edu.au/res-staff/supervisors/default.asp)  
[w3-p.unisa.edu.au/resdegrees/adminstaff/default.asp](http://w3-p.unisa.edu.au/resdegrees/adminstaff/default.asp) (HDR administration);  
| 30. What is involved with research supervision?                          | HDR supervisors can assess support and development resources through RESA (Research Education Support Activities), which includes the Supervisor Professional Development Program.  
The Learning and Teaching Unit (LTU) also provides excellent online resources, such as guides, workshops and links to research education resources. The ‘in a nutshell’ multimedia presentations are particularly helpful, proving snapshot information in 5 minutes or less.  
If you are starting out as a supervisor, read through the LTU’s pages which explain your role and how you fit into the research environment. | • RESA  
• Learning and Teaching Unit – supervising research: [w3.unisa.edu.au/researcheducation/supervisors/default.asp](http://w3.unisa.edu.au/researcheducation/supervisors/default.asp)  
| 31. What development resources are available to HDR supervisors?         | Research Degrees web pages, which provides information about every stage of applying for and undertaking a higher degree by research and explain all aspects of research education at UniSA. The ‘Support Services’ pages will provide you with a quick list of links to various activities. Research education activities (RESA) will help HDR students sharpen their skills in: academic writing; critical thinking; introductory data analysis and software package familiarisation; information retrieval; career planning; and will provide cross-disciplinary research | • Research Degrees: [w3.unisa.edu.au/Research/Research-degrees/](http://w3.unisa.edu.au/Research/Research-degrees/)  
• Support services: [w3-p.unisa.edu.au/researchstudents/default.asp](http://w3-p.unisa.edu.au/researchstudents/default.asp) (GRC - students)  
FREQUENTLY ASKED QUESTIONS

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<th>Question</th>
<th>The basics</th>
<th>Further information</th>
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| 33. Where do I find information about my HDR students? | Information about your HDR students can be accessed through your MyUniSA account (‘My HDR students’ tab). The PORTIA (Postgraduate Office Research Training Information Assistant) information management system provides a transparent interface for planning research programs, recording meetings and documenting candidature milestones. PORTIA is available to HDR students, supervisors and research degree managers/administrators. | ▪ MyUniSA staff account: (My HDR Students): my.unisa.edu.au/staff/Portal/myResearch/mySupervision/MyHDRStudents.aspx  
▪ PORTIA: w3.unisa.edu.au/researchstudents/responsibilities/portia.asp |
| 34. Who do I ask for help with my supervision activities? | Your senior research colleagues and other supervisors will be supportive of your supervision activities and will be able to help you. Other areas within UniSA will also provide advice and support:  
▪ Research Degree Coordinator / Portfolio Leader (oversee HDR student supervision);  
▪ Graduate Research Centre and the Research Education Training team (administer HDR students); and  
▪ LTU staff (research education team - workshops, online resources and individual advice to HDR candidates and supervisors). | ▪ Key contacts  
▪ Research Degree Coordinators / Portfolio Leader: w3.unisa.edu.au/Research/Research-degrees/How-to-apply/Find-a-research-degree-coordinator/  
▪ Research Education and Training: w3.unisa.edu.au/researcheducation/supervisors/default.asp (LTU) |
### RESEARCH SUPPORT

### Understanding your support network.

#### Question
35. Who can help me with my research activities?

**The basics**

<table>
<thead>
<tr>
<th>Your senior research colleagues</th>
<th>Research and Innovation Services (RIS): operates with the goal of helping research happen. RIS encourages and facilitates research activity by providing advice on:</th>
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<tbody>
<tr>
<td>including the Director of your Research Institute / Centre or Dean of Research will be a core source of information and support, offering advice and guidance on all aspects of your research. Your research area may also offer additional support and activities such as: research seminars, research fellow assistance (<em>data analysis, research design advice, etc</em>), reading groups, funding and awards, presentations, and various workshops. Specialist staff within your area will also be helpful (e.g. your Research Ethics Advisor; Publication Coordinator; and Business Development Manager).</td>
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<tr>
<th>Research and Innovation Services (RIS):</th>
<th>Learning and Teaching Unit (LTU): provides a range of academic development services and resources, including:</th>
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<tr>
<td>operates with the goal of helping research happen. RIS encourages and facilitates research activity by providing advice on:</td>
<td>research education (writing, supervision, research management); supervision support; and workshops (e.g. 'Supervising@UniSA' and 'in a nutshell' series).</td>
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<tr>
<td>research policy implementation and interpretation;</td>
<td></td>
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<td>legalities in relation to research and consultancy;</td>
<td></td>
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<tr>
<td>administering research grants and fellowships;</td>
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<tr>
<td>collecting, maintaining and distributing research information; and</td>
<td></td>
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<td>monitoring, assessing, and approving ethics and compliance.</td>
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<tr>
<th>Learning and Teaching Unit (LTU):</th>
<th>Graduate Research Centre (GRC): manages and administers research education at UniSA. They are responsible for:</th>
</tr>
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<tbody>
<tr>
<td>provides a range of academic development services and resources, including:</td>
<td>developing, implementing and interpreting research education policy;</td>
</tr>
<tr>
<td>research education (writing, supervision, research management); supervision support; and workshops (e.g. 'Supervising@UniSA' and 'in a nutshell' series).</td>
<td>managing <em>The Register</em> for HDR supervision;</td>
</tr>
<tr>
<td>research education (writing, supervision, research management); supervision support; and workshops (e.g. 'Supervising@UniSA' and 'in a nutshell' series).</td>
<td>supervisor and student development (through Research Education Support Activities (RESA); and HDR student administration (applications, enrolments, progress, records, scholarships and examination of HDR theses).</td>
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<tr>
<th>The Library:</th>
<th>Library’s Research website:</th>
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<tr>
<td>provides services such as:</td>
<td>w3.library.unisa.edu.au/research/</td>
</tr>
<tr>
<td>designated librarians for Divisions and research concentrations;</td>
<td></td>
</tr>
<tr>
<td>workshops and online resources;</td>
<td></td>
</tr>
<tr>
<td>publishing support (<em>journal selection, procedures, ERA rankings, impact factors, citations and research peers/leaders</em>);</td>
<td></td>
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<tr>
<td>assisting with managing and tracking a researcher’s publications for grant applications and promotions;</td>
<td></td>
</tr>
<tr>
<td>information and guidelines on theses and dissertations;</td>
<td></td>
</tr>
<tr>
<td>UniSA Research Archive (for intellectual output of staff and students);</td>
<td></td>
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<tr>
<td>Library catalogue; databases; e-journals/documents; reference collection; interlibrary loans; document delivery.</td>
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</table>

#### Further information

- Your senior research colleagues
- Learning and Teaching Unit: w3.unisa.edu.au/ltu/contact/locations.asp (contacts) w3.unisa.edu.au/researcheducation/ (research education)
- Library’s Research website: w3.library.unisa.edu.au/research/
### 36. What other resources should I be aware of?

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<th>Question</th>
<th>The basics</th>
<th>Further information</th>
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</table>
| 36. What other resources should I be aware of? | There are a range of other UniSA resources that may inform or support your research activities. | - Research acronyms: [w3.unisa.edu.au/res/index.asp](http://w3.unisa.edu.au/res/index.asp)  
- teamsites.unisa.edu.au/res/par/bireportinghub/BI%20Training/Forms/AllItems.aspx (training)  
- teamsites.unisa.edu.au/res/par/bireportinghub/General%20Tip%20Sheets/Forms/AllItems.aspx (tip sheets)  

- **Research acronyms** are deciphered in the research acronym index which is located on the Research and Innovation website. A list of research education acronyms is also available.

- **Your MyUniSA staff account** provides a full range of relevant research links, organised under key headings: my research activities (summary of your involvement in research); supervision (HDR students, forms, policy, training, ethics); administration (policy, forms, guidelines, committees); key dates (committees, grants, ethics, supervision); research opportunities (grants, prizes, training and development); research quality, innovation and engagement (national developments, metrics, committees); key areas (RIS, GSO, Divisions/Centres); and resources (Library, training, newsletters, external links). Your MyUniSA account will link you to the relevant webpage. To access, simply log in and click on the ‘Research’ tab.

- **Useful links** (similar to the information contained on your MyUniSA account) are offered through the Staff Resource web pages.

- **BI Reporting** is a secure, web based, management reporting and data cube environment. Users can view and generate information from corporate systems such as Medici and HR Empower. General and contextual training is available through Planning and Institutional Performance.

- **Marketing information**: is available in the Research Marketing Toolkit, which has been designed to help research Institutes, Centres and Groups with their marketing needs. If you are considering marketing activities, speak with your Dean of Research.

- **UniSA News and Events** web pages provide newsworthy stories and events. Key pages to visit include UniSA News (an electronic monthly publication); the UniSA Magazine, a quarterly magazine and the upcoming events pages.

- **UniSA’s e-Research website** provides information about: national and international e-research opportunities and developments; e-research funding; showcase projects; and e-research expertise. If you are conducting collaborative research with colleagues across distances (nationally or internationally), read these pages.
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<th>Question</th>
<th>The basics</th>
<th>Further information</th>
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<tr>
<td><strong>PROFESSIONAL DEVELOPMENT</strong> Building your research career.</td>
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</table>
| 37. How can I access Professional Development funds? | UniSA encourages professional development activities and engagement to maintain and develop your professional skills, knowledge and expertise. To support your professional development, UniSA awards Professional Development (PD) Funds. These are accrued through:  
- University Supported Researcher Scheme;  
- Divisional Professional Experience Program;  
- Vice Chancellor's Awards for Excellence;  
- Early Career Researcher (ECR) awards;  
- Divisional awards for research and excellence;  
- allocated funds for UniSA programs (ECRs and Research Leaders);  
- Divisional incentive schemes (e.g. rewards for quality publications);  
- surpluses from University consultancies and contract research. For more details ask your supervisor and read through the PD funds guidelines on the Finance Unit’s web pages. |  
| 38. What can my PD funds be used for? | PD funds must only be used for activities relating to your own PD:  
- attending conferences, workshops, seminars, courses;  
- travel for research based activities;  
- purchase of books, journals and subscriptions; and  
- membership of professional organisations for research. You must seek approval to undertake PD activities (through your supervisor). Activities undertaken and expenses incurred must be consistent with UniSA’s and your area’s strategic priorities. |  
- Your supervisor  
| 39. How can I find out my PD fund balances? | The balance and status of your PD funds are regularly emailed to you by your local Finance Officer and are readily accessible through your MyUniSA account. To access your PD funds, speak with your supervisor. |  
| 40. What development activities are available for researchers? | Speak with your supervisor / senior research colleagues, Director of your Research Institute / Centre or Dean of Research to find out about programs that would be suitable for your research development. UniSA provides several research schemes that can support your research development (see Qu 26). Research and Innovation Services (RIS) offer specific developments related to research (e.g. How to write an ARC Rejoinder). Various other general workshops and development programs are available through the Induction and Development web pages. These include workshops and presentations all of which are designed to develop and extend your academic skills and capabilities. |  
- Your senior research colleagues / supervisor  
- Research development schemes (see Qu 26)  
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<th>Question</th>
<th>The basics</th>
<th>Further information</th>
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| **41. What development activities are available for supervisors?** | Speak with your senior research colleagues or Dean of Research about supervisor development. For research education training, see:  
- Supervisor Professional Development Program (within RESA) is particularly useful for new supervisors and includes the Supervising@UniSA workshop;  
- The Learning and Teaching Unit (LTU) provides online development resources for research education and supervision; and  
- The Research Education Support Activities (RESA) which comprises workshops, resources and seminars for HDR students and their supervisors. | • Your senior research colleagues  
| **42. Mentoring** | Mentoring is an effective form of development which contributes significantly to staff performance and to helping individuals (both the mentor and the participant). A positive mentoring relationship can be a fantastic way to help you develop your research career at UniSA.  
To learn more about mentoring, speak with your senior research colleagues. | • Mentoring @ UniSA – a good practice guide for staff: [w3.unisa.edu.au/staffdev/guides/mentoring_at_unisa.pdf](http://w3.unisa.edu.au/staffdev/guides/mentoring_at_unisa.pdf)  
• Your senior research colleagues |