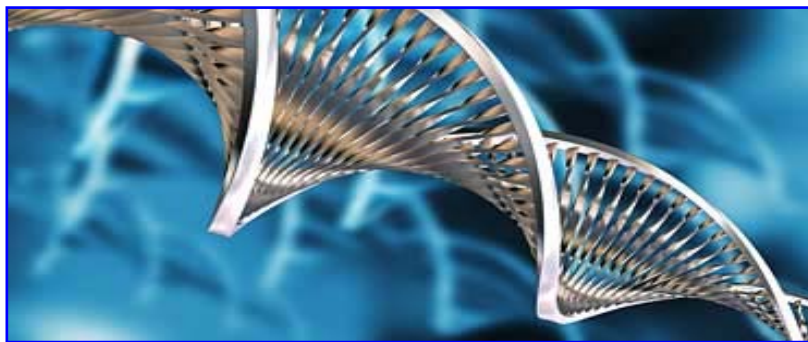


Division of the Deputy Vice-Chancellor and Vice-President (Research)



2009 OPERATIONAL PLAN

Introduction

The mission of the University of Adelaide is to be recognised internationally as a great research university and an Australian leader in research and teaching excellence, committed to the positive impact we can have on the lives of our students, staff and alumni as well as the local, national and international communities.

Our vision is to build upon a tradition of innovation through high-impact research and quality teaching across a broad range of disciplines and professions. The University of Adelaide will continue to be a growing, internationally-focussed and research-driven institution, enterprising in its approach to new opportunities as they arise, but clear and consistent in its fundamental direction.

The primary aim of the Division of the Deputy Vice-Chancellor and Vice-President (Research) is to support actively the development of world-class research in an increasingly competitive environment, both nationally and internationally, and encourage engagement with the broader community to underpin our performance and reputation.

Professor Mike Brooks Deputy Vice-Chancellor and Vice-President (Research)



About Us

Adelaide Graduate Centre	<ul style="list-style-type: none"> • Management of enrolments, candidature administration, domestic admissions, and examination for all research higher degree students • Administration of most of the internally and externally-funded postgraduate scholarships • Support for postgraduate research students and staff who supervise them, to enhance learning outcomes and degree completions through practical and research-based initiatives • Coordination of the Integrated Bridging Program • Coordination and provision of staff development for Early Career Researchers
Adelaide Microscopy	<ul style="list-style-type: none"> • Provision of specialised research infrastructure: Electron Beam Instruments, Scanned Laser Confocal Instruments, X-ray Micro CT (both ex-vivo and in-vivo), in-vivo Bioluminescent Imaging, Laser Dissection Microscopes, a Laser Ablation ICPMS and a comprehensive range of associated sample preparation equipment • Training courses for any of the instruments or techniques in Adelaide Microscopy and advice as well as assistance in their application
ARI Pty Ltd	<ul style="list-style-type: none"> • Contract research and consulting • Licensing and technology transfer • Management of the requirements of the University's Intellectual Property Policy (e.g. funding patent applications and legal costs related to commercialisation, and providing support in the broad area of Intellectual Property and its application in the business context)
Corporate Research Systems	<ul style="list-style-type: none"> • Develop quality corporate information management systems that will enhance the University's capacity to review and plan its core activities • Develop systems to provide integrated research information to supervisors and researchers
Laboratory Animal Services	<ul style="list-style-type: none"> • Responsible for laboratories and animal holding facilities for both small and large laboratory animals • Australian Quarantine and Inspection Service certified quarantine premises • Specific Pathogen Free Barrier which produces 40,000 viral free rodents per year • Provision of training and development of the animal care officers and investigators
Office of Community Engagement	<ul style="list-style-type: none"> • Identify and coordinate University community engagement initiatives through close and continued consultation with all levels of government and government agencies, business and the wider community • Manage Student-Industry Partnership Programs that link students and University departments with commerce and industry. • Provide through the Waite Historic Precinct: <ul style="list-style-type: none"> - Historical educational experience for primary school students. - Conservation and management of the Waite Historic Precinct collections. - Planning and organisation of social, cultural and fund raising events. - Teaching and research facility for University staff and students. - Guided tours for the community and school groups.
Office of the DVC&VP(R)	<ul style="list-style-type: none"> • Support for the DVC&VP(R) • Oversight of the implementation of the Research and Research Training aspects of the University Strategic Plan and Budget
Research Branch	<ul style="list-style-type: none"> • Assistance with research funding opportunities and the provision of general and strategic advice to researchers and research leaders • Grant administration • Research policy, and research ethics and compliance administration • Coordination of research publications data collection • Organisation of sponsor visits and workshops

Extract from the University of Adelaide Strategic Plan 2008-2012 Research and Research Training Strategies

- S1.** Prioritise investment in areas of research strength, strategic importance and competitive advantage through the establishment of internationally recognised, multi-disciplinary and interdisciplinary research groupings that will harness cross-faculty collaboration where appropriate, maximise opportunities for partnerships, and create new opportunities for leveraging international research funding.
- S2.** Continue to support research excellence and further encourage high-quality research outcomes by ensuring that internal budget mechanisms, research support and management information systems are structured appropriately to optimise our capacity to support strategic investment decisions.
- S3.** Ensure that recruitment and employment practices are effective in attracting and retaining the best researchers in their fields, and encourage and reward outstanding research performance.
- S4.** Implement policies and support strategies that will deliver best-practice outcomes for staff development, mentoring of early and mid-career researchers, and workload balance.
- S5.** Reassess the funding of University Research Centres, their governance, performance management and roles, in the broader context of fostering high-quality research activity within the University.
- S6.** Ensure improved co-operation and access to the University for government, business and industry, to enable the development of effective and productive collaborative partnerships, locally and internationally, with particular reference to areas of priority for state and national government.
- S7.** Actively engage with the broader community to ascertain business and industry research and development needs, public sector priorities, and matters of social justice and the public good to which we can contribute.
- S8.** Foster an entrepreneurial culture by developing incentives, policy frameworks and support services that will promote research impact, knowledge transfer and the continued growth, productivity and commercialisation of our research outcomes.
- S9.** Incorporate the consideration of core research infrastructure requirements into all proposals for new research initiatives so as to ensure the availability of internationally competitive research facilities and infrastructure for all high performing researchers and research groups.
- S10.** Increase the number and proportion of higher degree by research students, both domestic and international, enrolled at the University.
- S11.** Review the nature and composition of the University's doctoral programs to align better with market needs, including the development of new delivery models and alternative entry pathways to the PhD for international students.
- S12.** Increase the level of support and training provided to both higher degree by research students and their supervisors, in order to maximise opportunities for student retention and progression, timely completions and graduate outcomes.

Adelaide Graduate Centre

Professor Richard Russell AM, Dean of Graduate Studies

Ms Anne Witt, Manager, Graduate Administration and Scholarships

Ongoing Activities

- Effective and efficient management of enrolments, candidature administration, domestic admissions, and examination for all HDR students
- Administering most of the internally and externally-funded postgraduate scholarships
- Provide support for postgraduate research students and supervisors to enhance learning outcomes and degree completions through practical and research-based initiatives

Actions for 2009	Date for completion	Strategic Plan Ref.
Establish a Graduate Certificate in Research Management.	Dec 2009	S4
Collaborate with Go8 to enhance offerings in the 'Future Research Leaders' program.	Dec 2009	S4
Develop and implement an Education Strategy for the new Code of Responsible Research Practice.	Dec 2009	S4
Continue to grow CSC load to 50 students per annum.	On-going	S10
Provide focus to South American market for PhD students with the aim of recruiting at least 15 students in 2010.	Aug 2009	S10
Revise distribution of HDR scholarships to better reflect profile of potential candidates.	Mar 2009	S10
Initiate a mid-year round of scholarships.	Apr 2009	S10
Prepare budget submissions as contingency against failure of Government to support increase in scholarships.	June 2009	S10
Develop an on-line domestic scholarship allocation form and allied data-base.	Dec 2009	S10
Implement key outcomes of Service Excellence Review of HDR candidature and completions. <ul style="list-style-type: none"> • Planning outcome • First outcome 	May 2009 Dec 2009	S10
Introduce the equivalent of a 5-year "American PhD" – MResSt/PhD.	Dec 2009	S11
Consult broadly on Faculty needs regarding RED programs.	June 2009	S12
Develop a broad range of offering for PhD students in the RED area and streamline enrolment and recording of attendance.	Dec 2009	S12
Prepare "Name Change" documentation for MPhil APAG/PAC.	Oct 2009	S11
Prepare recommendation to VC on restructure of Major Review. <ul style="list-style-type: none"> • Implement change of Major Review. 	Mar 2009 Dec 2009	S11
Provide indicative KPI's for HoS which reflect the evaluation of good supervision.	July 2009	S12
Develop a Supervisor Induction package on-line.	Dec 2009	S12
Ensure all Faculties are sufficiently familiar with ORBIT to effectively monitor student progress.	July 2009	S12
Provide monthly completion reports at both Faculty AND School level.	Mar 2009	S12
Participate in English Language review and implement outcomes that impact on HDR students.	Dec 2009	S12

Adelaide Microscopy

Mr John Terlet, Director

Ongoing Activities

- Engage with the broad research community by providing access to Advanced Microscopy platforms, and seek input from all of these sectors in determining the equipment profile that Adelaide Microscopy has or is considering in the future.
- Provide its facility as a resource for high schools (both public and private) to see first hand the modern microscopy referred to in the science curricula.
- Provide a cross-faculty investment in research infrastructure that has the benefit of providing a competitive advantage to University of Adelaide researchers in both equipment profile and access.
- Through PDR, identify the needs of the staff to ensure that they remain enthusiastic and skilled/multi-skilled to be able to provide the users with training, assistance and support commensurate with a world class Advanced Microscopy and Microanalysis Facility.
- Continue role in Australian Microscopy and Microanalysis Research Facility (AMMRF)
 - Promote Flagship Instrument
 - Provide Leadership to national Laboratory Managers Committee

Actions for 2009	Date for completion	Strategic Plan Ref.
Recruit replacement staff for Deputy Director	Feb 2009	S4
Repeat PDR for all staff	June 2009	S4
Purchase second ICPMS to cope with demand.	Mar 2009	S9
Move facility into larger space – e.g. refurbished Lower Ground Floor of the Mawson Building.	Ongoing	S9

Adelaide Research and Innovation Pty Ltd

Mr Rob Chalmers, Managing Director

Ongoing Activities

- Work to develop and implement the VCC Smarter Engagement project, subject to feedback from VCC.
- Continue to enhance pro-active business development efforts to identify and enable potential commercial partnerships, particularly in areas of research strength, locally, nationally and internationally (including technology and contract research opportunities).
- Improve provision of support services and marketing to better effect Contract Research, Consultancy and commercialisation
- Enhance provision of commercial awareness sessions to University researchers.
- Contribute to the development of a strategy to provide higher levels of research business development expertise to faculties.
- Provide additional commercial development resources.
- Provide support to other additional business development capability within Faculties (e.g. at the Institute level);
- Provide further training to researchers (through the Future Research Leader's Program, the Commercial Awareness Program and other means).
- Co-operate with University initiatives on financial reporting of research income (and in relation to ERA), ensure appropriate recording in Inteum or other ARI information systems if required.
- Work closely with State and Federal agencies in relation to specific projects (PSRF, other grant related).
- Articulate and promote strengths relevant to securing new work/matching funding/elevating the profile of the University.
- Provide business development, commercial and legal support, with a particular focus in relation to the commercial partnering elements of ARC Linkage funding, working in conjunction with researchers and Research Branch.
- Provide the central shop front for the interface between government, industry and the University in relation to contract research, consultancy and commercially oriented collaboration. Provide support to other shop fronts that emerge.
- Work in conjunction with DVCR's Office and Media & Marketing as appropriate to deliver other marketing materials to profile and promote such capabilities, especially where these relate to actual or potential commercial projects.
- Deliver the "Commercial Awareness Program" on behalf of the DVCR, participate in HDR related commercial training, and deliver additional School level and other training raising awareness of commercial matters.
- Prioritise allocation of ARI commercial development resources to areas of highest need and growth potential.
- Provide improved online access to business enabling resources.
- Enable improved access to startup funding and business expertise through the Trans Tasman Commercialisation Fund's local Investment Manager.
- Encourage and support more proactive business development approaches, and earlier identification and notification of opportunities by researchers.

Actions for 2009	Date for completion	Strategic Plan Ref.
Carry out an analysis of research income received by ARI (contract research and other commercial income) to support development of ARI's 2010-2012 Plan and for the University's broader planning purposes.	End Q2	S2
Support Human Resources in the development and delivery of the Future Research Leaders Program: <ul style="list-style-type: none"> • Deliver the IP and Commercialisation module of that Program. 	May & Oct 2009	S2
Complete delivery of a magazine profiling University research capabilities.	End Q2	S7
Participate in the Review of the Outside Research Grants, Contracts and Consultancy Policy. <ul style="list-style-type: none"> • Once new Policy is completed, implement and communicate principles in the costing and pricing of all projects handled by ARI Pty Ltd. 	Dec 2009 Pending above	S8
Participate in the Review of the Intellectual Property Policy.	Dec 2009	S8
Revise ARI website, including research funding related elements.	End Q2	S8

Corporate Research Systems

Mr Glen Harrison, Manager

Actions for 2009	Date for completion	Strategic Plan Ref.
<i>Development of ERA Submission System</i>		S2
Review Final requirements	Mar 2009	S2
Review Design	Mar 2009	S2
Complete Build of ERA Submission System	May 2009	S2
<i>Research Reporting</i>		
Implement Stage 2.1 of ORBIT (Project Financials – HR)	May 2009	S2
Implement Stage 2.2 of ORBIT (Project Financials – Groups)	Nov 2009	S2
Implement Stage 3 of ORBIT (Researcher Profiles)	Oct 2009	S2
<i>Research Systems</i>		
Implement Animal Ethics Changes	April 2009	S2
Implement Biosafety Module of ORBIT	Aug 2009	S2
Implement Scholarship Maintenance Module of ORBIT	July 2009	S2
Complete and test online Scholarship application module	Nov 2009	S2, S10

Laboratory Animal Services

Mr Andrew Barlett, Manager

Ongoing Activities

- Achieve optimum production levels of laboratory animals matched to demand (99% of internal orders met).
- Develop operational protocols and policies for the production and supply of laboratory animals
- Ensure all LAS animal facilities and housing meet code of practice standards
- Meet expected standards set by the Animal Welfare Officer and AEC
- Deliver discipline seminars on LAS activities and support services
- Ensure all OHS&W management practices are consistent with and compliant with institutional policy.
- Ensure compliance with the national code of practice, including animal ethics processes.
- Maintain a "Client Service Blog" living repository of activities and incidences relating to research outcomes.

Actions for 2009	Date for completion	Strategic Plan Ref.
Production and Supply of laboratory animals <ul style="list-style-type: none"> • Re-establish SPF rodent production and monitor production levels and quality standards <ul style="list-style-type: none"> ◦ Exceed 2008 market share • Develop operational protocols and policies <ul style="list-style-type: none"> ◦ Review and modify protocols to reflect current practices ◦ Review and modify protocols for each rodent strain ◦ Develop SOPs for Waite Campus activities 	Dec 2009 Aug 2009 April 2009 Aug 2009	S3
Development and Maintenance of Infrastructure <ul style="list-style-type: none"> • Certify Medical School Animal Facility: <ul style="list-style-type: none"> ◦ AQIS QC2 facilities ◦ OGTR PC2 facilities • Identify trends in biomedical research activity that may impact on the capacity of LAS to provide adequate support. • Replace Waite Production Facility autoclave • Ensure all LAS animal facilities meet code of practice standards. 	Apr 2009 Dec 2009 Apr 2009 Dec 2009	S2, S9
Customer service <ul style="list-style-type: none"> • Upgrade LAS website to include 2009 information on biological data, strain phenotype details and QA results. • Ensure effective communication channels and provide regular consultative opportunities in relation to LAS activities: <ul style="list-style-type: none"> ◦ Schedule three Client "User Groups" meetings in 2009 	Dec 2009 Dec 2009	S2, S8
Compliance and Quality Control <ul style="list-style-type: none"> • Update existing (>12 months) LAS SOPs • Implement the upgraded Animal Health Monitoring Program 	Jun 2009 Mar 2009	S2
Management practices and processes <ul style="list-style-type: none"> • Undertake an OHS&W Workplace Risk Assessment audit and priorities areas for action. • Complete and evaluate the effectiveness of the Professional Development Review process for LAS staff. • Provide opportunities for all staff to demonstrate capabilities consistent with the branch Strategic HR Management Plan. 	Nov 2009 Dec 2009 Dec 2009	S2

Office of Community Engagement

Mr Martyn Evans, Director

Mr Joe Bennink, Manager, Entrepreneurial Programs and Community Relations

Ongoing Activities

- Ensure greater attention is paid to the alignment of University priorities with those of State and Commonwealth governments.
- Actively work toward the development of an enhanced relationship with the State and Federal Government.
- Develop better partnerships with the University's existing key stakeholders and identify strategic opportunities to develop new community partnerships to increase the University's beneficial impact on the community.
- Ensure the University's strategic directions are informed by analysis of government, industry and community needs and expectations.
- Director Community Engagement, as Faculty Adviser to Students In Free Enterprise (SIFE), to provide assistance in developing community engagement activities.
- Manage Student-Industry Partnership Programs that link students and University schools with commerce and industry.
- Develop closer links within the University to promote more effectively Student-Industry Partnership Programs – in particular ARI, Graduate Centre, Development and Alumni, Careers, faculties and lecturers.
- Increase the University's presence and build relationships in Adelaide's northern suburbs.
- Develop stronger links with Young Achievement Australia, Western Futures, Inner-West Enterprise Centre and similar organisations in Adelaide's northern suburbs to promote youth entrepreneurship.
- Build on existing relationships with Local Government and Schools.
- Continue to develop historical educational experience in the interactive Schools History Program at Urrbrae House and build new contacts with South Australian primary schools.
- Continue conservation and management tasks for the Waite Historic Precinct collections.
- Contribute to planning and organising volunteer recognition events through membership of the University's Volunteer Committee

Actions for 2009	Date for completion	Strategic Plan Ref.
Office of Community Engagement		
Prepare draft Community Engagement Strategic Directions Plan for the University.	July 2009	S6, S7
Develop a strategy outline for Adelaide's northern suburbs in conjunction with the Director, Strategy and Planning.	April 2009	S6, S7
Explore opportunities to partner or establish events that encourage school students to take up a career in science – sponsorship of Research Australia Youth Ambassador Program and collaboration with the Australia Science Teachers Association.	April 2009 and ongoing	S7
Coordinate Western Region Enterprise Day (WRED) to be held at the University's North Terrace Campus.	Sept 2009	S7
Extend the Western Region Enterprise Day (WRED) to the outer northern suburbs of Adelaide. The enterprise education event designed for secondary students in the first instance will be held at the University's Roseworthy Campus.	July 2009	S7
Targeted promotion of Student-Industry Partnership Programs through presence at Careers Expo, DSTO networking event and involvement with Careers Service.	Mar 2009 and ongoing	S7
Evaluate opportunities for Engineering, Maths and Computing Science students to form small groups to go out into the community to assist disadvantaged groups to benefit from the IT revolution and to participate in the 'Internet Society'.	Sept 2009	S7
Develop a contacts database in support of student/industry partnership programs and other activities such as interactions with Parliamentarians and their offices, State and Federal Governments and their agencies, other key stakeholders and volunteers.	May 2009	S7
Urrbrae House Historic Precinct		
In conjunction with Property Services, co-ordinate and implement capital works for the heritage conservation of Urrbrae House.	March 2010	S7
Develop new safety audit systems for the Urrbrae House Historic Precinct and address occupational health, safety and welfare issues. Provide training where appropriate.	Oct 2009	S7
Recruit and induct new volunteers to the Urrbrae House Historic Precinct.	July 2009, then ongoing	S7
Organise a Waite Historic Precinct Volunteer 'Thank You' event to recognise the importance	July 2009	S7

of volunteers to the precinct.		
Scope feasibility of establishing a new "Meet and Greet" volunteer group for Urrbrae House to enhance public interaction with, and awareness of, the University.	July 2009	S7
Recruit and induct new casual events staff to the Urrbrae House Historic Precinct to enable a variety of activities to be held in Urrbrae House Historic Precinct.	Apr 2009	S7
Develop phased strategy for refurbishment of Photocopying Room as Main Reception Office for Urrbrae House Co-ordinator.	July 2009	S7
Familiarise staff and relevant volunteers with new 2008 National Standards for Australian Museum and Galleries, and new Community Museums Program Handbook.	April 2009	S7
Promotional Material and Activity: <ul style="list-style-type: none"> Develop new interpretative display panels in Urrbrae House with SA History Trust funding. Be part of a new Mitcham Heritage Service special community tour during History Week. Undertake tours as part of SA History Week. Redevelop Urrbrae House Historic Precinct website. Develop new promotional brochures for Urrbrae House. Research the development of audio tours of Urrbrae House and gardens, and the possible introduction of a secondary scientifically based schools' program in conjunction with the Faculty of Sciences. 	Nov 2009 May 2009 Dec 2009 July 2009 Dec 2009	S7
Conserve and reinstate part of the heritage 'Bells' system in Urrbrae House.	Oct 2009	S7
Work with TAFE decorating and painting to establish feasibility of TAFE students undertaking restoration work on downstairs rooms of Urrbrae House.	Oct 2009	S7
Scope appropriateness and feasibility of integration of Urrbrae House Historic Precinct collections with the University's archival, arts and heritage collections. Establish new database system for accessioning collection materials.	Sept 2009	S7
Establish a new concert series in Urrbrae House in conjunction with the Elder Conservatorium of Music.	April 2009	S7
Establish new contacts with local high schools in the Mitcham area to enhance their awareness of, and involvement with, the Urrbrae House Historic Precinct and the University.	Dec 2009	S7
Waite Arboretum, Conservation Reserve and Historic Precinct Gardens		
Establish a research project involving the design, implementation and monitoring of a water efficient irrigation system for the historic Elm Avenue. Stage 1: in-line drip irrigation installed to preserve trees Stage 2: Research proposal developed by Water Research Cluster	Mar 2009 Dec 2009	S7
Evaluation of Tree Performance in context of drought.	Sept 2009	S7
Complete two journal articles: (1) Evaluation of the Pear Collection in collaboration with Dr David Simon and (2) Drought Tolerant Species in the Arboretum.	Nov 2009	S7
Promotional Material and Activity: <ul style="list-style-type: none"> Produce a folder with leaflets promoting the Arboretum, different thematic gardens, sculptures, Urrbrae House and its collections. Prepare a Speaker's Kit for trained guides and volunteers. Develop a travelling poster display Participate in Gardening Expo and SA History Week Participate in SA Living Arts Week 	Aug 2009 July 2009 Nov 2009 Mar-May 2009 Aug 2009	S7
Implement Death Cap Mushroom Monitoring and Alert.	May-August 2009	S7
Assist in the 10 th National Street Tree symposium, including the launch of a new TREENET website.	Sept 2009	S7
Publish on the Reserve website the results of the 2008 Fauna Survey.	March 2009	S7
Redevelop the Garden of Discovery in collaboration with the Mediterranean Garden Society.	Sept 2009	S7
Rose Garden Irrigation - replace old overhead sprinklers with drip irrigation.	Oct 2009	S7
Complete Labyrinth Project to link the gardens and Arboretum.	Nov 2009	S7

Office of the Deputy Vice-Chancellor and Vice-President (Research)

Professor Mike Brooks, Deputy Vice-Chancellor and Vice-President (Research)

Ongoing Activities

- Oversee research strategic planning
- Prepare the annual Research Budget
- Develop strategies to achieve annual faculty research income targets, in consultation with Executive Deans
- Determine HDR completions targets and assist areas in meeting these targets
- Encourage international research collaborations
- Gather data and perform modelling for future ERA submissions

Actions for 2009	Date for completion	Strategic Plan Ref.
Policy Development <ul style="list-style-type: none"> • Finalise the revised 'Outside Research Grants, Contracts and Consultancies Policy' • Finalise the revised 'Intellectual Property Policy'. • Finalise the 'Responsible Conduct of Research Policy'. • Finalise amendments to the 'Co-operative Research Centres Policy'. 	Dec 2009 Dec 2009 July 2009 June 2009	S8
Coordinate the ERA data collection and response process <ul style="list-style-type: none"> • Submit Cluster I submission • Submit Cluster II submission 	June 2009 August 2009	S2
Implement the establishment of Research Institutes <ul style="list-style-type: none"> • Establish a Research Institutes Implementation Group. • Finalise governance, management, KPIs and financial structures for all approved Institutes. • Conduct a process for a second set of Research Institutes. 	March 2009 July 2009 June 2009	S1
Review all research centres and units for University Research Centre status.	Dec 2009	S5
Restructure the University Research Committee.	Mar 2009	S2
Incorporate the consideration of core research infrastructure requirements into all proposals for new research initiatives. <ul style="list-style-type: none"> • Scope a new research space management plan in cooperation with the University Facilities Committee. • Encourage investment in large-scale research infrastructure <ul style="list-style-type: none"> ○ Finalise EIF applications. 	Dec 2009 Mar 2009	S9
Support Human Resources in the development and delivery of the Future Research Leaders Program. <ul style="list-style-type: none"> • Provide input into the Heads of School Leadership program. 	Mar 2009	S3

Research Branch

Mr Simon Brennan, Director

Ongoing Activities

- Develop closer links with ARI Pty Ltd
- Help to organise relevant institutional visits and presentations
- Provide executive support and data analysis services to the University Research Committee
- Help Faculties/Schools to facilitate internal review processes including maintenance of library of successful grants, feedback on sponsor requirements, provision of outcome data, etc.
- Provide ongoing research office support for all competitive grant and research fellowship application rounds (local, national and international) with a focus on the major grants and research fellowships (ARC, GRDC and NHMRC)
- Liaison point between University, researchers and research sponsors
- Facilitate research grant and fellowship acceptance, establishment and administrative oversight in liaison with researchers, schools, university legal staff, Human Resources, Finance and external sponsors
- Facilitate timely submission of progress, annual and final reports to sponsors from researchers
- Maintain links with University's 'China Desk' and PVC(I)
- Continue to provide administrative support for the Animal Ethics Committee, Human Research Ethics Committee, Institutional Biosafety Committee and Quarantine Compliance
- Manage Research Branch research grants, publications and ethics management systems and processes
- Provide structured grants/fellowship/publications trend/performance data to DVCR, Faculties and Schools
- Maintain an active web site and once weekly 'all researchers' email bulletins

Actions for 2009	Date for completion	Strategic Plan Ref.
Research Branch - General <ul style="list-style-type: none"> • Re-establish internal application processes for CRCs. • Schedule training/workshops/seminars for the year • Support the development of the Future Research Leaders Program • Support the implementation of the Australian Code for the Responsible Conduct of Research • With Financial Services, review HERDC income • Support policy development outside research and consulting • Scope RM upgrade/replacement 	Feb 2009 Dec 2009 Apr 2009 June 2009 July 2009 Nov 2009 July 2009	S2 S2, S8 S2 S2, 4 & 8 S2, S4 S2,4 & 8 S2
Internationalisation <ul style="list-style-type: none"> • DAAD Fellowships • Facilitate call for DAAD Scheme subject to finalisation by Go8 Secretariat 	Jul 2009 TBD	S2, S6 S2, S6
Research Ethics and Compliance <ul style="list-style-type: none"> • Implement Revised AEFW • Implement Bio-compliance System • Develop management framework for Security-sensitive Biological Agents regulation • Implement linkages between ethics/compliance approvals and projects/funding applications in RMEWIN • Monitor ethics/compliance activities associated with establishment of Veterinary School 	Mar 2009 Dec 2009 July 2009 Sept 2009 ongoing	S2 S2 S2 S2 S2
Publications, Information and Data Management <ul style="list-style-type: none"> • With ITS, finalise ongoing ORBIT system support • Establish new funding opportunity database on web • Support CRS/Orbit implementation as it relates to research grants, publications and ethics • Support ERA process as it related to RB activities • Scope Single Point of Entry for publication data with Library, ERA & CRS teams. • Scope RMEWin Upgrade/Replacement 	July 2009 June 2009 Ongoing Ongoing May 2009 June 2009	S2, S8 S2 S2, S8 S2 S2 S2