SUSTAINABLE RESEARCH EXCELLENCE

STAFF HOURS SURVEY

THE UNIVERSITY *of* ADELAIDE

Undertaking Research

> **At the end of the survey period, you <u>must</u> login in to the survey and submit your answers online at: https://res.adelaide.edu.au/sre_survey/.**

For information about this survey, please visit www.adelaide.edu.au/dvcr/sre/. For help, contact the SRE Helpline on 31110 or email sre@adelaide.edu.au. **Also refer to the basic survey instructions over the page.**

YOUR DETAILS

Staff ID: __ __ __ __ __ __ __   Family Name:………………………   Given Names:……………………

RESEARCH

Field of Research code[1] (1):	Field of Research code (2):
Field of Research code (3):	

WEEKLY TIME SHEETS Record time spent (in hours) on the following activities

Week 1 (14/06/11 to 20/06/11)

	Tues 14/6	Wed 15/6	Thur 16/6	Fri 17/6	Sat 18/6	Sun 19/6	Mon 20/6
Research							
ACG Research[2]							
Non-ACG Research[3]							
Non-research							
Teaching[4]							
HDR & Honours Student Training[5]							
Other[6]							
Leave[7]							

Week 2 (21/06/11 to 27/06/11)

	Tues 21/6	Wed 22/6	Thur 23/6	Fri 24/6	Sat 25/6	Sun 26/6	Mon 27/6
Research							
ACG Research[2]							
Non-ACG Research[3]							
Non-research							
Teaching[4]							
HDR & Honours Student Training[5]							
Other[6]							
Leave[7]							

Completing the time sheet

- Be as accurate as you can. It may be easiest to complete the time sheet every day.
- Record your results in hours to the nearest 15 minutes. **Note that 3 hours and 15 minutes = 3.25**.
- Only record hours related to your employment with the University of Adelaide.

General rules for allocating your time

- **First principle.**

  This exercise is about measuring the indirect costs of ACG research at the University of Adelaide as accurately as possible. Within the guidelines explained here, assign all activities related to your existing ACG research to the ACG Research category.

- **Administrative tasks.**
  Administrative activities should be recorded against the category to which they relate, eg administrative activities related to existing research projects should be recorded in either the ACG Research or Non-ACG Research category.

- **Grant applications.**
  Record hours spent preparing *any* grant applications (ie applications to either an ACG or non-ACG funding source) in the Other category. Only activity related to your existing research should be included in the ACG Research or Non-ACG Research categories.

Specific definitions

Fields of Research (FoR) Codes
Check your code at http://www.adelaide.edu.au/dvcr/era/resources/consultation/for.html or call us on 31110.

1. **ACG Research**
   Time spent on research under any scheme on the Australian Competitive Grant Register. Include administrative tasks and work with HDR & Honours students on ACG projects. To check the source of your funding, call 31110.

2. **Non-ACG Research**
   Time spent on research not funded by a scheme on the Australian Competitive Grant Register. Include admin tasks and work with HDR & Honours students on non-ACG projects. To check the source of funding, call 31110.

3. **Teaching**
   Include administrative tasks. Do not include time spent supervising HDR or Honours students.

4. **HDR & Honours student training**
   Include administrative or supervision tasks (such as the Annual Review process) only. Hours spent directly working on or discussing research with HDR and Honours students should be recorded in either the ACG Research or Non-ACG Research category.

5. **Other**
   Activities that can be recorded here might include clinical duties not related to research, consulting, media, volunteering and charity work, professional development, and time spent on committees not related to specific research projects. Time spent during the survey period on grant applications should also be recorded in the Other category.

   Time spent on any activity directly related to an existing research project does not belong in the Other category. It should be recorded in either the ACG Research or the Non-ACG Research category.

6. **Leave**
   If you are on Special Studies Leave or Conference Leave, treat this as regular 'work time' and record your activities in the appropriate category (eg attendance at a conference in order to present a research paper should be recorded in either the ACG or Non-ACG Research categories).

   If you are on any other type of paid leave (eg Sick Leave or Annual Leave), record how many hours of leave you took in the Leave category. If you also undertook work whilst on paid leave, please record this in the appropriate category.

   If you work part-time, please do not record normal non-work days as 'leave'. You should only use the Leave category to record the formal leave periods for which you submit a leave form. If you work part-time, enter '0' hours in each category for a normal non-work day.