Attachment 1: Research Centres and Research Institutes Guidelines and Criteria

These Guidelines and Criteria provide direction on the instigation, management and evaluation of Research Centres and Research Institutes, in line with the Research Centres and Research Institutes Framework Principles.

1. Establishment of Research Centres and Research Institutes
Responsibility: Executive Dean(s)

a) For the establishment of a Research Centre: prepare an application, with support from researchers, addressing the criteria specified in the Research Centres Application Template, and submit to the Provost and DVC&VP(R).

b) For the establishment of a Research Institute: prepare an application addressing the criteria specified in the Research Institutes Application Template, and submit to the Provost and DVC&VP(R).

c) If the application for a Research Institute is approved, and in consultation with the Provost and DVC&VP(R), develop an operational model, including a set of specific key performance indicators with related targets.

Responsibility: Provost and DVC&VP(R)

d) Assess the proposal against the criteria specified in the relevant application template and in the relevant application template, engaging in consultation as considered appropriate.

e) If the Provost and DVC&VP(R), after due consultation, is satisfied that establishing the proposed Research Centre or Research Institute is in the best interests of the University, recommend it to the VC&P for approval, with any conditions the Provost and DVC&VP(R) considers appropriate.

f) If approval is granted, ensure that a host or home School (for a Centre) or Faculty (for an Institute) has been designated for day-to-day administrative. Also ensure the development of an agreed operational model, including a set of specific key performance indicators with related targets.

2. Access to central funding
Research Centres and Research Institutes are eligible to apply for internal central University research funding. However, no application is guaranteed support and there is to be no expectation of any funding permanency.

Responsibility: Provost and DVC&VP(R)

a) Determine processes and criteria under which Research Centres and Research Institutes may apply for central funding, and publicise as appropriate. In establishing and publicising the criteria, ensure that preference is given to applications which strengthen the University's competitive position as a research provider of excellence, and particularly those applications which can be used to leverage additional external support.

b) Consider applications for funding, submitted through the relevant Executive Dean(s), in accord with standard processes.

c) Ensure that funding for multi-institutional structures is tied primarily to University activities and research priorities.

d) Ensure that the continuance of any central funding is tied to the achievement of key performance indicators and targets. The level of central funding may be increased or decreased depending on this achievement.

3. **Governance and Management of Research Centres and Research Institutes**
    a) Details on the governance and management arrangements and responsibilities for Research Centres and Research Institutes are provided in:
        - the Governance and Management Template;
        - the Partnerships between Research Institutes and Schools template;
        - the Director's Responsibilities Template;
        - the Annual Reporting Requirements Template;
        - the Research Centres and Research Institutes Reviews Template; and
        - the Joint Research Ventures with External Partners Template.

    b) Research Centres and Research Institutes form part of the University and must clearly promote their relationship to the University in their titles or sub-titles, in accord with the University's Brand and Visual Identity Policy.

4. **Disestablishment of a Research Centre or Research Institute**
    Responsibility: VC&P

In determining whether to disestablish a Research Centre or Research Institute, as per Framework Principle 11, the following circumstances may be taken into account:
    a) performance is found to be unsatisfactory or consistently falls short of agreed KPIs;
    b) a review report recommends closure;
    c) membership falls below the required level of critical mass, or there is a loss of key staff;
    d) lack of financial viability;
    e) merger into another structure;
    f) the strategic objectives of the University are no longer met; or
    g) the reputation of the University is compromised.