

Research Centres and Research Institutes Framework

1.2 Research Institutes Application Template

1. A Research Institute will be a prominent, large-scale, multi-disciplinary research structure. It may take the form of an umbrella organisation with a systems approach to problem solving and strong external engagement, or be oriented more towards traditional academic excellence, or be a hybrid of these. It may incorporate multiple Centres. A Research Institute will possess the following qualities:
 - a) an established national and international reputation for research excellence;
 - b) a major strategic, long-term research focus within the University;
 - c) a substantial level of critical mass;
 - d) the capacity to bring in significant external funding;
 - e) extensive linkages to external research, business and government groups;
 - f) mechanisms for obtaining expert input from the broader community; and
 - g) the capacity to generate high quality research output commensurate with its size.
2. Members of a Research Institute must be staff or affiliates with:
 - a) a continuing or fixed term appointment, or a conferred title, with the University, unless the Provost and DVC&VP(R) approves otherwise;
 - b) a clear intellectual commitment to the work of the Research Institute;
 - c) a clear commitment to lodge research funding applications through, or in collaboration with, the University of Adelaide; and
 - d) an ability to make a reasonable commitment of their time to the Research Institute.
3. Each Research Institute is required to have a clear governance structure and reporting lines within the University, agreed upon at the time of establishment. The initial establishment period must not exceed 5 years for a Research Institute, unless the VC&P considers that special circumstances warrant a longer initial establishment period.
4. The Provost and DVC&VP(R) may from time to time call for submissions, using a two-stage application process. The first stage requires the submission of an Expression of Interest. Successful applicants will be invited to proceed to stage 2.

Application Process

Stage 1: Submission of Expression of Interest (EOI)

The EOI is required to outline the nature and vision of the Research Institute, senior membership, quality and the way in which it will contribute to achieving the research goals within the University's Strategic Plan. The EOI need not exceed 3 pages. Successful applicants will be invited to progress to the second stage. Applicants must address all points listed below, and secure the signatures of the relevant Executive Dean(s) from any participating Faculty.

1. Working Title for the Proposed Centre or Institute

2. Key Contact/Proposal Leader

3. Purpose /Mission

In one page or less, provide an overview of the nature and broad aims of the Institute, including brief information on its major research programs, the evidence for the quality of current activity (such as citations or competitive research income) and how the new structure will build or enhance these

areas of research in line with University Strategic Plan targets, and state and national research priorities. A detailed list of publications or other research outputs is not required at this stage.

4. Strategic Significance

In approximately one page, provide further details pertaining to the strategic significance of the proposed Institute taking into account some or all of the following:

- The ability to accelerate University research, commercial research and research training priorities;
- The ability to contribute to the attainment of University Strategic Plan targets;
- The extent of competition from other organisations in the same research field, and the uniqueness of this proposal;
- The ability to contribute to State and national research priorities, and/or to be a recognised international contributor in a defined area of research strength;
- The ability to develop verifiable public good outcomes, and the possible impacts these outcomes may produce;
- The capacity to leverage additional external funding support; and
- Where appropriate, the ability to serve as an 'umbrella' for a range of relevant activities, and a prominent 'shopfront' that enhances relations with external partners.

5. Indicative Budget

In up to one half page, outline the major budget items for each of initial 5 years of the existence of the Institute, and provide brief justifications if necessary. Include estimates of salary costs (including on-costs) for new positions (or time release), non-salary operating costs and any funds required for research co-investment or leveraging. Flag any significant new infrastructure, equipment or accommodation impacts. As a general guide, Institute proposals should not exceed around \$1M p.a. It is understood that this information is indicative only and budgets will be more fully developed at stage 2.

6. Participants

In up to one half page, describe the key partners in the Institute, i.e. whether the Institute involves more than one school or faculty, or is a multi-institutional joint venture. Indicate whether the Institute incorporates any Centres, and list any proposed partner organisations, indicating whether any relationship agreements are already in place. Also, identify the core research leaders participating in the Institute.

Stage 2: Submission of Prospectus

The second stage of the process requires submission of a detailed Prospectus, akin to a business plan, so that informed decisions can be made about the level of future investment and promotion. The Provost and DVC&VP(R) may contribute to costs associated with developing Institute prospectuses. A submission will need to address the following:

1. How strong are we in the Area?

- Who are the research leaders in the University?
- Which are the major contributing groups/centres in the University?
- Is there sufficient existing critical mass to be internationally competitive?
- Are there gaps in our existing expertise that need bridging?
- Does the Area have coherence in terms of actual and potential internal collaboration and research programs that form common themes?
- Is currently available performance data that indicates past research strength, consistent with answers to the above?

2. What are the opportunities in the Area?

- Does it have a compelling intellectual future?
- What is the anticipated capacity for growth in research activity and research revenue?
- With whom do we currently collaborate and how successfully?
- Are there other parties outside the University who are interested in the Area?
- How might they wish to engage with us?
- How might we obtain significant leverage from future investment in the Area?
- What are the major external funding sources for research in this Area, and how well does the University presently leverage funding from these sources?
- How well does the Area align with state and national Research Priorities?

3. Who are our main competitors in the Area and how are we positioned relative to those competitors?

- Within the State.
- Nationally.
- Internationally (if relevant).

4. How might we structure our activities in the Area to best advantage?

- Would there be added value in having an overarching Institute?
- Should existing groups be combined or restructured?
- Would a one-stop shop be beneficial?
- Are any particular governance arrangements or key appointments recommended?

5. Indicative Budget

- What is the general estimate of the overall level of investment required to make a difference in this Area?
- Where might this investment be targeted for maximum impact – centres, research leaders, facilitation and business managers, co-funding, etc?
- How will this investment build the research capacity and research outcomes of the University of Adelaide?

6. Key Performance Indicators

Include a set of proposed key performance indicators (KPIs) with related targets. These KPIs and targets may be structured around the outcomes listed in the [Annual Reporting Requirements for Research Centres and Institutes Template](#), and may also include specialised KPIs. Please give some thought to how the future KPIs (by which the success of the Institute will be measured) align with the budget strategy outlined above.