

Research Centres and Research Institutes Framework

1.6 Annual Reporting Requirements for Research Centres and Research Institutes Template

1. For Research Centres and Research Institutes receiving central University funds, the Annual Report is required to:
 - a) address the specific key performance indicators and related targets developed during their establishment phase, covering the period since the previous Report;
 - b) address the mandatory Outcomes listed below, and a selection of optional indicators, as appropriate;
 - c) provide a statement of financial performance for the period;
 - d) provide details of *significant* managerial or personnel changes; and
 - e) include an overview prepared by the Director.
2. For Research Centres and Research Institutes independent of any central University funds, a summary report is permitted, outlining major activities and outcomes for the previous year.
3. If the Research Centre or Research Institute is a joint venture subject to a legal agreement, the report must be prepared in accord with the terms and conditions required by the agreement.
4. All Annual Reports are required by 31 July each year.

MANDATORY OUTCOMES FOR RESEARCH CENTRES

1. ***Research Program***
 - Anticipated capacity for growth in research activity and research revenue including:
 - Number of applications for large funding grants, program grants, international grants, etc.
 - Number and amount of national competitive grants and/or other sources of funding won, including contract research and consultancy.
 - List of publications.
2. ***Research training and professional education***
 - Number of postgraduate students supervised by Centre/Institute staff.
 - Number of postgraduate completions by students supervised by Centre/Institute staff.
3. ***International, national and regional links and networks***
 - New joint venture agreements, MOUs or partnerships.

OPTIONAL INDICATORS FOR RESEARCH CENTRES

1. ***Strategic Purpose and Benefit***
 - Outcome and progress on achieving the objectives and milestones of the University Strategic Plan and Operational Plan.
 - Evidence of national and/or international leadership in the research area.
 - New strategic relationships developed.

2. *Research Program*

- Number of fully-funded research only staff, if applicable.
- Number of citations, if applicable.
- Number of publications in high-impact journals.
- Invitations to address and participate in international conferences.
- List of patents and commercial products.
- Other peer reviewed outputs appropriate to the discipline(s).

3. *Peer Recognition*

- Number and description of prizes awarded and other forms of peer and public recognition.

4. *Research training and professional education*

- Evidence of support for early career researchers.
- Number and nature of professional workshops and outreach programs held.

5. *International, national and regional links and networks*

- Number of international visitors.
- Nature and extent of international engagements.
- Number of publications and projects with external collaborators.
- Number and nature of contractual arrangements (commercialisation and consultancies).
- Number of current affiliate/adjunct members from relevant industry sectors, external stake holders or researchers from national or international research centres, as appropriate to the discipline area and actively involved in the research of the Centre/Institute.

6. *End-user links*

- Nature and extent of interaction with industry, government and other public organisations
- Evidence of how the Centre/Institute has altered policy or practice of a particular organisation or profession and/or evidence of creating identifiable social, economic or environmental change.
- Participation in external events.
- Awareness in the community, e.g. media articles.

MANDATORY OUTCOMES FOR RESEARCH INSTITUTES

1. *Strategic Purpose and Benefit*

- Evidence of national and/or international leadership in the research area.

2. *Research Program*

- Anticipated capacity for growth in research activity and research revenue including:
 - Number of applications for large funding grants, program grants, international grants, etc.
 - Number and amount of national competitive grants and/or other sources of funding won, including contract research and consultancy.
- List of publications.
- Number of citations, if applicable.
- Number of publications in high-impact journals.
- List of patents and commercial products.

3. *Research training and professional education*

- Number of postgraduate students supervised by Centre/Institute staff.
- Number of postgraduate completions by students supervised by Centre/Institute staff
- Evidence of support for early career researchers.

4. ***International, national and regional links and networks***
 - New strategic relationships including international engagements, joint venture agreements, MOUs and partnerships.
5. ***End-user links***
 - Nature and extent of interaction with industry, government and other public organisations

OPTIONAL INDICATORS FOR RESEARCH INSTITUTES

1. ***Strategic Purpose and Benefit***
 - Outcome and progress on achieving the objectives and milestones of the University Strategic Plan and Operational Plan.
2. ***Research Program***
 - Number of fully-funded research only staff, if applicable.
 - Invitations to address and participate in international conferences.
 - Other peer reviewed outputs appropriate to the discipline(s).
3. ***Peer Recognition***
 - Number and description of prizes awarded and other forms of peer and public recognition.
4. ***Research training and professional education***
 - Number and nature of professional workshops and outreach programs held.
5. ***International, national and regional links and networks***
 - Number of international visitors.
 - Number of publications and projects with external collaborators.
 - Number and nature of contractual arrangements (commercialisation and consultancies).
 - Number of current affiliate/adjunct members from relevant industry sectors, external stake holders or researchers from national or international research centres, as appropriate to the discipline area and actively involved in the research of the Centre/Institute.
6. ***End-user links***
 - Evidence of how the Centre/Institute has altered policy or practice of a particular organisation or profession and/or evidence of creating identifiable social, economic or environmental change.
 - Participation in external events.
 - Awareness in the community, e.g. media articles.