A meeting of the University Research Committee was held from 9.30-11:15 am on Tuesday 12 May 2015 at the Mt Gravatt Campus (M10_5.02).

MINUTES

PRESENT:
Professor Ned Pankhurst
Professor Sue Berners-Price
Professor Graham Cuskeky
Professor David Shum
Professor David Lambert
Professor Gerry Docherty
Ms Linda O’Brien
Professor Susanne Becken
Professor Greer Johnson
Professor Wendy Moyle
Professor Nam-Trung Nguyen
Professor Jason Sharman
Dr Sean Horan
Dr Neda Todorova
Professor Andrea Bishop
Ms Daina Garklavs
Mr Tony Sheil
Mr Nicholas Mathiou

Visitor:
Dr Brit Winnen

Secretary:
Dr Claudia Arango

APOLOGIES:
Ms Julene Finnigan

1.0 APOLOGIES AND WELCOME
Apologies received from Julene Finnigan.
The Chair welcomed Prof Andrea Bishop, new Director Office for Research.
Dr Brit Winnen, Project Officer, Strengthened Export Controls attended as visitor.

2.0 DECLARATION OF INTERESTS
No conflicts of interests were declared at the meeting.

3.0 CONFIRMATION OF MINUTES
The minutes of the 2/2015 meeting were confirmed.
4.0  **CHAIR’S REPORT**

4.1  **UPDATE ON STATE FUNDING SCHEMES**

The Chair advised that information about the State research funding schemes was likely to be announced in the July 2015 State budget. Informal advice indicates potential funding for women’s research career development, indigenous researchers and industry partnerships. Applications would require University cash support as well as industry. Preliminary preparation of Griffith’s applications should start in anticipation of the announcement.

4.2  **UNIVERSITY RESEARCH BRIEFINGS**

The Chair briefed the Committee on the University research briefings presented on each campus during the first fortnight in May.

4.3  **UPDATE ON STRENGTHENED EXPORT CONTROLS AUDIT AND RISK ASSESSMENT**

The Deputy Director Research Policy and Project Officer Strengthened Export Controls updated the Committee on the implementation of an internal compliance program that will assist Griffith to meet its legislative obligations under the Defence Trade Controls Act 2012 (DTCA). A risk assessment is being carried out at the element and individual levels. Relevant Griffith offices including GE and GGRS will be involved assisting the identification of projects and individuals requiring assessment for permit applications.

The Committee agreed on the need to raise awareness amongst the academic community and the need for clarity with respect to tangible and intangible supplies covered by the DTCA and exemptions that apply to universities.

**Action**

A specific question addressing research activity subject to export controls will be included in the OR grant application cover sheet form.

5.0  **DEAN GGRS REPORT**

5.1  **SUMMARY OF THE APRIL 2015 MEETING OF THE COUNCIL OF DEANS AND DIRECTORS OF GRADUATE RESEARCH (DDOGS)**

The Dean GGRS briefed the Committee on the items discussed at the April 2015 meeting of the DDOGS including the approval for incorporation. DDOGS is now formally the Australian Council of Graduate Research Inc. (ACGR).

Items discussed at the DDOGS meeting included a briefing from the Deputy Secretary Department of Industry and Science on the “Boosting Commercial Returns” paper and connecting PhD students with industry, as well as the consideration of applying fees to overtime domestic HDR candidates.

The Dean GGRS mentioned that the Board of Graduate Research was working on an overarching strategy that will assist to increase the rate of HDR completions encompassing three components: 1) attracting high quality candidates prepared to do a PhD 2) providing support to keep candidates on track 3) ensuring quality HDR supervision.

The Committee agreed that HDR supervision needs to be embedded in performance and promotion reviews, and staff leaving the university need to ensure alternate supervision arrangements (under Head of School vigilance). HRM has been asked to incorporate this requirement in the final sign off.

The Dean GGRS advised that the *Guidelines for Developing Cotutelle and Joint Doctoral Degrees Programs* are currently being revised. Cotutelles will also be supported where there is
an existing relationship with a partner institution and sufficient critical mass, such as the strategic partnership with SDU and SFU.

**SECTION I: MATTERS FOR DEBATE AND DECISION**

### 6.0 REVIEW OF THE INSTITUTE FOR INTEGRATED AND INTELLIGENT SYSTEMS

The Dean Research Sciences introduced the document ‘Review of the Institute for Integrated and Intelligent Systems’. The Research Committee endorsed the recommendations of the review and the Action Plan of the IIIS.

**Action**

The IIIS will present a progress update based on the Action Plan at the August 2015 meeting of the Research Committee. The Committee encouraged a change of name for the institute.

Additionally arising from this item, the Chair will discuss approaches for progressing on managing potential governance conflicts between schools and research centres/institutes with the Director OR.

### 7.0 RESEARCH CENTRE/INSTITUTE EOI PROCESSES FOR THE 2017 FUNDING ROUNDS

The Deans Research presented their Academic Group’s centre/institute submissions outlining peer review and mentoring processes.

The following centres and institutes were approved for implementation of their Eoi process based on approved peer review and mentoring processes:

- Griffith Centre for Cultural Research
- Griffith Institute for Educational Research
- Queensland Conservatorium Research Centre
- Griffith Criminology Institute
- Centre for Governance and Public Policy and Griffith Asia Institute
- Centre for Work Organisation and Wellbeing
- Menzies Health Institute Queensland
- Australian Rivers Institute
- Eskitis Institute for Drug Discovery
- Institute for Glycomics

The Committee recommended that the relevant Dean Research broker the following amendments to the approved processes:

- The Queensland Conservatorium Research Centre should start the Eoi –peer review and mentoring processes earlier than August.
- The Heart Foundation Research Centre and the Centre for Musculo-eskeletal Research should collaborate on a single Eoi process.
- The Institute for Glycomics and the Eskitis Institute should collaborate on a single Eoi process.
- The Centre for Quantum Dynamics and the Qld Centre for Micro and Nanotechnology should collaborate on a single Eoi process.

All other centres and institutes and those researchers not affiliated with a research centre are required to use the central EOI process coordinated by OR.

**Action**

The Deputy Director Research Services OR will revise the timelines for the centrally administered EOI process and prepare a list of the centres approved to run their own EOI process for publication on the website and prepare an all-of-staff email advising how the central and centre-based EOI processes will operate for the 2017 funding rounds.
8.0 AMENDMENT OF THE GUIDELINES FOR 2016 GURIP APPLICATIONS

The Deputy Director Research Services presented the rationale for proposed changes to the 2016 GURIP guidelines to the Committee for approval.

Action

The Research Committee approved the amended guidelines and suggested minor changes to the text (i.e. p. 1 replace ‘a maximum 5 GURIP applications for ‘normally 5 GURIP applications’; p. 3 delete ‘ASIs’, p. 4 replace ‘approximate’ for ‘estimates’).

SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

Nil

SECTION III: MATTERS FOR NOTING AND, WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS

9.0 OTHER MATTERS FOR NOTING

a) Projects awarded for 01/04/15 - 30/04/15
b) Applications submitted for 01/04/15 - 30/04/15
c) Consultancies awarded 01/04/15 - 30/04/15
d) AEC minutes meetings 02/2015
e) HREC minutes meetings 02/2015

10.0 OTHER BUSINESS

10.1 ARC INTEGRITY GUIDELINES

The recently announced ARC Research Integrity and Research Misconduct Policy requires institutions to report to the ARC the details of research integrity or research misconduct matters which have been investigated and resulted in corrective or disciplinary actions being taken. It also describes pathways via the ARC through which allegations of integrity breaches can be referred to institutions for investigation.

The Chair advised Griffith will respond by informing the ARC how it will implement the Policy in practice alongside the Australian and Griffith Codes for the Responsible Conduct of Research.

Action

Griffith's communication with the ARC in response to the new Policy will be shared with the Committee at the next meeting.

10.2 NOMINATIONS FOR ARC COLLEGE OF EXPERT MEMBERS

The ARC College of Experts consists of 167 members who are experts of international standing drawn from the Australian research community, including higher education, industry and public sector research organisations.

The ARC is seeking nominations for 2016 closing on 23 June 2015.

Action

Deans Research will coordinate Group nominations for submission to the Office for Research.
11.0 **FUTURE MEETINGS**

The next meeting will be held at 9:30 am on Tuesday 23 June 2015 at Gold Coast Campus (G341.04) and Nathan Campus (N54_2.06) via videoconferencing.

Confirmed: ........................................

(Chair)

Date: ........................................
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Committee Members

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<tr>
<th>Name</th>
<th>Appointment Type</th>
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<td>Professor Ned Pankhurst</td>
<td>Chair</td>
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<td>Member - Deputy Chair</td>
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<td>Member - Sciences</td>
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<td>Professor Jason Sharman</td>
<td>Elected member of the Professoriate</td>
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<tr>
<td>Dr Neda Todorova</td>
<td>Early Career Researcher</td>
<td>To 31 Dec 2016</td>
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<tr>
<td>Dr Sean Horan</td>
<td>Early Career Researcher</td>
<td>To 31 Dec 2016</td>
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Persons with rights of audience and debate

Professor Andrea Bishop     Director, Office for Research
Mr Nicholas Mathiou         Director, Griffith Enterprise
Ms Daina Garklavs           Deputy Director Research Services, Office for Research
Mr Tony Sheil               Deputy Director Research Policy, Office for Research
Ms Julene Finnigan          Resource Manager, Finance
Dr Claudia Arango           Policy Officer Research Excellence, Office for Research (Secretary)

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