**RESEARCH COMMITTEE**

**Agenda**

**Date:** 13 April 2010  
**Time:** 9:30 to 11:30 am

**Venue:** Social Sciences M10 Room 5.01, Mt Gravatt

**Number of Items on Agenda:** 12

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<td>For noting</td>
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<td>1.2 Apologies</td>
<td>For noting</td>
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<td>5.0 Office for Research Internal Policy – Full costing of Projects funded by External Research Grants</td>
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<td>6.0 Research Centre for Public Culture and Ideas – Change of Name</td>
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<td>7.0 Internal Grants Strategy</td>
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<td>8.0 Research Centre Fourth Year Reviews.</td>
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<td>9.0 Constitutions for Board of Graduate Research and Research Committee approved by Academic Committee</td>
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<td>11.0 Reports from the Office for Research</td>
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<td>12.0 Schedule of Meetings</td>
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## Agenda Item Cover Sheet

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<th>Agenda Item No. &amp; Title:</th>
<th>1.1  Welcome to new members</th>
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<tbody>
<tr>
<td>Paper Attached:</td>
<td>No</td>
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**For noting**

**Welcome:**

Ms Lyn Bosanquet, Director Information Services (Scholarly Information and Research) has joined the Committee as the nominee of the PVC (Information Services).
## Agenda Item Cover Sheet

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<tr>
<th>Agenda Item No. &amp; Title</th>
<th>1.2 Apologies</th>
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<tbody>
<tr>
<td>Paper Attached</td>
<td>No</td>
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</table>

### For noting

**Apologies:**

Apologies may be recorded by telephoning Ms Gynelle Murray on 3735 4106 or by email (gynelle.murray@griffith.edu.au).

Apologies have been received from:

Professor Lesley Chenoweth  
Dr Calvin Smith
**Issues for Discussion:**
The Minutes of the Research and Postgraduate Studies Committee meeting of 1/2010 are included in the agenda papers.

**Recommendation:**
That the minutes be taken as read and confirmed.
Meeting: 1/2010
13 April 2010

RESEARCH COMMITTEE

Agenda Item Cover Sheet

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<th>Agenda Item No. &amp; Title:</th>
<th>3.0 Chair’s Report</th>
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<td>Paper Attached:</td>
<td>Yes</td>
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For noting

<table>
<thead>
<tr>
<th>Issues for Discussion:</th>
</tr>
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</table>
| 1. ARC and NHMRC awards and update  
  a. NHMRC Project applications  
  b. NHMRC CDA applications – verbal report  
  c. Future Fellowships – verbal report  
  d. ARC Linkage applications Round 1 2011 – verbal report  
  e. ARC LIEF – verbal report |
| 2. ERA Update  
  a. A briefing paper on ERA/SRE and research block funding is attached.  
  b. An update on ERA will be provided as a late paper. |
| 3. Griffith’s 2009 ARC Centre of Excellence and CRC bids |
**Meeting:** 1/2010  
**Date:** 13 April 2010

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**Agenda Item Cover Sheet**

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<tr>
<th>Agenda Item No. &amp; Title:</th>
<th>4.0  Dean’s Report</th>
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**Paper Attached:** Yes

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**For noting and discussion**

**Issues for Discussion:**

**GGRS – Interim Measures Prior to Implementing Comprehensive Online Business Processes**

The GGRS Review Report and Implementation Plan was approved by Council in March, 2010. Four recommendations were set out in the review report and implementation plan as follows:

- **Recommendation 1:** That the Dean implement a client service focus for all aspects of GGRS business. In order to do this, the Dean will require dedicated and enabling support from the Division of Information Services (INS) and the Office for Research (OR). **Timeline:** 6 months
- **Recommendation 2:** That the Dean reorients the staffing profile of the GGRS so that it aligns with a service based culture. **Timeline:** 3 months
- **Recommendation 3:** That the University establishes a Board of Graduate Research, chaired by the Dean, GGRS that reports directly to Academic Committee and replaces the Research Education Committee. The DVC ( R ) is to draw up the terms of reference for this Board for approval by University Council. **Timeline:** 3 months
- **Recommendation 4:** That the Dean develops a strategic plan (5 year cycle) for the GGRS to respond to the institutional goal of a 5% increase each year in RHD commencements and completions. **Timeline:** 3 months

Currently GGRS is working with INS and Office of Research to review products adopted by other universities in terms of online business processes. However, it may take several months to decide which off-the-shelf modules are best suited to the needs of Griffith University, and then considerable more time to implement and integrate these modules with existing systems. In the interim, GGRS is working with INS to immediately implement a number of systems to improve business flows and processes.

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**Recommendation:**

The Research Committee is asked to note the recommendations.
For approval

Issues for Discussion:

At the March meeting of the Research and Postgraduate Studies Committee, the Committee approved the recommendation of the DVCR that the University implement a fixed overhead on research grants which is set at 25% of the total project cost.

The Office for Research has developed an internal policy for the full costing of projects funded by external research grants is attached for the Committee’s consideration. The policy sets out how the charge is to be applied, procedures for making exemptions and variations, and describes how the income derived from the charge will be distributed.

Recommendation:

The Research Committee is asked to approve the Office for Research policy for the full costing of Projects funded by external research grants
## Agenda Item No. & Title:
6.0 Research Centre for Public Culture and Ideas – Change of Name

## Paper Attached:
Yes

### For approval

#### Issues for Discussion:
The Director of the Research Centre for Public Culture and Ideas has prepared a briefing paper for the consideration of Research Committee, seeking to change the name of the centre to the Griffith Centre for Cultural Research.

#### Recommendation:
The Research Committee is asked to approve the change of name of the Research Centre for Public Culture and Ideas to the Griffith Centre for Cultural Research.
The Deputy Vice Chancellor (Research) budget currently supports a number of internal research funding schemes and strategic objectives. Many of the internal schemes are conducted under the auspices of the Research Committee. The number of these schemes has grown in recent years with each introduced or maintained to achieve particular strategic objectives. The list of current schemes is shown in the tables below.

The Committee is asked to consider the general principles that should be used to guide any development or change to the mix of internal grant support offered by the University.

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Objectives</th>
<th>2010 Investment</th>
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</table>
| Griffith University Research Grants (GURG)            | • Provide mid career researchers with the opportunity to generate high quality outputs to provide the required track record to win external grants.  
• Develop and maintain a foundation of high quality research across all disciplines. | $300,000        |
| New Researcher Grants (NRG)                           | • Provide ECRs with the opportunity to generate high quality outputs to provide the required track record to win external grants.  
• Develop and maintain a foundation of high quality research across all disciplines. | $300,000        |
| Griffith University Industry Collaborative (GUIC)     | • To fund pilot research projects and encourage research partnerships between Griffith researchers and industry that will lead to applications for the ARC’s Linkage Projects scheme or NHMRC Development Grants. | $150,000        |
| Encouragement Grants                                  | • To provide project support to researchers who have applied for an ACG and have had their application ranked highly but have not had their project funded.  
• To enable applicants to respond effectively to assessor’s comments and therefore improve the likelihood of future success in external granting rounds. | $255,000        |
| Griffith University/JCU Collaborative Grants (new in 2009) | • to expand cooperation and the exchange of ideas between the two institutions in the area of tropical science, knowledge and innovation.  
• to develop collaborative research projects which will lead to joint publications in high quality research outlets and joint external grants | $25,000 (GU)  
$25,000 (JCU) |
| Griffith Medical Research College Grants              | • To foster collaboration between QIMR and Griffith with the aim of providing seed funding for research projects that will both develop the collaborative relationship between the QIMR and Griffith | $50,000 (GU)  
$50,000 (QIMR) |
University researchers and improve the competitiveness of the project when seeking external research support funds.  

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Objectives</th>
<th>Annual Investment</th>
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<tbody>
<tr>
<td>Griffith University International Workshop Awards (new in 2009)</td>
<td>• To assist research leaders to conduct workshops to establish or develop research linkages with colleagues at key international universities or other high quality research institutions that will lead to the development of increased participation in long-term major international collaborations or assist in the development of international research networks.</td>
<td>$37,500</td>
</tr>
<tr>
<td>Griffith University International Travel Fellowships (new in 2009)</td>
<td>• To enable mid-career researchers to establish or further develop intense research links with colleagues at top international universities (e.g. from SJTU top 500 institutions) or other high quality research institutions.</td>
<td>$37,500</td>
</tr>
</tbody>
</table>
| Griffith University Short Term Visiting Travel Fellowships inc Jackson Memorial and Sewell Fellowships | • To develop collaborations with high quality national and international researchers, leading to applications to external research funding such as ARC Future Fellowships, ARC Linkage International Awards, or similar.  
• The Jackson aims to strengthen links between the University and universities of Southeast Asia.  
• The Sewell facilitates visits to the University by overseas and Australian scholars whose short-term participation in the activities of a host School/Centre is expected to stimulate significantly that School/Centre's academic effort. | $8,000 
$24,000 |
| Griffith University Postdoctoral and Research Fellowship Scheme | • To attract and retain:  
(i) high calibre early career researchers as Postdoctoral Fellows; and,  
(ii) high calibre researchers who have demonstrated potential to become leaders in their field as Research Fellows  
• Recipients are required to apply for an externally funded research fellowship  
• Number of Fellowships increased from 6 to 8 in 2010  
• 2010 awards to include $10,000 pa to each fellow for project support | $970,000 |

Total Investment $2,157,000

2009 internal infrastructure support schemes  
* Funded by the Commonwealth’s 2009 Research Infrastructure Block Grant

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<tr>
<th>Scheme</th>
<th>Objectives</th>
<th>Annual Investment</th>
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| Griffith University Research Infrastructure Program (GURIP) | • Encourage research centres to develop collaborative arrangements amongst themselves, across the university and with organisations outside of Griffith University, to develop research infrastructure;  
• Enhance support for areas of research strength;  
• Ensure that areas of recognised research potential have access to the infrastructure support necessary for development  
• Encourage the procurement of funding from the ARC Linkage Infrastructure, Equipment and Facilities (LIEF) Scheme. | $1,100,000+ |

Total Investment $1,100,000*

**Recommendation:**

The Research Committee is asked to consider the general principles that should be used to guide any development or change to the mix of internal grant support offered by the University.
For noting

**Issues for Discussion:**

The following research centres are due to undergo a fourth year review this year:

Australian Rivers Institute  
Eskitis Institute for Cell and Molecular Therapies  
Griffith Institute for Educational Research  
Institute for Glycomics  
Centre for Work, Organisation and Well-Being  
Centre for Tourism, Sport and Service Innovation  
Socio-Legal Research Centre  
Queensland Conservatorium Research Centre  
Centre for Quantum Dynamics  
Australian Centre for Intellectual Property in Agriculture*  
Centre for Coastal Management*  
International Fruit Fly Research Centre*  
Software Quality Institute – presumably no need, is now part of IIIS*  
Australian Institute for Suicide Research and Prevention  

* or as agreed

A revised template will be prepared for the fourth year review reports, and presented to the May meeting of the Committee, together with a schedule for the review process.

**Recommendation:**

The Research Committee is asked to note the Research Centres that are due to undergo a fourth year review this year.
For noting

**Issues for Discussion:**

At the meeting 1/2010, Academic Committee members resolved to approve:

a) the disestablishment of the Research and Postgraduate Studies Committee and its constitution (2006/0003815);

b) the disestablishment of the Research Education Committee and its constitution (2009/0005799);

c) the establishment of the Research Committee as documented in its constitution (2010/0011515 rev); and

d) the establishment of the Board of Graduate Research as documented in its constitution (2010/0011516 rev).

There were two minor amendments:

- the addition of the PVC(INS) or nominee to the membership of the Research Committee; and

- an amendment to sections 7.1 of each of the two constitutions:

  "...provide advice to the University, Executive Group and Academic Committee on..." (new text in bold).

**Recommendation:**

The Research Committee is asked to note the final, approved constitutions of the Research Committee and the Board of Graduate Research.
10.0 Proposed new version of Griffith University Research Ethics Manual Booklets 1, 3 and 37

Paper Attached: Yes

For noting

Issues for Discussion:

As part of the University’s implementation of the National Statement on Ethical Conduct in Human Research (2007) the Griffith University Research Ethics Manual is being reviewed and updated. This work will be conducted on a priority basis (eg amending first those booklets where there is a substantive change in University policy or approach).

Booklet 01 An Introduction to Human Research Ethics at Griffith University has been reviewed and updated. This Booklet has been completely rewritten to stress that research ethics should be regarded as a design and conduct concern and as one indicator of quality research - rather than 'just' being a question of compliance and the ethical review process. The Booklet provides an introduction to the national principles of ethical conduct in human research and also provides an introduction to the key issues discussed across the other booklets of the Manual. The draft does not reflect any change to University policy.

Booklet 03 Standard conditions of ethical clearance and researcher responsibilities has been reviewed and updated. The revised Booklet does not introduce any responsibilities that were not present in the first edition. However, far greater emphasis is placed on the responsibility of researchers to continually monitor the degree to which the benefits of a research project continue to justify the risks and the degree to which the actual experience of conducting a project requires changes to the design / ethical clearance. This can be characterised as a focus on reflective practice, rather than compliance.

Booklet 37 Ethical Issues in Online Research has been reviewed and updated. This Booklet has been completely rewritten to include discussions about the use of blogs, social network web sites (such as Facebook), chatrooms, and the analysis of websites. The Booklet discusses the requirements with regards to when this work requires ethical review and appropriate informed consent mechanisms for email and web-based data collection.

The format and contents of these booklets have also been updated to include a side panel which includes: hints and tips, sources of further information, and short commentary 'articles'. It is hoped that the booklets will be used primarily as a reference point to support decision making by researchers, rather than as a set of prescriptive rules.

The draft new Booklets 01, 03 and 37 were considered at the March 2010 meeting of the Griffith University Human Research Ethics Committee (GUHREC) which endorsed the Booklets and recommended their adoption by the University. It has been approved by the DVC(R).

Recommendation:

The Research Committee is asked to note the revised booklets.
### Agenda Item Cover Sheet

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<tr>
<td>Paper Attached:</td>
<td>Yes</td>
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**For noting**

**Issues for Discussion:**

- Research Applications for 01/03/2010 – 06/04/2010
- Grants Awarded for 01/03/2010 – 06/04/2010
- Consultancies Awarded for 01/03/2010 – 06/04/2010
- Animal Ethics Committee Minutes meeting 1/10
- Human Research Minutes meeting 2/10

**Recommendation:**
For noting

### 2010 Meeting Schedule listed below

**Meeting Day:** Tuesdays 9:30am - 11:30am

*meetings will proceed only if business warrants

** chaired by Professor Parlo Singh

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<th>Campus</th>
<th>Location</th>
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<td>13 April</td>
<td>Mt Gravatt</td>
<td>Social Sciences M10 Room 5.01</td>
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<td>11 May</td>
<td>Video Conference:</td>
<td>N72 Room _1.18</td>
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<tr>
<td></td>
<td>Nathan and Gold Coast</td>
<td>G23 Room 3.01</td>
</tr>
<tr>
<td>8 June*</td>
<td>Video Conference:</td>
<td>N72 Room _1.18</td>
</tr>
<tr>
<td></td>
<td>Nathan and Gold Coast</td>
<td>G23 Room 3.01</td>
</tr>
<tr>
<td>13 July**</td>
<td>Mt Gravatt</td>
<td>Social Sciences M10 Room 5.01</td>
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<tr>
<td>10 August</td>
<td>Nathan</td>
<td>Bray Centre N54 Room 2.01</td>
</tr>
<tr>
<td>7 September*</td>
<td>Video Conference:</td>
<td>N72 Room _1.18</td>
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<tr>
<td></td>
<td>Nathan and Gold Coast</td>
<td>G34 Room 2.12</td>
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<tr>
<td>Please note that this meeting will start at 10am</td>
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<td>12 October**</td>
<td>Mt Gravatt</td>
<td>Social Sciences M10 Room 5.01</td>
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<td>9 November</td>
<td>Nathan</td>
<td>Bray Centre N54 Room 2.01</td>
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<td>7 December**</td>
<td>Gold Coast</td>
<td>Chancellery G34 Room 2.02</td>
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Distribution List

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Professor Parlo Singh, Dean Graduate Research School (Deputy Chairperson)

Other Members
Professor Andy Bennett, AEL
Associate Professor Michael Blumenstein, SEET
Ms Lyn Bosanquet, INS
Professor Lesley Chenoweth, Elected member of the Professoriate
Professor Graham Cuskelley, Griffith Business School
Professor Lyn Griffiths, Griffith Health
Professor Andrew O’Neil, Griffith Business School
Professor David Shum, Griffith Health
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