The 6/2011 meeting of the Research Committee was held from 9.30-11.30am on Tuesday 12 July 2011, at Mt Gravatt Campus, M10 Room 5.01.

MINUTES

PRESENT:
Professor Ned Pankhurst (Chair)
Professor Parlo Singh
Professor Richard Bagnall
Professor Andy Bennett
Associate Professor Michael Blumenstein
Professor Lesley Chenoweth
Professor Graham Cuskelley
Professor David Shum
Mr Malcolm Wolski (for Ms Sparks)
Ms Daina Garklavs
Dr Vicki Pattemore
Mr Tony Sheil
Dr Calvin Smith
Ms Julene Finnigan

Secretary:
Ms Mary Meadowcroft

APOLOGIES:
Professor Lyn Griffiths
Professor Andrew O’Neil
Professor Howard Wiseman
Dr Katherine Main
Ms JoAnne Sparks

1.0 CONFIRMATION OF MINUTES

The minutes of the 5/2011 meeting were confirmed.

2.0 CHAIR’S REPORT

2.1 HERDC 2010 SUBMISSION

The Deputy Director, Research Policy, Office for Research outlined some of the key highlights and issues arising from the University’s 2010 HERDC submission. There has been continuing strong performance in publications, including an increase of 224 refereed journal articles. This increase seems to pre-date the Areas of Strategic Investment funding and relate more to the strategic development and next phase appointments, so there may be future increases still to come from these initiatives.

The Chair noted that the increase in journal articles is excellent, particularly because it is accompanied by growth in the number of other types of publications. It is possible that the University research income has slipped relative to the rest of the sector. There is future potential for an increase in research income from NHMRC and Linkage, as the University has room to grow its success in these schemes.

Noted
2.2 RESEARCH CENTRES FOURTH YEAR REVIEW – OUTCOME OF GHI REQUEST TO DEFER REVIEW

During the 5/2011 meeting there was Committee discussion about fourth year reviews of Research Centres, during which the Research Dean for Health sought a deferral of 4th year reporting for certain programs within the Griffith Health Institute. The Chair has agreed to a deferral to 2012. The GHI Programs will each prepare a 4th year report, and GHI will provide an overview.

This year the Office for Research will populate a significant amount of data into each research centre report, prior to providing the report to the centres. It is hoped that this will lessen the reporting burden for centres. The Chair advised that an example of a data populated 4th year report will be provided to the next Committee meeting. The next Centre Director Forum will be asked to provide feedback on the report form and the pre-populated data, to ascertain whether this has improved the process for them.

**Action:** Office for Research to provide an example of a data populated research centre report form.

**Noted**

2.3 ARC LIEF – SUBMISSION OF APPLICATIONS

The Office for Research reported that Griffith participated in 12 applications this year. There was a significant shift to applications submitted by Griffith as the lead agency.

**Noted**

2.4 OFFICE FOR RESEARCH REVIEW

The Chair reported that the Office for Research would undergo review this year and that the OR review portfolio was almost finalised. The portfolio is due for submission on 15 August. The Chair encouraged the University community to make thoughtful written submission to the review process, when invited to do so (likely to be in the period late August to September).

The Review Panel members are Professor Jim Piper, DVCR from Macquarie University as chair, Professor Stuart Bunn (Griffith) and Ms Jan Massey (formerly Director of Research Services at UQ) as members. The Panel will visit Griffith on 22 and 23 October, and it is possible that the review panel’s report will be delivered to Executive Group before Christmas. It may be presented to Council at the March 2012 meeting.

**Noted**

3.0 DEAN’S REPORT

3.1 RESTRUCTURING OF GGRS

The two week consultation process is now complete, with constructive feedback received. Major issues raised during the consultation were:

- The need for a specialist HDR unit within Student Administration. This was requested by both general and academic staff.
- That the Dean GGRS retain the approval authority for scholarships, candidature, examination etc.

Students were positive about the proposed changes, and were mainly concerned to ensure that there is no disruption to scholarship payments or their paperwork.

The change should occur on 1 August this year.

**Noted**
3.2 MID YEAR SCHOLARSHIP ROUND

The Dean reported that the University had received 219 applications for a mid year scholarship, a significant increase over the 50 applications received last year for the same round. From this total, 139 applicants were ranked as A, 62 as B, and 18 were ineligible. Offers have been sent to 76 students. A large number of applicants this round are international students – 34 of these have been offered living allowance and tuition, and 3 offered APA as well as the allowance, making a total of 37 international students. The closing date for acceptance is 15 July.

The processes and documentation for this scholarship round were very transparent. The scholarship strategy document made the process very clear and understandable to students.

The University is also providing scholarships to the best continuing students. To rank highly enough to receive a scholarship, continuing students must demonstrate those achievements since previous application that warrant an improved ranking.

It was suggested that in future GGRS ensure the timelines proposed for scholarship rounds align with Griffith International or other related deadlines for other scholarships.

The Chair advised that there would be a mid year scholarship round in 2012, but it was too early to predict how much money would be available. The allocation of funds will be made in the context of overall budget priorities.

**Action:** The Dean GGRS will consult with Griffith International to determine an appropriate timeline for future scholarship rounds.

**Noted**

3.3 BOARD OF GRADUATE RESEARCH ACTION SHEET

The Dean explained that there was still some confusion about the inclusion of publications as part of a thesis, and the need to obtain appropriate certification. Students and staff have not previously understood that a student is now allowed to insert their publications into their thesis, but must be explicit about their contribution to the publication. The Office for Research policy team is benchmarking this process against other universities.

**Noted**

3.4 SUPERVISOR ACCREDITATION REGISTER

The Dean will provide an update on implementation of HDR policies to supervisors through the Supervisor Accreditation Register and Supervisor Development Workshops.

**Noted**

4.0 ARC AND NHMRC EXPRESSION OF INTEREST PROCESS AND TIMELINES

The Chair sought the Committee’s support for the introduction of an EOI stage prior to submission of an ARC or NHMRC grant application, following the process outlined in the paper. To improve success, it is important that applicants start developing their applications much earlier. The Chair also pointed out that submission of uncompetitive applications can damage the reputation of both the University and the applicant. It was acknowledged that the EOI processes used recently for NHMRC projects and Future Fellowships did not provide sufficient time for applicants to complete applications after EOI feedback. It was agreed that timelines must allow for early notification of applicants who are permitted to proceed to full submission.
It is also important that applicants understand which schemes will be managed centrally and which will be managed by Groups. Staff should also be aware that an EOI approved by the Group may be subsequently rejected by DVCR, and this will be made clear in the guidelines. Where this occurs, reasons will be provided.

It was agreed that decisions on allowing EoIs to proceed to application for NHMRC Project Grants, ARC Discovery Projects and DECRAs will be made at Group level. Linkage Projects will not require an EOI process as the requirement to engage an industry partner tends to make these self-selecting. Academic Groups and research centres should discuss prospective Future Fellowship applications and weed out non-competitive applications before the EoI stage. The final decision on which EoIs will be permitted to submit applications for Future Fellowships, Australian Laureate Fellowships and Centres of Excellence will be made by the DVCR.

The Committee agreed that there must be a timeline for the EOI process for each scheme, with published dates for advising outcomes, and that applicants should be advised of the outcome as early as possible. Groups will be consulted when setting dates. The University will publish the timelines for each scheme, but each Academic Groups will manage its own process within the constraints of the published timelines.

The Chair will send an email to Group PVCs and Research Deans to announce the expression of interest process. This email will outline the timetable for each scheme, and request Research Deans to manage the process and communicate requirements to academic staff. A second email will be sent to academic staff to outline the EOI strategy.

Academic Groups will be asked to report the number of EOIs reviewed by the Group and how many were not given permission to submit a full application.

Resolution

The Committee resolved to implement the Expression of Interest strategy as described above.

Action

1. Office for Research, in consultation with Group Research Deans, will prepare guidelines for each scheme EOI process, including a timeline and outcome date.
2. The Chair will send an email to Group PVCs and Research Deans to announce the EOI process.
3. The Chair will send an email to academic staff to announce the EOI process.

5.0 GRIFFITH UNIVERSITY TRAVEL SCHEMES

The Chair requested further review of proposed changes to these schemes before implementation. He indicated however that there would be one award per Group and that there may be reconsideration of the amount allocated for each.

The Committee agreed that the schemes were useful and should continue, and that the assessment of applications should be undertaken by each Group. The Office for Research was asked to check the terms of the Jackson bequest to determine if there is sufficient flexibility to allow this award to be combined with the Sewell Fellowship.

It was also agreed that, to improve the standard of outcome reporting for the travel schemes, only a very short report should be submitted at the conclusion of each award. A more detailed report would then be required one year after the end of the award. These reports would be made by the Fellow through the Group and forwarded to the Office for Research for presentation to the Committee.

Action

Office for Research will redraft the guidelines.
6.0 NEW RESEARCHER GRANT ALLOCATION OF FUNDING

The Committee agreed with the proposal that Groups not be allocated a budget for the NRG scheme. Instead, Groups will assess and rank applications and forward a list of recommendations to the Office for Research. The Deputy Vice Chancellor (Research) will take into account an acceptable success rate across all Groups and will meet with the four Research Deans to decide on the final list of NRGs to be awarded.

Approved

7.0 GRIFFITH UNIVERSITY POSTDOCTORAL AND RESEARCH FELLOWSHIP SCHEME OUTCOMES AND 2012 REVISED GUIDELINES

The Chair reported that the University had received a large number of high quality applications, and could have awarded up to 15 high quality fellowships. The Chair extended thanks to Ms Ronda Jones of the Office for Research, for the excellent work that she had done in administering the round.

The Committee discussed how best to determine eligibility, where applicants seek advice prior to submitting an application. The Office for Research currently advises applicants, but the view of the Assessment Panel may not always be consistent with this advice. It was decided that applicants will be required to apply in advance for an eligibility exemption. The DVC(R) will then make a decision taking advice from the relevant Academic Group.

Resolution

The Committee resolved to ratify the Chair’s executive approval of the successful fellows from the 2011 round of Griffith University Postdoctoral and Research Fellowship Scheme.

The Committee approved the revised guidelines with the following changes:

1. The words ‘research doctorate’ and ‘thesis’ are to replace ‘PhD’ where appropriate.
2. Applicants who may be ineligible must seek eligibility exemption prior to submitting an application. The DVC(R) will decide each case, after consulting the relevant Research Dean.

Action

Office for Research will amend the 2012 guidelines to reflect the Committee’s resolution.

8.0 MATTERS FOR NOTING

9.1 Grants Awarded for 01/06/2011 – 30/06/2011
9.2 Applications Submitted for 01/06/2011 – 30/06/2011
9.3 Consultancies Awarded for 01/06/2011 – 30/06/2011
9.4 Animal Ethics Committee Minutes 0211
9.5 Animal Ethics Committee Minutes 0311
9.6 Human Research Ethics Committee Minutes 0511

Noted

9.0 OTHER BUSINESS

There was no other business.
10.0 **NEXT MEETING**

The next meeting of the Research Committee will be held at 9.30am-11.30am on Tuesday 16 August, 2011 at Nathan campus, Bray Centre N54 Room 2.01.

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

Date: ..............................................
DISTRIBUTION LIST

Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment Type</th>
<th>Term of Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Ned Pankhurst</td>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td>Professor Parlo Singh</td>
<td>Member - Deputy Chair</td>
<td></td>
</tr>
<tr>
<td>Professor Richard Bagnall</td>
<td>Member - AEL</td>
<td></td>
</tr>
<tr>
<td>Professor Andy Bennett</td>
<td>Member - AEL</td>
<td></td>
</tr>
<tr>
<td>Professor Graham Cuskelley</td>
<td>Member - Business</td>
<td></td>
</tr>
<tr>
<td>Professor Andrew O'Neill</td>
<td>Member - Business</td>
<td></td>
</tr>
<tr>
<td>Professor Lyn Griffiths</td>
<td>Member - Health</td>
<td></td>
</tr>
<tr>
<td>Professor David Shum</td>
<td>Member - Health</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Michael Blumenstein</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor Howard Wiseman</td>
<td>Member - SEET</td>
<td></td>
</tr>
<tr>
<td>Ms JoAnne Sparks</td>
<td>Member - PVC (INS) nominee</td>
<td></td>
</tr>
<tr>
<td>Professor Lesley Chenoweth</td>
<td>Elected member of the Professoriate</td>
<td></td>
</tr>
<tr>
<td>Dr Katherine Main</td>
<td>Early Career Researcher</td>
<td></td>
</tr>
</tbody>
</table>

Persons with rights of audience and debate

Dr Vicki Pattemore            Director, Office for Research
Ms Daina Garklavs             Deputy Director Research Services, Office for Research
Mr Tony Sheil                  Deputy Director Research Policy, Office for Research
Dr Calvin Smith               Associate Director, Griffith Institute for Higher Education
Ms Julene Finnigan            Resource Manager, Corporate Resource Management, Planning and Financial Services
Ms Mary Meadowcroft           Secretary

Information copies

Other copies
Corporate Archives & Record Management copy
Binding copy