

Research Institutes and Centres Guidelines

Section 1 - Overview & Scope

(1) These guidelines provide guidance on the establishment, management, governance, review and disestablishment of Research Institutes and Centres as per the [Research Institutes and Centres Policy](#).

Section 2 - Guidelines

Proposals for Establishment

(2) Researchers may make applications for the establishment of an Institute or Centre in response to a call for applications by the Faculty (for Centres) or by the Deputy Vice-Chancellor Research (for Institutes).

(3) Researchers may also make applications for the establishment of an Institute or Centre outside of a call, directly to the Faculty Executive Dean (for Centres) or to the Deputy Vice-Chancellor Research (for Institutes).

(4) Applicants should review the [Research Institutes and Centres Policy](#) before proceeding, in particular:

- a. [Proposal to Establish an Institute and/or Centre \(Appendix 1\)](#) provides an outline of the format for a proposal to establish an Institute or Centre. The proposal must demonstrate the capacity to meet the criteria for an Institute or Centre within a nominated timeframe. Institute proposals should be sent to the Deputy Vice-Chancellor Research. Centre proposals should be endorsed by the relevant Head(s) of School and approved by the Executive Dean of Faculty, before being sent to the Faculty Research Committee and Deputy Vice-Chancellor Research for noting.

Branding and Web Presence

(5) Once a Research Institute or Centre has been approved, arrangements should be made to immediately establish and maintain a current web presence with a link to be included in the University's Research Centres webpage. It is recommended that this web presence include, at a minimum, a description of the Research Institute's or Centre's purpose, its research goals and objectives, current projects, people involved (including the Director) and contact details.

Naming Conventions

(6) All UNE Institutes and Centres should have either Institute or Centre as part of their name.

(7) Terms like 'Initiative', 'Project', 'Unit', 'Team' are not to be used because they typically describe endeavours and initiatives that are not governed by these guidelines.

(8) Existing groupings that fall within the new [Institutes and Centres Policy](#), but whose naming convention does not align with the Centre/Faculty and Institute/University level nomenclature are NOT required to change their naming conventions nor rebrand.

Management

(9) Management of staffing and outlines of Director roles are included in the [Research Institutes and Centres Policy](#).

Assistance and Support for Centres and Institutes

(10) Research Services, within the Office of the Deputy Vice-Chancellor Research, provides assistance to aid in the establishment, review and disestablishment of UNE Institutes and Centres, and are responsible for:

- a. Coordinating and advising on the processes for establishment and closure of Centres/Institutes and ensuring that relevant stakeholders are consulted;
- b. Coordinating the review of Institutes and assisting Faculties/Schools with the review of Centres;
- c. Maintaining an email contact-list of all Centre/Institute Directors and key staff.

(11) Centres and Institutes at the proposal stage, as well as ongoing, will work together to identify where there are opportunities to share resources and administrative support between them, such as:

- a. Training modules;
- b. Administrative officers and office managers;
- c. Communication and external engagement support; and
- d. Facilities and equipment including computing capacity.

Governance and Membership

(12) Governance including Steering and Management committee information is included in the [Research Institutes and Centres Policy](#).

(13) Members can be appointed by the Director on the advice of the Institute or Centre's Management Committee. Membership of an Institute's steering committee will include internal and external representatives as well as the Deputy Vice-Chancellor Research (or nominee).

(14) Centre's will have a minimum of 2 FTE members and Institutes will have a minimum of 6 FTE members.

(15) Higher Degree by Research students can be affiliated with an Centre or Institute if their research is aligned to the Research Centre or Institute and their Principal Supervisor is a member of the Centre or Institute.

(16) Early career researchers are encouraged to become members of research institutes or centres.

Annual Report

(17) Institutes and Centres will submit an Annual Report as per [Appendix 2 Annual Report \(Institutes/Centres\)](#). The Annual Report will be submitted in December of each year and will address the entire year's activities.

(18) Institutes will submit the Annual Report to the Deputy Vice-Chancellor Research.

(19) Centres will submit the Annual Report to the relevant Head of School with a copy to the Executive Dean of Faculty and the Faculty Research Committee for noting.

(20) The Annual Report will provide a key component of the self-review document for the performance review of an Institute or Centre.

Performance Review

(21) Institutes and Centres will go through a formal performance review process, informed by evidence of performance against nominated performance indicators, every five years, by the Deputy Vice-Chancellor Research (for Institutes) or by the Executive Dean (for Centres).

(22) Six weeks' notice of a performance review will be provided to the Institutes and Centres by the Deputy Vice-Chancellor Research or Executive Dean. A Review Committee will be formed to conduct the review.

(23) The formation of each Review Committee is outlined in the [Research Institutes and Centres Policy](#).

(24) The Institute or Centre will produce a self-review document as outlined in [Appendix 3 Performance Review \(Institutes/Centres\)](#). This will be considered by the Review Committee during the 5 year review. This document will contain at least the following information:

- a. all annual reports since the time of last performance review or establishment, as appropriate;
- b. a summary of all achievements and financial position since the time of last performance review, or establishment, as appropriate, linked clearly to the performance KPIs;
- c. the plans for the Institute or Centre over the next five-year period, showing how this plan linked to the University's overall strategic plans.

(25) The Review Committee will report to the Deputy Vice-Chancellor Research (for Institutes) or Executive Dean (for Centres) providing recommendations as to the continuation, disestablishment or change of focus, informed by evidence of performance against nominated key performance indicators, prior to the Deputy Vice-Chancellor Research or Executive Dean making a decision.

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Glossary Terms and Definitions

"Research" - Is the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative (defined by the Australian Research Council).

"School" - Is an organisational unit comprising academic staff in related fields of study who are responsible for teaching and research in those academic fields together with support staff.

"Faculty" - An organisational unit consisting of a group of related Schools, which is responsible for coordinating the management and quality of the teaching and research conducted by those Schools.