

Research Institutes and Centres Procedures

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1. Governing Policy

[Research Institutes and Centres Policy](#)

2. Purpose

To set out the operational requirements that support the policy statement in the Research Institutes and Centres Policy.

3. Procedures

3.1. Establishing an Institute or Centre

Research Institute or Centre proponent/s

- a. Discuss the proposal to establish or renew a research Institute or Centre at an early stage with the Dean (Research) and Vice-President and Executive Dean in whose College it is proposed that the Institute or Centre be hosted, and subsequently with the Deputy Vice-Chancellor (Research).
- b. If in-principle support is obtained, complete a [proposal form](#) with the following elements:
 - i. A statement of the mission of the proposed Centre or Institute and the anticipated impact of the research to be undertaken.
 - ii. A description of the alignment between the proposed Institute or Centre, College research strengths and strategies and the University's Strategic Plan.
 - iii. A summary of the Institute or Centre's proposed activities, the nature of existing or planned external engagement and/or collaborations and the anticipated impact of the research to be undertaken.

	<ul style="list-style-type: none"> iv. A description of potential sources of external funding that will grow the research activities of the Centre or Institute v. A description of the benefits to the University arising from designation as an Institute or Centre that are over and above designation as a College Research Theme. vi. A summary of the research record of the proposed members. vii. A three-year strategic plan, including key performance indicators against which Institute or Centre activity will be reported and assessed. viii. Strategies for the development of early career researchers within the Institute or Centre. ix. Evidence of consultation undertaken with relevant internal stakeholders across the University. x. Overview of other national and international bodies working in the same field, with an analysis of how the Institute or Centre will complement and provide a significant point of difference from these activities. xi. Opportunities for research partnership development and growth in research income. xii. The proposed structure, including the proposed Director, the administrative support arrangements, and the advisory board terms of reference and composition (see Procedure 3.4). xiii. Name (see Procedure 3.2). xiv. Criteria for membership (see Procedure 3.3). <p>c. Submit the proposal to the Deputy Vice-Chancellor (Research).</p>
Deputy Vice-Chancellor (Research)	<ul style="list-style-type: none"> d. Review the proposal, discuss with the proponent/s, relevant Vice-President and Executive Dean/s and any other interested parties, as required. e. Once satisfied the proposal should proceed, submit to Academic Senate for approval.
Academic Senate	<ul style="list-style-type: none"> f. Consider the proposal for approval. <p>[The date of Academic Senate approval is the date of establishment of the Institute or Centre.]</p>

3.2. Naming

- a. The proposed name must accord with Flinders University [branding conventions](#).
- b. The words 'South Australian', 'National', 'Australian' or 'International' may not be used unless it can be demonstrated that the proposed Institute or Centre is a State, national or international leader in the area of activity.

3.3. Membership

- a. Institutes and Centres will have the following three membership categories:

Category	
Full members	<p>Flinders University staff and academic status holders whose research is relevant to the Institute or Centre and who meet the research performance standards criteria set by the Director and approved by the Dean (Research) of the host College.</p> <p>Early career researchers (less than 10 years post-PhD) and Flinders University higher degree by research students whose research is relevant to the Institute or Centre.</p>

Associate members	Flinders University staff who do not meet the specified criteria for full membership but are deemed to be potential contributors to the Centre or Institute.
Affiliate members*	External to the University.

* Membership as an Affiliate academic status holder or affiliate member does not create or imply an employment relationship with the University, nor the award of academic status.

b. Membership records must be maintained by the Director.

3.4. Advisory Boards

- a. The role of Institute Advisory Boards, which must be reflected in their terms of reference, is to provide advice to the Director, including on:
- key research and research translation strategies, targets and outputs, and
 - external collaborations and partnerships that enable growth of the Institute or Centre's national (and, for an Institute, international) networks.
- b. **Institute** advisory boards must have at least 5 members, including:
- the relevant Vice-President and Executive Dean/s (or their representative/s)
 - representative members of the Institute or Centre, and
 - at least 2 members external to the University with relevant expertise.
- c. **Centre** advisory boards must have at least 4 members, including:
- the relevant Vice-President and Executive Dean/s (or their representative/s)
 - representative members of the Institute or Centre, and
 - at least 1 member external to the University with relevant expertise.
- d. The Chair of the advisory board will be appointed by the Deputy Vice-Chancellor (Research) in consultation with the Director.
- e. Meetings of Institute or Centre advisory boards must be scheduled at least annually and minutes recorded.

3.5. Review

- a. All Institutes and Centres must be reviewed:
- in the final year of the term of the Institute or Centre, or
 - at such other time as the Deputy Vice-Chancellor (Research) determines,
- against the requirements of the Research Institutes and Centres Policy and the goals and performance expectations of the institute/centre approved by Academic Senate at the outset of the period under review.

b. Once a review is initiated:

Institute or Centre Director	i. Prepare a review form providing a summary of the achievements of the Institute or Centre and an assessment of the performance of the Institute or Centre and the impact of its activities against the goals established at the beginning of its term, addressing the elements of 3.1b.
Deputy Vice-Chancellor (Research)	ii. Establish terms of reference and composition of the review panel, in consultation with the relevant Vice-President and Executive Dean(s) and other stakeholders. iii. Arrange for the review to be organised, facilitated and completed.

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- iv. Bring a recommendation for renewal to Academic Senate, should renewal be justified by the review.
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3.6. Reporting

In years when an Institute or Centre is not reviewed:

Institute or Centre Director	<ul style="list-style-type: none">a. Ensure a report is submitted to the Deputy Vice-Chancellor (Research) via the host Vice-President and Executive Dean by 1 September, except in a year in which the Institute or Centre is subject to a review (see Procedure 3.5).b. Ensure the report provides the following:<ul style="list-style-type: none">i. Grants and contract income, higher degree by research student enrolments and completions, research and creative outputs and awards.ii. Membership details, visitors and administrative staff.
Deputy Vice-Chancellor (Research)	<ul style="list-style-type: none">c. Present the annual report to Academic Senate.

3.7. Non-renewal

Relevant College Vice-President and Executive Dean/s	<p>Within 6 months of non-renewal of an Institute or Centre, oversee:</p> <ul style="list-style-type: none">i. the completion of the affairs of the Institute or Centre, andii. the disposal or transfer of assets held in or by the Institute or Centre to another University entity.
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3.8. Register of Institutes and Centres

Research Development and Support	Maintain a register of Institutes and Centres established under this policy, including the dates of establishment, review and disestablishment.
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3.9. Visibility and profile of Institutes and Centres

Marketing	Maintain appropriate external visibility and profile of Institutes and Centres established under this policy.
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4. Forms

[Research Institutes and Centres proposal form](#)

[Research Institutes and Centres review form](#)

Approval Authority	Deputy Vice-Chancellor (Research)
Responsible Officer	Deputy Vice-Chancellor (Research)
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* Unless otherwise indicated, this procedure will still apply beyond the review date.

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