



Guidelines for Research Dissemination Funding

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1. OVERVIEW

The Conduct of Research Policy (6.9(1)) outlines the expectation that researchers disseminate their research outcomes to a wide audience. Unitec Research Dissemination Funding is available to support this.

“Research” is defined in the Guidelines for Documenting Research Outputs according to the PBRF definition and includes a broad range of output types according to the relevant discipline, i.e. research papers, artistic works, designs, performances etc.

In this document, “Research Dissemination” includes various forms of knowledge dissemination, relevant to the discipline. For example, research conference presentation, performance, exhibition or screening.

The Unitec Research & Enterprise Strategy 2015-2020 outlines two aims - to continue improve the *quality* and the *quantity* of research engagement at Unitec. The main objective of presenting at research conferences, attending professional meetings or visitations is to disseminate new knowledge, promote research and collaborations which lead directly to increased quality publications, innovative collaborative research projects, external recognition and external funding (diversifying income).

The process will involve a Research Champion (RC) at discipline or programme level providing advice in conjunction with a Head of Practice Pathway (HoPP) on prioritising staff requests to attend conferences for appraisal by the budget holder.

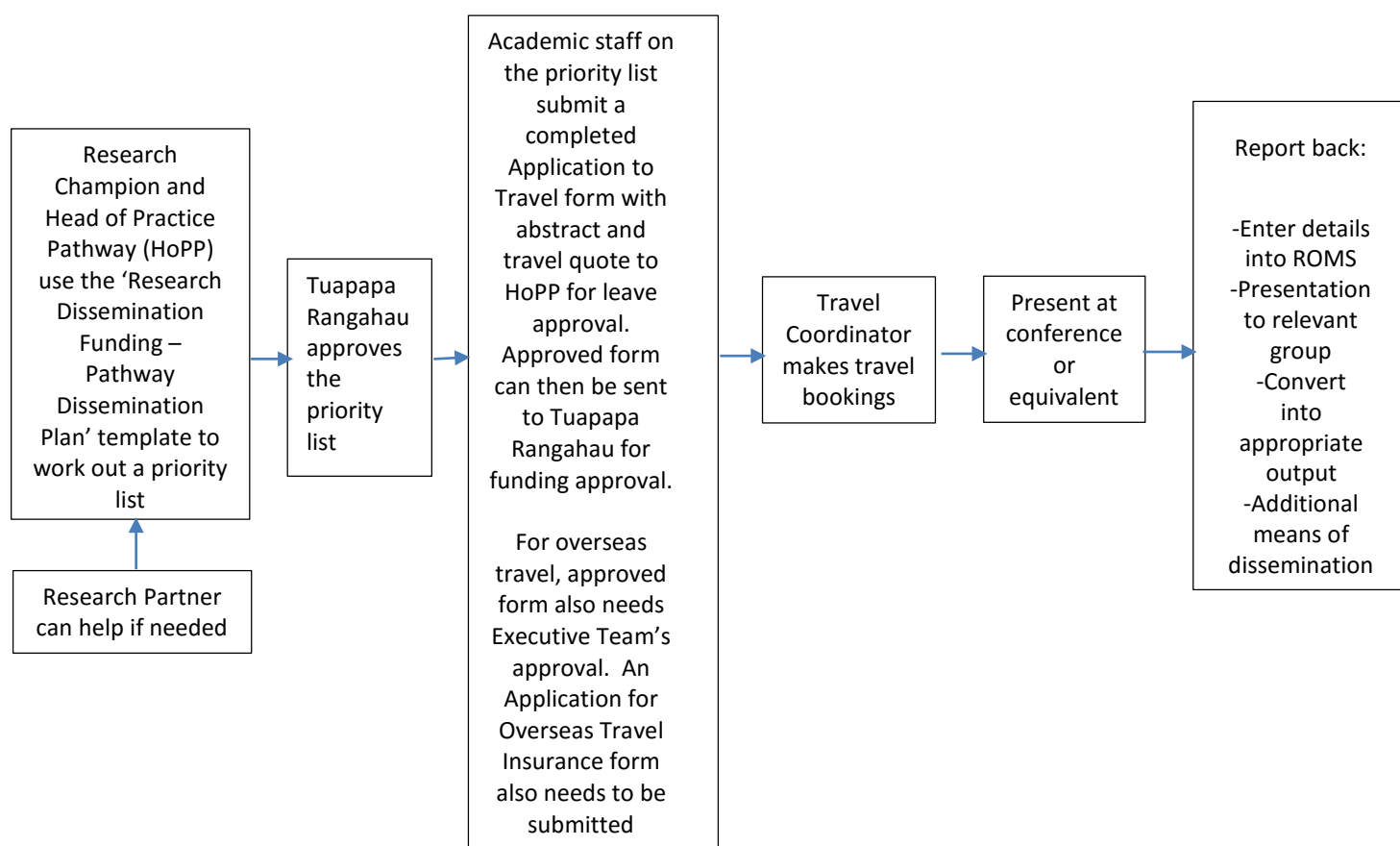
2. GUIDELINES FOR PRIORITISING STAFF REQUESTS

- 2.1. The priority should be academic staff that need support to meet the relevant Unitec Research KPI's; increasing PBRF performance or “greening” the Research Productivity Traffic Light.
- 2.2. Cases where the opportunity for appropriate, research conference presentation (or equivalent) followed by publication in a quality assured medium will be favoured. Normally, requests for support where non-refereed/non-QA or non-commissioned outputs are involved will not be funded.
- 2.3. Researchers who have been funded to attend conferences (or equivalent) a number of times should demonstrate that their research is being developed to a standard for journal publication. Normally, a researcher who has attended one conference, would be expected to have developed research at least one quality assured published output (or equivalent).
- 2.4. There is never enough funding to support conference attendance. Requests for support where enterprise has been demonstrated will receive priority consideration. For example, free accommodation has been found or external support for flights.
- 2.5. Where possible, research performance will be incentivized through research dissemination funding. Requests for support to disseminate research should be assessed against alignment with the Unitec Research Strategy and that individual's research productivity. Excellence and high-level performance can be determined by:
 - 2.5.1. Referencing ROMS. This must involve outputs which are Quality Assured through a refereed process and generally would involve publishing in peer reviewed academic journals or equivalent contexts for the creative industries.

Contribution to the Research Environment can also be ascertained through ROMS.

- 2.5.2. Through engagement with external research contracts, external research income and other tangible commitments to an individual's research from industry, community or iwi.
- 2.6. Applicants who have failed to update their ROMS account cannot be considered for research dissemination funding at Unitec.
- 2.7. The prioritisation of research dissemination funding will be conducted on the basis of the considerations mentioned above.
- 2.8. Applications for funding research from professorial budgets should be in the individual's research plan and will adhere to the same general principles as outlined above, in addition to the leadership expectations of these roles, as outlined in the position descriptions for the professorial positions.
- 2.9. With respect to limitations on funding and Unitec's aim to reduce air miles (in line with the Environmental Strategy) international conference travel is scrutinized carefully. especially where they are beyond Australasia or the Pacific Rim.

3. PROCESS



- 3.1 RC and HoPP use the 'Research Dissemination Fund – Pathway Dissemination Plan' template to work out a priority list for their Practice Pathway in relation to the 2017 Research Dissemination Fund.

- 3.2 The priority should be academic staff that need support to meet the relevant Unitec Research KPI's; increasing PBRF performance or "greening" the Research Productivity Traffic Light. There might be other priorities for which a special case can be made.
- 3.3 The goal is to create a record in order of priority, for which staff should receive Research Dissemination Funding, according to HoPP and RC.
- 3.4 The amount of funding needed for each staff member to be supported can be estimated initially. Once the yearly allocated amount of Research Dissemination Funding has been confirmed, the Tuapapa Rangahau will check whether the estimated amount of funding for each staff member to be supported can be met. If not, Tuapapa Rangahau will work with the Pathway Leadership to revise the priority list. The priority list will need to be approved by the Tuapapa Rangahau.
- 3.5 Research Partners can help work out the priority list if this is useful. The most important information is who is to be supported.
- 3.6 In case RCs and HoPPs need to change the priority list during the year as priorities change or new opportunities arise, they can contact Tuapapa Rangahau to revise the priority list and seek approval.
- 3.7 Academic staff who is on the priority list can submit a completed Application to Travel form with abstract and travel quote to HoPP for leave approval. Once HoPP has signed off the form, the form can be sent to Tuapapa Rangahau for funding approval. Once Tuapapa Rangahau has signed off the form, the form might need to be forwarded to Executive Team for approval if it is for overseas travel.
- 3.8 For international travel, an Application for Overseas Travel Insurance form also needs to be submitted, in accordance with the Travel Policy.
- 3.9 Travel Coordinator will make travel bookings once all the relevant application forms have been approved.
- 3.10 Attendance at a research conference where no presentation is given, or a non-quality assured presentation is the outcome, is considered professional development and is not relevant to this process.
- 3.11 This fund is only to support the dissemination of research. There are a multitude of other avenues for funding to support the implementation of research.
- 3.12 Reporting Back

It is expected that those funded to attend conferences/professional meetings/visitations:

- 3.12.1. Enter the conference details into ROMS within four weeks of returning to Unitec.
- 3.12.2. Make a presentation to Practice Pathway, or other appropriate group, ideally within four weeks of returning to Unitec.
- 3.12.3. Convert an oral presentation into a peer reviewed written output normally within one year of returning to Unitec or demonstrate the stage in the publication process this is at when requested.
- 3.12.4. Pursue any additional means of disseminating information appropriate, e.g. a paper for Unitec ePress or a presentation at the Unitec Research Symposium.

4. RELEVANT DOCUMENTS

Application to Travel form

Application for Overseas Travel Insurance form

[Unitec Research & Enterprise Strategy 2015-2020](#)

[Conduct of Research Policy](#)

[Guidelines for Documenting Research Outputs](#)

[Scholarly Communication Guidelines](#)

[Travel Policy](#)

[Environmental Policy and Procedures Manual](#)

5. DOCUMENT DETAILS

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