



# agenda

## Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2021-06-10
Scheduled Start:	1300h
Scheduled End:	1500h
Location:	Microsoft Teams

### SECTION 1 NGĀ KUPU ARATAKI | PRELIMINARIES

1. Karakia Timatanga | Opening Prayer
2. Mihi Whakatau | Welcome from the Chair
3. Membership
4. Terms of Reference

### SECTION 2 STANDING ITEMS

1. Ngā Whakapāha | Attendance, Apologies & Quorate Status
2. Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meetings
3. Mahia Atu | Matters Arising

### SECTION 3 MEA HEI WHAKAAE | ITEMS TO APPROVE

1. N/A

### SECTION 4 WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

1. Internal Research Funding Approval Processes
2. Internal PBRF Review

### SECTION 5 NGĀ TUKUNGA | ITEMS TO RECEIVE

1. N/A

### SECTION 6 KUPU WHAKAMUTUNGA | CLOSING

1. Ētahi Kaupapa Anō | Any Other Business
2. Komiti Self-Assessment
3. Karakia Whakamutunga | Closing Karakia

<b>KARAKIA TĪMATANGA</b>	<b>OPENING PRAYER</b>
<i>Manawa mai te mauri nuku</i>	<i>Embrace the power of the earth</i>
<i>Manawa mai te mauri rangi</i>	<i>Embrace the power of the sky</i>
<i>Ko te mauri kai au</i>	<i>The power I have</i>
<i>He mauri tipua</i>	<i>Is mystical</i>
<i>Ka pakaru mai te pō</i>	<i>And shatters all darkness</i>
<i>Tau mai te mauri</i>	<i>Cometh the light</i>
<i>Haumi ē, Hui ē, Tāiki ē!</i>	<i>Join it, gather it, it is done!</i>

### Item 1.3 Te Komiti Rangahau o Unitec Membership

Marcus Williams (Associate Professor)	Chair and Director Research and Enterprise
Daisy Bentley-Gray (New and Emerging)	Nominee of Director, Pacific Success
Dr Jenny Lee-Morgan (Professor)	Nominee of Director, Māori Success
Dr Helen Gremillion (Associate Professor)	Healthcare and Social Practice
Dr Yusef Patel (Early Career)	Architecture
Roger Birchmore (Early Career)	Building Construction
Dr Lian Wu (Associate Professor)	Healthcare and Social Practice
Dr Hamid Sharifzadeh (Associate Professor)	Computing and Information Technology
Dr Leon Tan (Associate Professor)	Creative Industries
Dr Kristie Cameron (Early Career)	Environmental & Animal Sciences
Dr Maryam Mirzaei (Early Career)	Applied Business
Robyn Gandell (Early Career)	Bridgepoint
Susan Eady	Subject Librarian
Vacant	One member nominated by the Student Council
Arun Deo	Research Advisor

**In attendance:** Brenda Massey                      Acting URC Secretary

## Item 1.4 Te Komiti Rangahau o Unitec Terms of Reference

The powers and functions of Te Komiti Rangahau o Unitec (URC) shall be to:

- a. Foster the conduct of research, and support the achievement of Unitec's strategic research, enterprise and innovation priorities;
- b. Propose and advise on strategic directions and priorities for research, enterprise and innovation;

- c. Provide expert advice on institutional policy;
- d. Develop protocols and guidelines and make recommendations in relation to the conduct of research, enterprise and innovation;
- e. Oversee the Grants Advisory Committee and the reporting of funded projects;
- f. Encourage and enhance the development of the research, enterprise and innovation culture along with student and staff research capability, with emphasis on the development of Māori and Pacific research capability;
- g. Oversee the monitoring of research outputs and research reporting; and,
- h. Foster Māori and Pacific, transdisciplinary, collaborative and externally engaged research, enterprise and innovation.

## SECTION 2                      STANDING ITEMS

### **Section 2.1                      Ngā Whakapāha | Attendance, Apologies & Quorate Status**

#### **RECOMMENDATION**

That the committee accepts the apologies of today's meeting.

### **Section 2.2                      Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meetings**

*refer to [pg5](#)*

#### **RECOMMENDATION**

That the committee approves the minutes of the meeting of 2021-05-13.

### **Section 2.3                      Mahia Atu | Matters Arising**

*refer to [pg12](#)*

## SECTION 3                      MEI HEI WHAKAAE | ITEMS TO APPROVE

**N/A**

## SECTION 4                      WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

### **Section 4.1                      Internal Research Funding Approval Processes**

*refer to [pg14](#)*

### **Section 4.2                      Internal PBRF Review**

*refer to [pg38](#)*

## SECTION 5                      NGĀ TUKUNGA | ITEMS TO RECEIVE

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N/A

## SECTION 6                      KUPU WHAKAMUTUNGA | CLOSING

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### Section 6.1                      Ētahi Kaupapa Anō | Any Other Business

### Section 6.2                      Komiti Self-Assessment

refer to [pg40](#)

### Section 6.3                      Karakia Whakamutunga | Closing Karakia

TE KARAKIA WHAKAMUTUNGA	CLOSING PRAYER
<i>Ka wehe atu tātou</i>	<i>We are departing</i>
<i>I raro i te rangimārie</i>	<i>Peacefully</i>
<i>Te harikoa</i>	<i>Joyfully</i>
<i>Me te manawanui</i>	<i>And resolute</i>
<i>Haumi ē, Hui ē, Tāiki ē!</i>	<i>We are united, progressing forward!</i>



# minutes

## Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2021-05-13
Scheduled Start:	1300h
Scheduled End:	1500h
Location:	Microsoft Teams

<b>MEETING OPENED:</b>	1300h
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### SECTION 1 – NGĀ KUPU ARATAKI | PRELIMINARIES

#### Item 1.1 Karakia Tīmatanga | Opening Prayer

#### Item 1.2 Mihi Whakatau | Welcome from the Chair

The Chair warmly welcomed members of the committee to the meeting.

### SECTION 2 – STANDING ITEMS

#### Item 2.1 Ngā Whakapāha | Attendance, Apologies & Quorate Status

##### **Members Present**

1. Marcus Williams (Chair)
2. Arun Deo
3. Daisy Bentley-Gray
4. Helen Gremillion
5. Tui Matelau (proxy for Robyn Gandell)
6. Leon Tan
7. Hamid Sharifzadeh
8. Lian Wu
9. Kristie Cameron
10. Maryam Mirzaei
11. Susan Eady (from 1.15pm)

Total members represented: 11 members

##### **Apologies**

1. Yusef Patel
2. Roger Birchmore

Total apologies: 2 member/s

#### Absent

1. Jenny Lee-Morgan

Total absences: 1 member

#### MOTION

**That the committee accepts the apologies for today's meeting.**

**Moved: Marcus Williams**

**Seconded: Lian Wu**

**MOTION CARRIED**

#### Quorate Status

A minimum of 9 representatives is required; the meeting was quorate.

#### Hunga Mahi | Staff in Attendance

1. Brenda Massey, Acting Secretary

#### Item 2.2 Pitopito Kōrero o Ngā Hui | Minutes of Previous Meeting

#### MOTION

**That subject to a typo being amended in the heading of item 3.1, the committee approves the minutes of the 2021-04-08 meeting as a true and accurate record.**

**Moved: Helen Gremillion**

**Seconded: Lian Wu**

**MOTION CARRIED**

#### Item 2.3 Mahia Atu | Matters Arising

Agenda Item	Action	Responsible	Outcome
2.3	Add text around the KPI associated with Priority One to the School Research Plan reporting template.	Marcus Williams	Complete
2.3	Discuss whether the statistics the subject librarians keep on their research related interactions would be useful for School Research Leaders.	Susan Eady/ Arun Deo	Complete. The members have had a brief verbal communication on this matter and will look into it further when time permits.
4.1	The completion of Section 5 of the School Research Plan review template will be optional going forward. The column '2020 RPTL Status' referencing individual's achievements in relationship to the RPTL will be removed completely. In addition, Section 5 will be moved to the end of the template and will form an appendix, rather than its own section in the body of the plan. When Tūāpapa Rangahau communicates with Schools about the review of the plan, Schools will be advised that they are welcome to	Arun Deo	Complete. Schools have received their updated reporting templates for completion.

	remove the appendix, which is currently section 5, in the interests of brevity if they wish, or Arun Deo will update it according to the latest data on request.		
4.1	Undertake a review of School Research Plans' SWOT analyses and report back to the URC for discussion at next month's meeting.	Marcus Williams	Complete – on agenda.

### SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

There were no items to approve this month.

### SECTION 4 - WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

#### **Section 4.1 Analysis of SWOT Sections of 2020 (Degree) School Research Plans**

Marcus Williams and Arun Deo reviewed the key themes emerging from School Research Plans' SWOT Analyses. Any points raised that could be considered to be within the committee's purview to change, improve or advocate for were highlighted for the committee's attention.

Collaboration (non-collaborative research initiatives, lack of collaboration with other schools) was identified as a potential weakness. There are a number of ways that collaboration is being nurtured at Unitec including:

- The 2020-2024 Unitec Research Strategy Action Plan lists a number of means by which collaborative research will be fostered at Unitec.
- A 3-Minute ECR Research Spiel event is scheduled to be held next month. The event aims to identify and encourage networking and collaboration across the Unitec ECR community.
- Schools are asked to identify research groups in their School Research Plans.
- Tūāpapa Rangahau operates a collaborative research dissemination fund for groups who wish to undertake initiatives that will lead to the creation of multiple outputs, an example of which is the School of Architecture's recent *Asylum* publication  
<https://www.unitec.ac.nz/eypress/index.php/asylum-2020-1-4/>

A number of opportunities were identified in the SWOT analyses including:

Development (research capability and the conduct of research, postgraduate programmes, co-lab, foci potential).

- A suite of professional development (PD) opportunities is provided via Tūāpapa Rangahau and there is a dedicated 0.2FTE PD Liaison role.
- The PGRSC (Postgraduate Research and Scholarships Committee) recently surveyed postgraduate supervisors on their PD needs and a theme emerged that managers (APMs and HOSs) need to actively encourage and support staff to undertake PD.

Collaborations (linked to research groups, team approaches to research projects, student-and-staff collaborative research projects (create opportunities), within and outside the organisation, industry, NZIST partnerships, NZIST may create new opportunities for research collaboration).

- Collaboration was identified as an opportunity which indicates that research behaviour at Unitec is changing.
- Tūāpapa Rangahau is developing a searchable database of staff research expertise called 'Who's Doing What' which will assist staff to identify potential collaborators.

Research culture (grow, link with postgraduate programmes, research into innovative online pedagogies).

- Unitec doesn't currently have a fund specifically aimed at supporting research into innovative pedagogies, which is one of Te Pūkenga's priorities, however other contestable funds, including the ECR Fund, could be utilised for this purpose.

To take greater advantage of Unitec Research Office initiatives (e.g. symposia, writing retreats, ECR meetings...).

- Unitec has shifted away from its emphasis on funding conference attendance, which mainly benefitted staff with a well-developed research track record. A variety of products are now provided which respond to the needs of a wider range of staff at Unitec, including new and emerging researchers. Research Partner Penny Thomson is helping to promote these offerings to staff alongside Research Leaders.

The threats identified mainly related to the challenges presented by Unitec's transformation and renewal processes and the loss of PBRF-rated staff. Plans around the internal PBRF review (to be discussed as part of General Business) and the concomitant and pursuant support of staff through PBRF Max is of great importance.

It is possible that Tūāpapa Rangahau could launch a new product specifically to support research into innovative pedagogies. Funding could be available to staff who teach on degree programmes and/or who are going to submit a PBRF portfolio. Or, support for this type of research could be made available through an existing product, such as the ECR Fund, which opens for applications on 1 June. **Action:** Marcus Williams to discuss the options with the Research Partners.

**Action:** Marcus Williams to write a letter to APMs and HOSs emphasising the importance of supporting their staff to undertake PD, explore opportunities for research collaboration and to engage with Tūāpapa Rangahau's suite of research support products.

## SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

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### **Section 5.1      Annual Research Centre Reports**

That committee received the annual Research Centre Reports from the Applied Molecular Solutions Research Centre (AMS), the Environmental Solutions Research Centre (ESRC) and Ngā Wai a Te Tūi Māori and Indigenous Research Centre (NwaTT).

The committee was very impressed with the outcomes and the extent and detail of the list of projects the centres are undertaking. It was encouraging to see the high level of collaboration between AMS and ESRC. They are bringing both academic and business value to each other's centres through this collaboration.

All three research centres are contributing to Unitec's overarching strategy and are adding value to Unitec over and above research in different ways, e.g. NwaTT are contributing to Māori success. ESRC and AMS are contributing significantly to student real world learning and industry partnerships.



**Action:** Brenda Massey to draft and Marcus Williams to send a letter to each of the Centre Directors on behalf of the committee thanking them for their reports and summarising the committee's feedback.

The Centre for Computational Intelligence and Cybersecurity (CCICS) has been granted one year of grace before being required to apply for reaccreditation so was not required to provide a report at this time. The Smart Ideas project "Assessing Reidentification Risks with Bayesian Probabilistic Programming" being led by Adjunct Professor Christian Probst is progressing well. There are a number of student-partnered consultancy opportunities being developed, and a number of cybersecurity research projects are being undertaken with private sector companies. One company is about to sign an IP agreement with the centre and another company is interested in contracting the centre to undertake a specific piece of work for them. Both projects involve cybersecurity diploma students.

## **Section 5.2 PBRF Review Outcome and Unitec Internal PBRF Review**

A tabled item, "Internal PBRF Timelines", was presented by Marcus Williams and Arun Deo for discussion.

The ITP sector Research Directors are working collaboratively to prepare for the next PBRF.

ITPs received 3% of the total PBRF fund in the last round. Unitec received 1% and Otago Poly received 0.8%. It is unclear at this stage how Te Pūkenga will utilise/distribute the revenue generated from the next round.

A significant number of ITPs have not had a research output management system until very recently, meaning of those who participate in the PBRF, many are producing portfolios fairly close to the submission deadline. Marcus, via the ITP sector Research Directors group, is endeavouring to get other ITPs to engage in an internal PBRF review process so they're starting the process of portfolio development three or four years before the deadline.

There has been a review of the PBRF. Marcus has implemented the committee's request to deliver as series of roadshows to ensure Schools are aware that changes are coming and what these changes could mean. There will be another series of roadshows when the outcome of the review is clearer. TEC will make an announcement about this in June, although the detail provided at that time will be fairly high level. More intricate details, such as what the new PBRF portfolio template looks like, will be developed by Sector Reference Groups (SRGs), which are being formed now.

The committee discussed the timelines proposed in the tabled document. A summary of their discussion is as follows:

- It is likely that the information provided by TEC in June will be enough for Unitec to commence its internal PBRF review.
- ROMS is designed for the existing PBRF requirements and will need to be updated in due course to reflect the requirements of the reviewed process. In the meantime, the ROMS developers have indicated that they can supply Unitec with a 'shadow version' of ROMS that could be utilised for the internal review. There would be interim fields into which staff could enter their impact and evidence of research excellence narratives. If the developers don't do this for us, then Arun Deo will need to create a Word document for each PBRF-eligible staff member (approx. 100-120 people) pre-populated with their outputs, into which they would enter their narratives etc. This would be a very time consuming option for Arun.

- If we delay the internal round by a semester, that's another six months before we can start tactically investing in our researchers.
- There is resource reserved under PBRF Max, so once the portfolios are assessed, we will know who the researchers are and with a little investment, could, for example, move from a high C to a B (which would triple the PBRF income associated with that portfolio).
- Tūāpapa Rangahau will assist with the identification of PBRF eligible staff.
- A deadline during the mid-semester break in October for staff to complete their internal PBRF documents would suit most teaching staff better than the dates proposed in the tabled document. The panels could meet and develop feedback a little later.
- The roadshows Marcus is currently delivering are the beginning of a series of workshops. More detailed workshops will be held closer to the PBRF once we have more facts from the SRGs.

**Action:** Marcus Williams and Arun Deo are to work together to 1) amend the proposed timeframes to incorporate a 15 October deadline for staff to have completed their internal PBRF review documentation and 2) discuss how to resource this piece of work.

**Action:** Marcus Williams to schedule online sessions for those who couldn't attend the School-based roadshows.

**Action:** Marcus Williams to ensure that the Pacific Centre (via Daisy Bentley-Gray), Ngā Wai a Te Tūi (via Ngahuia Eruera), Bridgepoint (via Tui Matelau) and Learning and Achievement (via Susan Eady) are included in PBRF- related communications, workshop invitations etc.

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## SECTION 6 - KUPU WHAKAMUTUNGA | CLOSING

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### **Section 6.1**      **Ētahi Kaupapa Anō | Any Other Business**

Marcus Williams gave an update on his discussions with his counter-part at MIT regarding the 2021 Research Symposium.

Every school at MIT has a different timetable so timing of the symposium is going to compromise some of the demographic's ability to participate. The October mid-semester break suits MIT best, while early December suits the Unitec contingent best. MIT is keen to engage in the symposium, but not as a co-host at this time. The symposium will be scheduled over two days in December. The 3MT competition will need to be run separately.

An invitation will be extended to MIT for two to three staff to join the symposium advisory committee. There might be people at Unitec, outside of Tūāpapa Rangahau, who would like to also participate in this, which will convene online. They might bring new ideas to the symposium and could serve to grow engagement with the symposium through their involvement. Daisy Bentley-Gray expressed an interest in being part of the advisory committee.

There will be an online element to the symposium, with resource for IT support.

**Action:** Marcus Williams to call for an advisory committee from the Research Leaders, the URC the Pacific Centre, Ngā Wai a Te Tūi, Bridgepoint, Learning and Achievement, the Library and Corporate Communications.

## **Section 6.2                      Komiti Self-Assessment**

The Chair thanked those present for their attendance and for their engagement and guidance on the matters discussed.

Additional feedback can be emailed to the Chair or the Secretary following the meeting (in confidence if requested).

## **Section 6.3                      Karakia Whakamutunga | Closing Karakia**

**MEETING CLOSED:**                      1425 h

### **SUMMARY OF ACTIONS**

<b>Agenda Item</b>	<b>Action</b>	<b>Responsible</b>	<b>Outcome</b>
4.1	Discuss with the Research Partners: could Tūāpapa Rangahau launch a new product specifically to support research into innovative pedagogies or could this type of research be supported through an existing product, eg the ECR Fund.	Marcus Williams	
4.1	Write a letter to APMs and HOSs emphasising the importance of supporting their staff to undertake PD, explore opportunities for research collaboration and to engage with Tūāpapa Rangahau's suite of research support products.	Marcus Williams	
5.1	Write to each of the Centre Directors on behalf of the committee thanking them for their reports and summarising the committee's feedback.	Marcus Williams / Brenda Massey	
5.2	Work together to 1) amend the proposed internal PBRF review timeframes to incorporate a 15 October deadline for staff to have completed their review documentation and 2) discuss how to resource this piece of work.	Marcus Williams/ Arun Deo	
5.2	Schedule online sessions for those who couldn't attend the School-based roadshows.	Marcus Williams	
5.2	Ensure that the Pacific Centre (via Daisy Bentley-Gray), Ngā Wai a Te Tūi (via Ngahuia Eruera), Bridgepoint (via Tui Matelau) and Learning and Achievement (via Susan Eady) are included in PBRF-related communications, workshop invitations etc.	Marcus Williams	
6.1	Call for a Unitec Research Symposium Advisory Committee from the Research Leaders, the URC the Pacific Centre, Ngā Wai a Te Tūi, Bridgepoint, Learning and Achievement, the Library and Corporate Communications.	Marcus Williams	

### MATTERS ARISING

Agenda Item	Action	Responsible	Outcome
4.1	Discuss with the Research Partners: could Tūāpapa Rangahau launch a new product specifically to support research into innovative pedagogies or could this type of research be supported through an existing product, eg the ECR Fund.	Marcus Williams	<p>This has been considered and decided against for the following reasons:</p> <ul style="list-style-type: none"> <li>- We already have a funding round which explicitly includes Innovative Pedagogies (20% of the 2021 ECR fund went to Innovative Pedagogies).</li> <li>- Implementing and administering separate funding rounds is time intensive and removes support capacity from other areas of focus</li> </ul> <p>Tūāpapa Rangahau will ensure that innovative pedagogies are clearly encouraged in future funding rounds.</p>
4.1	Write a letter to APMs and HOSs emphasising the importance of supporting their staff to undertake PD, explore opportunities for research collaboration and to engage with Tūāpapa Rangahau's suite of research support products.	Marcus Williams	Complete
5.1	Write to each of the Centre Directors on behalf of the committee thanking them for their reports and summarising the committee's feedback.	Marcus Williams / Brenda Massey	Complete
5.2	Work together to 1) amend the proposed internal PBRF review timeframes to incorporate a 15 October deadline for staff to have completed their review documentation and 2) discuss how to resource this piece of work.	Marcus Williams / Arun Deo	Complete
5.2	Schedule online sessions for those who couldn't attend the School-based roadshows.	Marcus Williams	Complete
5.2	Ensure that the Pacific Centre (via Daisy Bentley-Gray), Ngā Wai a Te Tūi (via Ngahuia Eruera), Bridgepoint (via Tui Matelau) and Learning and Achievement (via Susan Eady) are included in PBRF-related communications, workshop invitations etc.	Marcus Williams	Complete

6.1	Call for a Unitec Research Symposium Advisory Committee from the Research Leaders, the URC the Pacific Centre, Ngā Wai a Te Tūi, Bridgepoint, Learning and Achievement, the Library and Corporate Communications.	Marcus Williams	Complete

## Unitec New Zealand Limited

### Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 10 June 2021

<b>Title</b>	Internal Research Funding Approval Processes
<b>Provided by:</b>	Marcus Williams, Director Research and Enterprise
<b>For:</b>	<b>DISCUSSION</b>

### Recommendation/s

That the Unitec Research Committee (URC) discusses how Unitec's suite of internal research funding "products" are assessed.

### Purpose

The purpose of this paper is to facilitate a discussion about how the assessment of applications for the various internal research funding schemes occurs with a view to a consistent and appropriate approach.

### Justification

It is in the URCs Terms of Reference to oversee processes pertaining to research funding. While "products" have evolved, the matter of URC oversight has not been reviewed for some time.

### Background

Tūāpapa Rangahau has operated various internal research funding frameworks over many years. In response to emerging organisational strategy such as the [Royal Society Te Apārangi Early Career Researcher Forum](#), Unitec's [Manaakitia te Rito, the Renewal Strategy 2019-2022](#), and the [Unitec Research Strategy 2020-2024](#), new support "products" have been developed. URC oversight of these products, old and new, has been responsive to change but has not been scrutinised as a whole funding system. This is an opportunity to discuss the funding assessment processes, whether it be funding for research dissemination, contestable research funding or support for Early Career Researchers. Appended is a list of products currently on offer.

For the Early Career Researcher support products, the URC has had oversight of their development and has delegated authority to the Director of Research and Enterprise to ensure applicants meet these criteria and to report funding back to the committee. This approach has been working well to date.

A similar approach has been taken with Research Professional Development (PD), full suite of opportunities attached, where eligibility is the primary consideration. With Writing Retreats, where the pressure of numbers applying requires a competitive process, clear criteria is issued with the call for expressions of interest and a meeting is held with the Research PD Liaison and the Research Partners to assess which staff best meet these.

Funding to support the dissemination of research is a co-created process between Schools and Tūāpapa Rangahau. Guidelines were collaboratively developed (attached) with Research Leaders and these are annually reviewed.

Calls for applications for ECR Contestable Funding and ECR Fellowships are made, separately, once per year. Applications for these two contestable products, which are for more substantial amounts of money, are assessed by a Grants Advisory Committee (GAC), a formal sub-committee of the URC.

The following URC members comprise the GAC:

#### Permanent GAC membership

A/P Marcus Williams, Director Research and Enterprise  
Prof Jenny Lee-Morgan, Director Ngā Wai a Te Tūi Māori & Indigenous Research Centre (or delegate)

The permanent GAC members will assess applications for ECR Fellowship funding. For ECR Contestable funding, the GAC shall also comprise a bespoke membership as follows:

#### Bespoke GAC membership

2 x academics specifically selected for each applicant, chosen from outside of the applicant's school, but with relevant discipline or transdisciplinary expertise. Bespoke members will be selected by Tūāpapa Rangahau.

GAC members will convene to decide the outcomes of the contestable rounds and will report their decisions to the URC.

## **Next Steps**

Implement any changes or decisions which emerge from the URC's discussion.

## **Contributors**

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- Brenda Massey, Senior Grants Advisor
- Penny Thomson, Research Partner

## **Attachments**

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- Tūāpapa Rangahau Research Funding and Support Overview
- PD Research Workshops, Courses & Retreats, and Support for Supervisors 2021
- 2021 Research Dissemination Guidelines

# TŪĀPAPA RANGAHAU

March 2021

SERVICES SUBJECT TO CHANGE

## Research Funding and Support Overview.

**Professional Development** Research Professional Development; blended courses, master classes, workshops.

TŪĀPAPA RANGAHAU - HELEN GREMILLION

**Writing a Successful Grant Application** Supporting Unitec staff members who are seeking external research funding. The course is designed with the idea that a grant has been identified and/or a contract won, but it can also be taken with a learning lens in mind.

<https://moodle.unitec.ac.nz/course/view.php?id=4574> TŪĀPAPA RANGAHAU - HELEN GREMILLION

**Successful Postgraduate Supervision Course** On-line resource, or, blended course for those wishing to be on supervision register.

<https://moodle.unitec.ac.nz/course/view.php?id=4573> TŪĀPAPA RANGAHAU - CYNTHIA ALMEIDA, HELEN GREMILLION

### Masters/Doctoral Research Examinations/Postgraduate Student Resources

Submissions and examinations of Masters/Doctoral theses. TŪĀPAPA RANGAHAU - CYNTHIA ALMEIDA

**Research Dissemination Fund** Funding to attend conferences, open source publication costs, stage performances, mount exhibitions etc.

TŪĀPAPA RANGAHAU - PENNY THOMSON, ASMA MUNIR

**Research Partnering** Liaising with Research Leaders and researchers; working to promote Research and Enterprise at Unitec.

TŪĀPAPA RANGAHAU; RESEARCH PARTNERS - PENNY THOMSON, GREGOR STEINHORN

**New Researcher Start Up Fund** Group project fund for emerging researchers, apply anytime. Must have a research experienced mentor (who does not need to contribute to the research) and proposal must be developed in conjunction with your Research Partner.

TŪĀPAPA RANGAHAU; RESEARCH PARTNERS - PENNY THOMSON, GREGOR STEINHORN

**Early Career Researcher (ECR) Funds** Access through Research Partners.

TŪĀPAPA RANGAHAU; RESEARCH PARTNERS - PENNY THOMSON, GREGOR STEINHORN

**ECR Forum Membership** Offers peer support; a prerequisite to all ECR funding.

**ECR Project Fund** Contestable research project funding - calls for expressions of interest in semester two annually.

**ECR Post Parental Leave Fund** Support for ECRs after parental leave.

**ECR Support PhD/Doctorate toward PBRF Portfolio.** ECR work that aligns with the Unitec research strategy, Te Noho Kotahitanga and Unitec's values. One semester of PhD/Doctorate fees - criteria applies.

**Priority Group Research Fund** Supports research into the effectiveness of our action plans toward our priority goals (students who are Māori, Pacific, Under 25s, International) Note: a degree teaching staff member is required to be on the project.

TŪĀPAPA RANGAHAU; RESEARCH PARTNERS - PENNY THOMSON, GREGOR STEINHORN

**Conference Convening Seed Fund** Support to convene a conference - access through Research Partners.

TŪĀPAPA RANGAHAU; RESEARCH PARTNERS - PENNY THOMSON, GREGOR STEINHORN

**ITP Research and Enterprise Voucher Scheme** Subsidised R&D for industry/community. Encourages externally responsive

research, gives staff industry experience and builds external partnerships <http://metros.ac.nz/> TŪĀPAPA RANGAHAU - PENNY THOMSON, GREGOR STEINHORN

**Wairaka; natural environment, history and culture fund** TŪĀPAPA RANGAHAU - PENNY THOMSON

**External Grant Writing** Helps you apply for funding outside of Unitec; funds can buy out teaching, pay contractors, employ research assistants and more. External funding grows research productivity and capacity at Unitec and is one of our four goals.

TŪĀPAPA RANGAHAU - BRENDA MASSEY

**ePress** Digital press publishes academic papers, good for specialist material and interactive material. VERY supportive of new researchers with guidance through publishing process. <http://www.unitec.ac.nz/epress/> TŪĀPAPA RANGAHAU - MARIE SHANNON

**Writing Support** Academic writing support; composition, proofreading, editing, annotation, publication, peer review.

TŪĀPAPA RANGAHAU; RESEARCH PARTNERS - PENNY THOMSON, GREGOR STEINHORN

**Intellectual Property and Commercialisation Support** Intellectual property advice, commercialisation strategy, engaging with industry partners. TŪĀPAPA RANGAHAU - GREGOR STEINHORN

**Ethics Application Support** with the process of securing ethical approval for any research involving people and animals.

TŪĀPAPA RANGAHAU - ASHER LEWIS

**Research Advice** on Unitec and national research policy and processes, help with exactly what are and what are not research outputs and support with predatory publishing. TŪĀPAPA RANGAHAU - ARUN DEO

### Managing Research Grants Post-Award Support

TŪĀPAPA RANGAHAU WON TEAM - AKI TE'EVALE, ASMA MUNIR, HADLEY BROWN



**Unitec**

# **PROFESSIONAL DEVELOPMENT**

## **Research**

## **Workshops, Courses & Retreats, and support for Supervisors 2021**



Tūāpapa Rangahau | Partnering Research and  
Enterprise

UNITEC INSTITUTE OF TECHNOLOGY

# WORKSHOPS

## Everything the Beginning Researcher Needs at Unitec; General, PBRF and Collaborative Research, Academic Integrity

**Lead:** Helen Gremillion

**Audience:** Staff new to research, or staff new to Unitec.

**Objectives:** To provide both the context for research at Unitec and practical information on systems and processes to aid staff members engaging in research.

**Prerequisites:** All attendees need to have a valid ROMS log on.

**Content:**

This workshop will cover the framework under which research is conducted at Unitec. We will address TEC requirements surrounding research, and what these mean for academic staff. The workshop will address the PBRF (Performance Based Research Fund), focusing on what this is and who needs to engage with it. Access to both internal and external research funding will be discussed. We will cover basic processes for planning a research project, including ethics, budgeting and reporting (these topics will be covered in more detail in another venue). Services available to support researchers at Unitec will be introduced, including the library. We will also briefly address aspects of collaborative research, including authorship, copyright and academic integrity. An introduction to Mātauranga Māori will also be provided.

**Dates and Times:**

Wednesday 24th February, 9.30am-12.30pm, Mt. Albert Campus, 183-1003

Friday 26th November, 9.30am-12.30, Mt Albert Campus, 183-1003

Register online: <https://unitec.wufoo.com/forms/z1b73ta61qn17nq/>

## Turbocharge Your Writing

**Lead:** Hugh Kearns <http://www.ithinkwell.com.au/>

**Audience:** All research active staff, at any stage of their careers.

**Objectives:** To increase writing output.

**Prerequisites:** Participants must be research-active staff members who are tenured or limited tenure at 0.2 FTE or higher.

### **Content:**

What are the secrets to high output, low stress scholarly writing?

In academia it is often assumed that writing comes naturally. However, an overwhelming body of research shows that there are very clear and practical strategies that can greatly increase writing productivity. This workshop will help participants to understand: why it is difficult to get started; how we deliberately use distractions to slow down writing; the principles of quick starting; how to deal with destructive internal beliefs; and how to set a writing plan and stick to it.

### **About the workshop leader:**

Hugh Kearns lectures and researches at Flinders University in Adelaide, Australia, and is recognised internationally as a public speaker, educator and researcher. He and his business partner Maria Gardiner have worked with more than three-quarters of Australia's universities and have also published and conducted workshops in the U.S., the UK and Ireland.

### **Date and Time:**

Thursday July 1st, 9.30am-12.30pm

Venue: Zoom

Register online: <https://unitec.wufoo.com/forms/z1yae9te0rmii15/>

## Using R: An introductory course on statistical analysis and data visualisation.

**Lead:** Arun Deo (Unitec's Research Advisor) & Jeremy Greenbrook-Held (external)

**Audience:** Research-active Unitec staff members who want to learn the basics of R

**Objectives:** Introductory training in the use of R

**Prerequisites:** Participants must be research-active Unitec staff members who are tenured at 0.5 FTE or higher, and who have a good understanding of descriptive statistics.

### **Content:**

Unitec is intending to phase out SPSS statistical software, and is replacing it with R software. As part of the phase out plan, Tūāpapa Rangahau is offering a 2-day workshop on R software.

R is a free, open source statistical analysis and visualisation tool which is quickly gaining currency. In this workshop experts in R will provide introductory training in its use. Access to the analytic power of R requires a face-to-face introduction for the novice, since users must learn to work with a command line rather than a graphic user interface. After taking this workshop, participants will be able to make efficient use of the extensive, existing resources on R that can be found on the internet. Participants will be introduced to R language fundamentals and basic syntax, learn the appropriate data structures for R, extract key statistics out of a data set, conduct simple analyses using appropriate syntax, and visualise data with appropriate graphics.

### **Dates and Times:**

There will be two offerings: A two day course for beginners, and a one day refresher for experienced users.

### **Workshop for beginner users:**

Date: Tuesday 6th July 2021 to Wednesday 7th July

Time frame: 9.00am – 4.00pm

Venue: 183 - 1003

### **Workshop for advanced users (refresher):**

Date: Thursday 8th July 2021

Time frame: 9.00am – 4.00pm

Venue: 183 - 1003

To book, register [via this link](#).

# Professional Development for Level 9 & 10 Supervisors

## Successful Postgraduate Supervision

**Lead:** Helen Gremillion (Unitec's Research Professional Development Liaison)

**Audience:** Unitec staff members involved in supervising postgraduate students.

**Objectives:** To cover the basics of postgraduate supervision at Unitec.

### Content:

This blended course provides the information and skills staff need to engage in research supervision, from candidature through to working with students on theses. It addresses the candidature process, including research processes, regulations, and ethics at Unitec. You will be armed with the skills you need to manage the supervisory relationship effectively, including giving feedback, mentoring, time management, and motivating students.

Material covered is also relevant for staff supervising undergraduate capstone research projects. Note that any Unitec staff member can self-enrol to access course material in her/his own time.

**To enrol in this course, click the following link, login to Moodle, then click 'Enrol me'** <https://moodle.unitec.ac.nz/course/view.php?id=4573>

**After self-enrolment, this course will appear under 'My Courses' on your Moodle home page.**

Notes: completing this course, or its earlier equivalent, is required to be listed or to remain on Unitec's supervision register. The concluding face-to-face session is compulsory for this purpose

Please note that Te Puna Ako is currently developing a teacher capability badge that can be completed by applying learnings from this workshop to supervision practice. Completion of the face-to-face session will not be required to obtain this badge. Details will be released later this year.

### Dates and Times:

Date: Ongoing (with a scheduled face-to-face component)

Time Frame: Anytime for online component. To register for the concluding face-to-face session, contact the postgraduate administrator Cynthia Almeida: [calmeida@unitec.ac.nz](mailto:calmeida@unitec.ac.nz)

***N.B. a prerequisite for the face-to-face session is the completion of required on-line components (noted in Moodle).***

## Research Supervision Refresher Course

**Lead:** Hugh Kearns <http://www.ithinkwell.com.au/>

**Audience:** Experienced postgraduate supervisors on Unitec's supervision register who want to update their practice and share supervisory approaches.

**Objectives:** To refresh supervision practice.

**Prerequisites:** Successful completion of Unitec's blended course, 'Successful Postgraduate Supervision', and minimum 1 year's Level 9 and/or 10 supervision experience.

**Content:**

This workshop will look at how to help both the supervisor and the student get the most out of the postgraduate research experience. It draws on the facilitator's experience of working with thousands of research students and research supervisors across the world and there is also the opportunity for supervisors to share their experiences of what works and what does not work.

It will cover issues such as:

- Dealing with different types of students
- Getting students to write
- Getting students to show you their writing
- Giving constructive feedback
- Students who write too much
- Students for whom English is not their first language
- Motivating stalled students
- Problem situations

**About the workshop leader:**

Hugh Kearns lectures and researches at Flinders University in Adelaide, Australia, and is recognised internationally as a public speaker, educator and researcher. He and his business partner Maria Gardiner have worked with more than three-quarters of Australia's universities and have also published and conducted workshops in the U.S., the UK and Ireland.

**Date and Time:**

Thursday November 18, 1.00pm-4.00pm

Venue: Zoom

Register online: <https://unitec.wufoo.com/forms/z420r8h13nma13/>

## Introduction to Sage Research Methods database

**Leads:** Susan Eady and Dipti Vora (Unitec Library)

**Audience:** Interested Unitec staff members

**Objectives:** To introduce the Sage Research Methods database resources

**Prerequisites:** Participants must be research-active staff members who are tenured or limited tenure at 0.2 FTE or higher.

**Content:**

Sage Research Methods database is part of an array of databases subscribed to by Unitec Library that supports researchers at all stages of the research process.

This session will introduce the features of the database, including the Methods Map and Project Planner. Books, reference works, journal articles and a few videos are included in the database.

There will be time for discussion about other Library tools related to research and information management, e.g. access to SPSS and NVivo software on campus and the content of the Library's research guide.

**Date and Time:**

Monday 19 April, 10.00am – 11.00 am, Unitec Mt Albert Campus, 182-1001

Tuesday 20 April, 2.00pm - 3.00pm, Unitec Waitakere Campus, 510-B003

Please register [via this link](#).

## Industry research, staff/student collaboration workshop

### (how to integrate teaching, learning, research, industry and get PBRF results)

**Leads:** Dr. Diane Fraser and Associate Professor Dan Blanchon

**Audience:** For research teams (Unitec staff members) wishing to engage students in their industry-engaged research projects

**Objectives:** See 'Content' section below

**Prerequisites:** Participants must be research-active staff members who are tenured or limited tenure at 0.2 FTE or higher. They must be part of a staff team or researchers, and their Research Leader and Research Partner must work together to approve and arrange the session.

#### **Content:**

This workshop outlines a model used in Environmental and Animal Sciences to make optimal use of limited time toward achieving research goals by facilitating projects involving staff and students. The workshop details how nominal funding can be procured to help students implement the projects which ultimately result in industry exposure for them and QA outputs for staff.

**Date and Time:** By appointment.

Contact Helen Gremillion, Unitec's Research PD

Liaison: [hgremillion@unitec.a.cnz](mailto:hgremillion@unitec.a.cnz)



## Research Ethics: How to Prepare a Strong Application

**Lead:** Nigel Adams and Asher Lewis (Unitec Research Ethics Committee)

**Audience:** Unitec staff members who will be submitting an ethics application, either for their own research or for that of a student they are supervising.

**Objective:** To understand the purpose and the process of ethical review and to support the preparation of a strong ethics application for submission to Unitec's Research Ethics Committee (UREC).

**Prerequisites:** members of the Unitec Supervision Register, or planning to apply for the register and who are tenured or limited tenure at 0.2 FTE or higher.

**Content:**

This workshop will introduce you to the role and importance of ethics in your research. It outlines Unitec's process for seeking ethical approval of your research project. Please note: all research projects with people as participants must have Unitec Research Ethics Committee (UREC) approval before research can begin. Come along to consider the issues involved and find out how you can prepare your application for approval. Check out the [Postgraduate Student Resources pages](#) on Moodle if you would like to look at the general Ethics requirements before the session.

**Dates and Times:**

Date: Thursday July 8th 2021

Time frame: 1pm- 2pm

Venue: 180 - 2043

To register, please click [here](#).

## Writing a Successful Grant Application

*Prerequisite: participants must be research-active Unitec staff members who are tenured or limited tenure at 0.2 FTE or more*

**Lead:** Helen Gremillion (Unitec's Research Professional Development Liaison)

**Audience:** Unitec staff members wishing to develop grant-writing skills

**Objectives:** See 'Content' section below.

**Prerequisites:** Participants must be research-active staff members who are tenured or limited tenure at 0.2 FTE or higher.

### Content:

This course has been developed to support Unitec staff members who are seeking external research funding. It can also be completed for formative learning purposes. The course aims to build the confidence, skills and knowledge of Unitec staff to apply for grant funding for a research project, which could include students as co-researchers or research assistants.

### Content:

- Steps towards a grant application
- Structures, policies and procedures at Unitec
- Checklist and tips on best practice for grant applications
- Collaboration with the Research & Enterprise Office
- Formulating research ideas and goals
- Understanding the structure of applications and how to write them to fit funder requirements
- Handling the project and resource planning requirements of a grant application
- Learning from the process and its outcomes.

### Dates and Times:

Date: Ongoing (with a scheduled face-to-face component if desired/appropriate, as noted in the introductory section of the course)

Time Frame: Anytime for online component.

To enrol in this course, click the following link, login to Moodle, then click 'Enrol me':

<https://moodle.unitec.ac.nz/course/view.php?id=4574>

In order to verify course enrolment and completion for supervision PD (online only), be sure to contact Research PD Liaison Helen Gremillion: [hgremillion@unitec.ac.nz](mailto:hgremillion@unitec.ac.nz)

# ONLINE COURSES

## Successful Postgraduate Supervision

**Lead:** Helen Gremillion (Unitec's Research Professional Development Liaison)

**Audience:** Unitec staff members involved in supervising postgraduate students.

**Objectives:** To cover the basics of postgraduate supervision at Unitec.

**Content:**

This blended course provides the information and skills staff need to engage in research supervision, from candidature through to working with students on theses. It addresses the candidature process, including research processes, regulations, and ethics at Unitec. You will be armed with the skills you need to manage the supervisory relationship effectively, including giving feedback, mentoring, time management, and motivating students.

Material covered is also relevant for staff supervising undergraduate capstone research projects. Note that any Unitec staff member can self-enrol to access course material in her/his own time.

**To enrol in this course, click the following link, login to Moodle, then click 'Enrol me'** <https://moodle.unitec.ac.nz/course/view.php?id=4573>

**After self-enrolment, this course will appear under 'My Courses' on your Moodle home page.**

Notes: completing this course, or its earlier equivalent, is required to be listed or to remain on Unitec's supervision register. The concluding face-to-face session is compulsory for this purpose

Please note that Te Puna Ako is currently developing a teacher capability badge that can be completed by applying learnings from this workshop to supervision practice. Completion of the face-to-face session will not be required to obtain this badge. Details will be released later this year.

**Dates and Times:**

Date: Ongoing (with a scheduled face-to-face component)

Time Frame: Anytime for online component. To register for the concluding face-to-face session, contact the postgraduate administrator Cynthia Almeida: [calmeida@unitec.ac.nz](mailto:calmeida@unitec.ac.nz)

*N.B. a prerequisite for the face-to-face session is the completion of required on-line components (noted in Moodle).*

## Managing a Research Contract

### **Audience:**

This course is designed for Unitec staff members who have taken on a lead role to deliver on a contract to carry out a research project. It contains information to support management of the contract, and provides directions and tools to help deliver the out- comes.

### **Objectives:**

This is a self-directed online course, aimed at exploring the knowledge and skills needed to lead a team successfully, to deliver on a research contract.

The course also aims to prepare the lead researcher for the required partnership with the Unitec Research and Enterprise Office (REO). REO staff members are available to help contract researchers fulfil their obligations, carry out some required tasks, set up systems and processes, and identify risk areas and needs.

### **Content:**

- How the partnership with the Research and Enterprise Office works
- Fundamental understanding of research agreements
- Responsibilities of the project manager/lead researcher role
- Stakeholder relationships
- Expectation management of team members
- Anticipating and handling team conflicts
- Team motivation
- Project planning and reporting
- Monitoring timelines and budgets
- Intellectual property and publishing rights in a research contract agreement

There are no face-to-face sessions to accompany this course, but you will collaborate with the Research and Enterprise office to manage your contract.

**To enrol in this course, click the following link, login to Moodle, then click 'Enrol me':**

<https://moodle.unitec.ac.nz/course/view.php?id=4772>

## Writing Retreats

Research and Enterprise - Tūāpapa Rangahau, is pleased to offer Unitec staff members the opportunity to participate in a writing retreat during 2021.

The aim of the writing retreats is to allow researchers dedicated time away from their busy office (and phone and email) to work solely on a piece of academic writing.

Applicants can be at any point within their current research project, but do need to provide a clear statement of the immediate, anticipated outcome of participation in a retreat, whether it be reviewing literature, analysing data, or drafting a research output. Information about timing for the submission of a clearly identified QA output is also required.

### Eligibility criteria are as follows:

- PBRF eligible (if you are unsure please speak with your Research Leader or Research Partner, or contact Helen Gremillion at [hgremillion@unitec.ac.nz](mailto:hgremillion@unitec.ac.nz))
- Ability to commit to residential retreat for a minimum of three days (normally requiring a 10am start on day 1, and a 2pm finish on the final day, with the option to stay until 5pm to conclude)
- Individual Research Plan (IRP) completed
- Orcid number assigned (If you do not have an Orcid number, please register here <https://orcid.org/>)

In the selection process, priority will be given to those working on a piece of (QA) research that will contribute to one or more of the following: a realistic PBRF portfolio for the 2025 PBRF round; achieving a minimum of 2 disseminated research outputs across any given 2-year period (note: a strong case would need to be put forward here, since normally this goal can be met by other means; please consult your Research Leader); for emerging researchers, launching a research output track record; fulfilling obligations to a funder.

We have a wonderful venue for 2021 retreats located on the North Shore at the Vaughan Park Retreat Centre. The retreats will include full catering and single-room accommodation.

Numbers are limited for each retreat. Please note that line-manager approval for PD leave (and/or use of allocated research time) to attend a retreat is required.

Note that the EOI form will ask you to identify the relevant journal, book, or other venue of publication/dissemination, and the anticipated submission date.

To submit an EOI for participating in a writing retreat this year, click on [this link](#).

**The next retreats with places available will take place:**

19-22 July and 22-25 November.

**The EOI submission deadlines are:**

July Retreat – 5pm Thursday 10 June

November Retreat – 5pm Thursday 14 October

*Note that is it possible to attend 3 of the 4 days. If you are interested, please complete the EOI form by the submission deadline date above.*

Unitec

# PROFESSIONAL DEVELOPMENT

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## Research Workshops 2019 Masterclass Series



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## Research Skills and Development Course

**Please Note - Applications for this course are now closed.**

**We hope to run this opportunity again in 2022.**

In 2021 Unitec is offering support for a small number of staff to take an exciting course, which supports emerging researchers who lack publishing experience to build their research and academic writing skills. This course was run very successfully in 2019 and received excellent evaluations from participants. The course is a year long (it is in fact two courses that are linked).

Successful applicants will engage in a series of tailored, online, 1-to-1 tutorials on a negotiated schedule from mid-March through late November – including detailed work-shopping of a short piece of writing. Participants will commit to submitting this piece of writing to a peer-reviewed journal by the end of the year. Submission is required to pass the course, but the piece does not need to be accepted. In most cases, publication does occur, but the key learnings come from experiencing the entire submission process.

The course begins with (a) group workshop/s, then the bulk of it will be delivered 1 on 1 with a Research Professor to guide your independent work, including liaising with (a) content expert/s in your field (on your own) as needed. Participants can receive support refining their topic/s as part of the course.

The instructor works with participants on the entire process of generating a quality-assured research output from idea to managing responses to reviewers/editors. The course covers: identification and development of research capabilities, refining a research question, reviewing and critiquing academic literature, identifying an appropriate research methodology, learning to collaborate with others as part of the research process, selecting a publication venue, academic writing for high impact, the journal submission process, and responding to peer reviews. The course also involves the creation of a research statement/plan.

You will be utilising Unitec-allocated research time and/or available PD leave for this course, which can be listed in your ADEP as a key research 'Develop' (PD) activity. If you meet the eligibility criteria listed below and are interested to take up this opportunity, [please submit an EOI here by 5pm on Wednesday 24 February 2021.](#)

### Eligibility criteria:

- Capability and desire to begin building a track record of research publications
- Little to no publishing experience
- Never before published, in the role of lead author, a significant QA journal article (15+ pages and not an in-house publication)
- Availability of allocated research time (and/or PD leave) which can be used for this course



- Line manager approval of participation in principle (including use of research time)
- Individual Research Plan (IRP) completed
- ORCID number assigned (go to <https://orcid.org> to register for an ORCID ID#)

*Note: This course is offered through Nelson Marlborough Institute of Technology, and has the potential to be cross-credited to ARA's Graduate Diploma in Tertiary Teaching and Learning. Unitec's Research and Enterprise Office will cover all course costs for participants.*

Selection criteria:

- Strength of applicant's research potential and commitment
- Strength and quality of IRP
- Overall presentation/quality of the EOI

In addition, in the selection of participants, the following will be considered if/as appropriate:

- Strength of any recommendation from referees, who are contacted in cases where applicants' qualifications and/or eligibility is in doubt, or when there are difficult choices to be made amongst applicants
- Amongst equally qualified candidates, preference will be given to final selections which, as much as possible, allow for distribution across Unitec schools/units.



# 2021 Research Dissemination Guidelines

## 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.

These guidelines outline the Unitec process for research dissemination and is very specific to this activity. While research project and research development related travel are not considered in these guidelines, the formal approval process is required, in these cases too as it does with all travel. Please contact your Research Partner in such instances.

**“Research”** is defined in the **Guidelines for Documenting Research Outputs** according to the PBRF definition and includes a broad range of output types with reference 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, open source publishing fees, exhibition or screening.

The **Unitec Research & Enterprise Strategy 2020-2024** focuses research activity on three key goals:

- (1) Strong **Maori research leadership, capability, excellence partnerships, processes and governance** – QA outputs that demonstrate principals of Vision Mātauranga and Rangatiratanga
- (2) Capability development and support toward **sustainable, collaborative research productivity and excellence** – QA outputs, student integrated research, research engaged programmes
- (3) Research that is **industry/community partnered** and promotes innovation – Industry / community funded research, external research income.

Overall, the aim of this fund is to continue to 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 and promote research and collaborations, which lead directly to increased quality publications, innovative collaborative research projects, student integrated research projects, external recognition, and external funding.

The process will involve the Research Leader at school level, providing advice in conjunction with a Head of School on prioritising staff requests to attend conferences and other forms of research dissemination for appraisal by the budget holder (Director of Research & Enterprise), in conjunction with the above priorities. Tūāpapa Rangahau will have oversight of this process and where air travel is involved, the Chief Executive or a member of the Executive Leadership Team (ELT) will have the final approval function.

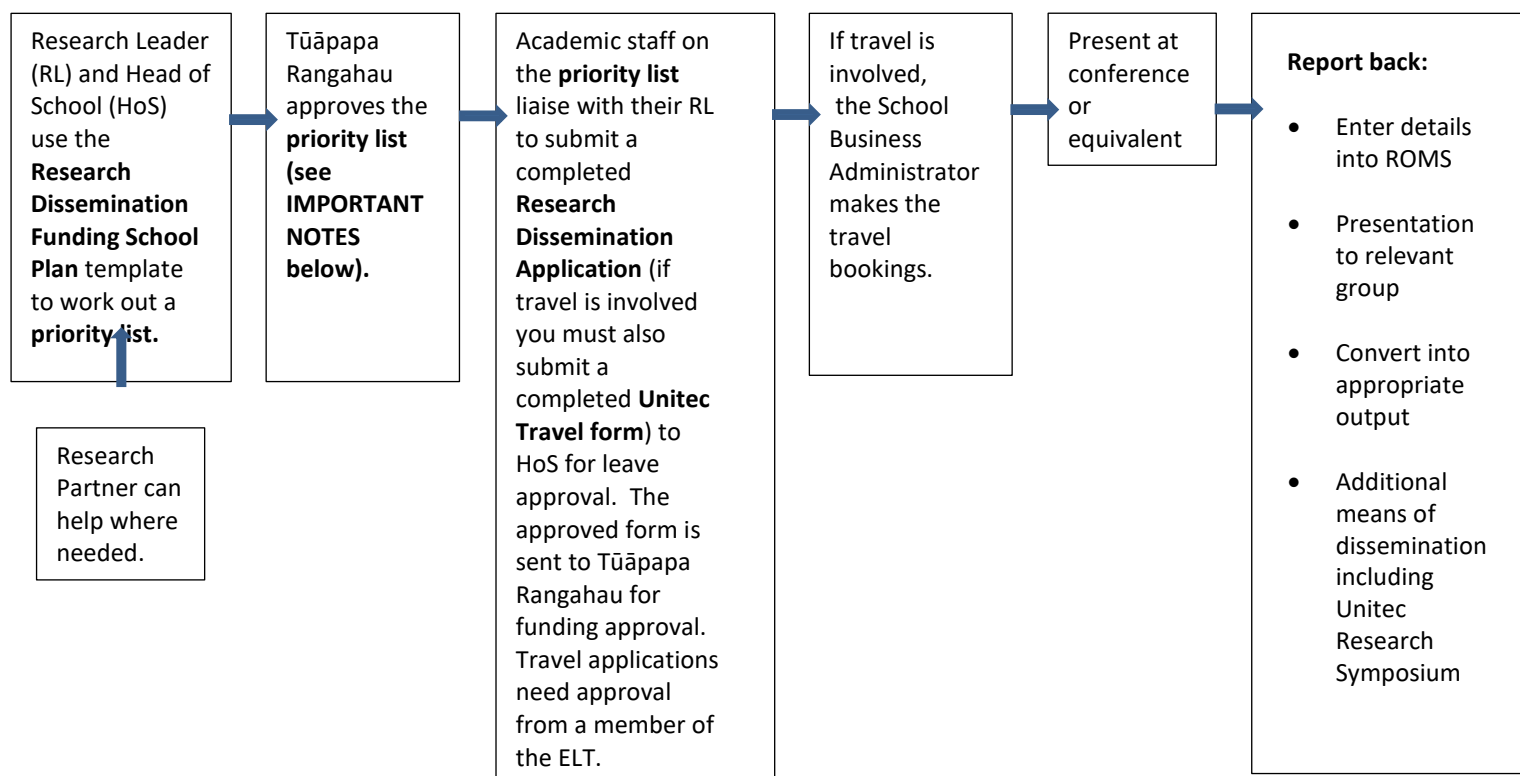
## 2. ELIGIBILITY

Applicants must be a Unitec research eligible staff member - any permanent full time or permanent part time Unitec employee as well as any staff on a fixed term contract of two years or more and who has an FTE of 0.2 or more and who teaches significantly on any course in a degree level programme, may be considered.

### 3. GUIDELINES FOR PRIORITISING STAFF REQUESTS

- 3.1. The priority should be academic staff that need support to meet the relevant Unitec Research KPI's;
  - Demonstrating the principals of Vision Mātauranga and Rangatiratanga
  - Greening the Research Productivity Traffic Light
  - Increasing PBRF performance
  - Growing external research income
  - Increasing industry partnerships
  - Encourages student integrated research
- 3.2. Cases where the opportunity for appropriate, research conference presentation (or equivalent) followed by publication in a quality assured medium are present will be favoured. Normally, requests for support where non-refereed/non-QA or non-commissioned outputs and no subsequent journal publications are involved, will not be funded.
- 3.3. Researchers who have been funded to attend a number of conferences (or equivalent) are expected to be able to demonstrate that their research is being developed to a standard suitable for, or equivalent to, journal publication. Normally, a researcher who has attended one conference, would be expected to have developed research for at least one quality assured published output (or equivalent).
- 3.4. 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 travel costs won.
- 3.5. Research Groups are being developed at Unitec in conjunction with School Research Plans. In this and other ways including the Unitec Research Strategy, collaborative research is being encouraged. Normally, a request to attend a conference (in person or virtually) or equivalent would be expected to generate publication in the proceedings for a co-authored paper with at least two research eligible Unitec staff members.
- 3.6. 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 2020 - 2024 and that individual's research productivity. Excellence and high-level performance can be determined by:
  - 3.6.1. 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.
  - 3.6.2. Through engagement with external research contracts, external research income and other tangible commitments to an individual's research from industry, community or iwi.
- 3.7. Applicants who have failed to update their ROMS account cannot be considered for research dissemination funding at Unitec.
- 3.8. Applicants need to have a current Individual Research Plan (IRP) submitted to be eligible for funding.
- 3.9. Staff must have an ORCID number to receive Research Dissemination Funding.
- 3.10. The prioritisation of research dissemination funding within a school or group of staff will be conducted on the basis of the considerations mentioned above.
- 3.11. With respect to limitations on funding and Unitec's aim to reduce air miles, all research travel is scrutinized carefully and requires executive authority. NB - this approval process is managed by Tūāpapa Rangahau.

## 4. Process



### IMPORTANT NOTES on the Priority Lists:

1. School Priority Lists must be submitted by the deadline (30<sup>th</sup> April) to guarantee that funds will be available.
2. Being on the Priority List DOES NOT mean RD funding is approved or guaranteed.
3. Only staff with up to date ROMS and Individual Research Plan (IRPs) will be approved for Research Dissemination Funding.

- 3.1 Research Leaders (RLs) and Heads of Schools (HoS) use the 'Research Dissemination Fund – School Plan' template to work out a **priority list** for their School in relation to the 2021 Research Dissemination Fund.
- 3.2 The priority should be as clearly outlined above in 2.1.
- 3.3 The goal is to create a record in order of priority, for which staff should receive Research Dissemination Funding, according to HoS and RLs.
- 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, Tūāpapa Rangahau will check whether the estimated amount of funding for each staff member to be supported can be met. If not, Tūāpapa Rangahau will work with the School Leadership to revise the **priority list**. The **priority list** will need to be approved by Tūāpapa Rangahau. Individual allocations are likely to be adjusted through the year.
- 3.5 Research Partners can help work out the **priority list** if this is useful using the provided template. The most important information is; who is to be supported?

- 3.6 Developing Researchers, who are starting out on their research career, will generally not be funded for international travel.
- 3.7 In case RLs and HoSs need to change the priority list during the year as priorities change or new opportunities arise, they can contact Tūāpapa Rangahau to revise the **priority list** and seek approval.
- 3.8 Academic staff who are on the priority list can submit a completed Research Dissemination - Application form with abstract and quotes to the HoS for leave approval. Once the HoS has signed off the form, the form can be sent to Tūāpapa Rangahau for funding approval. Tūāpapa Rangahau will oversee all relevant approvals from that point.
- 3.9 For all Travel Applications, the **final decision is subject to approval from a member of the ELT** and the applicant will be notified of the outcome when that is complete.
- 3.10 There is fulsome compliance in Unitec around travel, therefore applications should be **submitted at least 20 working days prior** to the departure date in order to maximize the opportunity of successful approval. Tūāpapa Rangahau will attempt to process applications in less than the 20 working days as required however, this risks the approval not being processed in time for travel. This includes domestic travel.
- 3.11 The school Business Administrator can assist with travel & accommodation estimate costs and will make travel bookings once all the relevant application forms have been approved.
- 3.12 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.
- 3.13 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.
- 3.14 Reporting Back

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

- 1.1.1. Enter the conference details into ROMS within four weeks of returning to Unitec.
  - 1.1.2. Staff who are funded to disseminate their research, are obliged to present their work at the **Unitec Research Symposium 2021**. They are encouraged to also present their work in their School.
  - 1.1.3. Convert an oral presentation into a peer reviewed written output normally within one year of the Research Dissemination event or demonstrate the stage in the publication process this is at when requested.
- Pursue any additional means of disseminating information appropriate, e.g. a paper for Unitec ePress.

## Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 10 June 2021

<b>Title</b>	Internal PBRF Review
<b>Provided by:</b>	Marcus Williams, Director Research and Enterprise
<b>For:</b>	<b>DISCUSSION</b>

### Recommendation/s

That the Unitec Research Committee (URC) reviews and discusses the proposed internal PBRF review process and timeline.

### Purpose

The Minister of Education will be announcing the Ministry's response to the recommendations of the 2019 PBRF Review. The URC decided Unitec should implement an Internal Review for PBRF in Semester Two of 2021. This process is underway and the draft timeline is presented for information and comment.

### Contributors

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- Arun Deo, Research Advisor

### Attachments

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- Internal PBRF review process and timeline

<b>Date 2021</b>	<b>Tasks</b>	<b>Responsibility</b>
May 24th	Timeline finalised	Marcus/Arun
May 31st	Portfolio Assessors (PAs) selected and contacted	Marcus (with Penny/Gregor)
June 1st	Cabinet announcement of high level PBRF changes	Chris Hipkins
June 1st	Rooms booked/moderation appointments sent to PAs	Marcus/Penny
June 1st	Proposed changes to ROMS drafted for review “shadow version”	Marcus/Arun
June 1st	Potential PBRF Portfolios (PPP) identified (longer list)	Arun
June 7th	Changes to ROMS finalised and final design specified for Intuto	Marcus (with Arun)
June 14th	PPP verified (shorter list)	Marcus (with Penny/Gregor)
June 14th	PPP staff contacted & strongly urged to review ROMS entries	Marcus
June 14th	Detailed instructions for changes to ROMS sent to Intuto	Arun
August 2nd	Portfolio Assessors briefed and trained	Marcus/Penny/Gregor
August 2nd	ROMS software update complete by Intuto and checked	Arun
August 9th	Updated “shadow” ROMS populated with PPP outputs	Arun
August 9th	Draft instructions to PBRF staff completed	Marcus
August 11th	Draft instructions to PBRF staff reviewed – feedback to Marcus	Marcus (with Penny/Gregor)
August 13th	Improvements to ROMS software update implemented by Intuto	Arun
August 16th	Instructions to PBRF staff sent with finalised shadow ROMs shell	Penny/Marcus
August 16th	series of meetings for PPPs to demonstrate shadow ROMS etc	Marcus/Arun
October 8th	Follow up briefing (Teams) with PAs (Q&A)	Penny/Marcus/Gregor
October 15 <sup>th</sup>	Staff to complete review with milestone & general support	Penny/Gregor/Arun/Marcus
October 18 <sup>th</sup>	Completed portfolios are distributed to Portfolio Assessors (PAs)	Marcus/Arun
October 20 <sup>th</sup>	PAs assess and rate one low, one medium and one high portfolio	Portfolio Assessors
October 22 <sup>nd</sup>	Cross moderation shared with all PAs at a meeting	Marcus/Penny
December 15 <sup>th</sup>	PAs complete rating assessment with comments	Portfolio Assessors
February 28th 2022	Comments collated, edited and sent to relevant staff with rating	Marcus/Penny/Gregor/Arun

- Staff are tactically provided the 2021 Mid Semester Break - 4<sup>th</sup> to 15<sup>th</sup> October, to complete their mock portfolios, as per suggestions from the URC.
- Staff in Pacific Centre (via Daisy Bentley-Gray), Ngā Wai a Te Tūi (via Ngahuia Eruera), Bridgepoint (via Tui Matelau) and Learning and Achievement (via Susan Eady) to be included in PBRF-related communications, workshop invitations etc.

## Te Komiti Rangahau o Unitec | Unitec Research Committee Self-Assessment

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**Purpose:** NZQA requires the Committees of Unitec's Academic Board to provide evidence of self-assessment.

### Te Komiti Rangahau o Unitec Self-Assessment Provocations

- Can we improve the way the committee is run?
- Is time well managed?
- Are issues under discussion well-handled and resolved?
- Are the agenda and minutes well handled?
- Are the perspectives of committee members respected and heard?
- Are actions completed and accounted for?
- Were there matters raised and dealt with in the meeting that were particularly helpful or unhelpful?
- Does the committee oversee and ensure compliance within its mandate?
- Does the committee show foresight and proactively engage in continuous improvement?
- Does the committee review and improve the relevant policies, guidelines and regulations?