agenda

Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	**2024-03-14**
Scheduled Start:	1300h
Scheduled End:	1500h
Location:	Microsoft Teams

SECTION 1   NGĀ KUPU ARATAKI | PRELIMINARIES

1. Karakia Tīmatanga | 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

N/A

SECTION 4   WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

N/A

SECTION 5   NGĀ TUKUNGA | ITEMS TO RECEIVE

1. Conference Seed Funding
2. Verbal update on Te Pūkenga research from the Director Research and Enterprise

SECTION 6   KUPU WHAKAMUTUNGA | CLOSING

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

SECTION 1   NGĀ KUPU ARATAKI | PRELIMINARIES

Item 1.1   Karakia Tīmatanga | Opening Prayer

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

Item 1.2   Mihi Whakatau | Welcome from the Chair

Item 1.3   Te Komiti Rangahau o Unitec Membership

Marcus Williams (Associate Professor)	Chair and Director Research and Enterprise
Daisy Bentley-Gray (Emerging)	Nominee of Director, Pacific Success
Tanya White (Early Career)	Nominee of Director, Māori Success
Dr Helen Gremillion (Professor)	Healthcare and Social Practice
Dr Yusef Patel (Early Career)	Architecture
Kambiz Borna (new member)	Building Construction
Dr Lian Wu (Associate Professor)	Healthcare and Social Practice
Dr Hamid Sharifzadeh (Professor)	Computing and Information Technology
Dr Leon Tan (Associate Professor)	Creative Industries
Dr Kristie Cameron (Associate Professor/ Early Career)	Environmental & Animal Sciences
Khaled Ibrahim (new member)	Applied Business
Carly Van Winkel (Emerging)	Bridgepoint
Dr Norasieh Md Amin (Subject Librarian)	Library
Vacant (Student Rep)	Nominee of Student Council
Arun Deo (Research Advisor)	Tūāpapa Rangahau
In attendance: Brenda Massey (Acting Secretary)	Tūāpapa Rangahau

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.

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 2024-02-08 .

Section 2.3   Mahia Atu | Matters Arising
refer to pg10

SECTION 3   MEI HEI WHAKAAE | ITEMS TO APPROVE

N/A

SECTION 4   WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

N/A

SECTION 5   NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1   Conference Seed Funding
refer to pg11

Section 5.1   Verbal Update on Te Pūkenga Research from the Director Research and Enterprise
N/A

SECTION 6   KUPU WHAKAMUTUNGA | CLOSING

Section 6.1   Ētahi Kaupapa Anō | Any Other Business

Section 6.2   Komiti Self-Assessment
refer to pg23

Section 6.3   Karakia Whakamutunga | Closing Karakia

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

Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2024-02-08
Scheduled Start:	1300h
Scheduled End:	1500h
Location:	Microsoft Teams

MEETING OPENED:	1300h

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. Kristie Cameron
3. Nora Md Amin
4. Arun Deo
5. Hamid Sharifzadeh
6. Helen Gremillion
7. Leon Tan
8. Daisy Bentley-Gray
9. Lian Wu (from 1.30pm)

Total members represented: 9 members

Apologies

1. Yusef Patel
2. Tanya White
3. Lian Wu (for lateness)

Total apologies: 3 members

Absent

1. Carly Van Winkel

Total absent: 1 member

MOTION

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

Moved: Kristie Cameron
Seconded: Helen Gremillion

MOTION CARRIED

Quorate Status

A minimum of six 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

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MOTION

That the committee approves the minutes of the 2023-11-09 meeting as a true and accurate record.

Moved: Hamid Sharifzadeh
Seconded: Nora Md Amin

MOTION CARRIED

Item 2.3   Mahia Atu | Matters Arising

Agenda Item(s)	Action	Responsible	Outcome
3.1	Attend to filling the current vacancies on the committee.	Marcus Williams	In progress
3.1	Amend the committee's composition requirements as follows: • Change "Nominee of Director Pacific Success" to "Nominee of Interim Manager Pacific Success". • Change "Nominee of Director Māori Success" to "Nominee of Director (Acting) Māori Success".	Brenda Massey	Complete
3.1	Add a reassessment of the committee's membership to the 2024 Work Plan (for March).	Brenda Massey	Complete

In addition to the two vacancies on the committee representing the School of Building Construction and the School of Applied Business, the committee needs to replace its student rep, as the current rep is no longer available to sit on the committee. Brenda Massey is progressing recruitment for a new rep.

SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

Section 3.1   Nomination for appointment of an Honorary Research Fellow – Joanne Low, School of Environmental and Animal Sciences

The nomination for the appointment of an Honorary Research Fellow within the School of Environmental and Animal Sciences was approved.

MOTION

That the committee approves the appointment of Joanne Low as an Honorary Research Fellow within the School of Environmental and Animal Sciences.

Moved: Daisy Bentley-Gray
Seconded: Kristie Cameron

MOTION CARRIED

Action: Marcus Williams to advise the nominator, Adjunct Professor Terri-Ann Berry, of this outcome.

Section 3.2   Nomination for appointment of an Honorary Research Fellow – Shannon Wallis, School of Environmental and Animal Sciences

The nomination for the appointment of an Honorary Research Fellow within the School of Environmental and Animal Sciences was approved.

Kristie Cameron is part of the Environmental and Animal Sciences Research Committee and that committee has drafted some guidelines for its Honorary Research Fellows to ensure that fellowship arrangements are mutually beneficial. Both Shannon and Joanne are participating in a programme of guest lectures within the School.

MOTION

That the committee approves the appointment of Shannon Wallis as an Honorary Research Fellow within the School of Environmental and Animal Sciences.

Moved: Hamid Sharifzadeh
Seconded: Helen Gremillion

MOTION CARRIED

Action: Marcus Williams to advise the nominator, Adjunct Professor Terri-Ann Berry, of this outcome.

Section 3.3   Research Centres Update – Centre of Research in Education for Healthcare Professionals and Environmental Solutions Research Centre

Marcus Williams will be meeting with the Head of the School of Healthcare and Social Practice to discuss potential ways forward for the Centre of Research in Education for Healthcare Professionals. In the meantime, the committee agreed to put the Centre of Research in Education for Healthcare Professionals and the Environmental Solutions Research Centre on hold for one year.

MOTION

> **That the committee approves that the operations of the Centre of Research in Education for Healthcare Professionals and the Environmental Solutions Research Centre be paused for one year.**
>
> **Moved: Marcus Williams**
> **Seconded: Leon Tan**
>
> **MOTION CARRIED**

This matter will be scheduled by Brenda Massey to be revisited by the committee in 12 months' time.

SECTION 4 - WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

There were no items scheduled for discussion.

SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1   2024 Unitec Early Career Researcher Contestable Fund Outcomes

The Committee noted the outcomes of the 2024 Unitec Early Career Researcher (ECR) Fund.

Section 5.2   Update on Unitec Research Ethics Committee

The Committee noted the Unitec Research Ethics Committee's (UREC's) new Terms of Reference and membership, and that UREC is no longer accredited by the Health Research Council (HRC). If UREC receives an ethics application that it is not mandated to consider, it will need to be submitted to HDEC (Health and Disability Ethics Committee) for assessment.

The comment was made that it would have been good if the memo covering this agenda item had included an overview of the implications of UREC no longer being HRC-accredited. This means that there will be less independent oversight of the committee outside of Unitec. It was queried whether any concerns have been expressed at an institutional level about this.

The Chair responded that the decision around accreditation was mandated by Te Komiti Mātauranga (TKM). The item is therefore presented to the committee for its information and is not contestable.

TKM has asked for oversight of UREC and will be requiring annual reports. That's in addition to the monthly reports and the provision of minutes that UREC has always provided to TKM. 2023 UREC activity still needs to be reported to the HRC.

While it is true that there will be less institutionally independent oversight of UREC, most ITPS are operating internal ethics committees like the one Unitec now has.

SECTION 6 - KUPU WHAKAMUTUNGA | CLOSING

Section 6.1   Ētahi Kaupapa Anō | Any Other Business

Tūāpapa Rangahau has now been allocated a research budget for 2024. Marcus Williams and his team are working on articulating the various research support products that will be available this year and will be publicising these in due course.

The committee only has one item scheduled in its workplan for next month: reassess URC membership/composition requirements. This was scheduled due to the imminent changes associated with becoming Te Pūkenga. It was proposed that this item be paused and considered when it becomes clearer what, if any, changes could necessitate a change to the committee's current composition. Unless agenda items come from committee members themselves, it is possible that the March committee meeting will be cancelled.

Section 6.2   Komiti Self-Assessment

An opportunity was given for the committee to reflect on their self-assessment provocations. The committee is reminded that feedback on any aspect of the committee's operation can be emailed to the Chair or the Secretary at any time (in confidence if requested).

Section 6.3   Karakia Whakamutunga | Closing Karakia

MEETING CLOSED:	1335 h

SUMMARY OF ACTIONS

Agenda Item(s)	Action	Responsible	Outcome
3.1 & 3.2	Advise Adjunct Professor Terri-Ann Berry of the approval of the appointment of Joanne Low and Shannon Wallis as Honorary Research Fellows within the School of Environmental and Animal Sciences.	Marcus Williams	

MATTERS ARISING

Agenda Item(s)	Action	Responsible	Outcome
3.1 & 3.2	Advise Adjunct Professor Terri-Ann Berry of the approval of the appointment of Joanne Low and Shannon Wallis as Honorary Research Fellows within the School of Environmental and Animal Sciences.	Marcus Williams	Complete
N/A	The committee was scheduled (in its workplan) to review the Unitec Research Strategy Action Plan this month.	All	We will delay this review by at least one month as the institution's Takitahi is still pending.

Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 14 March 2024

Title	Conference Seed Funding
Provided by:	A/P Marcus Williams, Director Research and Enterprise
For:	**INFORMATION**

Recommendation

That the committee notes and promotes the availability of Conference Seed Funding.

Purpose

Over recent years, Unitec has successfully hosted and delivered School and discipline-based conferences and symposia that have assisted staff to produce Quality Assured (QA) outputs.

Unitec's Conference Seed Fund was created to provide early support that will lead to the funding/sponsorship of these types of events.

The committee is urged to publicise and encourage engagement with this funding mechanism.

Information/Background

Conferences are a valuable part of Unitec's research and enterprise ecology, with the potential for creating networking opportunities, publicity, industry engagement, research income and/or as part of a larger research development programme.

Bidding for national and international conferences or developing a specialised new conference is time consuming. The Conference Seed Fund is intended to provide initiators with early support to undertake bid responses, develop conference plans and to pursue the concomitant sponsorship necessary to ultimately fund these.

Symposium and conferences of this nature are in many ways more valuable and effective than all-staff Research Symposiums. Tūāpapa Rangahau has previously noted an increasing reliance by staff on presenting at annual all-staff Research Symposiums in order to generate research outputs, despite these being Non-Quality Assured (NQA).

Symposia that are culturally or discipline specific often provide better opportunities for peer review and the inclusion of external participants relevant to the context, and generally do lead to the generation of QA outputs.

Key Points of Conference Seed Funding

- Conference initiators are required to develop a business plan which shows how the conference will be funded, including how the Seed Fund will be repaid, if the project goes ahead and is successful.
- The Conference Seed Fund is not a fund to cover the costs of holding a conference, it is to assist staff to undertake the development of a business case to stage a new conference or to make a bid to host an international conference and to seed some of the initial costs, ultimately towards repayment, providing all goes to plan.
- Support for staff to participate in Conference Organising Committees led by other institutions can be considered, where a strong case can be made that this advantages Unitec in the following ways: enhancing Unitec's profile, contributing to the staff member's PBRF portfolio, strengthening strategically important research partnerships and networks.
- The CITRENZ conference hosted by the School of Computing, the Resilient and Responsible Architecture and Urbanism (RRAU) conference hosted by the School of Architecture, the Pacific Research Symposium co-hosted by Unitec and MIT, and the opening of the new Toi o Wairaka gallery are all examples of discipline specific initiatives that provided valuable opportunities for the dissemination of Unitec research in 2023. For example, the RRAU conference generated 13 outputs for Unitec staff (10 QA and 3 NQA) and of the 21 papers accepted by ePress for publication in the proceedings of the CITRENZ conference, a total of 12 Unitec staff members were authors.

Contributors

- Brenda Massey, Senior Grants Advisor, Tūāpapa Rangahau
- Arun Deo, Research Advisor, Tūāpapa Rangahau
- Marie Shannon, ePress Editor, Tūāpapa Rangahau

Attachments

- Conference Seed Funding Guidelines
- Conference Seed Funding Application Form

Conference Seed Fund
Guidelines

3.1 Quality.
Potential to add to Unitec's research profile, visibility and credibility as a tertiary provider, academic impact through publication and recognition. Demonstrated through explanation and justification of rationale, methodology, and potential contribution to the field.

3.2 Impact.
Potential contribution to resilience, sustainability, wellbeing and productivity of stakeholder communities and organisations. Clarity about the specific contribution of the conference proposed.

3.3 Vision Mātauranga
Potential contribution to Vision Mātauranga which is a policy about innovation, opportunity and the creation of knowledge that highlights the potential contribution of Māori knowledge, resources and people. There are four themes:

- **Indigenous Innovation**, which involves contributing to economic growth through *distinctive research and development*;
- **Taiao**, which is concerned with achieving *environmental sustainability* through iwi and hapū relationships with land and sea;
- **Hauora/Oranga**, which centres around improving *health and social wellbeing*; and
- **Mātauranga**, which involves exploring *indigenous knowledge*.

Where research projects are of relevance to Māori or involve Māori, Tūāpapa Rangahau expects that applicants are in consultation with Māori at the planning stage, so as to achieve the best possible outcomes. Unitec's Research Ethics Committee has produced Guidelines for Māori and Community Social and Cultural Responsiveness to assist researchers who intend undertaking research that may involve Māori participants (through random selection), involve Māori, Māori centered research and kaupapa Māori research. If unsure about the relevance of the proposed study for Māori, researchers should consult Unitec's Research Partners or Kaihautu Mātauranga Māori.

Examples of relevance could include conferences that involve biomedical research of significance to Māori health, social research, educational research, entrepreneurship, indigenous research, natural hazards, native flora and fauna, anthropology, the environment, sporting and cultural activities, literature, and language (even if the approach to these topics is seemingly irrelevant, such as algorithm development, biochemical pathways or mechanical properties).

3.3 Engagement.
Partnership and/or collaboration with organizations beyond the tertiary sector (central and/or local government, industry, the community locally, nationally or internationally) contributing to proposed external impact. The involvement of students in real world learning contexts is highly desirable.

Conference Seed Fund
Guidelines

3.4 Capability Development

Evidence of the convening teams independence as research leaders and the team's ability to deliver the proposed project. How the project will contribute to the career development of researchers (staff and students) at Unitec, create opportunity for research dissemination and opportunities for researchers to gain new skills, experience and knowledge.

4 Process

Tūāpapa Rangahau will take applications anytime. It is expected that the average application will be less than $5000 but the maximum amount available is $10,000.

Applications will be considered promptly as they are received. All receipts must be submitted by **30th November**. Please note failure to do this will result in a declined expense claim.

5 Terms of Reference

Applications must meet all of the priorities outlined above. In addition:

- the level of funding sought should be appropriate for the project and proposed expenditure clearly detailed;
- Successful applicants must agree to present a summary of the conference at Unitec's annual Research Symposium and agree to articles on the conference being published in Advance and on Unitec's intranet and Internet;
- Receipt of past internal funding, whether central or faculty based, will be declared and will have been appropriately accounted for;
- The conference planning must include negotiation with Research Partner Performance, Tūāpapa Rangahau about an administration fee;
- If the conference bid is successful, all finances and administration must be handled by Tūāpapa Rangahau;
- ePress should be considered as the publishing house for conference proceedings and if this is the appropriate choice, a publishing fee should be negotiated with the ePress Editor.

6 Other Factors

- The convener's ability to complete the project will be taken into consideration, so while an established track record in convening conferences is not essential, providing evidence in relation to capability is important, particularly in relation to the achievement of outcomes;

- The conference project must be realistic in terms of time and funding sought;

- This fund is intended to provide seed funding for small to medium conference bids, industry symposiums or the development of new conferences and it may be more appropriate to submit applications for very large projects to external seeding funds;

Conference Seed Fund
Guidelines

- A detailed budget breakdown must be supplied and there should be an explicit correlation between project aims and the budget requirements. The budget should clearly explain why each particular investment is important and should not include vague items such as "contingencies or unforeseen circumstances". Expenditure relating to travel should be justified in relationship to the development of the bid;

- Buy-out of staff time will require a very clear rationale and explicit support from the applicant's Line Manager;

- Conferences on research into teaching practice that leads to quality assured research outputs is encouraged.

Conference Seed Fund
Application

1. Applicant's Details (Convenor)

NAME	SCHOOL	POSITION TITLE	ORCID NUMBER*

* All Unitec researchers should have an ORCID number. You can register for one here https://orcid.org/

APPLICANT'S CHECKLIST
If you check no, please provide an explanation as to why you cannot tick yes.

I have my Head of School's (HoS) agreement in principle for the project	Yes ☐ No ☐
I have consulted my Research Leader (RL)	Yes ☐ No ☐
I am eligible for the Research Traffic Light or research is in my job description	Yes ☐ No ☐
I have submitted my current Individual Research Plan (IRP)	Yes ☐ No ☐
I have updated my Research Outputs in ROMS	Yes ☐ No ☐
I am a member of the ECR Forum (not mandatory)	Yes ☐ No ☐

FOR TRAVEL RELATED COSTS (International and Domestic):
A completed and signed Unitec Travel Form   Yes ☐ No ☐
NB - *Travel must be justified in relationship to the development of the bid. International travel will require Executive Approval which will be organised by Tūāpapa Rangahau.*

2. Convening Team Statements

2.1 Have you and/or any of your team received funding Tūāpapa Rangahau in the last two years? Yes ☐ No ☐

Specifiy;

2.2 Have you received any funding from external sources during your time at Unitec?
If yes, please provide the year, source, and amount of the grant(s):   Yes ☐ No ☐

2.3 Provide details about the partnerships involved in this project, within your academic discipline and with industry/community? *200 words maximum*

3. Summary of planned Conference

3.1 Conference title:

3.2 Conference Team:

SUPPORT TEAM	NAME	SCHOOL OR EXTERNAL ORGANISATION	ROLE IN TEAM
Convenor			**Convenor**
TEAM MEMBER			
TEAM MEMBER			
TEAM MEMBER			

3.3 Conference Description **-** What is the conference about? To what organisation /institution are you making the bid (if relevant), include relevant URLs*. 300 words maximum.*

Conference Seed Fund
Application

4. Quality

4.1 Rationale - Why is this conference important to Unitec and its stakeholders?
100 words maximum.

4.2 Objectives/goals - What will the conference achieve for Unitec (staff, students, programme, research group, school, research centre). *200 words maximum.*

4.3 Structure **-** Where will the conference be held? How many delegates will there be? Can students be involved and if so, how will that work? Will there be papers/posters/workshops and if so will abstracts be reviewed? If there is a call for academic content, will there be published proceedings? If quality assurance processes are to be in place, how will these be organised? Will the services of ePress be needed? *300 words maximum.*

4.4 Expected Outputs - What are the expected outputs (publications, creative modes of dissemination) for the team and others in the school/Unitec. List the outputs you expect to achieve for Unitec staff from this project. Preference should be given to quality assured outputs; conference proceedings for example, but also refereed journal articles, performances, screenings, exhibitions. Name the journals that will be targeted, if known, or give examples of the type of journal/publication that will be targeted.

OUTPUT TYPE	DATE OUTPUT WILL BE PRODUCED

5. Impact
300 words maximum.

5.1 What contribution to benefits do you seek to make through this conference, in terms of the resilience, sustainability, wellbeing and/or productivity of New Zealand's communities, industry and iwi? How will the conference make this contribution?

5.1.2 Is convening this conference part of a long-term plan for research in your school or centre?

5.1.3 Provide examples of knowledge transfer include technology transfer with the intention of supporting innovation, providing key information to public policy makers, or dissemination of knowledge from one field to another.

5.5 What efforts are you planning to ensure this event is ecologically sustainable? Eg. Use of recyclables in catering, re-usable bags, or lanyards*,* other plastic reduction initiatives, online attendance options etc.

Conference Seed Fund
Application

6. Engagement
300 words maximum.

6.1 Which non-tertiary sector parties have been involved in or are potential users of this conference?

NAME	INDUSTRY/COMMUNITY ORGANISATION/TERTIARY INSTITUTIONS	Contribution?

6.2 What relationships/collaborations are there with government, industry, community, iwi and/or other organisations?

6.3 Describe how these organisations are participating in and/or potentially benefiting from this conference and how it relates to the external impact outlined above.

6.4 If different to above, how will businesses and/or communities' benefit from the conference? What are you incorporating into the conference to maximise this (eg - industry day)?

5.3 How will you facilitate knowledge transfer to the partner stakeholders, (i.e., how will programmes, papers, proceedings, video content etc be communicated/ disseminated to your partner communities, industry and/or iwi?). *100 words maximum.*

6.5 What potential is there for co-funding from these organisations? What evidence do you have to support this?

7. Co-funding (expand as necessary)

What sources of funding will you be seeking, using this conference seed funding? Sponsorship from industry, co-funding from public sector organisations, NGOs, ATEED, registration fees, other, a combination? Provide an explanation in addition to the table below. Please note, more detailed information may be requested as a condition of the loan. *500 words maximum.*

FUNDING SOURCE	AMOUNT ($)	STATUS (I.E. FUNDED OR PENDING).

Explanation:

Conference Seed Fund
Application

8. Team Capability

Who are the key people involved in organising this conference and what track record do they have in relevant areas? How does this conference contribute to the development of staff research capability at Unitec? Provide a brief overview and rationale. *300 words maximum plus CVs*.

Please attach a CV for each team member.

9. Conference bid milestones
Eg market research complete, bid proposal complete, deadline of bid, sponsorship secured, etc.

MILESTONE	DATE
Conference opening	
Conference closing	

10. Mātauranga Māori

Will the conference be of particular relevance to Māori or involve Māori?

Yes ☐   No ☐

If yes, which of these four Vision Mātauranga themes can be associated with the conference.

Vision Mātauranga is a Ministry of Business, Innovation and Employment policy that recognises the distinct contribution that Māori knowledge, resources and people can make to research, science and technology. There are four themes:

(1) Indigenous Innovation, which involves contributing to economic growth through distinctive research and development;
(2) Taiao, which is concerned with achieving environmental sustainability through iwi and hapū relationships with land and sea;
(3) Hauora/Oranga, which centres around improving health and social wellbeing;
(4) Mātauranga, which involves exploring indigenous knowledge.

Where conferences are of particular relevance to Māori or involve Māori, the Research and Enterprise Office expects that applicants are in consultation with Māori to ensure that the event is well planned, that appropriate etiquette is observed when access to Māori sites, culturally sensitive material and knowledge is sought from their owners, and that Māori intellectual and cultural property rights are respected. Cultural understanding is required to ensure good quality outcomes.

Conference Seed Fund
Application

As a first step, convenors should seek advice from Unitec's Kaihautu Mātauranga Māori.

☐ **Indigenous Innovation (economic growth through distinctive research and development)** Explain:

☐ **Taiao (environmental sustainability)** Explain:

☐ **Hauora/Oranga (health and social wellbeing)** Explain:

☐ **Mātauranga (indigenous knowledge)** Explain:
If no, please address the following points:

- what Māori involvement there may be and;
- how this will be managed and;
- what impact on Māori this project may have.

11. Budget (expand as necessary):
This fund is not for the purposes of running a conference, it is for the purposes of developing the business case, finding the funding and the industry engagement to do so. Provide details on resources needed to secure funding to run the conference?

BUDGET ITEM (EXCL GST)	($)	[5]RATIONALE/JUSTIFICATION IN RELATION TO OBJECTIVES
[1] Assistant to undertake market research or for preparation of proposals (sponsorship material, sourcing quotes from suppliers, venues and contractors, pricing etc)		
[2] Materials/consumables		
[3] Travel		*Travel must be justified in relationship to the development of the bid*
[4] Contractor		
TOTAL ESTIMATED COST OF CONFERENCE ($)		

12. Declarations

Declaration (Convenor)
I declare that to the best of my knowledge the information I have provided is true and correct; that ethical approval will be sought and obtained prior to the commencement of the conference, if required; that funding for this conference will not be used to contribute to a project team member's higher degree research; and that I hold an FTE position at Unitec of **0.5 or more and I meet the eligibility conditions in the guidelines**. I acknowledge that Tuapapa Rangahau will be monitoring my progress on the conference and the expenditure of my grant if I am allocated funding.

Signed: _____ Dated: _____
[please sign by typing your full name]

Conference Seed Fund
Application

Declaration (Convenor's Head of School)
I have read and support this application and, if funded, will ensure that adequate time is given to develop the bid and run the conference and that there are no impediments to the successful completion of the project.

Signed:_____   Dated: _____
[please sign by typing your full name]

Email your completed, fully signed Application Form to bmassey@unitec.ac.nz

You will be advised, in writing, of the outcome of your application following the Unitec Research Committee's meeting.

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

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?