



# Centre Application Proforma

## QUT Faculty Research Centre Collaborative Research Centre Collaborative Centre

### Application Process

Nine (9) copies of the application, not exceeding 20 pages in length (excluding appendices) should be forwarded to the Deputy-Vice-Chancellor (Research and Commercialisation) by 1 June.

The Dean of Faculty is responsible for making recommendations to the Deputy-Vice-Chancellor (Research and Commercialisation) to establish faculty research centres and collaborative research centres. The Deputy-Vice-Chancellor (Research and Commercialisation) then forwards the recommendations to the University Research and Development Committee and then to the University Academic Board for approval .

### QUT Faculty Research Centre

*Faculty research centres should have significant international status in research, and must be approved by Council as a centre of excellence in research and postgraduate training consistent with the University's and the faculty's stated strategic intent. Faculty research centres should have as their primary focus the conduct of research, commercial research, and research training, although they may also engage in consulting activities, continuing education, and the provision of other services to the general community related to, or deriving from, their research activities*

Applications must address Sections A & B

### Collaborative Research Centre

*A collaborative research centre is focussed on research and research training at a national and/ or international standard and is substantially funded from national competitive/ collaborative grants schemes. Research collaborative centres shall be entitled to participate in any allocation by the University of research funds/ resources (other than funding from the University Research Budget) on the same basis as a faculty research centre*

Applications must address Section A & B.

### Collaborative Centre

*A Collaborative Centre is supported by large program grants and funded from external sources. A collaborative centre may not have research at a national competitive level as their primary focus and are not funded from the University Research Budget*

Applications must address Section A.

Section B may be replaced by documentation developed to meet the requirement of an external funding partner

Faculty .....

Centre .....

.....  
Signature of Faculty Director of Research/Associate Dean of Research

Date .....

.....  
Signature of the Dean

Date .....

## **PART A - RECOMMENDATION OF THE FACULTY**

The Faculty is to provide a recommendation for the proposed centre, including details of

- i. The operational objectives of the Centre
- ii. The relationship of the proposed Centre with QUT's mission and top level Research Plan
- iii. The potential contribution to the faculty's strategic plans and intended interrelationship with other research centres and groups at QUT
- iv. The major research programs of the proposed Centre and their national and international significance
- v. The demand for research graduates in the area and the training strategies to be implemented with reference to the QUT Research Training Quality Assurance System.
- vi. The level of financial commitment and in kind support to be provided by the faculty for the proposed Centre

## **PART B – Details of Centre**

### **1. Capacity and Potential for Research and Research Training (max 1 page)**

The degree to which the proposed centre has the capacity and potential to undertake research and research training, which is competitive and comparable with national and international performance standards for the area, and contributes to the faculty's positioning within its total research strategy.

### **2. Research Centre Structure**

Outline the proposed operational details of the centre including

- a) Organisational Chart
- b) Role of Centre Director with details of the proposed Director
- c) Details of the Centre's Executive Committee and Advisory Board
- d) The role of key academic staff and research program leaders with details of their lines of reporting and responsibility for the Centre's research programs. Include their research and research training record<sup>#</sup>, proposed time commitment to the centre and commitments to other centres or other areas of research and research training. These must be approved by the Head of School and recorded in the QUT performance, planning and review (PPr) process
- e) Details of administrative, technical and other support staff
- f) Organisational links and support at QUT, particularly the relationships of the Centre to other key structural entities of the Faculty (eg schools)
- g) Physical location and other resource implications
- h) Initial and continuing library and computing infrastructure (details should be provided from the Division of Information and Academic Services, with a statement from the Dean of the Faculty indicating whether additional funds will be provided in excess of existing library allocations, if required).

### **3. Students**

- a) Provide the following details for each proposed research student<sup>#</sup> in the Centre
  - Student's Name
  - Enrolment status (full-time, part-time, international)
  - Start date and expected completion date
  - Thesis title
  - Principal and Associate supervisors
  - Scholarship type

- b) A faculty centre would normally have a minimum of thirty PhD, Prof Docs or masters by research students (twenty EFTSU) associated with it, and an average of eight completions per annum over three years. If the above list of students does not meet this requirement, indicate what strategies will be employed to attract quality students to the Centre and ensure the timely completion of their thesis.
- c) Detail the extent to which the Centre's research focus and activities would complement its research students.
- d) Outline the Centre's policy regarding quality research training with particular reference to research higher degree demand load, completions, scholarships, and supervision.
- e) Where possible give details of the higher degree research graduate destinations of students from the research discipline

#### 4. Researchers

A Centre should have a minimum membership of fifteen individual active researchers contributing to the centre's research outputs. Any registered member of a research centre must normally qualify as an "active researcher" under QUT's definition of this term (see **MOPP D/1.1.2**)

Detail the aggregated performance in the last three years of the proposed Centre members<sup>#</sup>, who will qualify as active researchers under QUT's definition of this term, for the following

##### a) Research Grants

External Research Income, which is relevant to the proposed area of research

- Australian Competitive Grants (Activity 51)
- Other Public Sector Grants (Activity 52)
- Industry and Other Grants (Activity 53)
- Commercial Research (Activity 64 & 65)
- Income from CRCs (Activity 54)

##### b) Internal Research Income

- QUT research grants (Activity 08)
- Faculty research grants (Activity 07)

##### c) Research Publications

DEST defined research publications:

- A1: Book
- B: Book Chapter
- C1: Journal
- E1: Conference Publications

##### d) Research Supervision

- Detail completions for PhD, Prof Docs and Masters and the role of the supervisor (Principal or Associate)
- Current Supervision Load

*Any shared centre activities (grants/income or postgraduate students/completions) should be identified in italics and recorded under a separate heading, 'shared centre activities'.*

## 5. Research Links

- a) Detail any existing links between the proposed researchers of the Centre and industry, community, professional bodies, and other educational or research organisations. This should include any collaborative research programs with other institutions, particularly international groups and Cooperative Research Centres (CRCs).
- b) Outline any proposed development of research links if the Centre is established

## 6. Budget

- a) For the Centre's Operating Budget<sup>#</sup>, provide a financial budget, with targets and strategies, which outlines how faculty derived funds (including RTS and IGS funding) would be expended under the following headings over the next five years (categories align with QUT Financial Data )
  - Personnel
  - Scholarships
  - Consultants, Contractors and Temporary Staff
  - Non- Capitalised Equipment
  - Capital Expenditure
  - Travel, Staff Development and Entertainment
  - Supplies and Services
  - Miscellaneous Expenditure
- b) Detail the expected main sources of income<sup>#</sup> for the Centre eg research grants, commercial research and their expenditure under the categories used in (a) over the next 5 years

## 7. Business Plan

A Five Year business plan including

- a) Major objectives and outcomes of the Centre
- b) Key Research Performance Data Targets\*
- c) The strategies to be employed to achieve key performance targets
- d) The procedures to be established to assure the quality of its research output
- e) Proposals to enhance the Centre's national and international status

## 8. External Assessment and Nomination of External Referees

Applications must provide referee details (name, affiliation, address, phone number, fax number and e-mail) and an abbreviated one page curriculum vitae for three external referees, at least one of whom should be external to Australia. There should be a brief supporting statement outlining the research expertise of the nominated referees. Referees should have a substantial international reputation and expertise in the research area of the proposal.

The university will contact the external referees asking for their comments on the proposed Centre application and in particular the proposed centre's international standing in research and research training will be based on external referees' comments

\*Each Faculty Research Centre and Collaborative Research Centre is expected to contribute a minimum of 3% on average of QUT's total research income, completions, student load and DEST weighted publications. This should be based on the latest available figure, see the Office of Research for more details

# Contact the Office of Research for Data Sets detailing this information