

Research Awards Policy

Section 1 - Purpose and Context

(1) The primary purpose of the Research Awards Policy is to recognise and reward the excellent achievements of University staff.

(2) The Awards are intended to:

- a. recognise and reward research excellence;
- b. instil notions of best-practice and excellence in all aspects of work at the University;
- c. boost morale and productivity of staff;
- d. identify and support University nominees for other award schemes;
- e. foster ongoing professional development;
- f. encourage loyalty and commitment to the University; and
- g. provide a platform to showcase staff achievements.

(3) The Awards will support the strategic research goals of the University and will act as a channel for monitoring and celebrating achievement by individuals groups and teams.

Section 2 - Definitions

(4) Nil.

Section 3 - Policy Statement

Part A - Call for Nominations

(5) The Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International will call for nominations each year for awards to university staff whose outstanding dedication, creativity and excellence in research performance and service have had, or are having a significant impact on the University's progress towards the achievement of its mission.

(6) The award is available to:

- a. teams who demonstrate the capacity to collaborate effectively towards shared goals and who achieve excellence in outcomes in the nominated area of activity;
- b. individuals who demonstrate the capacity to work innovatively and in an exemplary manner and who achieve excellence in the nominated area of activity; and
- c. teams or individuals who demonstrate an outstanding commitment to service both within and beyond the institution.

Part B - Eligibility for Awards

(7) Currently employed full or part-time staff of the University who have worked at the University for a minimum of one year are eligible for individual nomination, or as leaders of team nominations.

(8) For team nominations, staff who do not satisfy these eligibility criteria, but whose contribution to the Award initiative is to be acknowledged, may be included as members of a team nomination.

(9) Winners of awards (either individuals or teams) in a particular category are not eligible for nomination (as an individual or team leader) in the following year in the same category. However, previous recipients of highly commended nominations can reapply. These nominations will be required to demonstrate progress from their previous year's submissions.

Note: Senior staff (defined via membership of the Senior Staff Forum group) are not eligible for application or nomination for the Leadership category.

Part C - Nomination Process and Submissions

(10) The Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International Excellence awards are intended to recognise achievements over the previous one to three year period, although in some categories of award it is anticipated that submissions may include briefly summarised background material from longer than three years ago in order to contextualise these achievements.

(11) Nominations must be made on the forms designated for each Award and available through the Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International website. Advice and assistance in the preparation of submissions is available from the Office of the Deputy Vice-Chancellor and Vice-President, REDI and Office of Human Resources.

(12) It is a condition of entry to the Awards that further enquiries can be made of a factual nature of the submission.

Part D - Award Categories and Nature of Prize

(13) There are two categories of Award, available each year.

- a. Research Excellence through Partnership - Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International Award
- b. Excellence in a Research Interdisciplinary Team - Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International Award

Table 1: Award Categories and Prizes

Maximum Number of Awards in Each Category	Ranking	Maximum Amount for Each Individual Awards	Maximum Amount for Each Team	Trophy*	Framed Certificates*
1 x 1 Individual 1 x 1 Team	Winner	\$4,000	\$6,000 team of two or \$8,000 team of three or more	P	P
2 x Individual 2 x Team	Highly Commended	-	-	P	P

(14) In relevant categories capacity will exist to award an individual and/or a team winner, and to award a highly

commended to an individual and/or team. Awards need not necessarily be made in every category. A trophy will be awarded to winners (team or individual) in each category. However, each person (whether nominated as an individual or as a member of a team) will receive a framed certificate.

Part E - Funding and Expenditure

(15) The total allocation of funds for the Awards and their distribution across the Award categories will be determined on an annual basis. Award funds can be spent on either the further development of the initiatives(s) for which the Award has been conferred, or the further professional development of the staff nominee(s). Award funds are expected to be spent within one calendar year. Individual winners may also elect to take their prize money as cash (paid through payroll) after tax. Where a team agrees unanimously to an equal split by each team member, the team can opt to take their prize money as cash paid to individuals (through payroll) after tax. Cash prizes can also be donated to a registered charity or as a contribution to superannuation. The Guidelines prescribe conditions for expenditure and acquittal of the Award funds.

Part F - Administration of the Awards Scheme

(16) Overall administrative co-ordination of the Awards scheme will be undertaken by the Office of the Deputy Vice-Chancellor and Vice-President, REDI in consultation with the Office of Human Resources.

Part G - The Awards Panel

(17) The membership of the Awards panels is outlined in the attached table (see Associated Information). Where members are unavailable, the Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International or Pro Vice-Chancellor, Research and Innovation, will approve substitute members. Each Awards Panel will consider nominations against the specified selection criteria and will make recommendations, justified against these criteria, to the Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International.

Part H - Dissemination of Outcomes

(18) Awards will be presented at the annual University Awards. Announcements about Award recipients will be disseminated broadly. Additionally, Award recipients will be invited to prepare a written account about their achievements and innovations and/or make presentations at suitable occasions and forums.

Section 4 - Procedures

(19) Nil.

Section 5 - Guidelines

(20) Refer to the [Research Awards Guidelines](#).

Status and Details

Status	Current
Effective Date	14th October 2014
Review Date	14th June 2017
Approval Authority	Vice-Chancellor and President
Approval Date	8th October 2014
Expiry Date	To Be Advised
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