

## GUIDELINES

### RESEARCH EXCELLENCE AWARD 2010/2011

The University annually grants Awards for Research Excellence to members of the University staff who are 'early career researchers/scholars' or have extensive research careers and who have demonstrated excellence in research, scholarship or postgraduate research supervision. There are a maximum of three Awards granted each year. Recipients of 'early career' Awards will not be excluded from applying for Awards later in their career. For the purposes of the Awards and 'early career researcher or scholar' will have undertaken less than five years of full-time research/scholarly activity after PhD awarded. Staff who have been active researchers for ten years or longer will be regarded as having research careers. A staff member who receives an Award will be excluded from applying in the same category in future years.

The Award consists of –

- A grant of financial support up to \$5,000, available to the recipients for purposes of professional development of the recipient. The grant will be -
  - a) Kept in a separate project code within the appropriate Faculty
  - b) Will not be paid directly to the recipient
  - c) The Director of ORHD will take advice from the recipient about the proposed expenditure. All expenditure will be in accordance with USQ financial delegations and policies.
  - d) If the recipient leaves USQ before the grant is fully expended or does not expend the full grant within 12 months of receipt (with a further 12 month period being granted at the discretion of the Office of Research & Higher Degrees), the unexpended portion will revert to the University
  - e) The following categories of expenditure are acceptable –
    - Employment of an assistant to help a recipient in his or her research or teaching;
    - Travel, accommodation and related costs for professional purposes, eg to attend conferences or confer with persons working in fields related to the recipient's research or teaching areas;
    - Administrative matters relating to professional development in the recipient's research or teaching areas (eg advertising to attract assistants or secretarial support);
    - Journal or membership subscriptions, where related to USQ duties, for a period no longer than three years, with continuation of subscription beyond that time being the personal obligation of the recipient;
    - Purchase of books, materials, office and research equipment, and payment for the installation of such items. All such purchases remain the property of USQ, but it is expected that priority use of them will be afforded to the recipient.

Research is defined as the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. Research and experimental development (R&D) comprise 'creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humanity, culture and society, and the use of this stock of knowledge to devise applications'.

Postgraduate research supervision refers to the official University appointment as a Principal Supervisor or an Associate Supervisor for candidate enrolled in a research Masters or research Doctoral program.