A BRIEF GUIDE TO THE

Office of Research And Higher Degrees (ORHD) at the University of Southern Queensland

The Office is administratively located within the Division of the Deputy Vice-Chancellor (Scholarship) and supports the operation of the Graduate Research Committee, the University Research Committee and the ICT Research Committee.

The Office of Research and Higher Degrees provides management and administrative support for the University's research and research degree programs, research and scholarship opportunities and the University's research policies and procedures.

USQ UNIVERSITY OF SOUTHERN QUEENSLAND

fulfilling lives

Grants and Contracts Administration

All research grant applications being submitted by USQ **must** be submitted through the Office of Research and Higher Degrees; this makes timing very important.

The Research Grants team:

- Advertises and provides assistance with available research funding opportunities.
- Provides assistance and advice on the preparation of applications.
- Receives funding applications and proof reads, checks adherence to guidelines (including eligibility), grammar, spelling, sentence structure, and ensures all relevant and requested attachments are provided.
- Ensures all required signatures have been obtained.
- Ensures submission criteria are met (eg correct method—electronic, hard copy or both; conversion to pdf document as required; correct number of copies obtained; forwarding of hard copies in sufficient time to ensure arrival by close of submission time).

The Contracts Management team:

- Receives and prepares funding contracts and submits them to the Legal Office for review, approval and sign off; forwards signed agreements to the funding body and other partners/collaborators and ensures sign off by all parties.
- Receives fully signed contracts/agreements from partners/collaborators/funding bodies and forwards 'original' to the Legal Office; copies are retained by ORHD and Finance is notified to open a project account.

Ethics and Research Integrity

The Ethics Officers support the three committees which are responsible for ensuring that all research involving human or animal subjects or the use of genetically modified organisms at USQ meets strict ethical and safety requirements. No research can be started at USQ without an ethics clearance being given by one or more of these committees. Commencing research without the appropriate clearance will mean a breach of the Australian code for responsible conduct of research (2007). The Human Research Ethics Committee, the Animal Ethics Committee and the Institutional Biosafety Committee are responsible for approving research proposals. The committees are formally constituted according to the Australian code of conduct for the care and use of animal for scientific purposes (2004), the National statement on ethical conduct in human research (2007), the requirements of the Office of the Gene Technology Regulator and the Australian code for the responsible conduct of research (2007).

Researchers, including students, who wish to undertake research involving human or animal subjects, or which has biosafety implications, must obtain approval from the relevant committee before commencing the experiments.

The Ethics Officers:

- Provide advice on the various ethical standards of the University.
- Provide advice on the completion of the application forms (**www.usq.edu.au/research/ethicsbio**).
- Receive completed applications (via **ethics@usq.edu.au**) and in hard copy.
- Communicate decisions of the committees to researchers.
- Collect and monitor the receipt of progress reports and annual reports.
- Ensure USQ meets its regulatory reporting requirements.

Research Data Management

The Office of Research and Higher Degrees (ORHD) manages data relating to the research activity and research outcomes of both staff and students at USQ. Information collected is used for internal, external and government auditing and reporting. The two major federal government reporting schemes managed by ORHD are the Higher Education Research Data Collection (HERDC) and the Excellence in Research for Australia (ERA).

Research publications are a major source of data and are used by government to determine allocations to universities for various schemes, awards, scholarships and programs. Information about staff publications is also used internally for awards, workloads, incentives and promotions.

For a publication to be classed as reportable for government purposes it must be a book, book chapter, journal or conference that meets the government definition of research and for which verification material can be provided. In order for USQ to be able to accurately capture and record the number of research publications it is important that all publications are entered into ePrints as soon as possible after they are published. Once the details and a published copy of the publication is deposited into ePrints (**http://eprints.usq.edu.au**) there are processes in place for ORHD to record, validate, verify and decide whether the document is reportable for government purposes.

Information regarding publication requirements is available at **www.usq.edu.au/research/datacollection** or **www.usq.edu.au/research/datacollection/definitions** for definitions relating to publication data.

Research Finance

The Research Finance team consists of a Management Accountant, an Assistant Accountant and two Finance Officers. The team assists researchers with the financial management of all grant applications and successful grants and ensures that auditing requirements for the management of project funds are met.

The Management Accountants:

- Provide assistance with the preparation of budgets for research grants applications, including salary calculations and on-costs for employing research assistants and budget queries relating to travel and operating expenses.
- In the event of the awarded funding being less than originally requested, the Management Accountants can assist with budget revision.
- Finalise projects in accordance with the terms and conditions of the legal agreement.
- Arrange any financial acquittals required by the external organisation.

The Finance Officers:

- Arrange for all external grant funds to be invoiced in line with the terms of the agreement.
- If invoicing is conditional upon milestone reports then they will contact the researcher to ensure the milestone has been completed prior to sending the invoice.
- Ensure that all project purchasing and travel requests are processed in line with the external funding agreement as well as USQ policies.
- On advice from the Contracts Management team that a contract/agreement is fully signed, liaise with the researcher and arrange for a new project to be created within the appropriate Centre affiliation.

Research Higher Degree Support

The Office of Research and Higher Degrees Team provides administrative support for the University's research students and supervisors throughout the student journey – from prospective enquiry through to graduation.

The range of support services includes:

- Advice on how to apply for a research higher degree program.
- Management and the provision of information on research scholarships.
- Management of candidate progression within a research higher degree, including biannual progress reports; confirmation process and monitoring of enrolment.
- Management of the examination of dissertations (theses).

USQ offers the following research higher degree programs:

Faculty of Arts

Doctor of Philosophy (DPHD)

Faculty of Business

Doctor of Philosophy (DPHD)

Doctor of Business Administration (Research) (DBAR)

Master of Business Research (MBSR)

Faculty of Education

Doctor of Philosophy (DPHD)

Doctor of Education (DEDU)

Faculty of Engineering & Surveying

Doctor of Philosophy (DPHD)

Engineering Doctorate (ENGD)

Master of Engineering Research (MENR)

Master of Spatial Science Research (MSSR)

Faculty of Sciences

Doctor of Philosophy (DPHD)

Master of Science Research (MSCR)

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