



Terms of Reference

Research Management Committee

Trim Location	
Responsible Officer	Deputy Vice-Chancellor Research and Innovation
Approval Date	
Approval Authority	

1. Role

The Research Management Committee is responsible for providing leadership in relation to strategic decision-making and management of research and research training.

2. Functions

The Research Management Committee shall:

1. Have overall responsibility for the direction of research at the University, and its alignment with the Strategic Plan and the Research Plan 2013-2015.
2. Provide guidance, advice and direction to Faculties, Schools, Research Institutes and Centres, in the promotion of high quality research activities.
3. Ensure that the Animal Ethics Committee, Human Research Ethics Committee, and Institutional Biosafety Committee of the University fulfil their legislative duties.

3. Authority

The Deputy Vice-Chancellor (Research & Innovation) authorises the Committee to perform those responsibilities as outline in the Terms of Reference.

4. Membership

Membership of the Research Management Committee shall be:

1. **Chair:** Deputy Vice-Chancellor (Research & Innovation)
2. Associate Deans (Research & Research Training)
3. Executive Directors of Research Institutes

4. Two nominees from Research Centre Directors
5. Director, Office of Research
6. Director, Research Training & Development
7. Two nominees of the Deputy Vice Chancellor (Research & Innovation)

1.1 Responsibilities of Committee Members

Members are identified as coming from named organisational entities to facilitate the consultation process. However, members are not appointed to represent their particular organisational constituencies, and are expected to contribute to the Committee in the overall interests and objectives of the University. If a member is unable to attend a meeting, it is expected that a nominee will attend in lieu of that member.

2.1 Nominees

Members may nominate a duly appointed acting person to represent them when necessary. The member should ensure the nominee is fully briefed and prepared to contribute to the meeting.

3.1 Working Parties, Sub-Committees, Co-option and Observers

1. The Research Management Committee may establish ad hoc working parties where required.
2. The Research Management Committee may establish sub-committees where required.
3. The Research Management Committee may co-opt other persons as required to provide advice and assistance in respect of specific issues being considered or when specialist expertise is required, noting that such co-opted persons will have no voting rights.
4. By endorsement of the Chair Research Management Committee, observers may be invited to attend meetings, noting that an observer will have no voting rights.

5. Meetings, Reporting and Minutes

Frequency of Meetings: The Research Management Committee will meet eight times per year at specific dates and times as outlined in the University Meeting Schedule. Special meetings may be called by the Chair as the need arises.

Reports To: Deputy Vice-Chancellor (Research & Innovation) and where appropriate through the Deputy Vice-Chancellor (Research & Innovation) to the Vice-Chancellor's Committee. The Committee shall also provide advice and recommendations as required to the Vice-Chancellor's Committee, Education Management Committee, and as required to Academic Board and its standing committees. The Committee may provide advice and recommendations to other committees as appropriate.

Minutes: For all meetings, minutes shall be kept as provided for in the University's regulation. A report of each meeting will be sent to the Research Committee and the Vice-Chancellor's Committee to encourage collaboration and sharing of information.

6. Ethical Practices, Confidentiality and Independence

Members of the Committee are to:

1. Exercise objectivity and integrity in the discharge of their duties and responsibilities;
2. Refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
3. Act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly in regard to the maintenance of confidentiality and privacy of information;
4. Exercise sound judgement guided by highest personal standards of honesty and integrity in all matters relating to membership of the Committee;
5. Ensure that they do not place themselves in situations which could lead to, or be perceived to give rise to a conflict of interest;
6. Disclose to the Committee any matter which could compromise, or be seen to compromise, the performance of their duties on the Committee or give rise to a perception of a conflict of interest; and
7. Have a sound understanding of the University's Code of Conduct.

7. Secretary

The Secretary to the Research Management Committee is the Executive Officer to the Deputy Vice-Chancellor (Research & Innovation).

8. Review of Terms of Reference

The Terms of Reference will initially be reviewed in 12 months, and on a two yearly basis thereafter by the Deputy Vice-Chancellor (Research & Innovation) and the Research Management Committee.

9. Modification History