

Research Responsibilities/ Delegations

July 2012

Research Responsibilities/Delegations	To Whom	Date/s of Minutes
Central Research Fund	Academic Director	In job description & budget allocation
Approval of funding for presenters at refereed conferences	Research & Knowledge Transfer Committee	22/9/94, 18/3/99, 9/9/99, 31/5/01, 2002, 6/12/07
Approval of Publication Incentive Grants and External Grant Application Rewards, including decision on amount of each	Manager Research & Knowledge Transfer	6/9/01, 23/5/02, 22/6/06, 6/12/07
Approval of airfare/accommodation for supervision of projects for higher qualification	Research & Knowledge Transfer Co-ordinator	24/7/97, 1/7/04
Management of Research Supervision scheme	Academic Director	In job description & budget allocation
Sign-off of external research applications (for funding)	Manager Research & Knowledge Transfer	22/11/01
Approval of projects for Diploma of Tertiary Learning and Teaching	Course Leader, Research Methods (Staff Devt)	13/10/94, 23/2/95, 23/3/95
Approval of research & knowledge transfer projects/programs	Research & Knowledge Transfer Committee	Endorsement of projects by faculty committees 22/9/94, 15/7/93, 10/4/97, 1/6/00, 7/9/00 Delegation to approve: 26/4/07 [Academic Bd]; new policy transferred delegation [Academic Bd 28/06/12]
Approval of proposals from external researchers	Manager Research & Knowledge Transfer in consultation with Head of Department/School and Board of Studies <u>or delegated authority</u>	26/2/04
Approval of student research assignments	Formally established Department Board of Studies <u>or delegated authority</u>	11/8/94, 23/6/94, 26/4/07 [Ac Bd]
Ethics clearance	Ethics Subcommittee	22/8/96, 10/4/97, 26/4/07 [Ac Bd]
Ethics endorsement of oral history research	Co-opt additional Broadcasting School member to Human Ethics Subcommittee if required	9/3/06
Ethics clearance for student assignments after generic approval has been gained from Ethics Subcommittee	Department Research & Knowledge Transfer Committee. Notification to Board of Studies <u>or delegated authority</u> .	10/10/02, 11/11/04; 26/4/07 [Ac Bd]
Submission of PBRF portfolios	Manager Research & Knowledge Transfer	2006
Endorsement of outputs for inclusion on the Ara Research Website	Manager Research & Knowledge Transfer	2004
Other responsibilities for research	Manager Research & Knowledge Transfer	In job description