

## External Collaborative Research Centres Procedures

### 1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

[Research Management Policy](#)

### 2. IMPLEMENTATION PRINCIPLES

- 2.1. The fundamental criteria for the formation and continuation of External Collaborative Research Centres are:
  - (a) conduct of world standard research;
  - (b) focus on high quality research outputs;
  - (c) significant Higher Degree by Research load;
  - (d) sustainable critical mass of researchers; and
  - (e) development of high value strategic partnerships.
- 2.2. The Deputy Vice-Chancellor, Research will determine the university's research interests and preferred negotiating stance at all times consistent with the strategic directions of the University.
- 2.3. The Research Office at Curtin is responsible for negotiating all contract terms and conditions.
- 2.4. Each Faculty/School will be responsible for its research activities.
- 2.5. Investment in External Collaborative Research Centres will be on a case-by-case basis.
- 2.6. External Collaborative Research Centres will be branded in accordance with the [Brand Communications Policy](#).

### 3. PROCEDURAL DETAILS

#### Externally Funded Research Centres

#### 3.1. Formation and operation of Externally Funded Research Centres

- 3.1.1. Formation of an Externally Funded Research Centre may be recommended by the relevant faculty research and development committee(s) and relevant Pro Vice-Chancellor(s) to the Deputy Vice-Chancellor, Research.
- 3.1.2. The formation of an Externally Funded Research Centre may be approved by the Vice-Chancellor on the recommendation of the Academic Board.
- 3.1.3. Once approved, an Externally Funded Research Centre will be registered by the Research Office at Curtin.
- 3.1.4. An Externally Funded Research Centre will have direct accountability to the relevant Pro Vice-Chancellor/s or nominee.
- 3.1.5. Research performance indicators and targets will be set by the relevant Pro Vice-Chancellor and will be submitted for approval to the Deputy Vice-Chancellor, Research.
- 3.1.6. An Externally Funded Research Centre will have a strategic plan based on these performance indicators and targets, and will report annually on performance.
- 3.1.7. Contracts and agreements negotiated for Externally Funded Research Centre will be registered by the Research Office at Curtin.

#### 3.2. Performance assessment of Externally Funded Research Centres

- 3.2.1. Participation in an Externally Funded Research Centre may be reviewed at any time by the Research Office at Curtin at the direction of the Vice-Chancellor, Deputy Vice-Chancellor, Research, relevant Pro Vice-Chancellors or the Academic Board.
- 3.2.2. Externally Funded Research Centres will undertake a self-assessment in their third year of operation or sooner. The assessment will include an evaluation of the activities of the Research Centre against its objectives.

- 3.2.3. The report on this self-assessment will be submitted to relevant Pro Vice-Chancellor(s) and the Deputy Vice-Chancellor, Research.

### **3.3. Closure of Externally Funded Research Centres**

- 3.3.1. The closure of an Externally Funded Research Centre may be approved at any time by the Vice-Chancellor on the recommendation of Academic Board.
- 3.3.2. Following approval of closure, the Director/Convenor of the Externally Funded Research Centre will develop a closure plan for the Research Centre.
- 3.3.3. The closure plan will be considered for approval by the relevant Pro Vice-Chancellor(s) and the Deputy Vice-Chancellor, Research.
- 3.3.4. The Director/Convenor, or nominated officer, will be responsible for implementing the closure plan.

### **Contracted Research Centres**

#### **3.4. Formation and operation of Contracted Research Centres**

- 3.4.1. Participation in a Contracted Research Centre is recommended by the relevant Pro Vice-Chancellor/s to the Deputy Vice-Chancellor, Research.
- 3.4.2. The formation of a Contracted Research Centre may be approved by the Vice-Chancellor on the recommendation of the Deputy Vice-Chancellor, Research.
- 3.4.3. A Contracted Research Centre will have direct accountability to the relevant Pro Vice-Chancellor(s) or delegate.
- 3.4.4. Research performance indicators and targets will be set by the relevant Pro Vice-Chancellor and will be submitted for approval by the Deputy Vice-Chancellor, Research.
- 3.4.5. A Contracted Research Centre will report annually on contract milestones.
- 3.4.6. Approval of agreements and contracts negotiated for a Contracted Research Centre and agreements to comply with grant conditions will be in accordance with the [Delegations Register](#).
- 3.4.7. Once approved, a Contracted Research Centre will be registered by the Research Office at Curtin.
- 3.4.8. Contracts and agreements negotiated for Contracted Research Centres will be registered by the Research Office at Curtin.

#### **3.5. Review of participation**

- 3.5.1. Participation in a Contracted Research Centre may be reviewed at any time by the Research Office at Curtin at the direction of the Vice-Chancellor, Deputy Vice-Chancellor, Research or relevant Pro Vice-Chancellors.

#### **3.6. Exit from and wind-up**

- 3.6.1. Contracted Research Centres may be exited from or wound up in accordance with the agreement.

## **4. RESPONSIBILITIES**

Responsibilities are as set out in section 3.

## **5. SCOPE OF PROCEDURES**

These procedures apply to all staff and University Associates.

Exceptions to this are:

- (a) Research Institutes and Research Centres, which are covered by the [Research Institutes, Centres and Clusters Procedures](#).
- (b) contracts for research performance where the University does not form a research entity, which are governed by [Contract and Agreements Registration Procedures](#).

## **6. DEFINITIONS**

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

**Centre of Excellence (CoE)**

Research collaborations established under the Australian Research Council (ARC) Centre of Excellence Program (ARC CoE), the Western Australian Government Centres of Excellence in Science and Innovation (WA CoE) program, or similar program.

**Contracted Research Centre**

Industry-focussed research effort established under a range of programs by a contract for research including Cooperative Research Centres and Centre of Excellence programs.

**Cooperative Research Centre (CRC)**

Research collaborations established under the Australian Government Cooperative Research Centre Programme with a strong focus on technology transfer and commercialisation.

**External Collaborative Research Centre**

Well defined areas of research strength that are formed principally with funding from sources external to the University. External Collaborative Research Centres undertake collaborative research and develop strong and enduring links with industry, government, non-government organisations and other institutions regionally, nationally and internationally to achieve international impact and recognition. External Collaborative Research Centres generally involve contribution by Curtin University of a participation subscription and in-kind access to research expertise and facilities in return for cash investment in research staff and facilities. External Collaborative Research Centres comprise Externally Funded Research Centres and Contracted Research Centres.

**Externally Funded Research Centre**

Established by the University to capture research within and across disciplines funded by a range of collaborators including universities and other organisations such as CSIRO, industry, and research funding agencies. Governance is defined according to the contractual arrangements agreed by the University.

**Research Entity**

A registered Research Institute, Research Centre or External Collaborative Research Centre which is hosted by the University.

**6. SCHEDULES**

*Nil*

**7. RELATED DOCUMENTS/LINKS/FORMS****External**

[Australian Code for the Responsible Conduct of Research](#)

**Internal**

*Academic Governance Framework* (forthcoming)

[Brand Communications Policy](#)

[Delegations Register](#)

[Research Enabling Plan](#)

[Responsible Conduct of Research Procedures](#)

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<b>Approval Authority</b>	Academic Board
<b>Review Date</b>	1 <sup>st</sup> April 2022

**REVISION HISTORY**

<b>Version</b>	<b>Approved/ Amended/ Rescinded</b>	<b>Date</b>	<b>Committee / Board / Executive Manager</b>	<b>Approval / Resolution Number</b>	<b>Key Changes and Notes</b>
New	Approved	30/08/2013	Academic Board	AB 154/13	Attachment 2 to Document No 00921/13
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Administratively Updated	13/10/2015	Director, Legal and Compliance Services		Policy Contact Updated
	Approved	23/05/2018	Deputy Vice-Chancellor, Research	EM1806	Unconditional