

FACULTY PROGRAMS TO SUPPORT STAFF DEVELOPMENT ACTIVITIES THAT WILL INCREASE RESEARCH OUTPUTS

Background

The Faculty of Health Science Executive Committee has agreed to set aside \$40,000 in 2001 to support staff development activities that will enhance the Faculty's research capacity.

The Committee sought the advice of its Research Committee on how this money should be spent and has now accepted advice that the funds should be allocated for four principal programs. These are

1. Staff Relief

A program to allow employment of academic and general staff to relieve researchers of teaching and/or administrative duties and thereby enable those researchers to focus on specified and measurable research activity.

Funds available = \$20,000

2. New Collaborative Projects

A program to assist the development of new collaborative research projects that fall within designated key research program areas.

Funds available = \$7,500

3. Staff Exchange

A program to allow staff to visit and/or work with other research centers and to support visits of researchers of international caliber to this Faculty.

Funds available = \$7,500

4. Development of Research Skills

A program to develop research skills.

Funds available = \$5,000

The criteria governing awarding of funds in each program, and application forms for each, are contained below.

Staff Relief Program

Purpose of the Program

To allow researchers relief from teaching and/or administrative duties in order that they can devote more time to research activity which has a demonstrable outcome.

Approval

All applications should be supported in writing by the relevant head of school and approved by the Associate Dean Research on the advice of the Faculty Research Committee. The applications of staff in the School of Medicine should also be supported in writing by their head of discipline.

Procedure for Application

An application for a grant must be made on the form "Application for Staff Relief" (contained as Appendix A) and lodged with the Faculty's Senior Executive Officer by no later than 14 August.

Eligibility

All staff listed on the staff profile of the Faculty and conjoint appointments, irrespective of the fractionality of their appointment.

Staff members who are due to retire from the University will normally be entitled to funding only if the outcome for which they seek funding is achieved prior to their retirement.

Funding may be withdrawn from staff who have tendered their resignation and who have been granted funding to undertake an activity that will not be completed until after the date of the receipt by their head of school of their letter of resignation.

Funds must normally be expended by 31 December 2001. A grant awarded, but not taken in one year, may not normally be carried forward to a subsequent year.

Criteria for determination of funding

Applications will be ranked according to:

1. the extent to which the activity they wish to undertake will increase the research income* of their school and/or
2. the extent to which the activity they wish to undertake will improve the capacity of the applicant and/or the research team of which the applicant is a member to increase the research income* of their school

*research income is normally derived from supervision of a student who successfully completes study of a masters by research or PhD; from obtaining a grant; and from publishing a book, chapter of a book or journal article.

Appendix A

**APPLICATION FOR FUNDING
Faculty of Health Science Staff Relief Program**

Name:.....

School:

Activity from which relief is sought (eg teaching or administrative duty – please specify exact nature and extent):

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Outcome anticipated from gaining relief from abovementioned activity (eg completion of PhD, write up of grant application, completion of a phase of research, completion of journal article – please provide full details):

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Endorsed by Head of Discipline (if applicable): Y/N

Head of Discipline Signature:

Date:.....

Endorsed by Head of School: Y/N

Head of School Signature:

Date:

Applicant's signature:

Date:

Associate Dean's Approval of Funding:

Date:

New Collaborative Projects

Purpose of the Program

To foster the development of new collaborative research projects within agreed key program areas by, for instance, providing funding for equipment, minor works or seeding grants that enable the employment of staff or the provision of PhD scholarships.

Approval

All applications should be supported in writing by the relevant head of school and approved by the Associate Dean Research on the advice of the Faculty Research Committee. The applications of staff in the School of Medicine should also be supported in writing by their head of discipline.

Procedure for Application

An application for a grant must be made on the form “Application for Staff Exchange” (contained as Appendix A) and lodged with the Faculty’s Senior Executive Officer by no later than 30 October.

Eligibility

All staff listed on the staff profile of the Faculty and conjoint appointments, irrespective of the fractionality of their appointment.

Staff members who are due to retire from the University will normally be entitled to funding only if the outcome for which they seek funding is achieved prior to their retirement.

Funding may be withdrawn from staff who have tendered their resignation and who have been granted funding to undertake an activity that will not be completed until after the date of the receipt by their head of school of their letter of resignation.

Funds may be expended beyond 2001; however, a grant not taken in one year may not normally be carried forward to a subsequent year.

Criteria for determination of funding

Applications will be ranked according to:

the extent to which the project for which funding is sought will improve the capacity of the collaborators to increase the research income* of their school(s)

*research income is normally derived from supervision of a student who successfully completes study of a masters by research or PhD; from obtaining a grant; and from publishing a book, chapter of a book or journal article.

Appendix A

**APPLICATION FOR FUNDING
Faculty of Health Science New Collaborative Projects Program**

Name:.....

School:

Description of collaborative project:

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Item for which funding is sought (eg equipment, minor works, seeding grant):

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Endorsed by Head of Discipline (if applicable): Y/N

Head of Discipline Signature:

Date:.....

Endorsed by Head of School: Y/N

Head of School Signature:

Date:

Applicant's signature:

Date:

Associate Dean's Approval of Funding:

Date:

Staff Exchange

Purpose of the Program

To foster the development of research activity within agreed key program areas by enabling staff to visit other research centres and providing for visits by researchers of international calibre to this Faculty.

Approval

All applications should be supported in writing by the relevant head of school and approved by the Associate Dean Research on the advice of the Faculty Research Committee. The applications of staff in the School of Medicine should also be supported in writing by their head of discipline.

Procedure for Application

An application for a grant must be made on the form “Application for Staff Exchange” (contained as Appendix A) and lodged with the Faculty’s Senior Executive Officer by no later than 15 September.

Eligibility

All staff listed on the staff profile of the Faculty and conjoint appointments, irrespective of the fractionality of their appointment.

Staff members who are due to retire from the University will normally be entitled to funding only if the outcome for which they seek funding is achieved prior to their retirement.

Funding may be withdrawn from staff who have tendered their resignation and who have been granted funding to undertake an activity that will not be completed until after the date of the receipt by their head of school of their letter of resignation.

Funds must normally be expended by 31 December 2001. A grant not taken in one year may not normally be carried forward to a subsequent year.

Criteria for determination of funding

Applications will be ranked according to:

the extent to which the visit for which funding is sought will improve the capacity of the Faculty to increase its research income*

*research income is normally derived from supervision of a student who successfully completes study of a masters by research or PhD; from obtaining a grant; and from publishing a book, chapter of a book or journal article.

Appendix A

**APPLICATION FOR FUNDING
Faculty of Health Science Staff Exchange Program**

Name:.....

School:

Description of visit:

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Reason why the Faculty's research capacity will be increased:

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Endorsed by Head of Discipline (if applicable): Y/N

Head of Discipline Signature:

Date:.....

Endorsed by Head of School: Y/N

Head of School Signature:

Date:

Applicant's signature:

Date:

Associate Dean's Approval of Funding:

Date:

Development of Research Skills

Purpose of the Program

To foster the development of new skills among beginning and established researchers in order to increase their capacity to undertake research.

Approval

All applications should be supported in writing by the relevant head of school and approved by the Associate Dean Research on the advice of the Faculty Research Committee. The applications of staff in the School of Medicine should also be supported in writing by their head of discipline.

Procedure for Application

An application for a grant must be made on the form "Application for Staff Exchange" (contained as Appendix A) and lodged with the Faculty's Senior Executive Officer by no later than 1 September.

Eligibility

All staff listed on the staff profile of the Faculty and conjoint appointments, irrespective of the fractionality of their appointment.

Staff members who are due to retire from the University will normally be entitled to funding only if the outcome for which they seek funding is achieved prior to their retirement.

Funding may be withdrawn from staff who have tendered their resignation and who have been granted funding to undertake an activity that will not be completed until after the date of the receipt by their head of school of their letter of resignation.

Funds must normally be expended before 31 December 2001. A grant not taken in one year may not normally be carried forward to a subsequent year.

Criteria for determination of funding

Applications will be ranked according to:

the extent to which the training for which funding is sought will improve the capacity of the staff member to increase their research capacity and thereby improve the potential of the Faculty to increase its research income*

*research income is normally derived from supervision of a student who successfully completes study of a masters by research or PhD; from obtaining a grant; and from publishing a book, chapter of a book or journal article.

Appendix A

**APPLICATION FOR FUNDING
Faculty of Health Science Research Skills Program**

Name:.....

School:

Description of training:

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Reason why the staff member's research capacity will be increased:

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Endorsed by Head of Discipline (if applicable): Y/N

Head of Discipline Signature:

Date:.....

Endorsed by Head of School: Y/N

Head of School Signature:

Date:

Applicant's signature:

Date:

Associate Dean's Approval of Funding:

Date: