

e-Resource Booklet

A resource handbook for ECU researchers

Research is everyone's business:

How the e-Resource Booklet can help you

ECU has a strong research culture, with a focus on quality and excellence, collaboration, sustainability, and research translation and impact.

Whether you're a new ECU research staff member or you've been a staff member for an extended period, it's good to know that there is a range of support staff available throughout the University to assist you.

A typical research project follows a journey with six distinct stages. The Office of Research and Innovation (ORI) provides expert advice and administrative support during each stage, from the initial stages to project completion.

Other service centres external to ORI can also provide you with assistance throughout your research journey. The e-Resource Booklet provides information about the various service centres across ECU that can assist you in achieving your research goals. It outlines their key functions and provides up-to-date contact details to allow you to communicate with relevant staff members.

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Collaboration and Innovation

Who we are & what we do for research at ECU

The collaboration and innovation team within ORI assists researchers at ECU in establishing new collaborative links primarily with industry and/or other external entities that will develop into long term partnerships; resulting in new collaborative research grant income, joint publications, joint student supervision and/or other mutually beneficial outcomes.

Some of the areas where we provide education and management are:

- Collaborative Research Network
- New collaborative initiatives (e.g. Collaboration Enhancement Scheme)
- Research related publications, social media, marketing & promotions, sponsorships, key Service Centre events, creation of web articles
- Industry and innovation
- eResearch including motion capture
- Pawsey Supercomputing Centre
- Research Data Management
- Australian National Data Service (ANDS)
- The LINK (virtual innovation precinct).

What we can do for you

We can assist in establishing new collaborative partnerships within the following areas:

- Academic groups (internal and external)
- Establishing industry links
- Government departments (local, state and federal)
- International research groups
- National infrastructure organisations.

Who can I contact?

Manager, Research Collaboration and eResearch
Darren Gibson
e: d.gibson@ecu.edu.au
p: 6304 2870

eResearch Co-ordinator
Heather Boyd
e: h.boyd@ecu.edu.au
p: 6304 6767

Web resources

Collaborative Research Network at ECU - <http://www.research.ecu.edu.au/ori/crn/>
Collaboration Enhancement Scheme - <http://intranet.ecu.edu.au/research/for-research-staff/funding-opportunities/internal-grants>
Pawsey Supercomputing Centre - www.pawsey.org.au
ANDS resource - <http://www.ands.org.au>

Corporate Communications

Who we are & what we do for research at ECU

The Corporate Communications team at ECU helps to manage your interactions with the media, which can include media relations, expert commentary and promoting research publications.

What we can do for you

- Preparation of press releases to promote research publications and other achievements
- Assistance and advice in responding to media requests
- Raise your profile through media coverage.

What you can do

- Contacted by a journalist? Call us for advice and assistance
- Has your research been accepted for publication? Let us know
- Is your area of expertise in the news? Are they getting it wrong? We can help you have your say.

Who can I contact?

Manager, Corporate Communications
Rhys Stacker
e: r.stacker@ecu.edu.au
p: 6304 2131
(Corporate communications, crisis management)

Corporate Communications Officer
David Gear
e: d.gear@ecu.edu.au
p: 6304 2288
(Education, Engineering, Nursing & Midwifery,
Arts & Humanities)

Corporate Communications Officer
Tori Pree
e: t.pree@ecu.edu.au
p: 6304 2208
(Arts & Humanities, WAAPA, ECU Matters)

Corporate Communications Officer
Ben Jones
e: b.jones2@ecu.edu.au
p: 6304 2381
(Natural Science, Computing, Business & Law,
Science, South-West Campus)

Web resources

Overview: <http://intranet.ecu.edu.au/staff/centres/marketing-and-communications-services/overview>

Recent ECU news: <http://www.ecu.edu.au/news/latest-news>

Follow us on Twitter: [@edithcowan](https://twitter.com/edithcowan)

Engagement

Who we are & what we do for research at ECU

Engagement at ECU is a longstanding commitment to serve our communities. Engagement is the University's number one Strategic Priority. The Engagement Unit at ECU is dedicated to building mutually-beneficial relationships, finding opportunities and developing links both internally and externally. This means working together and sharing ideas, knowledge and expertise.

Why Engage?

Finding the best links with our external partners in order to conduct meaningful research, or finding a partner to showcase the work you are doing, are examples of the support services available. Our extended network of contacts from schools to businesses to local government and community may prove to be your way to build your collaborations and external relationships. We help support researchers who are undertaking research projects funded by the Commonwealth's Higher Education Participation and Partnerships Program (HEPPP) and we are also able to assist with interdisciplinary collaborations and share opportunities with the senior executive at ECU.

The Engagement Unit

Claire Watkins – Manager Engagement

As the Manager of the Engagement Unit, my role is to oversee engagement activities from our Joondalup, Mount Lawley and South West campuses. I listen to the needs and suggestions of internal and external stakeholders with the aim of achieving mutually-beneficial outcomes. I report to the University's Senior Executive team and keep them informed about ECU's collaborations and plans for the future.

Caroline Bishop – Education Partnerships Manager

I develop and maintain education and community partnerships across the state. I facilitate and provide support for outreach projects designed to build aspiration for Higher Education in low socio-economic communities. I also work with other education providers to develop transition pathways from VET to Higher Education.

Kristian Guagliardo, Jason Blight - Community Partnerships Advisers

We develop and maintain education and community partnerships across the state. We facilitate and provide support for outreach projects designed to build aspiration for Higher Education in low socio-economic communities.

Leanna De Biasi – Centre Officer

I take care of the day-to-day administration and provide assistance with Engagement Unit projects.

Who can I contact?

e: engagement@ecu.edu.au

p: 6304 2652

Web resources

<http://www.ecu.edu.au/community-engagement/industry-community-education/education-engagement>

<http://www.ecu.edu.au/community-engagement/engage-with-us>

Finance and Business Service Centre (FBSC)

Who we are & what we do for research at ECU

Our role is to provide Finance and Business services support for the University, ensuring we operate with effective governance and financial integrity. The Finance and Business services support teams offer a range of services that deliver sound financial management, efficient processes and professional relationships in support of the University’s objectives. We value the importance of Research and constantly improve and adapt to the financial challenges this area brings. We do this to ensure that our customers have confidence in entrusting ECU with funding and also to help researchers further collaborate and engage in new ideas.

What we can do for you

We provide advice and assistance in the following financial areas of Research:

- Costing of a research proposal
- Setting up of projects in the Financial system
- Income and Expense management of Research projects
- One-on-one support with regards to project financial management
- Support and advice when concluding a project
- Preparation of Financial reports/acquittals.

Who can I contact?

Research Business Support (FBSC)

Freda Smith, Strategic Financial Analyst	f.smith@ecu.edu.au	6304 2185
Jay Jadeja, Business Manager (ORI & GRS)	j.jadeja@ecu.edu.au	6304 2789

School Finance teams (FBSC)

School of Business and Law		
Greg Lehman, School Finance Team Manager	g.lehman@ecu.edu.au	6304 5934
Judith Williams-Butler, Finance Coordinator	j.williams-butler@ecu.edu.au	6304 2847
Schools of Arts and Humanities, Education, and WAAPA		
Barry Riemer, School Finance Team Manager	b.riemer@ecu.edu.au	6304 6823
Zeena Haidar, Finance Coordinator	z.haidar@ecu.edu.au	6304 5884
Amornwan Wanwinwasara, Finance Officer	a.wanwinwasara@ecu.edu.au	9370 6274
Vina Zhao, Finance Coordinator	v.zhao@ecu.edu.au	6304 6294
Maggie Ma, Finance Officer	j.ma@ecu.edu.au	6304 6319

Schools of Engineering, Medical and Health Sciences, Nursing and Midwifery, and Science

Ina O'Dea, School Finance Team Manager	i.odea@ecu.edu.au	6304 3671
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Wyman Low, Finance Coordinator	w.low@ecu.edu.au	6304 3656
Chalette Van Zyl, Finance Officer	c.vanzyl@ecu.edu.au	6304 3664
Krysttal Pradzynski, Finance Officer	k.pradzynski@ecu.edu.au	6304 2064
Ashleigh Bartlett, Finance Officer	Ashleigh.bartlett@ecu.edu.au	6304 2079

Grant & Funding Liaison Officers

Who we are & what we do for research at ECU

The Grant & Funding Liaison Officers (GFLO's) are responsible for all post award administration of research grants for both internal and external awards.

What we can do for you

We provide ongoing advice to research staff on post award requirements of research grants including:

- Outcome of grant applications, monitoring the opening of a project account, ensuring contractual and ethics requirements have been completed
- Monitoring and submitting financial and technical reports to the funding body
- Maintaining the integrity of the data in the ECU Research Management System (ECURMS)
- Ensuring research projects are completed in line with the Funding Contract
- Ensuring research grant documentation is maintained in accordance with the ECU record keeping policy
- Coordinate NHMRC and ARC variation to funding agreements and End of Year Reports
- Answer day to day enquiries regarding successful research projects.

Who can I contact?

If you require assistance with the above please contact a GFLO:

Sallyann Webster p: 6304 2077
Claire Blankley p: 6304 2332
e: research-grants@ecu.edu.au

Web resources

<http://www.research.ecu.edu.au/ori/>

For an overview of the Research Journey in its entirety, please refer to the Research Journey poster via the link: <http://intranet.ecu.edu.au/research/for-research-staff/research-journey/overview>

Understanding Your Research Journey Poster:

http://intranet.ecu.edu.au/_data/assets/pdf_file/0003/575913/ECU-Understanding-your-research-journey.pdf

Graduate Research School (GRS)

Who we are & what we do for research at ECU

The GRS provides leadership in research training to support Higher Degree by Research (HDR) candidates, their supervisors and Schools, with the aim of consistently graduating timely and high quality, independent researchers with the capacity to contribute to the international research community.

GRS Services for Staff:

Supervisor Training:

Any academic staff member new to ECU will need to complete **Supervisor Induction** training, which introduces the specifics of supervising at ECU. Other supervisor training on offer includes **Supervisor Updates** which is required every two years; lunchtime **Supervisor Development Sessions**; and the **Principal Supervisor Accreditation Program (PSAP)**, an intensive program on the pedagogy and practice of supervision. Other support includes the Supervisor Toolkit (a set of over 100 tools developed through an OLT grant for supervisors to explore their own capability and collaborate more effectively with colleagues).

Research Skills Training:

Staff are welcome to attend most of the training workshops organised by the GRS. These include Introduction to Qualtrics (survey software), designing and managing qualitative research, introduction to statistics using SPSS and journal article writing.

Support Services:

GRS provides support and advice on strategic matters related to research training such as rules, policy, support and process updates to help improve performance and capacity. Staff are welcome to make an appointment with the SOAR Centre, for assistance with items such as IT set up, MyPLAN workbooks for supervisors, and research software. GRS also provides assistance with promoting projects to potential students, international student recruitment, and scholarships.

Research Culture:

Enhancing the ECU Research Culture and communicating research at ECU includes Research Week, Three Minute Thesis (3MT), Your Research in a Nutshell and One Minute to Pitch It research communication contests for staff, and students, Visualising Research Initiative (matching researchers with third year design students), and special seminars and networking events.

GRS Services for Research Higher Degree Candidates:

- University level induction and orientation sessions
- Comprehensive training calendar
- HDR SOAR peer-to-peer mentoring service
- Writing retreats, InSPiRE (interuniversity summer school), special guest lectures and presentations
- Online resources
- Research culture, social networking and special events.

New Opportunities:

PSAP - Principal Supervisor Accreditation Program:

In 2016 the Graduate Research School will introduce the Principal Supervisor Accreditation Program (PSAP). This program will provide the equivalency of having guided a PhD candidate successfully to completion, allowing academic staff with the appropriate qualifications and research activity to act as Principal Supervisors. The program consists of mentoring, workshops and presentations.

iPREP Industry Mobility Project:

An initiative linking industry partners with interdisciplinary teams of PhD candidates to work on authentic industry and community issues/problems. The aim of iPREP is to familiarise industry with university research, improve employment prospects of PhD graduates, and develop professional skills needed in industry settings.

Industry Engagement Scholarships:

Linking ECU scholarships with industry, community or not-for-profit projects. This initiative provides candidates career options either in research or the broader economy, where they'll be viewed as valuable assets with high levels of skill and creativity, and complements ECU's doctoral training and engaged research.

Integrated PhD:

A four-year research degree that incorporates a traditional three-year PhD thesis with coursework subjects in the first year, combining generic research training and discipline-specific content into a single degree.

Who can I contact?

GRS Joondalup Campus
p: 6304 2628
e: grs@ecu.edu.au

Web resources

Research Student Intranet: intranet.ecu.edu.au/research/for-research-students
GRS Public site: www.ecu.edu.au/centres/graduate-research-school
Twitter: twitter.com/ECU_GRS

Library

Who we are & what we do for research at ECU

Our university libraries are located on Joondalup, Mount Lawley and Bunbury campuses. We provide library and information services for researchers, accessible online and print collections and a research-supportive space on campus. Our librarians are available to meet with researchers on campus and online.

What we can do for you

We provide:

- One-on-one consultations with researchers
- Workshops and advice on research databases
- An institutional repository of ECU published research and theses
- A service to deliver documents and resources from other libraries
- Advice on the bibliographic software, Endnote
- Research data management planning, advice and training

Who can I contact?

Agnes Noronha
Senior Librarian Research Services
e: a.noronha@ecu.edu.au
p: 6304 3735

Web resources

<http://www.ecu.edu.au/centres/library-services/overview>

Office of Development and Alumni Relations

Who we are & what we do for research at ECU

The primary role of the Office of Development and Alumni Relations is to deliver an integrated approach to fundraising across ECU. Our aim is to connect the expertise within our Schools and Research Centres with the fundraising skills and knowledge of Office of Development and Alumni Relations staff to match the right projects with the best funders (including Charitable Trusts, Philanthropic Foundations, Private and Public Ancillary Funds, individuals, and companies). We want to identify and develop philanthropic support for ECU's funding priorities, working in close partnership with ECU's research and academic staff.

What we can do for you

We want to work with researchers to identify projects which may have the potential for philanthropic support and align with ECU's fundraising priorities, and then support you and work with you to secure that funding.

All approaches for funding from philanthropic sources should be directed through the Office of Development and Alumni Relations. This allows the University to take a coordinated approach, maximising opportunities and avoiding duplicate approaches.

How you can get started

- Discuss potential ideas/ projects with colleagues and your School Dean and Research Lead
- Provide Development Officers with a brief description of your project. Within two weeks you will be advised if the project is suited to philanthropic giving or other funding sources (such as working with ECU's ORI staff to secure grants)
- If your project is suited to philanthropic funding we will advise you on developing your project proposal, obtaining 'sign off' from your School Dean and crucial next steps to identify potential funding sources

Who can I contact?

Natasha Allchurch – Acting Manager,
Development
Tel: (61 8) 6304 2935
Email: n.allchurch@ecu.edu.au

Sarah Seymour – Development Officer
Tel: (61 8) 6304 2982
Email: s.seymour@ecu.edu.au

Susan Morrow
Trusts and Foundations Co-ordinator
Tel: (618) 6304 2963
Email: s.morrow@ecu.edu.au

Jacinta Sirr – Development Officer
Tel: (61 8) 6304 2358
Email: j.sirr@ecu.edu.au

Risk and Assurance Services Centre (RASC)

Who we are & what we do for research at ECU

Risk and Assurance Services Centre (RASC) delivers a value adding independent assurance function to ECU. RASC consists of four business units: Directorate, Audit Assurance (AA), Business Risk and Resilience (BRR), Compliance, Complaints and Integrity (CCI). Whilst the functions provided by RASC are designed to support the whole of the University, aspects of these functions are designed to support research and researchers.

What we can do for you

With a focus on education and training, RASC increases the awareness of risk management, control and regulatory compliance throughout the University by providing client-focused advice and services to ECU research staff and consultative reviews when required.

Who can I contact?

Director, Risk & Assurance Services Centre
Telephone: (61 8) 6304 2495
Email: p.draber@ecu.edu.au

Leonie Nel, Senior Centre Officer
Telephone: (61 8) 6304 2791
Email: l.nel@ecu.edu.au

Yulia Wood, Manager, Audit Assurance
Telephone: (61 8) 6304 2089
Email: y.wood@ecu.edu.au

Darryl Welsby, Manager, Business Risk and Resilience
Telephone: (61 8) 6304 2426
Email: d.welsby@ecu.edu.au

Deon van der Westhuizen, Manager, Compliance, Complaints and Integrity
Telephone: (61 8) 6304 2056
Email: d.vanderwesthuizen@ecu.edu.au

Web resources

Compliance: <http://intranet.ecu.edu.au/staff/centres/risk-and-assurance-services/compliance>

Complaints: <http://intranet.ecu.edu.au/staff/centres/risk-and-assurance-services/complaints>

Integrity: <http://intranet.ecu.edu.au/staff/centres/risk-and-assurance-services/integrity>

Assess for Success Tool: <http://intranet.ecu.edu.au/staff/centres/risk-and-assurance-services/risk-management/risk-management-tools-and-templates>

Integrity: <http://intranet.ecu.edu.au/staff/centres/risk-and-assurance-services/integrity>

Clinical Trials: <http://intranet.ecu.edu.au/staff/centres/risk-and-assurance-services/insurance/clinical-trials>

Insurance: <http://intranet.ecu.edu.au/staff/centres/risk-and-assurance-services/insurance>

Risk Appetite Statement: <http://intranet.ecu.edu.au/staff/centres/risk-and-assurance-services/risk-management/risk-management-framework>

Autonomous Sanctions: <http://intranet.ecu.edu.au/staff/centres/risk-and-assurance-services/sanctions>

Research Ethics and Integrity

Who we are & what we do for research at ECU

ECU has a commitment to ensuring that research is conducted ethically and with integrity. By providing assistance to staff and students in the consideration of ethical issues involved in research, we help to ensure that research at ECU complies with guidelines and legislation, protects research participants, and encourages research that is, or will be, of benefit to the community.

What we can do for you

Our role is to provide advice and assistance on research ethics and research integrity. This includes the following services:

- Providing information about research ethics, integrity, collection of research data, confidentiality and privacy
- Interpretation of guidelines and legislation
- Advice on completing an ethics application
- Preliminary review of applications before submission to the Ethics Committees
- Liaison between researchers and the Ethics Committees
- Review and approve minor changes and extensions to projects
- Liaison with research participants

We are happy to respond to queries by phone or email or to arrange a face-to-face appointment. We also conduct a number of training sessions throughout the year.

Who can I contact?

If you require assistance please contact:

Senior Research Ethics Advisor
Kim Gifkins p: 6304 2170

Research Ethics Support Officers
Faye Walmsley (Wed, Thurs, Fri) p: 6304 5032
Rowe Oakes (Mon, Tues, Wed) p: 6304 2943

e: research.ethics@ecu.edu.au

Web resources

<https://intranet.ecu.edu.au/research/research-ethics/overview>

Research Administration Officers

Who we are & what we do for research at ECU

The Research Administration Officers (RAOs) form part of the Research Operations team within the Office of Research and Innovation (ORI), and are the informed point of contact for researchers applying for research grants and tenders. They monitor and review all grant applications prior to submission, ensuring deadlines are met and support staff with the use of ECU research administration systems as well as external online systems. The RAOs also provide a weekly funding alert of current funding opportunities.

What we can do for you

Our role is to provide assistance for all external and internal funding applications such as:

- Answering queries regarding funding guidelines and compliance as well as other research-related queries.
- Assisting with data entry, formatting requirements and compilation of grant documents where applicable.
- Coordinating with finance for budget review and salary calculations.
- Providing a compliance review and proofread of final grant applications prior to submission.
- Assisting with the submission process including obtaining approval(s) & submission to ORI.
- Providing support and guidance on ECU Research administration systems (RAS & RMS).
- Providing support for external online systems such as ARC, NHMRC and OLT.
- Supporting researchers with the sourcing of potential funding opportunities using the Research Professional database.

Who can I contact?

If you require assistance with the above please contact your School RAO or Coordinator Research Administration:

Kylie Rudrum (SMHS, SSCI, SNM, DVC-SP)	(61 8) 6304 3430
Sharon Middleton (SMHS, SSCI, SENG, DVC-SP)	(61 8) 6304 3669
Nicky Kemp (SAH, SBL, SED, WAAPA)	(61 8) 6304 2623
Lorraine Dunbar (Coordinator)	(61 8) 6304 5402

Email: research-preaward@ecu.edu.au

Web resources:

<http://intranet.ecu.edu.au/research/for-research-staff/overview>

Research Analytics, System & Performance

ASPIRE: ECU's Research Performance Scheme

What is ASPIRE?

The ECU 'ASPIRE' scheme provides you with guidance on that which the University values and esteems when it comes to research performance. ASPIRE is a system for measuring and quantifying research performance which rewards researchers for research activity and quality. In essence, it provides incentives towards the ongoing enhancement of the University's overall level of research excellence. ASPIRE funding is allocated to individuals at the beginning of the subsequent calendar year and must be expended on activities in support of research.

How do I report my research performance activities?

ASPIRE calculations are based on activities reported in the following systems:

- RAS (Research Activity System) for research outputs including publications and creative works;
- RMS (Research Management System) and Oracle Financials for research grants/income; and
- Callista Students for research training/HDR student supervision.

RAS and RMS can be accessed via the Student & Staff Portal. Researchers can access an ASPIRE statement of their annual performance activities via the reports section of RAS. All performance activities can be subsequently reported for all Schools and Research Institutes/Centres via the EIM data warehouse.

Who can I contact?

Mike O'Leary
Senior Research Systems Coordinator
e: m.oleary@ecu.edu.au
p: 6304 4275

Web resources

Research Performance website:

<https://intranet.ecu.edu.au/research/for-research-staff/research-performance>

ASPIRE Guidelines on the ORI website:

https://intranet.ecu.edu.au/_data/assets/pdf_file/0020/543134/ASPIRE-Guidelines.pdf

Research Performance Scheme Funding policy on the Governance website:

http://www.ecu.edu.au/GPPS/policies_db/tmp/ad081.pdf

Publication of Research

How do I publish my research?

Dissemination of research findings is an important part of the research process, passing on the benefits to other researchers, professional practitioners and the wider community. ECU has an *Authorship, Publication of Research and Peer Review* policy which outlines the responsibilities of researchers to publish a full account of their research and to appropriately acknowledge those who have contributed to it. The associated guidelines outline principles on publishing, which should be applied in the context of acceptable practice within your relevant discipline.

How do I report my research outputs?

When you publish, a copy of the work must also be reported to the Office of Research and Innovation (ORI) via the Research Activity System (RAS), which can be accessed through the Student & Staff Portal. Research outputs can be in the form of traditional publications including books, book chapters, journal articles and conference papers as well as creative works such as visual art, performances, music and creative writing. ORI reviews outputs submitted in RAS to ensure they meet the minimum requirements as specified by the Government and the Excellence in Research for Australia (ERA). It is important that researchers report their research outputs by the deadline stipulated each (normally the end of March) as only these outputs will be eligible for ASPIRE.

Who can I contact?

Joyce De Lucia
Research Performance Information Coordinator
e: j.de_lucia@ecu.edu.au
p: 6304 2625

Web resources

Responsible Conduct of Research website:

<https://intranet.ecu.edu.au/research/for-research-staff/policies-forms-and-guides/responsible-conduct-of-research>

ASPIRE Guidelines on the ORI website:

https://intranet.ecu.edu.au/_data/assets/pdf_file/0020/543134/ASPIRE-Guidelines.pdf

Authorship, Publication of Research and Peer Review Policy and Guidelines on the Governance website: http://www.ecu.edu.au/GPPS/policies_db/tmp/ac073.pdf

Responsible Research Conduct at ECU

What is “the Code”?

The *Australian Code for the Responsible Conduct of Research* (the Code) guides institutions and researchers in responsible research practices and promotes research integrity. Developed jointly by National Health and Medical Research Council (NHMRC) and the Australian Research Council (ARC), it requires all institutions receiving funding from these major funding bodies to support the maintenance of high standards of research conduct consistent with the Code.

What are ECU’s principles for the responsible conduct of research?

The University has its own Responsible Research Conduct policy, in alignment with the Code, and expects that research undertaken at ECU is characterised by high ethical standards and a commitment to quality, integrity and originality of research practice, underpinned by a respect for the truth and for those involved in the research process.

Researchers have a duty to ensure high standards of professional conduct and the integrity of their work, and that their research enhances the good name of the University and the profession to which they belong.

Confidential disclosure of allegations of breaches of the Code or misconduct may be made to School Deans and Associate Deans (Research).

Who can I contact?

Michelle Duryea
Manager, Research Analytics, System and Performance
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p: 6304 2617

Web resources

Australian Code for the Responsible Conduct of Research on the NHMRC website:

http://www.nhmrc.gov.au/files_nhmrc/publications/attachments/r39.pdf

Responsible Conduct of Research website: <https://intranet.ecu.edu.au/research/for-research-staff/policies-forms-and-guides/responsible-conduct-of-research>

Research Misconduct policy on the Governance website:

http://www.ecu.edu.au/GPPS/policies_db/tmp/ac091.pdf

Responsible Research Conduct policy on the Governance website:

http://www.ecu.edu.au/GPPS/policies_db/tmp/ac074.pdf

Research Contracts

Who are we & what we do for research at ECU

Research Contracts form part of ORI's Research Support Team.

A research contract will detail your research project requirements including the funding, the period of the project, how the funds can be spent, confidentiality, reporting (financial and project), how the results may be used (e.g. publication, teaching and further research) as well as other matters which may affect the research project conducted. Research projects are prepared considering ECU Research Grant Management Policy and Guidelines, the Australian Code for the Responsible Conduct of Research and Government Specifications.

Preparation of research contracts

The Office of Research and Innovation organises the preparation of research contracts to meet ECU, legal and research requirements. As part of the preparation, ORI will:

- Prepare and review agreements and highlight areas for consideration
- Arrange for review by ECU staff where necessary including the chief investigator, Office of Legal Services, Risk and Assurance Services Centre and Finance and Business Service Centre
- Communicate with external parties regarding the contract and any amendments or queries
- Coordinate signing of the agreement by the funder/collaborators and ECU. Under policy, research agreements can only be signed by Director (Office of Research and Innovation), Deputy Vice-Chancellor (Research) or Vice-Chancellor
- Provide a copy of the executed agreement to parties to the agreement
- Record and provide the agreement to relevant ECU staff as required.

Chief investigator review

Chief investigators are requested to review the research contract taking into consideration the research project aims, how the research project is to be conducted and possible future use for the research findings. Areas for the researcher to consider in the contract include that the:

- Term of the agreement aligns with the project start and end date
- Funding amounts and payment timing (including in-kind) are accurate
- Project milestone dates and requirements are practical and correctly recorded
- Reporting requirements and dates are realistic and correctly recorded
- Ownership and usage of project assets is appropriate
- Project is appropriate for students and their study requirements
- Publication and confidentiality terms are acceptable
- Intellectual Property ownership and licensing terms are acceptable considering publication, further research, teaching and commercial possibilities.

Variations to the project

During the course of the project, changes may occur (for example, staff, milestones or end dates). A variation to the original research contract may be required. Our office will check the requirements in the research agreement, prepare the variation for you with the funder/collaborators, arrange signing and recording of any variation documentation.

Staff and Student Intellectual Property Deeds

As part of the preparation of the research contract, an email requesting staff and/or student intellectual property deeds is sent to the Chief Investigator. The Chief Investigator is requested to arrange for all research staff and research students on a research project to sign and witness an intellectual property deed, and then sent this to Office of Research and Innovation by internal mail. Chief Investigators are also reminded to send intellectual property deeds for staff and students who begin to participate in the project after the start date.

Who to contact

Linda Penny
Manager, Research Support
p: 6304 5473
m: 0408 939 669
e: l.penny@ecu.edu.au

Sandra Green
Research Contracts Adviser
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e: sandra.green@ecu.edu.au

Rochelle Graham
Research Support Officer
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Research Development Advisors

Who are we & what we do for research at ECU

Research Development Advisors form part of ORI's Research Support Team.

What we can do for you

RDAs will work with you to align your grant proposals with your research strengths and the selection criteria of the grant. They also manage the Grant Mentoring Program to enhance your ARC, NHMRC and OLT grant application quality by involving internal/external reviewers.

RDAs facilitate Professional Development through the Master Classes Series, workshops and seminars. These activities are advertised on the Centre for Learning and Teaching Training Calendar, on the ORI website and in Research Weekly. PD resources are uploaded to the ORI Professional Development site on Blackboard.

Who do I contact?

Linda Penny
Manager, Research Support
p: 6304 5473; Mobile: 0408 939 669
e: l.penny@ecu.edu.au

Research Development Advisors

Aaron Stewart
e: a.stewart@ecu.edu.au

School of Arts and Humanities:
Arts, Media, and
Communications

School of Science
Natural Sciences, Biochemistry,
and Physics

*Aaron works part-time and is
available
Wednesday – Friday*

Caroline Chapman
e: c.chapman@ecu.edu.au

School of Nursing and Midwifery

*School of Medical and Health
Sciences:*
Allied Health (Speech Pathology,
Occupational Health,
Paramedicine), Medical Science,
Exercise Sciences, Public
Health, and Occupational
Science and Health

Sally Knowles
e: s.knowles@ecu.edu.au

WAAPA

School of Arts and Humanities:
Social Work, Counselling, Social
Science and Youth Work,
Psychology, Criminology, and
Humanities

School of Business and Law

Records and Archives Management Services (RAMS)

Who we are & what we do for research at ECU

The ECU Records and Archives Management Services team provides advice and expertise on all aspects of records management. RAMS staff are available to offer direction in the appropriate management of research information, ensuring records and data is retained appropriately, securely and in line with legislation requirements.

What we can do for you

Provide advice, guidance and assistance with:

- Managing your research records in line with ECU policy and ECU Data Management Plans.
- Ongoing requirements for management of physical and electronic research data at completion of your research project.
- Retention, confidentiality and security requirements for research information.
- Custodianship of closed research projects.

What you can do

Be proactive when addressing the record management requirements of your research. When starting a new research project, contact RAMS for advice on how to structure your electronic and physical records. This will ensure research material can be captured appropriately and managed without cost to the Research Centre / School.

Who can I contact?

Sue Adams
Manager, RAMS
s.adams@ecu.edu.au
6304 2238

Debbie Crudass
Adviser, RAMS
d.crudass@ecu.edu.au
6304 2386

Records Team
records@ecu.edu.au
6304 2915

ECU Survey Research Centre (SRC)

Who we are & what we do for research at ECU

The ECU Survey Research Centre (SRC) is a state-of-the-art facility located at ECU Joondalup Campus. Our overall aim and focus is to deliver a very high quality of research support service to organisations, groups and individuals across the education, medical and health sectors through high-quality data collection.

What we can do for you

- We specialise in the collection of high-quality health survey research across the University, government departments, other health-related organisations, other universities and certain commercial organisations
- We pride ourselves in obtaining high response rates
- We utilise Computer Assisted Telephone Interviewing (CATI) for data collection. Surveycraft and Voxco software enables an innovative, cost effective and flexible means of capturing and processing questionnaire data
- Potential for web and online survey capabilities
- While primarily a commercial service, the ECU-SRC understands the importance of research rigour and adherence to research protocols
- ECU-SRC offers the opportunity of casual employment to undergraduate and postgraduate ECU students (as well as members of the wider local community). This provides students with the opportunity to gain practical experience in administering health-related surveys and other community focused surveys whilst earning an income
- ECU-SRC is fully ISO accredited in phone and field interviewing and recruiting.

What you can do

- When undertaking a project, we offer advice to academics and research students, assisting with survey instrument construction, data collection
- Our approach is to meet with the client to develop a joint understanding of the purpose of the research and to agree an appropriate course of action
- A unique aspect of working with the ECU-SRC, for both clients and researchers, is the opportunity to see interviews in progress first-hand, and to be involved in the briefing and debriefing sessions with interviewers; to see their data being collected; and being able to talk with our team members to gather feedback on the process
- Projects can be piloted before commencement which is beneficial both from the point of view of the smooth running of the Computer Assisted Telephone Interviewing (CATI) system and the nature of the questionnaire.

Who can I contact?

Vicki Graham
Project Coordinator
v.graham@ecu.edu.au
6304 2112

Eugené Abrahams
Research Centre Officer
e.abrahams@ecu.edu.au
6304 2114

Information Technology Services Centre (ITSC)

Who we are & what we do for research at ECU

The IT Services Centre is responsible for providing quality IT-related services to the University, in support of the day-to-day activities of students, staff and researchers.

Our objectives are to:

- safeguard the IT services that sustain the business;
- build innovative solutions to address business requirements;
- develop simple, consistent, and repeatable policies and procedures;
- establish creative, participative ICT governance focusing on continuous improvement; and
- ensure alignment of technology infrastructure with business strategies.

What we can do for you

Located on level four of the Ngoolark building, ITSC provides a range of general services including Getting Connected, Conferencing & Collaboration, Your Computer & Printer Software, Meeting, Teaching & Learning Spaces, Phone Services, Information Security and Technology Governance.

For researchers, we also provide assistance, advice and support with:

- High performance Computing
- Research Cloud (NeCTAR)
- Research Collaboration Tools
- Research Data Storage
- eResearch - Information about specialised equipment available for use by research staff.
- Visualisation Services

Who can I contact?

Email us at: itservices@ecu.edu.au or call us on 6000.

Web resources

<https://edithcowan.service-now.com/kiosk/main.do>