GRIFFITH UNIVERSITY

New Researcher Induction Guide

CONTENTS

Research Acronyms

Full Title	Acronym
Academic Staff Career Development	ASCD
Animal Ethics Committee	AEC
Australian Research Council	ARC
Biosciences Resources Facility	BRF
Contract and Commercial Research	CCR
Cooperative Research Centre	CRC
Cooperative Research Centre Project	CRC-P
Defence and Strategic Goods List	DSGL
Defence Industry Security Program	DISP
Deputy Vice Chancellor, Research	DVCR
Discovery Early Career Researcher Award	DECRA
Expression of Interest	EoI
Griffith Enterprise	GE
Griffith Graduate Research School	GGRS
Higher Degree Research	HDR
Higher Education Research Data Collection	HERDC
Human Research Ethics Committee	HREC
Indigenous Research Unit	IRU
International Engagement Checking Tool	IECT
Medical Research Future Fund	MRFF
National Health and Medical Research Council	NHMRC
Office for Research	OR
Research Centre and Institute	RCI
Research Entity	RE
Research Information Management System	RIMS
Research Quality Framework	RQF
Researcher Education and Development	RED
University Biosafety Committee	UBC

Introduction to the New Researcher Induction Guide

Welcome to Griffith University!

This is a research-focused induction document, intended for all new Griffith academic staff with research-related activities or responsibilities in their role. It aims to provide:

a) new academic staff with an overview of Griffith's research services
b) actions for new research staff to review and complete as part of their transition to Griffith.

Research induction requirements for new arrivals to Griffith vary, depending on the area of research and stage of research career (early or established).

Please review all the various sections to familiarise yourself with the different aspects of Griffith's research support services, and to identify and complete the induction activities applicable to you.

Note: This document is intended as a guide to establishing your research activities at Griffith. It will complement (not replace) all other induction documents. Please be aware it is your responsibility to review and complete all other necessary compulsory induction documents.

Griffith Research Services Overview

Deputy Vice Chancellor Research Organisational Chart

The DVCR organisational chart is as follows:
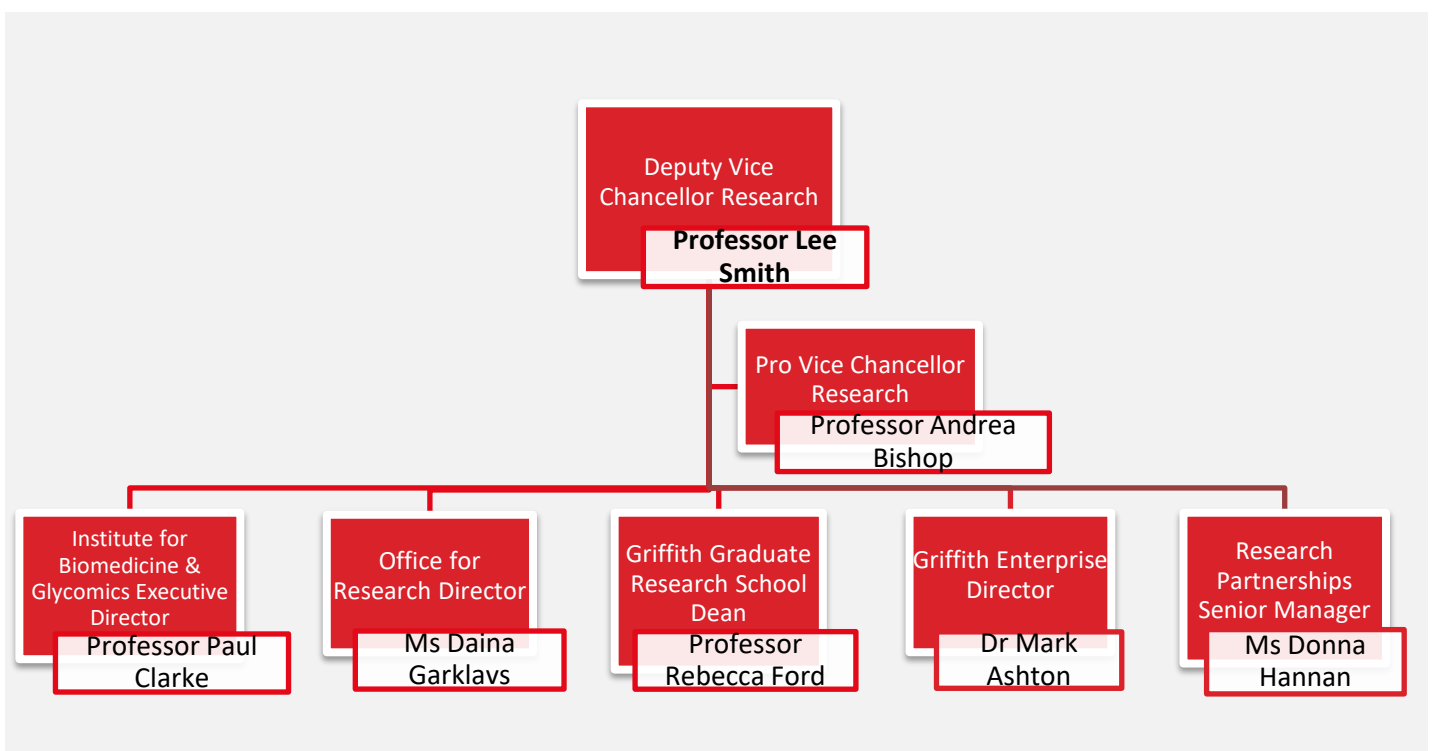
Under the strategic leadership of the Deputy Vice-Chancellor Research, research services and support are provided by:

• the Office for Research (OR)
• Griffith Graduate Research School (GGRS)
• Griffith Enterprise (GE)
• the Research Partnerships team

Key Research Senior Staff

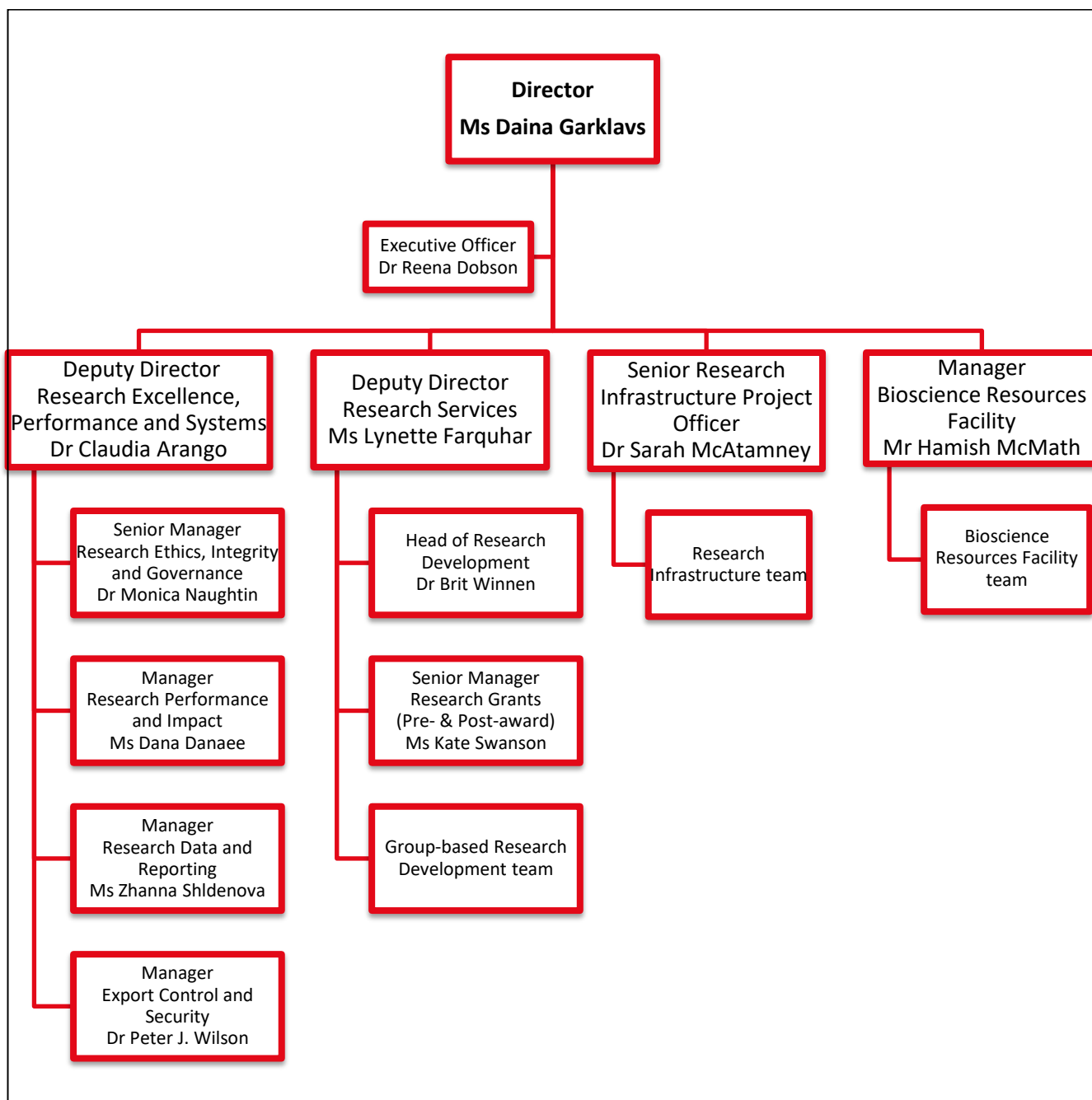| Title	Name	Position	Email
Executives			
Professor	Lee Smith	Deputy Vice Chancellor, Research	dvcr@griffith.edu.au
Professor	Andrea Bishop	Pro Vice Chancellor, Research	a.bishop@griffith.edu.au
Deans Research			
Professor	Sandie McCarthy	Dean, Research - Health	sandie.mccarthy@griffith.edu.au
Professor	Andreas Neef	Dean, Research - Arts, Education and Law	a.neef@griffith.edu.au
Professor	Frederic Leusch	Dean, Research - Sciences	f.leusch@griffith.edu.au
Professor	Chris Fleming	Dean, Research - Business	gbsdeanresearch@griffith.edu.au
Professor	Michael Jennings	Deputy Director, Institute for Glycomics, Institute for Biomedicine and Glycomics	m.jennings@griffith.edu.au
Professor	Joe Tiralongo	Dean, Research Governance	j.tiralongo@griffith.edu.au
	Currently vacant	Dean, Research Infrastructure	
Office for Research			
Ms	Daina Garklavs	Director	d.garklavs@griffith.edu.au
Ms	Lynette Farquhar	Deputy Director, Research Services	l.farquhar@griffith.edu.au
Dr	Claudia Arango	Deputy Director, Research Excellence, Performance and Systems	c.arango@griffith.edu.au
Griffith Graduate Research School			
Professor	Rebecca Ford	Dean	ggrs-dean@griffith.edu.au
Ms	Loree Joyce	Senior Manager, HDR Operations	loree.joyce@griffith.edu.au
Griffith Enterprise			
Dr	Mark Ashton	Director	m.ashton@griffith.edu.au
Mr	Scott Baxter	Associate Director, Commercial Research	scott.baxter@griffith.edu.au
Research Partnerships			
Ms	Donna Hannan	Senior Manager	d.hannan@griffith.edu.au

Office for Research

The Office for Research provides support across the following research areas:

Office for Research Organisational structure and staff

Director
Ms Daina Garklavs

Executive Officer
Dr Reena Dobson

Deputy Director
Research Excellence,
Performance and Systems
Dr Claudia Arango

Deputy Director
Research Services
Ms Lynette Farquhar

Senior Research
Infrastructure Project
Officer
Dr Sarah McAtamney

Manager
Bioscience Resources
Facility
Mr Hamish McMath

Senior Manager
Research Ethics, Integrity
and Governance
Dr Monica Naughtin

Head of Research
Development
Dr Brit Winnen

Research
Infrastructure team

Bioscience
Resources Facility
team

Manager
Research Performance
and Impact
Ms Dana Danaee

Senior Manager
Research Grants
(Pre- & Post-award)
Ms Kate Swanson

Manager
Research Data and
Reporting
Ms Zhanna Shldenova

Group-based Research
Development team

Manager
Export Control and
Security
Dr Peter J. Wilson

New Researcher Induction Guide

Essential New Arrival Tasks

- Complete any required Health and Safety training, as per your Academic Group and role, and in accordance with the University Training Matrix.

- Discuss any School/Institute/Centre induction/training or role-specific training with your supervisor.

Setting Up your Online Researcher Presence at Griffith

There are some initial steps you can take to connect your digital researcher footprint to Griffith as soon as possible:

- Review how to develop your researcher profile (including organising researcher identifiers such as ORCiD).

- Familiarise yourself with the key research profiling systems at Griffith:
  - Symplectic Elements – integrated system for collecting research outputs, external and internal research activities, professional activities and records of impact.
  - Griffith Experts – a website for public showcasing of academic profiles. Griffith Experts draws its data from Symplectic Elements and other university systems.
  - Griffith Research Online – the University's online repository of free, online, full-text versions of research outputs including: journal articles, conference papers, datasets and others (where there are appropriate permissions by copyright owners). GRO is aimed at increasing the impact and influence of Griffith research and scholarship.
  - Creative Works – Griffith's online platform for showcasing and integrating these outputs to the Griffith Research Online repository and to academic profiles in Symplectic Elements. The Creative Works platform is designed to publicly showcase creative research outputs and display a wide range of media files including: images, video, audio and interactive 3D models.
  - Academic Dashboard – an internal integrated report and dashboard of academic professional achievement and activity, used as part of the Academic Staff Career Development (ASCD) process.

- Populate your profile on Griffith Experts via our Symplectic Elements system, including adding your ORCiD and setting up your 'publications auto-harvesting' option.

  Note: Please refer to the Griffith Experts and Symplectic Elements self-paced tutorial. Additional support guides are available for Symplectic Elements and Griffith Experts as needed.

Griffith's Research Centres and Institutes

Griffith has several high-performing Research Centres and Institutes (RCIs), that are externally or internally funded, or a mix of both. New researchers should familiarise themselves with Griffith's RCIs as avenues for collaboration and networking, and:

- Consider becoming a member of one of Griffith's RCIs

  Note: A list of Griffith's RCIs is also included on p. 16 of this document for your ease of reference

Essential Reading

The following is a list of University Plans, policies and guidelines underpinning research at Griffith. All researchers are expected to familiarise themselves with these key documents:

- Research and Innovation Plan 2021-2025

- The Responsible Conduct of Research Policy

- Research Quality Framework

- External Research Funding Management Policy

- External Research Grants Procedure

- Consultancy and Commercial Research Procedure

- Intellectual Property Policy

- Code of Practice for the Supervision of HDR Candidates (if applicable)

- Conflict of Interest Policy

- Research Data Management Guidelines (in development)

- Research Authorship Procedure

- Copyright ownership guide

- Copyright for Research Staff guide

- Data Protection webpage

- Research Data Storage, Classification and Retention

- AI in Research

- Research Entity Policy

- Policies relevant to your role – discuss this with your supervisor

Overview of Services Provided by the Office for Research

Online Resources

An overview of services, resources and support offered by the Office for Research and other teams in the DVC Research portfolio can be found in the Research Hub.

Research Grants

The Research Grants team supports the application for and management of successful research grant proposals. The Team is broadly structured around the following areas of focus: Pre-award (grant application submissions) and Post-award (reporting and management of successful grants); Research Contracts; Internal Grants; RIMS data administration.

The team provides: coordination and administration of internal and external grant programs; compliance review of funding proposals; contract review and grant establishment of new grants and management across the project lifecycle; training, guidance and assistance relating to research grant queries; and promotion of research grant funding opportunities to University researchers.

All new researchers are encouraged to review the following webpages:

- Research grants overview
- Funding opportunities webpage including links to:
    - the Research Grants Calendar for external grants
    - Research Professional / Pivot RP (to find the latest grants available to support your area of research)
    - internal funding opportunities
- Grant application resources webpage (includes exemplar applications, templates, workshop recordings etc)
- How to submit a Research Grant Application Coversheet (required for any external research grant applications which will be administered by the Office for Research at Griffith. This process creates a record of the grant application and workflows to the corresponding supervisor for approval. Research administration records are used for internal and external reporting, and to populate Griffiths Experts profiles and the academic dashboard).

New researchers with existing grants:

- If transferring grants from your previous institution, contact the Office for Research Postaward Team via email
- Health/medical researchers intending to conduct clinical trials, contact the Clinical Trial Unit

New researchers intending to apply for grants should:

- Review the Applying for funding page and email the Preaward Grants Team to advise of your intent to apply. Include the funding scheme website, any scheme documents required and closing dates.
- ARC and NHMRC schemes are initially managed at the Group level via calls for EOIs. The Group-based Research Development Coordinators provide the list of approved applicants to the Preaward Team.

New researchers applying for grants and **researchers starting a successful grant** should consider grants training:

- Review the Office for Research Hub information on Applying for Research Grants.
- Grants training is run primarily through the Researcher Education and Development (RED) team. It is recommended new researchers subscribe to the weekly RED newsletter to receive updates about training courses.

Research Ethics, Integrity and Governance

Griffith's Research Ethics, Integrity and Governance team provide advice and training in foregrounding ethics and integrity as key elements in the design, conduct and reporting of research projects. The team administers human and animal ethics applications and approvals; provides secretariat support for the Human Research Ethics Committee, Animal Ethics Committee, and University Biosafety Committee; manages allegations related to research integrity; and provides guidance to academic and professional staff in relation to potential breaches of the Australian Code for Responsible Conduct of Research.

There are often differences in institutional systems and processes regarding the management of research ethics and integrity. All researchers, early and established, are expected to review and familiarise themselves with Griffith's research ethics and integrity standards, expectations and processes, and to undertake any required training modules *prior* to starting (or continuing) their research at Griffith.

All researchers should be familiar with:

- The Australian Code for Responsible Conduct of Research
- The National Statement on Ethical Conduct in Human Research 2023 (for research involving humans)
- The Australian Code for the Care and Use of Animals for Scientific Purposes 2013, updated 2021 (for research involving animals)

All researchers are expected to review the following links and complete as appropriate:

Research Integrity

- Research Integrity webpage
- Research Integrity Foundations Online Module through Learning@Griffith
- Research Integrity Advisors

Human Research

- Human Research Ethics webpage
- Ethical reviews webpage
- Human Research Ethics Foundation Online Module through Learning@Griffith
- Research Ethics Advisors

Animal Research

- Animal Ethics webpage
- Animal Ethics Applications webpage
- Animal Ethics - Animal Care and Use Training through Learning@Griffith* (animal users only)
- One-on-one practical training in Animal Techniques (email the Team Leader (Training Compliance), Biosciences Resources Facility)

Research involving biological samples and facilities

- Biosafety webpage

Research Ethics Manual

- Griffith University Research Ethics Manual

Research Development

The Research Development (RD) team works closely with Griffith researchers to develop large-scale research funding opportunities and strategically important partnerships to increase the University's research income, reputation and impact. The team coordinates research development activities across the University to support the implementation of a multi-year strategy for forward planning and coordination of major funding applications, ensuring high-quality standards are being met at every stage of bid development and engagement, aligned with Griffith's Major Research Funding Framework.

The team brings strong expertise in major Australian Research Council (ARC) and National Health and Medical Research Council (NHMRC) schemes, as well as the Medical Research Future Fund (MRFF), Cooperative Research Program, and prestigious fellowships and awards (see details here) and can support researchers with:
- future strategic planning for major research grant opportunities
- project management of major grant applications
- strategic review and advice on application competitiveness
- targeted training and information sessions (in collaboration with academic areas)
- facilitation and support of collaborations across disciplines and external partners

The Research Development team works closely with other University offices, including the Senior Manager Research Partnerships, Griffith Enterprise, Office of the Vice President Industry and External Engagement, and Advancement to assist researchers when engaging with partners for major competitive grants.

By increasing Griffith University's success in major research funding, the RD Team is working to support researchers to undertake significant research programs.

Prior to contacting the Research Development team, researchers are encouraged to:

- Review the RD webpage to meet your Senior Research Development Managers (SRDMs)

- Discuss their grant development needs with their supervisor, research centre or institute director or Dean Research.

- Review any RD training sessions available through the RED Resource Hub. These include an induction session for new researchers, plus targeted, content-specific sessions aimed at established researchers.

Secure Engagement with International Parties

All Griffith researchers need to ensure their interactions with international parties are conducted safely and securely, and in line with a range of legislative obligations. The Secure Engagement with International Parties training is mandatory for all academic staff:

- Review the Secure Engagement with International Parties Hub (intranet log-in required), where the International Engagement Checking Tool (IECT) can be found, along with training modules, fact sheets and links to additional resources.

Export Control, Sanctions and Defence Project Security

The Export Control and Security Manager provides advice, guidance, training as well as arranging export permits for goods and technology that relate to the Defence and Strategic Goods List (DSGL). Guidance is also provided for areas of research that may be under the Critical Technologies List in the National Interest. The Export Control and Security Manager is also the point of contact for managing the Security aspects of projects funded by the Department of Defence and any associated considerations under the Defence Industry Security Program (DISP).

Researchers are required to review the [Export Control and Sanctions Compliance](#) page and to contact the [Export Control and Security Manager](#) if they are planning to undertake (or continue) research which:

- Involves items or information listed on the Defence and Strategic Goods List (DSGL), as they will need to consider Export Controls (including restrictions relating to sanctioned countries). The OR Export Control and Security Manager can assist with DSGL assessments, applying for DSGL permits and will also provide training.

- Is funded by the Department of Defence, as they will need to be aware of considerations under the Defence Industry Security Program (DISP). As the designated DISP Security Officer, the OR Export Control and Security Manager will be your point of contact for managing the Security aspects of your Defence project.

Research Performance and Impact, and Research Data and Reporting

The Research Performance and Impact team has a diverse range of functions and responsibilities with a focus on research excellence metrics and evaluations, research income, planning and communication of impact and university rankings. The team works on performance analytics using internal data and external platforms at all levels from individual (e.g. strategic recruitment) to institutional (e.g. Reports to Council and evaluations of research quality and impact by the Australian government). The team is responsible for analysis and institutional reporting and benchmarking using licenced products like Clarivate Incites and Elsevier SciVal as well as data visualisation tools like Tableau and PowerBI.

The Research Impact and Strategy Officer offers strategic guidance and support with conceptualising, planning and communicating research impact, and helping extend project and staff reach beyond the scope of academia as part of creating change and making a difference.

The Research Data and Reporting team has various functions and responsibilities related to overseeing Griffith's two major research administration systems, Symplectic Elements and the Research Information Management System (RIMS), and research administration data management. The team handles operational and technical support of Symplectic Elements and Griffith Experts, publication collection management from harvesting to verification, user and external profile management, and supporting academics with system and data issues. The team is also responsible for all aspects of data management and reporting, servicing user requests for data access and ad-hoc reporting, as well as supporting internal OR teams including Grants, Ethics and Research performance and Impact teams in their data and reporting needs.
The team members are knowledgeable in all aspects of research administration data and integration with other university systems and are involved in various initiatives aimed at optimising and improving research administration processes.

Researchers are encouraged to:

- Review the [Research Performance and Impact](#) webpage

- Familiarise themselves with [RIMS information resources](#) (for the recording of research grants and research ethics applications)

- Review the [Research Impact](#) webpage, including the [Research Impact Hub](#)

- Review the [Symplectic Elements and Griffith Experts](#) support page. Alongside the focus on developing a researcher profile, researchers are encouraged to explore the Records of Impact module – a key tool for drafting, collecting and describing impact related activities. This will facilitate tracking and documenting progress, and it will also avoid duplication in writing impact statements and narratives for multiple purposes.
  Note: To raise support issues, researchers are encouraged to log support tickets via [ServiceNow support portal](#).

- Review the [Planning and Statistics Portal](#) which displays research administration data.

Research Infrastructure

The University hosts a range of specialised shared research facilities, including purpose-built laboratories, workshops, clinics, and studios that are managed by their host School, Centre, or Institute. Researchers are also supported by a diverse portfolio of Core research facilities, offering fee-for-service access to state-of-the-art equipment, services, and expertise.

The University is a member of several external research facilities and is an active member of the Research Infrastructure Queensland Alliance (RIQA) between the major Qld research institutions, CSRIO and the Qld Department of Environment, Science and Innovation. The Alliance works proactively to coordinate major research infrastructure planning and bids, and share researcher access to Core facilities across the region.

The portfolio is overseen by the Dean, Research Infrastructure, and supported by the Research Infrastructure team in the Office for Research (email: ri-dvcr@griffith.edu.au).

(*Note: For digital research infrastructure such as research data storage and high-performance computing (HPC) infrastructure, see the eResearch section on pages 13-14*).

Researchers who require equipment and/or facilities for their research are advised to:

- Review the Research Infrastructure Portal, to search for equipment at the University and browse the Griffith Facilities and Capabilities Directory.

- Review the iLab homepage, to learn more about how to book equipment across different facilities at Griffith.

- Learn more about how the 'Team Qld' Alliance can further support their research with access to external research infrastructure.

- Review the Research Facilities webpage.

Biosciences Resources Facility

The Bioscience Resources Facility operates under central management within the Office for Research, with facilities operating under the Australian Code for the care and use of animals for scientific purposes. The facilities provide support for research and teaching activities across the Institute for Biomedicine and Glycomics, and the Health and Science Groups. The animal care team provides technical support and maintenance of space and equipment within the animal facilities.

Researchers who work with animals are expected to:

- Familiarise themselves with the services and processes in the Biosciences Resources Facility

- Complete the Animal Ethics module – Animal Care and Use training

- Complete the online health and safety modules to gain access to regulated spaces

- Contact the Team Leader, Biosciences on (07) 55529205 (ext 29205) to organise induction and card access to the Biosciences Resources Facility

- Contact the Team Leader, Biosciences on (07) 55529205 (ext 29205) to arrange Tier 2 training for animal handling and minor *in vivo* procedures for competency for AEC approved animal procedures

- Contact the Team Leader, Training and Compliance on (07) 55529205 (ext 29205) to organise Tick@lab training for access to the Biosciences Resources Facility database management systems.

Other Research-focused Services

Researcher Education and Development (RED)

The Researcher Education and Development (RED) team is positioned with the Office of the Pro Vice Chancellor, Research. The team works closely with the Office for Research and organises a variety of researcher development and training programs, including: methodology, data management, software use, research impact, the developing researcher program and indigenous research seminars.

Researchers are strongly encouraged to:

- subscribe to the weekly RED newsletter to receive updates on training courses.

- review programs available on the RED Resource Hub. (*Note: these previously-recorded modules may not contain current information*.)

HDR Supervision and the Griffith Graduate Research School

All Higher Degree Research (HDR) candidature and supervision matters are managed through the Griffith Graduate Research School (GGRS). All new researchers involved in HDR supervision are requested to:

- Review the Griffith Graduate Research School supervisor page
- Complete the HDR Supervisor training

Note: The HDR supervisor training must be completed within the first 6 months of your arrival at Griffith.

Griffith Enterprise

Griffith Enterprise provides advice and guidance on matters of IP commercialisation, enterprise establishment and innovation and entrepreneurship support, and manages applications and contracts for consultancies and commercial research.

Within Griffith Enterprise, the Senior Commercial Research team focus primarily on consultancy and commercial research (CCR) projects (typically HERDC Category 2 & 3 projects), including tenders, RFQs, and proposals; contract preparation, associated budgets and other required documentation.

- Review the Griffith Enterprise page

Indigenous Research Unit

The University's Indigenous Research Unit (IRU) is committed to creating an environment that fosters the sharing of Indigenous research and knowledges, organisational engagement with and between Indigenous and non-Indigenous researchers, and development of the research capacity of academics and research candidates.

Researchers whose work is related to, or engages with, indigenous communities are asked to:

- Review the Indigenous Research Unit page

eResearch

Griffith's eResearch Services team is dedicated to empowering researchers with the skills and knowledge needed to best use the potential of computing technologies. Resources include: research software and tools; research data storage services;

research data/information management advice and assistance, research computing (HPC); digital research infrastructure support; support for digital elements of grant/research applications, and more.

Researchers whose work draws on these services are asked in the first instance to:

- Review the eResearch Services page

Griffith University Library Researcher Services

The Library's Researcher Services provides resources and support across many different aspects of the research lifecycle, including: support for all literature review types including tools for managing literature in a systematic way; strengthening researchers' profiles including research metrics and evidence of impact; working with data, including discovery, managing, analysis, sharing and archiving; scholarly publishing, from developing a strategy to finding suitable publishers; open research to increase access and reproducibility, including Read & Publish agreements.

Researchers are encouraged to:

- Review the Library's Research Services

- Review the Library's training in Copyright, Publishing and Open Access Considerations

- Contact the Library to request individual support and custom group training.

Further Reading

About Griffith

Griffith University Corporate Governance

Griffith University Organisational Structure

Griffith Research Centres and Institutes

Research at Griffith – Research Centres and Institutes (RCIs)				
Academic Group	**Centres and Institutes**	**Director**	**Admin ext no.**	**RCI Location**
DVCR	Institute for Biomedicine and Glycomics (IBG)	Professor Paul Clarke	47911	G26
Arts, Education and Law	Creative Arts Research Institute (CARI)	Professor Naomi Sunderland	21113	S02
Arts, Education and Law	Griffith Centre for Social and Cultural Research (GCSCR)	A/Professor Adele Pavlidis	28477	G30_4.24
Arts, Education and Law	Griffith Criminology Institute (GCI)	Professor Rebecca Wickes	56809	M10_3.17
Arts, Education and Law	Griffith Institute for Educational Research (GIER)	A/Professor Steven Hodge	55712	M15_3.27
Griffith Business School	Centre for Work, Organisation and Wellbeing (WOW)	Professor Paula Brough	53378	N63_1.09
Griffith Business School	Griffith Asia Pacific Institute (GAPI)	Professor Christoph Nedopil Wang	52121	N16
Griffith Business School	Griffith Institute for Tourism (GIFT)	Professor Sarah Gardiner	27163	G27_3.12
Griffith Health	Australian Centre for Precision Health and Technology (PRECISE)	A/Prof Luke Kelly	28563	G02_1.07
Griffith Health	Griffith Centre for Mental Health	Professor Lara Farrell	88224	G40_7.88
Griffith Sciences	Australian Rivers Institute (ARI)	Professor David Hamilton	53544	N78_4.27
Griffith Sciences	Queensland Quantum and Advanced Technologies Research Institute (QUATTRO)	A/Prof Erik Streed	27535	G24_2.12
Griffith Sciences	Australian Research Centre for Human Evolution	Professor Michael Petraglia	54256	N55_-1.18A

Note 1: This is a non-exhaustive list of Griffith's research activities. To filter research by Element, Research Type and Research Area, visit: https://www.griffith.edu.au/research

Note 2: A reminder that some RCIs hold an array of major facilities, infrastructure and equipment for dedicated research. Visit the Research Infrastructure Portal for more information.

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