GRIFFITH NEW RESEARCHER INDUCTION GUIDE

CONTENTS

Research Acronyms

Full Title	Acronym
Office for Research	OR
Griffith Enterprise	GE
Griffith Graduate Research School	GGRS
Research Centres and Institutes	RCIs
Human Research Ethics Committee	HREC
Animal Ethics Committee	AEC
University Biosafety Committee	UBC
Researcher Education and Development	RED
Australian Research Council	ARC
National Health and Medical Research Council	NHMRC
Discovery Early Career Researcher Award	DECRA
Cooperative Research Centre	CRC
Cooperative Research Centre Project	CRC-P
Medical Research Future Fund	MRFF
Defence Industry Security Program	DISP
Defence and Strategic Goods List	DSGL

Introduction to the New Researcher Induction Guide

Welcome to Research at Griffith.

This is a research-focused induction document, aimed at all new Griffith academic staff intending to do research. It is intended as a resource which:

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

Research induction requirements for new arrivals to Griffith vary, depending on your area of research and what stage you are at in your 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 general 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:
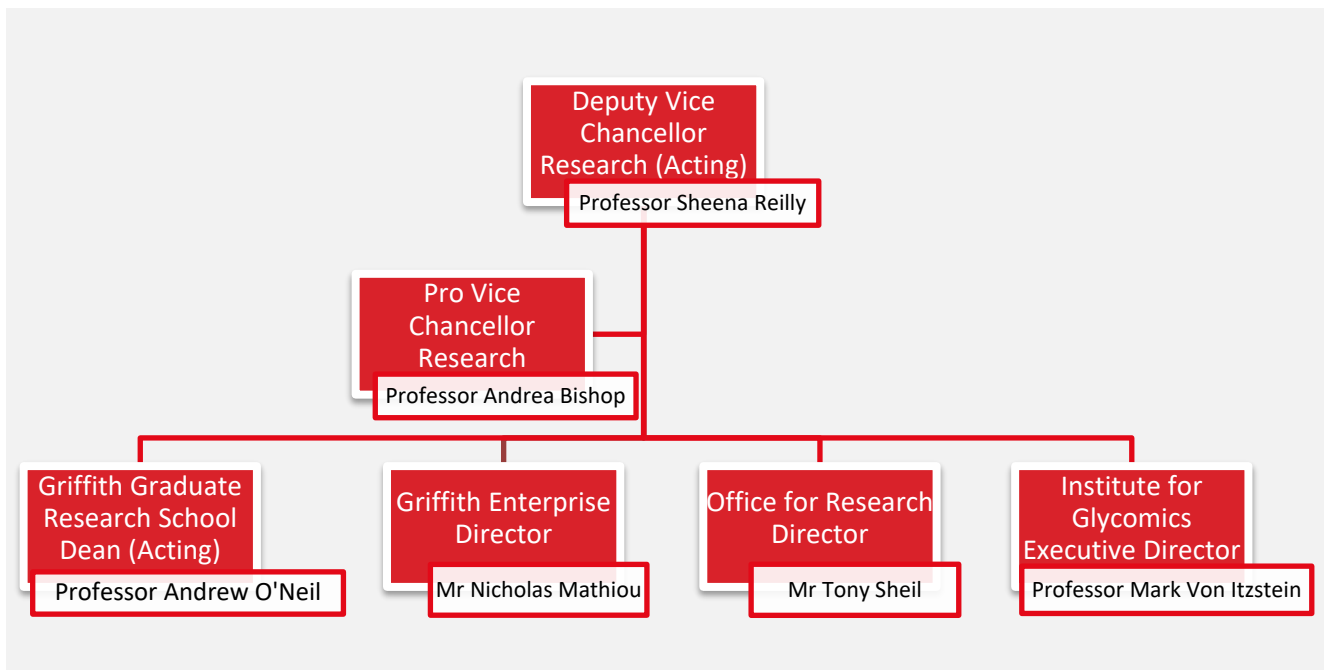
Under the strategic leadership of the Deputy Vice-Chancellor Research, research services are provided by:

- the Office for Research (OR)
- Griffith Graduate Research School (GGRS)
- Griffith Enterprise (GE)

Key Research Senior Staff
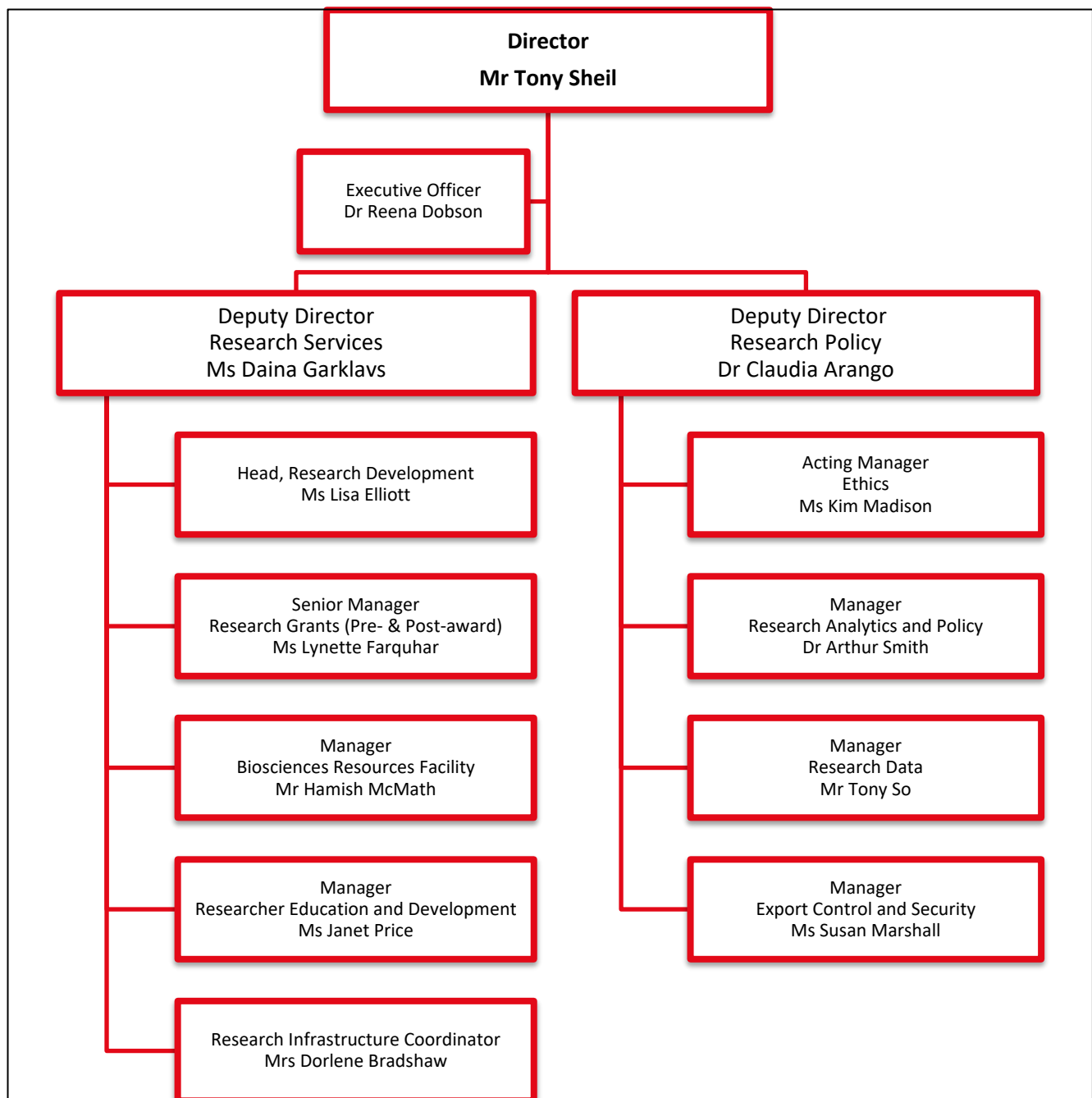
Title	Name	Position	Email
Executives			
Professor	Sheena Reilly	Deputy Vice Chancellor, Research (Acting)	dvcr@griffith.edu.au
Professor	Andrea Bishop	Pro Vice Chancellor, Research	a.bishop@griffith.edu.au
Deans			
Professor	Bonnie Barber	Dean, Research - Health	b.barber@griffith.edu.au
Professor	Gerry Docherty	Dean, Research - Arts, Education and Law	g.docherty@griffith.edu.au
Professor	Rebecca Ford	Dean, Research - Sciences	rebecca.ford@griffith.edu.au
Professor	Adrian Wilkinson	Dean, Research – Business (Acting)	gbsdeanresearch@griffith.edu.au
Professor	Michele Burford	Dean, Research Infrastructure	m.burford@griffith.edu.au
Professor	Michael Jennings	Deputy Director, Institute for Glycomics	m.jennings@griffith.edu.au
Office for Research			
Mr	Tony Sheil	Director	t.sheil@griffith.edu.au
Ms	Daina Garklavs	Deputy Director, Research Services	d.garklavs@griffith.edu.au
Dr	Claudia Arango	Deputy Director, Research Policy	c.arango@griffith.edu.au
Griffith Graduate Research School			
Professor	Andrew O'Neil	Dean (Acting)	DeanGGRS@griffith.edu.au
Dr	Sharon Saunders	Director	s.saunders@griffith.edu.au
Griffith Enterprise			
Mr	Nick Mathiou	Director	n.mathiou@griffith.edu.au
Dr	Jens Tampe	Deputy Director	j.tampe@griffith.edu.au

Office for Research Services

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

Office for Research Organisational structure and staff

Director
Mr Tony Sheil

Executive Officer
Dr Reena Dobson

Deputy Director
Research Services
Ms Daina Garklavs

Deputy Director
Research Policy
Dr Claudia Arango

Head, Research Development
Ms Lisa Elliott

Acting Manager
Ethics
Ms Kim Madison

Senior Manager
Research Grants (Pre- & Post-award)
Ms Lynette Farquhar

Manager
Research Analytics and Policy
Dr Arthur Smith

Manager
Biosciences Resources Facility
Mr Hamish McMath

Manager
Research Data
Mr Tony So

Manager
Researcher Education and Development
Ms Janet Price

Manager
Export Control and Security
Ms Susan Marshall

Research Infrastructure Coordinator
Mrs Dorlene Bradshaw

New Researcher Induction Guide

Essential New Arrival Tasks

- Register for the *New Researchers Induction* (half-day seminar to be completed in the first six months of starting at Griffith – in development)

- 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 a couple of 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)

Note: Early career researchers should complete their Developing your online research profile training module.

- 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 support guides for Symplectic Elements and Griffith Experts as needed.

- Familiarise yourself with the Library's Griffith Research Online (GRO), a digital archive delivering free, online, full-text versions of journal articles, conference papers and others (where there are appropriate permissions by copyright owners). GRO is aimed at increasing the impact and influence of Griffith research and scholarship.

Note: The 'common questions' section of the GRO site provides advice about how to upload publications to GRO.

Griffith's Research Centres and Institutes

Griffith has several high-performing Research Centres and Institutes (RCIs). New researchers should:

- Consider becoming a member of one of Griffith's research centres and institutes

Note: A list of Griffith's RCIs is also included on pp 17-18 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 Centres and Institutes Policy

- Consultancy and Commercial Research Policy

- Research Performance Guidelines

- Data Protection webpage

- Copyright ownership guide

- Copyright for Research Staff guide

- Intellectual Property Policy

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

- Conflict of Interest Policy

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

Overview of Office for Research Services

Research Grants

The Research Grants team manages its support in streams of Pre-award (grant application submission) and Post-award (reporting and management of successful grants). The team provides coordination and administration of internal and external grant programs; compliance review of funding proposals; 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 (includes links to the Research Grants Calendar, the Research Professional Database, and to internal and external funding opportunities)
- Grant application resources webpage (includes exemplar applications, templates, workshop recordings etc)
- How to submit a Research Grants Coversheet (required for any external research grant applications which will be administered by Griffith)

New researchers with existing grants:

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

New researchers intending to apply for grants should consider the following grant-focused training courses through the Researcher Education and Development (RED)* training modules.

- How to Find and Apply for Research Funding
- Grant-writing
- The Art of Winning Grants
- Applying for NHMRC Grants
- Applying for ARC Grants
- DECRA Information Session
- ARC Future Fellows Writing
- Applying for research funding? Evidencing your track record
- Measuring and Showcasing Research: Scholarly Metrics
- Understanding Impact
- Research Development Support @ Griffith

Researchers starting a successful grant are advised to undertake the following training courses prior to commencing their research. These are offered through RED*

- Managing a Funded Research Grant
- Managing Your Grant Across its Lifecycle
- ARC End of Year Reporting

* It is highly recommended you subscribe to the weekly RED newsletter to receive updates about forthcoming training courses.

** Some previously-recorded modules may be available via OR's Collaboration SharePoint site.

Research Ethics and Integrity

Griffith's Research Ethics & Integrity 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, and provides secretariate support for the Human Research Ethics Committee, the Animal Ethics Committee, and the University Biosafety Committee.

There are often differences in how institutions manage their research ethics systems. 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.

Although especially recommended for researchers early in their careers, all researchers should review the:

- Australian Code for Responsible Conduct of Research
- National Statement on Ethical Conduct in Human Research

It is expected that all researchers will review the following:

Research Integrity

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

Research on Humans

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

Research on Animals

- 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 (upon request to Team Leader, Training, Biosciences Resources Facility)

Research involving biological samples and facilities

- Biosafety webpage

Research Ethics Manual

- Griffith University Research Ethics Manual

* *Note: To access online modules from the Learning@Griffith home page: log in with your s-number, click on the 'Organisations' tab, do a keyword search (e.g. "ethics"), choose your course link and follow the prompts.*

Research Development

The Research Development (RD) team works with Griffith researchers to develop large-scale research grant funding opportunities and strategically important partnerships to increase the University's research income, reputation and impact. The RD team provides strategic advice, development and review on many Australian Research Council (ARC) and National Health and Medical Research Council (NHMRC) schemes, as well as the Medical Research Future Fund (MRFF), Co-operative Research Centres (CRCs), Co-operative Research Centre Projects (CRC-Ps), Centres of Excellence, and prestigious fellowships and awards.

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

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

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

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

Note: The RD team works closely with Griffith Enterprise (GE) who assists on commercial aspects of the competitive research grants. However, the RD team does not handle consultancy and commercial research (CCR) or projects procured through tenders. For assistance with commercial opportunities, please refer to the GE overview on p. 14.

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. Researchers are required:

- Review the Secure Engagement with International Parties Hub (intranet log-in required), to undergo training and seek further information as required

Export Control and Security

The OR Export Control and Security Office provides advice, guidance and training on matters goods and information relating to Defence and Strategic Goods List (DSGL). 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 Security 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 and 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 Security Officer, the OR Export Control and Security Manager will be your point of contact for managing the Security aspects of the projects

Research Analytics and Policy, Research Data Management and Research Impact

The Research Analytics and Policy team prepares, curates and administers research data including: performance and benchmarking data to internal and external stakeholders; the University's submissions including the Excellence in Research for Australia and Engagement and Impact; research income data submitted annually to the Higher Education Research Data Collection (HERDC); and data submissions to major international rankings.

Griffith currently has two major research management systems, Symplectic Elements and the Research Information Management System (RIMS), both of which are administered by this OR team.

Researchers are encouraged to:

- Review the Research Analytics and Policy webpage

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

- Review the Research Impact webpage

Researcher Education and Development (RED)

The Researcher Education and Development (RED) team organises a variety of researcher development and training programs, including: statistics, 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

Research Infrastructure

The University's research centres and institutes hold an array of major facilities, infrastructure, and equipment for dedicated research. The University is also a member of some external research facilities. Research Infrastructure is overseen by the Dean, Research Infrastructure, who is supported by the Research Infrastructure Coordinator based in the Office for Research.

Researchers are advised to:

- Review the Research Facilities webpage to see the types of research equipment available at Griffith, and also to see the external facilities where Griffith holds memberships

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 Glycomics, 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 online training modules Tier 1

- 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

HDR Supervision and the Griffith Graduate Research School

All 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 (GE)

Griffith Enterprise is the University's dedicated office for commercial partnerships, IP commercialisation, enterprise establishment and innovation and entrepreneurship support.

Researchers whose work crosses into this space are asked to:

- 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: Data Management and High Performance Computing

Griffith has a dedicated eResearch Services team, which provide data management-related and High Performance Computing (HPC) support for grant/research applications and projects, including application and tool development, support, and maintenance of research-related applications and tools.

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: strengthening researchers' profiles and digital footprints, managing such aspects of research outputs as research metrics, impact, open research, managing copyright and working with data (including managing, analysis, sharing and archiving).

Researchers are encouraged to:

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

Further Reading

About Griffith

Griffith University Corporate Governance

Griffith University Organisational Structure

Griffith University Organisational Chart

Griffith Research Facilities

	Research at Griffith – Research Centres & Institutes (RCIs)				
Academic Group	**Centres and Institutes**	**Director/ Key contact**	**Admin ext no.**	**RCI Location**	**Finance Acronym**
Arts, Education and Law	Centre for Design Innovation and Research	Professor Ming Cheung	56138	S02	CDA
Arts, Education and Law	Creative Arts Research Institute (CARI)	Professor Vanessa Tomlinson	56367	S01	ICA
Arts, Education and Law	Inc Queensland Conservatorium Research Centre (QCRC)	Dr Alexis Kallio	56335	S01_3.44	QMP
Arts, Education and Law	Griffith Centre for Social and Cultural Research (GCSCR)	Professor Susan Forde	57338	N16	PCI
Arts, Education and Law	Griffith Criminology Institute (GCI)	Professor Janet Ransley	56907	M10_4.02A	GCI
Arts, Education and Law	Griffith Institute for Educational Research (GIER)	Professor Peter Grootenboer (Acting Director)	55779	M10_5.13	ERC
Arts, Education and Law	Law Futures Centre (LFC)	Professor Mary Keyes	55058	N61	SLR
Griffith Business School	Centre for Governance and Public Policy (CGPP)	Professor Kai He	57209	N72_-1.12	GPP
Griffith Business School	Centre for Work, Organisation and Wellbeing (WOW)	Professor Paula Brough	53378	M24_4.19	WLC
Griffith Business School	Griffith Asia Institute (GAI)	Professor Caitlin Byrne	53730	N16_1.30	APR
Griffith Business School	Griffith Institute for Tourism (GIFT)	Professor Christopher Fleming	28139	G27_3.06	SIR
Griffith Health	Institute for Glycomics (GLY)	Professor Mark von Itzstein	28051	G26	GLY
Griffith Health	Menzies Health Institute Queensland (MHIQ)	Professor Paul Scuffham	88811	G40_8.86	HMR
Griffith Health	Inc Australian Institute for Suicide Research and Prevention (AISRAP)*	Professor David Crompton OAM	53382	M24_1.48	CSR
Griffith Health	Inc Centre for Applied Health Economics (CAHE)*	A/Professor Josh Byrnes	59132	N78_1.11	AHE
Griffith Health	Inc The Hopkins Centre: Research for Rehabilitation and Resilience*	Professor Elizabeth Kendall	21295	L08	
Griffith Health	Inc National Centre for Neuroimmunology and Emerging Diseases (NCNED)*	Professor Sonya Marshall-Gradisnik/ Professor Donald Staines	89238	G40_9.21	NCN
Griffith Health	Inc Griffith Centre for Biomedical and Rehabilitation Engineering (GCORE)	Professor David Lloyd	28593	G02_2.40	GCO

Griffith Health and Griffith Sciences	[The Clem Jones Centre for Neurobiology and Stem Cell Research](#)*	Dr Andrew Rayfield (Research Manager)	80917	G40_9.08	CJC
Griffith Sciences	[Advanced Design and Prototyping Technologies Institute (ADaPT)](#)	Mr Derek Smith (Technical Manager)	80547	G14_1.10D	
Griffith Sciences	[Australian Rivers Institute (ARI)](#)	Professor Stuart Bunn	57153	N78_4.11	ARI
Griffith Sciences	[Centre for Quantum Dynamics (CQD)](#)	Professor Howard Wiseman	54333	N34_0.30	CQD
Griffith Sciences	[Cities Research Institute (CRI)](#)	Professor Paul Burton	27269 54174	G51_1.04 N78_3.11	CUR
Griffith Sciences	Inc [Coastal and Marine Research Centre](#)*	Professor Rod Connolly	28614	G24_4.06	
Griffith Sciences	[Centre for Planetary Health and Food Security](#)	Professor Hamish McCallum	59224	N78_2.18	EFC
Griffith Sciences	[Australian Research Centre of Human Evolution (ARCHE)](#)	Professor Michael Petraglia	54256	N55_-1.18A	
Griffith Sciences	[Centre for Catalysis and Clean Energy (CCCE)](#)	Professor Huijun Zhao	29234	G24_3.18	
Griffith Sciences	[Griffith Institute for Drug Discovery (GRIDD)](#)	Professor Katherine Andrews (Acting Director)	56000	N75_1.02C	ESK
Griffith Sciences	[Institute for Integrated and Intelligent Systems (IIIS)](#)	Professor Yongsheng Gao	53757	N34_1.45A	ISY
Griffith Sciences	Inc [ARC Research Hub for Driving Farming Productivity and Disease Prevention](#)*	Professor Yongsheng Gao	53757	N34_1.45A	
Griffith Sciences	[Queensland Micro- and Nanotechnology Centre (QMNC)](#)	Professor Nam-Trung Nguyen	56431	N74_1.04	MNC

Note 1: This is a list of Griffith's major RCIs. For a full list, please visit: https://www.griffith.edu.au/research/centres-institutes

Note 2: RCIs marked with an asterisk* are externally funded and are included in this list because Griffith is a chief or primary partner.

Note 3: A reminder that some RCIs hold an array of major facilities, infrastructure and equipment for dedicated research. Visit the [Research Facilities webpage](#) for more information, including a list of external research facilities of which Griffith is a member.