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UNIVERSITY
OF WOLLONGONG
AUSTRALIA

New
Researcher
Information
Guide
2022



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Welcome to the University of Wollongong

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How to use this guide

The New Researcher information guide aims to provide useful links, resources, and summaries of the Research and Innovation Division teams and references other supports available to you across UOW.

It is updated annually, so for the most current information please use the links provided or visit the Research and Innovation Division site for general information.

Intranet site or **Website**.

Many thanks to all the divisions and teams who have provided input to this content and those who reviewed the final version including, Erin Twyford and Nick Brancazio.

Acknowledgement of Country

We acknowledge that Country for Aboriginal peoples is an interconnected set of ancient and sophisticated relationships.

The University of Wollongong (NSW, Australia) spreads across many interrelated Aboriginal Countries that are bound by this sacred landscape and intimate relationships with that landscape since creation.

From Sydney to the Southern Highlands to the South Coast.

From fresh water to bitter water to salt, from city to rural.

The University of Wollongong acknowledges the custodianship of the Aboriginal peoples of this place and space that has kept alive the relationships between all living things.

The University acknowledges the devastating impact of colonisation on our campuses' footprint and commit ourselves to truth-telling, healing, research and education.

Our Leaders

Prof Jennifer L Martin AC

Deputy Vice- Chancellor (R&I)

E: jlm@uow.edu.au

Senior Executive Assistant

Tracy Panton

T: 02 4221 3915

E: tpanton@uow.edu.au

Prof Melanie Randle

Dean of Researcher Development
and Integrity

E: mrandle@uow.edu.au

Dr Paul Di Pietro

Dean Research Knowledge
Exchange and Translation

E: dipietro@uow.edu.au

Operational Leadership

Sharon Martin

Director Research Services Office

E: research-services@uow.edu.au

Dr Tamantha Stutchbury

iAccelerate Director of Research

E: info@iaccelerate.com.au

Dr Jeri Childers

iAccelerate Director of Education

E: info@iaccelerate.com.au

Prof Sharon Robinson

Dean of Researcher Development
and Integrity

E: sharonr@uow.edu.au

Prof Lorna Moxham

Interim Dean of Graduate Research

E: lmoxham@uow.edu.au

Dr Melissa Thompson

Director Graduate Research School

E: graduate-research-school@uow.edu.au

George Tomka

Innovation and Commercial
Research Unit (ICRU)

E: icr-enquiry@uow.edu.au

A portrait of Professor Jennifer L Martin AC, a woman with blonde hair and glasses, wearing a red blazer. She is smiling and has her hands clasped in front of her.

Our vision is for a research strategy that encompasses the values that I hold dear: **excellence, respect, integrity and collegiality.** We recruit and retain researchers of the highest calibre, and that means providing the support and opportunity for early-career, mid-career and senior researchers to pursue excellence.

— PROFESSOR JENNIFER L MARTIN AC

[DEPUTY VICE-CHANCELLOR](#)

RESEARCH & INNOVATION

A Purposeful Future

Universities have never been more important to our future. In a world facing very large and complex social, environmental and economic challenges, we are committed to finding solutions and driving positive change. Our purpose is to inspire a better future through education, research, and partnership.

Our 2020 - 2025 Strategic Plan has been developed to ensure UOW is positioned to rapidly adapt, respond to and lead change. Our Plan outlines three ambitious Strategic Goals supported by three University Strategies, three Transformative Priorities and four Strategic Enablers which will be critical to achieving our Strategic Direction and 2030 Vision: A Purposeful Future.

UOW Strategic Plan 2020-2025

Research & Innovation Strategy 2020-2025

Goal 1

Empowering students for their future

UOW is renowned for innovative educational experiences that prepare students for the future of work. Our 2020-2025 Education Strategy aims to activate the five objectives outlined in Goal 1 of the 2020-2025 Strategic Plan and highlights the key focus areas for the period to 2025.

Goal 2

Creating knowledge for a better world

Globally recognised for delivering impactful research that drives positive change. The 2020-2025 Research & Innovation Strategy is driven by the transformative agenda of the UOW Strategic Plan 2020-2025 and is underpinned by the 17 UN Sustainable Development Goals (SDGs).

Goal 3

Making a difference for our communities

We will continue to leverage our unique regional perspective and transformative capabilities in the interests of society. Our 2020-2025 Civic University Strategy provides a roadmap towards 2030, guiding our journey towards being a truly civic university.

Organisational Charts

University Organisational Chart

UOW Governance Organisational Chart (UOW Committee Chart)

UOW Faculty Organisational Chart

RaID Organisation chart

Organisational Chart

OFFICE OF THE DEPUTY VICE-CHANCELLOR (RESEARCH AND INNOVATION)

Deputy Vice-Chancellor and Vice-President (Research and Innovation)

Professor Jennifer L. Martin AC

Senior Executive Assistant

Mrs Tracy Panton

DIVISIONS

Graduate Research Prof Lorna Moxham (Interim)	Research Services Office Ms Sharon Martin	Research Knowledge Exchange & Translation Dr Paul Di Pietro	Researcher Development & Integrity D/Prof Sharon Robinson & S/Prof Melanie Randle	Australian Institute of Innovative Materials (AIIM) A/Prof Germanas Peleckis (Interim)	Science Space Mr Stuart Creal	Illawarra Health and Medical Research Institute (IHMRI) D/Prof David Adams
HDR candidature management	Research Strategy	Industry / Business & UOW Researcher Engagement Facilitation	Researcher Training and Researcher Development & Recognition	Multi-disciplinary, multi-functional materials research into commercial reality	NSW's only dedicated science centre	Not for Profit Independent Medical Research Institute (MRI) that supports health and medical research in the Illawarra
HDR scholarships	Research Grants & Fellowships	Identification, protection and Commercialisation of Intellectual Property & Innovation	Research Leadership Framework	AIIM comprises four research organisations	Founded upon the principles of education, hands-on learning and accessibility with a focus on STEM education	Translational approach to Research with local clinicians
HDR data and IT Systems	Major research investments, incl. and CRCs	Start Ideas Incubator & Business Acceleration	Research Integrity, Ethics (Human & Animal), Biosafety & Export Controls, Foreign Arrangements	- Intelligent Polymer Research Institute (IPRI)	Over 100 interactive exhibits, science shows and workshops	Clinical trials
HDR policy & procedures	Commercial Research Contracts & Tenders	Entrepreneur networks	Ethics & Integrity Training	- ARC Centre of Excellence for Electromaterials Science (ACES)	NSW #1 Digitally Immersive Planetarium	Investigates a range of diseases and illnesses under 3 research themes:
HDR training	Research Analytics, Systems and Support	Mentor, Pitch and Education Programs	Community and industry partnership development	- Institute for Superconducting and Electronic Materials (ISEM)	Dedicated STEM Zone with extensive STEM outreach, onsite and virtual programs.	1. Diagnostics & Therapeutics
HDR supervisory development	Research Quality & Impact (Global Rankings, ERA & REI)			- UOW Electron Microscopy Centre (EMC)		2. Mental Health & Ageing Brain
HDR supervision	Faculty Research Operations					3. Chronic Conditions & Lifestyle
HDR research misconduct						
Administrative Support: Ms Jodi Barrie E: jodi@uow.edu.au T: 4221 5760	Administrative Support: Ms Julie Evans E: research-services@uow.edu.au T: 4221 3386	Administrative Support: Ms Maree Glancy E: maburton@uow.edu.au T: 4221 3007	Administrative Support: Ms Jodi Barrie E: jodi@uow.edu.au T: 4221 5760	Administrative Support: Ms Narelle Badger E: nbadger@uow.edu.au T: 4221 3530	Administrative Support: Mr Stuart Creal E: screal@uow.edu.au T: 4286 5036	Administrative Support: Ms Joanna Harrison E: joannaha@uow.edu.au T: 4221 3871



Information for HDR Supervisors

UOW is committed to providing higher degree research candidates with a superior research training environment

In addition to the discipline-based training that Higher Degree Research (HDR) candidates receive within Faculties and research units, the University also provides a range of services and facilities for HDR candidates and their supervisors through the Graduate Research School (GRS). Our friendly staff will be happy to help you with any enquiries you may have regarding:

- Enrolments and Leave of Absence
- Scholarships and Fees
- Seminars and Workshops
- Supervisor Training
- Progress Reports, Probation & Performance Management
- Thesis Submission and Examination
- HDR Policy

IN YOUR FIRST MONTH

- Meet with your HDR candidate(s), discuss their research area and project, resources, meeting times, Faculty and university policies, expectations and requirements to get their research underway.
- Discuss responsibilities under the HDR Supervision and Resources Policy. Use the **First Interview Checklist** and complete the **Commencement of Candidature Form**.
- Ensure that students that need to assign their intellectual property to UOW do not commence research until this has been assigned (ICRU can advise and assist).
- Discuss responsible and safe research practices and the implications of the Code of Practice - Research and the Australian Code for the Responsible Conduct of Research Policy.
- Familiarise yourself with University policies and resources for HDR candidates
- Encourage your HDR candidates to attend the free Graduate Research School seminars and workshops relevant to their research, e.g. EndNote, Thesis Writing and Planning your Research.

IN THE FIRST 6 MONTHS OF YOUR HDR CANDIDATE'S ENROLMENT

- Begin discussions for their First Year Research Proposal Review. All Higher Degree Research candidates must present a formal research proposal in their first year of enrolment in their thesis subject. Continuation of candidature is conditional upon successful completion of the Research Proposal Review. Documentation/ evidence of completion must be forwarded to the Graduate Research School.
- Start preparations for Ethics Approval. Does the research involve human subjects, animals or genetic manipulation? If so, you will need to assist the student to complete an ethics application before the research can begin. Visit the **Ethics website**.
- Attend a Supervisor's Professional Development Workshop run by GRS and PODS.

AT THE END OF EVERY YEAR

- In October each year an Annual Progress Report (APR) must be completed online by your HDR candidate and yourself as Supervisor. The Supervisor section of the APR can be accessed via SMP, using your email username and

password. Important Note: Please ensure you complete your section of the APR's by the due dates.

If your student is not progressing, consult the **HDR progress guidelines**

CENSUS DATES

The census date is the last day GRS can vary enrolments and after this date tuition fees are no longer refundable. Any changes to candidature and/or any thesis submissions, must be sent to the GRS, in writing one week prior to the census date:

Autumn Session - 31st March

Spring Session - 31st August.

Contacts

If you have any questions about Graduate Research Supervision at UOW contact:

T: 02 4221 5452

E: graduate-research-school@uow.edu.au

Research Grants

Finding, preparing and submitting grant applications and managing the post-award process

EXTERNAL GRANT SCHEMES

Researchers can apply for funding independently, or in collaboration with other, more experienced, researchers. Funding from the major funding agencies is typically for three years and can involve collaboration with researchers from other Australian or international universities, and/or with external industry partners. Fellowships (which include the researcher's salary) can also be applied for by researchers at all career stages.

The Australian Research Council (ARC) and National Health and Medical Research Council (NHMRC) are the two major funding agencies for Australian universities. Many smaller funding agencies offer schemes too.

INTERNAL GRANT SCHEMES

Researchers often begin by applying for seed funding through UOW internal grant schemes. More information is available on the **Intranet**. Internal grants may also be available through faculties and research centres.

GRANTCONNECT

GrantConnect is the Australian Government's grants information system. It provides a central point to find all publicly available grant opportunities advertised by the Australian Government. You need to be a GrantConnect registered user to download grant opportunity documents and receive automatic notifications. Please visit **GrantConnect** and click on 'New User Registration' to create your account.

RESEARCH PROFESSIONAL

Research Professional is an online database of worldwide research funding opportunities available to UOW staff. The database includes funding opportunities for all scholarly disciplines, with search tools to help you find funding opportunities that interest you. 'Save and Alert' and Fingerprinting functions create regular email alerts that match your areas of interest. Please visit **Research Professional** and log in with your University of Wollongong account.

GRANT APPLICATION HELP

The grant application process can seem a little daunting to begin with, but the Grants team are available to support our researchers every step of the way.

Regular workshops and presentations are conducted to keep applicants up to date with current requirements. For information and a range of application resources, including budget tools, statistical consulting, etc please visit the **Grants information** page.

A **calendar of open and upcoming funding opportunities** shows the internal deadlines which apply to schemes. Email bulletins advertise open opportunities.

Contacts

If you have any questions about Grants at UOW contact:
T: 02 4221 3386
E: research-grants@uow.edu.au

Guidelines for grant applications

1. IDENTIFY A FUNDING SCHEME

Once you have identified a scheme to apply to, always advise the Grants Team of your intention to submit. This allows a Grants Officer to work with you to set an internal review timeline so feedback can be provided well before the agency deadline.

2. PREPARE YOUR APPLICATION

Grant Writing Workshops are available for new researchers. Seeking feedback from peers and mentors is also valuable.

If applying to an external grant scheme, you must submit an **External Grant Submission Form (EGSF)** with your application. Other resources you may need include FoR/SEO Codes and Salary Scales. The UOW Statistical Consulting Service may also be able to assist with your application. The Library can provide advice and guidance on measuring your scholarly impact to showcase your research activity.

3. SEEK FEEDBACK

Submit your draft to the Grants Team by the internal deadline. A Grants Officer will review the application, check eligibility and provide feedback to enhance the likely success of the application.

4. SUBMIT YOUR APPLICATION

Most applications will be submitted to the funding agency on your behalf by the Grants Team. Provide your submission-ready application to the Grants Team prior to the agency deadline. Some submissions must be lodged online by the applicant directly to the funding agency. Your Grants Officer will advise on the appropriate submission format.

5. GRANT OUTCOMES

Announcement of outcomes may take a few weeks or up to many months. Successful applicants in larger external schemes are often announced by UOW Media and in all staff emails. If you receive information about the outcome of your application directly, please make sure that you share this with the Grants Team by forwarding the information to research-grants@uow.edu.au

6. POST AWARD

Resources are available to assist you with account set-up, contracts and any reporting involved with your successful application. Your Grants Officer will also be able to assist you.



Research Data Management

Advanced computing infrastructure, data storage, visualisation tools and high-speed telecommunications networking are critical enabling factors for world-class research

The Research Services Office provides a central coordination point for accessing infrastructure, tools and services to support scholarship and research.

UOW researchers can apply for access to computing resources at the **National Computational Infrastructure** through the UOW Partner Share Scheme.

We can also assist with accessing other research computing services such as the Multi-modal Australian Sciences Imaging and Visualisation Environment (MASSIVE) and the National Research Data Cloud.

In partnership with **Information Management and Technology Services (IMTS)** and the University Library, we provide tools and support to assist with managing data at every stage of the research project lifecycle.

REDBOX

ReDBox is UOW's research data management tool. ReDBox guides researchers through data management questions to create a Research Data Management Plan (RDMP).

RDMPs can be used to satisfy: funder requirements for major grant schemes; research data information exports for human ethics applications; and staying organised with data management across research projects and collaborators.

ReDBox can also assist with requesting UOW-supported research data storage to ensure that research data is safe and secure. It is compliant with UOW's Research Data Management Policy and Guidelines.

Visit redbox@uow.edu.au to start planning, or email redbox-support@uow.edu.au for assistance.

RESEARCH DATA ASSISTANCE

Research data management: Assistance with all aspects of research data management, including planning, collection, storage, archival, sharing, desensitisation, licencing, and governance.

Computing and simulation: UOW researchers can access high-performance computing environments, cloud IT resources and data storage services at the National Computational Infrastructure (NCI) facility in Canberra.

Data storage and Archiving: The UOW Research Data Storage program provides access to several tiers of storage infrastructure, including collaborative projects, HPC-related data collections, appropriate storage for sensitive data, and local storage and archiving needs.

Training and skills development: We organise training events on research computing, software development, data collection and management tools at regular intervals each year. Refer to the **Research data training site**.

Advice and consultative services: We can provide advice on research computing and data issues, including assistance with preparing RDMPs for competitive funding applications.

Contacts

To discuss how your needs can be matched to available UOW resources, contact:
T: 02 4221 3386
E: research-data@uow.edu.au



Research Ethics & Biosafety

Responsible research is respectful of human and animal participants and the environment

Research Integrity

Ensuring an environment that fosters a culture of responsible research

The Australian Code for the Responsible Conduct of Research establishes a framework for responsible research in Australia. The Code requires institutions to have good institutional governance and management practices to 'promote quality in research, enhance the reputation of the institution and its researchers and minimise the risk of harm for all involved' (S1.2).

Institutions must establish good governance and management practices, ensure a safe research environment and train staff, and promote mentoring to promote the responsible conduct of research. UOW requires all research staff to meet the responsibilities listed in the Code, which include:

1. Researching with honesty, presenting information truthfully and accurately
2. Developing research with rigor
3. Declaring conflicts of interest and reporting with transparency
4. Respecting research participants, animals and the environment used in research
5. Respecting and engaging with Aboriginal and Torres Strait Islander peoples
6. Appropriate acknowledgement of the role of others in research
7. Reporting research misconduct, concerns or complaints and promoting responsible research practice.

WHO IS RESPONSIBLE?

The University of Wollongong and all researchers (staff and students) are required to uphold an environment of

responsible research practice. All researchers should be familiar with the Code, UOW research related policies and legislation.

UOW RESEARCH POLICIES

Key policies include:

- Research Integrity and Conduct Policy: Breaches, Concerns and Complaints
- Authorship Policy
- Code of Practice – Responsible Conduct of Research
- Conflict of Interest Policy
- Intellectual Property Policy
- Research Data Management Policy
- Research Sponsorship and Collaboration Policy

TRAINING

Research Integrity training is available in [Moodle](#)

GETTING HELP

Research Integrity Advisors

Research Integrity Advisors are available in each Faculty to provide independent advice and guidance on responsible research practices. For more information visit the [Integrity site](#).

Contacts

If you have any questions about Research Integrity at UOW contact:

T: 02 4221 4607

E: uow-researchintegrity@uow.edu.au

GETTING HELP

Ethics Advisors

Advisors are available in each Faculty to provide independent advice and guidance on responsible research practices. They are also available to help when preparing applications to Research Ethics Committees. For more information visit the [Ethics webpage](#).

Animal Welfare Officer

The Animal Welfare Officer provides advice on the preparation of animal ethics applications, email uow-animalethics@uow.edu.au

Ethics Officers

To make an appointment email the [Ethics Unit](#) and an Ethics Officer will contact you.

Training

Researchers submitting ethics or biosafety applications are required to have completed relevant training. For further information, refer to the [Ethics training page](#).

Contacts

If you have any questions about Research Ethics and Compliance at UOW contact:

T: Human Ethics Mon-Wed: 02 4221 3773

Wed -Fri 02 4221 5504

DOES YOUR RESEARCH REQUIRE ETHICS CLEARANCE?

You will need ethics clearance if your research will involve:

- People or their confidential information – through observation, surveys, interviews, testing things, accessing data or confidential information about people with or without their knowledge
- Animals
- Biological materials, including genetically modified organisms

ETHICS APPROVALS

Ensure you are completing the correct paperwork and allow plenty of time for the process to be completed. Obtaining ethics approval takes between two and eight weeks, depending on your project.

NSW Health has its own forms and additional governance approval processes for human research which can take between two and six weeks after ethics approval is obtained.

NSW Department of Education and Communities has its own forms and additional governance processes, allow an extra six weeks.

If you need clarification with any stage of your application process, please contact the Ethics Team.

TRANSFERRING RESEARCH TO UOW

If your research has been approved by another institution, you need to contact the Ethics Team immediately so they can help arrange any transfers or other processes required to maintain your ethical clearance.

ETHICS POLICIES & GUIDELINES:

- [National Statement on Ethical Conduct in Research Involving Humans](#)
- [Australian code for the care and use of animals for scientific purposes](#)
- [Ethical or Religious Objection by Students to the Use of Animals and Animal Products in Coursework Subjects Policy](#)



International Collaborations

Responsible research complies with all relevant foreign legislation

Regulatory requirements are designed to ensure that Australia's national interest is protected. The investigators, partners and research area of all projects should be assessed to ensure the project complies with all assessment, permit and notification requirements for Sanctions, Defence Export Controls, the Foreign Influence Transparency Scheme, and the Foreign Arrangements Scheme.

Australia's sanctions laws prohibit the University from dealing with specific individuals and entities, or providing those individuals, entities and specified countries with access to certain types of training, services and resources - unless a permit has been granted. As a researcher, it is your responsibility to ensure you do not contravene a sanctions law by familiarising yourself with the sanctioned regimes and the consolidated list of designated persons and entities.

Sanctions are of particular relevance to researchers at the University with respect to:

- Recruitment, admission and enrolment of Higher Degree Research candidates
- Visiting Research Students
- Visiting Academics
- Student Exchanges
- Research Collaborations
- Fees received from sanctioned regimes

- Fees paid to sanctioned regimes
- International Examiners of Theses
- Travel for collaboration, seminars, conferences where the material shared may breach sanctions laws by enabling access to and/or use of sanctioned goods, information or technology

DOES YOUR RESEARCH REQUIRE A DEFENCE EXPORT CONTROLS PERMIT?

You may need a Defence Export Control Permit if:

- Your goods, information or technology for your research relates to an item on the Defence and Strategic Goods List (DSGL)
- You are going to be supplying goods, technology or information internationally
- Your research has a military purpose or could be adapted for military use or could compromise national security
- You are sending goods, technology or information to a person or entity subject to UNSC or Australian Sanctions

DOES YOUR RESEARCH INVOLVE A WRITTEN AGREEMENT WITH A FOREIGN ENTITY?

The Foreign Arrangements Scheme establishes a formal notification process that applies to all Australian public universities. A foreign arrangement is a written agreement, contract, understanding or undertaking between an Australian State/Territory entity and a foreign entity, whether or not there are any other parties to the arrangement or whether it is legally binding or not. The University must notify the Minister of Foreign Affairs that it proposes to enter and when it has entered into an

arrangement with a foreign entity. You should contact the Global Strategy Division before entering any written agreement with a foreign entity to check if it is notifiable.

ARE YOU ENGAGED IN AN ACTIVITY THAT NEEDS TO BE DECLARED UNDER THE FOREIGN INFLUENCE TRANSPARENCY SCHEME LEGISLATION?

If your University work involves a foreign academic, organisation, institution or government, you may be engaged in an activity that should be registered under the Foreign Influence Transparency Scheme (FITS). To comply with FITS, you may need to register your activity or arrangement with the Australian Government. Not all foreign engagements need to be registered, but there are some relationships that the Australian Government believes must be declared and made transparent to the Australian community to safeguard the national interest. Registration does not mean that you have to change what you are doing. It just means that there will be a public record of your engagement and you will satisfy your legal obligation to be upfront about the purpose of any relevant foreign relationships.

FURTHER HELP

The **Regulatory Checklist** for International Collaborations is designed to help staff navigate the four legislative elements and determine if a permit, notification or additional assessment is required.

The **Foreign Engagements Quick Guide** is designed to provide an overview of the FITS and Foreign Arrangements Scheme, including staff responsibilities and who to speak to for advice. staff responsibilities and who to speak to for advice.

Contacts

The **Dean of Graduate Research** can provide information on **Sanctions** in relation to supervision of HDR candidates or Visiting Research Students whilst **Research Integrity** can assist with information on Sanctions in relation to your research activity and guidance on the permit application process.

Research Integrity can support you with the assessment of your research project for a **Defence Export Controls** permit and will apply for a permit on your behalf if required.

Global Strategy Division will notify the Government of international arrangements with foreign governments or their entities to comply with the Foreign Arrangements Scheme and can provide additional guidance about the Foreign Influence Transparency Scheme.

Web links for additional information:

- [Sanctions webpage](#)
- [Defence Export Controls webpage](#)
- [Foreign Influence Transparency Scheme and Foreign Arrangements](#)

Innovation and Commercial Research

Academic success comes down to breakthrough research, and breakthrough research comes down to funding through research business development

The Innovation and Commercial Research Unit (ICRU) enables University of Wollongong researchers to work on real-world challenges, build their career options and access additional funding sources.

GETTING STARTED WITH COMMERCIAL COLLABORATIONS

Knowing where to start with a commercial collaboration can be challenging. That's where we come in. We facilitate industry introductions, screen potential briefs, and match-make on your behalf.

We then support the administrative side of your client relationship, work with colleagues in RaID to help the handling of contracts, intellectual property considerations, and set your project up for success. It means more time to focus on research and build your career.

SIMPLE STANDARD CONTRACTS

Speed to market is critical with any innovation; you simply don't have time for contractual back and forth, so we take a pragmatic approach to negotiating knowledge exchange and translation terms.

Standard commercial research contracts can usually be issued without ICRU support, soon after completion of the internal costing and approval of the project via RSO Research Operations. It means you can get on with your project faster and with confidence.

GENERATOR LAB

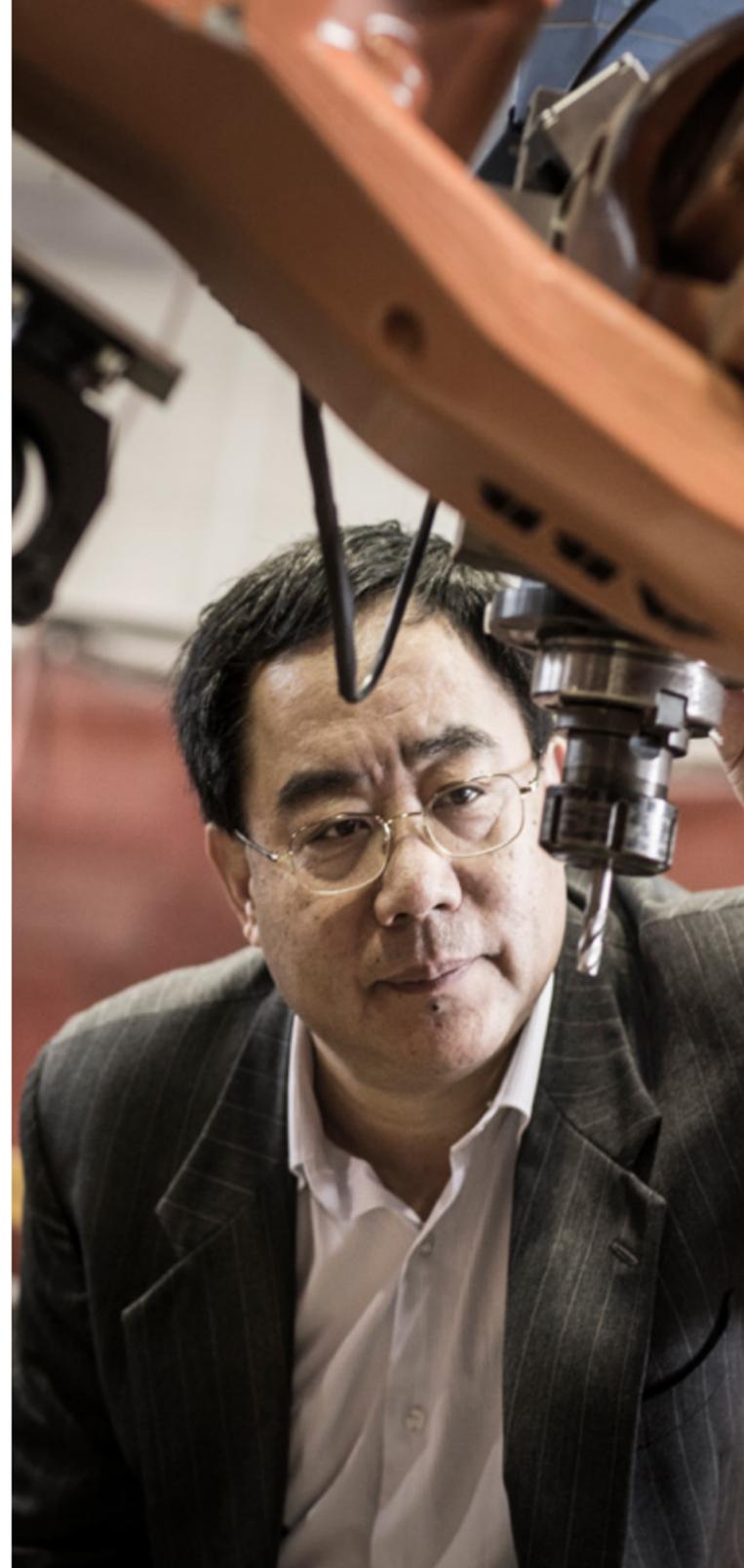
The best research brief is the one you write yourself. Generator Labs are facilitated workshops where we convene University researchers, industry experts, and commercialisation advisers to tackle new innovation challenges together. They give you the opportunity to not just meet new commercial clients but co-create your research brief with them.

INTELLECTUAL PROPERTY DEMYSTIFIED

We understand how important intellectual property rights are to you and how challenging the legalities can be.

We provide advice and guidance across University policies and procedures and work on your behalf to ensure commercial terms that make sense and help you to explore pathways for commercialisation.

It means you can focus on developing IP knowing your contribution to commercial success is recognised and rewarded.



Contacts

Senior Manager:: Dr George Tomka

T: 02 4221 8145

E: icr-enquiry@uow.edu.au

BUSINESS DEVELOPMENT MANAGERS: Zahra Shahbazia, Jef Pennings and Leo Stevens

Web links to more information:

WEBSITE: www.uow.edu.au/industry



iAccelerate

iAccelerate foster a vibrant ecosystem where we help ideas take shape

iAccelerate is a unique business accelerator and incubator program at UOW. It's a dynamic hub where startups, scale-ups, students, researchers, social enterprises and entrepreneurs thrive. Companies are supported by a robust model of education, mentoring, seed funding and unparalleled access to one of the world's most innovative young research universities.

iAccelerate falls under the Dean of Research Knowledge Exchange and Translation Office and is housed in a purpose built centre on the Wollongong Innovation Campus, a quick bus ride from UOW main campus. The iAccelerate Centre has capacity to support 280+ entrepreneurs, with flexible 'plug and go' spaces that facilitate accelerated business growth, including shared working spaces, office and meeting facilities.

By providing a unique accelerator and incubator program we are able to work people with of diverse backgrounds including:

- Students
- Researchers
- UOW Staff
- Local industry
- Local councils

iAccelerate and our residents are committed to the United Nations (UN) Sustainable Development Goals (SDGs). The SDGs are a bold universal agreement to end poverty and all its dimensions and craft an equal, just and secure world – for people, planet and prosperity. Throughout our Program entrepreneurs are encouraged to implement SDGs across their business.

Coupled with our innovation network which spans across Australia and globally to Vietnam, Portugal, Sri Lanka, Pakistan, USA and London, we offer reciprocal collaboration opportunities for our entrepreneurial researchers.

THE IACCELERATE PROGRAM

iAccelerate's high-quality program helps develop essential skills, tools and knowledge required to understand and grow businesses. It supports the cultivation of an entrepreneurial mindset geared towards resilience and success.

P.A.G.E is a unique set of education offerings within the program and comprises flexible learning opportunities that delivers choice to suit differing educational needs:

PRIME Test Your Business Idea is a one off workshop designed to help entrepreneurs validate their business idea. It provides the fundamental building blocks to refine that idea, articulate their vision, and then apply to progress through the iAccelerate Program.

ACTIVATE This is the foundational toolkit offering that puts our participants on a path of discovery to accelerate and incubate their startup or business.

GROW Offers the next level of knowledge and establishes the entrepreneur mindset that takes a startup to a viable product and real world customers.

EXPAND Exposes you to venture capital that seeks to launch your business toward scale-up and beyond.

[Training links](#)

[Team details](#)

Contacts

If you have any questions about iAccelerate at UOW contact:

Location: Building 239, Innovation Campus, University of Wollongong, Squires Way North Wollongong, NSW, 2500

T: 02 4239 2150

E: info@iaccelerate.com.au

[iAccelerate website](#)



Faculty Research Operations

Your faculty research support link

We are charged with supporting researchers in each of the faculties. We work with each Faculty's Associate Dean, Research to ensure the continued growth and development of their research profile.

The services supported by the team include:

- Facilitating the on-boarding of new academic staff within the Faculty and connecting them to other UOW units
- Researcher development including organisation of events, workshops and information sessions
- Supporting identification of external research grant opportunities
- Faculty aspects of research grant submission, award and management (pre- and post-award)
- Faculty aspects of commercial research activity
- Faculty support for research assessments including ERA and EI
- Support Faculty aspects of internal grant schemes
- Faculty support for research ethics and integrity
- Promotions of Faculty research information and achievements
- Support for Faculty Research Committees
- Monitoring of key performance indicators for research

Our team is here to support all researchers. As new researchers there can be many questions regarding research at UOW -we would like to help you answer those questions.

For more information about our services, including our full service catalogue, please check our [intranet site](#):

Contacts

If you have any questions about Faculty Research Operations at UOW contact:

E: research-operations@uow.edu.au



Researcher Development and Recognition

Developing our research leaders and championing our community at all stages of their career.

COLLECT EVIDENCE: RESEARCHER

Researchers can take part in a series of workshops and other training initiatives to support their development as responsible research leaders at UOW.

CRESEARCH EXCELLENCE RECOGNITION

Researchers can access national and international awards and prizes to advance their careers and receive public recognition for their research impact.

A calendar of open and upcoming opportunities show the internal deadlines to nominate in these prizes.

Contacts

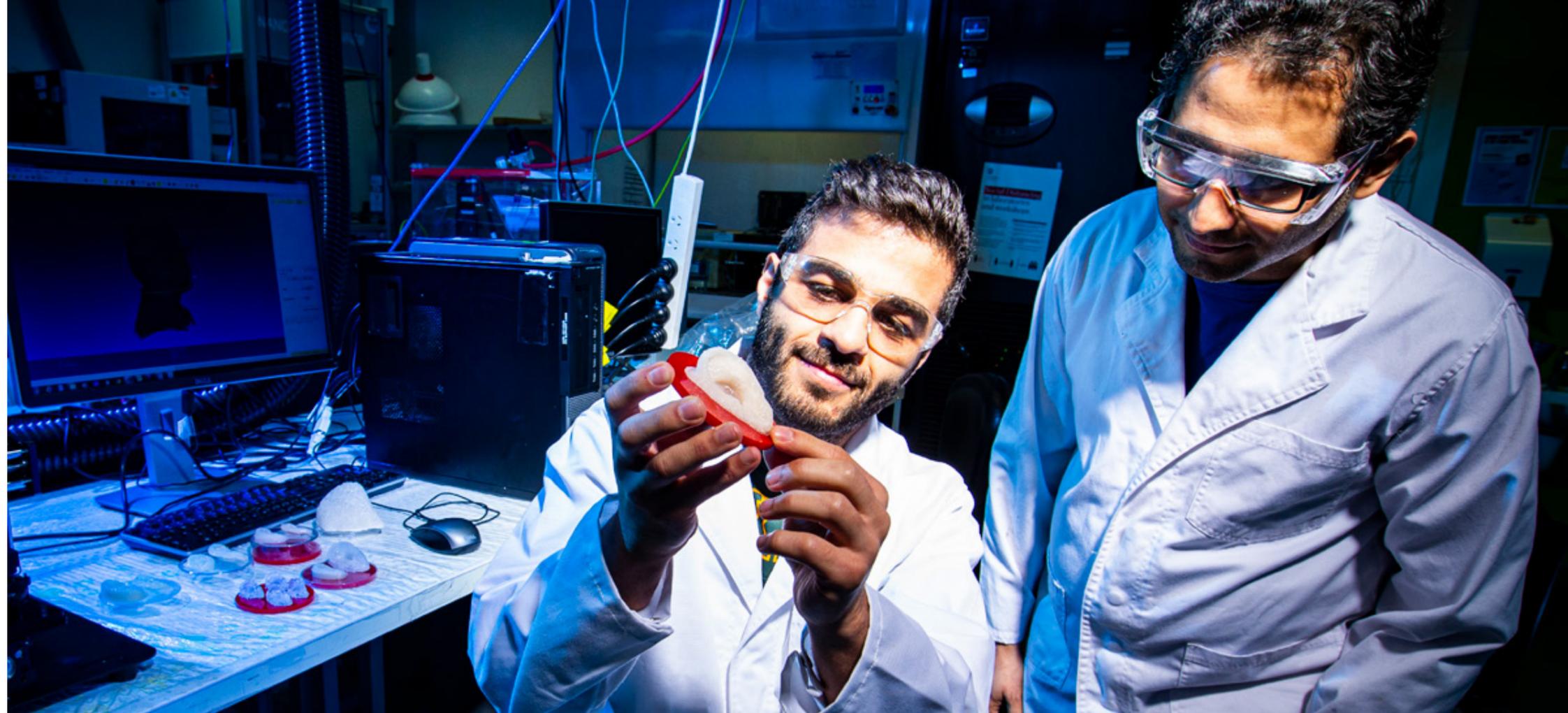
If you have any questions about Research Development and Recognition at UOW contact:

T: 02 4221 5760

E: researcher-development@uow.edu.au

Research Impact

We can assist you in planning, documenting and maximising the impact of your research



WHAT IS RESEARCH IMPACT AND ENGAGEMENT?

RESEARCH IMPACT: is the contribution that research makes to the economy, society, environment, knowledge, and/or culture.

RESEARCH ENGAGEMENT: is the interaction between researchers and research end-users, for the mutually beneficial transfer of knowledge, technologies, methods or resources.

RESEARCH END USER: can be an individual, community or organisation that will directly use or indirectly benefit from the output, outcome or result of the research. Examples of end-users include businesses, government, NGOs, other researchers, communities and community organisations.

The Australian government expects university researchers to proactively seek opportunities to maximise the impact of their research, especially outside of academia, directly engaging with industry, community, government and other potential end-users of research.

Increasingly, funding agencies including the NHMRC and ARC are requiring more details in grant proposals on how impact will be achieved and how research will be co-created and shared with key stakeholders.

Understanding, assessing and planning your research impact will not only help you to secure grant funding, but may also open up new non-traditional funding opportunities, attract new research partners and students, and help you advocate for your research to industry, government and the public.

SUPPORT FOR IMPACT & ENGAGEMENT

- We provide personalised support on writing impact statements for grant proposals and promotion applications.
- PODS and the RSO offer impact training as part of the Early and Mid-Career Researcher development programs.
- Impact training workshops are available throughout the year. Register through PODS.
- Impact Champions are embedded across UOW, they are key discipline academic leaders for impact and engagement. Find out who they are here.
- Innovation and Commercial Research Unit, working collaboratively with iAccelerate, provides support to help you to grow your research engagement with industry and maximize impact and value from intellectual property.
- Community Engagement team offer Community Engagement Grants for research projects that involve community partners and have impacts on local communities.
- Strategic Marketing Communications Division can help you promote your research, research impact and offer media training courses.
- Impact Tracker software is available for planning, monitoring and amplifying your research impact.
- UOW Scholars has an impact module to document and showcase your research impact.
- Library can assist you to discover evidence to support the impact of your research.

IMPACT AND SUSTAINABLE DEVELOPMENT GOALS

The SDGs are embedded throughout UOWs Strategic Plans. In this decade of action, they provide a useful framework and provide the language to engage stakeholders critical to delivering impactful research. Read more about the SDGs and your research [here](#) and on the [Impact and Engagement intranet site](#).

GUIDELINES FOR RESEARCH IMPACT

- 1. PLAN FOR IMPACT:** by identifying the key beneficiaries of your research and scheduling activities throughout your projects to co-create questions, share findings, or help implement solutions. Potential beneficiaries could include partners in industry, community or government and could be local, regional or global.
- 2. COLLECT EVIDENCE:** of impact as it occurs throughout your research program. Evidence could include changes in baseline data, surveys, changes in policy and practice, testimonials from beneficiaries or practitioners, improved health outcomes, new fields of research, or improvements in financial outcomes. Impact Tracker software is specifically developed to capture evidence quickly and easily.
- 3. RESEARCH TRACK YOUR IMPACT** Be prepared for serendipitous impact and keep track of engagement activities (workshops, talks, training) and social media metrics and comments (web hits, video viewing statistics, twitter followers) that might provide supporting evidence of 'reach' and 'significance'.
- 4. PROMOTE/AMPLIFY YOUR IMPACT:** Showcase your impact and engagement activities using Impact Tracker and

UOW Scholars. A complete professional profile will help potential research partners and beneficiaries find you and will open up opportunities to further showcase your work or share your expertise with a broader audience. See impact stories quick-start guide and Impact Tracker details below for more information.

TRAINING LINKS:

IMPACT TRACKER UOW offers software which allows researchers to plan, collect, track and promote impact using sophisticated taxonomy and an intuitive interface. [Sign up for an account here](#).

Monthly Impact Tracker training is available through PODS.

Take the media training course (run by SMCD and PODS) to reach a broader audience and learn tips and tricks about making your research accessible to the public.

Contacts

The [Impact and Engagement intranet site](#) contains additional tools, details and guidance on impact.

T: 02 4221 4097

E: Impact-support@uow.edu.au

E: SDGs-uow@uow.edu.au

Research Marketing and Promotions

Make yourself known in the community

People will know about your research and hard work if you get it out in to the world. The SMCD Communications Partners for Research are happy to assist you in promoting your work, but there are several things you can do to get ahead of the game.

SUBMIT YOUR RESEARCH TO RESEARCH AND INNOVATION NEWS, THE STAND OR UNIVERSE

These online, digital magazines showcase UOW's top research achievements, and profiles our researchers, their projects and collaborators internally or externally. If you have a research story to share let us know: research@uow.edu.au

SUBMIT NEWS ABOUT INDUSTRY COLLABORATION OPPORTUNITIES AND SUCCESSES TO THE INNOVATIONS AND COMMERCIAL RESEARCH UNITS "INDUSTRY UPDATE"

This special interest newsletter links together UOW's industry research community and has a readership of around 1000 people including industry, professional networkers and grant funders: icr-enquiry@uow.edu.au

WRITE FOR THE CONVERSATION OR OTHER MEDIA

Raise the profile of your research to a wider audience and give people the opportunity to ask you questions. Submit your story idea to the media unit - who manage submissions to The Conversation.

The media unit can also assist with the creation and distribution of press releases and communication material: media@uow.edu.au

KEEP YOUR SCHOLARS PROFILE UP TO DATE

UOW Scholars provides a portal into the University's collective research expertise and academic achievement. A profile will be created for you when you start at UOW. Make sure your profile meets the criteria listed in the **Essential Profile Components**.

SOCIAL MEDIA

Using social media channels is a great way to maximise your research reach, when used well.

#UOWResearch holds social media accounts with Twitter, Instagram and Facebook, and are happy to share content that relates to UOW research.

SMCD Communications Partners can also advise on setting up social media accounts, such as Twitter for researchers.

UOW encourages a supportive environment amongst our peers, and as such researchers are encouraged to participate in and attend public forums, lectures and campus events



3 MINUTE THESIS (3MT)- MANAGED BY THE GRADUATE RESEARCH SCHOOL

The Three Minute Thesis Competition is a platform for UOW research students to communicate the purpose and importance of their research to a non-specialist audience. At this event the participants are given three minutes to engage the audience on the research of their thesis topic, with the assistance of one PowerPoint slide.

UOW BIG IDEAS FESTIVAL Held once every two years, UOW's Big Ideas Festival features presentations by the University's recently- appointed professors in a festival atmosphere that includes performance and interactive research stands.

UOW RESEARCH AND INNOVATION FORUM

The Research and Innovation Forum is hosted by the DVC -R&I providing an opportunity to share the vision and strategic priorities for Research and Innovation at UOW. The Forum usually includes a special guest speaker and launched new initiatives or opportunities to support research development and strengthen our research engagement and impact. Research and professional staff across campus are encouraged to attend. **See recordings and view more information here.**

STAY UP TO DATE

SMCD Communications Partners for Research send out quarterly public newsletters and a monthly internal research newsletter.

If you would like to receive the newsletters, subscribe to each using the links below.

Monthly Internal research newsletter

Quarterly Research and Innovation news

Contacts

The **SMCD intranet** contains additional tools, details and guidance on impact.

E: SMCD-Partners@uow.edu.au

E: research@uow.edu.au

Research Publications

Publishing your research is a key element of building your academic track record

Maximise the impact of your publications in local, national and international environments by publishing strategically. When publishing, important points to consider are:

- Understanding and interpreting various publication metrics,
- How to find and target quality journals and publishers' and
- Strategies for managing your online profile.

See the **library guide** for more information on publishing for impact.

UOW uses various platforms to help you manage your research publications, including:

- Elements, our research publication management system;
- Research Online, our institutional repository; and
- UOW Scholars, our researcher profiling system.

MANAGING YOUR PUBLICATIONS

Elements is UOW's Research Outputs Management System. It helps you keep track of your research outputs, and saves you time by automatically harvesting publications from sources such as Scopus, Web of Science, Dimensions, SSRN and PubMed.

Elements

Elements assistance

RESEARCH ONLINE

Research Online is UOW's open access repository. It is harvested by Google, ensuring discovery of your research by a global audience. Provide a final manuscript of your

publication to the library so it can be included in UOW's repository.

Email your final manuscripts to research-pubs@uow.edu.au.

UOW SCHOLARS

Developing an effective and discoverable online profile is an important component in a researcher's career. The RSO supports and maintains a researcher profiling system, helping to transform the way we showcase your research achievements. UOW Scholars provides a powerful search functionality allowing potential collaborators and prospective students to connect with our researchers.

New researchers can have a profile created with publication and grant information upon appointment, and can log in to enhance their profile for depth of information and discoverability.

UOW Scholars.

UOW Scholars assistance.

Contacts

The **Library site** contains additional tools, guidance and advice on discovering, measuring and publishing research. For more information, contact:

E: research-pubs@uow.edu.au

E: lib-liaison-services@uow.edu.au

Other useful resources

We have many sources of information aimed at helping you with your research journey

GETTING AROUND

- [Campus Map](#)
- Transport@UOW

HEALTH AND WELLBEING

Read more about the various workplace health and safety supports and services UOW offers [here](#).

INDIGENOUS PROGRAMS

- **Woolyungah Indigenous Centre (WIC)** is committed to increasing the participation and engagement of Aboriginal and Torres Strait Islander people at the University of Wollongong.
- **Lowitja** Established in January 2010, the Lowitja Institute operates on key principles of Aboriginal and Torres Strait Islander leadership, a broader understanding of health that incorporates wellbeing, and the need for the work to have a clear and positive impact. This site has many useful resources including the **Supporting Indigenous Researchers: A practical guide for supervisors publication**
- **National First Nations Research Network**
- **UOW Reconciliation Action Plan (RAP)**

INFORMATION TECHNOLOGY

Information Management and Technology Services (IMTS)

FACULTY CONTACTS

- ASSH intranet site** and **website**
- BAL intranet site** and **website**
- EIS intranet site** and **website**
- SMAH intranet site** and **website**
- AIIM website**

LIBRARY

UOW Library site

The Library's guide for researchers can help with the various stages of the research lifecycle including:

- Finding information effectively to keep up-to-date with the latest research,
- Metrics guidance for grants and promotion applications,
- How to make good publishing decisions and manage your publications,
- How to maximise the impact of your research, and
- How to make your research more discoverable globally.

Contact your Liaison Librarian to find out more:

lib-liaison-services@uow.edu.au

LTC

Learning, Teaching & Curriculum (LTC) is a division of the Deputy Vice-Chancellor (Education). LTC work in partnership with stakeholders to drive innovation and sector-leading practice in learning and teaching for the benefit of our students and to secure UOW's position at the forefront of higher education excellence

MEDIA, BRAND AND PROFILING

- **UOW Media Unit**
- **UOW Scholars**
- **Strategic Marketing and Communications Division**

NEWSLETTERS AND UNIVERSITY MESSAGES

Subscribe using the links below to receive:

- **Monthly R&I update** (UOW staff audience)
- **Quarterly Research Newsletter** (external and internal audiences)
- University **messages** and university newsletter **Universe**

NETWORKS

Early Career Academic Network (ECAN)-PODS facilitates a network for UOW academics

Faculty ECR networks- focused on supporting research

POLICIES, PROCEDURES, REPORTS

- **Policy Directory**
- **Annual reports and corporate documents**
- **Biosecurity**
- **Defence Trade Controls**
- **Foreign Engagements**
- **AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research (the AIATSIS Code)**
- **SAGE Athena SWAN**

PROCUREMENT

The Financial Services Team is responsible for the management of all **purchasing and procurement**. Get in touch with them to find out the process for procurement and purchasing:

RANKINGS

At UOW, we're proud to be among the best modern universities in the world. Globally we're in the top 1 per cent and we're aiming higher every day, read more about our rankings [here](#).

RESEARCH DATA MANAGEMENT & STORAGE

Visit the **Research Data Management** page to find out what data solutions are available for your research portfolio.

RESEARCH FACILITIES

UOW offers a wide array of research facilities, read more about our larger facilities [here](#). For details on what is in and around your campus select the most suitable option [here](#). Every faculty website also has lists of resources available, so take a browse on the intranet, you can also contact Facilities Management Division (FMD) to see if a piece of equipment is on the asset list; the library for a database; or RSO for data storage options.

SECURITY

UOW Security

STUDENT SERVICES

The Student Services Division (SSD) comprises five business units which manage all facets of a student's lifecycle from recruitment/admission right through to graduation.

TRAINING

- **Graduate Research training**
- **Learning, Teaching and Curriculum**
- **Professional & Organisational Development Services (PODS)**
- **Research Services Office training**

WASTE MANAGEMENT

FMD is responsible for construction, Security, Transport, Parking, Maintenance, Landscaping, Environmental Sustainability, Cleaning, Logistical Assistance, Space Management and provision of furniture. **More about FMD service [here](#).**

Checklist for new researchers

FIRST WEEK

- Find out who your faculty AD-EDI and ADR are and send them a quick email introducing yourself
- Find out who your library contact is and send them an email
- Find out who your finance contacts are send them an email
- Find out who your Faculty Research Coordinator is and send them an email
- Transferring grants? Contact the Grants team
- Transferring students? Contact the GRS team and look at the Information for Supervisors
- Transferring clinical trial sponsors, study sites, animals, etc: Contact the Ethics team
- Subscribe to Universe, all staff emails and the R&I newsletters
- Follow UOW Research on Twitter and use #UOWResearch in your posts

FIRST MONTH

- Check out PODS training available
- Sign-up to Research Impact workshops and/or a VV-IT monthly training session via PODS
- Update your Elements profile, Scholars profile, ORCID affiliation and any other web profile presence
- ECRs: Connect with ECAN or your faculty ECR network

FIRST 100 DAYS

- Learn about Research Professional, VV-IT, RedBox, RedCap, Qualtrics, RDSM, HPC and Research Data Management
- Check if the media unit has any media training available

Glossary

Acronym	Full Name
3MT	Three Minute Thesis
AD-EDI	Associate Dean- Equity, Diversity and Inclusion
AD-R	Associate Dean- Research
AIIM	Australian Institute of Innovative Materials
APR	Annual Progress Report
ARC	Australian Research Council
ASSH	Faculty of Art, Social Sciences and Humanities
BAL	Faculty of Business and Law
DSGL	Defence and Strategic Goods List
DVC-R&I	Deputy Vice Chancellor- Research and Innovation
EAP	Employee Assistance Provider
ECAN	Early Career Academic Network
EC-DC	Early Career researcher Disruption Committee
ECR	Early Career Research/er
EGSF	External Grants Submission Form
EI	Engagement and Impact
EIS	Faculty of Engineering and Information Sciences
ERA	Excellence in Research for Australia
FMD	Facilities Management Division
HDR	Higher Degree Research
HPC	High Performance Computing

ICRU	Innovation and Commercial Research Unit
IMTS	Information Management and Technology Services
LTC	Learning, Teaching and Curriculum
MASSIVE	Multi-modal Australian Sciences Imaging and Visualisation Environment
MCR	Mid Career Researcher
Moodle	Moodle is UOW's Learning Management System (LMS)
NCI	National Computing Infrastructure
NHMRC	National Health and Medical Research Council
PODS	Professional Organisational Development Services
RaID	Research and Innovation Division
RAP	Reconciliation Action Plan
RDMP	Research Data Management Plan
ReDBox	Research Data Box
RSO	Research Services Office
SAGE Athena SWAN	Science in Australia Gender Equity (SAGE) Ltd is a not-for-profit public company which administers the unique Athena SWAN gender equity and diversity national accreditation framework
SDG	Sustainable Development Goal
SMAH	Faculty of Science, Medicine and Health
SMCD	Strategic Marketing and Communications Division
SMP	Student Management Portal
SSD	Student Services Division
UN	United Nations
WIC	Woolyungah Indigenous Centre



“We want to address and increase the ranks of women in our senior and distinguished professors, and are passionate about working towards an agenda of diversity, equity and inclusion. We want to ensure everyone feels valued on campus.”

—
PROFESSOR PATRICIA M. DAVIDSON
VICE CHANCELLOR

Learn more

<https://www.uow.edu.au/research-and-innovation/>

#ThisIsUOW



**UNIVERSITY
OF WOLLONGONG
AUSTRALIA**