

RESEARCH SUPPORT GUIDELINES FOR ACADEMIC STAFF

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2024.11	Deputy President (Education)	20 November 2024	30 September 2025

1. PREAMBLE

The Australian National Institute of Management and Commerce (the Institute or IMC) supports staff who undertake research and communicate research outcomes in a scholarly manner.

2. INTERNAL RESEARCH GRANTS (IRG)

The Institute has an IRG scheme whereby staff engaging in research can apply for an amount up to \$5,000. The key elements of the scheme are described below:

a. Objectives

The objectives of the IRG scheme are to:

- (i) Provide opportunities for researchers to undertake a coherent research project and publish their work
- (ii) Provide stronger support for researchers and assist them reach national and international levels of recognition
- (iii) Provide support for projects which will form the basis for external grant applications
- (iv) Support team-based research, especially that involving less experienced and early career researchers
- (v) Promote the development of a research culture and signify the value of research
- (vi) Promote links between teaching and research.

b. Eligibility

- (i) A Chief Investigator must be a contracted academic staff member (this excludes sessional staff members)
- (ii) Applications must include at least one Chief Investigator who has been appointed to a position which has appointment for two or more consecutive years
- (iii) Staff enrolled for higher degrees and who have not successfully completed their degree may be eligible for research assistance to support their PhD studies

- (iv) A Chief Investigator may not hold more than two IRGs simultaneously
- (v) The Research Committee will receive applications from those who are not yet on campus but who will join the staff of the Institute within three months of lodging the application.

c. Selection Criteria

The ranking of applications and awarding of grants will be based on the following criteria:

- (i) Alignment with IMC's strategic direction and research and teaching focus
- (ii) Research track records and academic qualifications of the Chief Investigator(s)
- (iii) Excellence of the project
- (iv) Demonstration of well-planned research
- (v) Detailed justifications for the Research Plan and Budget
- (vi) Evidence of a plan that the project will result in publications (i.e., refereed journals, book chapters, books)
- (vii) Evidence that the project will result in at least one external grant application
- (viii) Applicant's (Applicants') research publication and / or research grant track record(s)
- (ix) Demonstrated involvement of, and contributions from, collaborators including industry, the professions, the community, and other groups, or evidence of significance to industry, the professions, the community, and other groups
- (x) Overall quality of the application (i.e., well-written; few errors in presentation; logical and coherent project description).

d. Level of Funding

- (xi) Applications will be accepted for funding of up to \$5,000
- (xii) All funds must be committed and spent by 31 December in the year of grant unless otherwise approved by the Deputy President (Education) or delegate
- (xiii) Funds may not be used to buy out teaching
- (xiv) Project progress reports must be submitted to the Deputy President (Education) or delegate every 6 months.

e. Time Allocation

It is expected that academic staff undertake the project without a negotiated reduction in teaching load with the Deputy President (Education) or delegate. (Noting 30%-time allocation for scholarship).

f. Consideration of Applications

- (i) Applications will be considered by the in consultation with other senior staff where necessary
- (ii) Applicants are advised in writing of the outcomes.

Further details relating to the IRG are contained within the IRG Application Form.

3. CONFERENCE ATTENDANCE SUPPORT

The Institute will support opportunities for staff to report their research to academics, industry

and the wider community. Conferences can be vital in assessing the relevance of research and its potential to foster engagement with other academics, industry, government and the wider community; establishing and enhancing networks and alliances; getting feedback on research; publishing papers in refereed proceedings.

The Institute has a Conference Grants Scheme that helps cover economy travel costs, registration, accommodation and meals. To be eligible to apply for financial support Applicants must be presenting a paper, either accepted or invited.

Staff may apply for funding to support attendance at conferences of national or international academic standing. Only prestigious academic conferences, and internationally profiled “industry-based”, as evidenced by keynote speakers, scholarship, peer review and publication of refereed proceedings may be applied for and will be subject to approval by the Deputy President (Education) or delegate.

Evidence of the publication of a peer-reviewed output associated with the conference paper is required. Thus, acceptance of the full conference paper (recognised E1 paper) in conference proceedings or acceptance of the paper for a recognised refereed journal (C1) or research book chapter (B1) is a requirement.

The following publications categories are eligible:

- A1 - Authored Book (Research)
- A3 - Authored Book (Substantive Revision or New Edition)
- A4 - Edited Book (*must present evidence of new research)
- B1 - Book Chapter (Research)
- C1 - Journal Article (Scholarly Refereed)
- E1 - Conference Paper (Scholarly Refereed)

The Institute must be in the author’s by-line of the publication, so it is attributable to the Institute’s research outputs and performance.

A presenter is eligible for one conference grant in each calendar year (two domestic conference grants or one domestic and one international conference grant), being the year of the conference.

Only one IMC author/presenter is eligible for the grant.

The completed application form and relevant attachments must be emailed to the Deputy President (Education) or delegate. Attachments must include:

- Copy of the paper abstract and paper
- Copy of acceptance
- Copy of travel quotes

The arrangement of all travel must be made in accordance with the Institute’s travel policies.

The Presenter in receipt of the grant must submit a report to the Deputy President (Education) or delegate within four weeks of the conference presentation. The report should clearly explain: (1) the benefits of the conference; (2) the source(s) of publication of the paper; (3) the formal and informal feedback received on your paper as presented at the conference.

Financial support will be available for the following, with maximum amounts available indicated:

Conference registration: *\$1,200*

<i>Travel, accommodation, meals:</i>	<i>Sydney:</i>	<i>Nil</i>
	<i>NSW outside Sydney:</i>	<i>\$800</i>
	<i>Elsewhere in Australia and New Zealand:</i>	<i>\$1,200</i>
	<i>International:</i>	<i>\$2,500</i>

4. RESEARCH TRAINING

The Institute is committed to fostering a robust research culture and supporting the development of research capabilities among faculty, research candidates, and industry partners. Our comprehensive research training program aligns with the *Australian Code for the Responsible Conduct of Research* and addresses the following key areas:

Mandatory Training:

All faculty engaged in research supervision must complete mandatory training covering research integrity, ethics, and effective supervision practices. This training is renewed every three years to ensure currency. Additional training is provided for Principal Supervisors working with Industry Supervisors.

Industry Supervisors supporting research students engaged in industry engaged research are required to complete a tailored training program. This program covers academic integrity, ethical considerations in industry-academic collaborations, intellectual property management, and effective co-supervision practices. The training ensures that industry supervisors are well-equipped to support students within the academic framework while leveraging industry expertise.

Professional Development

The Institute offers a diverse range of optional training events and workshops throughout the year, open to all faculty, research candidates, and industry partners. These include:

- Research methodologies and analytical techniques
- Grant writing and funding application strategies
- Academic writing and publication strategies
- Data management and research software tools
- Research impact and engagement
- Industry-academic collaboration best practices

Research Integrity

Dedicated sessions on responsible conduct of research, covering topics such as authorship, plagiarism, conflict of interest, research ethics, and data integrity, are provided annually. These sessions are mandatory for all researchers, including industry partners involved in collaborative research projects.

Monitoring and Evaluation

The effectiveness of our training programs is regularly assessed through participant

feedback, research output metrics, and periodic reviews. The Research Committee oversees this process and recommends improvements.

Mentorship Program

Early career researchers are paired with experienced mentors to provide ongoing guidance and support in developing their research profiles. Where appropriate, industry mentors are also incorporated into this program to enable the development of transdisciplinary insights.

Training needs are identified through annual research performance reviews, faculty surveys, industry partner feedback, and alignment with the Institute's strategic research priorities. All training activities are designed to enhance the Institute's research capability, foster a culture of research integrity, support the career development of our researchers, and strengthen our industry partnerships.

5. RELATED DOCUMENTS

- i. *IMC Employee Handbook*
- ii. *IMC Internal Research Grant Application for Funding and Instructions for Submission*
- iii. *IMC Conference Grant Application Form*
- iv. *Research Code of Conduct*

6. VERSION CONTROL

Historical Version	Approved by	Approval Date
2024.11	Deputy President (Education)	20 November 2024
2022.08	Academic Board	25 August 2022
2020.09	HDRSC	7 September 2020

The Deputy President (Education) oversees the implementation and compliance of these guidelines. Please contact the Deputy President's office via - policy@imc.edu.au for any enquiries or clarifications related to this policy .