**PROCEDURES FOR THE ESTABLISHMENT, REVIEW AND DISESTABLISHMENT OF RESEARCH ENTITIES AT UWA**

**Approval Date: 21 September 2022**

**Assessment Date: 26th May 2022**

**Administrators: Director, Office of Research**

**Academic Secretary**

# Important Information

#### This Procedure should be read in conjunction with the UWA Research Entities Policy.

#### This Procedure has 3 processes —

##### Process 1 – Establishment of Research Entities

##### Process 2 – Review of Research Entities

##### Process 3 – Disestablishment of Research Entities

#### The process of establishing or renewing a Research Entity must involve the completion of a Research Entity Application Form.

# Establishment

#### Applications to establish or renew a UWA Research Entity should be submitted to the Research Entity Committee who must be satisfied that -

##### The Research Entity has the potential to be of demonstrable benefit to the University’s research profile and resources, and aligns with the University’s or School’s research strategy.

##### The purposes and objectives of the Research Entity cannot be fully achieved within an existing University organisational structure.

##### The Research Entity can demonstrate sustained research activity for the initial operational term of the Research Entity, which would normally be five (5) years.

##### The Research Entity has the support of the relevant Head of School, and where appropriate collaborating Schools. For reporting purposes, each Research Entity will be aligned to one administrating School. The administering School (‘home’ School) may change with the agreement of both the relinquishing and accepting Heads of School.

#### Applications to establish a UWA Research Entity must propose a leadership structure of the Research Entity and a Research Entity title that will be agreed by the Research Entity Committee. It would usually be the case that the Research Entity has the title ‘Centre’, but for School-endorsed entities various discipline specific practices might require alternate nomenclature[[1]](#footnote-1).

#### If the Research Entity Committee determines that a Research Entity meets the criteria of a Centrally Endorsed Entity, the application will be referred to the University Research Committee for approval.

#### If the Research Entity Committee determines that a Research Entity does not meet the criteria of a Centrally Endorsed Entity, the application will be referred to the relevant Head of School for approval as a School Endorsed Entity. The Head of School must confirm the Research Entity’s leadership structure and Research Entity title and inform the Research Entity Committee.

# Review

#### Each Research Entity must provide a short (400 word) annual report on research activities and key research outputs, including research student training. Lists of publications, grants, etc., should be provided as appendices. This annual report will be provided to the Research Entity Committee for review for Centrally Endorsed Entities, and the relevant Head of School for review for School Endorsed Entities.

#### Every five (5) years all Research Entities will be reviewed by the Research Entity Committee, including School Endorsed Entities. In determining whether a Research Entity is continued for a further five (5) year period the Research Entity Committee will take into account the advice from the Deputy Vice-Chancellor (Research) and relevant Head(s) of School(s) as to whether -

##### The purpose and objectives of the Research Entity have been met.

##### The Research Entity is continuing to provide a unique and productive role in the University.

##### The Research Entity continues to demonstrate sustained research activity.

##### The Research Entity has clearly defined objectives and key performance indicators for the next five (5) years.

# Disestablishment

#### The Research Entity Committee may recommend disestablishment a Research Entity following an unacceptable annual report and/or five (5) year review, or following advice from the Deputy Vice-Chancellor (Research) or relevant Head of School.

#### Recommendations to disestablish Centrally Endorsed Entities will be referred to the University Research Committee for approval.

#### Recommendations to disestablish School Endorsed Entities will be referred to the relevant Head of School for approval.

# Change of terms

#### Requests to change the approved terms of Research Entities, including ‘home’ School, review dates, the leadership of the Research Entity and the Research Entity title, must be submitted to the Research Entity Committee via the Head(s) of School for recommendation.

#### Recommendations to change the terms of Centrally Endorsed Entities will be referred to the University Research Committee for approval.

#### Recommendations to change the terms of School Endorsed Entities will be referred to the relevant Head of School for approval.

1. For example, ‘Cluster’, ‘Group’, ‘Initiative’, ‘Clinic’ or ‘Unit’ [↑](#footnote-ref-1)