GUIDELINES FOR EXPRESSIONS OF INTEREST TO
ESTABLISH A RESEARCH INSTITUTE/CENTRE

1. Invitation for Expressions of Interest
   Expressions of Interest (EoI) to establish a Research Institute/Centre are invited from time to
time from research groups across the University. These guidelines outline the information
requirements for applications and detail the necessary templates for completion.

2. Broad Areas of Research Focus
   Curtin’s research strengths are concentrated around the following broad themes, aligned with
the Research Management Plan, which are consistent with National and State Research
Priorities:
   - Resources and energy;
   - ICT and emerging technologies;
   - Health;
   - Sustainable development.
   These themes may form the focus for Research Institutes/Centres.

3. Guidelines for Applications to Establish a Research Institute/Centre
   Applicants will need to complete the associated ‘Expression of Interest to Establish a
Research Institute/Centre’ Template, the components of which are detailed below.

3.1. Research Group Overview
   3.1.1. Provide the proposed name of the Research Group and check the relevant box to
advise whether the application is specifically for a Research Institute, Research
Centre, or Externally-funded Research Centre. Thought should be given to ensure
that the name of the Research Group provides differentiation from other groups
within, and external to, the University.
   3.1.2. The Primary Contact should be the proposed Director/Convenor.
   3.1.3. Information on Research Focus must include:
       3.1.3.1. Identification of alignment with the broad research themes;
       3.1.3.2. A maximum of three (3) Fields of Research (FoR) codes at the 6-digit level
which best describe the research discipline(s) encompassed by the group,
together with proportion split across the codes. FoR codes are available at
the Australian Bureau of Statistics.
       3.1.3.3. The administering University Faculty for the Research Institute/Centre, and
any other Faculties and/or teaching areas (School/Department) that are
related to the proposed research activity.
       3.1.3.4. All external collaborations.
   3.1.4. Information on the proposed members. Curtin Academic, General and technical
staff members should be listed first, followed by any Emeritus/Adjuncts. Individual
researcher’s FoR codes (between one and three codes, with percentage split)
should be given and need not match the Group FoR codes. The minimum number
of Full Time Equivalent (FTE) Academic staff associated with the group should
comply with the relevant Procedure.

3.2. Context Statement
   3.2.1. The section on Nature of Research and Objectives should include a brief
description of the research focus with the group, including the synergies within the
proposed group and the strategic fit with the Faculty/School and the University
Strategic Plan. Performance targets for income, publications and research training
3.2.2. The Strategy and Plans section should outline the proposed strategy for the development of the group over the initial establishment period, including the establishment of relevant national/international collaborations, the development of ECR and future research leaders, and profiling of the group within the relevant stakeholder groups.

3.2.3. The Management structure for the group should be identified, including proposed structures providing advisory function to the group.

3.3. **Summary Performance data**

3.3.1. Aggregate performance data for the members of the research group should be provided for the preceding three years, specifically:

3.3.1.1. Research publications – focusing primarily on publications eligible under the Higher Education Research Data Collection;

3.3.1.2. Research income by category;

3.3.1.3. Higher degree by research (HDR) students load (EFTSL) supervised by members of the group;

3.3.1.4. HDR completions supervised by members of the group;

3.4. **Research Quality**

3.4.1. For each Member of the Group attach a Research Record which includes six years of research publications, three years of research income

3.5. **Impact**

3.5.1. Evidence should be provided that the research is recognised by peers within the relevant disciplines as significant. Evidence can include highly cited referred papers and measures of esteem. Evidence provided should be clear, concise and carefully chosen. A maximum of five examples should be given, and where possible, should be from a range of members.

3.5.2. Evidence should also be provided that the research has provided social, environmental, economic and/or cultural benefit to end users in the wider community regionally, nationally and/or internationally. This area should focus on actual outcomes and their assessable impact. Comments on prospective impact should be confined to the Strategy and Plans section. Evidence can include policy change/implementation, new products, reduced economic risks, reduced environmental impact of industrial process. Evidence provided should be clear, concise and carefully chosen. A maximum of five examples should be given, and where possible, should be from a range of members.

3.5.3. For impact within both academe and the broader community, the type of impact, beneficiaries and end-user validation should be clearly identified.

3.6. **Research Environment**

3.6.1. Strategies and plans for higher degree by research training should be given.

3.6.2. Existing and proposed collaborations should be identified along with their strategic importance.

3.7. **Budget** – a proposed budget should be provided which accounts for Faculty/School funding allocation, requested Central funds, existing research project activity. The budget should be detailed for the current year and provide projected figures for subsequent years of establishment.