

**FREQUENTLY ASKED QUESTIONS ABOUT
SUSTAINABLE RESEARCH EXCELLENCE (SRE) IN UNIVERSITIES
STAFF SURVEY 2
The Research Hours Data Collection**

1. How do I save my data?

You cannot save data on the survey page. **PROCEED** to the next screen to SAVE data

2. Can I fill in the survey day by day?

YES you can save the survey and return to it throughout the week. Alternatively you can print out the survey, fill in manually and complete the survey on line at the end of the week.

NB: On the Tuesday following each week of the survey (i.e. Tuesday 20th July; Tuesday 17th August), if you have not completed the data online you will receive a reminder email from the survey administrator to do so.

3. If I accidentally press 'FINALISE' can I retrieve the survey?

Yes but you will need to contact Philippa Thomas p.thomas@latrobe.edu.au OR Ext 6634

4. Where do I find my Password and Log in details?

A unique Username and Password is provided in the email message from the survey administrator giving you access to the survey.

5. What is the definition of Research?

Definition of Research: (DIISR)

For the purposes of this data collection, undertaking research is defined as: *being engaged in creative work undertaken on a systematic basis in order to increase the stock of knowledge.* Staff who contribute directly to research activity but do not meet this definition are to be classified as 'supporting research' and are not required to complete the survey. For example, technical and other non-academic staff assigned to a research project should only be considered to be undertaking research if they are personally contributing to the creative or analytical aspects of a research project.

6. What happens if an activity is applicable to more than one category?

DIISR specifies that administration and other activities directly related to Research, Research Training or Teaching must be classified according to Research, Research Training or Teaching. For an academic activity, make the best attempt to allocate a portion to each applicable category relative to time spent on each. If largely one category applies, you may reasonably allocate all to that

activity. If it is impossible to apportion time or it is *not* largely one category, then you may reasonably allocate to one in the following order:

Research - ACG
Research – Other
Research Training
Teaching

(The purpose of the exercise is to work out indirect costs of Australian Competitive Grants. Hence, when an activity is certainly Research and cannot be apportioned or allocated on the basis that it is largely Research, Research categorisations are the ones to use for the purposes of accurate determination of indirect costs).

7. What if I am on leave for all or part of the survey period?

If you know that you are on leave for *all* of the survey period your institution may choose to exclude you from the survey sample and you may not be asked to complete the survey.

If you are away for *part* of the survey period, you should record hours spent on formal leave (for example a public holiday, annual leave, or sick leave) during the survey period in the “Leave” category. You cannot estimate the time you would have spent on activities for those days. Only actual hours spent on an activity should be reported.

8. I have a fractional appointment. Do I have to complete the survey?

Yes, you should complete the survey. Your fractional appointment will be known by your employer and you only need to record the hours you actually work each week.

9. What if I only complete week one of the two week survey?

You must complete the full two week survey in order to have your response included in your institution’s response rate, and in order to have your research effort counted.

10. Can someone else complete the survey for me?

You must complete the survey yourself; other people cannot estimate your answers for you. However, if necessary, you may provide actual hours data to another person to input into the survey instrument on your behalf.

11. I am affiliated with more than one institution. How do I complete the survey?

You should be surveyed by a university if you have an employment relationship with that university **and** are undertaking research. For example:

- If you are employed by University A and also affiliated with University B but not employed by University B, then you should be surveyed only by University A.
- If you are employed by two or more universities, each university should survey you in respect of the time that you are employed in that university over the survey period. Each university will also need to indicate your fractional FTE.

RECORDING YOUR HOURS

12. Is there a standard number of hours each day and each week?

No. You should record all hours that you actually work, no matter what the total is.

13. How do I record time spent preparing grant applications?

You should record time spent preparing grant applications each day under the “Other” category. Only activity that pertains to your existing research should be included in the “Research - ACG” or “Research – Other” categories.

Note: There is a separate field where you are asked to estimate your *total time spent* preparing grant applications in 2010 (to date).

14. How do I record time spent on administrative activities?

If the administrative activities pertain to your existing research then you should record that time under the relevant research category, ie “Research - ACG” or “Research – Other”.

Time spent on other administrative activities should be recorded in the “Other” category. Examples of administrative activities might include management of a research centre, conference organisation, staff meetings, consulting work, media relations, volunteering and charity work, professional development and time spent on committees.

15. I have clinical duties as part of my job description. How do I record these?

Clinical work should be recorded as “Other”.

16. How do I record time spent developing an article for publication?

If the article for publication is being developed out of your existing research then you should record that time under the relevant research category, ie “Research - ACG” or “Research – Other”.

17. What about activities related to a grant, such as publication preparation, after the funding has ended?

These activities can be attributed to either “Research - ACG” or “Research – Other” according to the original funding source of the research project regardless of the fact that the grant has ended.

18. I am travelling to, and attending a conference during the survey period. How do I record these hours?

Time spent actually *attending a conference* pertaining to your existing research can be attributed to either “Research - ACG” or “Research – Other” according to the funding source of the research project. Time spent *travelling* should be recorded as “Other” unless you are actually engaged in research activities while travelling.

19. How do I record time spent preparing grant applications in 2010?

Provide an estimate of all time you spent preparing grant applications in 2010 (to date) whether they have been submitted yet or not, and whether they were successful or not.

20. Where do I record time spent on unfunded research?

This time can be recorded as “Research – Other”.

21. Where do I record time spent with HDR and/or Honours students?

Time spent teaching should be recorded as “Teaching”. Time spent supervising students should be recorded as “Research Training”. Time spent *actually conducting research* with HDR and/or Honours students should be recorded as “Research – ACG” or “Research – Other” as appropriate.

USE OF SURVEY DATA

22. What happens to my hours data? Is my privacy assured? Will it be published?

Your survey return will be de-identified before it is submitted to the Department. The de-identified data will only be published by DIISR in an aggregated form that will not allow the identification of individuals.

23. What do I do if I have any other queries?

Contact Philippa Thomas at the Help desk on Ext 6634 or p.thomas@latrobe.edu.au