1. INTRODUCTION
Bond University is committed to encouraging and enhancing its research activities, opportunities and outcomes and fostering collaborations in research and scholarship within the University, national and international communities.

This Research Activity Policy is aligned with the University Strategic Plan 2018-2022 and is designed to ensure the University complies with, and benefits from: Federal Government research support schemes including Block Grant funding; the Tertiary Education Quality Standards Agency (TEQSA) guidelines for Research and Research Training; and Government reporting including the Excellence in Research for Australia (ERA).

The Policy places a focus on research activity across scholarly publishing, external research income, research commercialisation and research training, and defines a framework for formally recording research activity. The Policy recognises the different manifestations of research scholarship which occur within a modern University environment and the relativities which occur across disciplines and career stage. The Policy provides a framework to allow Faculties to set discipline relevant thresholds for each level of academic appointment as a measure of research activity.

2. TIMEFRAME
The assessment reference period is the most recent complete three-calendar year period.

3. SPECIAL SUPPORT
This Policy recognises the development requirements of Early Career Researchers (ECR) and the impact that career interruptions may have on research activity.

3.1. Early Career Researchers
The Policy follows the Australian Research Council definition of an Early Career Researcher, being a researcher within five (5) years of being awarded their first PhD (or recognised equivalent qualification). The ECR period is a calculated field based on the provided date of PhD in the University research system. In the absence of this date, ECR status cannot be derived.

At the discretion of the Executive Dean, a Research Enabled staff member without a PhD (or recognised equivalent qualification) may be granted ECR status. However, this status will expire after the academic's cumulative first five (5) years of equivalent full-time employment in a Research Enabled role at any University, regardless of subsequent conferral of a PhD (or recognised equivalent qualification).

At the discretion of the Executive Dean, a Research Enabled staff member who has held a PhD (or recognised equivalent qualification) for more than five (5) years but is within the cumulative first five (5) years of equivalent full-time employment in a Research Enabled role of any University, may be granted ECR status.
An academic whose PhD (or recognised equivalent qualification) is awarded after the academic's first five (5) years of equivalent full-time employment in a Research Enabled role will not be entitled to ECR status.

All Early Career Researchers must hold a valid Research Development Plan (see Clause 4 below), which is recorded in the University research system.

3.2. Career Interrupted Researchers
The Policy follows the Australian Research Council definition of a Career Interrupted Researcher (CIR). The types of career interruption that will be considered are listed in Schedule 2.

Each period of career interruption must be:

   a) significant and not overlapping;
   b) for a period of greater than one (1) month; and
   c) certified by the Deputy Vice-Chancellor (Academic).

Evidence must be uploaded to the University research system with the start date and end date of the Career Interruption. In the absence of this date and supporting evidence, Career Interrupted status cannot be derived.

All Career Interrupted Researchers must hold a valid Research Development Plan (see Clause 4 below), which is recorded in the University research system.

3.3. Recognition of Prior Track Record
Eligible staff who have joined Bond University within the three-year reference period, may seek recognition of their research activity at their prior institution. This must be supported by evidence of previous research activity, in accordance with the parameters set out in Schedule 1. Evidence must be endorsed by the Executive Dean and submitted in the University research system.

4. RESEARCH DEVELOPMENT PLANS
Research Development Plans are relevant to Early Career Researchers and Career Interrupted Researchers.

A Research Development Plan is a tool to assist staff to achieve their research goals, with a view to exceeding their research activity expectations prior to the conclusion of their Special Circumstance status.

Research Development Plans are living documents, signed off by the Executive Dean. The plan should include:

   • Attraction of internal/external funding to support the staff member’s research program;
   • Engagement with other researchers nationally and internationally with complementary expertise and interests;
   • Dissemination of research findings through appropriate discipline-specific outlets;
   • Participation in supervisor training and, once completed, HDR student supervision;
   • Engagement with external end-users as appropriate; and
   • Expected timeframes and deliverables.

The plan should be updated regularly, and progress evaluated at the annual Professional Development Review.

5. ASSESSMENT
Research activity records will be finalised during week 2 of semester 1 and provided to the Executive Dean of each Faculty. Staff may check their personal research data contained in the University research system at any time throughout the year.

The research activity expectations of eligible staff will be determined using Faculty specific standards at the time of their Performance and Development Review. All research enabled staff must be active in at least two (2) of the research activities a) to d) outlined in Clause 6.

6. RESEARCH ACTIVITIES
The University research system maintains records of all research activities as explained below and defined in Schedule 1.

a) Publications
All listed authors on each eligible publication output will be recorded. Faculties may submit a list of high quality, prestigious publication outlets for which publications will be recorded as publications in high quality outlets.
The list should represent approximately the top 30% of the outlets for the discipline. Where a high impact publication is not published in a quality journal or by a quality publisher, the authors may seek approval from the Executive Dean for that output to be recorded as a high-quality publication.

On a case-by-case basis, the Executive Dean may also allow other output types to contribute to the research activity metrics where the output is peer reviewed and is of comparative quality and impact as a journal article, book or book chapter. This may include Commissioned Reports, Full-paper conference publications, and non-traditional outputs such as designs, films, recordings and creative works where the research element can be clearly articulated.

b) External Research Funding
All Chief Investigators listed on an externally funded award will have that grant recognised on their research record.

Research Income is calculated using the total value of an external award (whether administered by Bond University or not) for each listed Chief Investigator.

c) Research Commercialisation Income
Successful research commercialisation activities will be recorded in the University research system after approval from the Executive Dean. The definition of Research Commercialisation Income adopted is the definition applied by 2018 ERA as set out in Schedule 3.

d) HDR Student Supervision
Supervision includes Principal and Associate Supervisors of Higher Degree by Research Students enrolled at Bond University. All listed supervisors will have their respective supervisory share of the enrolled student EFTSL recorded.

e) HDR Student Completion
Completion includes Principal and Associate Supervisors of Higher Degree by Research Students enrolled at Bond University. All listed supervisors will have their respective supervisory share of the completed supervision recorded.

f) Non-HDR student supervision
The Policy recognises the importance of supervision of non-HDR students as a pathway into HDR programs.

Eligible staff who supervise students enrolled in Programs that contain a research component of at least 30 credit points will have that supervision recorded.

g) Mentoring
Eligible staff who are listed as either mentors or mentees, under the University’s Research Mentoring Program, will have their active participation in the Program recorded.

7. DEFINITIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIR</td>
<td>Career Interrupted Researcher</td>
</tr>
<tr>
<td>ECR</td>
<td>Early Career Researcher</td>
</tr>
<tr>
<td>EFTSL</td>
<td>Effective Full-Time Student Load – captured by the University student management system</td>
</tr>
<tr>
<td>HDR</td>
<td>Higher Degree Research</td>
</tr>
<tr>
<td>Maximum Degree length</td>
<td>The maximum permitted enrolment period for a higher degree by research program, as defined by the Award Regulations</td>
</tr>
</tbody>
</table>

7. RELATED PROCEDURES, GUIDELINES AND FORMS
Schedule 1 Research Activities Recorded in the University Research System
Schedule 2 Career Interruption
Schedule 3 ERA 2018 Definition of Research Commercialisation Income
## SCHEDULE 1  Research Activities Recorded in the University Research System

<table>
<thead>
<tr>
<th>External Research Income</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 to $10,000</td>
<td>D</td>
</tr>
<tr>
<td>$10,001 to $50,000</td>
<td>C</td>
</tr>
<tr>
<td>$50,001 to $200,000</td>
<td>B</td>
</tr>
<tr>
<td>$200,001 or greater</td>
<td>A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Commercialisation Income</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 to $10,000</td>
<td>D</td>
</tr>
<tr>
<td>$10,001 to $50,000</td>
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<td>B</td>
</tr>
<tr>
<td>$200,001 or greater</td>
<td>A</td>
</tr>
</tbody>
</table>

### Publications
- Peer Reviewed Journal Article
- Faculty Quality Publication Outlet
- Peer Reviewed Book Chapter
- Peer Reviewed Book

### Supervision and Completions
- HDR Student Supervision
- HDR Student Completion Masters
- HDR Student Completion Doctoral
- Non-HDR Student(s) supervision

### Participation in Mentoring
- Mentor or Mentee Registered
### SCHEDULE 2  Career Interruption

<table>
<thead>
<tr>
<th>Reason for career interruption</th>
<th>Period which can be claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disruption due to international relocation</td>
<td>A period of time not exceeding three (3) months per international relocation.</td>
</tr>
<tr>
<td>Carer’s responsibilities</td>
<td></td>
</tr>
<tr>
<td>Illness or disability</td>
<td>A period of time, up to two (2) years, commensurate with the interruption will be considered.</td>
</tr>
<tr>
<td>Maternity or parental leave</td>
<td></td>
</tr>
<tr>
<td>Unemployment</td>
<td></td>
</tr>
<tr>
<td>Non-research employment not concurrent with research employment</td>
<td></td>
</tr>
<tr>
<td>Being the primary carer of a dependent child (inclusive of carer’s responsibilities and any maternity or parental leave)</td>
<td>Up to two (2) years per dependent child, inclusive of any period of maternity or other parental leave, with no maximum identified. A primary carer of a dependent child who has had extensive caring responsibilities due to reasons such as illness or disability, may be granted a further extension (in addition to the two (2) years) with justification.</td>
</tr>
</tbody>
</table>

### SCHEDULE 3  ERA 2018 Definition of Research Commercialisation

#### Research commercialisation income

Research commercialisation income is defined as income from:

- institution-owned subsidiaries
- spinoff companies
- licences, options and assignments (LOA).

LOA for inclusion must be negotiated on full commercial terms, granting access to institutional intellectual property (patents, designs, PBR and trademarks) in return for royalties or licence fees.

LOA include:

- running royalties
- cashed in equity.

LOA do not include:

- material transfer agreements (MTA), including income received to cover costs of making and transferring materials under MTA patent expense reimbursement from licensees
- research funding
- a valuation of equity not cashed in
- trademark licensing royalties from university insignia.

Research commercialisation income does not include:

- commercial income from research contracts and consultancies, commissioned works, student fees, rents or any other source
- Cooperative Research Centre (CRC) research income.