

GUIDELINES AND PROCEDURES

RESEARCH PARTNERSHIPS

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This document should be read in conjunction with the Department of Education's information pertaining to research at <http://www.education.nt.gov.au/about-us/research>.

1. INTRODUCTION

Researchers may seek support or participation from the Department of Education for a potential research partnership project. The department may also seek to work with researchers in the design of a research project that is of interest to the department.

Research partnerships may be established between researchers and the department where:

- the proposed research project is mutually beneficial; and
- significant input is required from the department into the design or implementation of a proposed research project; and/or
- formal collaboration is required to apply for a grant or obtain other external funding for a research project.

Research projects may involve students or staff in their schooling or work contexts. Researchers may seek access to the department's data, its systems, networks and resources, or use of the department's intellectual property.

A representative of the department, known as the Research Partnership Liaison Officer, will be assigned when a research partnership proposal is received. This role will need to be established whether the research partnership proposal is initiated by department staff or by an external researcher.

2. DEFINITIONS

Research refers to quasi-experimental randomised trials, literature reviews, case studies, action research and various forms of evaluation.

Researchers refers to individuals, institutes, organisations and universities engaged in the research partnership proposal.

3. ROLES AND RESPONSIBILITIES

Executive Board member is responsible for ensuring all contractual, financial and procurement matters related to the research project are approved in line with relevant

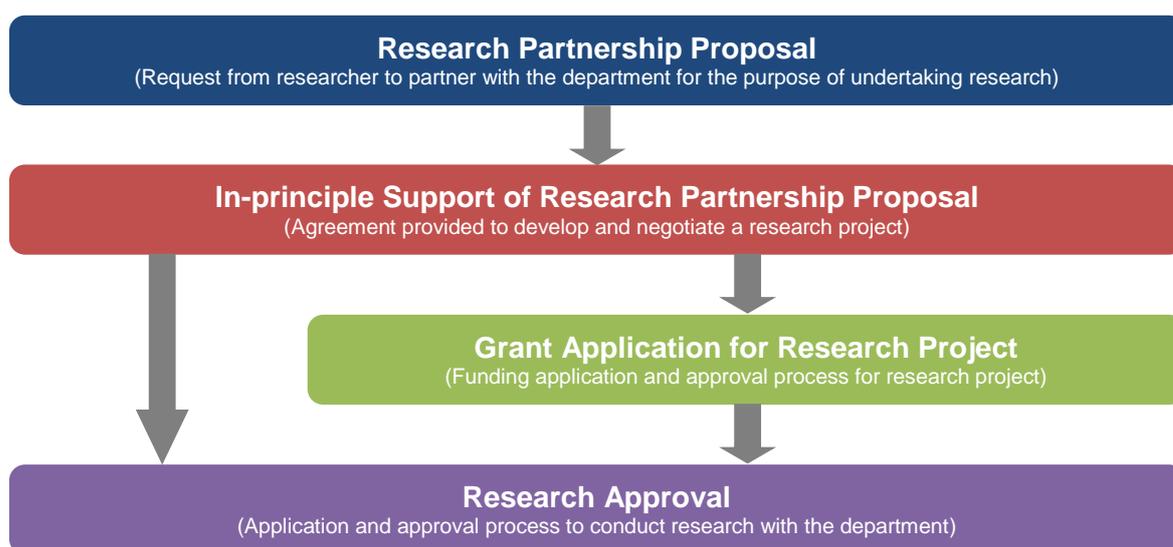
delegations. A suitable Executive Board member will endorse the nomination of a research partnership liaison officer.

Research Partnership Liaison Officer is responsible for representing the interests of the department, to develop and negotiate the research proposal and the actual project from the Department's perspective. The Research Partnership Liaison Officer is responsible for making recommendations, seeking approval of the research partnership proposal where appropriate and providing regular updates to the General Manager Strategic Services via the relevant Executive Board member as required.

General Manager Strategic Services is responsible for co-ordinating and tracking each Research Partnership, ensuring a Research Partnership Liaison Officer has been nominated and endorsed by the relevant Executive Board member, that relevant research expertise is provided to the Research Partnership Liaison Officer via the Research and Evaluation Team as required and that all research has been approved by the Research Advisory Committee. The General Manager will ensure information regarding each research partnership is provided to the Executive Board via the Research and Evaluation Quarterly report.

Research and Evaluation Team provide advice about processes related to the development of research partnerships, and can offer preliminary assistance regarding the identification of a potential Research Partnership Liaison Officer within the department. The team is also responsible for managing the final process for providing approval to conduct research in the department, which leads to the eventual approval by the Research Advisory Committee.

4. GUIDELINES/PROCEDURES



Research Partnership Proposal

The Research Partnership Liaison Officer will be selected based on the nature of the research proposal and expertise required.

The Research Partnership Liaison Officer will be required to assist researchers with the development of the overall project scope on behalf of the department. Depending on the specific needs of the proposed research partnership, this may include:

- coordinating all communications with Northern Territory government schools, business areas and regions to facilitate research project development;
- providing technical and operational advice on feasibility regarding participation of NT government schools, staff, data and/or students (including ascertaining interest by schools, staff, students and other stakeholders regarding participation in the project);
- considering likely and feasible cash and in-kind contributions by the Department;
- keeping the Research and Evaluation Team informed of any research partnership proposals under consideration, and of noteworthy advances or variations thereafter.

In-principle Support of Research Partnership Proposal

Prior to any formal grant application for a research project, the department's Research Partnership Liaison Officer will seek formal in-principle support from the relevant Executive Board member to progress the research partnership proposal, contingent on resourcing commitments associated with the proposal, and on success in obtaining external funding if appropriate. The research partnership proposal must be developed to adequately inform the Executive Board member tasked with approving the partnership.

The Research Partnership Liaison Officer may now be required to:

- provide preliminary advice on overall merits and costs of the project, including an assessment of the research partnership proposal, to the relevant Executive Board member;
- support researchers with the provision of information needed by research funding bodies (for instance with filling the research partner section in the template included in the Australian Research Council linkage grant application form). This may include identifying departmental positions expected to fulfil various roles in the future if the research is successfully funded;
- consider the applicability of all contract, financial and procurement delegations and policies within the department;
- inform the Research and Evaluation Team of the occurrence of the final submission and provide a copy.

Grant Application for Research Project

Researchers can submit an application for a research grant (where applicable) once the research partnership has been approved.

Once a grant application has been successful, the funding body will offer terms of the grant and will request a letter of formal acceptance. The terms of the grant agreement may differ from the initial application. In this case, the research partnership liaison officer will lead negotiations with researchers to finalise the terms of the department's participation, including final acceptance of the conditions related to the grant agreement. After review and negotiation of any modifications to anticipated research conditions, the research partnership liaison officer will coordinate approval from the relevant Executive Board member, providing final endorsement of the research partnership.

Research Approval Process

After the research partnership has been endorsed, including execution of relevant documents, researchers will be required to submit an Application to Conduct Research to the department, before proceeding with the research. The approval process will be primarily concerned with ensuring that research procedures satisfy ethical compliance requirements. Information regarding the Research Application Process, including the Application is available on the department's website at <http://www.education.nt.gov.au/about-us/research>.