



Version	Approved by	Approval date	Effective date	Next full review
4.0	Deputy Vice-Chancellor Research	20 May 2019	20 May 2019	May 2022
<b>Procedure Statement</b>				
<b>Purpose</b>	This procedure describes the principles and processes for the establishment, management, review and closure of all Centres and Institutes involving UNSW			
<b>Scope</b>	All UNSW Centres and Institutes as per Definitions and Acronyms section			
<b>Procedure Processes and Actions</b>				

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## 1. Defining UNSW Centres and Institutes

The University establishes Centres and Institutes to achieve global impact through research, teaching and social engagement, which complement and exceed that which can be achieved through individual UNSW schools and faculties.

While UNSW Centres and Institutes may differ in scope (size, scale, number of faculties/schools involved etc), principles which all Centres and Institutes must adhere to are outlined below:

- Engage in a range of research, teaching, and/or community service activities that cannot be readily accommodated within the usual school/faculty structure;
- Single or inter-disciplinary in focus, with significant external collaborations at the national and international level;
- Align with the strategic goals and priorities of UNSW, and under the governance of UNSW;
- Engage in activities commensurate with a significant critical mass of UNSW employees, that are appropriate for its program of work, in order to deliver the set outcomes;
- Be hosted within a single UNSW faculty or division, known as the Presiding Faculty<sup>1</sup>;
- Have secured funding for administration/running of the unit;
- Have an income stream from more than one source, which may include competitive, philanthropic, industry, and international sources;
- Have infrastructure support from the schools and faculties involved, including space, equipment, and facilities;
- Have a department ID (cost centre) and set of accounts separate from that of any school or other UNSW unit;
- Have Centre or Institute as part of their name.

Internal UNSW Centres and Institutes do not have separate legal status from the University, meaning that they cannot employ staff, purchase or dispose of assets or enter into contracts of any kind in their own name – i.e. they can only contract as UNSW. Entry into contracts relating to internal Centres and Institutes is subject to all usual UNSW legal and financial requirements. Approved UNSW Centres and Institutes are generally authorised to use the UNSW ABN in relation to their activities, but must remain under the control of the University, even if they have relationships with external entities.

UNSW Centres and Institutes can be broadly categorised as outlined below.

### 1.1. Internal UNSW Research Centres (Research Centres)

UNSW Research Centres gather a critical mass of UNSW researchers to work primarily on a ***focused research area***, while providing high external visibility for their activities. They may also play a role in teaching, engaging with end-users of their research, and in wider community activities. They could be single or inter-disciplinary, involving researchers from one or more faculties.

### 1.2. Internal UNSW Research Institutes (Research Institutes)

UNSW Research Institutes are ***major joint ventures across several UNSW schools/faculties*** which facilitate long-term, cross-disciplinary research that addresses ***significant research and social challenges***. They position UNSW as an international leader in a broader field and will have a track record of significant internal and external linkages. They should also play a role in teaching (which could include HDR supervision), as well as engaging with research end-users and the wider community. They foster strong collaborations outside UNSW (with both research and wider communities) and provide high visibility of UNSW's activities in their field.

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<sup>1</sup> For UNSW Strategy 2025 (S25)-funded Interdisciplinary Research Institutes, the Division of Research is the "Presiding Faculty" for the purpose of this Procedure.

### 1.3. Internal UNSW Community Centres (Community Centres)

Community Centres are focussed on making an impact in the wider community (outside academia) by addressing **a specific social challenge**. They may work solely on outreach and community engagement in areas aligned with the strategic priorities of UNSW. They may also undertake teaching and/or other educational activities which involve significant cooperation across school and/or faculty boundaries (extending the teaching activities of UNSW schools). They may also include some research activity. They may be single or inter-disciplinary, involving researchers from one or more faculties.

### 1.4. Internal UNSW Community Institutes (Community Institutes)

Community Institutes **should facilitate cross-faculty and cross-disciplinary engagement and education, that addresses broader social challenges**, positioning UNSW as a global leader in our strategic priorities. They will focus on outreach, community engagement, and education in areas aligned with the strategic priorities of UNSW. They should also work on research problems that are crucial for solving the societal challenges, develop strong collaborations outside UNSW with wider communities and provide high visibility of UNSW's activities.

### 1.5. External Centres and Institutes

External Centres and Institutes typically involve a number of organisations which, together with UNSW, have agreed to form a collaborative endeavour in order to pursue a joint mission. Such organisations may include other universities, research organisations (e.g. CSIRO, ANSTO), affiliated medical research institutes, and research end-users (e.g. industry, government, NGOs, and other non-research partners). **They are established on the basis of external funding** (e.g. ARC Centre of Excellence, etc), and as such have well defined and typically external establishment requirements (including governance, reporting, and reviewing procedures). As with internal units, they can focus on research and/or community outreach and education.

## 2. Roles and Responsibilities

The Deputy Vice-Chancellor Research (DVCR) has responsibility for the establishment, monitoring, and closure of:

- Internal UNSW Research Centres/Institutes; and
- External Centres/Institutes whose primary activity is research.

The Deputy Vice-Chancellor Academic (DVCA) has responsibility for the establishment, monitoring, and closure of:

- Internal UNSW Community Centres/Institutes; and
- External Centres/Institutes whose primary activities are social engagement and/or educational.

Unless otherwise stated, the Deputy Vice-Chancellor (DVC) refers to the relevant Deputy Vice-Chancellor in each instance. Where a DVC is described as performing a specific role in this procedure, the DVC, subject to any limitation of delegation in the Register of Delegations, may authorise a Pro-Vice-Chancellor (PVC) to carry out this function on his or her behalf.

The Research Strategy Office (RSO) in the Division of Research will provide logistical support to both the DVCR and DVCA on the above tasks, by working with the Presiding Faculty administration units and any other relevant UNSW unit<sup>2</sup>.

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<sup>2</sup> For UNSW Futures Institutes, the UNSW Futures operation team will undertake the role of the Research Strategy Office that is outlined in this Procedure.

### 3. Establishment of Internal UNSW Centres and Institutes

#### 3.1. Establishment Criteria

The key criterion for the establishment and on-going operation of a UNSW Centre/Institute is that in sum it adds value to UNSW beyond that which would accrue from the individual members' normal duties within a school/faculty.

Each proposal to establish a Centre/Institute must:

- Articulate the objectives of the Centre/Institute, the need for the Centre/Institute, and the additional value and benefits of the Centre/Institute to UNSW strategic priorities (i.e. stating its vision and scope);
- Provide a clear justification for the proposed Centre/Institute being the most appropriate and efficient means to deliver the additional value to UNSW;
- Detail a clear plan covering:
  - The program;
  - Duration of operations, referred to as the **mandate** (3, 5 or 7 years);
  - Milestones and Key Performance Indicators (KPIs) over the term of the mandate;
- Demonstrate that the proposed Centre/Institute meets one of the specified categories under Section 1 above, by providing evidence that it achieves a minimum threshold of activity for its focus (Research or Community), scope (Centre or Institute), and topic of endeavour<sup>2</sup>, including the ability to:
  - Engage a critical number of relevant UNSW researchers (e.g. for a Research Centre, it should include more than a single research group, and the researchers should have strong track records in the relevant disciplines) with proposed commitments (% FTE) from the listed academics (a UNSW academic can contribute to more than one Centre/Institute, however their total commitment to these units should not exceed their time allocation for research – e.g. if an academic works 40% on research, their total commitment to affiliated UNSW research centres/institutes cannot exceed 0.4FTE);
  - Become nationally and internationally recognised in its field (e.g. for research-focussed Centres/Institutes, this should involve a track record of quality research outputs and major external research funding);
  - Engage high-profile external partners (e.g. for research-focussed Centres/Institutes, leading international researchers and research end-users should be engaged, while for community-focussed Centres/Institutes, these will be prominent community leaders and institutions);
- Delineate an appropriate governance and management structure (the Establishment Form (Appendix A) proposes two possible structures, one of which should be adopted depending on the size and scope of the Centre/Institute), and the associated resourcing, including:
  - Assurance that an adequate leadership team is in place or will be recruited in the near future;
  - Consideration of the administrative, financial and compliance burden associated with the proposed Centre/Institute – the application must demonstrate that funds have been secured (from either internal or external sources) for at least 0.6 FTE of administrative support with higher requirements for larger, interdisciplinary Centres/Institutes<sup>3</sup>;
- Identify, assess, and take adequate steps to mitigate legal, financial, reputational, health and safety and other risks associated with the Centre/Institute's establishment and continuing operation;

<sup>2</sup> It is acknowledged that this threshold is sensitive to the type of endeavour (e.g. research disciplines involved).

<sup>3</sup> A small centre can, by exception, apply for a waiver of this rule. UNSW Futures Institutes are exempted from this requirement as their approval includes the provision of strategic funds, via the Division of Research, to cover core operational costs, including administrative support.

- Demonstrate clear and achievable marketing and communications objectives with appropriate resources to deliver these objectives (budget and staffing) to assure high external visibility of the Centre/Institute (see Section 7 below).

UNSW Centres/Institutes should not have sole responsibility for undergraduate teaching courses, unless special dispensation is given by the DVCA. Postgraduate teaching and research training activities will normally be coordinated by schools or faculties, in accordance with the relevant UNSW policies, procedures and delegations, unless the Centre/Institute has been authorised to coordinate such specific activities (see Section 3 of the [Policy Framework Policy](#)).

UNSW Centres/Institutes may, through arrangements with schools or faculties, assist in the coordination and delivery of undergraduate and/or postgraduate teaching and training programs. Funding received for teaching and training activities needs to be negotiated as part of the Centre/Institute arrangements with the relevant school and faculty, and where appropriate should form part of the projected business case for the Centre/Institute.

The University Research Committee will be notified by the DVCR of the establishment of a Research Centre/Institute and the University Academic Quality Committee (UAQC) will be notified by the DVCA of the establishment of a Community Research Centre/Institute. RSO will include the Centre/Institute on the UNSW Centres/Institutes Registry and Centres/Institutes website.

### **3.2. Application Procedure**

The Establishment Form for Internal UNSW Centres and Institutes (Appendix A) should be negotiated between the proponents (usually the leadership team of the proposed Centre/Institute) and the management of all faculties of the academics/staff involved in the Centre/Institute.

During the establishment process, the Presiding Faculty (or Director, for UNSW Futures Institutes) will be responsible for seeking input from UNSW legal counsel via the Legal Office, as well as from Finance, Risk Management, Facilities Management, Division of External Relations, and other parties, as required, to ensure that all relevant factors have been duly considered prior to establishment. This will include documenting any significant health and safety, financial, legal or ethical risks associated with the proposed Centre/Institute, and consideration of whether on occasion a detailed risk assessment through the UNSW Risk Management Office may be required before the Centre/Institute is established.

The proposal to establish a new Centre/Institute (see Establishment Form in Appendix A) should be submitted to RSO by the Presiding Faculty (or Director for UNSW Futures Institutes). The establishment process will be supported by RSO, which will:

- Update the Presiding Faculty/Futures Institute Director regarding proposals pending;
- Coordinate the sign-off and approval for establishment of the Centre/Institute with the office of the DVC;
- Advise the proposer and faculty when the establishment of the Centre/Institute has been approved, and the date from which the formal name of the “Centre” or “Institute” can be used;
- Add the Centre/Institute to the UNSW Centres/Institutes registry and the Centres/Institutes website.

Further negotiations may take place between the proponents, management of the Presiding Faculty and the responsible DVC, until a decision on approval is reached. The DVC has the right to reject an application.

## 4. Monitoring of Internal UNSW Centres and Institutes

### 4.1. Annual Report

The reporting year for each Centre/Institute will be the calendar year. By the end of April each year, each UNSW Centre/Institute must submit an Annual Report for the past year, using the Annual Report Form<sup>4</sup> (Appendix B), to the Chair of its Steering Committee or the Dean of the Presiding Faculty (depending on its governance structure, see Appendix A). The Annual Report must include certification by the Presiding Faculty's Finance Business Partner that the financial position of the UNSW Centre/Institute (as at the end of the previous calendar year) is correctly presented in the report. Any changes in the Governance and/or Leadership/Management/Academic team and/or KPIs, resources, etc must be reported.

The Annual Report will be reviewed by the Chair of the Steering Committee or the Dean of the Presiding Faculty, and/or its nominee (where appropriate), to ensure that sufficient progress is being made against the established KPIs. Any changes to the Governance, Leadership/Management/Academic team, and/or KPIs, resources, etc should also be reviewed, and if substantial, referred to the DVC for approval. Any other issues identified but not satisfactorily resolved must be referred to the DVC. Annual Reports approved by the Chair of the Steering Committee or the Dean of the Presiding Faculty will be submitted to RSO for oversight and archiving.

UNSW Centres/Institutes will be encouraged to publish their Annual Reports on their websites, after removal of any confidential information.

### 4.2. End of Mandate Review and Renewal

All Internal UNSW Centres/Institutes will be reviewed at the end of the agreed mandate period, with the timing determined following consultation with the Chair of the Steering Committee or the Dean of the Presiding Faculty (depending on governance structure) and the DVC.

The performance of each UNSW Centre/Institute will be reviewed to determine whether it has delivered on its vision and KPIs, as agreed in its Establishment Form (or for continuing Centres/Institutes, its Renewal Form), in a financially sustainable manner. The review will also examine the functioning of its management and governance structures, as well as assess how risks have been mitigated.

If a UNSW Centre/Institute applies for renewal, similar criteria as those applicable at establishment (see Section 3.1) will be used to assess proposals (including assessment of risks and how they may be mitigated).

#### Review and Renewal Process

In Q4 of each year, RSO will notify all faculties which of their Centres/Institutes are scheduled for formal review in the coming year.

The Presiding Faculty, in consultation with the UNSW Centre/Institute Management and the Chair of the Steering Committee or Dean of the Presiding Faculty (depending on governance structure), has responsibility for organising the review, with support provided by RSO as required.

UNSW Centres/Institutes will be given at least two months' notice to prepare for the review. UNSW Centres/Institutes will submit a completed Review Form (Appendix C) including any additional information. If a UNSW Centre/Institute wishes to continue beyond the agreed mandate, a Renewal Form (Appendix D) should also be submitted. The form(s) and all other supporting documentation should be submitted to the Presiding Faculty management, at least two weeks in advance of the review date.

Review panels will be established by the Chair of the Steering Committee or Dean of the Presiding Faculty. The Review Panel membership must be approved and chaired by the DVCR (or nominee) for research-focussed Centres/Institutes, or DVCA (or nominee) for community-focussed Centres/Institutes.

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<sup>4</sup> UNSW academics will be asked to associate their grants and papers to relevant Centres/Institutes at the time of the grant/paper's acceptance (this does not prevent Schools and Faculties from claiming 100% of all grants and outputs for their staff). This will enable Research Grants and Contracts Office and Research Strategy Office to generate lists of income and publications for annual reporting of all UNSW Centres/Institutes. The lists will be sent to Centres/Institutes for their review and any discrepancies will be corrected (with the approval of the relevant academic) to ensure data integrity.

The Review Panel must include:

- At least one UNSW Deputy/Associate Dean of Research or Education (depending on the focus) not directly involved in the Centre/Institute;
- At least two members of academic staff who are broadly familiar with the area of the Centre/Institute, but not directly connected to the Centre/Institute; and
- At least one external (to UNSW) expert in the field, who is broadly familiar with the area of the Centre/Institute, but not directly connected to the Centre/Institute.

The Review Panel will seek input on the Centre's/Institute's performance from relevant parties, including the Director, the Dean of the Presiding Faculty<sup>5</sup> (or nominee), the Chair of the Steering Committee (if it exists), and the Head of School most closely associated with the Centre/Institute, as well as others suggested by the Director.

RSO in collaboration with the Presiding Faculty will draft the report of the Review Panel. In the case of a Centre/Institute seeking renewal, this will include recommendations specified in the Renewal Form.

The Review Panel's final report including recommendations on renewal or closure will be approved by the panel Chair and sent by RSO to the Presiding Dean<sup>6</sup>, the Chair of the Steering Committee (if it exists), and the Centre Director, who may append responses to the report prior to it being submitted to the relevant DVC.

### **Review Recommendations and Decisions**

The DVC will consider the review recommendations and associated responses and decide that the UNSW Centre/Institute will either be:

- Renewed (if applicable) with a newly agreed mandate and KPIs; or
- Extended until KPIs are met<sup>6</sup> (for a maximum of two years after the review); or
- Closed (see Section 5).

The RSO will liaise with the Presiding Faculty to ensure that recommended actions are implemented within the timeframe specified.

## **5. Closure of Internal UNSW Centres/Institutes**

An Internal UNSW Centre/Institute may be closed by the relevant DVC under the following circumstances:

- Following formal review of a UNSW Centre/Institute (see Section 4.2);
- At any time during its mandate, on the recommendation of its Presiding Dean<sup>6</sup> and/or Chair of the Steering Committee (if this is part of the Governance structure of the Centre/Institute), on the grounds that it is no longer financially viable or no longer meets the strategic objectives of UNSW;
- At any time during its mandate, where it has significantly breached UNSW policy, procedures or guidelines, and/or if the UNSW Centre/Institute in any way brings or is likely to bring the University into disrepute; or
- At any time during its mandate, where it is superseded through the creation of a larger Centre, for example, following the award of a Commonwealth-funded Centre.

In closing a UNSW Centre/Institute, the DVC must be satisfied that an exit strategy exists which addresses the UNSW Centre's/Institute's finances and resources (including management of any deficit), and the resolution of any legal obligations as well as any impact on staff or students associated with the Centre. A process and checklist are provided in the Closure Form (see Appendix E).

The University Research Committee will be notified by the DVCR of the closure of a Research Centre/Institute and the University Academic Quality Committee (UAQC) will be notified of the closure by

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<sup>5</sup> For UNSW Futures Institutes, the role of the Dean of the Presiding Faculty will be undertaken by the Executive Director (Research).

<sup>6</sup> If the agreed KPIs have not been met within the mandate.

the DVCA of a Community Research Centre/Institute. RSO will remove the Centre/Institute from the UNSW Centres/Institutes registry and the Centres/Institutes website.

## **6. External Centres/Institutes**

As per Section 1 above, these Centres/Institutes involve partner, affiliated and/or external organisations, and are based on external funding arrangements. As such, they have establishment requirements, reporting, and reviewing procedures, based on externalities and legal agreements. UNSW's participation in External Centres/Institutes<sup>7</sup> undergoes a careful institutional-level due diligence process which includes typical considerations outlined in Appendix F (UNSW Participation in an External Centre), the specifics of which are outside the scope of this document.

The appropriate DVC is the ultimate decision-maker as to whether UNSW participates in an External Centre, and if so, on what terms.

External Centres/Institutes are either for a specific period (e.g. 7 years for an ARC Centre of Excellence) or are subject to periodic review (typically 3-5 years) as specified in their legal agreement on establishment. Again, the specifics of this process are outside the scope of this document, and the DVC remains the ultimate decision-maker on UNSW involvement (see Appendix F).

## **7. Operational Considerations**

### **7.1. Branding and Marketing**

Prior to any use or adoption, the proposed name of the Centre/Institute must be confirmed as available for use and registration. The names of all Centres and Institutes must be registered as business names, by the UNSW Legal Office, prior to use. The cost of registration (including renewal) is to be covered by the Centre or Institute.

The Division of External Relations (DEx) should be consulted on the Centre's/Institute's proposed marketing and communications strategy, and its digital presence. DEx will support Centres/Institutes to determine appropriate branding and permitted use of the "UNSW" trademark (e.g. UNSW logo) or any other trademark or brand owned by UNSW, before any work is commissioned or undertaken. DEx should also be consulted on the Centre/Institute's proposed marketing and communications strategy, and its digital presence (including website and social media channels). Advice on these elements and DEx's support for activities will be based on the information supplied within the submitted Establishment or Renewal form, within available resources and with input from the relevant DEx Business Partner in the Presiding Faculty.

All Centres/Institutes are required to adhere to UNSW Brand Guidelines. All such branding and marketing collateral will need to be approved by the Chief Communications Officer and/or their delegate.

### **7.2. Confidentiality**

At the commencement of their appointment, non-UNSW employee members of Steering Committees, Advisory Committees, and External Expert Advisory Committees (see Appendixes A and D) of UNSW Centres/Institutes need to sign Confidentiality Agreements to protect UNSW's confidential information. During reviews of UNSW Centres/Institutes, Centre Review Panel members who are not UNSW employees or conjoints should also be bound by a Confidentiality Agreement (supplied by the UNSW legal office).

### **7.3. Acknowledgment of UNSW Centres/Institutes in Published Work**

Published work resulting from research or other activity carried out within, or supported by, a UNSW Centre/Institute should acknowledge the Centre/Institute. The preferred method is for the Centre/Institute

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<sup>7</sup> The term "participation" comprises of instances where UNSW is considering to become part of a consortium bidding for such a Centre, whether as the lead or as a collaborating organisation, or is invited to join an existing Centre (for example when joining an established CRC), or proposes to change the nature of its involvement in a Centre (for example, proposes to withdraw from an existing Centre). Participation typically involves complex legal agreements of which formal legal advice is sought.

to be named as one of the relevant authors' affiliations. When this is not possible, or when the participation of the Centre/Institute is minor, the Centre should be named in the Acknowledgements.

## 8. Assistance and Support for UNSW Centres/Institutes

RSO provides services spanning the lifecycle of all UNSW Centres/Institutes, and is responsible for:

- Coordinating and advising on the processes for establishment and closure of UNSW Internal Centres/Institutes and ensuring that relevant stakeholders are consulted<sup>8</sup>;
- Coordinating the review of UNSW Centres/Institutes;
- Maintaining the UNSW Centres/Institutes registry and the UNSW Centres/Institutes website;
- Maintaining an email contact-list of all UNSW Centre/Institute Directors.

Other UNSW units will also assist, and support UNSW Centres as required (e.g. DEx, Legal Office, Research Ethics and Compliance Support, etc).

## 9. Transition process

Existing Internal UNSW Centres and Institutes currently in operation are required to conform with this Procedure. RSO will coordinate a process of transitioning to this Procedure by working closely with UNSW faculties, as outlined below:

**Step 1:** Faculties will undertake an internal review of all Internal UNSW Centres/Institutes that operate within their Faculty and make a recommendation on which are likely to be:

- i. Renewed outright<sup>9</sup>,
- ii. Reviewed and Renewed, or
- iii. Closed.

Faculty Deans' recommendations will be submitted to RSO within six months from the date this Procedure becomes effective (see Page 1).

**Step 2:** Faculty recommendations will be reviewed by RSO and actioned accordingly:

### *(I) Renewal*

If the Centre/Institute has been established in the past 3 years, only a Renewal Form (Appendix D) needs to be submitted to RSO, following negotiation and agreement with the faculties involved.<sup>10</sup>

If the Centre/Institute has been reviewed in the past 3 years, a Renewal Form (Appendix D) accompanied with the review documentation and report needs to be submitted to RSO.

### *(II) Review and renewal*

If the Centre/Institute has been in operation for more than 3 years and not undergone a review in that period, it should submit both a Review (Appendix C) and a Renewal (Appendix D) form and prepare for a full review, as per the process in Section 4.2.

### *(III) Close*

Centre/Institutes that are recommended for closure (from any of the above steps) will be closed as per the process in Section 5 of this document.

It is envisaged that by July 2021 all Internal UNSW Centres and Institutes will be compliant with this Procedure, so that Section 9 of this document will become obsolete.

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<sup>8</sup> Except for UNSW Futures Institutes, for which the UNSW Futures operations team undertakes these roles.

<sup>9</sup> Only units that successfully passed a review or have been established in the past 3 years can be renewed without a review.

<sup>10</sup> Current UNSW Futures Institutes are exempt from this requirement and will be automatically renewed, due to their Management Board-approved establishment procedure in 2017/2018.

<b>10. Accountabilities</b>	
<b>Responsible Officer</b>	Deputy Vice-Chancellor Research, Deputy Vice-Chancellor Academic
<b>Contact Officer</b>	Director, Research Strategy Office, Division of Research
<b>11. Supporting Information</b>	
<b>Legislative Compliance</b>	This Procedure supports the University's compliance with the following legislation: Nil
<b>Parent Document (Policy)</b>	Nil: this procedure details actions pursuant to the authority listed in the <a href="#">Register of Delegations</a> : Establish and disestablish a University Centre or Institute (Section 7.3.2)
<b>Supporting Documents</b>	<ol style="list-style-type: none"> <li>1. <a href="#">Establishment Form (Appendix A)</a></li> <li>2. <a href="#">Annual Report Form (Appendix B)</a></li> <li>3. <a href="#">Review Form (Appendix C)</a></li> <li>4. <a href="#">Renewal Form (Appendix D)</a></li> <li>5. <a href="#">Closure Form (Appendix E)</a></li> <li>6. <a href="#">UNSW Participation in an External Centre (Appendix F)</a></li> </ol>
<b>Related Documents</b>	<a href="#">Intellectual Property Policy</a> <a href="#">Paid Outside Work by Academic Staff Policy</a> <a href="#">Research Code of Conduct</a> <a href="#">Conflict of Interest Policy</a> <a href="#">Website Branding Guideline</a> <a href="#">Website Policy</a> <a href="#">Higher Degree Research Supervision Policy</a> <a href="#">Register of Delegations</a> <a href="#">UNSW Risk Management Framework</a>
<b>Superseded Documents</b>	Centres Procedure, v3.2
<b>File Number</b>	2016/06431
<b>12. Definitions and Acronyms</b>	
<b>Internal Centre/Institute</b>	UNSW Research Centres UNSW Research Institutes UNSW Community Centres UNSW Community Institutes
<b>External Centres/Institutes &amp; Institutes</b>	<p>The terms "Centre" and "Institute" may only be applied to Internal and External units that have been established under, and comply with, the UNSW Centres/Institutes Procedure in force at the time of establishment.</p> <p>This procedure does not apply to a small number of administrative or service units that historically carry the name "Centre" (e.g. Mark Wainwright Analytical Centre).</p> <p>This procedure also does not apply to independent Medical Research Institutes (MRIs) that have an affiliation agreement with UNSW.</p>

<b>Presiding Faculty</b>	<p>The term “Presiding Faculty” refers to the UNSW faculty or division that is the main sponsor of the Centre/Institute and which agrees to host the Centre/Institute. They are responsible for submitting the Establishment Form for a new Centre/Institute to the Research Strategy Office in the Division of Research, and for organising reviews of the Centre/Institute, with support from the Research Strategy Office.</p> <p>For S25-funded Interdisciplinary Research Institutes, the term “Presiding Faculty” refers to the Division of Research, for the purpose of this Procedure. For such Institutes, the application lead, rather than the Presiding Faculty, is responsible for submitting the Establishment Form for a new Institute to the UNSW Futures operations team in the Division of Research. However, the Division of Research will organise reviews of the Institute, in its role as “Presiding Faculty”.</p>
<b>DVC</b>	Relevant Deputy Vice-Chancellor. Where a DVC is described as performing a specific role in this procedure, the DVC, subject to any limitation of delegation in the Register of Delegations, may authorise a Pro-Vice-Chancellor (PVC) to carry out this function on his or her behalf.
<b>DVCR</b>	Deputy Vice Chancellor Research
<b>DVCA</b>	Deputy Vice Chancellor Academic
<b>PVC</b>	Pro Vice-Chancellor
<b>PVCR</b>	Pro Vice Chancellor Research
<b>S25</b>	Strategy 2025
<b>CSIRO</b>	Commonwealth Scientific and Industrial Research Organisation
<b>ANSTO</b>	Australian Nuclear Science and Technology Organisation
<b>NGO</b>	Non-Governmental Organisations
<b>ARC</b>	Australian Research Council
<b>CRC</b>	Cooperative Research Centre
<b>KPI</b>	Key Performance Indicator
<b>FTE</b>	Full Time Equivalent
<b>RSO</b>	Research Strategy Office
<b>RGC</b>	Research Grants and Contracts
<b>DEX</b>	Division of External Relations
<b>RECS</b>	Research Ethics and Compliance Support

### 13. Revision History

Version	Approved by	Approval date	Effective date	Sections modified
1.0	Deputy Vice-Chancellor (Research) and Deputy Vice-Chancellor (Academic)	24 October 2008	24 October 2008	Full review of Centres Policy (v2.0 AB05/117)
1.1	Administrative update, Head Governance Support	28 March 2011	28 March 2011	1.1
2.0	Deputy Vice-Chancellor (Research)	21 May 2012	25 May 2012	Full review of Centre Procedure v 1.1
3.0	Vice-President and Deputy Vice-Chancellor (Research) and Vice-President and Deputy Vice-Chancellor (Academic)	3 September 2013	3 September 2013	Full review of Centres Procedure v 2.0
3.1	Head of Governance	18 February 2016	29 February 2016	Administrative amendments to senior leadership roles.
3.2	Deputy Vice-Chancellor Research	31 July 2017	15 August 2017	Administrative update to senior positions
4.0	Deputy Vice-Chancellor Research	20 May 2019	20 May 2019	Full review