

RELATED PROCEDURES FOR THE POLICY ON THE ESTABLISHMENT AND OPERATION OF CENTRES HOSTED BY THE UNIVERSITY

Section	Research
Contact	Office of AVC Research
Last Review	October 2009
Next Review	October 2011
Approval	Academic Board October 2009

Procedures:

National Research and National Specialist Centres

Establishment

The establishment of a National Centre is normally initiated through a successful funding application by the University to host such a Centre. All reasonable steps must be taken to ensure that the application and any post award negotiation and subsequent contract are as consistent as possible with University policy, especially in respect to costing and cost recovery. Successful applications for National Centres require no business plan or upfront approval. Sign-off by the Vice-Chancellor or delegate on the funding application and the subsequent contract is sufficient. An approved Centre Agreement is required however.

Operation

National Centres will have a unique Budget Centre code and are required to fully meet all costs, including Massey University space charges and indirect cost levies. They are required to meet all contractual requirements of the funder, the provisions of the Centre Agreement and all Massey University policies. Operating and capital expenditure must proceed in accordance with the annual University planning and budgeting process.

National Centres must have a Governance Board and a Director. The Director will normally be a Massey University employee and report through to the Assistant Vice-Chancellor (Research), (Academic and Open Learning) or nominee. The terms of reference, membership (selection criteria, term of service etc) and responsibilities of the Governance Board must be clearly set out in the Centre Agreement. A Massey University representative will be appointed to the governance board by the Massey University Vice-Chancellor.

Risk management

National Centres are for the purposes of the Commercial Activities Group deemed to be high risk and are subject to all Commercial Activities Group reporting requirements associated with this risk level. These Centres must also identify and assess risk in accordance with the Risk Management Policy and report risk via the Performance and Risk Report.

Exit

Wind down of National Centres will normally occur at the discretion of the funder. However, it is expected that the Director of the Centre will establish whether continued funding for the centre is available at least 18 months prior to the termination of the contract for which full funding is provided. If funding is to be withdrawn, the Director must negotiate a formal exit plan with the funder and the Assistant Vice-Chancellor (Research) or (Academic and Open Learning) or nominee at least a year in advance of the end of the contract for which full funding is provided.

2) University Research Centres

Establishment

In order to establish a University Centre, a business plan must be established and approved by the relevant Pro Vice-Chancellor and the Assistant Vice-Chancellor (Research). A template is available on-line at

http://www.massey.ac.nz/massey/research/research-centres/research_centres_home.cfm.

Approval will be based on the following criteria:

- A critical mass of leading academics (i.e. PIs and designated Director must be minimum of B grade staff according to the MU Research & Research Training Standards);
- An identified disciplinary or multidisciplinary theme of strategic relevance to the University;
- A strategy for building a platform of research capability (expertise, additional staff, equipment) with the objective of increasing PBRF ratings of associated staff, research degree students, completions and external research income;
- Support for new and emerging researchers and postgraduate students;
- A strategy for attracting external research and consulting income exceeding \$1m within three years of commencing operations.

An annual report on past performance, must be provided to the Assistant Vice-Chancellor (Research) or Pro Vice-Chancellor when requested. When none is provided, the Centre may be wound down at the discretion of the Assistant Vice-Chancellor (Research) in consultation with the relevant Pro Vice-Chancellor.

A new business plan may be required at any time and one must be provided within five years of the approval of the University Centre agreement. Where none is provided, the Centre may be wound down at the discretion of the Assistant Vice-Chancellor (Research) in consultation with the relevant Pro Vice-Chancellor.

Operation

University Centres will have a unique Budget Centre code and are required to fully meet all costs, including Massey University space charges and indirect cost levies. They are required to meet all contractual requirements with funders, the provisions of the Centre Agreement and all Massey University policies. Operating and capital expenditure must proceed in accordance with the annual University planning and budgeting process. University Centres should aim to achieve a minimum of 3% net return on annual revenue.

Risk management

University Centres are subject to all Commercial Activities Group requirements and must also identify and assess risk in accordance with the Risk Management Policy and report risk via the Performance and Risk Report for their host Academic Unit.

Exit

This can be done on written application by the Director or the Pro Vice-Chancellor to the Assistant Vice-Chancellor (Research). Alternatively a Centre can be terminated by the Assistant Vice-Chancellor (Research) in the event of serious or repeated breaches of University policy, where financial and other performance targets are not met for two concurrent years or more, or where a revised business case has not been provided within the prescribed time. In these instances, termination must be conducted in consultation with the relevant Pro Vice-Chancellor.

College Centres

College Research Centres

Establishment

In order to establish a College Research Centre a business plan must be established and approved by the relevant Pro Vice-Chancellor and the Assistant Vice-Chancellor (Research). A template is available on-line at

<http://projectoffice.massey.ac.nz/massey/depart/admin/spms/project-guide/templates.cfm>

Approval will be based on the following criteria:

- A critical mass of leading academics (i.e. PIs and designated Director must be minimum of B grade staff according to the MU Research & Research Training Standards);
- An identified disciplinary or multidisciplinary theme of strategic relevance to the University;
- A strategy for building a platform of research capability (expertise, additional staff, equipment) with the objective of increasing PBRF ratings of associated staff, research degree students and external research income;
- Support for new and emerging researchers and postgraduate students.

An annual report on past performance, must be provided to the Assistant Vice-Chancellor (Research) or Pro Vice-Chancellor when requested. When none is provided, the Centre may be wound down at the discretion of the Assistant Vice-Chancellor (Research) in consultation with the relevant Pro Vice-Chancellor.

Operation

All costs associated with the College Research Centre (letterhead, stationery, secretarial services etc.) will be a cost to the host Academic Unit. College Research Centres do not have a unique budget centre code, and will operate financially within an Academic Unit. Reporting will take place via the Head of the Academic Unit to the relevant Pro Vice-Chancellor as per the Centre Agreement.

Risk management

None required that are specific to the Centre.

Exit

This can be done on written application of the Director or the Pro Vice-Chancellor to the Assistant Vice-Chancellor (Research). Alternatively a Centre can be terminated by the Assistant Vice-Chancellor (Research) in the event of serious or repeated breaches of University policy or when a report has not been provided within the prescribed time. In both instances, this must be done in consultation with the relevant Pro Vice-Chancellor.

2) College Specialist Centres

Establishment

In order to establish a College Specialist Centre a written case must be established and approved by the relevant Pro Vice-Chancellor. The written case must detail a strong rationale for the centre and the advantage and benefits which will accrue to Massey University.

Approval will be based on the following criteria:

- A critical mass of leading academics (i.e. A designated Director must usually be minimum of B grade according to the MU Research & Research Training Standards and have or recruit staff with a growing academic reputation and/or have a growing record in service delivery);
- An identified disciplinary or multidisciplinary theme of strategic relevance to the University;



- A strategy for building a platform of capability (short courses, consultancy, expertise, additional staff, revenue, equipment) with the objective of increasing the reputation and connections of associated staff and the growth of postgraduate student numbers.
- Support for and training for new and emerging researchers and postgraduate students.

A report on past performance, must be provided to the Assistant Vice-Chancellor (Research) or Pro Vice-Chancellor when requested. When none is provided, the Centre may be wound down at the discretion of the Assistant Vice-Chancellor (Research) in consultation with the relevant Pro Vice-Chancellor.

Operation

All costs associated with the College Specialist Centre (letterhead, stationery, secretarial services etc.) will be a cost to the host Academic Unit. College Specialist Centres do not have a unique budget centre code, and will operate financially within an Academic Unit. Reporting will take place via the Head of the Academic Unit to the relevant Pro Vice-Chancellor as per the Centre Agreement.

Risk management

None required that are specific to the Centre.

Exit

This can be done on written application of the Director or the Pro Vice-Chancellor to the Assistant Vice-Chancellor (Academic and Open Learning). Alternatively a Centre can be terminated by the Assistant Vice-Chancellor (Academic and Open Learning) in the event of serious or repeated breaches of University policy or when a report has not been provided within the prescribed time. In both instances, this must be done in consultation with the relevant Pro Vice-Chancellor.

Document Management Control:

Prepared by: Research Services
Owned by: Assistant Vice-Chancellor Research
Approved by: Academic Board October 2009
Date issued: 31 October 2005
Last review: October 2009
Next review: October 2011