**Appendix F**

**UNSW Participation in an External Centre**

**See Section 1.5 and Section 2 of the UNSW Centres and Institutes Procedure.**

External Centres include those funded by well-established Commonwealth or State Government schemes, such as ARC Centres of Excellence, ARC Industrial Transformation Research Hubs and Training Centres, ARC Special Research Initiatives, NHMRC Centres of Research Excellence and Cooperative Research Centres, or those formed on the basis of specific, targeted initiatives by the Commonwealth or State Governments. A further category of External Centres includes independently funded centres established without a competitive bidding or tendering process, such as independent medical research institutes.

UNSW's participation in External Centres requires careful evaluation of the associated benefits and risks. The Research Strategy Office (RSO) will coordinate the process of establishing and monitoring External Centres, with regards to the following:

* The RSO generally receives intelligence regarding funding calls for major External Centres well in advance of them being formally announced. An email will be forwarded to Deans and Associate Deans (Research) in all faculties indicating the timing of the call and the relevant UNSW protocol for the opportunity (including key internal and external deadlines and notifications to the RSO). The RSO will call for an Expression of Interest (EOI) which generally requests:
* Centre title
* Administering institution
* Centre director
* Chief Investigators (CIs) and their institutions
* High level aims/objectives/missions of the centre (2-3 paragraphs maximum). These should identify the reputational benefit of the centre for UNSW, and its alignment with UNSW strategy and research strengths.
* Faculties or schools could also independently consider their participation in a new (or new participation in an existing) external Centre/Institute. In these cases, they need to send the same information as requested above in an EOI to the RSO.
* Proposals are assessed by the Executive in the Division of Research and discussed with the executive of the proposing faculty to ensure institutional alignment and fit with the external offer of funding. An additional consideration may also be whether partners at other universities or elsewhere are suitable for the opportunity.
* If accepted, RSO staff will meet with bid or consortia groups led by UNSW to discuss the proposal and how best to strategically develop the bid going forward. This may occur several times for major complex bids as the bid develops. These meetings are usually organised by the lead researcher at UNSW, and RSO staff attend as a facilitator of proceedings, giving strategic advice as the bid develops.
* The RSO acts as a broker with other UNSW units to ensure that the bid is fully supported by the University. This may involve consultations with Knowledge Exchange, the Legal Office and RGC, along with other parties that may be needed to advise on issues related to the bid.
* Where bids require a Letter of Support or a Declaration Form to be signed by either the DVCR or the PVCR, the RSO co-ordinates this and promulgates advice through the Associate Dean Research (ADR) network on how this should be satisfied.

**Review of Major External Centre Bids by the Pro-Vice-Chancellor Research Infrastructure (PVCRI)**

Incorporated into the above advice on strategy and co-funding is advice that no External Centre may be approved unless the bid and its implications for space and infrastructure at UNSW have been reviewed by the Office of the Pro-Vice-Chancellor Research Infrastructure (PVCRI). For major bids led by UNSW, the lead researcher must consult with the PVCRI. RSO will refer applicants to the PVCRI.

No external bid for a centre may proceed until the RSO receives an email from the PVCRI approving both the infrastructure and space implications of the bid. This includes bids where UNSW is not the lead party.