

<b>OTAGO POLYTECHNIC ACADEMIC POLICY</b>		<b>Number: AP1102.02</b>
Title:	<b>Research Grants Committee</b>	
ITPNZ Std:	<b>11 Research</b>	
Chief Executive Approval>	Approval Date: <b>9 Sep 09</b>	Effective Date: <b>9 Sep 09</b>
Previous Policy No:	<b>AP106</b>	Review Date: <b>9 Sep 11</b>
Contact Authority:	<b>Deputy Chief Executive</b>	Status: <b>Current</b>

**Purpose** To set out the general functions and responsibilities, membership and operating procedures of the Research Grants Committee.  
To ensure that available funding support is accessible and is provided in a timely and equitable manner.

**Background** The Polytechnic seeks to foster quality research in accordance with the NZQA definition of research and defined research objectives. In particular, it seeks to encourage and support the development of applied research activity through providing funds to enable grants to be given for research activity.

**Statutory Compliance**

**National Guidelines** NZQA definition and terms of research  
TEC performance based research funding guidelines

**Policy and Procedures**

1. Membership
  - 1.1 Membership of the Research Grants Committee will comprise:
    - Deputy Chief Executive/Research Director (ex officio)
    - Research Coordinator
    - Research coordinator who represents each degree awarding area and any other research active area
    - Tangata whenua representative
    - Co-opted members as required
  - 1.2 Membership Responsibility  
Members represent specific academic areas and will both report back to their area on Research Grants Committee activities and will advocate the activities of the Committee to their respective area.
  - 1.3 In attendance  
Research Office Administrator
2. Chair  
The Chair will be the Research Director.
3. Duties and Function  
The Research Grants Committee will:
  - 3.1 advise the Research Advisory Committee on policy and process for the administration of internal grant funding for research
  - 3.2 promote and support research at Otago Polytechnic through allocation of grants to research projects using appropriate administrative processes



and keeping within the parameters of the research grants budget

- 3.3 set up a reporting process to track individual progress on meeting milestones as agreed with the grant recipients
- 3.4 monitor; and report effectiveness in achieving targets for completed research projects
- 3.5 report to the Research Advisory Committee the activities of the committee including information on funding allocations made for both research grants and operational funding grants and progress in meeting milestones as agreed with grants recipients
- 3.6 advise the Research Advisory Committee of any relevant significant issues that have arisen in relation to the awarding of research grants
- 3.7 establish a sub committee to manage travelling scholars and operation funds

#### 4. Reporting

This committee reports to the Research Advisory Committee.

#### 5. Meetings

Meetings are normally to be held bi-monthly.

**Referral Documents** AP0106 Research Advisory Committee  
Otago Polytechnic Strategic Plan  
Research Office Business Plan

**Approved by Chief Executive**

**Date: 9 September 2009**

