



Charles Sturt  
University

# Researcher Induction

Guide for new staff

Research Office,  
March 2020

For further information please contact  
[research@csu.edu.au](mailto:research@csu.edu.au)



# Your Guide to Research @ Charles Sturt

Welcome to research at Charles Sturt University. This guide contains an orientation to the University's research community and support services, and information to assist you with understanding the systems, processes, policies and strategies for undertaking your research at Charles Sturt. The guide also helps you to find the information you need to develop as a successful researcher and become part of our vibrant research community. For further support or advice please get in touch with our friendly staff in the Research Office.

**Associate Professor Jason White**  
Director, Research

Title	Description	Further information
<b>Orientation</b>		
<b>Deputy Vice-Chancellor (Research and Engagement)</b>	<p>The DVC (RE) is responsible for research, research training, partnerships with industry, commercialisation, Indigenous education and research leadership, and a number of other important strategic areas of the university relating to research, development and industry.</p> <p>Under the University's Delegations and Authorisations Policy, the DVC (RE) is the delegated position with the authority to approve the submission of research funding applications and sign research-related funding agreements.</p>	<p><a href="#">DVC (RE) webpage</a></p> <p><a href="#">Delegations and Authorisations Policy –Research Delegations</a></p>
<b>Research Office</b>	<p>The Research Office provides services to academic staff, Higher Degree by Research (HDR) candidates, HDR supervisors, research support staff, and the University's academic leadership to support Charles Sturt's research strategy and goals. Key areas of the Research Office are Research Analytics, Research Legal, Research Support, Grant Management, and HDR &amp; Scholarships.</p>	<p><a href="#">Research Office profile</a></p>
<b>Faculties</b>	<p>Charles Sturt's three Faculties (Arts and Education, Business, Justice &amp; Behavioural Sciences, and Science) comprise a number of Schools and centres for specific areas of study and research.</p> <p>The Faculties support researchers with:</p> <ul style="list-style-type: none"><li>- Approvals and administration of research projects</li><li>- HDR candidature administration and management</li><li>- Internal funding schemes</li><li>- Forums, networking and collaboration</li></ul>	<p><a href="#">List of Faculties and Schools</a></p> <p><a href="#">FoAE Research</a></p> <p><a href="#">FoBJS Research</a></p> <p><a href="#">FoS Research</a></p>

Title	Description	Further information
-------	-------------	---------------------

<p><b>Research Centres</b></p>	<p>Charles Sturt has four Research Centres designed to bring together staff around a coherent research theme</p> <ul style="list-style-type: none"> <li>- Graham Centre for Agricultural Innovation</li> <li>- National Wine and Grape Industry Centre</li> <li>- Institute for Land, Water and Society</li> <li>- Centre for Public and Contextual Theology.</li> </ul> <p>Membership to the Research Centres is open to active researchers at Charles Sturt. Individuals must meet eligibility criteria and apply to become a member.</p>	<p><a href="#">Research Centres</a></p> <p><a href="#">Graham Centre membership information</a></p> <p><a href="#">NWGIC membership information</a></p> <p><a href="#">ILWS membership information</a></p> <p><a href="#">PACT membership information</a></p>
--------------------------------	---	---

<p><b>Research facilities and infrastructure</b></p>	<p>Our facilities range from world class agricultural precincts to state-of-the-art laboratories and collaboration spaces.</p>	<p><a href="#">Research facilities at CSU</a></p> <p><a href="#">National Life Sciences Hub (NaLSH)</a></p> <p><a href="#">AgriPark</a></p> <p><a href="#">CSU Rhizolysimeter</a></p> <p><a href="#">Environmental and Analytical Laboratories</a></p> <p><a href="#">High Performance Computing Facilities and Labs</a></p> <p><a href="#">Exercise and Sport Science Laboratories</a></p> <p><a href="#">Charles Sturt University Regional Archives and University Art Collection</a></p>
--	--	---

<p><b>Who are the support people?</b></p>	<p>Academic support is provided by the Associate Deans (Research) and the Sub-Deans Graduate Studies across the three Faculties at Charles Sturt, as well as the four Research Centre Directors.</p> <p>Each Faculty has a Faculty Research Liaison Officer and a Faculty Graduate Studies Liaison Officer. Research Centres have a designated Centre Business Manager. These staff in both the Faculties and the Centres provide support to researchers.</p> <p>Additional administrative support is provided by staff in the Research Office and Student Services. Practical support for research projects is provided by Library Services, Spatial Data Analysis Network (SPAN), and Quantitative Consulting Unit (QCU).</p>	<p><a href="#">Research support contacts</a></p> <p><a href="#">Associate Deans (Research)</a></p> <p><a href="#">Sub-Deans Graduate Studies</a></p> <p><a href="#">Graham Centre contacts</a></p> <p><a href="#">NWGIC contacts</a></p> <p><a href="#">ILWS contacts</a></p> <p><a href="#">PACT contacts</a></p>
---	---	--

Title	Description	Further information
<b>Understanding university systems, processes, policies, strategies</b>		
<b>Research Narrative</b>	The Research Narrative sets the university's research priorities within three interdisciplinary research spheres: resilient people, flourishing communities, and sustainable environments.	<a href="#">CSU Research Narrative</a>
<b>Research landscape</b>	Charles Sturt's research strengths lie across a number of Fields of Research, with a focus on: <ul style="list-style-type: none"> <li>- Agriculture, land and water</li> <li>- Sustaining resilient healthy communities</li> <li>- Regional development</li> <li>- Cultivation of a civic and just society</li> <li>- Indigenous research</li> <li>- Education and Professional Practice.</li> </ul>	<a href="#">Fields of research</a>
<b>CRO – Charles Sturt University Research Outputs</b>	Charles Sturt University Research Output (CRO) is the university's repository for research and scholarly outputs created by Charles Sturt staff and students. There is a public showcase website, and a restricted database available only for staff access.	<a href="#">Getting started with research outputs</a> <a href="#">Charles Sturt University Research Output information page</a>  <a href="#">Public CRO</a> <a href="#">Restricted CRO (Staff login to PURE)</a>
<b>MyResearch</b>	Research Master is the university's research management system (also referred to as MyResearch). MyResearch is used to review and manage HDR students and their progress, funded projects, ethics, and research personnel.	<a href="#">MyResearch login</a>
<b>Research code of conduct</b>	Charles Sturt researchers are obliged to comply with the Australian Code for the Responsible Conduct of Research, 2018 in their research practices. Enquiries in relation to the Code and its application at Charles Sturt should be directed to the Research Integrity, Ethics and Compliance Unit.	<a href="#">Code of Conduct for Research Policy</a>
<b>Ethics and compliance</b>	Ethics and safety in research is managed by our Research Integrity, Ethics and Compliance Unit. All researchers must obtain appropriate ethics approvals before commencing research involving animals or human participants.	<a href="#">Research Integrity, Ethics and Compliance webpage</a>
<b>Grant processes</b>	Before you apply for a grant, you should understand the processes related to seeking approval, developing, submitting and managing a research project.	<a href="#">Funding and Grants webpage</a> <a href="#">Research Professional</a>

Title	Description	Further information
<b>Internal funding opportunities</b>	There are various internal funding opportunities through Schools, Faculties, Research Centres, DVC-RE, and CSU Green to support your research. Ask about the various opportunities for seed grants, travel and conference support, leverage funding, infrastructure support, awards and fellowships.	<a href="#">DVC (RE) Strategic Funding</a> <a href="#">FoAE funding opportunities</a> <a href="#">FoBJBS funding news</a> <a href="#">FoS funding opportunities</a> <a href="#">CSU Green grants</a>
<b>Supervising HDR students</b>	Researchers who are supervising Higher Degree Research (HDR) student projects must be listed on the Charles Sturt Register of Supervisors. Workshops to support new and upcoming supervisors, as well as ongoing development sessions for experience supervisors, are provided by the Research Office Professional Development program.	<a href="#">Supervision webpage</a>
<b>Tools for researchers</b>	Access Charles Sturt's Research Hub for a range of tools, guides and electronic forms to undertake and manage your research projects. Including: <ul style="list-style-type: none"> <li>- Data analysis software</li> <li>- Referencing software</li> <li>- SurveyMonkey</li> <li>- Cloud and supercomputing</li> <li>- GIS, image analysis and statistics support</li> </ul>	<a href="#">Research data, methods and tools</a> <a href="#">Research forms and guides</a> <a href="#">Specialised units – SPAN &amp; QCU</a>
<b>Developing as a researcher</b>		
<b>Responsibilities and expectations</b>	The standards of performance required of researchers at Charles Sturt depends on the research work function of staff appointments (e.g. research only, teaching and research, or adjunct), which are outlined in the Enterprise Agreement. For teaching and research staff, the allocation of research is typically 30% of an academic workload.  Research Active is an ongoing assessment of individual research performance, and is currently used to determine eligibility for HDR student supervision.	<a href="#">Institutional assessments of research performance</a> <a href="#">Academic workload research allocation</a> <a href="#">Research Active status for HDR supervision</a>
<b>Research plan</b>	Academic staff need to complete a 3-year research plan for the Employee Development and Review Scheme (EDRS).	<a href="#">Academic EDRS</a>

Title	Description	Further information
<b>Professional development</b>	<p>The Research Office provides a range of programs, workshops, and resources to support your professional development at any stage in your research career. Early career researchers are encouraged to enrol in My Research Career, to help get you started. You can register for a session on the Research PD calendar, and access previous recordings and resources from the Research Office Interact2 site.</p> <p>Charles Sturt supports the professional development of Academic staff members seeking to obtain a Higher Degree by Research qualification through a research workload support scheme.</p>	<p><a href="#">Research professional development webpage</a></p> <p><a href="#">Academic staff HDR workload support scheme</a></p>
<b>Networking and mentoring</b>	<p>Many opportunities for networking occur informally at the School or discipline group level, including research meetings, seminars, and communities of practice. Faculties offer a range of networking events for researchers, such as Research forums and HDR forums. The Mentoring @ CSU Handbook provides guidance on how to go about organising or requesting a mentor.</p>	<p><a href="#">Employee Mentoring Program</a></p>
<b>Becoming part of the research community</b>		
<b>Create a web profile</b>	<p>Ask your School and/or Research Centre about creating a profile on their webpages, and establish a profile on Charles Sturt University Research Output (CRO).</p>	<p><a href="#">Researcher Profile Library Guide</a></p>
<b>Sign up for Bulletins</b>	<p>The Research Office provide a monthly Bulletin, bringing together research news from around Charles Sturt.</p> <p>The Faculties and Research Centres also distribute research bulletins, which you can subscribe to by contacting your Faculty Research Liaison Officer or Research Centre Business Manager.</p>	<p><a href="#">Research Office Bulletin subscription</a></p>
<b>Register on Vitae</b>	<p>Vitae provides tools and resources for the professional and career development of researchers. You have full access to the Vitae website as part of our member subscription.</p>	<p><a href="#">Vitae membership information</a></p>
<b>Join The Conversation</b>	<p>Researchers at Charles Sturt regularly publish articles in The Conversation to extend the reach and impact of their work among broader audiences.</p>	<p><a href="#">The Conversation</a></p>

Title	Description	Further information
<b>Follow on social media</b>	Connect with Charles Sturt researchers through the CSU social hub.	<a href="#">CSU Social Hub</a> Twitter: <a href="#">@CSUArts_Edu</a> ; <a href="#">@ilwscsu</a> ; <a href="#">@GrahamCentre</a> ; <a href="#">@NWGICwagga</a> ; <a href="#">@CSUMedia</a> ; <a href="#">@CSUpostdocs</a> Facebook: <a href="#">@ILWS.CharlesSturt</a> ; <a href="#">@GrahamCentreForAgriculturalInnovation</a> ; <a href="#">@CentreforPublicandContextualTheology</a> ; <a href="#">@CSUpostdocs</a>
<b>Engage with CSU News</b>	Subscribe to CSU News, tell the world about your research story, and join Charles Sturt's list of experts to comment in the media on your area of expertise.	<a href="#">CSU News staff information</a>