



<b>OTAGO POLYTECHNIC ACADEMIC POLICY</b>		<b>Number: AP1102.04</b>
Title:	<b>Contestable Research Funding</b>	
Baldrige Criteria:	<b>Operations</b>	
Chief Executive Approval:	Effective Date: <b>1 August 2018</b>	Review Date: <b>1 July 2021</b>
Previous Policy No:	<b>AP106</b>	Status: <b>Current</b>
Contact Authority:	<b>Deputy Chief Executive Learning and Teaching Services and/or Director Research and Postgraduate Studies</b>	

**Purpose**

To set out the general functions and responsibilities, membership and operating procedures of the Contestable Research Funding Panel.  
 To ensure that available contestable 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 research activity through providing contestable funds for research activity.

**National Guidelines**

NZQA definition and terms of research  
 TEC performance based research funding guidelines

**Policy**

1. Membership
  - 1.1 Membership of the Contestable Research Funding Panel will comprise:
    - Director Research & Postgraduate Studies (ex officio)
    - Research Coordinator
    - 3 Incumbent research mentors for research active areas
    - Mana whenua representative or consultation
    - Co-opted members as required.
  - 1.2 Membership Responsibility - Members represent specific academic areas as incumbent mentors and will report back to their areas on Research Funding Panel activities and will advocate the activities of the Panel to their respective areas.
  - 1.3 In attendance - Research Office Administrator.
2. Chair: The Chair will be the Director Research & Postgraduate Studies.
3. Duties and Function - The Contestable Research Funding Panel will:
  - 3.1 Advise the Research & Postgraduate Committee on policy and process for the administration of internal contestable grant funding for research.
  - 3.2 Promote and support research at Otago Polytechnic through allocation of contestable grants to research projects using appropriate administrative processes and keeping within the parameters of the research funding budget.
  - 3.3 Set up a reporting process to track individual progress as agreed with contestable funding recipients.
  - 3.4 Monitor and report effectiveness in achieving targets for completed research projects.
  - 3.5 Report to the Research & Postgraduate Committee on the activities of the panel including information on contestable funding allocations.

- 3.6 Advise the Research & Postgraduate Committee of any relevant significant issues that arise in relation to the awarding of contestable research funding.
4. Reporting - This panel reports to the Director Research & Postgraduate Studies and to the Research and Postgraduate Committee.
5. Meetings - Meetings are held as needed but no less than three-monthly.

**Referral**

**Documents**

AP0101 Academic Board  
Otago Polytechnic Research Strategic Plan  
Research Office Business Plan

**Approved by Chief Executive**

**Date: 1 August 2018**

