Research Contribution Guideline

The Research Contribution (RC) component within ROMS describes the contribution and recognition of a staff member's research and research- related activities.

The main purpose of the RC section in ROMS is to collate items to be included in this component of the Research Evidence Portfolio submitted to the Tertiary Education Commission during a Performance-Based Research Funding (PBRF) Quality Evaluation round.

» The RC component is worth 30 percent of the total score for the Evidence Portfolio (EP) for the 2018 round.

» Each EP can contain up to 15 items in the RC component.

» For the 2018 PBRF round New and Emerging researchers are not required to have RC items to be considered for the C (NE) Quality Category. However, if they have research contributions they should be submitted to be considered for a higher Quality category.

Unitec staff may also choose to use this section within ROMS to record other research related activities, aside from Research Outputs, in order to support research funding applications etc.

Definition of a Research Contribution

The underpinning principle of the definition is that the RC component should reflect the broad range of activities and outcomes undertaken and/or achieved by a researcher relative to opportunity and be appropriate to an individual's research discipline. It describes the contribution and recognition of a staff member's research and research-related activities. It provides staff members with an opportunity to demonstrate:

» The esteem in which their peers, within and outside of Unitec, hold their research.

» Their role and the contributions they make in creating a vital, high-quality research environment.

» Any impact that their research has had outside academia.

Research Contribution items are indicators of a vital, high-quality research environment. They can also provide indicators of the social, cultural, environmental and economic benefits of the research including the advancement of Mātauranga Māori. They can be local, national or international in orientation and impact.

This definition is drawn from Performance-Based Research Fund Guidelines for tertiary education organisations participating in the 2018 Quality Evaluation (2018), Tertiary Education Commission, p. 80-81.

Evidence of Research Contribution items

Evidence must be sufficient to validate the date/time period when the contribution occurred and that the contribution can be clearly attributed to person. The type of evidence will vary, depending on the research activity.

The 12 Research Contribution Type categories are:

Research Contribution Type	Description	Examples of Indicators of this Contribution
Contribution to Research Discipline and Environment	Contribution to research discipline and environment items must reflect the staff member's contribution to the development of their discipline or improvements to research capability and/or the research environment inside and/or outside of academia.	• Developing new discipline methodologies or knowledge. • Developing new laboratories and/or organising new equipment. • Leadership positions that increase capability, e.g. director of a laboratory or research facility, head, or deputy head, of school, department, centre or research group with a focus on research development or initiatives in that role. • Initiatives to grow Mātauranga Māori and kaupapa Māori knowledge bases and capacity. • Initiatives to grow Pacific knowledge bases and capacity, including those that build non-Pacific researchers' knowledge and understanding of Pacific research and paradigms. • Membership of a research or postgraduate committee. • Fostering internal or external linkages, cooperation, collaborative research and development with other departments, institutions or organisations. • Support of research and development within professional bodies and industry. • Organising or participating in departmental or institutional research seminars.
Facilitating, Networking and Collaboration	Facilitating, networking and collaboration items provide an indicator of the contribution the staff member makes to the research environment specifically through developing and supporting research networks and collaborations that develop their discipline or improve research capability inside and outside of academia	• Facilitating or organising conferences or other formal networks, such as symposia, meetings, workshops, seminar series, hui, fono, wānanga, online forums. • Participating as a conference chair, track chair or session chair › partnering with iwi and Māori entities on shared research priorities. • Partnering with Pacific entities and Pacific organisations to increase research capability in Pacific research and researchers. • Membership of a conference programme committee, technical programme committee or conference panel. • Director of a consortium or research group. • Member of collaborations and consortia.

		• Internal or external research collaboration. • Fostering internal or external linkages, cooperation, collaborative research and development with other departments or organisations. • Activities that improve research opportunities, such as working in collaborations or consortia. • Hosting esteemed visitors.
Invitations to Present Research or Similar	Invitations to present research or similar items provide an indicator of the staff member's reputation within and outside of academia, and, as such, these items are about invitations that are specifically based on the staff member's research reputation. The invitation can count as an indicator regardless of whether it was accepted. Staff members may want to indicate if the invitation was taken up.	• Invitations to give a keynote address or plenary, or invitations to be a principal speaker or invited speaker. • Invited membership of a research advisory, strategy, reference or working group, task force, or steering committee for an internal or external organisation. • Invitations to present research to professional groups or organisations, or industry bodies Invitations to develop iwi, Māori or Pacific community based projects. • Invitations to produce a journal article, review paper, chapter or reprints specifically based on the staff member's research reputation. • Invitations to overseas organisations or events. • Invitations to work in an overseas institution. • Invited or commissioned to create, perform or produce creative work. • Invitations to contribute to Māori conferences, Māori development panels, Māori research hui and Māori advisory boards. • Invitations to contribute to Pacific conferences, Pacific development panels, Pacific research fono and Pacific advisory boards. • Invitations to present research to other non-professional groups, community interest groups, ethnic or cultural representatives.
Other evidence of Research Contribution	Other evidence of research contribution may include other items that are not included in the research contribution categories but that demonstrate the contributions made, and esteem held, by a staff member and their research within or outside of academia.	• Requests to provide or providing tenure references. • The offer of a staff position for a new and emerging researcher. • Producing reference materials, such as encyclopaedia and dictionary entries.
Outreach and Engagement	Outreach and engagement items reflect the contribution the staff member makes to the wider community in New	• Outreach activities. • Community engagement • Contributions to public understanding of a particular issue or discipline.

	Zealand and/or internationally through their research-based expertise.	• 'Critic and conscience' of society and debate in the discipline. • Media coverage of research. • Presentation of research to professional groups or organisations, or industry bodies.
Recognition of Research Outputs	Recognition of research outputs items reflect the esteem in which a staff member's specific research outputs are held by their peers and other stakeholders. Recognition of NROs in the EP should be described in the NRO Description field.	• Positive commendations and/or reviews for the staff member's research outputs. • Metrics that relate to the assessment period, such as citation counts (excluding self-citation). • Other metrics, for example, those that relate to different forms of media, such as social media, number of downloads, Google Analytics. • Acknowledgment by iwi and Māori leaders, kaumātua and kuia of contributions to Māori economic, social and cultural advancement. • Acknowledgment and support by Pacific stakeholders of contributions to Pacific economic, social and cultural advancement. • Selected for important or esteemed public–private collection or performance venue. • Extended exhibition or performance dates due to demand. • Reprints of the staff member's research or repeated exhibitions or performances.
Research and Funding Support	Research funding and support items provide an indicator of the contribution the staff member makes to the research environment or reflect the staff member's esteem where the funding/support is competitive.	• Securing external contestable grants, for example, Marsden Fund grants. • Competitive funding from the staff member's own organisation. • Funding from external organisations. • Funding for research facilities or gaining competitive access to facilities. • Competitive travel grants. • Securing in-kind or pro-bono support to facilitate research including key people (including kaumātua and community engagement capability), resources, equipment and materials.
Research, Prizes, Fellowships, Awards and Appointments	Research prizes, fellowships, awards and appointments items indicate the staff member's research reputation within and outside of academia, and, as such, these items are about selective memberships. Only elected/awarded memberships, fellowships, awards, appointments and so on should be	• Best paper, poster or presentation › awards and prizes for creative arts outputs. • Adjunct appointment. • Research fellowship. • Industry secondment. • Mandated iwi and Māori authority leadership roles mandated cultural leadership roles (for example, chairperson, church minister or honorific chiefly title). • Fellow of a professional body, for example, Fellow of the Institution of Professional Engineers New Zealand or Fellow of the Royal Society of New Zealand.

		• Member of a society or academy with restricted or elected admission, for example, the British Society of Audiology.
	included. Fee-paying only memberships are excluded. Activity as part of a standard membership of societies must be listed under 'Contribution to research discipline and environment'. Membership of funding committees must be listed under 'Reviewing, refereeing, judging, evaluating and examining'.	
Researcher Development	Researcher development items reflect the staff member's contribution to the range of activities related to mentoring colleagues in relation to research development.	• Mentoring and supervising other staff members including new and emerging researchers. • Growing institutional support for, and the pool of, iwi and Māori researchers. • Increasing institutional capacity for growing the pool of Pacific researchers. • Supervising postdoctoral fellows. • Head of department where there is a focus on researcher development activities while in the role. • Research mentoring.
Reviewing, Refereeing, Judging, Evaluating and Examining	Reviewing, refereeing, judging, evaluating and examining items provide an indicator of the esteem of a staff member may have amongst their peers.	• Member of funding committee that reviews or evaluates funding proposals or grant applications member providing specialist or expert advice to a research advisory, strategy, reference, working group, task force or steering group. • Member of a committee providing specialist or expert advice to, or for, a relevant external organisation member of an editorial board. • External thesis examiner. • Editor or guest editor. • Invited to contribute to indigenous/first nation peoples development panels, boards and major programmes invited to be a member of a selection panel for awards and prizes. • Reviewing a journal article, conference paper, book manuscript. • Reviewing abstracts (as part of the selection of presenters) and conference proceedings (following selection). • Peer reviewer for industrial, commercial or government organisations.
Student Factors	Student factors items reflect the staff member's contribution to student-	• Attracting, supervising and supporting students including but not limited to: – doctoral, Master's, honours research.

	related activity, as well as esteem factors associated with the staff member's research students.	– Māori and Pacific students. – summer research students and visiting research students. – other high-quality postgraduate students. • Assisting student publishing, exhibiting or performance research student placements. • Supporting Māori students to connect with their iwi through mutually beneficial research. • Supporting students to gain scholarships, prizes or awards. • Supporting students to gain positive employment outcomes.
Uptake and Impact	Uptake and impact items provide an indication of the contribution the staff member's research has had outside of academia.	• Attracting, supervising and supporting students including but not limited to: – doctoral, Master's, honours research. – Māori and Pacific students. – summer research students and visiting research students. – other high-quality postgraduate students. • Assisting student publishing, exhibiting or performance research student placements. • Supporting Māori students to connect with their iwi through mutually beneficial research. • Supporting students to gain scholarships, prizes or awards. • Supporting students to gain positive employment outcomes.