1. **What is a Research Support Team (RST)?**

An RST is a group of ACU researchers (=>3) committed to improving their research skills and to achieving research outcomes including publications, grants and HDR completions. While ideal, it is not a prerequisite that all members of an RST be focused on the same field of research or that they be located on the same campus.

2. **What is the goal of RST?**

The goal of each RST is to provide support to individual RST members to develop their research skills; to increase presentations at ACU and external conferences; to publish journal articles, book chapters and books; to confidently seek collaborations; to professionally write and submit applications for grants; and to supervise HDR students effectively.

3. **What does an RST do?**

Each RST will:

- have a unique name
- promote research activities of the members of the RST
- have a senior advisor/mentor external to the RST
- have at least 3 members
- not necessarily be defined by a single research objective. While research goal alignment and synergy are preferred, an RST is to support its members so that they can undertake research by:
  - providing strategic information through discussion and time-management
  - sharing academic, administrative and other work-loads
  - pooling and reconfiguring resources to assist each member equitably, perhaps in rotation (eg absorbing teaching load while a paper is being completed)
- (with the ADR) develop and submit to the Research Advisory Committee (details TBA), a Research Plan for each RST which details how both the team and team members’ research goals will be achieved
- meet at least 10 times per year (“brown-bag” and coffee meetings are acceptable) for scheduled discussion of topics relevant to the research being undertaken (e.g. journal review; publication strategy; writing workshops; grant writing, editing and review etc). The purpose of these meetings is to allow scheduled research discussion and critique and enhancement of individual RST members research plans, publications and grant submissions
- meet twice yearly with at least one other team in the Faculty
- attend an annual meeting of RSTs and provide a presentation of progress and plans
• document the RST meetings (Excel file acceptable) indicating the date, topic and attendance of each meeting  
• submit a (maximum 2 pages) RST Report to the Associate Dean (Research) (ADR) annually (who after checking for compliance will submit it to the Research Advisory Committee).  
The RST Report will include:  
  o a record of meetings,  
  o a comparison of progress with the RST Research Plan submitted  
  o a succinct summary of progress including an explanation of any goals not met (1/2 page) and future plans for next reporting period (1/2 page).  
Funding may be withheld if RST Reports are not submitted, are incomplete or lack adequate explanation for goals not being met.  
• Agree that non-RST members can join the RST meetings for information purposes. This pathway to research information is to be available to any ACU employee for three meetings without responsibility. At the fourth meeting, the RST will inform the non-member that at the next meeting, a Research Plan must be presented and work will be assigned and material outcomes expected from them if they wish to continue participating in the RST meetings. In this way RST membership may grow over the year.

4. Funding  
Funding (average $15 k) annually will be available on a competitive basis to RSTs that submit to the Research Advisory Committee an application providing the following information:  
• Details of members (minimum of 3),  
• a detailed RST Research Plan (SMART format) with a budget, milestones, a meeting schedule and projected research outcomes  
• The Research Plan and research, publication, grant record and HDR supervision record of each team member since 2006.

5. How may funds be used?  
Funds may be used to:  
• enable preparation of a larger grant application (such as an ARC grant)  
• Enable two or three RSTs to work on a multi-disciplinary project together  
• Undertake a pilot study which may lead to a larger study  
• Support travel to undertake research  
• Buy out teaching time (Head of School approval required) to allow time to prepare and submit publications  
• Fund other tasks related to research productivity

6. Who may form/join a RST  
ACU Faculty interested in research productivity

7. How do you apply for funding?  
To apply for funding, please complete the attached application form and return it to the Associate Dean (Research) in your Faculty. The application will be checked first by the relevant ADR and then forwarded to the Research Advisory Committee (Details TBA)