

Research Services Procedure	
P1	Distinguished Visiting Research Fellowship Scheme Procedure
Purpose	This Procedure outlines the steps required to advertise, select and appoint Distinguished Visiting Research Fellows (DVRF) to ACU. The key aim of the DVRF scheme is to encourage ACU engagement with internationally recognised scholars working in ACU's areas of research strength and, as a result of this engagement, foster an enhanced reputation for ACU's research activity. The Scheme facilitates visits to ACU by the selected nominees for short periods of time for the purpose of research collaboration, consultation and participation.
Procedure	This procedure requires actions by the following: <ul style="list-style-type: none"> • Deputy Vice-Chancellor Research • Director of Research Services • University Research Committee • Executive Dean • Finance Officer
Deputy Vice Chancellor Research	Call for Nominations for Distinguished Visiting Research Fellowship Scheme (DVRFS) The Deputy Vice-Chancellor (Research) will request nominations for Distinguished Visiting Research Fellows from Faculties on or before the 31 August each year.
Faculty Dean	Nomination Form and Documentation The Faculties will complete the nomination form for each nominee and submit it, along with the supporting documentation, by 30 September closing date.
Director of Research Services	Receipt of Nomination Forms Completed nomination forms and supporting documentation are to be sent by the Faculties, electronically, to the Director of Research Services by the closing date of 30 September.
University Research Committee	Fellowship Selection The University Research Committee (URC) Selection Committee (Deputy Vice-Chancellor (Research) and Executive Dean (or nominee of each Faculty) will determine the awards and funding allocation based on the selection criteria in the Distinguished Visiting Research Fellowship Scheme Policy . The successful Fellowships will be advised following the URC determination.
Deputy Vice Chancellor Research	Letter of Appointment The letter of appointment as a Distinguished Visiting Research Fellow within the nominated School, Centre or Institute is sent by the Deputy

	Vice-Chancellor (Research), with copies to the Executive Dean, Finance and the Director of Research Services. The letter of appointment constitutes the formal relationship between the Distinguished Visiting Research Fellow and the University. The office of the Deputy Vice-Chancellor (Research) will notify Faculties whose nominations were unsuccessful.
Finance Officer	<p>Establishment of an Account Code. A Project G account code will be established by Finance and provided to the Executive Dean and the Director of Research Services.</p>
Faculty Dean	<p>Administration of the Award. The expenditure of the award (once a financial code has been established) will be administered by the Office of the Executive Dean.</p> <p>Supervision of and Support for the Distinguished Visiting Research Fellow The office of the Executive Dean will provide supervision of and support for the visiting Distinguished Visiting Research Fellow. Initial support will include a workplace induction on email, computer, building and facility access. The Distinguished Visiting Research Fellow will be provided with the ongoing support and access necessary for her/him to complete her/his agreed contributions to the University. Provision of any additional facilities and support will be the responsibility of the Executive Dean. The Executive Dean/nominee will arrange for appropriate University inductions and will ensure that the Distinguished Visiting Research Fellow is aware of the University's Code of Conduct Policy.</p> <p>Conclusion of Award The office of the Executive Dean will notify the Director of Research Services of when the award period concludes.</p> <p>Reporting The Executive Dean will provide a report detailing the DVRFS research outcomes, benefits and any future collaboration with the Faculty and other Faculties within ACU, to the Director of Research Services within 3 months of the conclusion of the award period. Research outputs can take several months following the conclusion of the award period, therefore any outputs will be detailed in annual reporting until completed. Future DVRFS awards may be delayed if reports are not submitted.</p>

Contact Officer	Director Research Services
Date Approved	TBA
Approval Authority	University Research Committee
Date of Commencement	2011
Amendment Dates	
Maximum Date for Next Review	