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## APPROVAL AND PUBLICATION OF RESEARCH

<b>Section</b>	Research		
<b>Approval Date</b>	17.10.2012	<b>Approved by</b>	Academic Board
<b>Next Review</b>	27.09.2019	<b>Responsibility</b>	Director of Learning, Teaching and Quality
<b>This review</b>	27.09.2017	<b>Key Evaluation Question</b>	4

### PURPOSE

To inform staff and management of research activities being undertaken by Nelson Marlborough Institute of Technology (NMIT) and ensure NMIT research meets accepted professional and ethical standards. Researchers are strongly encouraged to publish, disseminate and utilise their research efforts in academic and community forums and journals.

### SCOPE

All research, as described in the **NMIT Research Policy**. This includes all research undertaken by staff or students of NMIT that will be associated in any way with the name of NMIT, including research undertaken jointly or in collaboration with external people and organisations, and research supervised externally. This definition is expanded to include projects, protocols, contracts and teaching activities, including experiments set up for teaching purposes.

### RESEARCH APPROVAL AND APPLICATION PROCEDURE

#### RESEARCH PLANS

##### Department Research Plans:

Departments offering degree-level qualifications must review and complete a research plan each year. This should include a revision of the previous years' research activities and outputs, the research hours of each tenured staff member and a strategic vision for research within the programme. Each plan should be consistent with the NMIT Research policy. The template for this *Programme Research Plan* can be downloaded from the Research Intranet page.

##### Staff Research Plans:

The intention of staff research plans is to encourage staff to structure and plan research activities. Research plans also provide a way to inform the Institute of the research being undertaken by NMIT staff and students so as to advertise and celebrate research excellence and success. It is highly recommended all staff involved in R&KE activities complete a research plan. A *Staff Research Plan* MUST be completed:

- By tenured staff teaching on a degree course
- If there are ethical considerations involved with research activities
- If applying for NMIT research funding

NMIT also recognises that research activity is not necessarily confined to staff teaching on degrees, and that research and resultant research outputs by non-degree staff and non-teaching staff should also be encouraged, acknowledged, and supported.

#### **Student Research Plans:**

Any research undertaken by an NMIT student must be approved by their NMIT supervisor. The supervisor is responsible for bringing their student's research plan to the Research and Ethics Committee if approval is required (see below; Approval of Research)

It is highly recommended all students involved in research activities complete a *Student Research Plan*. A *Student Research Plan* MUST be completed:

- If there are ethical considerations involved with research activities
- If research will be published or disseminated outside of NMIT

The student research plan should be completed by the student, and reviewed by their supervisor for approval.

It is advised supervisors and students determine ownership and authorship rights, of any research undertaken by or involving students as early as practically possible.

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### **APPROVAL OF RESEARCH**

Although all staff teaching on degree programme must complete a research plan, research will only require prior approval from the Research and Ethics Committee if:

- There are any ethical considerations involved with the research to be undertaken. The ethical responsibility at all times remains with the researcher and so researchers must familiarise themselves with the *Code of Ethical Conduct for Research*. If there is any doubt over the ethical requirements of research, an application must be submitted to the Research and Ethics Committee;
- There are any legal aspects that could give rise to a liability of legal damage proceedings being taken against the Institute, researcher or student;
- Research could, in any way, harm NMIT or negatively impact the Institute's reputation;

Research proposals do not necessarily require approval from all members of the Research and Ethics Committee. The Convener of the Research and Ethics Committee may forward each Research Plan to (at least) three members for evaluation and an approval decision. If the members do not agree, the proposal must be taken to the full Research and Ethics Committee for a decision. Alternatively the application may be considered at a meeting of the Research and Ethics Committee. The Convener of the Research and Ethics Committee may at his/her discretion require any Research Plan to be submitted to the Research and Ethics Committee for consideration.

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### **RESEARCH NOT REQUIRING APPROVAL**

Research that does not fall under the above criteria does not require prior approval but should be discussed with the appropriate Head of Department or Business Support Team Leader, learned colleagues and/or the Research and Innovation Manager to provide any assistance required and ensure a high standard is maintained.

## CRITERIA FOR APPROVAL OF RESEARCH

The following criteria shall be considered by the Research and Ethics Committee when reviewing projects for approval:

- Feasibility of the project including financial provisions;
- Research experience of the team in relation to the objectives and methodology of the project;
- Consistency with the Institute's Mission, Vision and Values and the applicant's teaching duties;
- Ability of the Institute to support the project (including physical and personnel aspects);
- The appropriateness of research design and methodology;
- Potential effects on the research subjects;
- Adherence to relevant ethical requirements as specified in the *NMIT Code of Ethical Conduct for Research*;
- The work is open to peer and public appraisal and scrutiny;
- Expected benefits to the Institute, community, industry or other relevant groups;
- Accountability of the researcher;
- Nature and adequacy of supervision for the project;
- Intellectual property issues are addressed;

[REFER INTELLECTUAL PROPERTY POLICY](#)

## NMIT RESEARCH FUNDING

Staff applying for research funding from NMIT must have completed their individual research plan and the funding section contained within. Allocation of research funds available to various programmes will be managed by the appropriate Programme Manager with the assistance of the Research and Ethics Committee if required.

## PUBLICATION AND DISSEMINATION OF RESEARCH

Staff are strongly encouraged to publish and disseminate their R&KE activities. Sharing our R&KE activities benefits the staff member, the institute, our peers and our community. If there is concern over the potential harm publication or dissemination could cause to the study participants, the researcher or NMIT, the Programme Manager or team leader should refer this to the R&EC for approval.

Staff are encouraged to utilise the NMIT Occasional and Working Paper series to disseminate their research. Authors publishing either NMIT Occasional or Working Papers must certify that a paper or project represents the author's own original work and is not an infringement of any existing copyright. The research methodology and ethical procedures must be clearly described and any significant contribution by others shall be appropriately acknowledged in the manuscript.

The NMIT Occasional and Working Paper Series will be available to the public via the NMIT Website.

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## WORKING PAPER SERIES

The working paper series is intended to provide staff and students with a means of communicating new and partly developed ideas in order to facilitate debate. Working papers will not necessarily be taken as complete works or final expressions of opinion. While peer review will be encouraged, a working paper will not be formally reviewed. Application to publish a working paper will be made using the Publish Occasional or Working Paper electronic form found on the Research Intranet page.

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## OCCASIONAL PAPER SERIES

The occasional paper series enables staff and occasionally students to publish research findings or theoretical papers for wider discussion and comment and will usually reflect completed research. Applications to publish an occasional paper should be made with the Publish Occasional or Working Paper electronic form found on the Research Intranet page. To be published in this series, a paper will have been evaluated by an editorial sub-committee, answerable to the Research and Ethics Committee and have undergone a formal peer review process organized by the Research and Ethics Committee involving at least two expert external reviewers. Occasional papers will be published with an ISSN number.

## REFERENCES

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## INTERNAL

NMIT Research Policy  
NMIT Code of Ethical Conduct for Research  
Code of Ethical Conduct – Animal Welfare  
Intellectual Property

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## FORMS

Staff Research Plan  
Student Research Plan  
Programme Research Plan  
Generic Category A Ethics Form  
[Research Funding Application Form](#)