

## FREQUENTLY ASKED QUESTIONS

### 2<sup>nd</sup> SRE Survey

7 June 2010 – 20 June 2010

#### **COMPLETING THE SURVEY**

##### **FAQ1. *What if I am on leave for all or part of the survey period?***

If you know that you are on leave for *all* of the survey period your institution may choose to exclude you from the survey sample and you may not be asked to complete the survey.

If you are away for *part* of the survey period, you should leave those dates blank. This means you can enter all relevant data up until your leave, check the box indicating you have completed the survey and then save.

##### **FAQ2. *I have a fractional appointment. Do I have to complete the survey?***

Yes, you should complete the survey. Your fractional appointment will be known by your employer and you only need to record the hours you actually work each week.

##### **FAQ3. *What if I only complete week one of the two week survey?***

You must complete the full two week survey in order to have your response included in the response rate, and in order to have your research effort counted.

##### **FAQ4. *Can someone else complete the survey for me?***

You must complete the survey yourself; other people cannot estimate your answers for you. However, if necessary, you may provide actual hours data to another person to input into the survey instrument on your behalf.

##### **FAQ5. *I am affiliated with more than one institution. How do I complete the survey?***

You should be surveyed by a university if you have an employment relationship with that university and are undertaking research. For example:

- If you are employed by University A and also affiliated with University B but not employed by University B, then you should be surveyed only by University A.
- If you are employed by two or more universities, each university should survey you in respect of the time that you are employed in that university over the survey period. Each university will also need to indicate your fractional FTE.

## **RECORDING YOUR HOURS**

### **FAQ6. *Is there a standard number of hours each day and each week?***

No. You should record all hours that you actually work, no matter what the total is.

### **FAQ7. *How do I record time spent preparing grant applications?***

You should record time spent preparing grant applications each day under the “Other” category. Only activity that pertains to your existing research should be included in the “Research - ACG” or “Research – Other” categories.

Note: There is a separate field where you are asked to estimate your *total time spent* preparing grant applications in 2010 (to date).

### **FAQ8. *How do I record time spent on administrative activities?***

If the administrative activities pertain to your existing research then you should record that time under the relevant research category, ie “Research - ACG” or “Research – Other”.

Time spent on other administrative activities should be recorded in the “Other” category. Examples of administrative activities might include management of a research centre, conference organisation, staff meetings, consulting work, media relations, volunteering and charity work, professional development and time spent on committees.

### **FAQ9. *I have clinical duties as part of my job description. How do I record these?***

Clinical work should be recorded as “Other”.

### **FAQ10. *How do I record time spent developing an article for publication?***

If the article for publication is being developed out of your existing research then you should record that time under the relevant research category, ie “Research - ACG” or “Research – Other”.

### **FAQ11. *What about activities related to a grant, such as publication preparation, after the funding has ended?***

These activities can be attributed to either “Research - ACG” or “Research – Other” according to the original funding source of the research project regardless of the fact that the grant has ended.

### **FAQ12. *I am travelling to, and attending a conference during the survey period. How do I record these hours?***

Time spent actually *attending a conference* pertaining to your existing research can be attributed to either “Research - ACG” or “Research – Other” according to the funding source of the research project. Time spent *travelling* should be recorded as “Other” unless you are actually engaged in research activities while travelling.

**FAQ13. How do I record time spent preparing grant applications in 2010?**

Provide an estimate of all time you spent preparing grant applications in 2010 (to date) whether they have been submitted yet or not, and whether they were successful or not.

**FAQ14. Where do I record time spent on unfunded research?**

This time can be recorded as “Research – Other”.

**FAQ15. Where do I record time spent with HDR and/or Honours students?**

Time spent teaching should be recorded as “Teaching”. Time spent supervising students should be recorded as “Research Training”. Time spent *actually conducting research* with HDR and/or Honours students should be recorded as “Research – ACG” or “Research – Other” as appropriate.

**USE OF SURVEY DATA**

**FAQ16. What happens to my hours data? Is my privacy assured? Will it be published?**

Your survey return will be de-identified before it is submitted to the Department. The de-identified data will only be published by DIISR in an aggregated form that will not allow the identification of individuals.

**COMMERCIAL ACTIVITIES**

**FAQ17. Can salary costs associated with university commercial activities and/or consulting be included in the cost categories?**

No. These costs cannot be included in TC.

**FAQ18. How do you define commercial activities?**

A commercial activity is one undertaken by the university primarily for profit or with a view to full cost recovery from revenue external to the university. Commercial activities include, but are not necessarily limited to: student residences / business concessions / catering services / sporting facilities / conference facilities / fee-paying car parks.

**FAQ19. What if an activity only has incidental commercial income – should the commercial activity be included?**

Where an activity fulfils both commercial and non-commercial purposes, its primary purpose takes precedence in assessing its classification. The success or otherwise of a commercial activity is irrelevant, it is its purpose that is important.

**FAQ20. *Are clinics and medical facilities commercial activities?***

These facilities are commercial activities if they are used by practitioners on a normal commercial basis. However, if used primarily for student instruction or practice then they can be included as an indirect cost.

**FAQ21. *Are eligible indirect costs of controlled and joint venture entities to be included as Allowable indirect costs?***

No. Controlled entities and related costs are excluded for reasons of simplicity and materiality.

**FAQ22. *How is a controlled entity defined?***

A controlled entity is defined by the accounting standard used in the preparation of the institution's annual financial statements.

**FAQ23. *Some faculties are research only. How will their costs be attributed? Will there be a different driver for these costs?***

2010 is a trial year. The appropriateness of different drivers will be one issue that the Higher Education Research Data Advisory Committee will be considering.