Research Support Application Policy

Policy Number	Version 1.0
Approved Date	20 Nov 2019
Effective Date	
Review Date	20 Nov 2019
Accountable Officer	Studies and Research Wing Commander
Responsible Officer	Head of Research Department - Studies and Research Wing

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1 PURPOSE

The policy establishes a research process to ensure faculty research applications are considered in a clear, timely, fair and transparent fashion. To achieve this, an NDC Research Committee will review all faculty research support applications twice per year and make a recommendation to the NDC College Council Chairman that will enable him to make an informed decision subject to budget availability and limitation and based on the NDC's research priorities and areas of interest.

2 SCOPE

This policy applies only to any faculty member / researcher who seeks additional institutional support beyond that already scheduled or allocated (which may take the form of time off campus or expenses related to the purchase of materials such as data sets or archival documents). It does not cover the research underway by faculty members / researchers who do not require additional institutional support.

3 PROCEDURE

1.   Faculty members / researchers should specify their research activity on the Research Planning form and have it accepted for further consideration by the Dean

2.   Once it has been accepted for further consideration, the faculty member / researcher should apply for any needed institutional support (additional time beyond that ordinarily allocated within the academic schedule, or materials) by completing the Research Support Application Form

3.   The faculty member / researcher must submit the completed Research Support Application Form to the Head of the Research Department at least 90 days prior to the start date of the research

4.   Twice each year (on or around 1 February and 1 September) the Head of the Research Department will facilitate meetings of the Research Committee to review any research support applications

5.   The Research Committee may at its discretion require the faculty member / researcher to attend the meeting in order to provide any additional information or justification that the Committee considers necessary

6.   The Research Committee will make a recommendation. This will be to: 1. Recommend approval of the application; 2. Recommend revision and resubmission; or 3. Recommend rejection of the application

7.   If it recommends approval, the Committee will convey this recommendation to the College Council Chairman of the National Defense College within five working days

8.   If it recommends revision and resubmission, the Committee will give the faculty member / researcher ten working days to revise and resubmit and may give written or verbal guidance on areas to address

9.   If it recommends rejection of the application, the Committee will give the faculty member / researcher ten working days to appeal and may give written or verbal guidance on areas to address

10.   The College Council Chairman of the National Defense College will review any Committee recommendations for approval and will make his own decision

11.   The College Council Chairman of the National Defense College will notify the Research Committee with an approval / rejection decision within ten working days

12.   This decision will be final and without any appeal process

13.   The decision will be communicated by email by the Research Department to the faculty member / researcher within five working days

4 RACI Table of Responsibilities

	Faculty	Dean	SRW	NDC CMD
Annual Faculty Research Plan	R	A		
Annual Faculty Research Plan Approval		A, R	I	
Faculty Research Support Application Submission	R	I	A	I
Faculty Research Support Application Approval	R	I	R	A, R

RACI: R: Responsible, A: Accountable, C: Consulted, I: Informed