

## Induction Program for New School R & D Manager

### Introduction

This Induction Program is designed by Campus Research Management with the objective to supplement the School's effort in providing a comprehensive orientation program for newly recruited R & D manager. The entire program consisting of six modules is expected to be completed within three weeks, preferably in the first month of job commencement. Each module is to be carried out at a date and time mutually agreed upon by the R & D manager and the person responsible. The participant and the trainer are required to sign the [Completion Form](#) upon completing each module.

Module	Topic	Description	Duration (hours)	Reference	Person Responsible
1	Research Management	<p><b>a. Campus Research Management (CRM)</b></p> <ul style="list-style-type: none"> <li>• Responsibilities in Research at Sunway campus</li> <li>• CRM Website</li> <li>• CRM Intranet</li> <li>• Research Administrator Group Activities</li> </ul> <p><b>b. Monash Research Graduate School (MRGS)</b></p> <ul style="list-style-type: none"> <li>• Link to MRGS website</li> <li>• Handbook for Doctor of Philosophy</li> <li>• Higher Dreams Project</li> </ul> <p><b>c. Monash Research Office (MRO)</b></p> <ul style="list-style-type: none"> <li>• Link to MRO website</li> </ul>	2	<p><a href="http://www.monash.edu.my/Research/RM/About.html">http://www.monash.edu.my/Research/RM/About.html</a></p> <p><a href="http://www.planning.monash.edu.my/Research/Matrix%20Research%20Responsibilities.pdf">http://www.planning.monash.edu.my/Research/Matrix%20Research%20Responsibilities.pdf</a></p> <p><a href="http://www.mrgs.monash.edu.au/research/doctoral/index.html">http://www.mrgs.monash.edu.au/research/doctoral/index.html</a></p>	Joyce Tang – Campus Research Manager
2	Campus Research Committee (CRC)	<p><b>a. Terms of Reference</b></p> <p><b>b. Role of School Research Committee</b></p> <ul style="list-style-type: none"> <li>• Submission of Reports</li> <li>• Deadlines</li> </ul>	1	<a href="http://www.monash.edu.my/planning/campus-organisation/campus-level-committees/research.html">http://www.monash.edu.my/planning/campus-organisation/campus-level-committees/research.html</a>	Parameswari a/p Perumal - (Secretary of CRC)
3	Compliance of business processes	<p><b>a. Internal Grants:</b></p> <ul style="list-style-type: none"> <li>• Guidelines</li> <li>• Application process</li> </ul> <p><b>b. External Grants:</b></p> <ul style="list-style-type: none"> <li>• MOSTI <ul style="list-style-type: none"> <li>○ Application process</li> <li>○ External Reviewers</li> <li>○ Tracking and</li> </ul> </li> </ul>	3	<p><a href="http://www.monash.edu.my/research/RM/funding_opportunities_for_staff.html">http://www.monash.edu.my/research/RM/funding_opportunities_for_staff.html</a></p> <p><a href="http://www.monash.edu.my/Research/RM/Guidelines_for_Sunway_Campus_Research_G">http://www.monash.edu.my/Research/RM/Guidelines_for_Sunway_Campus_Research_G</a></p>	Siri Yaten Md Ali – Administrative Executive (CRM)

Module	Topic	Description	Duration (hours)	Reference	Person Responsible
		<ul style="list-style-type: none"> <li>○ monitoring</li> <li>○ Progress report/End report</li> <li>○ Extension</li> <li>○ Guidelines</li> <li>● Other external grants</li> </ul> <p><b>c. Monash HDR Scholarship</b></p> <ul style="list-style-type: none"> <li>● Application process</li> </ul>		<p><a href="#">rant_Application.html</a></p> <p><a href="http://www.monash.edu.my/Research/RM/scholarships_for_research_students.html">http://www.monash.edu.my/Research/RM/scholarships_for_research_students.html</a></p>	
4	Reporting Research Outcomes	<p><b>a. Publications:</b></p> <ul style="list-style-type: none"> <li>● Collection</li> <li>● Auditing &amp; Submission</li> </ul> <p><b>b. Internal Grants:</b></p> <ul style="list-style-type: none"> <li>● Monthly Grant Tracking report</li> <li>● Progress Reports//End of Project Reports</li> </ul> <p><b>c. External Grants:</b></p> <ul style="list-style-type: none"> <li>● Monthly Grant Tracking Report</li> <li>● MOSTI Monthly Financial Report</li> <li>● Progress Reports/End of Project Reports</li> </ul>	2	<p>Sample of publications submission for 2009</p> <p>Hands – on exercise on auditing of publications</p> <p><a href="http://intranet.monash.edu.my/cro/default.aspx">http://intranet.monash.edu.my/cro/default.aspx</a></p> <p>Sample of reports</p>	<b>Siri Yaten Md Ali</b> – Administrative Executive (CRM)
5	Campus Operational Plan Reporting System	<p><b>Campus Operational Plan</b></p> <ul style="list-style-type: none"> <li>● COPRS</li> <li>● DUCAT measures</li> </ul>	1	<a href="http://www.monash.edu.my/Planning/sunway-campus-plans/">http://www.monash.edu.my/Planning/sunway-campus-plans/</a>	<b>Joyce Tang</b> – Campus Research Manager
6	Supervisor Accreditation Program	<p><b>a. Overview and Objectives</b></p> <p><b>b. Compliance with MRGS accreditation policy</b></p> <p><b>c. Tracking of Academic staff's accreditation</b></p>	1	<a href="http://www.mrgs.monash.edu.au/research/staff/supervision/index.html">http://www.mrgs.monash.edu.au/research/staff/supervision/index.html</a>	<b>Siri Yaten Md Ali</b> – Administrative Executive (CRM)