

Kolling Institute Membership Guideline 2015

The Kolling Institute is a partnership between the Northern Sydney Local Health District's, Division of Research and the University of Sydney's Northern Clinical School. It is a member-based organisation that is responsible for all research activity performed across the Northern Sydney Local Health District.

This means that all staff from the Northern Sydney Local Health District (NSLHD) (incorporating Royal North Shore Hospital, Ryde Hospital, Hornsby Hospital, Manly and Mona Vale Hospitals and the new Northern Beaches Hospital) who are actively involved in and/or interested in conducting research and academics/research staff with appointments via the Northern Clinical School (NCS), are eligible to be members. While the Kolling's primary partners are the NSLHD and the NCS, researchers from other institutions such as the Hammond Care, University of Technology Sydney and Macquarie University may also be eligible to be affiliate members.

To become a member of Kolling Institute (KI)

Membership is open to all biomedical, clinical and education researchers based within the Northern Sydney Local Health District participating in research and education. Membership is valid for five (5) years unless circumstances change. Members must contact Research Office to notify of all appointment changes. There are several types of membership categories that researchers are eligible to apply for.

Membership Categories:

Research Professional Membership is available for staff of the Northern Sydney LHD and of the Northern Clinical School conducting research on any campus within the NSLHD. Postgraduate qualifications must be completed prior to membership approval.

Education Professional Membership is available for staff of the Northern Sydney LHD and of the Northern Clinical School involved in education on any campus within the NSLHD. Evidence of current educational involvement will be requested.

Clinical Research Membership is available for staff with a clinical appointment within the Northern Sydney LHD conducting research on any campus within the NSLHD.

Comprehensive Student Membership. PhD, Masters, Advanced trainees and Sydney Medical School – Northern medical students enrolled in a course of study or professional qualification via University of Sydney or recognised college are eligible to apply for membership within the Kolling Institute as the student of a Research Professional member.

Associate Research Professional Membership. Research staff participating in research studies and clinical trials approved within the Kolling Institute are eligible to apply for this membership. This category is open to graduates and other health professionals.

Affiliate Research Membership: Research and academic staff employed by Macquarie University and University of Technology, Sydney and who hold a clinical or honorary role within NSLHD are eligible to apply for membership in this category.

Affiliate Student Membership: Students enrolled in an approved graduate or postgraduate course with the University of Technology Sydney or Macquarie University and their supervisor is either a Research Professional Member or an Affiliate Research Member are eligible to apply for membership in this category.

Research & Education Support Membership: Business managers, clinical trials staff, administrative personnel primarily responsible for research & education administration are eligible to apply for membership in this category and membership benefits will be aligned with their primary line manager.

Collaboration Membership: Individual researchers or groups participating in an approved research project in collaboration with a Research Professional Member are eligible to apply for membership. This will allow collaborators to access core facilities services for the approved research at rates commensurate with those offered to Research Professional Members. Affiliations for publications and grant applications will remain with primary employing Institution.

RESEARCH PROFESSIONAL, EDUCATION PROFESSIONAL, CLINICAL RESEARCH AND COMPREHENSIVE STUDENT MEMBERSHIP BENEFITS

- Members will be welcomed into a dynamic, innovative and visionary organisation with a growing reputation for making a difference.
- Members will have access to facilitated networking and collaborative opportunities across the membership of KI.
- Members will have access to research core facility infrastructure at discounted rates (Level 1 rates).
- Members will have access to all services provided by the Kolling Institute Research Office including Research Development, Research Governance & Compliance, Research Business Support and Research Facility Support.
- Members will have access to personal development opportunities at all KI events, including training and educational seminars and workshops.
- Members will be eligible to apply for competitive research funding opportunities made available through the Kolling Institute and LHD, as appropriate.

For members of the KI, the above benefits extend to students directly supervised by individual members and who will also need to be registered. The KI requires acknowledgement of any benefits obtained through the unit such as funding, assistance with research efforts etc. We encourage members to share data and collaborate with other KI members, and participate in scientific meetings, committees and education sessions organised by the KI.

ASSOCIATE RESEARCH PROFESSIONAL, AFFILIATE RESEARCH, RESEARCH AND EDUCATION SUPPORT AND AFFILIATE STUDENT MEMBERSHIP BENEFITS

- Affiliate Members will be involved in a collaborative organisation with varied skills, expertise, and interest.
- Affiliate Members will have access to networking and collaborative opportunities across the membership of KI.
- Affiliate Members will have access to research core facility infrastructure at discounted rates (Level 2 rates).
- Members will have access to all services provided by the Kolling Institute Research Office including Research Development, Research Governance & Compliance, Research Business Support and Research Facility Support.
- Members will have the opportunity to present at and participate in all KI events, including training and educational seminars and workshops.
- Members will be eligible to apply for competitive research funding opportunities made available through the Kolling Institute and LHD and not exclusive to full membership holders.

MEMBERSHIP OBLIGATIONS

- Actively engage with and participate in living the KI research goals and objectives.
- Update your KI member profile regularly via www.sydney.edu.au
- Identify with the KI's strategic direction and align future research directions with core KI goals.*
- Be part of creating a culture where sharing of information and collaboration is valued and rewarded.
- Contribute to and participate in member events and activities both face to face and virtual.
- Be involved in specific KI program monitoring and reporting.
- Provide information (for example, metrics/measurement) when requested.
- Ensure that KI is cited for all publications and that the KI logos and presentation templates are used for all presentations and technical reports, as appropriate. (*please refer to Affiliations section).

*How does your research program align with the Kolling Strategic Vision?

To complete the membership application form you will be required to nominate the Theme and Ds which your research activities best align. Senior research leaders are asked to consider their overall research program. Early and Mid-career researchers, junior research staff and research administrative professionals should discuss their alignment with their direct supervisor. The Kolling Matrix below will assist you in your research programs placement.

The placement of your research program will be important for several activities including the research performance measurement activity, advising media outlets on appropriate research stories and will allow the Executive Committee to plan research development activities appropriately.

For guidance in this matter please contact Karyn Joyner- karyn.joyner@sydney.edu.au.

The Kolling Matrix				
	Healthy Start to Life	Acute and Critical Care	Combat Chronic Disease	Healthy Ageing
Discover	SMART SCIENCE			
Develop	CLINICAL TRIALS			
Deliver	POPULATION HEALTH AND HEALTH SERVICE RESEARCH			
Disseminate	EDUCATION FOR BEHAVIOURAL CHANGE			

Terminology of approved team structures within the Kolling Institute

<u>Name</u>	<u>Definition</u>	<u>Lead by</u>
Theme	Research Areas aligned to critical national or international research priorities conducted within the Institute.	Associate directors
Strength	Areas of specialised knowledge that are recognised with national competitive funding, a strategic program of translation of research with evidence of delivery of changes to health care in our community, national and international collaborators from varied disciplines and an education and succession planning schedule to ensure implementation of long term goals and initiatives.	N/A
Centre	<p>A grouping of senior research specialists leading research & education programs that identify with common Kolling Institute theme/s. A Centre must add value to existing activities. Commonality results in project collaboration. A Centre may contain external entities.</p> <p>Approval for the establishment of a Centre within the Kolling Institute will be the responsibility of the Kolling Institute Executive Committee on advice from the Strategic Research Development and Performance Sub-Committee.</p> <p>Approval for a Centre will be given for five years and new Centres will be reviewed within the first two years.</p> <p>Management of the Centre will be the responsibility of the Director of the Centre. The Director of the Centre will be responsible for monitoring Centre's funding is acquitted within the terms for relevant funding bodies, ensure that gifts are accepted in accordance with NSLHD and University of Sydney Delegation of Authority, as appropriate, ensure the appropriate management of Centre budgets, ensure Centre meets all costs of conducting research within the allocated income or capital resources- except where prior approval given, ensure that the Centre continues to achieve objectives in relation to its designed targets and goals. A Centre Management Committee may be established, with approval.</p> <p>Each research specialist supports postdoctoral researcher, students and research and technical staff to achieve project outcomes. Senior members may come from different clinical specialty areas.</p> <p>A Centre may be established following award of peer-reviewed competitive funding or funding provided by an</p>	Director of Centre

	<p>external party. All funding arrangements involving an external third party that require a partnership, company or joint venture must receive support from the Kolling Institute Executive Committee prior to approval from Northern Sydney Local Health District and University of Sydney or other relevant Institutions.</p> <p>Operational processes for monitoring department project goals, human resource management and physical resource management are the responsibility of the Centre or Centre management committee.</p> <p>Operational processes must be able to accommodate varied levels of junior staff: postdoctoral research developing independence, dependant research and technical staff, graduate and undergraduate students.</p>	
Group	<p>Research professional leading a number of postdoctoral researchers to achieve research outcomes within speciality area. Postdoctoral researchers conduct research design in consultation with Group Head, acquire research funding, to develop a competitive track record. Clear structure and succession planning in place.</p> <p>Group Leaders will be responsible for monitoring the Groups financial funding arrangements, ensuring staff are managed according to appropriate Organisation's policies and procedures and the appropriate use of the allocated Institute's physical resources according to policies and procedures.</p>	Group Leader
Unit	<p>Research professional with appropriate funding to support junior research personnel and students. Staff and students participate in research programs directly planned by Research professional.</p> <p>Unit Heads are responsible for monitoring the Unit's financial funding arrangements, ensuring staff are managed according to appropriate Organisation's policies and procedures and the appropriate use of the allocated Institute's physical resources according to policies and procedures.</p>	Head

AFFILIATION AGREEMENT

Affiliation relates to where the author was at the time the research leading to the publication was conducted. For research performed within the Kolling Institute, which includes all research performed within the Northern Sydney Local Health, the author's affiliation with the Kolling Institute must be identified clearly at the time of publication or at time of grant submission.

This includes the following affiliations;

- the naming of the Kolling Institute in the Author's byline (suggested details included below)
- the naming of the Kolling Institute in the author's profile on contributor pages or on conference proceedings
- a footnote or statement indicating that the research leading to the publication was undertaken in the author's capacity as a staff member/student of University of Sydney

Examples

FOR STAFF WITH KOLLING INSTITUTE RESEARCH PROFESSIONAL, COMPREHENSIVE STUDENT AND ASSOCIATE RESEARCH MEMBERSHIP

For staff and students conducting research within the Northern Sydney Local Area Health District and the University of Sydney please use the following:

1.	Research department name	Kolling Institute	Northern Sydney Local Health District	St Leonards, NSW, 2065
2.	Sydney Medical School Northern		University of Sydney	NSW, 2006 Australia
3.	Clinical department name	Hospital name	Northern Sydney Local Health District	Suburb, NSW, Postcode, Australia

Example 1. Professor Christopher Little

Professor Christopher Little is the Director of the Raymond Purves Bone and Joint Research Laboratories and is a Professor within the Sydney Medical School at the University of Sydney. His team is based in the Kolling Building at Royal North Shore Hospital.

Affiliations should be listed as follows:

1. Raymond Purves Bone & Joint Research Laboratory, Kolling Institute, Northern Sydney Local Health District, St Leonards NSW 2065 Australia
2. Sydney Medical School Northern, University of Sydney.

Example 2: Dr J Brown

Dr J Brown is an emergency physician based at Hornsby Hospital and leads clinical research related to her specialty area. She collaborates with various other groups around Australia but most notably a group at the University of Sydney Camden campus who are involved in large animal research. Dr Brown is employed by the Northern Sydney Local Health District and has a conjoint appointment via the Northern Clinical School. Dr Brown does not have an appointment with the Faculty of Veterinary Science University of Sydney.

Affiliations to be listed as:

1. Acute Care Research, Kolling Institute, Northern Sydney Local Health District, St Leonards NSW 2065 Australia.
2. Sydney Medical School Northern, , University of Sydney.
3. Emergency Department, Hornsby Ku-ring-gai Health Service, Northern Sydney Local Health District, Hornsby NSW 2077.

FOR STAFF WITH KOLLING INSTITUTE AFFILIATE RESEARCH AND AFFILIATE STUDENT MEMBERSHIP

1.	Research department name	Kolling Institute	Northern Sydney Local Health District	St Leonards, NSW, 2065
2.	Department name	Faculty name	Macquarie University or University of Technology, Sydney	
3.	Clinical department name	Hospital name	Northern Sydney Local Health District	Suburb, NSW, Postcode
4.				

Example 3: Associate Professor Yellow

A/Prof Yellow is an academic neuropsychologist with a full time appointment at Macquarie University. He also has an honorary position within the NSLHD and performs clinical assessments of NSLHD clients and participates in clinical research within NSLHD.

Affiliations should be listed as:

1. Academic & Liaison Psychiatry, Kolling Institute, Northern Sydney Local Health District, St Leonards, NSW 2065
2. ARC Centre of Excellence in Cognition and its Disorders, Macquarie University, North Ryde NSW 2109
3. Department of Psychology, Royal North Shore Hospital, Northern Sydney Local Health District, St Leonards, NSW 2065

Submission of Grant applications and Research statements should also include the Kolling Institute as the primary affiliation.

Example 4: Professor Black

Professor Black, a Senior/Principal research fellow* leads/contributes to the team of *biomedical scientists/clinical trials specialists/ clinical researchers* at The Kolling Institute specialising in *research/health outcomes* and is academically affiliated with the University of Sydney/Macquarie University/ University of Technology. As a clinical researcher, Professor Black is a *clinical title*** within the Northern Sydney Local Health District.

*- descriptor of research role at KI

** - descriptor of clinical responsibilities

How to apply

Complete and return the membership application form and a copy of your letter of appointment to:

Michelle Moeskops
Research Development Manager
Research Office, Level 13
Kolling Institute
Email: michelle.moeskops@sydney.edu.au
Telephone: 99264957