

Department of Biological Sciences

Dept meeting 3rd September 2019



Agenda

- Health & Safety – Simon
- HoD update – Michelle
- Admin update - Sharyon
- Research Integrity - Lesley
- Research – Grant, Michelle channelling Andy
- HDR - Culum
- Learning & Teaching - Kath McClellan
- Sustainability – Sam Newton
- Outreach – Viv Cumbo
- Social news

We acknowledge and pay respect to the Traditional Custodians and Elders of the lands on which our university is located

Health & Safety - Simon

HoD Update

- Appointments – Evoln Genomics – Dr Oliver Griffith

<https://www.oligriffith.com/>



- Level C Teaching & Leadership (Vert Physiology)

<http://jobs.mq.edu.au/cw/en/job/505381/senior-lecturer-in-vertebrate-physiology>

CLOSES 6TH OCTOBER

- Faculty strategy days
- Budget 2020 in development
- Project Catalyst – led by Grant Hose & Meredith Lowe
- Annual Report 2018 is published
- Reminder – book some leave for summer

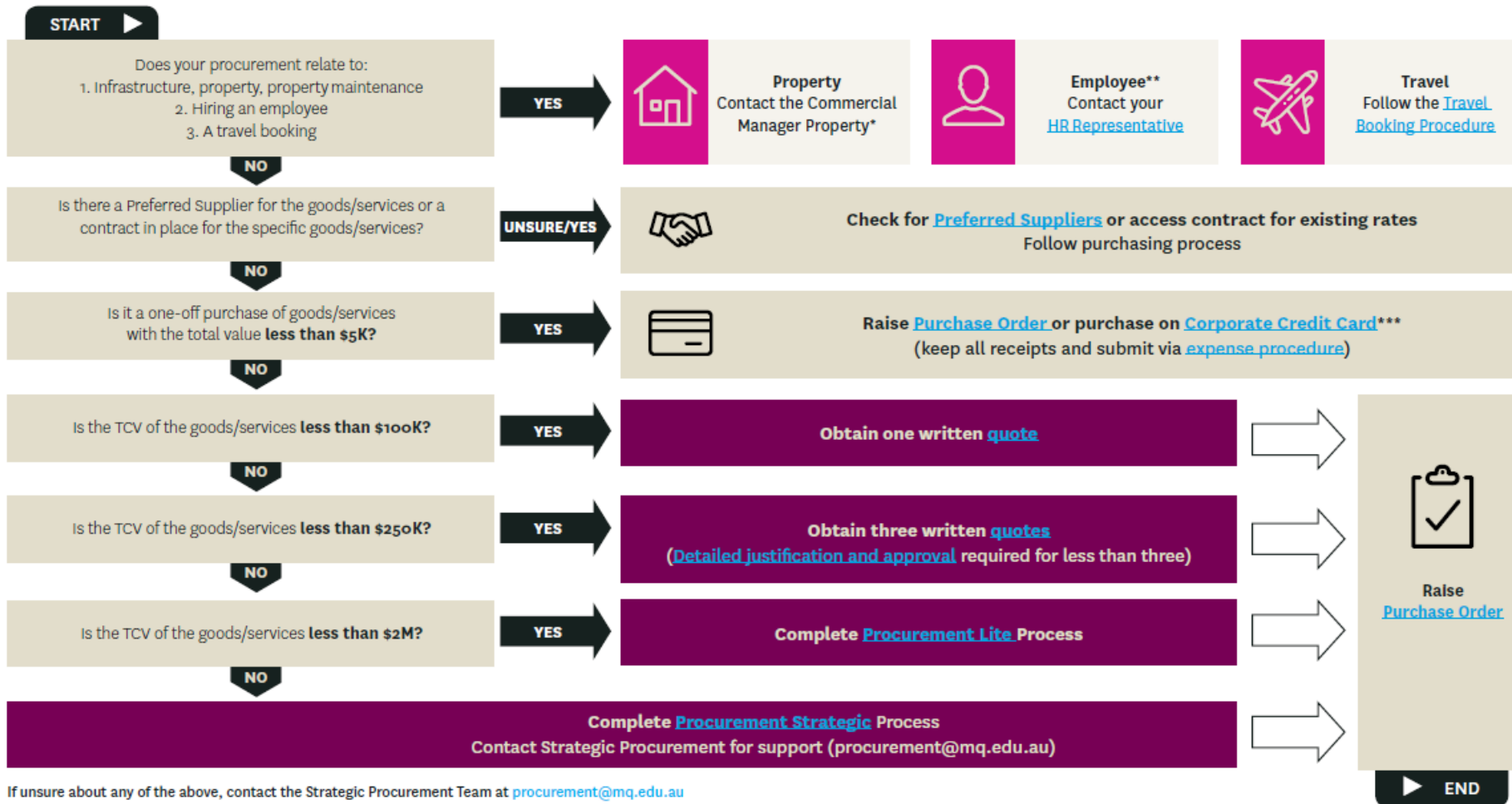


Admin Update - Sharyon

- **Coffee Machine**
- **New Procurement Procedure (Purchasing)**
- **Introduction: Calli Miller**

How to Procure Map

Undertake [Pre-Procurement Risk Assessment Checklist](#), as required



If unsure about any of the above, contact the Strategic Procurement Team at procurement@mq.edu.au

All \$ values exclude GST. TCV – Total Contract Value, which is the total expected contract or purchase value over the contract or engagement term.

* Contact property at (02) 9850 7145. ** If you are unsure whether you are engaging an employee or contractor, contact HR or find more information [here](#).

*** Use of Corporate Credit Card should align with any specific Faculty or Divisional guidelines related to permitted purchases and limits.



Navigation

Request for Quote (RFQ) – \$5K to \$100K

The University values your subject-matter expertise and recognises that often you are in the best position to identify the appropriate supplier to deliver goods and/or services. If the **cumulative** value of the life of the contract is not expected to exceed \$100K, you need a minimum of one written quote only. While you are not obliged to use the University's [Request for Quote template](#), you may want to do so as it provides an easy-to-use format for your prospective suppliers' responses. You **must** attach the University's [Purchase Order Terms and Conditions](#) to your Request for Quote.

If you are engaging an [independent contractor](#), please ensure that they cannot be regarded as an employee under the tax legislation and the *Fair Work Act 2009* (Cth). The Procurement Project Lead must ensure that the independent contractors comply with the University's requirements to provide documentation in relation to workers compensation, payroll tax and remuneration prior to contract execution and/or raising a purchase order.



Evaluation process for an RFQ

Evaluator/s must ensure that the proposal complies with requirements and delivers value for money.

Contract negotiation (if applicable)

If the shortlisted supplier requests amendments to the [Standard University Contract Terms](#), these must be referred to the Office of General Counsel or Strategic Procurement for assessment.

Contract execution (if applicable)

Execution of a contract refers to the affixing of signature to the contract document.

To be binding and valid, each contract must be signed by officers with delegated authority. Refer to the [Delegations of Authority Policy and Register](#).

An individual signing any contract on behalf of the University must ensure that they are authorised to do so, and are satisfied that all necessary approvals have been obtained and that the procurement policy and process of awarding the contract have been complied with.





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Research Integrity at Macquarie



Responsible Conduct and Research Ethics

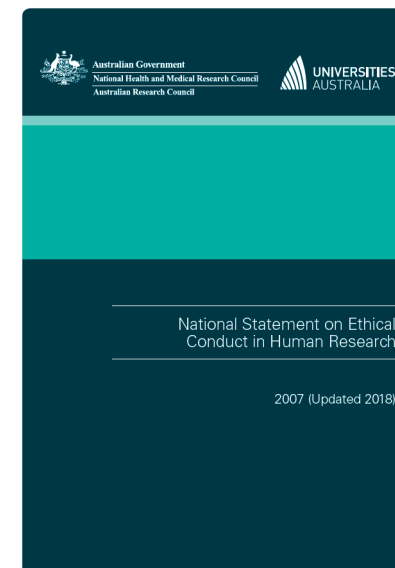
Responsible Conduct of Research

- ❑ Principles and practices of good research
- ❑ Applies to all research



Research Ethics

- ❑ Standards for research with humans and animals



*Ethical research practices are part of the responsible conduct of research.
Violations of ethical principles may trigger research misconduct allegations.*



The Macquarie Research Code

The *Australian Code for the Responsible Conduct of Research* was revised in 2018 and is now being applied via the *Macquarie Code for the Responsible Conduct of Research*

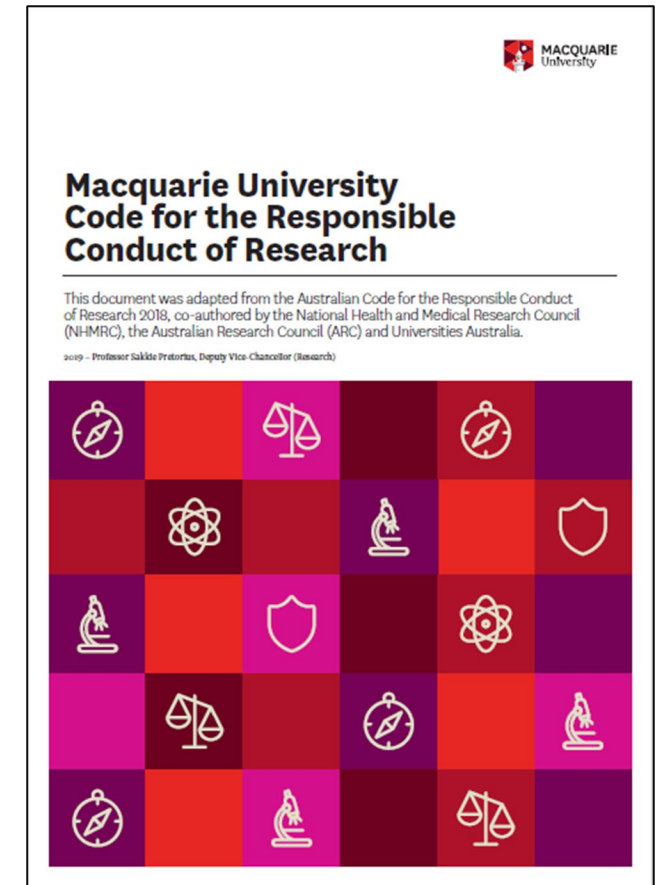
- **8 broad principles** characterise an honest, ethical and conscientious research culture
- expectations for the conduct of research in Australia or research conducted under the auspices of Australian institutions

READ

the Macquarie
Research Code to
understand

YOUR
responsibilities!

All researchers need to be familiar with the updated *Macquarie Research Code*, apply the principles to their research and fulfil their responsibilities.





Eight Principles of responsible research

- P1** **Honesty** in the development, undertaking and reporting of research
- P2** **Rigour** in the development, undertaking and reporting of research
- P3** **Transparency** in declaring interests and reporting research methodology, data and findings
- P4** **Fairness** in the treatment of others
- P5** **Respect** for research participants, the wider community, animals and the environment
- P6** **Recognition** of the right of Aboriginal and Torres Strait Islander peoples to be engaged in research that affects or is of particular significance to them
- P7** **Accountability** for the development, undertaking and reporting of research
- P8** **Promotion** of responsible research practices



Upcoming changes

ARC/NHMRC/University Australia Guides



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Responsibilities are further detailed in *Guides*
(topics which were previously covered in chapters of the Code)

Final Guides issued in 2019:

- Authorship
- Data Management
- Peer Review
- Conflict of Interest

Draft guides distributed for comment:

- Research Supervision
- Collaborative research across institutions
- Publication and dissemination of research findings (Aug 19)

Pending Development

- Research Integrity Advisors



Australian Guide to Managing & Investigating Breaches

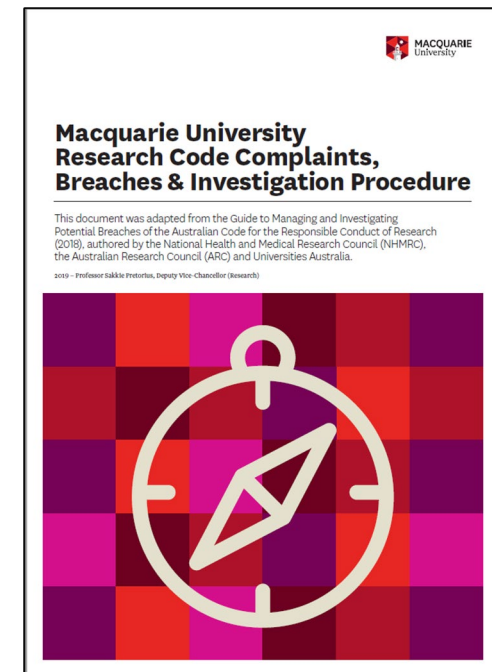
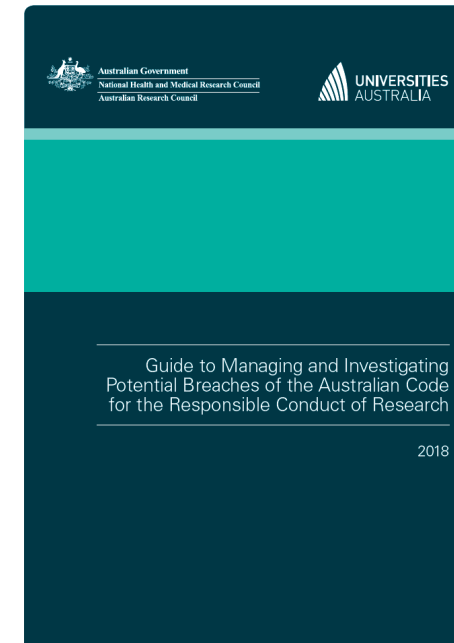
Macquarie University Research Code Complaints, Breaches and Investigation Procedure

Closely aligned with the ARC/NHMRC/UO Guide
Replaces Part B of former Macquarie Research Code

Provides a more detailed process for the management and investigation of complaints pertaining to research conduct.

Key updates:

- Slight change to roles and investigation process
- Potential outcomes of a breach are flagged
- Aligned with the enterprise agreements
 - such that a repeated investigation may be unnecessary
- More detailed management of corrective actions & actions to address systemic issues



Breaches or Research Misconduct

BREACH

“A failure to meet the principles and responsibilities of the *Macquarie Research Code*. Breaches occur on a spectrum from minor to more serious breaches.”

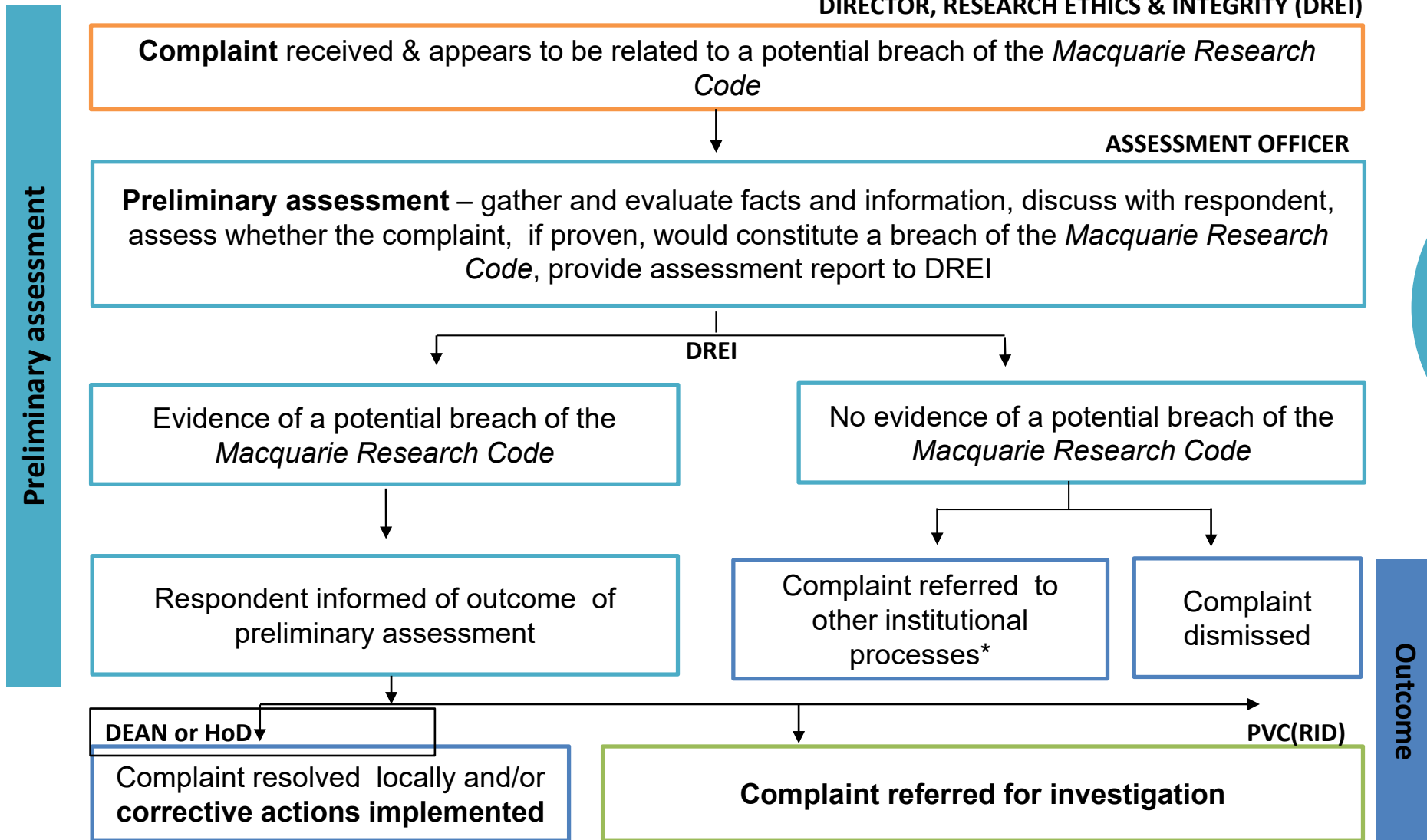
RESEARCH MISCONDUCT

“A serious breach of the *Macquarie Research Code* which is also intentional or reckless or negligent constitutes research misconduct.”





Complaint receipt and assessment



Complaints from a variety of sources

- Assessment Officer's will consider
- Privacy & confidentiality
 - Technical expertise
 - Fairness
 - Transparency

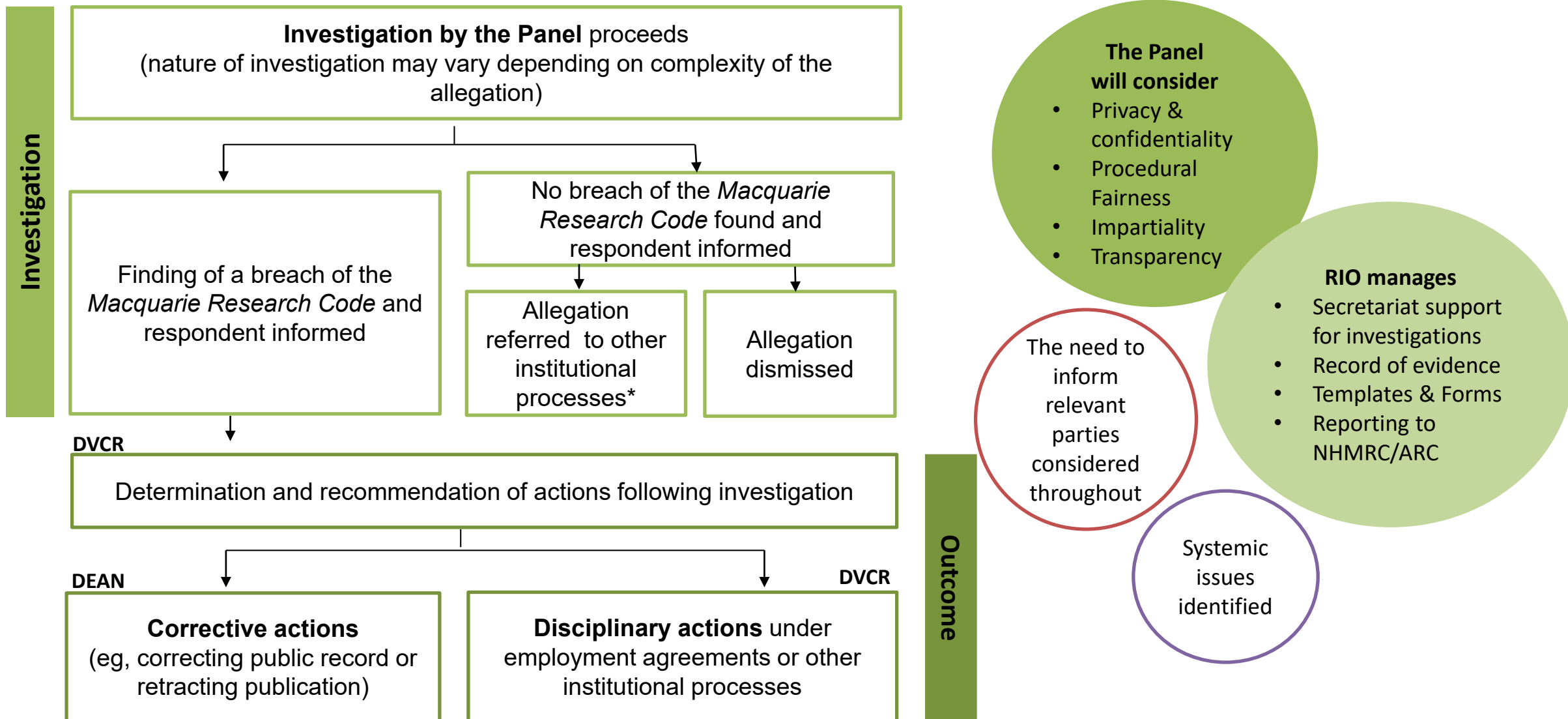
RIO will manage

- Reporting to NHMRC/ARC
- Record of evidence
- Stakeholder expectations
- Templates & Forms

Outcome



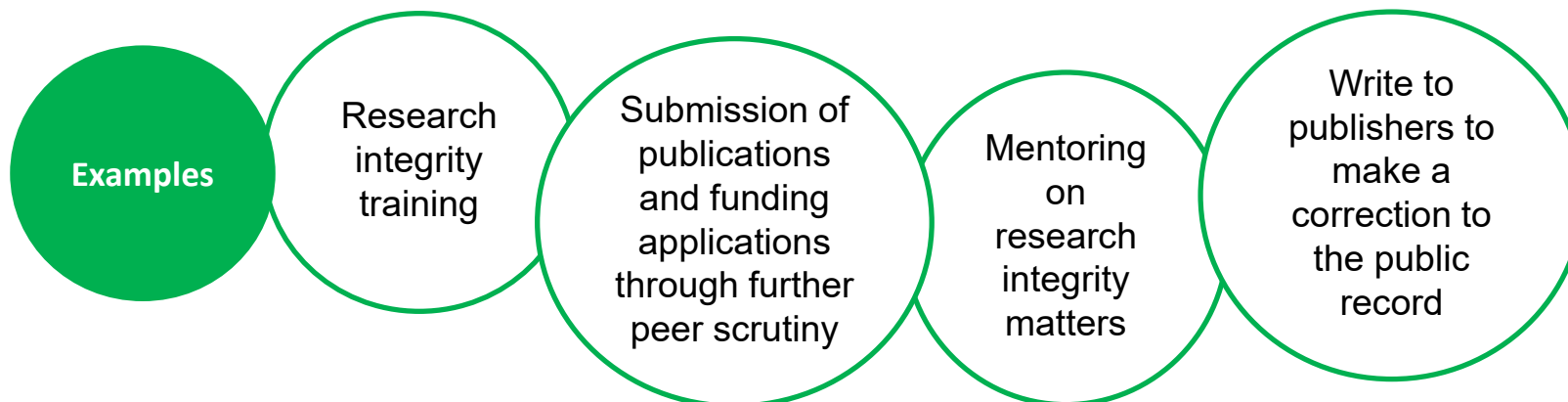
Investigation



Corrective actions

Actions to correct a specific breach, improve research conduct generally, or modification to administrative processes:

- ❑ may be undertaken within a Department or Faculty in response to a complaint or
- ❑ after a preliminary assessment where deemed appropriate by DREI (local resolution)
- ❑ can be determined by the DVCR after an investigation



Procedural review of an Investigation



An institutional investigation of a potential Breach or Research Misconduct can be reviewed ...



internally on the basis of procedural fairness
by the **Chair, Academic Senate**



externally by ARIC - **Australian Research Integrity Committee**
(independent committee established by ARC/NHMRC)
does not consider the merits of decision,
but examines the processes undertaken
(procedural fairness, institutional codes/policies etc)

Research Integrity Support



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Research Integrity office

Director Research Ethics & Integrity, Pro Vice-Chancellor Research Integrity & Development, Research Integrity Officer (0.6FTE) and Administrator (0.4FTE)

Develop, implement & review institutional policies, procedures and guidelines on RI

- Evaluate research integrity complaints and support investigations
- Prepare and present on matters of research integrity across the University
- Develop and/or deliver research integrity training to support researchers

Research Integrity Advisers

ADRs & ADHDRs (10)

- Advise staff and HDR students considering making an allegation, & those about whom an allegation has been made
- Meet regularly with each other and Research Integrity staff
- Assist with preliminary assessments or investigations

Research Integrity Delegates

~40 researchers across ca. 20 departments

- Help provide positive and collegial support
- Assist in localised education and awareness activities
- May assist on **investigation panels**



Where to get more information



Macquarie Research Code

mq.edu.au/responsible-conduct-of-research



Research Integrity at Macquarie

<https://www.mq.edu.au/research/ethics-integrity-and-policies/research-integrity>



Director of Research, Ethics and Integrity

Dr Karolyn White

T: 61 (2) 9850 7854

karolyn.white@mq.edu.au

Research Integrity Office

Dr Shannon Smith

T: 61 (2) 9850 1031

research.integrity@mq.edu.au



Research Integrity Advisors

<https://www.mq.edu.au/research/ethics-integrity-and-policies/research-integrity/research-integrity-advisors>



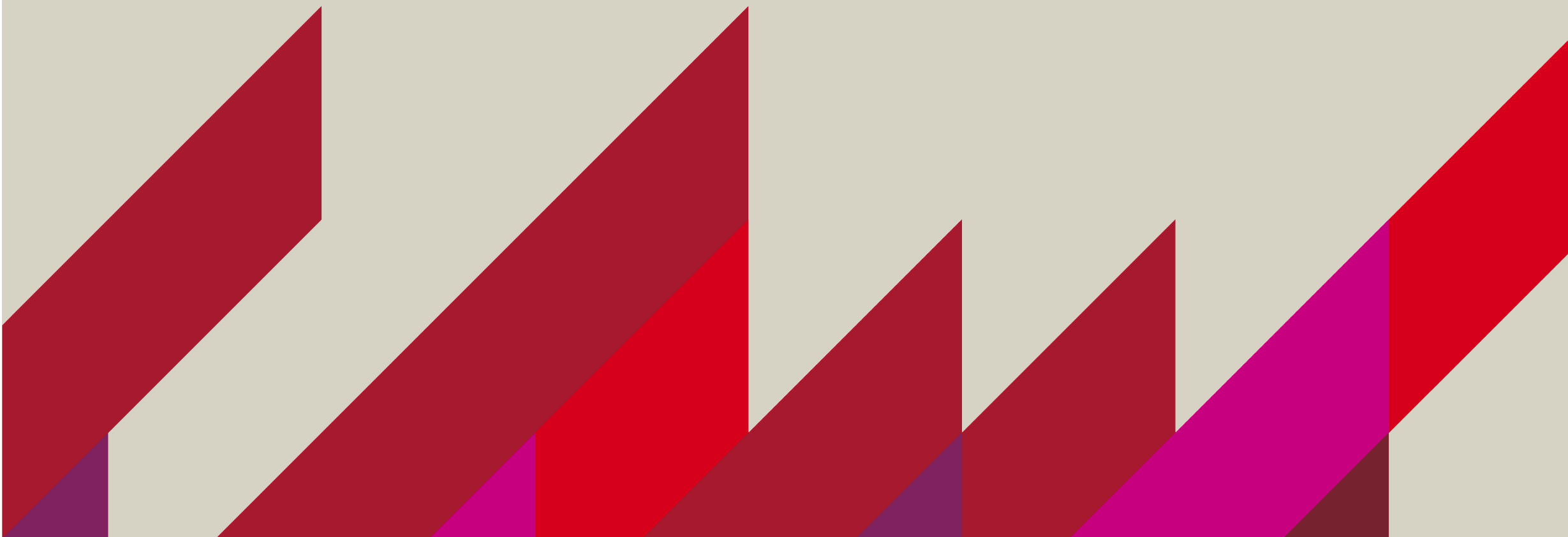
The Embassy of Good Science – research integrity resources

<https://www.embassy.science/>

Thank you



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Research (from Andrew Barron)

GRANT WRITING GROUPS

- Intending to write a major grant in 2020, want to start early and want peer support?
- Biology will convene grant writing groups starting soon targeting the major grant rounds for 2020
- If interested send an email to Andrew.Barron@mq.edu.au
- Groups will assemble and self-direct according to need

Grant submissions

- due date for all applications (min 2 weeks)

Research retreat

- After exam meeting, first week December?

HDR

- Internationals: Reminder have to score >8 rating
- Domestic scholarship round is open (close Oct 31st)
- REP workshops are underway
 - Writing Boot Camp: 18-22 November
- Data storage for staff and students: CloudStor
 - Workshop?
- 3MT 19th Sept Faculty final Price Theatre, 25th uni final

MRes

September 4: 12.00-2.00 pm: Faculty Mres Information Session. MUSE L3

September 12: 12.30-1.30 pm: Bio Information Session. Bio Tearoom Room 280
(advisors, please attend)

September 23: 9.00 am-5.00 pm: MRes Seminars. Bio Tearoom Room 280

PACE - L&T resources

Bought for PACE

(from <https://www.trainingwheelsgear.com/>),

available for all!

Pocket Processor

- Icebreaker / reflection / debriefing

- A processing tool using positive & negative statements
- How to use:
- Spread cards out on a table, ask students to choose a card that best represents something you are working towards e.g.
 - What do you want to improve this session?
 - What was an unexpected learning outcome for you?
- Allow each person to explain their choice
 - e.g. "I chose the competing/cooperating card because I am naturally very competitive, and this can get in the way of team work, so I want to work on being more cooperative"



Virtues and Values Thumbball

- Icebreaker / reflection / debriefing

- Each panel on the ball has a letter and 3 words choose from.
- Participants throw the ball to someone, when they catch it they look at letter under their thumb & choose a characteristic that represents them.
- Discuss attributes you would like to have more or less of.
- Encourages self-reflection and goal setting.



Body parts

- reflection/debriefing

Body Part Bag will help your group bring out their reactions to the activities of the day. Each ball can represent a different metaphor. Here are some examples of what the different parts can represent.

Brain- Tell the group something that you learned.

Stomach- What took guts for you to do, or pushed you outside of your comfort zone.

Hand- How the group supported you, or someone you would like to give a hand to.

Ear- Describe something you heard, or something that was hard to hear.

Eye- A vision you had for the group, or something you saw.

Smiley Face- Tell the group something that made you smile, or name some positive attributes of yourself or the group.



Leadership Wheelies

- icebreaker / reflective journaling

- 65 questions for Leadership
- Focus on past leadership opportunities, current leadership responsibilities, and some on future leadership goals.
- Multiple ways to use these cards! Some ideas:
 - **Ice breaker exchange:** Hand one card to each participant. Ask them to find a partner and share their response to the question on their card. After the two have each shared their response, have them exchange cards and find a new partner. Encourage 3-4 partner exchanges.
 - **Journaling:** There are 65 cards in this deck. Pick one card each week and spend a minimum of 15 minutes journaling thoughts about their leadership. Keep all of your writings in one location to look back and see how much you grow as a leader each year.



Debriefing Wheelies

- debriefing / reflection

- ask debriefing questions in a sequence that makes sense to participants.
- shift responsibility for successful processing from the facilitator to the participants.
 1. **What happened**
 2. **Why is this important**
 3. **How can I use this information**



Metaphor/Feeling Cards - icebreaker / debriefing

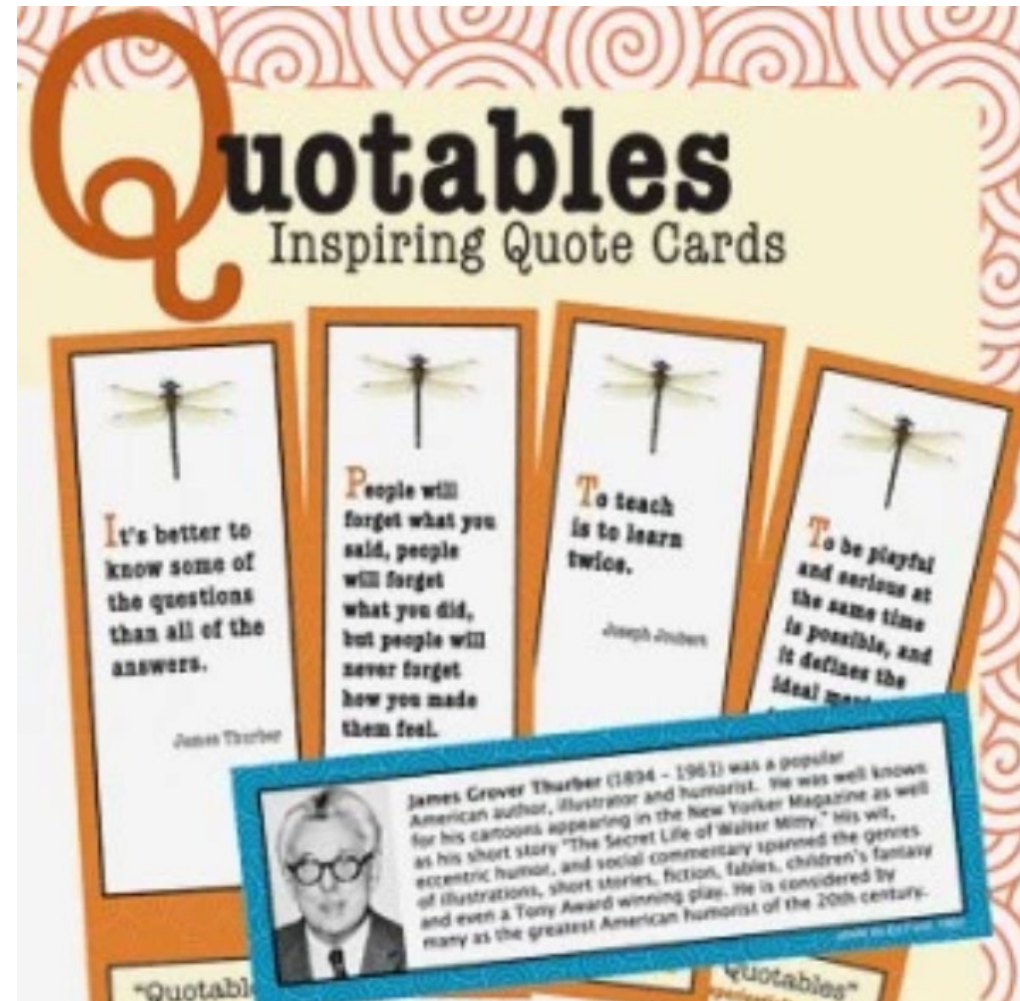
- Two sided - One side has a metaphoric picture, the other side has a word that describes a feeling.
- **Metaphor Card uses:** Spread the cards out before the group and ask them to choose a card that they can relate their experience with.
- **Feelings Card uses:** Lay the cards out before the group and have them choose a card with a feeling on it that they experienced during the day, program, activity, week, etc.



Quotables

- teambuilding / icebreaker / reflection

- Quotes around teaching, leadership and learning.
- **Icebreaker:** Spread the Quotables out on a table, invite participants to choose a quote that resonates with them. Ask them to reflect upon their quote individually, write about it, or share with a partner
- **Reflection tool to stimulate dialogue and transfer of learning:** ask participants to choose a quote that represents a lesson or new perspective they will be taking away from the course or group experience.
- **To reflect on leadership/teaching roles:** ask group members to choose a quote that represents one of the following ideas:
 - The approach or role they took in the group experience.
 - A Quality they think is most important in a leader/teacher.
 - Their personal philosophy of leadership/teaching.



What if Thumbball - icebreaker

- Learn more about yourself and others with participation in this team building activity.
- Great for groups to get to know each other.
- Throw it. Catch it. Look under a thumb. Answer the question under your thumb!
 - What if you could donate \$100,000?
 - What if your mortgage was paid off?
 - What if you could be any type of farmer?
 - What if you could move anywhere?



Who are you? Thumbball - icebreaker

- Stimulates social conversation and develops inter-personal communication skills.
- Throw it, catch it, respond to the panel under a thumb.
 - Easy: Answer the question found under your thumb.
 - Medium: Ask another player the question.
 - Difficult: Predict the answer another player would give.
 - Challenge: Recall the answers given by other players.



LUNCHTIME LITTER COLLECTION

- Monthly lunchtime litter collection competition
- Next event Tuesday 10th September
- Meet at 1pm in the Biology courtyard.
- Bring a container or bag for collecting plastic.
- Competition currently between Nola and Michael for most rubbish collected.



ARBORETUM UPDATE

- Earth Sciences garden – remove and replace over-mature plants. Contact Samantha Newton if you have concerns or would like to know more.
- Spring Garden Competition – Biology garden and Bush Tucker garden



MQ Biology at Science in the City

Sydney Science Festival Aug 6 - 18



[ABOUT](#) ▾ [DISCOVER & LEARN](#) ▾ [GET INVOLVED](#) ▾



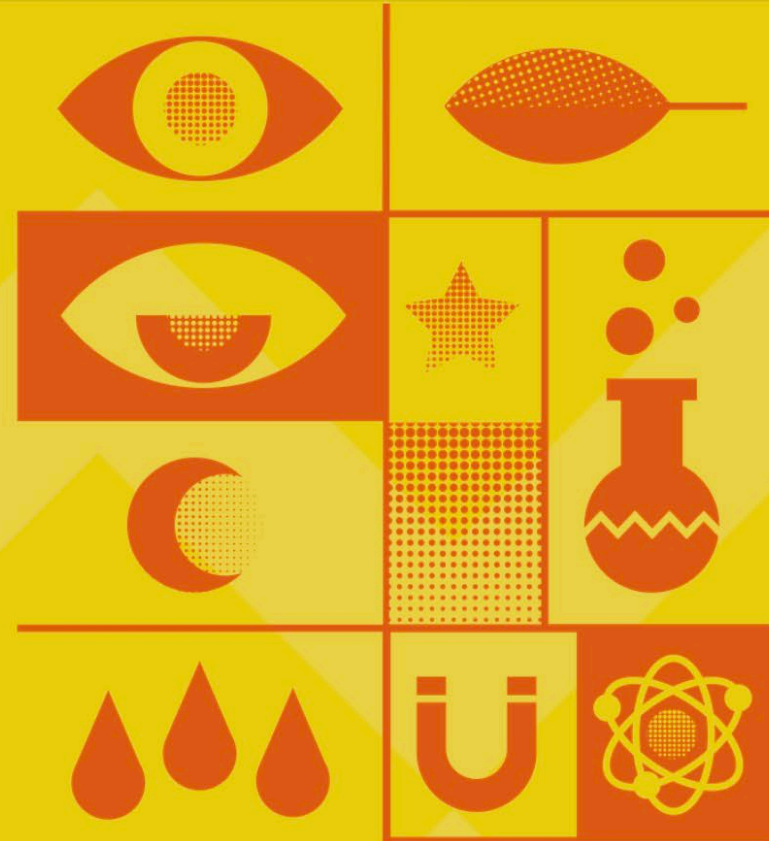
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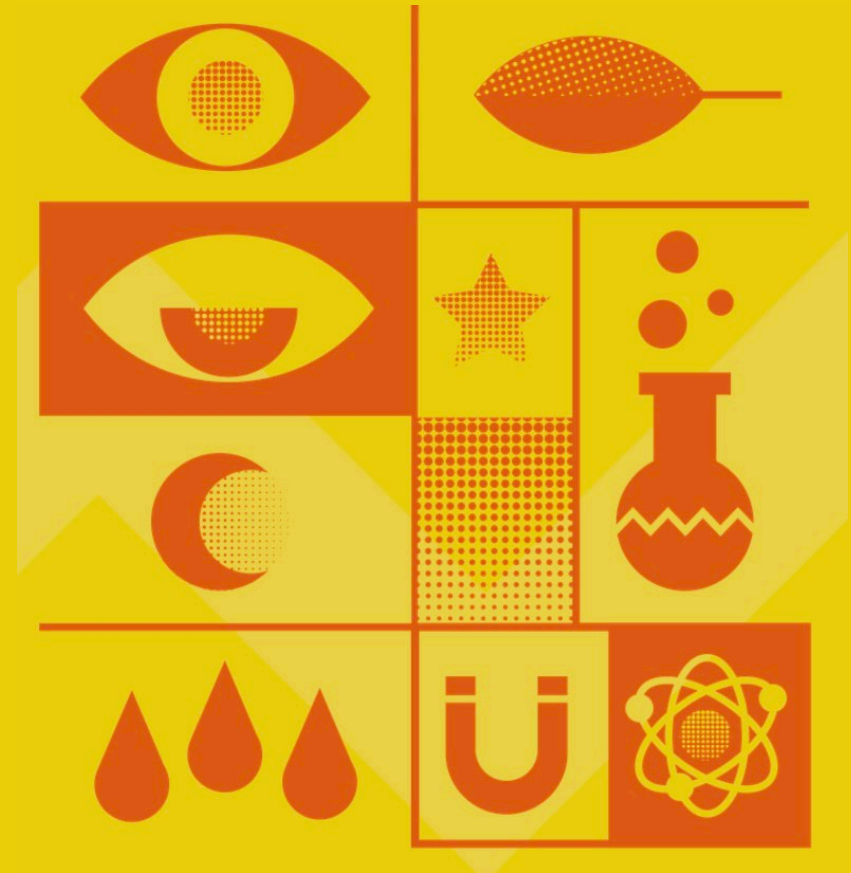
Science in the City

Celebrating all things science during our annual festival!



MQ Biology Expo Days

- Primary School Day – Aug 8
- General Public Day – Aug 10
- High School Day - Aug 13



Primary School Day



Martin Lambert

Andrea Westerland

Tegan Furchert

Zachary Sheehan





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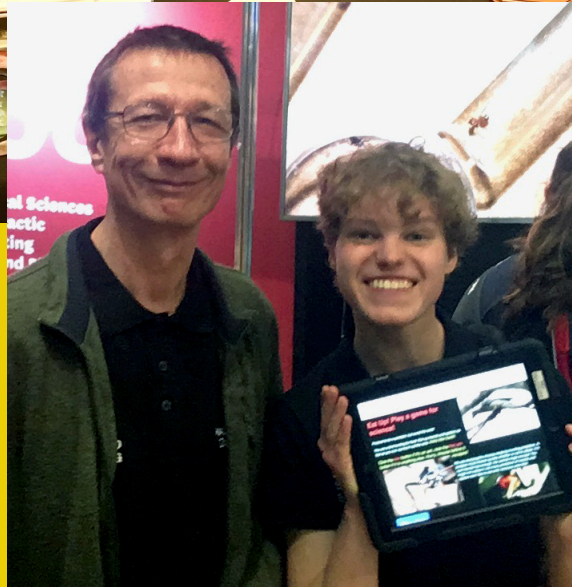
General Public Day



Kate Dodds
Paco Martinez-Baena



Jim McLean
Zoe Wild



Michael Gillings
Vanessa McPherson





High School Day

Jim McLean

Zoe Wild

Bruno Buzatto

Justin McNab

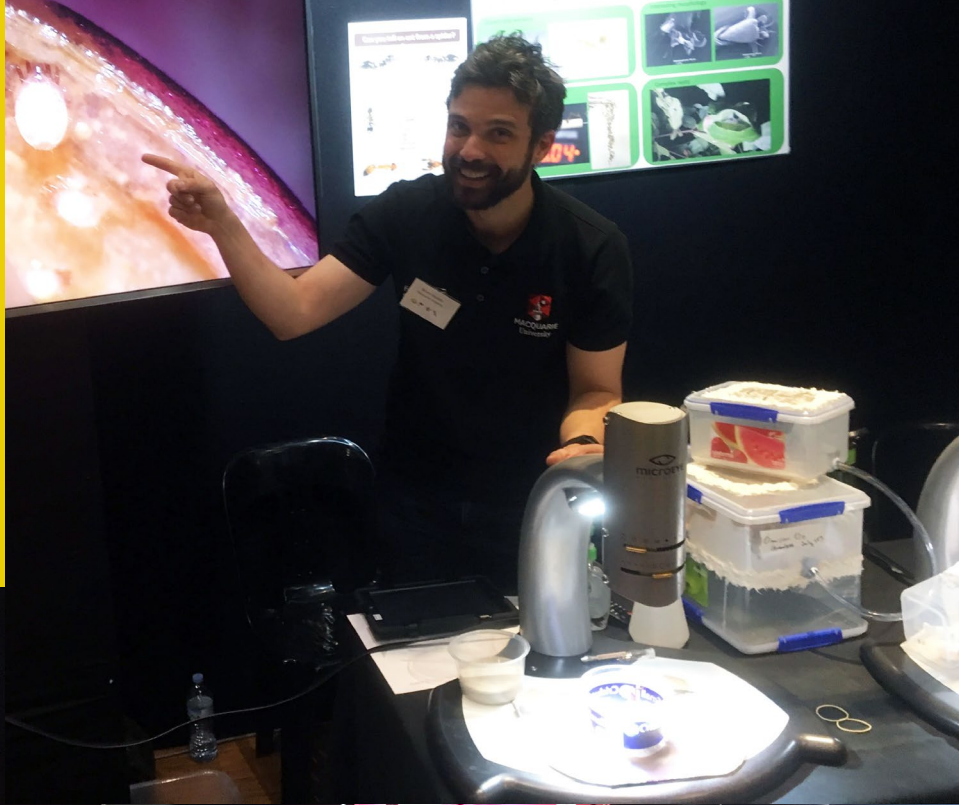


Anh Than

Hue Dinh

Ida Lundback





THANK YOU!

A massive thank you to all the people who volunteered for this event and made it a great success.

Expo Display Volunteers

Andrea Westerband , Martin Lambert, Tegan Furchet, Zachary Sheehan, Jim McLean, Zoe Wild, Michael Gillings, Vanessa McPherson, Paco Martinez-Baena, Kate Dodds, Bruno Buzatto, Justin McNab, Hue Dinh, Anh Than, Ida Lundback

Faculty Organizer

Rachelle Carritt

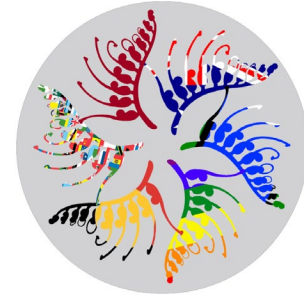
Biology Department Organizers

Vivian Cumbo, Juliano Morimoto Borges



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SYDNEY · AUSTRALIA

Diversity & Inclusion Annual Pot Luck Lunch 2019



**When: 4th September
11:30 PM – 12.45 PM**

Where: Biology Tearoom

****Open to all Biology people***

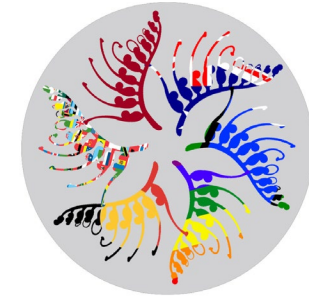


<https://www.winemag.com/2018/11/15/how-to-host-a-potluck-perfect-wine-list/>

An afternoon of sharing and celebrating our differences and similarities.

Organisers: Mo Hague & Poncho Aceves

Games Afternoon (mildly competitive)



When: 17th October
3 PM until social drinks

Where: Biology courtyard

****Open to all Biology people***

Organisers: Zoe Wild & Laura Fernandez



Form a team of 4: HDR, academic & profession staff
Nothing too strenuous