



Title	Guideline for Affiliation with the National Research Institute (associate fellows and visiting scholars)
Category	Research Management
Version date	27 August 2009
Authorised by	HOD August 2009 meeting
Previous version	NRI Visiting, Associate and Emeritus Scholar Scheme (no date)

Purpose

This guideline is to assist researchers effectively manage formal affiliations between NRI and external researchers.

The affiliation scheme is aimed at identifying external researchers who will contribute to national development priorities through aligning their research activities to the NRI research program. This extended research community is expected to complement the work of NRI research staff.

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Background to the Scheme

The National Research Institute (NRI) is an independent statutory authority attached to the Ministry of Higher Education, Research, Science and Technology in Papua New Guinea. The Institute is Papua New Guinea's leading research authority and think tank on public policy and development-related issues and trends. Our mission is to develop research and information that forms the basis for informed decision making by the Government as well as individuals in the wider Papua New Guinean society.

We cooperate with authorities and organisations that can strengthen the transformation of our information into policy and practice, and that can supplement our own expertise. The Researcher affiliation scheme has been established to create opportunities for outstanding research academics, professionals and practitioners to affiliate with the Institute, and contribute to its mission.

1. Visiting Fellowships at NRI

1.1 Categories of Visiting Fellow

PNG Based Researchers

Visiting Fellowships are available for highly qualified researchers or practitioners currently employed by PNG universities, research institutes, and government agencies to work for a period of time in NRI on areas directly relevant to one of the NRI research priorities.

The Fellowships are designed to allow a researcher to be seconded from his or her home institution to enable them to undertake an agreed project with NRI. The successful Fellow will have an identified expertise or skill set which is not readily available in NRI.

International Visitors

Highly qualified researchers or practitioners employed at overseas universities, research institutions or government agencies are also encouraged to apply. The proposed work must be of direct relevance to an NRI priority. Self funded visitors are particularly encouraged to apply. Researchers who require funding support will be provided with a living allowance during the term of their Fellowship. Support may also be provided for the Fellow to conduct workshops/seminars as part of their fellowships.

1.2 Fellowship Projects

The primary objective of the Visiting Fellowship is to encourage distinguished academics and practitioners to spend time with NRI to enhance the intellectual leadership of NRI and capacity to contribute to PNG's Development Priorities.

In keeping with this objective, projects to be conducted under a Visiting Fellowship have the following characteristics:

- They require the Fellow to display research leadership in a particular field.
- They are focused on a priority theme or program of NRI.
- They can be completed successfully with significant engagement with NRI staff.
- They rarely involve the Fellow in conducting a distinct research project solely within the Fellow's home institution.

1.3 Funding Rules for Visiting Fellows

Eligibility

Applications for NRI Visiting Fellowships will be accepted from individuals who are employed by, or associated with, a recognized Higher Education, Research Institution, or Government agency in PNG or overseas provided their complementary expertise and skill base is relevant to a priority of NRI.

Level and Duration of Funding

The level and duration of funding for Visiting Fellowships for PNG based researchers and for international researchers will be considered by NRI on a case by case basis. NRI will review these arrangements on an annual basis as part of their annual work plan.

The NRI will not fund capital purchases (equipment, facilities, etc) for the use of Fellows. However NRI will normally provide office space (shared or sole use) and a computer and internet access for the duration of the Fellowship.

Co-investment

Fellows are particularly encouraged to obtain additional financial support for the Fellowship from other sources, including their home institution and other funding bodies. Before accepting additional funding, prospective Fellows should inform NRI of obligations imposed on the Fellow by other funding agencies.

1.4 Selection Criteria

Quality of the research

The proposed activity must be of an excellent quality with a well developed conceptual framework and appropriate to the outcomes of the project. Consideration of quality will include distinctiveness and novelty of the approach or work program proposed, and the clarity of the outcomes proposed for the research.

Relevance

The potential of the proposed activity to deliver outcomes that clearly contribute to the achievement of NRI outcomes is essential. The research must therefore be complementary to, and clearly aligned with, the research program of a Division or a Cross-Cutting issue and not simply to the broad research fields covered by NRI. In some cases, a proposal that is not clearly aligned to the NRI Corporate plan and annual Research plan may be considered if it meets all other criteria and contributes to public policy and national development.

Track record

The expertise and track record of the applicant as outlined in the applicant's CV are critical to the assessment of a Fellowship application. An important element in this area will be the complementary skills and expertise which the applicant will bring to NRI.

Co-investment

Priority will be given to applications from prospective Fellows who have obtained financial support from other sources and who are able to make a substantial contribution to the development of the Institute's research capacity.

2. NRI Associates

2.1 Eligibility

Highly qualified researchers or practitioners may apply to be affiliated with NRI, while remaining based at their home institution or in their current employment. Applicants from Papua New Guinea, other Melanesian countries and small Pacific Island Countries are particularly encouraged. These positions are known as Research Associates, and are aimed at encouraging research on areas directly relevant to one of the NRI research priorities.

2.2 Funding and Expectations

Associates are not entitled to any direct remuneration or benefit, unless she/he is contracted through the usual procurement processes to undertake a task for NRI.

Associates will conduct her/his own independent academic work, or a project that is sponsored or supported by the Institute, using the NRI title for his/her publication at the Institute or elsewhere, with the usual disclaimer clause.

Associates are encouraged to participate in the Institute's Conferences, Seminars, and Workshops. If in Port Moresby, Associates may apply to use the Institute's facilities such as the Library.

Associates should conduct at least one research seminar and produce an appropriate NRI publication each year during their appointment.

Associates will normally be appointed from the time that they apply to the end of the calendar year. Arrangements will be reviewed and renewed as part of NRIs annual planning process.

2.3 Selection Criteria

- **Quality of the research**

The proposed research activity must be of an excellent quality, with the conceptual framework well developed and appropriate to the outcomes of the project. Consideration of quality will include distinctiveness and novelty of the approach or work program proposed, and the clarity of the outcomes proposed for the research.

- **Relevance**

The potential of the proposed activity to deliver outcomes that clearly contribute to the achievement of NRI outcomes is essential. The research must therefore be complementary to, and clearly aligned with, the research of a Division or a Cross-Cutting Program and not simply to the broad research fields covered by NRI. In some cases, a proposal that is not clearly aligned to the NRI research program may be deemed relevant if it meets all other criteria and has some other strategic purpose, for example is aligned to emerging GoPNG development priorities.

- **Track record**

The expertise and track record of the applicant as outlined in the applicant's CV are critical to the assessment of an Associate application. An important element in this area will be the complementary skills and expertise which the applicant will bring to NRI.

3. Emeritus Fellowship at NRI

Persons who previously held research positions at the level of Senior Research Fellow or Professorial Fellow at NRI may apply for *emeritus* status using the last title which was held. See Section 5 below. Emeritus fellows are not entitled to any direct remuneration or benefit, unless she/he is contracted through the usual procurement processes to undertake a task for NRI.

4. Assessment for Affiliation

4.1 How to apply

Qualified persons who are interested in affiliated positions at NRI may apply at anytime.

4.2 Assessment process

NRI will assess all applications for Visiting Fellowships and Research Associates (and Emeritus Professor) using the selection criteria stated above. Consideration will also be given to the capacity of the hosting Division to manage project

The application will be assessed by the Program Leader and/or HOD and if supported at this level a memo in support of the application will be submitted to the Staffing Committee. If approved by the staffing committee, the application will be submitted to the HOD meeting for final approval.

5. Planning, monitoring and review for all affiliated researchers

5.1 Planning

Each application should be accompanied by a specific project that is consistent with the Institute's Corporate Plan. Projects will typically involve one or more publications and a seminar.

Each affiliated researcher will have a project plan with clearly defined with timeframes and resources. This will be included in the Institute's annual work plan and will be reviewed annually.

The affiliated researcher is responsible for developing the project plan. If the project involves any Institute staff or other resources these must be identified.

5.2 Financial and Reporting Obligations

Typically an affiliated researcher will be managed as a separate project with its own budget, financial and project milestones and end date. If the project involves a number of research activities then detailed budgets and plans may be required.

The project plan should identify who is responsible for quarterly reporting and the project should be included in the Institute's regular reporting cycle.

The affiliated researcher will report to the relevant program leader or HOD.

5.3 Research and research capacity outcomes

Researchers affiliated with the Institute will be expected to contribute to public policy and decision making. Typically they will be required to produce at least one NRI publication during their fellowship and a report to the relevant Head of Division (in a form to be agreed) at the end of their affiliation on the outcomes of the project and their contribution to NRI objectives.

Researchers affiliated with the Institute should be prepared to undertake one or more seminars on their research and/or research methods to contribute to the research capacity within NRI.

The cost of such seminars will be met from the Visiting and Research Associate Scheme budget managed by NRI.

Other research capacity outcomes may be training, network development, advice and support for projects.

6. Designation and titles

Visiting Fellows

Visiting Fellows will be designated as *Visiting Research Fellow* for the duration of their fellowship with the National Research Institute.

NRI Associates

Associates will be able to use the designation of *Research Associate with the National Research Institute* during the term of their affiliation with NRI.

Emeritus

Emeritus Fellows will be designated as *Emeritus*, followed by the last title which was held at NRI. For example, *Emeritus Senior Research Fellow, National Research Institute* or *Emeritus Director and Professorial Research Fellow, National Research Institute*.

7. Copyright and Intellectual Property

In any publication arising from the project the NRI will give due acknowledgement to the author.

The copyright and intellectual property in the project undertaken by affiliated persons under this scheme will be owned by NRI unless the affiliated person comes to a separate agreement with NRI.

NRI grants the affiliated person a non-exclusive, royalty free, perpetual license to use the project intellectual property for further research purposes.

The affiliated person is entitled to publish material relating to the Project provided the consent of the NRI is obtained. A request for NRI consent will be made in writing. NRI will respond to the request within 14 days of receiving same. If NRI does not reply within 14 days then consent will be deemed to have been granted by NRI. The contribution of NRI and (where relevant) individual staff will be appropriately acknowledged in any publication.

8. Immigration Issues

Once an offer is made to a Visiting Fellow, the Institute will send information and any relevant material that is required for visa application and processing.

9. Termination of association

A Researcher may terminate her/his affiliation with the Institute, by giving written notice to the Director.

The Institute may terminate an affiliated researcher without prior notice or without being obliged to state the reason for such termination. If the Institute chooses to make public the reasons for the termination, it must first reveal them to the affiliated researcher in a written notification.

The Institute may remove the right from a former staff member to use the designation Emeritus without prior notice or without being obliged to state the reason for such termination. If the Institute chooses to make public the reasons for the termination, it must first reveal them to the former staff member in a written notification.

Contacting NRI

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