

INSTITUTIONAL REPOSITORY

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1 PURPOSE

CQUniversity staff and postgraduate students produce research outputs as a contribution to their discipline and/or as part of scholarly discourse. A significant proportion of this is intended for publication for the general purpose of recognition and impact.

Through [ACQUIRE](#), the University contributes to a growing international corpus of refereed and other research literature harvested by internet search engines and available through the World Wide Web. This is a process occurring in universities worldwide through a number of global initiatives.

[ACQUIRE](#) also supports data collection for the following University's legislative, research grant and annual reporting requirements:

- Higher Education Research Data Collection (HERDC) which informs annual research block grant allocations to universities under the following programs:
 - Research Support Program (RSP)
 - Research Training Program (RTP)
- [Excellence in Research for Australia \(ERA\)](#) which is a Federal Government initiative assessing research quality within Australia's higher education institutions using a combination of indicators, including publications and expert review by committees comprising experienced, internationally-recognised experts.
- [National Health and Medical Research Council \(NHMRC\)](#) is Australia's leading expert body promoting the development and maintenance of public and individual health standards and fostering medical research and training and public health research and training throughout Australia.
- [Australian Research Council \(ARC\)](#) is a statutory agency under the Industry, Innovation, Climate Change, Science, Research and Tertiary Education portfolio within the Australian Government. Its mission is 'to deliver policy and programs that advance Australian research and innovation globally and benefit the community.'

2 SCOPE

To be eligible to submit to [ACQUIRE](#), depositors must be members of the CQUniversity community at time of publication, submission or reporting. Contributions may include researchers external to the University, if they are co-authoring with CQUniversity authors or are affiliated with the University at the time of publication.

To build a complete research publication profile for the University, since its formation in 1967, the following materials will be included/accepted for submission in [ACQUIRE](#):

- Journal articles – refereed, non-refereed, editorials, book reviews, letter, etc.;
- Conference papers – refereed, non-refereed, accepted abstracts, poster sessions and PowerPoint presentations;
- Books and book chapters from commercial, non-commercial, society and University publishers;
- Theses;
- CQUniversity projects and theses resulting from non-research awards, including, final year engineering

projects, honours theses and research reports forming a substantial part of an undergraduate degree, where submission is agreed by the Dean of a School;

- University publications such as books, working and discussion papers, government submissions, research reports and inaugural lectures;
- Creative works;
- Research data sets, statistics and surveys associated with research outputs;
- Proceedings and papers from conferences hosted by CQUniversity;
- Journals supported by the University;
- Patents

Australia's major research project funding bodies, the ARC and NHMRC have open access policies in place which require any publications arising from an [ARC/NHMRC] supported research or research project must be deposited into an open access institutional repository and/or made available in another open access format (NHMRC) within a 12 month period from the date of publication:

The NHMRC Statement on Data Sharing encourages data sharing and providing access to data and other research outputs (metadata, analysis code, study protocols, study materials and other collected data) arising from NHMRC supported research through publicly accessible databases and repositories

Researchers are encouraged to share data with as much breadth and depth as possible, while taking into account their ethical-legal obligations, and providing sufficient metadata to allow others to reuse their data.

[ACQUIRE](#) will collect, but suppress access to material in the following circumstances:

- commercial-in-confidence reports to external partners;
- if the publisher requires it;
- if the work proves scurrilous, plagiarises, is libellous or breaches copyright; and
- Australian Government grants permission for data collection and reporting purposes.

[ACQUIRE](#) will not collect:

- administrative reports, such as the University annual report, meeting minutes, committee papers and/or similar material which are collected in the official administrative archives;
- teaching and learning resources e.g. study guides; and
- output intended for commercialisation or individual royalty payment or revenue for the author or CQUniversity.

Publications may be removed from [ACQUIRE](#) if the author requests removal and the Deputy Director, Learning Environments and Libraries approves the request.

3 EFFECTIVE DATE 22 June 2016

4 LEGISLATIVE AUTHORITY

Central Queensland University Act 1998 Qld

5 POLICY STATEMENT

Material which represents the research and scholarly output of the University is to be submitted to/located in the University's digital institutional repository, [ACQUIRE](#).

In Australia, funding for higher education providers is provided under the [Higher Education Support Act 2003 \(Cth\)](#).

One of the objects of the Act is to "to strengthen Australia's knowledge base, and enhance the contribution of Australia's research capabilities to national economic development, international competitiveness and the

attainment of social goals” (Section 2-1(c)).

The [Australian Code for the Responsible Conduct for Research](#) requires that institutions ‘address the ownership of research materials and data, their storage, their retention beyond the end of the project, and appropriate access to them by the research community’ (Section 2 Introduction).

The University’s open access institutional digital repository, [ACQUIRE](#) has been developed from funding provided by the Australian Government under its [Australian Scheme for Higher Education Repositories](#) (ASHER) program which aims ‘to making publicly funded research more readily available.

6 RESPONSIBILITIES

The Deputy Vice-Chancellor (Research) is the Senior Management representative responsible for research at CQUniversity and provides advice to the Vice-Chancellor within CQUniversity.

The Deputy Deans (Research), Research Institute and Centre Directors are responsible for ensuring respective staff are aware of their obligations to submit their research outputs to [ACQUIRE](#) to aid the University in exposing its research to the wider community and meet its annual and ad hoc legislative research publication reporting requirements.

CQUniversity Library manages [ACQUIRE](#) and is responsible for:

- verifying online submissions, validating and enhancing associated metadata and ensuring research outputs are accurately displayed online;
- organising copyright clearances to facilitate open access to research outputs wherever possible; and
- initiating and maintaining internet harvesting protocols for the University’s research and scholarly output.

The Research Division is responsible for verifying the eligibility of research publications to fulfil the University’s annual and ad hoc research reporting requirements under legislation and other government initiatives. These include, amongst others:

- [Higher Education Research Data Collection \(HERDC\)](#); and
- [Excellence in Research for Australia \(ERA\)](#) submission.

The Information and Technology Directorate is responsible for the data interchange between University systems e.g. [ACQUIRE](#), ResearchMaster and other systems as required.

Research active staff and Research Higher Degree candidates are responsible for submitting their research outputs in an accurate and timely manner to ensure that the University’s reporting deadlines and grant conditions can be met, as required.

As well as the published version of their publication, which is required to fulfil the University’s legislative reporting requirements, authors are also requested to submit the author’s accepted manuscript (AAM) to [ACQUIRE](#) to enhance the online accessibility of the University’s research quantum.

The Library will endeavour to obtain the necessary open access permissions. If permissions are not available the research output will be suppressed from public display.

Compliance, Monitoring and Review

The Deputy Vice-Chancellor (Research) is responsible for overall compliance.

The Deputy Vice-Chancellor (Research) is responsible for the verification and accurate classification of the University’s research publications to meet University’s legislative reporting requirements.

The Deputy Director, Learning Environments and Libraries is responsible for the operation of [ACQUIRE](#) and through this the open access communication of the University’s research publications to the wider community, wherever possible.

Reporting

The Library will provide an ACQUIRE report to Research Committee of Academic Board, Executive Committee as per the Reports and Policy Schedule, detailing publication submissions and related information.

Records Management

All records relevant to this document are to be maintained in a recognised University recordkeeping system.

7 DEFINITIONS

ACQUIRE: CQUniversity's Institutional Digital Research Repository.

ARC: Australian Research Council.

HERDC: Higher Education Research Data Collection.

NHMRC: National Health and Medical Research Council.

Refer to the University [glossary](#) for the definition of terms used in this policy.

8 RELATED LEGISLATION AND DOCUMENTS

Related Legislation and Supporting Documents

[ARC Open Access Policy](#)

[Australian Code for the Responsible Conduct of Research](#)

[Excellence in Research for Australia \(ERA\) Higher Education Support Act 2003 \(Commonwealth\)](#)

[Higher Education Research Data Collection \(HERDC\)](#)

[NHMRC Open Access Policy](#)

[NHMRC Statement on Data Sharing](#)

| Approval and Review | Details |
|--|--------------------------------------|
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| Advisory Committee to Approval Authority | Research Committee of Academic Board |
| Administrator | Chief Information Officer |
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| Approval and Amendment History | Details |
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