Australian Government

Australian Research Council

Guidelines for completing Key Performance Indicators (KPIs)

ARC Industrial Transformation Research Program (ITRP) commencing in 2023

Contents

INTRODUCTION

ARC Industrial Transformation Research Hubs (Research Hubs) and Industrial Transformation Training Centres (Training Centres) must submit Key Performance Indicators (KPIs) within 6 months of the Project Start Date as stated in section B5.1 of the Grant Agreement for ARC Industrial Transformation Program for funding commencing in 2023 (IH23/IC23). This document provides guidance for completion of the ARC KPI template.

The Template includes KPIs across a range of categories for each year of funding. These KPIs must be reported on each year through the Progress Report.

Performance against KPIs will also be assessed during ad hoc Performance Reviews.

Targets must be set against the standard KPI included in the template below. In addition to these categories, the Research Hub or Training Centre may also develop an extra set of KPIs that are specifically relevant to the research program.

The KPIs are part of the Agreement between the Administering Organisation and the ARC and must therefore be agreed to by the ARC. The ARC may request amendments to targets prior to acceptance.

The Administering Organisation may request an amendment of KPI targets over the life of the Research Hub or Training Centre to reflect changes within the program. Requests to amend KPIs must be well justified and must be agreed to by the ARC in writing.

SUBMITTING KPI TEMPLATE TO THE ARC

Please send your completed KPI Template to the Major Investments team, ARC-Postaward@arc.gov.au.

SETTING PERFORMANCE TARGETS

KPIs should reflect the aims, activities and anticipated outcomes as outlined in the Project's original application.

KPIs should align closely with the key benefits in the project plan. This plan may be requested as part of an ad hoc review.

It is important to note that the intention of KPIs is to set aspirational performance goals, which will reflect the highest possible level of achievement for a Research Hub or Training Centre.

GENERAL POINTS TO CONSIDER WHEN COMPLETING KPI TEMPLATE

- Do not alter the ARC set standard KPI categories.
- Do not delete any KPIs that have been approved by the ARC - KPI targets may be renegotiated with the ARC as the Project matures.
- Only complete for the years in which the Research Hub or Training Centre is receiving funding from the ARC. Note that if the Research Hub or Training Centre has targets for additional years, these will need to be negotiated with the ARC.
- Be ambitious with KPI targets.
- Targets can be provided as a figure or a range (e.g., 10, or 8-12)
- Targets are not cumulative totals across the years, each target should reflect the total within that calendar year.

The KPI Template has seven KPI categories to address the ITRP scheme overall. These are relevant to both Research Hubs and Training Centres. Three additional categories are specified for Research Hubs, and four additional categories for Training Centres.

Research Hubs support joint research activity between the Australian higher education sector and industry. They are designed to focus on strategic outcomes that cannot be realised independently of each other. The KPIs should demonstrate the value of deliverables, or the path to deliverables, for the company and industry.

Training Centres should demonstrate training of HDR students, usually PhD students, and postdoctoral fellows with the view to familiarising them sufficiently with the relevant industry so that they can be prepared for working with industry in their future career.

Integral involvement is one of the most effective ways to train people in industry processes and procedures. For example, integration into project plan development; taking a product from bench to market; or to implement a new process. These outcomes should also be included in the Project-specific KPIs.

GENERAL KPI GUIDANCE FOR RESEARCH HUBS & TRAINING CENTRES

The following information provides guidance for developing KPI targets outlined in the KPI template. The following KPIs are relevant for all Research Hubs and Training Centres.

1. Number of joint outputs (Co-Authored)

- Industry papers
- Magazine
- Newspaper
- Journal
- Conference papers

This KPI will demonstrate the Research Hub's or Training Centre's ability to produce different outputs which translates scientific information from an academic output in a plain language form for non-academics. This category includes both Partner Organisations and wider industry and trade body joint publications.

Action: For each sub-category, create a new line for the relevant output. The list above should be included however this is not an exhaustive list of reporting for this category.

2. Number of visits to the ITRP investment

- Industry visitors
- International visitors
- National visitors

This KPI will provide a measurement of the significant visits to the Investment. These visits can result from inviting a person(s) to attend or requests to visit the

This category does not include short visits, for example attending a single event such as a launch, presentation, or a mentoring session. However, if their stay for these events is extended to participate in research activities for one week or greater, this can be included.

Action: For each sub-category, create a new line for the relevant visit. The list above should be included however this is not an exhaustive list of reporting for this category.

3. Number of government, industry, and business community briefings

- To government (parliamentarians and department/agencies at both State and Federal level)
- To industry/business/end users
- To non-government organisations
- To professional organisations and bodies
- Other (please specify)

The targets in this category are intended to demonstrate the level of engagement with external stakeholders and decision makers. The ARC expects that all students and Postdoctoral Fellows have opportunities to be involved in public talks.

The targets in this category should be additional to the targets listed for workshops/conferences, and can include both invitations to speak at events, as well as - hosted events.

The Research Hub or Training Centre should analyse their translation pathways to ensure that they are engaging with the key external stakeholders. The external stakeholders or decision makers should be able to understand the benefits.

Action: For each sub-category, create a new line for the relevant briefing type. The list above should be included however this is not an exhaustive list of reporting for this category.

4. Number of talks given by ITRP investments which are open to the public.

- National conferences
- International conferences (held internationally and in Australia)
- Seminar series
- Forums
- Scientific talks
- Other (please specify)

The targets in this category will demonstrate the Research Hub's or Training Centre's level of engagement with the public and their ability to communicate complex scientific information effectively. It is expected that the Director and other participants have the opportunity to present to the public.

Action: For each sub-category, create a new line for the relevant outputs. The list above should be included however this is not an exhaustive list of reporting for this category.

5. Number of research outputs:

- Journal articles
- Conference publications
  - Academic publications
  - Publications to inform industry
- Artistic performances
- Films
- Creative works
- Patents
- Books
- Book Chapters
- Other (please specify)

The targets in this category will demonstrate the research outputs with each relevant sub-category, the Research Hub or Training Centre will need to determine how the quality of research outputs will be measured. For example, impact factors, peer review of outputs, citation analysis, and award or prizes (if applicable).

The number of outputs would be expected to increase over time. The types of outputs should be research discipline and industry relevant and be of high-quality.

Action: For each sub-category, create a new line for the relevant output and provide a brief description of how the Research Hub or Training Centre will measure the quality of outputs, such as H index or Impact Factor. The list above should be included however this is not an exhaustive list of reporting for this category.

6. Number and nature of commentaries about the ITRP investments achievements

- Media releases
- Social media
- Articles

The ARC expects the Research Hub or Training Centre to appear as a separate entity within the Administering Organisation. This includes promoting research outcomes and events through its own website, social media, and articles.

This KPI provides a measurement on how the Research Hub or Training Centre is raising its profile. A media release is defined as a factual based statement that informs people about an event, research outcome or other happenings. Social media examples include Twitter, Facebook, Instagram, and LinkedIn. Measurements of social media can include retweets, followers, or likes. Articles can include news stories, interviews, or bulletins.

Action: For each sub-category, create a new line for the relevant output. The list above should be included however this is not an exhaustive list of reporting for this category.

7. Additional funding secured and attributable to ITRP engagement achievements ($)

- Additional contributions from Partner Organisations
- Secured venture capital
- Scholarships
- Grants
- Other (please specify)

This category demonstrates that the Training Centre or Research Hub is providing a good return on investment. This is important for planning beyond the ARC funding of the Research Hub or Training Centre.

This category can include additional funding secured above the commitments of the original Partner Organisations as listed in the application, or as additional funding secured from new partners (cash or in-kind commitments). However, the latter is not the sole measure of success and new Partner Organisations should be carefully considered against the remit of the research program.

Action: For each sub-category, create a new line for the relevant additional funding. The list above should be included however this is not an exhaustive list of reporting for this category.

RESEARCH HUBS ONLY: KPI GUIDANCE - PERFORMANCE MEASUREMENT CATEGORIES

1. Number of mentoring programs (formal/informal) that Research Hub participants and staff are engaged with

This category includes formal and informal mentoring programs. Where possible, each student or postdoctoral fellow should have both an academic and industry mentor throughout the funding period. Please note that a mentor is additional to a supervisor.

Mentoring programs listed should involve experienced personnel as mentors. Mentees may be Research Hub participants at any career stage. Programs listed can include Research Hub development/ leadership/ induction programs for Research Hub researchers, students, postdoctoral researchers, new staff, external stakeholders, end-users etc. Programs should include all personnel (including the Director).

The target set should be the number of programs, and not the number of participants in each program. However, you may choose to set an additional Research Hub-specific target for program participation.

Action: The target can be presented as a single line, or alternatively a new line can be created to provide a breakdown of different mentoring programs.

2. Number of postdoctoral fellows placed in Partner Organisations

This category demonstrates how the Research Hub will ensure ARC funded postdoctoral fellows will be integrated into the research program and involved with Partner Organisations over the life of the project.

It is expected that there will be opportunities for postdoctoral fellows to be placed with Partner Organisations. The arrangements can be a listed as block of time or an FTE commitment.

Action: For each sub-category (full-time or part-time), create a new line for the relevant postdoctoral fellow placements including units of measurements.

3. Number of Higher Degree Researcher (HDR) students placed in Partner Organisations

This category demonstrates how the Research Hub will ensure ARC funded HDR students will be integrated into the research program and involved with Partner Organisations over the life of the project.

It is expected that there will be opportunities for HDR students to be placed with Partner Organisations. The arrangements can be a listed as a block of time or an FTE commitment.

Action: For each sub-category (full-time or part-time), create a new line for the relevant HDR student placements including units of measurements.

TRAINING CENTRES ONLY: KPI GUIDANCE – PERFORMANCE MEASUREMENT CATEGORIES

1. Number of Industry Centre Higher Degree Research (ICHDR) postgraduate students enrolled at the Training Centre

This category should include the number of ICHDRs funded by the ARC and should demonstrate how the Training Centre will ensure ARC funded ICHDR students will be integrated into the research program over the life of the project.

Action: For each sub-category (ARC funded or alternatively funded), create a new line for the relevant ICHDR enrolments.

2. Number of Industry Centre Postdoctoral (ICPD)s enrolled at the Training Centre

This category should include the number of ICPDs funded by the ARC and should demonstrate how the Training Centre will ensure ARC funded postdoctoral fellows will be integrated into the research program over the life of the project.

Action: For each sub-category (ARC funded or alternatively funded), create a new line for the relevant ICPD enrolments.

3. Number of placements to Partner Organisations

The ARC encourages all ARC funded ICHDRs and ICPDs to spend considerable time conducting research outside of the higher education sector with a Partner Organisation (i.e., a year or more over the life of the project). Indicate whether the number of postdoctoral fellows who will be placed in Partner Organisations are either full-time or part-time per year. If the number is zero, please indicate this. The arrangements can be listed as a block of time or an FTE commitment.

Action: For each sub-category (full-time or part-time), create a new line for the relevant ICHDR and ICPD placements.

4. Number of professional short courses/workshops programs attended by Training Centre participants and staff. Some examples are:

- Engaging with media
- Public speaking
- How to write a grant application, applying for a job and interview training.
- Gender equality and diversity
- Cultural awareness and ethics training

The ARC expects that Training Centres actively participate in several professional development courses, beyond what is offered at the university. Indicate the number of professional short courses/workshop programs that are available for Training Centre participants and staff.

Action: For each sub-category, create a line for the relevant course/workshop program and include the number of courses attended by Training Centre participants. The list above should be included however this is not an exhaustive list of reporting for this category.