## 2. Resources

### 2.1 Journals

#### 2.1.1 List
Journal citations report: see also ‘Information for new users’
Department of Education, Science and Training (DEST) – Register of refereed journals

#### 2.1.2 Formats

### 2.1.3 Library
Library Collections
Databases

### 2.1.4 Research Hub
See also: Research Associate
School’s staff publications
Advises from Research Associate

### 2.2 Funding

#### 2.2.1 Scholarships
Scholarships @ Flinders University
http://wwwfp.cc.flinders.edu.au/Scholarships/

#### 2.2.2 Grants
Hub’s Funding Sources data base

##### 2.2.2.1 School Database
The data is accessible from the Health Research share drive or from the Hub staff.

##### 2.2.2.2 Hub Newsletter
Every edition of the Hub Newsletter contains information about grant opportunities. Hard copies of the Newsletter are distributed to every academic and higher degree students, or are available from the Hub.

##### 2.2.2.3 Faculty Grant Opportunity Info
Faculty web site – research- grants
School’s Research web site

##### 2.2.2.4 Office of Research
Grants

##### 2.2.2.5 Government Tenders
Current tenders
Regional funding and grants register

### 2.2.3 Financial
Account officer – Ms Drinka Vajdic
| 2.2.3.1 School Finance Office | http://nursing.flinders.edu.au/staff/pages/profile.php?page=vajd0002  
Provides advice and assistance to staff requiring interpretation of University Human Resources and Financial policies and procedures, and processes appropriate documentation as required. |
|---|---|
| Hub Coordinator – Ms Gina Kasprzyk  
Financial administration of research grants held within the School. |
| 2.2.3.2 Faculty Office | Deputy Faculty Registrar (Research Administration) - Mr Ross Forbes  
Telephone: (+61 8) 8201 5894  
Facsimile: (+61 8) 8201 5891  
Email: ross.forbes@flinders.edu.au |
| 2.2.3.3 Research Grants Officers | Grants Finance Office  
| 2.3 Facilities | |
| 2.3.1 School infrastructure | Rooms for the teaching, research or administrative purpose must be booked via the School’s Office.  
ICT equipment is available from the School’s Office and must be booked in advance. |
| 2.3.1.1 Rooms | |
| 2.3.1.2 ICT  
Tape recorders  
tapes  
laptops  
scanners  
digital cameras | |
| 2.3.1.3 Research Centre | The Research Centre is located in the East Wing, room E230. The Centre can accommodate six research assistants or research managers that are employed to undertake funded research projects.  
The Hub Coordinator is responsible for allocation of office space according to the established procedure. |
| 2.4 People | |
| 2.4.1 Staff Profiles  
See also: Colleagues | School’s web site staff profile page  
| 2.5 Teams | |
| 2.5.1 existing  
2.5.1.1 School Research Teams  
See also: current research | |
| 2.6 Compendium | |
| 2.6.1 current research | Research areas in the School  
Recent and current grants awarded  
Major current grant  
2.7 *Books*
See also: journals, library

2.7.1 *textbooks*
2.7.1.1 *Australian*

2.7.2 *thesis*
2.7.2.1 by colleagues

2.8 *Dates*

2.8.1 *Ethics Committees*
See also: Ethics Committees

2.8.2 *School Research Committee*

2.8.3 *School Mentoring Committee*

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**Library Collections**

**Databases**

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The Mentoring Committee is a sub-committee of the Research Committee. It aims to provide assistance and advice about research opportunities to early career researchers who are employed as contract or permanent staff in the School of Nursing and Midwifery. The committee meets quarterly or more frequently as required.

**Terms of reference**
The Mentoring Committee supports the Research Committee in its role of promoting a culture which encourages and sustains research activities in the school through providing information and advice about research and early career researchers who are new to the University and/or School of Nursing and Midwifery.

The aims of this sub-committee are to:
- Develop and maintain an information package to be given to new contract and permanent academic staff outlining resources for commencing researchers;
- Provide direction to and advice about appropriate resources for these staff;
- Undertake ongoing monitoring of the needs of early career researchers for information and assistance in commencing research;
- Advise the research committee on research mentoring issues;
- Explore and promote different mentoring processes that could be used to promote staff research;
- Develop mentoring relationships between novices and experienced mentors; and
- Develop other research resources or programs as deemed necessary by the research committee

**Membership of Committee**
Member of the Mentoring Committee will be appointed by the Research Committee. The Mentoring Committee will be comprised of:
- Associate Dean (Research) (Ex-officio member)
- One Professor or academic with extensive research experience
- Two early career researchers
- Hub Research Associate
- Hub Co-ordinator

The Chair will be elected from the members of the Mentoring Committee.

**Current membership of the Committee is:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Professor Jan Paterson</td>
<td>Ex-officio</td>
</tr>
<tr>
<td>Dr Julie Henderson</td>
<td>Research Associate</td>
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<tr>
<td>Ms Heather James</td>
<td>Early Career Researcher</td>
</tr>
<tr>
<td>Dr Steve Parker</td>
<td>Early Career Researcher</td>
</tr>
<tr>
<td>Ms Gina Kasprzyk</td>
<td>Hub Coordinator</td>
</tr>
<tr>
<td>Vacant</td>
<td>Professor or Senior Researcher</td>
</tr>
</tbody>
</table>
2.9 HUB
2.9.1 Roles

Professor Jan Paterson
Associate Dean (Research)
Contact details:
Phone: 8201 3266
Email: jan.paterson@flinders.edu.au
Room: North Wing, First Floor, N124

Dr Julie Henderson
Research Associate
Contact details:
Phone: 8201 3405
Email: julie.henderson@flinders.edu.au
Room: North Wing, First Floor, N121

Julie’s role is to promote research culture and assist staff in developing research skills through:
• assistance in writing and editing of grants
• assistance in writing and editing of ethics proposals
• proofreading and editing of publications
• assistance in designing research
• identification of funding sources
• identification of journals for publications
• managing the research seminar series
• involvement on the research committee and research mentoring subcommittee
• establishment and maintenance of a database of non-governmental funding sources
• monitoring of the Special Publishing Initiative leave outcomes

She also undertakes paid consultancy work in the following areas:
• establishment of research databases (SPPS, N Vivo, NUD*IST, Endnote)
• qualitative and quantitative data analysis
• report writing
• literature reviews
• web page development.

Ms Gina Kasprzyk
Hub Coordinator
Phone: 8201 5317
Email: gina.kasprzyk@flinders.edu.au
Room: North Wing, First Floor, N116

Gina’s role is to coordinate and administer research activities in the School which include:
• liaison with members of the research team
• coordinating of literature reviews and other services
• preparation of research-related documents
• maintaining a website and distributing data
• coordinating research events in the school
• maintenance and analysis of publication and research database, extracting data, and producing reports.

Ms Wendy Green
Administrative Assistant (Research)
### 2.9.2 School Research web site

### 2.10 Evaluations of resources

### 2.11 Policies

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<tr>
<th>2.11.1 FUSA</th>
<th>2.11.3 assessment</th>
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<tr>
<td>2.11.1.1 appeals</td>
<td>2.11.3.1 assessment</td>
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<td>2.11.1.2 complaints</td>
<td>2.11.3.2 assessment</td>
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<td>2.11.1.4 student progress</td>
<td>2.11.3.4 assessment</td>
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| Phone: | 8201 5225 |
| Email: | wendy.green@flinders.edu.au |
| Room:  | North Wing, First Floor, N116 |

Wendy is responsible for:
- searching the literature
- retrieving articles
- formatting manuscripts and other research related documents
- entering data into data bases
- performing the Hub’s administrative tasks

**List of the Hub Staff** (link to the Research web site)

Staff policies and procedures - main page
http://www.flinders.edu.au/ppmanual/

Student related policies and procedures