

Early Career Researcher (ECR) Professional Development Program *Handbook*

First Edition 2015

Please check for updates throughout the year
<http://www.jcu.edu.au/grs/workshops/index.htm>



Your ECR Program

Welcome to the JCU Early Career Researcher Professional Development Program ('ECR Program'), designed to assist new JCU academics to become independent, productive and competitive researchers. Early Career Researchers (ECRs) are the future of JCU research. The University established this program in 2011 to give its newly appointed academics support and training to build the foundation for long and fruitful academic careers.

Studies have shown that ECRs need to make good progress towards becoming productive researchers in the first three years of their research careers. Prospects for a successful research pathway for most ECRs diminish after that time if progress has not been strong. In 2010 a survey conducted by Professor Gianna Moscardo identified areas where JCU's support for ECRs could be improved. Following this, the Vice Chancellor's Advisory Committee (VCAC) endorsed a strategy for ECR development in recognition of the

need to provide resources and skills to nurture research talent and provide an environment where research by new academics is valued more highly. This dedicated professional development program for ECRs arose from those developments.

All commencing ECRs will be expected to undertake the intensive training program as soon as possible after taking up their appointments. The professional development program outlined in this booklet is developing and will expand over time. Other initiatives are being considered, and of course we will be interested to receive your feedback on this program so that we can further refine, hone and extend it.

We hope that you will find many courses and workshops of interest in this program and that it meets your needs as you build your research profile. I look forward to meeting you and working with you in the ECR intensive block mode weeks being offered this year.

What is an ECR?

For the purposes of this 2015 handbook, an Early Career Researcher (ECR) is generally defined as a member of the academic staff who has been appointed at Lecturer B level or above since January 2011, with a doctorate awarded from December 2010. However, JCU acknowledges different research career pathways and will certainly allow variations to this definition; for example, where family responsibilities have reduced the capacity to undertake research after graduation. Similarly, while targeted at academic appointments, all postdoctoral researchers are encouraged to participate in the program.

Program Administration

For ECR event registrations and enquiries, or to be added to the ECR email distribution list, contact:

- ➔ **Graduate Research School**
grs@jcu.edu.au
 Phone (07) 4781 5861 or 4781 4735

Program Format

This handbook details the intensive ECR training courses to be hosted in Townsville from 13-17 July and in Cairns from 16-20 November 2015, as well as other professional development workshops available throughout the year. The handbook will be updated from time to time to include new workshops. Notices will also be sent to JCU ECRs via email.

JCU ECRs may also take advantage of the GRS Research Skills Program, which provides access to both compulsory and elective activities for all JCU HDR candidates. For further information, see the GRS Workshops webpage:

<http://www.jcu.edu.au/grs/workshops/index.htm>

Some of the courses and workshops offered as part of the ECR Program will be designed for ECRs alone, while some may be offered jointly to ECRs and HDR candidates. Where workshops will be offered jointly, we anticipate that ECRs will play a leadership role, providing a good opportunity to develop skills in research leadership.

Registration

To register for an intensive ECR training week, contact grs@jcu.edu.au. Please provide your full name, position title, department, phone number and email address so we can update our database by May 31 2015.

ECRs are encouraged to check the JCU ECR Facebook page for reminders of forthcoming events, join discussion feeds and find out what's happening in the broader network.

<http://www.facebook.com/jcuecr>

If you need to travel to either the Townsville or Cairns campus to attend the workshop of your choice, please contact your College for travel assistance.

Key Dates in 2015

Event	Townsville Campus	Cairns Campus
Dedicated ECR Program 'Intensive' One-Week Courses	13-17 July	16-20 November
Topics covered: <ul style="list-style-type: none"> ◆ Introduction to the ECR Program ◆ The research context: policy, ERA, drives ◆ Grant writing ◆ The PMP process ◆ 3 minute research presentations and group presentations ◆ Becoming an effective researcher ◆ Advisor training / advanced advisor training ◆ Time for research ◆ Strategic career planning 		
Advisor Training Workshops <i>for aspiring advisors of HDR Candidates</i>	17 February 13 July	29 April 16 November
Advanced Advisor Training Workshops <i>for JCU Advisors who wish to update their knowledge of policy and procedures</i>	13 July	16 November

Dedicated ECR Program 'Intensive' One-Week Courses

To register, contact grs@jcu.edu.au

The intensive block-mode workshops offered as part of the Professional Development Intensive Weeks are tailored to the needs of JCU ECRs. Intensives will be held in both Townsville and Cairns and will feature a range of speakers and activities.

It is expected that JCU ECRs will undertake the intensive course preferably as soon as convenient after commencing their appointment. Please also note that participation in an intensive week is a requirement to be eligible for the Rising Stars Program¹.

As part of the Intensive Week activities, ECRs will have the opportunity to undertake training in research supervision. Attending an Advisor Training Workshop is a prerequisite to admission to the JCU Register of Advisors². For ECRs who have attended training and/or been admitted to the Register, an Advanced Advisor Training Workshop is offered which focuses on the international, national and institutional contexts of research supervision as well as the importance of HDR completions.

Townsville Campus

Date:	Monday, 13 to Friday, 17 July 2015
Venue:	Endeavour Room, University Halls of Residence Conference Centre (Top Floor), Building 112 (Map)

	Mon, 13 July	Tues, 14 July	Weds, 15 July	Thurs, 16 July	Fri, 17 July
A.M.	Advisor Training / Advanced Advisor Training (Raintree Room) (Concurrent workshops) <i>Helene Marsh</i> <i>Liz Tynan</i>	Introduction <i>Bradley Smith</i> Facilitation Workshop for Research Leadership <i>Helene Marsh</i>	Becoming an effective researcher – building research leaders <i>Hugh Kearns</i>	The Strategic Environment – ERA, Performance Management, New EA, and Global Research Trends <i>Bradley Smith</i> Reading and Developing your CV <i>Natalie Stoeckl</i>	Time for research <i>Hugh Kearns</i>
P.M.	Advisor Training / Advanced Advisor Training (cont'd)	Three-minute research presentations and Setting the Problem <i>Helene Marsh /</i> <i>Bradley Smith</i>	Becoming an effective researcher – building research leaders (cont'd)	Preparation time for group work	Group presentations
Evening	-	-	-	Informal Dinner	-

¹ Rising Stars ECR Leadership Program: http://www-public.jcu.edu.au/researchservices/grants/intfund/JCU_085066

² JCU Register of Advisors and related policy: <http://www.jcu.edu.au/grs/staff/index.htm>

<i>Cairns Campus</i>	
Date:	Monday, 16 to Friday, 20 November 2015
Venue:	Room B1.031, Ground Floor, JCU Library Building (Map)

	Mon, 16 Nov	Tues, 16 Nov	Weds, 17 Nov	Thurs, 18 Nov	Fri, 19 Nov
A.M.	Advisor Training / Advanced Advisor Training (B1.106) (Concurrent workshops) <i>Helene Marsh</i> <i>Liz Tynan</i>	Introduction <i>Bradley Smith</i> Facilitation Workshop for Research Leadership <i>Helene Marsh</i>	Becoming an effective researcher – building research leaders (Part 1) <i>Maria Gardner</i>	The Strategic Environment – ERA, Performance Management, New EA, and Global Research Trends <i>Bradley Smith</i> Reading and Developing your CV <i>Michael Bird</i>	Time for research <i>Maria Gardner</i>
P.M.	Advisor Training / Advanced Advisor Training (cont'd)	Three-minute research presentations and Setting the Problem <i>Helene Marsh/Bradley Smith</i>	Becoming an effective researcher – building research leaders (Part 2)	Preparation time for group work	Group presentations <i>Bradley Smith</i>
Evening	-	-	-	Informal Dinner	-

Advisor Training Workshops

The Graduate Research School provides one-day workshops for those wishing to commence supervision of Higher Degree by Research (HDR) candidates (Advisor Training), as well as refresher courses for experienced advisors who wish to update their knowledge of JCU research training and supervision policy and procedures (Advanced Advisor Training). Training is offered at the Townsville and Cairns campuses and in Singapore when possible.

- ◆ Attendance is free of charge and refreshments and a light lunch is provided.
- ◆ To register for an Advisor Training Workshop, contact grs@jcu.edu.au

Advisor Training for Aspiring Advisors of HDR Candidates

Workshops for aspiring advisors provide an interactive forum for exchange of knowledge and views on the best way to supervise research higher degree candidates. Participation is necessary for any JCU academic or research staff member wishing to be admitted to the JCU Register of Advisors. An exercise is outlined at the workshops that must be completed to pass the course.

Townsville Campus

*Presented by Professor Helene Marsh, Dean of Graduate Research Studies
with Dr Liz Tynan, GRS Academic Support Coordinator*

Date:	Tuesday, 17 February 2015	Time:	9:00am-4:00pm
Venue:	Building 034 Room 011C	Max:	30 seats available

Date:	Monday, 13 July 2015	Time:	9:00am-4:00pm
Venue:	Endeavour Room, University Halls of Residence Conference Centre (Top Floor), Building 112 (Map)	Max:	30 seats available

Cairns Campus

*Presented by Professor Helene Marsh, Dean of Graduate Research Studies
with Dr Liz Tynan, GRS Academic Support Coordinator*

Date:	Wednesday, 29 April 2015	Time:	9:00am-4:00pm
Venue:	Room E2.113 Sir Robert Normal Building(Map)	Max:	30 seats available

Date:	Monday, November 16 2015	Time:	9:00am-3:00pm
Venue:	Room B1.031(Map)	Max:	30 seats available

Advanced Advisor Training

This one-day extended workshop is for JCU advisors who are on the Register of Advisors and wish to update their knowledge of supervisory issues, policy and procedures. The workshop will cover the international, national and institutional context of HDR supervision, how to build an effective advisory team, improving completion rates and running writing workshops.

Townsville Campus

*Presented by Professor Helene Marsh, Dean of Graduate Research Studies
with Dr Liz Tynan, GRS Academic Support Coordinator*

Date:	Monday, 13 July 2015	Time:	10:00am-4:00pm
Venue:	Raintree Room, University Halls of Residence Conference Centre (Top Floor), Building 112 (Map)	Max:	30 seats available

Cairns Campus

*Presented by Professor Helene Marsh, Dean of Graduate Research Studies
with Dr Liz Tynan, GRS Academic Support Coordinator*

Date:	Monday, 16 November 2015	Time:	10:00am-4:00pm
Venue:	Room B1.106, Cairns Library (Map)	Max:	30 seats available

Other Opportunities at JCU and elsewhere

Please look for opportunities in our Research Skill Handbook located here

[GRS Research Skills Program Handbook](#)

EndNote

The JCU Library offers extended EndNote workshops throughout the year which are recommended for postgraduate students and academic staff. Attendance is free of charge and registration is not required. Please check the JCU Library website to confirm timing and venues:

<http://www-public.jcu.edu.au/libcomp/assist/workshops/index.htm>

Introduction to Aboriginal and Torres Strait Islander Cultural Perspectives Workshop

The specific objectives of this program are to provide participants with an:

- ◆ Insight into their own beliefs and examination of these same aspects from an Aboriginal and Torres Strait Islander perspective;
- ◆ Outline of significant historical events and theories and their impact on contemporary Australian society;
- ◆ Overview of factors which affect contemporary Indigenous Australians;
- ◆ Insight into Indigenous ways of working and success in achieving self-determination; and
- ◆ Opportunity to explore significant points addressed in the program and discuss strengths in achieving positive outcomes.

Registration for the Cultural Awareness Workshop is coordinated by the School of Indigenous Australian Studies. Registration costs **\$75.00** per person, payable upon sign-up. Please visit the School's website for information relevant to Townsville and Cairns based workshops and to download the registration form:

<http://www.jcu.edu.au/sias/workshops/index.htm>.

Indigenous Research Protocols Workshop

The JCU School of Indigenous Australian Studies (SIAS) offers an Indigenous Research Protocols Workshop designed for researchers and/or those wishing to engage effectively Aboriginal and/or Torres Strait Islander Peoples. This is a workshop for those who are involved in conducting research with and/or for Aboriginal and/or Torres Strait Islander people and/or those who have a role in signing off on research proposals and ethics applications.

Registration for the Indigenous Research Protocols Workshop is coordinated by the School of Indigenous Australian Studies. Registration costs **\$60.00** per person, payable upon sign-up. Please visit the School's website for information relevant to Townsville and Cairns based workshops and to download the registration form:

http://www.jcu.edu.au/sias/JCU_125610.html

QSR International NVivo Workshops

Qualitative research is all about exploring issues, understanding phenomena, and answering questions. While there's a whole industry engaged in its pursuit, qualitative research also happens in nearly every workplace and study environment, nearly every day.

Focus groups, in-depth interviews, content analysis, ethnography, evaluation and semiotics are among the many approaches that are used, but qualitative research in its most basic form involves the analysis of any unstructured data, including: open-ended survey responses, literature reviews, audio recordings, pictures and web pages.

There is no agreed 'industry standard' or prescribed process for approach a qualitative project but there are some recognised strategies and steps you can take. Qualitative research software like NVivo helps people to manage, shape and make sense of unstructured information. It doesn't do the thinking for you; it provides a workspace and tools to enable you to easily work through your information.

Visit the QSR International website to view their 'Introducing NVivo' video:

<http://www.qsrinternational.com/what-is-qualitative-research.aspx>

For training opportunities, including online workshops, visit the QSR International Training & Events webpage:

<http://www.qsrinternational.com/training-and-events.aspx>

ComWriter

Four steps to creating awesome academic writing projects!

Academic writing involves a range of complex processes:

- ♦ Finding items in the library or databases;
- ♦ Researching and making notes;
- ♦ Organising and planning;
- ♦ Collaborating with other students and advisors;
- ♦ Writing to academic standards; and
- ♦ Publishing work or presenting it for examination.

The results of academic writing generally end up in the online databases that start the process!

ComWriter is a new writing platform designed to support academic writing.

ComWriter is different to your usual word processing software. It's an online tool that can be accessed anywhere provided you have an internet connection and appropriate browser capabilities. ComWriter is easy for researchers to use and provides a structured approach to efficient and successful academic writing. It assists with presenting your writing in any academic style, making your work look professional and impressive. ComWriter even exports your work to PDF or Microsoft Word format. Users have access to a free account to trial ComWriter for their own needs.

Learn More:

1. ComWriter is currently in its Beta phase of development and will be upgraded over time with additional tools. Visit the ComWriter website to further explore its capabilities: <http://comwriter.com/students/>
2. Peruse the ComWriter introduction and demonstration manual: [Flipbook](#)
3. Visit the ComWriter Support Desk for additional user guides and advice, including answers to Frequently Asked Questions: <https://comwriter.zendesk.com/home>