

*Research
Activities
at UNSW*

Census 2006

FAQ

Frequently Asked Questions

- 1) ***When was it decided that a census was going to be conducted?***
 - The concept of the Census grew out of the UNSW RQF Steering Committee and has been in development for about 6 months - from concept to design to testing.
- 2) ***Who has been asked to complete the Census?***
 - All Academic and/or research-only Staff of UNSW
 - All honorary, adjunct, clinical, conjoint and visiting academics
 - All general staff whose HR classification is "Research-Only"
- 3) ***Why has the census been sent to staff who aren't employed by UNSW?***
 - We recognise that a lot of people, including those not directly employed by UNSW, make a significant contribution to the overall research activities of UNSW. This Census allows us to get a more complete picture of all of UNSW's research activities.
- 4) ***What will the information I provide be used for?***
 - The information supplied in the Census will be used to:
 - Do the base-line work for the RQF – should it eventuate
 - Clean and verify some of our existing datasets
 - Firm up our areas of research scale focus and concentration
 - Collect data not readily available, such as RFCD codes.
 - The information in the census will not be used as an individual performance metric.
- 5) ***Will the information I provide be confidential?***
 - Yes. Data collected in the Census will not be used or released in any way which identifies any individual. Deans, Heads of School and Associate Deans will not have access to the raw data. This is ensured by the use of "myUNSW" as the vehicle for the census, which requires an individual's Staff Id and a confidential UniPass password for access.
- 6) ***When do I have to complete the Census by?***
 - The Census will be removed from MyUNSW after 14 September 2006.
- 7) ***What happens if I am unable to complete the Census by the 14 September deadline?***
 - An email reminder will be sent to you. There will be a limited opportunity to complete the Census after this date – only for those who had difficulty accessing the Form, and who have contacted mysurvey@unsw.edu.au.
- 8) ***Will I have to complete this Census again?***
 - We will keep the information on a central database, and the intention is that you will be able to update this information on an annual basis if required.

Frequently Asked Questions

- 9) ***I have a general question about the census. Who should I contact?***
- You should send an email to mysurvey@unsw.edu.au, and someone will respond to your question.
- 10) ***Why doesn't the Census ask me to provide details of my research grants or research income?***
- Competitive research grants and other forms of research income are considered as key measures of performance. In an effort to keep the census as short as possible, and reduce duplication of effort, we decided not to include any questions on research grants or research income, as we are already easily able to capture this data centrally.
- 11) ***What happens if I can't access myUNSW?***
- You should email mySurvey@unsw.edu.au, and an email will be sent to you with a unique URL for you to complete the census.
- 12) ***What happens if I have lost my UniPass password?***
- Staff who have misplaced their Unipass password, or cannot access "myUNSW", can contact mysurvey@unsw.edu.au and an individual link will be emailed to you which will give you alternative access to the census form.
- 13) ***When I select an RFCD code, the screen jumps to the top of the form. Why does this happen?***
- It is a technical glitch that we are stuck with when populating drop-down boxes from pre-selected values. We understand that this can be frustrating. We have been unable, so far, to get around this hiccup, but hope that you can have some patience when filling it in. The alternative was to have you enter every code manually, rather than select them from the list.
- 14) ***Where can I report my collaborations with people not in universities?***
- You can report those other collaborations in the "Final Comments" Section B "Are there any other items not covered in the above that you think are relevant to this census?"
- 15) ***Does the "first appointment" field mean the first job I had at UNSW?***
- The "First Appointment" field relates to your current position. If you have more than one position at UNSW, ie you are appointed across Faculties, then you should indicate this by adding another appointment.
- 16) ***Does the "keyword" field have to be SINGLE words?***
- No. You can enter a string of words such as "public policy", "unmanned aerial vehicles" etc.

Frequently Asked Questions

- 17) *If I am unable to complete the Census in a single sitting, can I save it and return to it later?***
- Yes. As long as it is before the 14th September. Just make sure you hit the “save” button at the bottom of the form.
- 18) *How long does the census take to complete?***
- User-testing indicated that depending on the length of your research career, it may take between 30 and 45 minutes to complete.
- 19) *Can I cut and paste information from my VC into the form?***
- Yes. Much of the information is in free text format.
- 20) *I am having technical difficulties. Who do I contact for assistance?***
- You should send an email to mysurvey@unsw.edu.au, and someone will be in contact with you to help.