



ARC Centre of Excellence
Coral Reef Studies

Key Performance Indicators

**How to complete your
KPI Workbook**

2011

What are KPI's?

Key Performance Indicators (KPI's) are measures of performance in key areas which are set by the Australian Research Council (ARC) when any new Australian Research Council Centre of Excellence is approved for funding and support. These measures are set out in what is called the "Schedule E", which forms part of your Centre's initial funding application. All Centres' of Excellence must report on similar KPI measures at the completion of each calendar year to continue to receive funding from the ARC.

Why do I need to report on my KPI's?

Funding for all or part of your research and/or appointment has been provided by the ARC and you are obligated to supply your KPI data to receive this support. The ARC Centre of Excellence for Coral Reef Studies administers these funds and reports directly to the ARC with a combined report of all Centre KPI's.

Who do I contact regarding my KPI's?

The Centre's KPI Officer can be contacted to assist you with any KPI queries by phone (07) 4781 4000.

When do I complete my workbook and who do I send it to?

The KPI workbook is completed quarterly and returned to us via email no later than the due dates below following the end of each quarter.

Please note that the 4th Quarter is submitted earlier in December to ensure that we can collate and finalise all data prior to the end of year break. It is crucial that this date is adhered to.

<u>QUARTER</u>	<u>PERIOD COVERED</u>	<u>DUE DATE</u>
1 st	1 January - 31 March	<u>15 April</u>
2 nd	1 April - 30 June	<u>15 July</u>
3 rd	1 July - 30 September	<u>14 October</u>
4 th	1 October - 31 December	<u>9 December</u>

You will receive a reminder via email as to when your KPI workbook is due.

Important Note:

Please do not use any prior year's version of the KPI workbook for the current year.

Please wait until the current year workbook is emailed to you by the Centre's KPI Officer as minor changes are often made from year to year in an effort to streamline data collection or to reflect changed ARC reporting requirements. If you do not use the current years KPI Workbook, what you have completed will be sent back to you so you can re-enter it into the current workbook.

THE WORKBOOK

Step by Step

Please read before you start entering your KPI data.

The “Reporting Quarter” column (Do not complete this column)

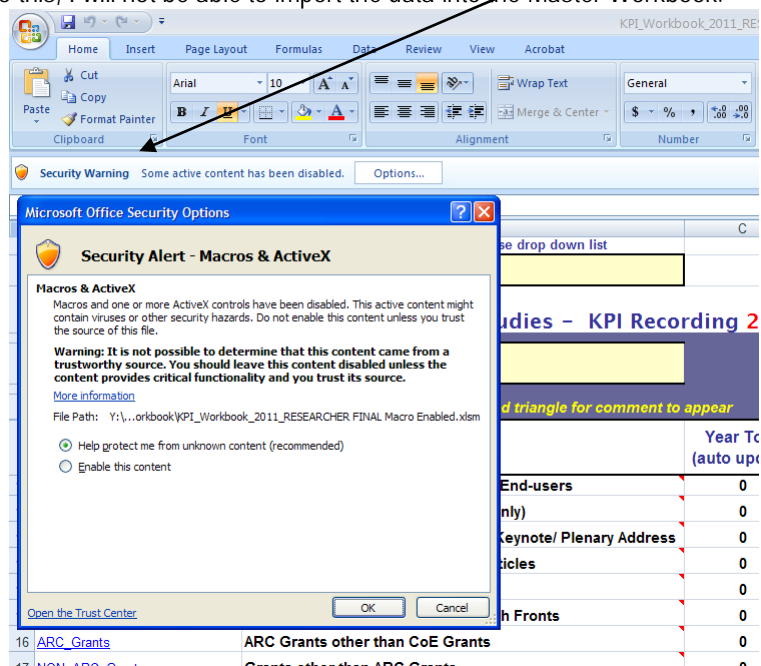
Each quarter you will complete your KPI workbook and send this in to the Centre KPI Officer.

- The KPI Officer will fill in the column “Reporting Quarter” on each page when she/he receives your workbook. You do not complete this column. This is the crucial field for importing your data into the Master workbook and should now be left alone. This column refers ONLY to the quarter that the workbook is being completed NOT the quarter the KPI occurred.
- When the data from your workbook has been imported to the Master for each quarter, the KPI Officer will return your workbook to you and you will continue to enter data into this same workbook, below the already completed rows. The previous data will be “locked” so that you cannot make any changes.

Please seek further clarification if you are unsure before you start entering your KPI data.

What to do when you receive the current year KPI Workbook

1. Save the Excel workbook as a Macro Enabled Workbook file type and name it “Surname Initial KPI Workbook 2011” , ie Bellwood_D_KPI_Workbook_2011.xlsm
2. If you like, create a short-cut onto your desktop so you can easily pull up the workbook to enter your KPI's when they occur – it's much harder trying to remember everything 3 months later.
3. This step, is vital – Open you workbook and you will see a Security Warning under the tool bar at the top of the page. Click on Options and then “Enable the Content” to enable macros. If you fail to do this, I will not be able to import the data into the Master Workbook.



4. Enter your name at the top of the Master_KPI_Sheet in the yellow cell to the right of "Researcher Name" – your name will already appear in the drop down menu and you can select this.
5. Go to each worksheet by clicking on the hyperlinks in column A under "Worksheet" on the Master_KPI_Sheet or by using the tabs for each sheet at the bottom of the page.
6. If you are unsure which KPI your information should go under then check by reading the comments boxes placed within each cell under the heading "KPI" in column B of the Master Sheet . Hover your mouse pointer over each KPI cell to read the explanation for each KPI. These explanations are also placed in comments boxes on the individual sheets – hover over the red triangle in the right-hand corner of the header row. **Please note: some KPI data may fit under several categories – if so, please enter it under all appropriate categories,** ie book chapter information can be under "Invitations to Write Major Reviews and Commentaries incl. Book Chapters" and also under "Publications" or international visitors can be under "International Visitors (incl all overseas researchers, visitors and students) " and "Professional Workshops & Working Groups - National & International".
7. You can come back to the Master Sheet from individual pages by clicking on the blue hyperlink "KPI" placed at the top of each page. You may need to scroll the page to see this link.
8. Each quarter when you receive your workbook back from the Centre KPI Officer, all you need to do is save it back into the same place with the same file name as it will overwrite your previous copy (select this option when asked) and you will only have one workbook on the go at all times.
9. How easy was that – now you're ready to go!

An explanation for each KPI and worksheet tips

Examples for each KPI have been added to your workbooks and they are shaded in blue at the top of each page. These do not show up in the count on your Master sheet but are there to assist you on what or how to enter data for that particular KPI.

1. **Impact: Impact and take up of research by end-users**

The ARC wants us to demonstrate that someone is using or paying for the knowledge we produce. This includes consultancies, industry partnerships, advice to NGOs and governments, influence on policy, etc., and NOT used by other academics. The purpose of this KPI is to impress upon the ARC how valuable our research is in terms of producing practical outcomes. Don't confuse academic outputs (papers, citations, fame), with the provision of research services, training advice etc.

Worksheet tips:

- Put your name first followed by any other collaborating researcher names.

2. **Publications: Publications (Centre Researchers Only)**

All Centre researcher publications (as per drop down list under "Type") published in the current reporting year. **** Do not include C1 Journal articles (Lewis captures those), in Press or submitted items.** Report only on those that have been published and have a page reference. These publications have an emphasis on Coral Reef Studies.

Worksheet tips:

- Use the drop-down menus for "Type" of publication and "Will this be reported on another ARC grant?"
- **IMPORTANT NOTE:** If you copy and paste data from other formatted documents, databases or web pages into these cells the formatting becomes locked and you cannot make changes. If copying from a website choose "paste special" and paste as "text" or from other documents choose "paste special" and select "values".

3. **IntlKeynote: International Keynote/Plenary address INVITATIONS**

It is anticipated that Centre personnel will be invited to present Keynote addresses and participate in plenary sessions at major international events, conferences and symposia such as Ecological Society of America or Indo-Pacific Fish conference. These are not routine presentations such as 15 min. talks at a plenary session.

Worksheet tips:

- Please note all invitations to speak even if you decline the invitation.

4. MajorReviews: INVITATIONS to write major review articles

Members of the Centre will be invited to provide major review articles and commentaries in prestigious journals such as Annual Reviews and Trends. Also includes Book Chapters.

Worksheet tips:

- Please note all invitations even if you decline. Select from the drop down under "Accepted Y/N".
- Select from drop down options under "Type of Review" for type of article.

5. Awards: Awards, Prizes or Recognition

Members of the Centre will receive recognition for their research quality through prizes and awards. Do not include funding grants or citation rankings on this KPI.

Worksheet tips:

- Please add a comment on the nature of the award or prize – what the award recognises and value if any.

6. Commentaries: Hot Papers, Commentaries, Research Fronts

Include Hot Papers, Commentaries, Research Fronts, and "League table" type criteria such as "most cited recent papers" in ISI Essential Science Indicators.

Definition of a hot paper:

The magazine The Scientist defines it by the number of citations a paper receives in a short amount of time: hot = over 100 citations within about two years after it is published.

In other cases, a hot paper might be a new development in an exciting field even before it becomes regularly cited. Perhaps a technical leap forward in stem cells would be hot these days.

7. ARC_Grants: ARC Grants OTHER THAN CoE Grants

Other ARC grants but not those that are CoE grants.

8. NON_ARC_Grants: Grants OTHER THAN ARC Grants

Include all grants awarded by funding bodies but do not include ARC grants.

9. Commercial Activities: Commercialisation and Consultancies

Provide details of all additional funding received for research or consultancies undertaken as part of Centre activities. Include details of consultancies, research contracts or other contractual arrangements that you have entered into. Include all continuing contracts as well as new contracts.

Research grants usually contribute towards the cost of research projects while consultancy or other arrangements provide you with cash or other benefit in return for your services or advice.

10. GradStudents: Postgraduate Students Enrolled & Completions

Provide details on only **NEWLY enrolled 2011** postgraduate students you supervise (PhD, Hons, MSc, MAppSci) and **student completions for 2011**. We will carry over any continuing students into the current year as per the previous 2010 data supplied.

Please include your students' **correct email address** as this list is used by the Centre's Graduate Student Coordinator (Olga Bazaka) to welcome your students to the Centre and she cannot contact them without their correct email details.

Worksheet tips:

- There are drop down menus to select from "Student University" & "Co-supervisory Institution". You can add any that are not in the drop down list by typing into the cell and select "OK" when the dialogue box suggesting using the drop down menu comes up.
- **FFP is "Full Fee Paying"**. The ARC requires numbers of FFP students that are supervised by our Centre researchers. Please complete this from the drop down list.
- Only those students that are listed in the **"Student Type"** drop down should be included.
- **Please note if the Degree has been Awarded**.
- **"Student status"** provides further information relating to their progress. It allows us to keep track of students, especially if they have taken a period of leave that we don't always know about.

11. GradPlacements: Graduate student placements

Please include all completed PhD, Hons, MSc, MAppSc, and GDRM students. Placements include university positions as well as into government, industry, NGO's etc.

Worksheet tips:

- Select the "Student Type" from the drop down menu.

12. StudentCourses: Student Courses

Number of postgraduate student subjects and workshops conducted by Centre staff - this is **not routine university teaching** but is a value adding service delivery for students.

13. ProfWShop_ WkGroups: Professional Workshops & Working Groups

Professional Workshops which you have hosted or co-hosted. This is a training exercise where participants are being trained and the outcome being the transfer of technology and/or knowledge to a general professional group of your peers.

Working groups that Centre researchers have hosted or participated in. A working group is output focussed i.e. working on publishing a paper or study conducted by the members of the group. These groups are generally smaller with up to about 15 participants.

Worksheet tips:

- Select from the drop down menus under “Prof Wshop or Working Group” and “Hosted or Co-hosted by CoE”.

14. Briefings: Briefing to government, management, industry, business

A briefing is aimed at exchanging information and is fairly short in duration, ie can be through meetings, forums.

The Centre will promote research and develop technological tools that are highly relevant for conservation management and development of coral reef resources world-wide. This will be achieved in part through briefing people in, for example, GBRMPA, MTSRF, The Resilience Alliance, The World Bank, The Census of Marine Life, Government departments, politicians, companies and NGO's.

Worksheet tips:

- Please add as much information regarding the briefing subject and who it was with.

15. Public Awareness: Public awareness programs

Public awareness programs, (do not include media as this is monitored separately within the Centre), but are not limited to the following:

- Presentations to community and educational groups.
- Public lectures and seminars.
- Open days, science fairs, displays or stalls run or set up by Centre personnel.
- Television documentaries.

16. *International Visitor: International Visitors*

Include all visits from international researchers and personnel from overseas institutions and organisations, including visiting students.

NOTE: Visitors to any of the coral reef research stations such as Heron or Lizard Island should also be included along with any that may have attended workshops / working groups and meetings away from your university-based node of the Centre that you have led.

Worksheet tips:

- Please use the drop down lists for "Centre node visited" & "Title". You can overwrite the options in the drop down list if the visit took place away from ANU, UQ, JCU or UWA.

17. *Visits: Cross-nodal and Overseas Visits*

List all your visits to other nodes of the Centre (ANU, UQ, JCU or UWA) and all visits to overseas Research Labs, Field Stations & Research Centres.

Worksheet tips:

- Please use the drop down list for "Cross-nodal or Overseas"

18. *IntnatEngage: International Engagements*

List all invitations to memberships of national and international groups such as boards of organisations, advisory committees and editorial boards. This is at a higher level than just membership of an organisation like ICRS, only include if you are on the board or advisory panel of an organisation such as ICERS.

NOTE: You do not have to accept the invitation but should still report on this. Include all on-going memberships as this implies a continuing invitation to remain on the board or committee.