Resourcing Approvers (Primary HoD, HoS) – What you need to know when approving research proposals in eVision

Resource approvers are those who have responsibility for allocation of funding in the department. This is typically a Centre Director or Head of Department or School. You reach the Resourcing approval step after you have been sent an email with a link to Resource approval. At this point:

The Primary Supervisor has already approved the following:
- ☑ Student has appropriate academic and research preparation to undertake a thesis
- ☑ Suitability of research proposal
- ☑ Compliance check information
- ☑ All required documents have been uploaded and reviewed
- ☑ Scholarship application assessment completed if applicable
- ☑ Recommendation notes are correct
- ☑ Agreement to supervise student

And the Academic Approver (who could also be the HoD or HOS) has already approved:

- ☑ The supervision panel meets academic requirements
- ☑ The usual academic unit process for considering research student application has been followed
- ☑ That the applicant has the necessary academic, including grade requirements, and other background to be admitted to the programme, in accordance with the programme regulations, or a case for a variation has been made.

Your role is now to make a (in most cases final – unless there is a variation which needs further approval, see below) approval decision on whether your academic unit can resource and support the applicant.

On the Resource approval screen, you will see the name of the Primary Supervisor and the Academic Approver, who approved, the date approved, and any comments that they made for you to consider/check. You will also see details of any changes that have already been required as part of the approval chain. These should have already been dealt with before the proposal recommendation was resubmitted, but you should check.

There is a dropdown box to select whether you approve, followed by three checkboxes and a Comments field. If you select in the dropdown box that you Approve, you will need to select all three checkboxes, to indicate your approval of (i) supervisors being available, (ii) that you agree with the EFTS split and (iii) that you can provide the necessary resourcing (or any limits are made clear). Explained below for each checkbox approval is:
- what you are approving
- what you need to check
- where to look for the information.

Supervisors are available to supervise

What you are approving: That the supervisors have the capacity to supervisor.

Check (for all applicants): Check that the supervisors are available to supervise, taking into account any study leave, pending retirement, and workload issues.

Where to look: Click on the Supporting information tab and expand the Supervisory arrangements tab.

July 2020 Guides available at: https://www.otago.ac.nz/graduate-research/staff/otago634373.html

Click on the Workload link beside the supervisor. This displays current and past supervisions and examination commitments.

Proposed EFTS split (if the candidate will be supervised across more than one Academic Unit)

> **What you are approving:** That:
>
> 1. If co-supervision is occurring across Academic Units, the correct funding split has been inserted.
> 2. The correct **paper code** is identified
>
> **Check (for all applicants)**: Check that the correct EFTS split has been entered. Note the resource or EFTS allocation split can be different from the supervision split. The Academic Unit providing office space for a candidate typically has a larger split.
>
> Also, check that that the correct **paper code** is identified – in general this should relate to Academic Unit of the primary supervisor. For topics which are medical or dental in nature, MICN or DENT respectively should be used, but only if the criteria in Appendix A are strictly met, as there are funding implications.
>
> **Where to look:** Click on the *Supporting information* tab and expand the *Supervisory arrangements* tab.

Resources will be provided (This checkbox will only display if the student is primarily based in your Academic Unit)

> **What you are approving**: That your Academic Unit can resource this research.
>
> **Check (for all applicants)**: See the guidelines here about what you must provide graduate research candidates. You need to provide:
>
> - any resources required to undertake the research e.g., equipment, materials, facilities, and funding and make any limits on funding clear (e.g., grant for travel for fieldwork)
> - an appropriately equipped and quiet study/writing space, including secure storage
> - after-hours access to departmental facilities, provided both safety and security requirements are met
> - access to appropriate computing resources
> - access to e-mail and appropriate internet communications;
> - access to library facilities including interloans and database searching;
> - access to a telephone.
>
> **Where to look**: You may need to check with the supervisor regarding the specific resourcing that is required for this research. You should also ensure you have the space and usual facilities for hosting this applicant.

Help Resources

eVision Online Approval Training Modules

- Research Proposal Approval – Primary Supervisor: https://smssupportdesk.otago.ac.nz/ESD/UltimateEditorInclude/UserFiles/evision/graduate_research/proposal_approval/

July 2020 Guides available at: https://www.otago.ac.nz/graduate-research/staff/otago634373.html

- Research Proposal Approval - My Department Dashboard:
  https://smssupportdesk.otago.ac.nz/ESD/UltimateEditorInclude/UserFiles/evision/graduate_research/my_department_students_dashboard/

FAQs on Online Approval:

- https://otago.custhelp.com/app/answers/list/kw/Research%20Proposal%20Approval/

Appendix A. Criteria for Assessing Enrolments in MICN and DENT PhD Thesis Codes

There are two criteria for assessing whether or not a student should be enrolled in a Medicine (MICN) PhD thesis code. If one or both of these criteria are not met, students must be enrolled in a HASC9 or other appropriate thesis code.

1. The student holds an MB ChB or equivalent.

"Equivalent" in this context means as a minimum a qualification that would allow someone to register and practice as a medical doctor either in New Zealand, or in their home country.

2. The thesis topic is one that could only reasonably be studied by a medically qualified candidate.

Guidelines for establishing whether a student meets this criterion include the following:

- *The thesis topic has a strong focus on clinical outcomes, or is obviously applicable to clinical matters;*
- *At least one of the student's supervisors is medically qualified.*

The criteria for assessing enrolments in Dentistry (DENT) PhD thesis codes is essentially the same, but with "BDS" and "dentally qualified" substituted for the equivalent terms above.

All enrolments in MICN and DENT PhD thesis codes must be approved by the Dean of the appropriate School or Faculty.