

P/P Title	GETCO2 AI
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Version	V2
Location	The University of Queensland GETCO2 Administering Node
Policy/Procedure Link	N/A
Approved by	Professor Xiwang Zhang, Centre Director GETCO2
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Next Review Date	Annual review
Contact for Assistance	Dr Eloise Larsen, Chief Operating Officer GETCO2

1 Purpose

The objective of the GETCO2 AI P/P is to establish an effective, fair, and transparent admission procedure for adding Associate Investigators (AI) to the ARC Centre of Excellence for Green Electrochemical Transformation of Carbon Dioxide (GETCO2).

For further information on the role of AIs, please refer to the [ARC Establishment Toolkit](#) and *The Commonwealth Grant Agreement Between the Commonwealth, represented by the Australian Research Council and The University of Queensland*.

2 Scope

- The process in this P/P is mandatory and applies to the admission of any AI candidates to the Centre.
- An AI candidate must be nominated by a GETCO2 Chief Investigator (CI) or Strategic/Research Advisory Committee member (SAC/RAC).

3 Assessment Procedure

1. The CI/SAC/RAC member completes the AI Assessment Criteria Form (Appendix B).
2. The Research Program Committee (RPC) reviews the nominations based on the Assessment Criteria at the next bi-monthly RPC meeting.
3. If the AI candidate is recommended by the RPC, the nomination is sent to the Centre Directorate for approval.
4. Once approved, the Centre communicates this decision to all Centre members via newsletters and the AI's profile is added to the Centre's website and GETCO2 Hub (Zoho database).
5. In addition to research relevance, GETCO2 will consider the diversity of AIs with respect to gender balance, geographical location and career stage, to aim for a broad spectrum of applicable expertise and experience.

4 Monitoring and Review

Associate Investigators will be linked to the Centre for a minimum of two years, after which they will be invited to remain or resign. The AI membership will be reviewed annually by the Research Program Committee (RPC), or as needed.

AIs may use the ARC Centre of Excellence for Green Electrochemical Transformation of Carbon Dioxide (GETCO₂) affiliation where relevant, including when co-authoring GETCO₂-related publications with Centre CIs, PIs, postdoctoral researchers and PhD students. The GETCO₂ affiliation must not be used for referencing work unrelated to GETCO₂.

5 Recording and Reporting

Admission of new AIs is recorded in the RPC meeting minutes with the Assessment Criteria Form.

6 Framework & Expectations

Associate Investigators are defined in the Commonwealth Grant Agreement as follows:

Associate Investigators are researchers listed in the Centre Application who were not Chief Investigators or Partner Investigators but who will participate in the Centre's Research Program. They may have specific expertise relevant to an aspect of the Centre's Research Program, or may not be able to or wish to commit to the responsibilities of a Chief Investigator or Partner Investigator. Associate Investigators may be located in Australia or overseas.

B2.3.3 (i) Associate Investigators may participate in the Centre's Research Program, provide expertise to Centre projects, and co-supervise and mentor Centre students and postdoctoral researchers. Associate Investigators must not lead Centre Nodes or Centre research projects.

B2.3.2 Notes (b) v. Discretionary funds may be used for, but are not limited to: travel and/or project support for international visitors or Associate Investigators, awarded on a competitive basis.*

**Discretionary funds refers to non-ARC grant funds.*

CE23 ARC Centres of Excellence Establishment Toolkit also notes:

In many cases, an AI's contribution is to provide mentorship or guidance to students or have a small role within one of the projects of the ARC Centres of Excellence's research program.

The ARC does not formally recognise Associate Investigators as a participant on the ARC Centres of Excellence, so they are not named in the ARC Centres of Excellence's details in RMS. As such, AIs cannot manage ARC funds or participate in the ARC Centres of Excellence as a project lead. Additionally, AI's contributions to the ARC Centres of Excellence are not counted towards any eligibility limits to apply for future grants.

The ARC Centres of Excellence may acknowledge the AI's contributions within the Annual Reports and on their websites.

7 Appendix B: AI Assessment Criteria Form (Printable)

Name of the nominator & email contact

Name of proposed AI & email contact

What new expertise does the AI candidate bring?

How is the AI candidate's expertise relevant to GETCO₂?

Does the AI candidate's expertise enable GETCO₂ to follow a new research opportunity (if yes, please describe)

Would the AI candidate strategically connect us with other inter/national initiatives or partners? (if yes, please describe)

Who would be the AI candidate's point of connection with GETCO₂?

How will the AI candidate be involved with GETCO₂? (co-supervision, providing access to facilities, etc., other)

Outcome of RPC Review (please qualify with comments):

- Recommended for admission

- Not recommended for admission

Centre Director endorsement (signature & date):

