

Research Due Diligence Advisory Group (RDDAG)

Terms of Reference



The establishment of the Research Due Diligence Advisory Group was endorsed by University Council at its October 2018 meeting, following a recommendation of the Discussion Paper ‘[Research in a Public-Spirited University](#)’. Chaired by the Deputy Vice-Chancellor (Research), this Advisory Group has process oversight of the principles-based framework that underpins decisions about research the University undertakes with external parties, when that research could present risks to the University’s reputation, values and mission.

Version: 24 November 2025

1. PREAMBLE

Convened by the Deputy Vice-Chancellor (Research) (DVC-R) and supported by Chancellery (Research & Enterprise), the Research Due Diligence Advisory Group is established:

- to provide a point of review for research due diligence processes and risk matrices noting that in the pursuit of research opportunities, benefits and risks of particular activities need to be considered;
- to consider emerging and potential reputational risks;
- to provide review and point of escalation on research due diligence and related matters of reputational risk; and
- to refer as appropriate any of the above matters to relevant risk and compliances committees, such as the Risk Management and Compliance Sub-Committee and the Global Risk and Engagement Committee.

Review processes will be guided by the University’s Research Strategy and by the research and research integrity principles, in conjunction with relevant policies and frameworks including Ethics and Integrity, Intellectual Property and Conflict of Interest. When process review reveals potential problems and/or when significant reputational or security risks are identified, the Advisory Group will provide advice on the appropriate process for resolving these matters, which may include referring the matter to the Office of the DVC-R for final determination.

2. MEMBERSHIP

Members	
Chair	Deputy Vice-Chancellor (Research) (or Acting/nominee)
	Deputy Chancellor and Chair of the University Council Gift Committee
	Deputy Vice-Chancellor (Global, Culture and Engagement) (or nominee)
	Deputy Vice-Chancellor (Indigenous)
	Pro-Vice Chancellor (Graduate & International Research)
	Representative, Academic Board
	Representative, Committee of Associate Dean, Research
	Representative of Deans
	General Counsel and Executive Director Legal and Risk (or nominee)

	Executive Director Research Innovation & Commercialisation (or nominee)
	Representative, Office of Research Ethics and Integrity
	Representative, Advancement, Communications and Marketing
	Representative, Global Culture and Engagement
In Attendance	
	Senior Research Strategy Project Officer, Chancellery Research & Enterprise
Other officers of the University may be invited to any meeting as the Committee determines.	

The quorum for the Committee is five members. One member must be the Council representative or the DVCR (or nominee).

3. TERMS OF REFERENCE

The functions of the Research Due Diligence Advisory Group are:

- To serve as an Advisory Committee to the Vice-Chancellor's Advisory Group and University Executive on matters which may pose a risk to the University's research values and reputation
- To provide advice to the DVC-R on emerging and potential reputational risks in research, broadly described as conducted by University employees, including Graduate Researchers
- To review process on cases that have been rejected, questioned or not resolved
- To provides advice to the DVC-R in circumstances where processes in Faculties have been unable to reach resolution.
- To provide advice to the DVC-R on whole of University and cross-Faculty risks (i.e., where the matter is broader than the remit of a single Faculty)
- To provides advice and guidance to other portfolios as to agreed application of risk matrices and other due diligence processes.
- To provide guidance to other portfolios as to the development and dissemination of appropriate education materials to staff and, where relevant, students
- To receive reports from and provide reports to the Risk Management and Compliance Sub-Committee and the Global Risk and Engagement Committee

4. FREQUENCY OF MEETINGS

Up to four times a year or as required.

5. REPORTING

The Research Due Diligence Advisory Group receives reports from and provides reports to the Risk Management and Compliance Sub-Committee and the Global Risk and Engagement Committee.