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**RIE Welcome Guide – New Staff**

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Welcome to Edinburgh Napier University. We hope that your time here will be rewarding and enjoyable!

The below information outlines the support RIE offers, and the key contacts for relevant areas.

**Introducing RIE**

Edinburgh Napier's Research, Innovation and Enterprise (RIE) Office supports research activity across the University. Led by Professor Nick Antonopoulos, we have a dedicated team assisting academics and research students across the University.

Full information on the team can be found on the staff intranet here:

<https://staff.napier.ac.uk/services/research-innovation-office/contact/Pages/contact.aspx>

**Address**

Research and Innovation Office
Edinburgh Napier University
Room H18, Merchiston Campus
10 Colinton Roa
Edinburgh EH10 5DT

1. **RIE Leadership**

**Professor Nick Antonopoulos – Vice Principal of Research, Innovation and Enterprise**N.Antonopoulos@napier.ac.uk

ext - 2425

Nick joined Edinburgh Napier in January 2019 from the University of Derby, where he was Pro Vice Chancellor (Research and Innovation) and Research Professor in Cloud Computing.

   **Norman Turner – Head of Research Funding and Services**

N.Turner@napier.ac.uk

ext - 6362

Norman heads up Research Funding & Services, overseeing the Research, Innovation and Enterprise support activities, ensuring that it provides the aspirations for growth in volume, quality and value of Research, Innovation and Enterprise activities, as set out in the Strategy 2020. The office provides expert support for researchers across the full range of Research and Innovation activities.

**General Enquiries**

For all general enquiries or if you are uncertain who is best to contact, please get in touch with our general support staff who will be very glad to help:

**Angela McNaughton – RIE Administrator**

A.Mcnaughton@napier.ac.uk

ext – 6302

**Sandra Reid – RIE Assistant**

S.Reid@napier.ac.uk

ext - 6415

**University Research Heads, Theme Coordinators and Research Centre Leaders**

RIE works with academic Research Heads in key Research and Innovation areas. The leads provide academic leadership for RIE, and assist in close collaboration between RIE and the wider academic community.

RIE also works with coordinators for each University theme, who provide academic leadership for research in key areas. Finally, RIE works together with leaders of research centres.

**University Research Heads:**

**Head of Research Structures – Professor Karen Diele**

**Head of Research Culture – Dr Phiona Stanley & Professor Emma Hart**

**Head of Research Students – Dr Calum Neill & Dr Kiril Sharapov**

**University Research Theme Leads:**

**Health – Dr Shufan Yang**

**Environment – Dr Imed Romdhani**

**AI & Advanced Technologies – Professor Amir Hussain**

**Culture & Communities – Dr Alistair Scott**

**University Centre Leads:**

**The Centre for Child & Family Law and Policy – Dr Lesley-Anne Barnes MacFarlane**

**The Transport Research Innovation Centre – Professor Pat Langdon**

**The Centre for Cardiovascular Health – Professor Lis Neubeck**

**The Centre for Mental Health Practice, Policy and Law Research – Professor Jill Stavert**

**The Centre for Military Research, Education & Public Engagement – Dr Gerri Matthews-Smith**

**The Centre for Biomedicine and Global Health – Professor Peter Barlow**

**The Centre for Conservation and Restoration Science – Professor Karen Diele**

**The Tourism Research Centre – Professor Anna Leask**

**The Centre for Creative Practice Research – Professor Jaya Jayalakshmi**

**The Centre for Arts, Media and Culture – Professor Anne Schwan**

**School Heads of Research (HoR)**

RIE works closely with School Heads of Research (HoRs) to ensure we are providing the appropriate support required for each school. HoRs also help RIE to ensure consistency in implementation of research initiatives and processes.

Each school has a Head of Research, and they oversee research activity within their school, acting as an academic link between RIE and the school. Heads of Research can provide high level support for researchers in their school.

**School Heads of Research:**

**SACI – Professor Kerstin Stutterheim**

**TBS – Professor Christof Backhaus**

**SoC – Professor Ben Paechter**

**SEBE – Professor Hongnian Yu**

**SAS – Dr Graham Wright**

**SHSC – Professor Thanos Karatzias**

1. **External Funding**

**Research Funding Managers**

RIE’s Research Funding Managers sit in room H2, Merchiston. A Research Funding Manager is allocated for each school.

**This team can provide:**

* Assistance with bid generation and the exploitation of research and innovation
* Guidance on funding criteria and funders requirements
* Advice and guidance to academic staff on the costing of applications for external research funds.
* Assistance with non-technical aspects of grant applications
* Support to build research consortia e.g. identification of potential partners for EU bids
* Facilitation of collaboration opportunities with academic and industrial partners

**Before starting a funding application you should:**

* Discuss your funding strategy with your Research Funding Manager and/or the Leader European Funding Support
* Discuss your ideas with colleagues
* Plan proposal writing to ensure that you meet deadlines
* Understand what funding bodies are looking for
* Think about the type of support you are looking for, such as a salary for research assistants, equipment, travel overseas, running a workshop, setting up a large research consortium
* Form relationships with people you know who might be potential partners or funders - for example in industry, government, voluntary sector organisations, and charities
* Attend relevant conferences to build your network of contacts for collaborative opportunities

Full information on the application process for funding can be found on the staff intranet here: <https://staff.napier.ac.uk/services/research-innovation-office/research-process/Pages/research-process.aspx>

**Research Funding Managers:
SEBE - Sharon McGettrick**

S.McGettrick@napier.ac.uk

Ext - 6300

**SoC - Carol Johnstone**

C.Johnstone@napier.ac.uk

Ext - 5017

**SACI - Carol Johnstone**

C.Johnstone@napier.ac.uk

Ext - 5017

**SHSC – Ian Anderson**

I.Anderson@napier.ac.uk

Ext - 2285

**SAS - Nina Hakanpaa**

N.Hakanpaa@napier.ac.uk

Ext - 6256

**TBS – Colin Scott**

C.Scott2@napier.ac.uk

Ext - 4304

**External Projects Team**

The External Projects team provides post-award support to researchers, helping with N Folder management, purchasing, budgets, and bookings. An External Projects Officer is assigned to each school.

**External Projects Team members:**

**External Projects Team Manager – Wendy Steven**

W.Steven@napier.ac.uk
Ext – 6440

**SEBE - Sheila Sutherland & Jill Williamson**

S.Sutherland@napier.ac.uk
J.Williamson@napier.ac.uk
Ext – 3325

**SoC – Debbie Ratcliffe**

D.Ratcliffe@napier.ac.uk

Ext - 2448

**SACI – Wendy Steven**

W.Steven@napier.ac.uk

Ext - 6440

**SHSC – Shona Sharp**

S.Sharp@napier.ac.uk

Ext - 6524

**SAS – Morag Cherry**

M.Cherry@napier.ac.uk

**TBS – Shona Sharp**

S.Sharp@napier.ac.uk

Ext - 6524

**Contracts – Alistair Wallace**

A.Wallace@napier.ac.uk

Ext - 2447

1. **Business Development**

The Business Development Team is here to help generate new business partnerships and manage existing relationships with key clients and stakeholders across our six Schools. It supports development of business engagement activity by helping with advice, business development, contract support and negotiations. This includes:

**Building Networks**:

* We build commercial partnerships and networks both internally and externally, nationally and internationally with public, private and third sector partners;
* Build relationships with key industry bodies, government agencies and stakeholders;

**Supporting Key Activities**:
* Develop and exploit the commercial potential of our unique knowledge, research and training expertise;
* Create knowledge transfer opportunities through matching innovation with relevant expertise
* Create opportunities to support career progression in Learning and Teaching, Enterprise and Professional Practice pathways through contact with external partners;

**Providing Advice:**
* Guidance and support in working with external partners;
* Due diligence, market sector research, analysis and assessment;
* Provide advice and guidance on the financial opportunities available for business engagement

**Business Development Team**

**Business Development Team members:**

**SACI - Matt Burdge & Jane Ning**

M.Burdge@napier.ac.uk
J.Ning@napier.ac.uk

**TBS – Georgina Gilmer**

G.Gilmer@napier.ac.uk

**SAS & SHSC – Maggie Reid**

M.Reid@napier.ac.uk

Ext - 2778

**SEBE – Jane Ning**J.Ning@napier.ac.uk

**SoC – Matt Burdge**M.Burdge@napier.ac.uk

**IP and Commercialisation – Fiona Mason**M.Burdge@napier.ac.uk

1. **Bright Red Triangle**

**Bright Red Triangle (BRT)** is Edinburgh Napier University's hub for innovation and enterprise practice.

The core aim for **BRT** is to develop and deliver meaningful experiences and learning opportunities to support Edinburgh Napier graduates to become **FIT (Future Investable Talent)**. ​We want to encourage our talented students to be 'investor ready' whether that is a venture capitalist investing in an idea or an employer investing in a person.We challenge students, graduates, staff and partners across our networks to engage together in a supporting environment to help develop their own and others ideas.

**Where better to incubate ideas than a University?** We can't do it on our own though. We need a community that is willing to collaborate. Together we can build multi-disciplinary teams around good ideas to develop projects and ventures.

Contact Bright Red Triangle on +44 (0)131 455 4559, info@brightredtriangle.co.uk or [visit the BRT website](http://brightredtriangle.co.uk/).

**Bright Red Triangle Team members:**

**Head of Bright Red Triangle – Nick Fannin**N.Fannin@napier.ac.uk

**Business Advisor – Wendy Wu**W.Wu2@napier.ac.uk

**Business Advisor – Pete McLean**P.Mclean@napier.ac.uk

**Business Advisor – Victoria Bradley**V.Bradley@napier.ac.uk

**Business Engagement & Communications Manager – TBA**

**Bright Red Triangle Co-ordinator – Vladimir Ivanov**V.Ivanov@napier.ac.uk

1. **Research Information Management/Worktribe**

The research management team supports the collection of research related information for research reporting and the policies which underpin research activity. Much of this information will be available through Worktribe, the research management system. We support the administration of Worktribe (as well as providing training and user guidance), R&I webpages/profiles, and the REF submission. The information recorded in Worktribe on all aspects or research can be used to generate reports for both internal and external reporting requirements.

**Lindsay Ramage – Head of Research Governance**

L.Ramage@napier.ac.uk

Ext – 2946

**Lindsay can help with:**

* Worktribe training and general Worktribe queries
* Research data management planning
* Researchfish reporting

**Ceri Bain – REF Manager**

C.Bain@napier.ac.uk

Ext – 6368

Ceri provides guidance on research policy development, as well as coordinating activity relating to preparation for the University’s next Research Excellence Framework submission (REF 2021).

**Elaine Lambie – REF Officer**

E.Lambie@napier.ac.uk

Ext – 6366

**Ailson McIlveen – REF Officer**

A.Mcilveen@napier.ac.uk

Ext – 6142

**Alisdair Stapley – REF Officer**

A.Stapley@napier.ac.uk

Ext - 2269

Elaine, Alison and Alisdair support the co-ordination of research policy and preparation for each REF submission.

More information can be found regarding Research Management and the Worktribe system on the staff intranet here: <https://staff.napier.ac.uk/services/research-innovation-office/rms/Pages/RMS-Introduction.aspx>

Information on Research Data Management can be found on the staff intranet here: <https://staff.napier.ac.uk/services/research-innovation-office/research-data/Pages/introduction.aspx>

1. **Researcher Development**

The Researcher Development team organises and facilitates training for researchers across the University. More information on all the team can offer is found here: <https://staff.napier.ac.uk/services/research-innovation-office/training/Pages/researcher_training.aspx>

**Researcher Development Programme:**

Our Researcher development programme is designed to encompass all the skills and competencies that you would require as you progress through your career from an early career researcher, to principal investigator through to professorship level. Using Vitae's [Researcher Development Framework](https://staff.napier.ac.uk/services/research-innovation-office/training/Pages/researcher-development-framework.aspx) as the underpinning structure we have designed a series of events that should help you develop as a rounded researcher.

Each academic year RIE puts on a series of researcher development events. These events are aimed at targeting researchers at a variety of levels, with a variety of training priorities. Events are free to attend, although you **must** book a place. A number of externally facilitated events require cancellation no less than 2 working days prior, or the cost may be charged to your school.

**Where you can find them:**

**Email:** All events are advertised via emails each turn. Keep an eye out for emails from RIEevents. You can book a place on events directly through these emails.

**Staff Intranet:** All events are advertised on the staff intranet, and can befound listed on the homepage along with HR organised events. You can use the intranet to find more information on the event and book places.

**Researcher Development Trimester Schedule:** Each trimester we create a schedule of planned events. This is sent via email, but can also be found on the staff intranet at: <https://staff.napier.ac.uk/services/research-innovation-office/training/Pages/Upcoming-Researcher-Development-Events.aspx>

**The kind of events we run:**

We try to cater for a variety of levels of researcher, and a variety of needs, but are always open to suggestions. *Please contact us if you believe there is a need to organise an event to address a particular training need.*

Events we regularly organise include:

* Off campus writing retreats
* Writing workshops
* Supervision workshops (including a 3 day ‘Supervising Research Degrees’ course).
* Workshops for research students (e.g. teaching as a postgraduate researcher).
* Online WebEx courses
* Software training (Nvivo and SPSS)
* Project Management courses

We also run a number of ad hoc events throughout the year, for example visits from funders (e.g. Carnegie). For a full listing of previous events please visit the above schedule.

**Vitae Researcher Development Framework Planner:**

RIE pays for an institutional subscription to the Vitae RDF Planner, which is open to all staff. The planner is an online portfolio allowing you to focus your personal development as a researcher. More information can be found via the RDF website: <https://rdfplanner.vitae.ac.uk/>

If you have not used the planner before, please contact one of the team, and request an account. You will then receive an email allowing you access on the Universities subscription.If you have an existing account, you can transfer this to Edinburgh Napier University’s subscription. You can do this by following advice from Vitae: <http://resources.rdfplanner.net/support/RDFplanner-getting-started-guide.pdf>

**Researcher Development Team members and contact details:**

**RIE Events**

RIEevents@napier.ac.uk

This is the shared email inbox for all researcher development queries.

**Dr Gráinne Barkess - Head of Researcher Development**

G.Barkess@napier.ac.uk

Ext – 3341

**Vani Naik – Researcher Developer**

V.Naik@napier.ac.uk

**Janel Fontaine – Research and Innovation Administrator**

J.Fontaine@napier.ac.uk

**Dawn Smith – Public Engagement Officer**

D.Smith4@napier.ac.uk

Ext – 3354

**Public Engagement:**

Public engagement activity is co-ordinated by Dawn Smith (Public Engagement Officer) in RIE, but also has a lead within each school, which together constitute the University Public Engagement Forum.

Throughout the year opportunities arise to attend a number of public engagement events both within and outside of the University, for example Public speaking workshops, or science festivals. Speak to Dawn or your school lead, or keep an eye out for the public engagement bulletin (email) to keep informed.

**School Public Engagement Leads:**

**SoC – Dr Tom Flint**

**TBS – Dr Louise Todd**

**SACI – Dr Kirstie Jamieson**

**SAS – Dr Claire Taylor**

**SHSC – Dr Stephen Smith**

**SEBE – Dr Luigi La Spada**

More information about the University’s public engagement activity can be found on the University Website: <https://www.napier.ac.uk/research-and-innovation/public-engagement>

1. **Research Degrees**

The Research Degrees Team is responsible for the central management of research student records and progress monitoring, and can **provide advice, information and support** to research students and their supervisors on all aspects of the research student journey, including:

* Matriculation and induction
* Progress reviews and reports from these (RD4/RD5/RD6)
* Extenuating circumstances and suspended study
* Changes to study (change of target degree or mode of attendance)
* Submission of thesis for examination
* Examination policy and processes
* Graduation and submission of final thesis

**The team has practical responsibility for:**

* Matriculation of new research students
* Arrangements for stipend payments
* Central management of research student records
* Management of theses submitted for examination
* All formal aspects of research student examination
* Formal processes following approval of awards
* Submission of final thesis to the library and repository

**Research Degrees team members and contact details:
Research Degrees Email Address**

researchdegrees@napier.ac.uk

**Annie Ogeltree – Research Degrees Officer (Monday-Friday)**

A.Ogeltree@napier.ac.uk

Ext – 5032

**Karen Henderson – Research Degrees Administrator (Monday-Wednesday)**

K.Henderson@napier.ac.uk

Ext – 2606

**Judith Wilson – Research Degrees Assistant (Thursday-Friday)**

J.Wilson@napier.ac.uk

Ext – 2606

**Ingrid Omand-Good – Research Degrees Assistant (Monday-Wednesday)**

I.Omand-Good@napier.ac.uk

Ext – 2606

**School Research Degrees Leaders**

Each school has a research degree lead, responsible for overseeing research students within their school. They can give advice to supervisors of research students.

There is also a Professorial Lead for Research Degrees, who convenes the Research Degrees Committee and leads work in this area.

**School Research Degree Leaders:**

**University Lead/Convenor – Dr Calum Neill**

**SAS – Dr Sonja Rueckert**

**SACI – Dr Scott Lyall**

**TBS – Dr Richard Whitecross**

**SoC – Professor Ahmed Al-Dubai**

**SEBE – Dr Achille Fonzone**

**SHSC – Dr Carol Gray-Brunton**

1. **Policy**

RIE’s research policy is guided by the actions of three University wide committees (one main and two sub committees). Academics from each school sit on these committees in a variety of roles.

**University Research and Innovation Committee (RIC)**

This committee guides research policy at the University, and is convened by Nick Antonopoulos (Vice Principal, Research, Innovation and Enterprise).

**Convenor - Professor Nick Antonopoulos – Vice Principal of Research, Innovation and Enterprise**

N.Antonopoulos@napier.ac.uk

ext - 2425

**Clerk – Alison McIlveen – REF Officer**

A.Mcilveen@napier.ac.uk

Ext – 6142

**University Research Integrity Committee (URIC)**

This committee research ethics policy at the University, and is convened by Dr Rory MacLean. Each School has its own research integrity lead, and school ethics is devolved to these representatives. These leads convene to create the University Integrity Committee.

**Convenor - Dr Rory MacLean**

R.Maclean@napier.ac.uk

**Clerk – Janel Fontaine - Research and Innovation Administrator**

J.Fontaine@napier.ac.uk

**University Research Degrees Committee (RDC)**

This committee guides policy and procedure of research degrees at the University, and is convened by Dr Calum Neill (Professorial Lead, Research Degrees).

**Convenor - University Lead/Convenor of Research Degrees – Dr Calum Neill**

C.Neill@napier.ac.uk

**Clerk - Annie Ogeltree – Research Degrees Officer**

A.Ogeltree@napier.ac.uk

Ext – 5032