Research Induction – Roadmap/Checklist Content

1. **Week 1/2 Welcome – Get your bearings**

   **Tasks for new staff:**
   - Meet and discuss your start with your line manager.
   - Review key information on RIO research induction webpages.
   - Contact and arrange meeting with SRIO and RIM/contact RIM to join induction.
   - Sign up for RIO blog and twitter to stay informed.

   **Documentation to link to:**
   - Intranet – RIO welcome webpage
   - Intranet – Introducing RIO page (https://staff.napier.ac.uk/services/research-innovation-office/contact/Pages/contact.aspx)
   - Intranet – Research management system page (https://staff.napier.ac.uk/services/research-innovation-office/rms/Pages/RMS-Introduction.aspx)
   - Intranet – Funding information (https://staff.napier.ac.uk/services/research-innovation-office/external-funding/Pages/External-funding.aspx)
   - Intranet – Key policies (https://staff.napier.ac.uk/services/research-innovation-office/policies/Pages/Research-policies.aspx)
   - Blog – (http://blogs.napier.ac.uk/rio/)
   - Twitter – (https://twitter.com/EdNapierRIO)

2. **Week 2/3 - Meet your key contacts (RIMs and SRIOs)**

   **Tasks for new staff:**
   - Meet with your RIM and SRIO to discuss your new start/Attend RIM induction.
   - Think of any relevant questions you might have to ask your RIM and SRIO after reviewing intranet information.
   - Attend RIM/SRIO induction.

   **Documentation to link to:**
   - Intranet - Introducing RIO page (https://staff.napier.ac.uk/services/research-innovation-office/contact/Pages/contact.aspx)
   - Intranet – Research management System Page (https://staff.napier.ac.uk/services/research-innovation-office/rms/Pages/RMS-Introduction.aspx)
   - Intranet – Research Funding information (https://staff.napier.ac.uk/services/research-innovation-office/research-process/Pages/research-process.aspx)
3. **Week 3/4 – Learn to navigate university research systems**

Tasks for new staff:
- Familiarise yourself with the University Research Process.
- Register on Worktribe and spend system.
- Update your Worktribe Profile, and review University spending procedures.
- Identify any further questions to ask RDM team/SRIO/RIM.

Documentation to link to:
- Intranet – Research process ([https://staff.napier.ac.uk/services/research-innovation-office/research-process/Pages/research-process.aspx](https://staff.napier.ac.uk/services/research-innovation-office/research-process/Pages/research-process.aspx))
- Intranet – Research Information management team ([https://staff.napier.ac.uk/services/research-innovation-office/contact/Pages/Information-Management-Team.aspx](https://staff.napier.ac.uk/services/research-innovation-office/contact/Pages/Information-Management-Team.aspx))
- Intranet – Research management System ([https://staff.napier.ac.uk/services/research-innovation-office/rms/Pages/RMS-Introduction.aspx](https://staff.napier.ac.uk/services/research-innovation-office/rms/Pages/RMS-Introduction.aspx))

4. **Week 4/5 – Solidify your knowledge of research at ENU**

Tasks for new staff:
- Review the information already provided and identify anything you might need further support with.
- Try navigating university systems based on the information provided. Identify any problems you might have, and gain support from the relevant person in RIO.
- Review policy information regarding Research Integrity, Research Data Management and Research Degrees.

Documentation to link to:
- Intranet – Research Integrity ([https://staff.napier.ac.uk/services/research-innovation-office/Pages/Research-Integrity.aspx](https://staff.napier.ac.uk/services/research-innovation-office/Pages/Research-Integrity.aspx))
- Intranet – Research Degrees ([https://staff.napier.ac.uk/services/research-innovation-office/research-degrees/Pages/Research-degrees.aspx](https://staff.napier.ac.uk/services/research-innovation-office/research-degrees/Pages/Research-degrees.aspx))
- Intranet – Research Data Management ([https://staff.napier.ac.uk/services/research-innovation-office/research-data/Pages/introduction.aspx](https://staff.napier.ac.uk/services/research-innovation-office/research-data/Pages/introduction.aspx))
5. **Week 5/6 – Set your research priorities for your first year**

Tasks for new staff:
- Identify your research priorities during your first year at Edinburgh Napier. Will you be looking to win external funding? Will you be supervising research students?
- Meet with your line manager to discuss your priorities and how you might meet them.
- Based on the information reviewed already, identify support you might need from RIO.

6. **Week 6/7 – Will your priorities take you beyond academia?**

Tasks for new staff:
- Review information about how RIO can support you in linking your research to bodies outside the academic sphere.
- Identify whether your research priorities might take you beyond the academy. Will you need to collaborate with business or undertake Public Engagement for any of your research?
- If further information is needed, contact the relevant person from RIO to discuss or arrange a meeting.

Documentation to link to:
- Intranet – Introducing RIO webpage ([https://staff.napier.ac.uk/services/research-innovation-office/contact/Pages/contact.aspx](https://staff.napier.ac.uk/services/research-innovation-office/contact/Pages/contact.aspx))

7. **Week 7 – Identify your research training needs**

Tasks for new staff:
- Review Researcher Development team information, and Researcher development webpages to get an idea of what RIO offers.
- Identify any areas you would like to develop in your practice.
- Contact the relevant person in RIO with any events or resources of interest.

Documentation to link to:
- Intranet – Introducing RIO webpage ([https://staff.napier.ac.uk/services/research-innovation-office/contact/Pages/contact.aspx](https://staff.napier.ac.uk/services/research-innovation-office/contact/Pages/contact.aspx))
- Intranet – Researcher Development ([https://staff.napier.ac.uk/services/research-innovation-office/training/Pages/researcher_training.aspx](https://staff.napier.ac.uk/services/research-innovation-office/training/Pages/researcher_training.aspx))
8. **Beyond – Stay up to date with RIO**

**Tasks for new staff:**
- Follow RIO on twitter and register for the RIO blog.
- Keep an eye out for RIO events emails.
- Keep in touch with your RIM and SRIO for any information you might need regarding future projects.

**Documentation to link to:**
- Twitter – [https://twitter.com/EdNapierRIO](https://twitter.com/EdNapierRIO)