RIO Welcome Guide – New Staff

Contents

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

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

Introducing RIO

The Research and Innovation Office (RIO) supports research activity across the University. Led by Professor Jessie Kennedy, 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. <u>RIO Leadership</u>

Professor Nick Antonopoulos – Vice Principal of Research and Innovation

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.

Professor Jessie Kennedy – Dean of Research and Innovation (Head of RIO)
j.kennedy@napier.ac.uk

Prof. Jessie Kennedy became the **Dean of Research and Innovation** at Edinburgh Napier in January 2015.

Norman Turner – Head of Research & Innovation Office
n.turner@napier.ac.uk
ext - 6362

Norman heads up the Research & Innovation Office, overseeing the Research and Innovation support activities ensuring that it provides the aspirations for growth in volume, quality and value of Research and Innovation activities, as set out in the Strategy 2020. The office provides expert support for researchers across the full range of research, knowledge exchange (KE) and commercialisation activities.

University Professorial Leads

RIO works with professorial leads from across each school in key Research and Innovation areas. The leads provide academic leadership for RIO, and assist in close collaboration between RIO and the wider academic community.

RIO also has leaders for each University theme, who provide academic leadership for research in key areas.

Research Degrees – Dr Calum Neill and Dr Janice McMillan (International)
Impact – Professor Sean Smith
Research Leadership – Professor Brian Williams
Research Integrity – Dr Gráinne Barkess
Public Engagement – Vacant
Equality – Vacant
Research Environment – Professor Emma Hart

2. <u>School Support</u>

School Research and Innovation Officers (SRIO)

Each school has a School Research and Innovation Officer (SRIO), who is the first contact for any research query you might have. Your SRIO is part of the school support service, and is the link between your school, RIO, HR, Finance and Marketing.

SRIO's mainly provide post-award support to researchers, helping with N Folder management, purchasing, budgets, and bookings. Details for each SRIO are below:

SEBE - Sheila Sutherland
S.Sutherland@napier.ac.uk
Ext - 3325

SoC - Alison McIlveen
A.Mcilveen@napier.ac.uk
Ext - 6142

SACI - Debbie Ratcliffe
D.Ratcliffe@napier.ac.uk
Ext - 2448

SHSC - Wendy Cairney
W.Cairney@napier.ac.uk
Ext - 2651

SAS - Simone Dallas
S.Dallas@napier.ac.uk
Ext - 2685

TBS - Colin Scott
C.Scott2@napier.ac.uk
Ext - 4304

More information on the role of your SRIO can be found here:

https://staff.napier.ac.uk/services/research-innovation-office/rms/Pages/RMS-Introduction.aspx

School Directors of Research (DoR)

RIO works closely with School Directors of Research (DoR's) to ensure we are providing the appropriate support required for each school. DoR's also help RIO to ensure consistency in implementation of research initiatives and processes.

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

SACI – Professor Linda Dryden

TBS – Professor Alison McCleery & Dr Gerri Matthews-Smith

SoC – Professor Ben Paechter

SEBE – Dr John McDougall

SAD – Dr Peter Barlow

SHSC – Professor Thanos Karatzias

3. <u>External Funding</u>

RIO's External Funding Team sits in room H2 Merchiston, and is made up of a series of Research and Innovation Managers (RIMS) for each school.

The external funding 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

Research and Innovation Managers (RIMs)

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 - Paula Stevenson
P.Stevenson@napier.ac.uk
Ext - 6009

SAS - Nina Hakanpaa
N.Hakanpaa@napier.ac.uk
Ext - 6256

TBS - Ian Anderson
I.Anderson@napier.ac.uk
Ext - 2285

Before starting your funding application you should:

- Discuss your funding strategy with your Research & Innovation 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 internal funding can be found on the staff intranet here:

https://staff.napier.ac.uk/services/research-innovation-office/research-process/Pages/research-process.aspx

4. <u>Business Engagement</u>

The Business Engagement 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 Engagement Team

SACI & TBS – Morven Fraser
M.Fraser@napier.ac.uk
Ext - 4430

SAS & SHSC – Fiona Mason
F.Mason@napier.ac.uk
Ext - 3357

SEBE – TBC

SoC – TBC

Contracts - TBC

5. 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.

The team supports the administration of Worktribe, as well as providing training and user guidance. The information recorded on Worktribe can be used to generate reports for both internal and external reporting requirements.

Lindsay Ramage - Leader of Research Information Management
L.Ramage@napier.ac.uk
Ext - 2946

Lindsay can help with:

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

Wendy Steven – Research and Innovation Support Officer
W.Steven@napier.ac.uk
Ext - 6440

Wendy can help with:

- At the handover stage from pre award, for awarded projects, she'll review all documentation and point out key points included in the contracts that the PI needs to be made aware off
- Update the budget based on the award letter, to ensure that the awarded budget is on the system
- Have an inception meeting with the PI and administrator to discuss the project (large projects) e.g. provide information about submitting staff change forms, how to go about raising POs, who are the key contacts within the University who can offer additional support etc.
- Provide guidance to new staff involved in externally funded projects on University processes etc.
- Provide support and guidance on how to use & utilise Worktribe

More information can be found regarding Research Management 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

6. Researcher Development

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 research, to principal investigator through to professorship level.

Using Vitae's Researcher Development Framework as the underpinning structure we have designed a series of events that should help you develop as a rounded researcher.

RIO Events
 RIOevents@napier.ac.uk

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

Dr Gráinne Barkess - Leader of Researcher Development
G.Barkess@napier.ac.uk
Ext - 3341

Alisdair Stapley - Research and Innovation Administrator
A.Stapley@napier.ac.uk
Ext - 2269

Researcher Development Programme:
Each academic year RIO 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 RIOevents with the below symbol. You can book a place on events directly through this email.

Staff Intranet: All events are advertised on the staff intranet, and can be found listed on the homepage along with HR organised events. You can find more information on the event, and book places by clicking on 'details'.
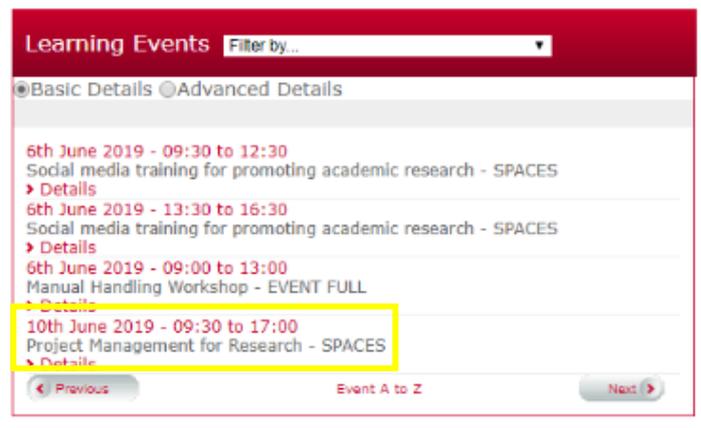
Researcher Development Trimester Schedule: Each trimester we create a schedule of planned events. This is sent via email, but can also be found on the staff intranet at:

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:

RIO 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/

Access:

If you have not used the planner before, please contact RIOevents or Alisdair Stapley, 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

7. <u>Public Engagement:</u>

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

Events and opportunities:
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.

Dawn Smith – Public Engagement Officer
D.Smith4@napier.ac.uk
Ext – 3354

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 Mark Taylor

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

8. <u>Research Degrees</u>

RIO's Research Degrees team support the administration of courses for research students at the University.

Annie Ogeltree – Research Degrees Officer
A.Ogeltree@napier.ac.uk
Ext – 5032

Annie can help research students and supervisors with all aspects of managing research degree projects.

Karen Henderson – Research Degrees Assistant
K.Henderson@napier.ac.uk
Ext – 2606

Karen shares this role with Judith Wilson, working Mondays, Tuesdays, and Wednesdays. Karen and Judith can assist with a wide range of enquiries from applicants, research students and academics relating to research degrees matters from matriculation, exam arrangements, thesis submission to graduation enquiries.

Karen and Judith can help with:

- Research degree student matriculation
- Research degree exam arrangements
- Research degree thesis submission
- Research degree student graduation
- RD form requirements for managing research degrees

Judith Wilson – Research Degrees Assistant
J.Wilson@napier.ac.uk
Ext – 2606

Judith is Karen's job share partner, providing the same services as Karen on Thursdays and Fridays.

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.

University Lead/Convenor – Dr Calum Neill

SAS – Dr Fiona Stainsby

SACI – Dr Scott Lyall

TBS – Dr Janice McMillan

SoC – Professor Ahmed Al-Dubai

SEBE – Dr Achille Fonzone

SHSC – Dr Maria Truesdale

Full details of university policy and procedure can be found in the Research Degree Framework here:

https://my.napier.ac.uk/Academic-Study-Skills/Research-degrees/Pages/Research-Degrees.aspx

9. <u>Policy</u>

Ceri Bain – Research Policy Officer
C.Bain@napier.ac.uk
Ext – 6368

Ceri is clerk to the University Research and Innovation Committee and 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

Elaine is currently coordinating activity relating to the University's next REF submission. She has previously clerked both the University Research Integrity Committee, and the Research and Innovation Committee.

RIO'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 Professor Jessie Kennedy (Dean of Research and Innovation).

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

Clerk - Ceri Bain – Research Policy Officer
C.Bain@napier.ac.uk
Ext – 6368

University Research Integrity Committee (URIC)

This committee research ethics policy at the University, and is convened by Dr Gráinne Barkess. 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 Gráinne Barkess - Leader of Researcher Development
G.Barkess@napier.ac.uk
Ext - 3341

Clerk - Alisdair Stapley - Research and Innovation Administrator
A.Stapley@napier.ac.uk
Ext - 2269

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 - Professorial Lead/Convenor of Research Degrees– Dr Calum Neill

Clerk - Annie Ogeltree – Research Degrees Officer
A.Ogeltree@napier.ac.uk
Ext – 5032