**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 Research, Innovation and Enterprise (RIE) research induction webpages, including key contacts.
* Contact and arrange meeting with your Research Funding Manager and External Projects Officer. If relevant to your research, contact your Business Development Manager.
* Sign up for RIE blog and Twitter page to stay informed.

Documentation to link to:

* Intranet – RIE welcome webpage
* Intranet – Introducing RIE page (<https://staff.napier.ac.uk/services/research-innovation-office/contact/Pages/contact.aspx>)
* Intranet – Worktribe Research Management System page (<https://staff.napier.ac.uk/services/research-innovation-office/rms/Pages/RMS-Introduction.aspx>)
* Intranet – Research Funding Guidance (<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/rie/>)
* Twitter – (<https://twitter.com/EdNapierRIE>)

1. **Week 2/3 - Meet Your Key Contacts (Research Funding Manager, External Projects Officer, and Business Development Manager)**

Tasks for new staff:

* Meet with your Research Funding Manager and External Projects Officer to discuss your new start. If relevant, contact your Business Development Manager.
* Think of any relevant questions you might have to ask after reviewing intranet information.
* Attend of HR’s regular all-staff induction and check & register for any research induction, currently offered 3 times per year

Documentation to link to:

* Intranet - Introducing RIE page (<https://staff.napier.ac.uk/services/research-innovation-office/contact/Pages/contact.aspx>)
* Intranet – Worktribe Research Management System Page (<https://staff.napier.ac.uk/services/research-innovation-office/rms/Pages/RMS-Introduction.aspx>)
* Intranet – Research Funding Process (<https://staff.napier.ac.uk/services/research-innovation-office/research-process/Pages/research-process.aspx>)
* Intranet – Research Funding Guidance (<https://staff.napier.ac.uk/services/research-innovation-office/external-funding/Pages/External-funding.aspx>)

1. **Week 3/4 – Learn to Navigate University Research Systems**

Tasks for new staff:

* Familiarise yourself with the ‘Research Funding Process’ and ‘Research Funding Guidance’.
* Login to register on Worktribe (Research Information Management Team) and the University spend system (External Projects Team).
* Update your Worktribe Profile, and review University spending procedures.
* Identify any further questions to ask relevant RIE teams.

Documentation to link to:

* Intranet – Research Funding Process (<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>)
* Intranet – External Projects Team (<https://staff.napier.ac.uk/services/research-innovation-office/contact/Pages/external-project-team.aspx>)
* Intranet – Worktribe Research Management System (<https://staff.napier.ac.uk/services/research-innovation-office/rms/Pages/RMS-Introduction.aspx>)

1. **Week 4/5 – Solidify Your Knowledge of Research at Edinburgh Napier**

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 RIE.
* 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/research-integrity/Pages/research-integrity.aspx>)
* Intranet – Research Degrees (<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>)

1. **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 University. Will you be looking to win external funding? Will you be supervising research students? Will you be forging links with industry?
* 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 RIE.

1. **Week 6/7 – Will Your Priorities Take You Beyond the University?**

Tasks for new staff:

* Review information about how RIE 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?
* Contact your Business Development Manager and School Public Engagement Lead.
* If further information is needed, contact the relevant person from RIE to discuss or arrange a meeting.

Documentation to link to:

* Intranet – Introducing RIE webpage (<https://staff.napier.ac.uk/services/research-innovation-office/contact/Pages/contact.aspx>)  
  Intranet – Business Engagement (<https://staff.napier.ac.uk/services/research-innovation-office/contact/Pages/Commercialisation-Team.aspx>)
* Public Engagement webpage (<https://www.napier.ac.uk/research-and-innovation/public-engagement>)

1. **Week 7 – Identify Your Research Training Needs**

Tasks for new staff:

* Review Researcher Development team information and Researcher Development webpages to see the resources and training on offer for researchers.
* Identify any areas of interest and book your place on any upcoming training sessions.
* Contact the relevant person in RIE regarding any events or training needs you might have which are not covered.

Documentation to link to:

* Intranet – Introducing RIE webpage (<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>)

1. **Beyond – Stay Up to Date with RIE Activity**

Tasks for new staff:

* Follow RIE on twitter and register for the RIE blog.
* Keep an eye out for RIE emails and communication.
* Stay connected with your Research Funding Manager, External Projects Manager and Business Development Manager for more targeted information you might need regarding future projects.

Documentation to link to:

* Blog – (<http://blogs.napier.ac.uk/rie/>)
* Twitter – (<https://twitter.com/EdNapierRIE>)