Get Connected: Welcome Day and Networking for New Research Staff and Academics

Online Resource

Useful induction information for staff new to the University in research related roles
Get Connected: Welcome Day and Networking for New Research Staff and Academics

An online resource for you in your new role, this brief guide is based on our Get Connected: Welcome Day and Networking for New Research Staff and Academics event that runs twice a year http://edin.ac/1XkPgXJ

The aim of the guide is to give new researchers, especially those unable to attend our main event, information which will help in their new roles. This guide includes information from all the contributors at the Get Connected event.

If you can make the main event we recommend that you try and attend; the feedback from researchers that being able to meet new colleagues from the University and the opportunity and time in the programme to network is invaluable.

“The structure of the day was excellent. I enjoyed all components & thought the balance between more formal and informal parts was great.”

“Thanks for putting this together - this has been very helpful. I can also say with confidence (after having worked at other institution) that this is the best welcome event for new staff I have ever attended.”
# Get Connected: Welcome to the University of Edinburgh

## The University Structure:

<table>
<thead>
<tr>
<th>College of Arts, Humanities and Social Sciences</th>
<th>College of Medicine and Veterinary Medicine</th>
<th>College of Science and Engineering</th>
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<tbody>
<tr>
<td>Business School</td>
<td>Edinburgh Medical School: Clinical Sciences</td>
<td>School of Biological Sciences</td>
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<tr>
<td>Centre for Open Learning</td>
<td>Edinburgh Medical School: Biomedical Sciences</td>
<td>School of Chemistry</td>
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<tr>
<td>School of Divinity</td>
<td>Edinburgh Medical School: Molecular, Genetic and Population Health Sciences</td>
<td>School of Engineering</td>
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<tr>
<td>School of Economics</td>
<td>Royal (Dick) School of Veterinary Studies</td>
<td>School of GeoSciences</td>
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<td>Edinburgh College of Art</td>
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<td>School of Informatics</td>
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<tr>
<td>The Moray House School of Education</td>
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<td>School of Mathematics</td>
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<tr>
<td>School of Health in Social Science</td>
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<td>School of Physics and Astronomy</td>
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<td>School of History, Classics and Archaeology</td>
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<td>School of Law</td>
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<tr>
<td>School of Literatures, Languages and Cultures</td>
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<td>School of Philosophy, Psychology and Language Sciences</td>
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<td>School of Social and Political Science</td>
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The University is:

- **World class:** one of the world’s top 25 Universities
- **Large and diverse:** over 37,500 students; one-third PG
- **Disperse:** 257 separate buildings; over several campuses
- **International:** 43% of students come from over 120 countries
- **Comprehensive:** we teach 103 of the 164 subjects defined by HESA
- **Research-led:** in the top 4 UK and No.1 in Scotland by 4* research

The University Governance, Court and Committees:

(Governance and Strategic Planning: [http://edin.ac/2gsq6xK](http://edin.ac/2gsq6xK))

- **Court:** the main governing body
- **Senate:** the supreme academic body
- **Senate Committees:** Senate devolves its business to four committees
- **PSG:** discusses and advises on strategic matters
- **CMG:** oversees planning and budgeting
Strategic Plan 2016  [http://edin.ac/2oCH0sd](http://edin.ac/2oCH0sd)

Our new Strategic Plan 2016 was agreed by Court in June 2016 and was published in October 2016. “Our students and staff are the heart of the University. They are independent, critical, creative thinkers who develop the character of the University and its influence on the world.”

Code of Practice for the Management and Career Development of Research Staff  [www.ed.ac.uk/iad/research-staff-code-of-practice](http://www.ed.ac.uk/iad/research-staff-code-of-practice)

The University’s Code of Practice outlines a number of areas of responsibility for the researcher, their manager and the University. It provides guidance on how the researcher’s employment with the University, the progress of their research, and their professional/career development should be managed.

The Concordat to support the Career Development of Researchers  [http://edin.ac/2sGBytO](http://edin.ac/2sGBytO)

‘The Concordat is an agreement between the funders and employers of researchers in the UK, setting out the expectations and responsibilities of each stakeholder in researcher careers – researchers themselves, their managers, employers and funders. It aims to increase the attractiveness and sustainability of research careers in the UK and to improve the quantity, quality and impact of research for the benefit of UK society and the economy’.

Athena SWAN  [http://edin.ac/2rnDu6S](http://edin.ac/2rnDu6S)

Supporting women in science, engineering and technology, and in the arts, humanities, social sciences, business and law, and in professional and support roles, and for trans staff and students. Edinburgh is one of 132 universities and research institutes which are members of the SWAN Charter.

HR Excellence in Research Award  [http://edin.ac/2kFxI0X](http://edin.ac/2kFxI0X)

The University gained the 'HR Excellence in Research Award' from the European Commission in September 2010, and have successfully retained it after 3 biennial reviews. The University is now one of only 8 institutions who have undertaken and retained the Award at the six year stage.
If you attend our *Get Connected: Welcome Day and Networking for New Research Staff and Academics* event, the main part of the day is our round table sessions.

These focus on career development opportunities, developing teaching, applying for research funding, advice on engagement, impact and consultancy, updates from information services, finance, commercialisation and consultancy.

When a researcher starts in post, they need to manage both their research project and their professional and career development. The aim of these sessions is to allow new researchers to find out what support is available to them, from the different services around the University, that will support them in their role and in their development.

The support services the take part in this event include:

- The Institute for Academic Development
- UHRS Learning & Development
- Research Support Office
- Beltane Public Engagement Network
- Information Services
- Finance Department
- Edinburgh Innovation (EI)

The following pages contain the key points from the sessions.
Get Connected: Information to support you in your role

<table>
<thead>
<tr>
<th>Professional Development: Institute for Academic Development</th>
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<tr>
<td><strong>Workshops:</strong> The IAD support research staff* to develop their professional and personal development through tailored workshops, online resources and planning tools. Our workshops are mapped to the national Vitae Researcher Development Framework (RDF) and are grouped into themes: Induction, Writing, Communication, Leadership, Funding, and Careers. Our website and the <a href="http://edin.ac/2vU4oZy">2017/18 Research Staff Brochure</a> provides further information on the workshops and other support available.</td>
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<tr>
<td><em>we use the umbrella term research staff to describe postdocs, fellows, research associates and technicians</em></td>
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| **Funding:** The IAD runs three funding schemes that aim to provide targeted support for a variety of staff and student needs, from one-off events, to the development of networks and communities, to large project awards. You may apply for funding on multiple occasions. |
| The IAD Action Fund is one scheme that allows University of Edinburgh staff and students to apply for funding to develop and support academic communities and/or test ideas for creative learning activities. Funding is also be available to support the professional and personal development of groups of students, researchers and academics at every stage of their career. There are two levels of funding available: |
| **IAD Action Fund Small Grants** Up to a maximum of £500 – can apply at any point during the academic year |
| **IAD Action Fund Regular Grants** Up to a maximum of £3000 – application deadlines in October |

| **Networks:** A number of research staff societies exist across the University. These allow researchers the opportunity to attend talks and seminars relevant to their area of work and career development, meet other new researchers and get involved in different areas and roles. The IAD work very closely with our research staff societies from all Colleges and local Post-Doc Champion’s in the College of Science & Engineering. |

| Website: www.ed.ac.uk/iad/researchers |
| Email: iad.researchers@ed.ac.uk |
| Twitter: @researchersated |
| Blog: iad4researchers.wordpress.com |
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### Professional Development: UHRS Learning & Development

**Courses and eLearning:**
UHRS Learning and Development offer a wide range of face-to-face workshops and e-learning courses available to all staff. Courses are listed A-Z by title and grouped by themes: Personal Effectiveness, Effective Working Relationships, Planning Process & Delivery and Change Management and Innovation.

We have also grouped the courses by leadership and management level:
- **Level 1:** Focuses on the short term and routine performance and development of the team aligned to the requirements of the Institution.
- **Level 2:** Encompasses developing and maintaining procedures, systems, projects, processes, programmes and/or services through the leadership and management of people.
- **Level 3:** Focuses on the creation of or the enabling of long term policies or strategies to guide, lead and manage the institution.

We also provide coaching, an online development toolkit and offer tailored solutions to meet your specific needs.

**Mentoring Connections:**
All staff have access to our mentoring connections programme. In particular, we are looking for mentors from all grades. Closing date is in December each year for the next matching process and all interested candidate will be update on their match by the following February.

**Online Development Toolkit:**
Providing support for operational performance issues, like time management, difficult conversations or effective recruitment, through to more strategic issues, like innovation, developing strategies or partnerships. The online development toolkit provides a range of resources, such as infographics, checklists, exercises, and ‘how to’ guides. You are in control of the information – what you access, how long you spend browsing and how you store and share the information accessed.

| Website: | www.ed.ac.uk/human-resources/learning-development |
| Email:   | HR.Training@ed.ac.uk |
| Twitter: | @Uoeld |

**Human Resources**

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**Institute for Academic Development**

**The University of Edinburgh**

www.ed.ac.uk/iad
**Learning & Teaching: Institute for Academic Development**

**Edinburgh Teaching Award:**
The Edinburgh Teaching Award is a flexible route to all categories of Fellowship of the Higher Education Academy. Support includes 1:1 mentoring, group meetings and web-based resources.

**Principal’s Teaching Award Scheme:**
Groups of staff and students can apply to the Principal’s Teaching Award Scheme for funding of up to £15,000 for research into learning and teaching and projects focusing on innovation and evaluation. Open to teams. See IAD website for details.

**Workshops:**

**Postgraduate Certificate in Academic Practice**
The Postgraduate Certificate in Academic Practice is a Master’s level taught part-time programme leading to Fellowship of the Higher Education Academy.

**Practical Strategies**
Lunchtime workshops on a range of learning and teaching topics with a focus on practice. Relevant to Edinburgh Teaching Award CPD requirements.

<table>
<thead>
<tr>
<th>Website</th>
<th><a href="http://www.ed.ac.uk/institute-academic-development/learning-teaching">www.ed.ac.uk/institute-academic-development/learning-teaching</a></th>
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<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:iad@ed.ac.uk">iad@ed.ac.uk</a></td>
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<tr>
<td>Twitter:</td>
<td>@iad4learnteach</td>
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<tr>
<td>Blog:</td>
<td><a href="http://iad4learnteach.wordpress.com/">iad4learnteach.wordpress.com/</a></td>
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<table>
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<th>Applying for grant funding at Edinburgh: Research Support Office (RSO)</th>
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<tbody>
<tr>
<td>The Research Support Office provides comprehensive information, services and support to members of the University of Edinburgh's research community in their pursuit of research funding.</td>
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<tr>
<td>We help develop research projects at any scale, from small awards to complex interdisciplinary bids. This includes horizon scanning, guidance on research funders, advice on targeting the right opportunities, identifying pathways to impact, developing the bid and dealing with contractual matters upon award.</td>
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<tr>
<td>We offer a wide range of services and resources, including:</td>
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<td>- Funder guides and intelligence</td>
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<td>- Dossier of successful applications</td>
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<td>- Events on proposal writing, funder insights, and more</td>
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<td>- Information on initiatives such as the Global Challenges Research Fund</td>
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<tr>
<td>Each school also has a local Research Office who can help you and is usually your first point of contact.</td>
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</table>

**Advice:**

- Contact the Research Support Office or your local School Research Office as early as you can – the earlier you contact us, the more help we can provide!
- It is important to make your application well-rounded – think carefully about each element
- Look at the assessment criteria before writing the application
- Each funder is different so tailor your application to them
- Ask for advice from successful applicants in your School or Centre

**Resources:**

- **Funders and Funding:** guides to particular funders; examples of successful applications; lists of upcoming events; information on the Global Challenges Research Fund and other initiatives
- **Research Professional:** Search for funding opportunities by subject or type of funding and set up email alerts for funding opportunities ([www.researchprofessional.com](http://www.researchprofessional.com))
- **US Funding Opportunities:** Grants.gov

**Website:** [www.ed.ac.uk/research-support-office](http://www.ed.ac.uk/research-support-office)

**Email:** See our website for individual contacts

**Twitter:** @ResearchRSO

**Blog:** [www.blog.rso.ed.ac.uk/](http://www.blog.rso.ed.ac.uk/)
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Public Engagement and Knowledge Exchange: Beltane Public Engagement Network

Beltane supports innovative, high quality public engagement with research at the four universities in Edinburgh; University of Edinburgh, Heriot Watt University, Edinburgh Napier University and Queen Margaret University.

Since it began in 2008, the purpose of the Beltane project has been to help embed a culture of doing high quality public engagement in its partner universities.

**Events:**
Beltane host the Cabaret of Dangerous Ideas (CODI at the EdFringe), an informal but high-profile platform for academics and researchers to discuss their work with members of the public ([http://codi.beltanenetwork.org/](http://codi.beltanenetwork.org/)) and Explorathon - Scotland’s event for EU Researchers’ Night. Taking place on the last Friday in September each year, it is a public celebration of research that takes place in more than 300 cities across Europe ([http://edin.ac/2pT4azl](http://edin.ac/2pT4azl)).

**Stakeholders:**
Beltane works closely with other organisations and individuals which offer links with wider communities, increasing their capacity to innovate and inspire. Stakeholders include:

- Researchers from all of Edinburgh’s universities (and beyond)
- Public engagement support staff in universities
- University management
- Beltane Fellows
- Associates from outside Edinburgh’s universities (e.g. the Scottish Parliament, the NHS, the National Museum of Scotland, the Edinburgh Fringe)
- Members of the public

**Website:** www.beltanenetwork.org

**Email:** info@beltanenetwork.org

**Twitter:** @edbeltane
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<table>
<thead>
<tr>
<th>Overview of how Information Services can support you in your research and teaching: Information Services (IS)</th>
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<tr>
<td>Information Services is a support service, offering a diverse range of services including Library, IT, learning technology, student study spaces and teaching room technologies. The IS helpline is available for issues with any of these services.</td>
</tr>
</tbody>
</table>

**Information Services – Research support:**
Research Data Service: supporting researchers from the planning process up to securing the data once it has been collected
- Research Publications Service: supporting researchers who are ready to publish a paper.
- Ensures that you get the best deal, including advice about copyright

**Information Services – Library services:**
- DiscoverEd: a searchable catalogue for resources, including books and journal articles.
- Centre for Research Collections: archival collections for research in most subject areas.
- Inter-Library Loans – for material not held in the University Library (https://ed-ac.illiad.oclc.org/illiad/logon.html)
  - You can request a limited number of free academic loans
  - You can request an article to be scanned and emailed to you
  - You can request books to be delivered to a different University of Edinburgh Library site
Contact an Academic Support Librarian if you cannot access something you need.

**Information Services – Teaching support:**
- LEARN: the VLE used for thousands of courses in Edinburgh to ensure teaching materials are accessible to students
- Lecture recording service
- GradeMark: used for online marking

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**Website:**  www.ed.ac.uk/information-services
**Web form:**  http://www.ishelpline.ed.ac.uk/forms/
**Email:**  is.helpline@ed.ac.uk
**Twitter:**  @isalerts
**Phone:**  +44 (0)131 651 5151

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**INFORMATION SERVICES**

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www.ed.ac.uk/iad
**Financial Skills: Finance department**

**The role of Research Grants section:**

The post award finance team is a specialist team within the Finance Department that supports the research activity of the University. Our primary responsibility is claiming research income from external research funders, contractual & statutory compliance, audit and close of grants. We also:

- Provide central oversight for post award activities on all funded projects
- Ensure compliance with all applicable [funder terms and conditions](http://www.ed.ac.uk/finance/about/sections/research-grants-section)
- Serve as the central point of contact for post award matters
- Provide advice on key research issues and training on processes and systems

[http://www.ed.ac.uk/finance/about/sections/research-grants-section](http://www.ed.ac.uk/finance/about/sections/research-grants-section)

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**Worktribe: Empowering and supporting research management**

Worktribe is a research management tool used to cost and manage a project from project idea through costing, approvals, award, post-award, management and closure. Accessible across the University, by researchers, administrators, approvers and business support staff, it supports collaborative working and is faster and more efficient, allowing less time on admin and more time to develop successful research proposals. [https://ed-rmas.worktribe.com/](https://ed-rmas.worktribe.com/)

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**eTime:**

eTime is the University’s time recording system that allows staff on European Commission projects to complete timesheets, which are a mandatory requirement.

[https://www.etime.finance.ed.ac.uk](https://www.etime.finance.ed.ac.uk)

[eTime user guides and documentation](https://www.etime.finance.ed.ac.uk)

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**Website:**  [www.ed.ac.uk/finance](http://www.ed.ac.uk/finance)

**Email:**  Finance@ed.ac.uk

**Wiki:**  [www.wiki.ed.ac.uk/display/Finance](http://www.wiki.ed.ac.uk/display/Finance)
**Consultancy: Edinburgh Innovation (EI)**

**Consultancy:**
Consultancy can raise the profile of both the Academic and the University. It is a way of establishing links with industry, commerce and government. These links have a number of potential benefits to both the Consultant and the University over the medium to long term, including building relationships which may lead to strategic partnerships. Consultancy also offers other benefits such as funded research and applying skills/expertise in a different way that can lead to a new perspective or idea. 55% of consulting matters lead to further activities, be that research collaborations, studentships or more.

**Activities considered as Consultancy:**
EI’s dedicated Consultancy team will help promote your expertise and facilities, help with contracts and invoicing, provide expert legal and contract negotiations, support with accounting and administration and provide protection against liability claims through the University’s professional indemnity insurance policy.

**EI Consultancy Services offer:**

**Training and seminars**
- Training on how to undertake consultancy
- Seminars to disseminate consultancy outcomes and benefits

**Advice and guidance**
- One to one meetings to discuss consultancy support
- Horizon scanning to identify consultancy opportunities
- Bespoke bid preparation and support
- Contracting and legal advice
- Building and maintaining contact with clients
- Assist in marketing facilities

Further information can be found on the EI YouTube videos on consultancy:
- [https://www.youtube.com/user/EdinburghInnovation](https://www.youtube.com/user/EdinburghInnovation)
- [https://www.youtube.com/watch?v=afvA6mfuGd4](https://www.youtube.com/watch?v=afvA6mfuGd4)
- [https://www.youtube.com/watch?v=HZ8Fko9Ss](https://www.youtube.com/watch?v=HZ8Fko9Ss)
- [https://www.youtube.com/watch?v=6EwABLoCy50](https://www.youtube.com/watch?v=6EwABLoCy50)
- [https://www.youtube.com/watch?v=ubm6RW537w](https://www.youtube.com/watch?v=ubm6RW537w)

**Website:** [www.ed.ac.uk/research/consultancy](http://www.ed.ac.uk/research/consultancy)

**Email:** eri.consultancy@ed.ac.uk

**Twitter:** @EI_Innovation
## Commercialisation, creating impact from your research:
### Edinburgh Innovation (EI)

### The commercialisation process:
It is University policy to promote the commercial potential of any new ideas, discoveries or inventions arising from your research. EI has an established commercialisation process for translating new ideas, discoveries or inventions arising from your research into industry. The commercialisation process includes:

- Disclosure of idea, discovery or invention
- Evaluation of intellectual property
- Patent protection approval
- Implement commercialisation strategy

### Commercialisation routes to market:
The normal routes for commercialising a technology by the University of Edinburgh will involve either:

- Develop the technology further with a commercial partner
- License the technology to an existing and market-established company
- Form a University spin-out company to take the technology to market

### Development funding:
Funding programmes exist to support research at various stages in the technology development cycle, including industrial R&D collaboration options.

**Funding for concept development** - Where a new idea, discovery or invention is at a very early stage of development and not yet ready to be commercialised in the marketplace, there are funding sources available to help reach the proof of concept stage.

**Funding for commercialisation** - Where a new technology is ready to be commercialised in the marketplace, there are funding sources available to help the commercialisation of your technology through industry collaborations.

### Technology transfer team:
EI's technology transfer team manages the commercialisation of intellectual property, contributing towards the University’s objective of ensuring its commercial development for society’s use.

**Key contacts**

**Website:** www.ed.ac.uk/edinburgh-innovations/commercialising-research
Get Connected: Information to support you in your role
Other useful support/resources:

**PURE** [www.pure.ed.ac.uk](http://www.pure.ed.ac.uk)

PURE is the University's Current Research Information System (CRIS). Information held in PURE relates to research staff and their publications, projects and activities information. PURE allows for relationships and associations to be created between research inputs and outputs, providing a broad picture of research activity at the individual, research unit, School, College, and University levels.

In addition to providing many of the University's current research management and reporting needs, data from PURE is also used to populate the Edinburgh Research Explorer, which provides a public view on the University's research activity. Units are also able to access data held in PURE to feed information into their own local web presence, such as publication lists and staff profiles.

pure@ed.ac.uk

**Careers Service** [http://edin.ac/2vM8ZKS](http://edin.ac/2vM8ZKS)

The Careers Service provides career development support for research assistants and associates, post-docs, and research fellows, as well as teaching assistants and teaching fellows.

- A range of workshops run for staff, covering topics including Career Management, Changing Careers and Getting the First Lecturing Job.

- One-to-one consultations are available (please check eligibility) to discuss your career options, gain practical advice about a CV or application (non-specific to discipline) and undertake mock-interviews.

- Early Career Researchers are also encouraged to attend the [PhD Horizons Career Conference](http://edin.ac/2vM8ZKS). This is an annual event run in June, where a range of previous PhD students and post-doc staff discuss what they did next.

**Vitae** [www.vitae.ac.uk](http://www.vitae.ac.uk)

The University of Edinburgh is an organisational member of Vitae. Vitae works with institutions striving for excellence in development and career support for research staff and students. The Vitae website has a wealth of resources and advice tailored specifically to you as a researcher, whether your ambition is to stay within or move outside academia. All University of Edinburgh staff and students get full access to the Vitae website as part of our subscription, as long as you are registered with your organisational email address.

Register now using your institutional email address.

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**INSTITUTE FOR ACADEMIC DEVELOPMENT**

**THE UNIVERSITY of EDINBURGH**

www.ed.ac.uk/idad