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

INSTITUTE FOR ACADEMIC DEVELOPMENT

THE UNIVERSITY of EDINBURGH

Get Connected: Overview of Guide

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.

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."

"It's great that this covers the whole university, and it was good to meet staff from other schools and disciplines. "

"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: The University Structure

College of Arts, Humanities and Social Sciences	College of Medicine and Veterinary Medicine	College of Science and Engineering
Business School	Edinburgh Medical School	School of Biological Sciences
Centre for Open Learning	Royal (Dick) School of Veterinary Studies	School of Chemistry
School of Divinity		School of Engineering
School of Economics		School of GeoSciences
Edinburgh College of Art		School of Informatics
The Moray House School of Education		School of Mathematics
School of Health in Social Science		School of Physics and Astronomy
School of History, Classics and Archaeology		
School of Law		
School of Literatures, Languages and Cultures		
School of Philosophy, Psychology and Language Sciences		
School of Social and Political Science		

Get Connected: Relevant Policy Documents & Initiatives

Strategic Plan https://www.ed.ac.uk/about/strategy-2030

The Strategic Plan includes strategic objectives which set out how we will lead in learning and research. Leadership in Research - As a major, comprehensive university we conduct research of the highest standard across a broad spectrum of disciplines.

Code of Practice for the Management and Career Development of Research Staff 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

'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 https://edin.ac/3kbIVRg

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.

Get Connected: Information to support you in your role

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, research funding, advice on engagement, impact and consultancy, updates from information services, 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:

- Institute for Academic Development
- Learning and Organisation Development
- Edinburgh Research Office
- Social Responsibility and Sustainability
- Information Services
- Finance Department
- Edinburgh Innovations (EI)

The following pages contain the key points from the sessions.

Get Connected: Information to support you in your role

Professional Development: Institute for Academic Development (IAD)

Workshops:
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, Public Engagement and Careers.
Our website and the *Research Staff Brochure* provides further information on the workshops and other support available.

We now have a webpage which has a selection of online resources, and some of these are based on popular workshops: https://edin.ac/2qvWsZW

we use the umbrella term research staff to describe postdocs, fellows, research associates & technicians

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 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 – applications throughout the year
IAD Action Fund Regular Grants: Up to a maximum of £3000 – application deadlines in October

https://edin.ac/2MBeRRS

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.
https://edin.ac/2tX9Kko

INSTITUTE FOR ACADEMIC DEVELOPMENT

Website: www.ed.ac.uk/iad/researchers

Email: iad.researchers@ed.ac.uk

Twitter: @researchersated

Blog: iad4researchers.wordpress.com

Get Connected: Information to support you in your role

Professional Development: Learning & Organisation Development, HR

Learning and Organisation Development support all staff to maximise their potential by offering access to personal, management and leadership development opportunities.

Leadership and Management Development
We run a series of workshops, toolkits and programmes for managers and leaders to support them grow their confidence and consolidate their skills in management and leadership.

Of particular relevance at this time is the Managing Remotely Toolkit

www.ed.ac.uk/human-resources/learning-development/courses

The University offers three levels of leadership and management development through digital learning pathways. They are the Aspiring Manager, Edinburgh Manager and Edinburgh Leader.

We support attendance on the Aurora programme, offered by Advance HE and signpost to other external leadership opportunities.

www.ed.ac.uk/human-resources/learning-development/leadership-programmes

Mentoring and Coaching
Mentoring and coaching are powerful 1:1 conversations that use observation, questioning, listening and feedback to provid insights to deal with situations; give encouragement and building confidence.

#areyouonPlatformOne

Mentoring is available through Platform One
and coaching support (funded by local departments) is available through our digital coaching provider, Know You More.

www.ed.ac.uk/human-resources/learning-development

University Wide Induction Resources and Guidance
We provide information and support available to all new starts through our Induction Hub. This includes Remote induction Guidance which is aimed at managers inducted new staff when working remotely.

www.ed.ac.uk/human-resources/learning-development/induction

THE UNIVERSITY *of* EDINBURGH
Learning and Development

Website: www.ed.ac.uk/human-resources/
learning-development

Email: learninganddevelopment@ed.ac.uk

Twitter: @UoeId

Get Connected: Information to support you in your role

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.
IAD INSTITUTE FOR **ACADEMIC DEVELOPMENT** **Website:** www.ed.ac.uk/institute-academic-development/ learning-teaching **Email:** iad@ed.ac.uk **Twitter:** @iad4learnteach **Blog:** iad4learnteach.wordpress.com/

Get Connected: Information to support you in your role

Growing your idea into a fundable research proposal: Edinburgh Research Office

We work alongside researchers to grow ideas into fundable proposals. We provide expertise at all stages, from developing your idea and identifying funding to crafting your application and managing your award.

We work with research leaders to develop research strategies based on sound funder insights and intelligence. We offer expertise across UK, European and international funders.
We are enablers and connectors, networked across the University, able to provide the best advice to researchers and research leaders in all disciplines.

Advice:

- We help with developing your idea, identifying funding, crafting your application and managing your award. Growing your idea together.
- At the 'develop your idea' stage, we help you think about what you need to do to grow your idea into a fundable proposal.
- At the 'identify funding' stage, we help you to understand the funding landscape, your funding options and the best fund to fit your idea.
- At the 'craft your application' stage, we work closely with colleagues in your local Research Office to provide you with the supporting roots that enable your idea to grow and blossom.
- At the 'manage your award' stage, we help you get your project started and manage your grant.

Resources:

Support available at all stages: https://www.ed.ac.uk/research-office/winning-research-funding

Events to develop your skills: https://www.ed.ac.uk/research-office/whats-on

Successful research funding applications: https://www.ed.ac.uk/research-office/winning-research-funding/successful-applications

Research Professional (search for funding opportunities): https://www.researchprofessional.com/institution/5109445/

COVID-19 and research: https://uoe.sharepoint.com/sites/EdinburghResearchOffice/SitePages/COVID-19-and-research.aspx

THE UNIVERSITY of EDINBURGH
Edinburgh Research Office

Website: www.ed.ac.uk/research-office

Email: See our website for individual contacts

Twitter: @GrowingYourIdea

Blog: blogs.ed.ac.uk/research-office

Get Connected: Information to support you in your role

Public Engagement and Knowledge Exchange:
IAD Public Engagement

The **IAD Public Engagement** team supports researchers across the University (staff and students) in their public engagement activities. This includes:

- Providing expert advice and support for academic managers and researchers about public engagement with research
- Leading university-wide public engagement related projects
- Developing and facilitating networking and training opportunities for researchers involved in public engagement
- Working with external organisations to provide opportunities for public engagement activities
- Working with Edinburgh's many festivals to provide public engagement opportunities for researchers including: the Fringe, the Science Festival, the Just Festival, the Film Festival and the History Festival.
- Representing the University of Edinburgh at the Beltane Public Engagement Network

About the Beltane Public Engagement Network

The **Beltane Public Engagement Network** is a partnership between Edinburgh Napier University, Heriot-Watt University, Queen Margaret University and The University of Edinburgh. There is an agreement between the four universities to coordinate their approaches to public engagement with research, and training in public engagement .

Beltane was established in 2008, when the universities in Edinburgh were awarded over £1 million of funding to become an RCUK Beacon for Public Engagement. From 2012-2017, the Network was funded by the four universities in Edinburgh to provide a central team based at The University of Edinburgh. This funding has now ended, but the partnership continues.

By joining forces, the four universities can share best practice and opportunities. Having a recognisable point of contact also makes it easier for other organisations to work with Edinburgh's universities – and to do so without seeming to favour one over the other.

By being part of a university in Edinburgh, you are part of the Network. This means that you can participate in any public engagement opportunity (event or training) at any of the four universities.

For more information visit www.beltanenetwork.org or email info@beltanenetwork.org.

Website: https://www.ed.ac.uk/institute-academic-development/research-roles/public-engagement

Email: IAD.Public@ed.ac.uk

Get Connected: Information to support you in your role

Overview of how Information Services can support you in your research and teaching: Information Services (IS)

Information Services (IS) 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.

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:

- Learning Technology: to inform and support your use of technology in learning and teaching https://www.ed.ac.uk/information-services/learning-technology
- Digital Skills and Training: to help you work, study and research more effectively, and to support CPD https://www.ed.ac.uk/information-services/help-consultancy/is-skills
- Learning, Teaching and the Student Experience: to provide guidance for interactive learning & teaching, open educational resources and learning design https://www.ed.ac.uk/information-services/learning-technology/supporting-learning-and-teaching
- Technology Enhanced Learning and Accessibility: to guide you in using technology to help ensure your courses are inclusive and accessible https://www.ed.ac.uk/information-services/learning-technology/tel-accessibility

INFORMATION SERVICES

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

Get Connected: Information to support you in your role

Consultancy: Edinburgh Innovations (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 on consultancy: • https://www.youtube.com/user/EdinburghInnovation
Website: www.ed.ac.uk/research/consultancy **Email:** edinburgh.innovations@ed.ac.uk **Twitter:** @EI_Innovation

Get Connected: Information to support you in your role
Other useful support/resources:

PURE 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

Vitae www.vitae.ac.uk

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.

Wellbeing Support www.ed.ac.uk/staff/health-wellbeing

There are many great services and departments available that promote good mental health and wellbeing as well as offering support with mental health issues and illnesses. An overview of the support can be found on the Wellbeing Hub