PTAS Project Report   (for SMALL PROJECT GRANTS)

Project Title: LLC Postgraduate Knowledge Exchange

Principal Investigator :   Sarah M. Dunnigan
School / Department : English Literature, LLC

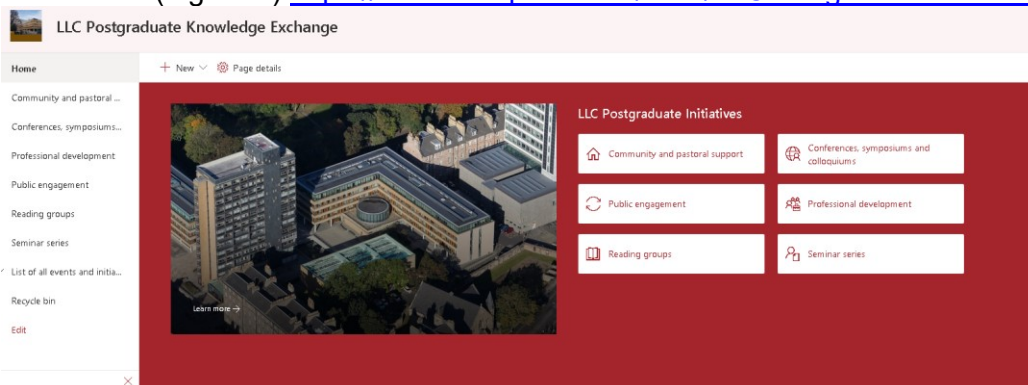**Team members :**
Sarah Stewart
Anna McKay
Muireann Crowley

For further information, please contact:

Grant recipients are expected to submit a brief report at the conclusion of their project which outlines briefly the following : nature of work completed; outcomes; benefits to student learning/student experience; dissemination activity (where relevant – actual and planned) and how the activity could inform future work or be transferred to other subject areas in the University. The brief report will be published on the IAD web pages.

Brief Report (maximum 500 words)

We investigated the possibility of using Wiki to host the resource. However, it quickly became clear that it would be difficult to train people quickly to a good level of competency and that there were limited in-house training resources for staff and students. We then began looking at SharePoint, which is part of the Office365 suite of applications and for which there are many online resources available freely and via Lynda/LinkedIn Learning. Once we decided to use SharePoint as the platform, we circulated a call via internal mailing lists and social media for documentation and reports of current and historical postgraduate initiatives organised within the School of Literatures, Languages and Cultures. These contributions were supplemented by records taken from School website news items, social media posts, and IAD funding awards. The gathered information was put into a SharePoint list, which forms the core of the LLC Postgraduate Knowledge Exchange SharePoint (Figure 1) https://uoe.sharepoint.com/sites/LLCPostgraduateKnowledgeExchange

Figure 1LLC Postgraduate Knowledge Exchange

The SharePoint list can be easily updated and added to via a SharePoint form (Figure 2), which can be accessed by visitors to the SharePoint site.

Figure 2SharePoint list of all events and initiatives

These additions will automatically populate tables on the subpages, e.g. Community and pastoral initiatives or Seminar series, depending on how an event/initiative's classification (Figure 3).

Figure 3Sub-page for seminar series

Training for PhD researchers to take-over owner/editor rights to the SharePoint site will take place on 6 April 2021. They will be trained in managing the list and approval flows for the SharePoint, and adding new pages to the SharePoint site. This will leave the site as entirely a PhD-owned and managed resource. The site offers a model of how PGRs might document and archive their

activities within the School. As with all initiatives, its usefulness will be seen through its longevity and whether it persists as a live resource that usefully integrates with other online spaces used to sustain the PGR community.

Financial statement (please delete as appropriate):

Either
This project has utilised the funding awarded to it by the PTAS adjudication committee and the Principal Investigator or School Administrator appropriate can provide financial statements showing the funding usage as and when required by the UoE Development Trusts who may require it for auditing purposes.

~~**Or**~~
~~This project has remaining funds unused and we require details of how to return the balance.~~
~~The Principal Investigator or School Administrator appropriate can provide financial statements~~
~~showing the funding usage as and when required by the UoE Development Trusts who may~~
~~require it for auditing purposes.~~

Please send an electronic PDF copy of this report to:
Email: iad.teach@ed.ac.uk