Passport to Research Futures

A development programme for research staff

Programme Guide

University of St Andrews 1413  CAPOD
Sign up to the Passport to Research Futures (PRF) Programme

If you have not done so already, complete the on-line application form.

For more information, take a look at the programme webpages.

Points of contact – Research Staff Developers

Dr Diane Munday (Monday – Thursday)               Marie Paterson (1 day per week)
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Ext: 2241                                             Ext: 2561

CAPOD

General enquiries: capod@st-andrews.ac.uk
Workshop enquiries: coursescapod@st-andrews.ac.uk
Appointment enquiries: learning@st-andrews.ac.uk

Careers Centre
Discuss your career future with a University Careers Advisor

Research Business Development and Contracts
For research proposals and help with collaborations, consultancies and contracts

Knowledge Transfer Centre
For transferring out ideas, research results and skills
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Passport to Research Futures

Summary
This programme is intended to provide a structured but flexible Continuing Professional Development (CPD) package for contract research staff and early career academics across all disciplines. The purpose of the programme is to help participants focus on their career futures by exploring potential career paths, planning career objectives and by developing key skills and experience that will help them to work towards their career goals.

Designed around Vitae’s Researcher Development Framework (RDF), which describes the knowledge, behaviour and attributes of successful researchers, the programme places emphasis on career development and employability, whether within or outside of higher education.

Improve you CV with certification

In-house certificate
In order to achieve the in-house certificate, participants signing up to the programme are required to complete a minimum of any 6 subunits (units with only one element count as a subunit), in addition to the 5 core (purple) units. Total units to be undertaken = 11

CAPOD is an ILM approved Centre

Tailor your programme to obtain an ILM Development Award

Participants wishing to obtain the ILM Research Staff Development Award are required to complete the 5 core (purple) units plus at least 7 of the sub units shaded in green in the programme overview (pages 1-3). Total units to be undertaken = 12

The programme leader is able to accredit prior learning towards the programme, where participants have attended the relevant workshop within the last two years.

Participants joining the programme have a maximum of two years to achieve the minimum programme requirements and/or Development Award requirements.
Programme objectives/outcomes:

By the end of the programme participants will:

- Have greater clarity about possible career paths and their own career goals
- Have reflected on their medium and longer terms career goals and expressed these in a career development plan
- Have assessed their own level of professional development against their career goals, identified gaps and produced a personal development plan to address the identified gaps
- Undertaken a range of development activities based on the identified needs in the personal development plan
- Be more confident about their chosen career path/s
- Have developed self-awareness about their preferences and approaches to managing their own work, working with others in contexts such as teams and leadership strengths and explored areas for personal development arising

Assess your CPD to help you tailor your programme

Participants are encouraged to focus on their professional development by exploring the Vitae Researcher Development Framework and will be given free access to the RDF planner following their orientation meeting.

Extras

In addition to the ‘content’-based units all participants are offered the opportunity to:

- Participate in a wide range of Academic Staff Development Programme (ASDP) workshops designed to enhance best practice in teaching and research
- Be matched with a mentor through the Teaching, Research & Academic Mentoring Scheme
- Participate in a social learning group and networking events
- Help build a stronger contract research staff community by joining the Community Facebook Page
Online resources

Epigeum - Professional Skills for Research Leaders Programme

Priority access is given to Passport to Research Futures participants. E-mail Marie Paterson (map3@) or click here to apply for access to the on-line programme which consists of 6 courses:

1. Introduction to ‘Professional Skills For Research Leaders’
2. Developing and consolidating your research career
3. Funding your research
4. Managing a research team – ILM subunit (alternative to the face-to-face workshop for 8.1.)
5. Research collaboration
6. Communicating your research

Kintish Networking courses - How to become a more effective and confident networker

Click here to apply for free access to this the online programme (worth over £100) which consist of 4 courses:

1. The Secrets of Great Networkers
2. How to Work a Room with Confidence
3. How to Spot Business Opportunities when Networking
4. How to Follow Up after a Business Event

Booking workshops and other events

All events offered by CAPOD can be booked via the University’s online course booking system PDMS (Personal Development Management System). In the dropdown ‘Audience’ menu, click on ‘research staff’. Links to the online listings are also included in the Programme Outline.

Advertising: ‘Check Developing News’ - contract research & teaching staff or ‘Aspire’ - academics & Staff Memos
<table>
<thead>
<tr>
<th>Unit</th>
<th>Title</th>
<th>Format</th>
<th>Hours</th>
<th>Status</th>
<th>RDF Domain</th>
<th>Date/s (links to online booking)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Programme orientation</td>
<td>Individual/ Group briefing</td>
<td>1</td>
<td>Core</td>
<td>N/A</td>
<td>Arranged once you have completed the online application form</td>
</tr>
<tr>
<td>2.</td>
<td>Equality and Diversity</td>
<td>On-line training module</td>
<td>20 mins</td>
<td>Core</td>
<td>B1, C1, D2</td>
<td><a href="http://www.st-andrews.ac.uk/hr/edi/training/staffonline/">http://www.st-andrews.ac.uk/hr/edi/training/staffonline/</a></td>
</tr>
<tr>
<td>2.1</td>
<td>Diversity in the Workplace Training</td>
<td>On-line training module</td>
<td>40 mins</td>
<td>Core</td>
<td>B1, C1, D2</td>
<td><a href="http://www.st-andrews.ac.uk/hr/edi/training/unconsciousbias/">http://www.st-andrews.ac.uk/hr/edi/training/unconsciousbias/</a></td>
</tr>
<tr>
<td>2.2</td>
<td>Unconscious Bias Training</td>
<td>On-line training module</td>
<td>45 mins</td>
<td>Core</td>
<td>B1, C1, D2</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Career futures for research staff</td>
<td>Workshop</td>
<td>1</td>
<td>Core</td>
<td>B3</td>
<td>Semester 2: Wednesday 17th April 2019 (10:00 – 12:30)</td>
</tr>
<tr>
<td>3.1</td>
<td>Career paths for research staff</td>
<td>Workshop</td>
<td>3+1</td>
<td>Core</td>
<td>B3</td>
<td>Semester 2: Wednesday 17th April 2019 (10:00 – 12:30)</td>
</tr>
<tr>
<td>3.2</td>
<td>Career planning and self-development</td>
<td>Workshop/online</td>
<td>3+3</td>
<td>Core</td>
<td>B3</td>
<td>Semester 2: Wednesday 17th April 2019 (10:00 – 12:30)</td>
</tr>
<tr>
<td>3.3</td>
<td>Psychometric masterclass: thinking styles and team roles</td>
<td>Workshop/online questionnaires</td>
<td>3+2 ILM/Optional</td>
<td>B1</td>
<td>Semester 2: Tuesday 23rd April 2019 (09:30 – 12:30) Please sign up by 8th April to allow yourself time to complete pre-workshop questionnaires</td>
<td></td>
</tr>
<tr>
<td>3.4</td>
<td>Reinventing Your Career</td>
<td>Workshop under development</td>
<td>2</td>
<td>ILM/Optional</td>
<td>B1</td>
<td>Semester 2: TBC (New workshop under development)</td>
</tr>
<tr>
<td>3.5</td>
<td>Reinventing Your Career</td>
<td>Workshop under development</td>
<td>2</td>
<td>Optional</td>
<td>B1</td>
<td>Semester 2: TBC (New workshop under development)</td>
</tr>
<tr>
<td>4.</td>
<td>Raising your research profile</td>
<td>Workshop/external presenter</td>
<td>3</td>
<td>ILM/Optional</td>
<td>D2</td>
<td>A/Y 2019-20 TBC</td>
</tr>
<tr>
<td>4.1</td>
<td>Getting published</td>
<td>Lunchtime Legends Panel Discussion</td>
<td>2</td>
<td>Optional</td>
<td>D2</td>
<td>A/Y 2019-20 TBC</td>
</tr>
<tr>
<td>4.2</td>
<td>Making a movie</td>
<td>Workshop/external presenter</td>
<td>3</td>
<td>ILM/Optional</td>
<td>D2</td>
<td>Semester 2: 25th January 2019 (09:30 – 12:30) Previously called ‘Media Awareness - Presenting Your Research - Making a Movie’</td>
</tr>
<tr>
<td>4.3</td>
<td>Networking</td>
<td>Workshop / Panel Discussion / Online Kintish Networking courses</td>
<td>3</td>
<td>ILM/Optional</td>
<td>B3</td>
<td>Any face-to face networking workshop covering networking skills and building confidence or Online Kintish Networking courses Also, come along to any Early Career Academic Networking events to hone your new skills (optional) Check ‘Developing News’ for upcoming Networking events</td>
</tr>
</tbody>
</table>
| 4.4 | Managing research information: An introduction to impact, open access, Pure and data management | Workshop | 2 | ILM/Optional | B, C, D | Semester 2: Thursday 9th May 2019 10:30 – 12:30
Previously called ‘Are you research ready? (LEVEL 1 – Managing your research in Pure)’ |
| 4.5 | Managing research information: Pure hands-on training | Hands-on workshop | 1 | Optional | B, C, D | A/Y 2019-20 TBC
Previously called ‘Making the most of your research records – Pure training (LEVEL 2 – Managing your research in Pure)’ |
Previously called ‘Research to Impact (LEVEL 2 – Managing your research in Pure)’ |
| 4.7 | Managing research information: Publishing research data | Workshop | 2 | Optional | A1, A2, A3, C2, D2, D3 | Semester 2: Tuesday 5th March 2019 10:30 – 12:30
Semester 2: Tuesday 21st May 2019 10:30 – 12:30
Previously called ‘Publishing Your Research Data with Pure (LEVEL 2 – Managing your research in Pure)’ |

5. Engagement

| 5.1 | Practical public engagement | Workshop | Optional | D | Semester 2: Friday 5th April 2019 (14:00 – 17:00)
Previously called ‘Public engagement: your questions answered’ |
| 5.2 | Funny Research: Bright Club stand-up comedy workshop | Workshop | Optional | D2, D3 | Semester 1: A/Y 2019-20 TBC
Learn more about Explorathon |
| 5.3 | Engaging with the public – schools and public engagement | Lunchtime Legends Panel Discussion | 2 | Optional | D | Semester 2: Wednesday 24th March 2019 (12:00 – 14:00)
Previously called ‘Engaging with the public: schools, outreach and festivals’ |
| 5.4 | Engaging with the public – working with broadcast media | Lunchtime Legends Panel Discussion | 2 | Optional | D | Semester 2: Wednesday 10th April 2019 (12:00 – 14:00) |
6. **Entrepreneurship & Enterprise * Updated stream* Great preparation for taking part in [Converge Challenge](#) & other business competitions which take place in Semester 2

<table>
<thead>
<tr>
<th>6.1</th>
<th><em>NEW</em> Engaging with Business for St Andrews Researchers</th>
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<tbody>
<tr>
<td></td>
<td>Session 1: The A-Z of business (am)</td>
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<td></td>
<td>Session 2: Successful project &amp; Collaboration</td>
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<tr>
<td></td>
<td>Partner Management (pm)</td>
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<td></td>
<td>Why work with Business?</td>
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<td></td>
<td>What do businesses look for in a research program and</td>
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<tr>
<td></td>
<td>a researcher?</td>
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<td></td>
<td>How should a collaboration be managed?</td>
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<tr>
<td>Workshop &amp; networking lunch</td>
<td>5.5</td>
</tr>
<tr>
<td>Semester 1 AY 2019-20 TBC</td>
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<tr>
<td>Replacing ‘Research and Commercialisation: Working with sponsors and the value of intellectual property’</td>
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<table>
<thead>
<tr>
<th>6.2</th>
<th><em>NEW</em> Engaging with Business for St Andrews Researchers</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Session 3: Finding funding for business engagement</td>
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<tr>
<td>Workshop &amp; networking lunch</td>
<td>3.5</td>
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<tr>
<td>Semester 1: A/Y 2019-20 TBC</td>
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<tr>
<td>Replacing ‘Research and Commercialisation: Commercialisation explained, evaluating opportunities and markets’</td>
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<tr>
<th>6.3</th>
<th><strong>Knowledge Exchange and Impact: Intro to KE, discovering pathways to impact</strong></th>
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<tbody>
<tr>
<td></td>
<td>Introduction to KE</td>
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<tr>
<td></td>
<td>What does success look like (Impact)</td>
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<td></td>
<td>Plan impact into your projects</td>
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<tr>
<td>Workshop &amp; networking lunch</td>
<td>3.5</td>
</tr>
<tr>
<td>Semester 2: CANCELLED – replacement workshop in development</td>
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<tr>
<th>6.4</th>
<th><strong>Knowledge Exchange and Impact: Mapping your projects and career to KE.</strong></th>
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<tbody>
<tr>
<td></td>
<td>Map your work/project/career to KE activities &amp; potential outcomes</td>
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<tr>
<td></td>
<td>Prioritise specific activities and outcomes</td>
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<td></td>
<td>Value Proposition development</td>
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<tr>
<td>Workshop &amp; networking lunch</td>
<td>3.5</td>
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<tr>
<td>Semester 2: CANCELLED – replacement workshop in development</td>
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<thead>
<tr>
<th>6.5</th>
<th><strong>Enterprise and Innovation: Entrepreneurs in research – balancing research with starting a business</strong></th>
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<tbody>
<tr>
<td></td>
<td>Gain an understanding of entrepreneurship, innovation and enterprise creation within the</td>
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<td></td>
<td>context of an academic institution</td>
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<tr>
<td></td>
<td>Explore business models / company types</td>
</tr>
<tr>
<td>Workshop &amp; networking lunch</td>
<td>3.5</td>
</tr>
<tr>
<td>Semester 1: CANCELLED – replacement workshop in development</td>
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<tr>
<td>Previously covered as part of ‘Business budgeting (start-up companies)’</td>
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<tr>
<th>6.6</th>
<th><strong>Enterprise and Innovation: Let’s start a business</strong></th>
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<tbody>
<tr>
<td></td>
<td>Group workshop session to generate ideas to start an imaginary (or real) business</td>
</tr>
<tr>
<td>Workshop &amp; networking lunch</td>
<td>3.5</td>
</tr>
<tr>
<td>Semester 1 AY 2019-20 TBC</td>
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<tr>
<td>Previously called ‘Let’s Make a Business’ Follows on from 6.5 but can be attended as a workshop in itself if participant has prior knowledge of enterprise and innovation</td>
<td></td>
</tr>
</tbody>
</table>
7. Funding & Financing Research

7.1 Research Funding: An Introduction
   • Delivered by RBDC this workshop provides a basic introduction to the streams of funding available to researchers and the main ways in which these can be accessed

7.2 Research Funding: How to prepare a competitive research funding application
   • What are funders looking for
   • What makes a winning bid
   • Hear from a successful applicant and panelist

8. Leading the team

8.1 Managing People in Research Teams
   • Covering key management theories and tools for managing a research team/project

8.2 Recruitment and Selection
   • Covering all the important criteria for recruiting and selecting a team

8.3 Leading a research group
   Lunchtime Legends Panel Discussion

9. Get the job

9.1 CVs and job applications (academic and non-academic)
   • Exploring the top tips when applying for jobs

9.2 Interview Skills:
   • Academic & Competence-based interviews
   • Principles and practical session

Reducing Passport Plastic:

To help us reduce the use of single use plastic, please bring along your own reusable coffee cup / water bottle to your Passport to Research Futures events.
Programme unit/subunit profile sheets
Unit 1: Programme orientation

**Status:** Core

**Format:** Individual/group briefing

**Overview:**

This introductory session is intended to familiarize the participants with the overall purpose of the programme and the individual programme elements. At this point participants will also learn more about the optional elements of the programme and about how the programme as a whole addresses elements of the Researcher Development Framework.

**Objectives:**

By the end of this event participants will:

- Understand the overall purpose of the development programme
- Be aware of the mandatory and optional elements within the programme
- Have given some initial consideration to their choice of optional units
- Have met with other participants and members of the presenting/coordinating team for the programme

**RDF domain:** N/A

**Presenter/s:** CAPOD Staff Developer
Unit 2: Equality & Diversity

Subunit 2.1 Diversity in the Workplace Training

Status: Core

Format: On-line

Overview:

Online diversity training is for all Staff, Post-Grads and Wardens and is updated frequently to be compliant with the Equality Act (2010).

Objectives:

By completing the training employees can understand their legal responsibilities with updated equalities laws in relation to the workplace and both the service user and studying environment.

RDF domain: B1, C1, D2

Presenter/s: On-line
Unit 2: Equality & Diversity

Subunit 2.2 Unconscious Bias Training

Status: Core

Format: On-line

Overview:

Implicit or unconscious bias happens by our brains making incredibly quick judgments and assessments of people and situations without us realising. Our biases are influenced by our background, cultural environment and personal experiences. We may not even be aware of these views and opinions, or be aware of their full impact and implications.

Objectives:

To be alert to potential difficulties around unconscious bias and prompt you to consciously revisit them before making a decision. Think of them as the safety instructions that you are given every time you are on an airplane. You may think you know them already, but it is good to rehearse them just in case.

RDF domain: B1, C1, D2

Presenter/s: On-line
Unit 3: Career futures for research staff

Subunit 3.1 Career paths for research staff

Status: Core

Format: Workshop

Overview:

During this event participants will explore the range of potential career paths that exist for research staff. The workshop will draw on research data such as CROS and the VITAE’s ‘What do Researchers do?’ and ‘What do researchers want to do?’

Objectives:

By the end of the event participants will:

- Be familiar with the range of potential career paths open to researchers
- Be aware of the statistics around researcher career outcomes
- Have an appreciation of the employer’s perspective on employing researchers

RDF domain: B3

Presenter/s: CAPOD, Careers Centre
Unit 3: Career futures for research staff

Subunit 3.2 Career planning and self-development

Status: Core

Format: Workshop and online

Overview:

This event asks participants to build on Unit 3.1 and to consider their own career futures. Participants will reflect on their own career aspirations and develop medium and long terms career goals and begin to identify actions to address these goals.

Participants will also use the Researcher Development Framework - Personal Development Planner (RDF-PDP) online tool to help them to identify where they need to focus their self-development in order to achieve their career goals.

Objectives:

By the end of the event participants will:

- Have developed their ideas about their own career futures
- Based on exercises completed during the event, will be able to draw up meaningful medium and long term career goals
- Be able to use the RDF-PDP to identify personal development requirements and to build a personal development plan linked to their career plan

RDF domain: B3

Presenter/s: Careers Centre, CAPOD
Unit 3: Career futures for research staff

Subunit 3.3 Psychometric masterclass: thinking styles and team roles

Status: Optional (ILM Unit)

Format: Online questionnaires/Workshop

Overview:

This workshop enables participants to undertake two of the most well-known and widely used psychometric/profiling questionnaires – the Myers Briggs Type Indicator (MBTI) and the Belbin Team Roles Self Perception Inventory. MBTI is a profiling tool that helps you to understand why you think the way you do, how this can affect career choice, problem solving, relationships and communicating with others, and to appreciate why others think and behave differently. Belbin allows you to understand how you behave in teams, the roles you feel most comfortable in, and therefore may assume, and how you interact with others within a team. Participants will be able to complete the questionnaires online and will then receive their feedback reports during a structured group feedback session.

Objectives:

By the end of the event participants will:

- Understand the background and assumptions behind MBTI and Belbin Team Roles, as well as the difference between type- and trait-based personality profiling
- Have completed an MBTI self-type process, reflected on their own reported type and considered their personal ‘best fit’
- Be familiar with the 9 Belbin Team Roles and be aware of their own most and least preferred team roles, based on the SPI report

RDF domain: B1

Presenter/s: CAPOD
Unit 3: Career futures for research staff

Subunit 3.4 Reinventing Your Career (business-focussed)

Status: Optional (ILM unit)

Format: Workshop

Overview:

Only a small percentage of PhD students and Postdoctoral Researchers continue on the academic career track to securing tenured lectureships and professorships; the majority of researchers find employment in a range of roles outside academic research and teaching.

So what’s your broader skillset, what do you most enjoy doing and how do you find a sweet-spot between these aspects? In this workshop we’ll use the Business Model Canvas tool to help map individual skills and self-identify personal strengths & weaknesses and good opportunities which might satisfy your ambitions.

Objectives:

This event will enable participants to:

- Identify personal strengths & weaknesses
- Increase self-awareness of individual skill sets through use of the Business Model Canvas tool
- Provide them with a starting point for seeking to identify potentially suitable alternative roles, employment & career paths

RDF domain: B1

Presenter/s: Subject Matter Expert from the Knowledge Transfer Centre
Unit 4: Raising your research profile

Subunit 4.1 Getting published (separate sessions tailored to the Sciences and AHSS)

Status: Optional

Format: Panel discussion (Lunchtime Legends)

Overview:

This event will be based around a short talk from each of a number of panel members, each of whom will be a well-published and senior research-active academic and who will represent different disciplines. An introductory presentation from each panellist will cover their ideas and advice about how researchers can improve their research profile via publication. This will include guidance on key considerations in getting published, planning a publication strategy, and differences between disciplines. The introductory presentations will be followed by informal discussion and Q&A session.

Objectives: This is a very informal session where panelists will provide their experience of the subject matter.

By the end of this event, participants will:

- Have developed their understanding of the processes and considerations involved in raising their research profile through publication
- Be aware of different strategies that could be adopted and how these might differ between disciplines
- Have considered their own publication strategies for the future

RDF domain: D2

Presenter/s: Panel of subject matter experts, facilitated by CAPOD
Unit 4: Raising your research profile

Subunit 4.2 Making a movie

Previously covered in ‘Media Awareness/Presenting Your Research’

Status: Optional (ILM Unit)

Format: Workshop

Overview:

From crowdfunding videos to filming presentations, short films are increasing important to communicating effectively with an audience. This course will teach you all the basics for making and editing a short film. With lots of practical examples it looks at everything you need to know to create a short film; storyboarding, scripts, shooting, camera angles, titles, editing, sound, and also transferring large files and uploading and distribution. There will also be demonstrations of iMovie and other useful apps. No technical knowledge assumed and there will be hands-on practical experience throughout.

Please bring a laptop/ipad/iphone or similar device

Objectives:

By the end of the workshop, participants will

- Better understand the basics for creating and editing a short film
- Learn how to upload and distribute large files

RDF domain: D2

Presenter/s: External subject matter expert
Unit 4: Raising your research profile

Subunit 4.3 Networking

Status: Optional (ILM Unit)

Format: Workshop/Panel Discussion/On-line material

Overview:
Participants may come along to any face to face workshop which covers how to network effectively and increase confidence in networking, e.g ‘How to become a more confident networker’ presented by Will Kintish
or engage with online the Kintish Networking Courses which cover the same topics as above. To apply for access to the online courses please go the CAPOD webpage at http://www.st-andrews.ac.uk/capod/kintish/

Also, come along to a any networking event to hone your new skills (optional).

Objectives:

By the end of the Workshop/Panel Discussion/On-line material participants should:

- Be aware of approaches to building their own network, using a range of methods such as social media
- Have considered how to approach potential contacts
- Understand the importance of having an ‘elevator speech’ and of asking the right questions
- Be familiar with issues around following up contacts to start building relationships

RDF domain: B3

Presenter/s: External/Internal/On-line
Unit 4: Raising your research profile

Subunit 4.4 Managing research information: an introduction to impact, open access, Pure and data management

Previously called ‘Managing Your Research Information (LEVEL 1): impact, open access, Pure, data management’

Status: Optional (ILM Unit)

Format: Workshop

Overview:

This workshop will provide you with a brief introduction of your responsibilities for good researcher practice and will include an overview of the University tools available to you. It will also provide an introduction to funder’s policies and reporting requirements. Topics covered include Pure and the Research Portal, Open Access policies, managing / sharing research data; understanding impact and associated policies.

Objectives:

By the end of the session participants a greater understanding of:

• The importance and benefits of recording research activity and impact in Pure, and how this web-based Research Information System integrates University data; current Open Access policies and funder requirements for open data
• The external reporting requirements that re-use Pure content and the benefits of publishing research data
• How to deposit publications in Pure to achieve Open Access and meet funder requirements
• The difference between knowledge exchange activities and impact and the types of evidence required to support impact narratives
Where to find support and who to contact when questions arise

RDF domain: A1, A2, A3, C2, D2, D3

Presenter/s: PURE LIVE team
**Unit 4: Raising your research profile**

**Subunit 4.5 Managing research information: Pure, hands-on training**

**Previously called** ‘Making the most of your research records – Pure training (LEVEL 2 – Managing your research in Pure)’

**Status:** Optional

**Format:** Workshop

**Overview:**

This computer room based workshop will learners with a hands-on approach to using the Pure system, from adding a publication to recording external engagement and building a profile.

**Areas covered in the session:**

- Adding publications - shortcuts and tricks to make entry easier / Recording your activities - what to log and where
- Storing impact activity / Tailoring your Research Portal profile - control what an external viewer sees first / Building a CV

**Objectives:**

**After completing this workshop learners will:**

- Have a hands-on appreciation of the Pure system by being able to add and link to publications and activities
- Create/add an ORCID in Pure Tailor their profile on the research portal
- Create a CV in Pure Export reports on their publications, activities etc

**RDF domain:** A1, A2, A3, C2, D2, D3

**Presenter/s:** PURE LIVE team
Unit 4: Raising your research profile

Subunit 4.6 Managing research information: impact in depth

Previously called ‘Research to Impact (LEVEL 2 – Managing your research in Pure)’

Status: Optional

Format: Workshop

Overview:

This awareness-raising session is designed to improve understanding of research impact, its place in the Research Excellence Framework (REF), taking steps towards generating and evidencing impact, tips for drafting an impact narrative and a brief look at some high- vs low-scoring REF2014 case studies.

This is a computer room based workshop but please feel free to bring your laptop. You must ensure you have access to any files you wish to discuss (H drive, USB etc).

Objectives:

After completing this session learners will have an understanding of

- The difference between knowledge exchange activities and impact
- Impact as part of the REF, steps involved in creating impact and the types of evidence needed in support of REF impact
- Where to find impact tools and resources and key tips for writing case studies - what constitutes a good impact case study
- Presenting research and impact to a non-specialist audience

RDF domain: A1, A2, A3, C2, D2, D3

Presenter/s: PURE LIVE team
Unit 4: Raising your research profile

Subunit 4.7 Managing research information: publishing research data

Previously called ‘Publishing Your Research Data with Pure (LEVEL 2 – Managing your research in Pure)’

Status: Optional

Format: Workshop

Overview:

The event will deliver a demonstration of how to publish research data using Pure, including how to obtain a DOI. It will also provide information on licences, processes and workflows. Areas covered in the session include:

- Options available for the publication of research data / Creating dataset records in Pure – how and when
- Creating link to existing content – publications and projects / Obtaining DOIs for your datasets
- Licensing your datasets / Re-using and citing research data

Objectives:

After completing this workshop learners will:

- Be able to create dataset records in pure and deposit their data files and create links to existing Pure content
- Understand the DOI issuing process, different licensing options and how to re-use and cite datasets

RDF domain: A1, A2, A3, C2, D2, D3

Presenter/s: PURE LIVE team
Unit 5: Engagement

Subunit 5.1 Practical public engagement

Previously covered in ‘Public engagement: your questions answered’

Status: Optional

Format: Workshop

Overview:

This workshop will start with a variety of simple exercises designed to help you communicate your research directly to non-specialist audiences. From there we will look at the variety of audiences and delivery possibilities for engagement locally, nationally and globally.

We will consider public engagement as a pathway to impact and how to design evaluation as proof of impact. Those who wish to can arrange to meet with Mhairi at a later date to develop individual public engagement plans.

Objectives:

By the end of the workshop participants should be able to:

- Confidently deliver simple, established public engagement exercises such as ‘Meet the Expert’.
- Describe your research in conversational terms to non-specialists in 4 sentences or less.
- Start developing a research and/or project specific plan for public engagement delivery.
- Discover opportunities for public engagement delivery locally, nationally and globally.

RDF domain: D1, D2, D3

Presenter/s: University of St Andrews Public Engagement Officer
Unit 5: Engagement

Subunit 5.2 Funny Research: Bright Club stand-up comedy workshop

Status: Optional

Format: Workshop

Overview:

This training session includes a series of exercises designed to get you talking about your research in front of others and thinking about new ways to approach your topic. The session will include tips on performing on stage, writing jokes about what you do and some ideas to get you started with writing your first comedy routine. Although the emphasis is on stand-up, there is no pressure at this point to be funny! Even if you ultimately decide that performing on stage isn't for you, the skills you learn will make you a more confident presenter and encourage you to look at your research once again from first principles.

Objectives:

By the end of the workshop participants will:

- Talk confidently about the basic points of their research for a general audience
- Start writing funny material about their work
- Have a confident stage presence when presenting

RDF domain: D3

Presenter/s: External Subject Matter Expert
Unit 5: Engagement

Subunit 5.3 Engaging with the public: schools and public engagement

Previously called ‘Engaging with the public: schools, outreach and festivals’

Status: Optional

Format: Panel discussion (Lunchtime Legends Series)

Overview:

During this event participants will hear from a panel of experts with extensive experience of schools outreach events and festivals. The panelists will discuss different projects they have been involved in, how they got involved with schools outreach events and festivals, what benefits they have gained.

There will be an open Q&A session during the panel session as well as the opportunity to talk with the panelists over lunch.

Objectives: This is a very informal session where panelists will provide their experience of the subject matter

By the end of the workshop participants will have a shared understanding of:

- A range of schools outreach events and activities
- The benefits of outreach activities and events for researchers
- How to get involved in public engagement, schools outreach events and festivals.

RDF domain: D1, D2, D3

Presenter/s: Internal panel of subject matter experts, facilitated by CAPOD
Unit 5: Engagement

Subunit 5.4 Engaging with the public: working with broadcast media

Status: Optional

Format: Panel discussion (Lunchtime Legends Series)

Overview:

During this event participants will hear from a panel of academics with extensive experience of working with broadcast media. The panelists cover a breadth of experiences from writing press releases to taking part in radio and TV interviews to being involved in filming TV programmes. They will discuss their experiences of these activities, the priorities of broadcast media and advice they have for researchers who would like to work with broadcast media in the future.

There will be an open Q&A session during the panel session as well as the opportunity to talk with the panelists over lunch.

Objectives: This is a very informal session where panelists will provide their experience of the subject matter.

By the end of the workshop participants will have a shared understanding of:

- A range of activities that involve working with the media
- The priorities of different broadcast media

RDF domain: D1, D2, D3

Presenter/s: Internal panel of subject matter experts, facilitated by CAPOD
Unit 6: Entrepreneurship and Enterprise

Subunit 6.1*NEW* Business Engagement for St Andrews Researchers – Session 1 & 2

Replacing ‘Research and Commercialisation: Working with sponsors and the value of intellectual property’

Status: Optional (ILM Unit)

Format: Workshop

Overview:

Thinking of working with business but not sure where to start? Already working in collaboration with business or industry and need some guidance? Then these new, interactive business engagement sessions are for you!

Session 1: The A-Z of working with Business. During this session we will discuss a range of questions including: Why work with Business? What do businesses look for in a research program and a researcher? How do businesses find expertise and collaborators, and what can you do to help them find you? Where do you need to go to meet the “right” company contacts? When (in your career) should you court business links, and when will they look for you? We will also tell you what help is available both inside and outside the University.

Session 2: Successful project & Collaboration Partner Management: If you are working in collaboration with others, do not leave the success of the partnership to chance – especially if your research partners include collaborators from business and industry. In this session we will discuss how managing a collaborative research project is often about managing the partners as well as the research project.

RDF domain: C3, D3

Presenter/s: Internal Subject Matter Expert from the Knowledge Transfer Centre
Unit 6: Entrepreneurship and enterprise

Subunit 6.2 *NEW* Business Engagement for St Andrews Researchers – Session 3

Replacing ‘Research and Commercialisation: Commercialisation explained, evaluating opportunities and markets’

Status: Optional (ILM Unit)

Format: Workshop

Overview:

Session 3: Finding funding for business engagement

Following on from Session 1) The A-Z of working with business and 2) Successful project collaboration partner management, this session will focus on the funding available to researchers to promote their research to potential collaborators in business / industry.

It is important to find and build sustainable relationships with business and industry if your aim is to see your research results developed and applied commercially. So how can you promote your research and find the right collaborator? There is a wealth of funding available to promote academic researcher’s engagement with business. In this session, we will highlight some key funding sources (from small to very large) and discuss what researchers need to win these types of bids.

RDF domain: C2, C3, D3

Presenter/s: Internal Subject Matter Expert from the Knowledge Transfer Centre
Unit 6: Entrepreneurship and Enterprise

Subunit 6.3 Knowledge exchange and impact: intro to KE, discovering pathways to impact

Status: Optional (ILM Unit)

Format: Workshop

Overview:

Following on from the two ‘Engaging with Business’ workshops, this workshop will introduce Knowledge Exchange (KE) as a natural extension of your research work and an absolute requirement to affect any tangible impact from your work. KE takes time and effort and is best planned as part of your research rather than as an add-on later. We will look at how KE can successfully lead to impact and the value of a range of impacts as a measure of success.

Objectives:

By the end of the workshop, participants will:

Have a good understanding of KE and its value in underpinning impact and success
Understand better, how and when to engage in KE
Have a good understanding of how to develop a variety of ‘pathways to impact’ and understand how to plan into their projects

RDF domain: C2, C3

Presenter/s: Internal Subject Matter Expert from the Knowledge Transfer Centre
Unit 6: Entrepreneurship and Enterprise

Subunit 6.4 Knowledge exchange and impact: mapping your projects and career to KE

Status: Optional

Format: Workshop

Overview:

Following on from 'Knowledge exchange and impact: introduction to KE, discovering pathways to impact' this workshop will take the form of group exercises which will help you map your work / project / career to KE activities and explore potential outcomes.

Can be attended as a stand-alone event but prior knowledge of KE is essential if you choose not to attend the accompanying workshop - 'Knowledge Exchange and Impact: introduction to KE, discovering pathways to impact'

Objectives:

By the end of the workshop, learners will:

- Have a basic understanding of intellectual property
- Understand the types of registered and otherwise protectable IP
- Have learned how to use and benefit from IPR arising from their work at the University
- Have learned how to best maintain “academic freedom”

RDF domain: C2, C3

Presenter/s: Internal Subject Matter Expert from the Knowledge Transfer Centre
Unit 6: Entrepreneurship and Enterprise

Subunit 6.5 Enterprise and innovation: entrepreneurs in research – balancing research with starting a business

Previously covered in 'Business budgeting (start-up companies)', an ILM subunit of Passport to Research Futures

Status: Optional (ILM Unit)

Format: Workshop

Overview:

Following on from 'Knowledge exchange and impact: mapping your projects and career to KE' this workshop will provide a basic understanding of entrepreneurship, innovation and enterprise creation within the context of an academic institution - how to remain a researcher whilst also starting a business. We will look at various business models and company types – both successful and unsuccessful and explore how opportunities can be identified and developed.

Prior knowledge of KE is essential or attendance at the 'Knowledge Exchange and Impact' workshops

Objectives:

By the end of the workshop, learners will:

- Have an understanding of the entrepreneurial ecosystem and the possibilities for creating new ventures whilst within a University
- Have a basis competence in analysing and developing potential commercial opportunities

RDF domain: C3

Presenter/s: Internal Subject Matter Expert from the Knowledge Transfer Centre
Unit 6: Entrepreneurship and Enterprise

Subunit 6.6 Enterprise and innovation: let's start a business

Previously covered in 'Let’s make a business’ an ILM subunit of Passport to Research Futures

Status: Optional (ILM Unit)
Format: Workshop

Overview:

Following on from 'Enterprise and Innovation: entrepreneurs in research - balancing research with starting a business’ this workshop will investigate and discuss several business ideas – participants can propose these or the class can work on a variety of theoretical business opportunities

Can be attended as a stand-alone event but prior knowledge of KE, enterprise and innovation are essential.

Come along to 'Enterprise and Innovation: entrepreneurs in research - balancing research with starting a business' in the morning and / or the 'Knowledge Exchange and Impact' workshops on 9th November to learn all about KE

Objectives:

By the end of the workshop, learners will:

- Be familiar with the tools and processes involved in generating and developing relevant business ideas

RDF domain: C3

Presenter/s: Internal Subject Matter Expert from the Knowledge Transfer Centre
Unit 7: Funding & Financing Research

Subunit 7.1 Research Funding: An Introduction

Status: Optional

Format: Workshop

Overview:

This workshop explores sources of research funding, how to access them, the research funding process and support available within the University. The workshop is delivered by the Research Business Development and Contracts team, provides a basic introduction to the streams of funding available to researchers and the main ways in which these can be accessed. The course also provides an overview of the research funding process within the University, highlighting the process flow and the different departments involved at each stage. Also included on the programme is information about the support available within the University for researchers wishing to find sources of research funding, or needing advice, guidance or assistance at any point during the grant application/funding process.

Objectives:

By the end of the workshop, participants will:

• Be aware of the principal courses of funding available for research in Higher education
• Understand some of the key requirements and priorities of funding organisations (research councils and other bodies)
• Be aware of the importance of each aspect of the funding bid submission, including pathways to impact
• Be familiar with ‘Research professional’ as a source of information about funding calls
• Be aware of the support for applying for research funding available from within the University

RDF domain: C3

Presenter/s: Internal Subject Matter Expert from Research Business Development and Contracts (RBDC)
Unit 7: Funding & Financing Research

Subunit 7.2 How to prepare a research funding application

Status: Optional

Format: Workshop (2 separate workshops – one for Arts, Humanities & Social Sciences and one for Sciences)

Overview:

This workshop is designed to equip participants with the knowledge and understanding to prepare a high quality grant applications. The course will look at the requirements of the major research funding bodies in the UK and examine each part of the application, focussing on what the evaluation panel will be looking for.

Objectives:

By the end of the workshop participants will:

- Be familiar with key techniques for preparing an effective and competitive grant submission
- Understand the funding applications system for the major research funding bodies in the UK
- Understand the key criteria for preparing a well-structured application
- Be aware of some of the factors that differentiate successful from unsuccessful applications, based on analysis of case studies
- Be aware of resubmission strategies and ways of dealing with an unsuccessful applications

RDF domain: C3

Presenter/s: Internal Subject Matter Expert from Research Business Development and Contracts (RBDC)
Unit 8: Leading the team

Subunit 8.1: Managing People in Research Teams

Status: Optional (ILM Unit)

Format: Workshop/Online (Epigeum Professional Skills for Research Leaders: Managing a Research Team)

Overview:

Managing a research project team can be an exciting, if somewhat daunting opportunity. This workshop aims to provide those with a ‘supervisory’ role with an introduction to some key management theories and tools, which can be practically used to manage your research project team more effectively. The session focuses on the management of people in your project team, and includes an introduction to:

- Management Styles
- Theories on motivation
- Team life cycle
- Belbin team roles

Objectives:

By the end of the event participants will:

- Be able to define supervision, management and leadership
- Be aware of your own management style and of other styles you could adopt
- Have an awareness of motivation as a factor in personal, individual and team performance
- Be aware of team life cycles and Belbin team roles, and how these impact on team performance

RDF domain: D1

Presenter/s: Online/CAPOD
Unit 8: Leading the team

Subunit 8.2: Recruitment and Selection

Status: Optional (ILM Unit)

Format: Workshop

Overview:

The format of this event will be a combination of interactive elements, discussion and quizzes. Participants will take part in shortlisting, interview design and asking questions at interview. All participants must complete the HR online training module in Recruitment and Selection prior to attending. Available at: [http://www.st-andrews.ac.uk/hr/edi/training/recruitment/](http://www.st-andrews.ac.uk/hr/edi/training/recruitment/)

*(Please note: This course is specifically targeted at staff in all academic schools and service units who participate in recruitment and selection activities, and is **mandatory** for interviewers and panel conveners.)*

Objectives:

By the end of the event participants will:

- Understand the broad legal framework and be aware of key legal issues relating to recruitment
- Be familiar with the key stages in the University recruitment and selection process
- Be able to write job descriptions and person specifications based on a range of good-practice principles
- Be able to shortlist applications using selection criteria identified in the person specification
- Be able to design the selection process using a combination of activities to assess candidates against selection criteria
- Be able to prepare, structure and participate in recruitment interview panels with an awareness of practical considerations, University procedure and questioning techniques
- Be aware of the University resources and support available to recruiters from Human Resources and on the University website

RDF domain: D1

Presenter/s: CAPOD/On-line
Unit 8: Leading the team

Subunit 8.3: Leading a research group

Status: Optional (ILM Unit)

Format: Panel discussion (Lunchtime Legends Series)

Overview:

During this event participants will hear from a panel of research group leaders (Principal Investigators) who successfully manage research teams in different disciplines. This will include discussion of what it means to lead a research group, the demands on research group leaders, potential problems that may occur and strategies adopted by successful research group leaders.

Objectives: This is a very informal session where panelists will provide their experience of the subject matter.

By the end of the event participants will have a shared understanding of:

- The key priorities and pressures on Principal Investigators
- What it means to lead a research team and the demands on the research group leader
- The potential problems faced by leaders of research groups
- Various strategies adopted by successful research group leaders

RDF domain: D1

Presenter/s: Panel of subject matter experts, facilitated by CAPOD
Unit 9: Get the job

Subunit 9.1 CVs and job applications (academic and professional)

Status: Optional (ILM Unit)

Format: Workshop

Overview:
This event provides participants with a clear understanding of the recruitment processes used in academia and in other employment sectors. The event will provide practical advice on how to improve chances of being shortlisted for academic and non-academic posts by tailoring the CV and application forms to meet the expectations and requirements of recruiters from different sectors.

Objectives:
By the end of the event participants will:

- Be familiar with standard recruitment processes typically used by Higher Education Institutions to recruit academic and research staff
- Be aware of the differences between recruitment processes for academic posts and those in other employment sectors
- Be able to create CVs and complete application forms tailored to the employment sector

RDF domain: B3

Presenter/s: Internal Subject Matter Expert
Unit 9: Get the job

Subunit 9.2 Interview skills: academic and competence-based interviews

Status: Optional (ILM Unit)

Format: Workshop

Overview:

This event provides participants with a clear understanding of the selection processes used within industry and for academic based interviews in Higher Education establishments. The event will provide practical advice on how to prepare for an interview and to improve chances of being selected. It will also provide practical advice and the opportunity to participate in a practice interview.

Objectives:

By the end of the event participants will:

- Be familiar with selection processes typically used for academic posts in Higher Education and used by employers in industry
- Be familiar with a range of approaches that will help improve performance during recruitment interviews for academic and competence based interviews.

RDF domain: B3

Presenter/s: Internal Subject Matter Expert
**Teaching, Research & Academic Mentoring Scheme**

The 2018-2019 academic year marked the 12th anniversary of the highly successful cross-institutional mentoring scheme developed through collaboration between the University of St Andrews (CAPOD) and the University of Dundee (OPD). For the 2018-19 cycle we welcomed Abertay University for their 3rd cycle, Glasgow School of Art their 2nd cycle and the James Hutton Institute for their 1st cycle.

The *Teaching, Research & Academic Mentoring Scheme*, formerly known as the Early Career Academics’ Mentoring Scheme, aims to pair experienced Teaching and Research Academics (mentors) with colleagues at an earlier career stage (mentees), to provide guidance and structured support.

*Applications welcome for the 2019-20 cycle which will officially launch in June 2019 - [click here to learn more]*

**The mentoring scheme was designed to meet the following four goals:**

- Share knowledge and expertise
- Increase cross-institutional networking and mentoring
- Support mentees with goal setting and career management
- Support mentees in taking responsibility for their own skills and career development

![Mentoring Scheme Timeline](image)

**June/July**
- Scheme launched
- Call for new Mentees/Mentors

**July/August**
- Online applications
- State your preferences
- Pairings can be within your institution or cross-institutional

**August/September**
- Matching process
- If a potential mentoring partnership can be identified a mentor/mentee match will be proposed

**October**
- Briefing sessions
- Once pairings are agreed, all new participants are invited to a briefing session
- Partnerships begin
Early Career Academic Networking

A series of informal & informative networking events for early career research and teaching staff:

Coffee, pizza, catch-up, networking, informal discussions and topics of interest

These events will take place once a month and will take a range of formats from informal presentations from invited speakers, to audience-led discussions, or just coffee!

All will focus around continuing professional development (CPD) and important topics relating to early career research and teaching staff.

Aims and objectives

- Increasing early career connections across St Andrews and building a community which fosters collaboration and support
- Providing relevant information to early career academics regarding CPD and topics which are important to them

If you would like anything in particular to be discussed during this or other sessions, please e-mail your Research Staff Developers (Diane Munday & Marie Paterson) in advance: passportprogs@st-andrews.ac.uk

Click here to learn more
Networking Events

Usually 1 hour. Focus around continuing professional development (CPD). [Click here to learn more.](#)

Online networking materials from Kintish are also available. [Click here to learn more.](#)

Join the St Andrews Research Staff Community FB Page

This closed Facebook group aims to bring together Research Staff from across the University of St Andrews to build a community via networking and socialising. Feel free to add other Research Staff from across the University and to post here about social or academic activities.

[Click here to join](#) the St Andrews PostDoc Community.
Where are events advertised?

Workshops go live on **PDMS** regularly.

Also see the ‘Events’ section of the **Facebook Page**

**Staff Memos** appear every week in the University e-newsletter: ‘In The Loop’

Follow CAPOD on twitter! [@StAndrews_Learn](https://twitter.com/StAndrews_Learn)

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**Developing News is your regular e-Newsletter**

A great source of information regarding CPD, for all contract research staff.

Link straight to the booking system!

**Click here** to view previous issues

**Click here** to view the new Developing News webpage