Passport to Research Futures

A development programme for research staff

Interim Online Programme Guide

Passport to Research Futures - A/Y 2019-20 Interim Online Programme Guide v1
Important note: CAPOD is changing!

On 3 April CAPOD will close its doors but two new Units, OSDS and CEED will be open for business and providing the full range of services currently available through CAPOD.

Organisational & Staff Development Services (OSDS) will be the University’s central provider of professional development for all University staff – academic, research and professional - and will be responsible for a wide range of organisational development projects and initiatives.

OSDS will work as a strategic partner with Human Resources and will work in close collaboration with Service Units, including CEED, BTPO, EHSS and others to deliver the University People Strategy.

OSDS will continue to provide ‘Passport’ programmes, online training and mentoring & coaching for staff, as well as a wide range of other professional development activities to develop the skills, knowledge and confidence of University staff.

OSDS will support organisational change, working closely with Schools and Units on the planning and delivery of change projects, and will continue to lead on or contribute to a range of other University-wide initiatives, such as staff wellbeing, the Technician Commitment and HR Excellence in Research.

Our counterparts, CEED (the Centre for Educational Enhancement and Development), will provide learning and teaching support to staff and students, educational development, technology enhanced learning and IT skills development. Visit our webpage for more information.

Your Research Staff Developers, Diane Munday, and Marie Paterson will work in OSDS.
Interim Online Programme
In line with advice from the UK and Scottish Governments, the University has now ceased all face-to-face activities and has implemented a remote working policy.

Visit the St Andrews Coronavirus information webpage for the latest information from the University.

On this basis many staff development events up to the end of May have been cancelled. In some cases, development activities have been converted to delivery by web/Moodle or live online session.

Please be reassured, Staff Developers have been working hard to create a programme of professional development activities which can be delivered by alternative means including Teams, Moodle and web. We will keep you informed with regular updates to promote new development activities as they become available.

The Passport to Research Futures is now online
As part of the Interim Online Programme discussed above, your Research Staff Developers have been working alongside all those who contribute to the Passport to Research Futures (PRF) Programme, to convert as many of the activities as possible the into a format suitable for online delivery, including via Teams and Zoom (please see below). The Online PRF Programme is just one stream of support within a comprehensive package which is being rolled out to support staff in the coming months as members of the University adapt to working from home under extraordinary circumstances.

Event delivery

- **Zoom** is a web-based video conferencing tool and mobile app that allows users to meet online, with or without video
  - Participants will receive an e-mailed a link in advance to join on the day
  - **Teams** is a hub for teamwork in Office 365 that allows users to meet online and includes audio, video, and screen sharing
  - Participants will receive a calendar invite in advance to join on the day
Continue to sign-up to the Passport to Research Futures (PRF) Programme

If you have not done so already, submit the short, online application form via PDMS

For more information, take a look at the programme webpages

Programme Orientations will now take place via Teams

Points of contact

Dr Diane Munday (4 days per week Monday – Thursday 08:30-13:00)  
E-mail: dcm24@st-andrews.ac.uk  
Ext: 01334 46 2241

Marie Paterson (1 day per week, flexible days)  
E-mail: map3@st-andrews.ac.uk  
Ext: 01334 46 2561

Calls will be forwarded to our mobiles

Diane and Marie can also be contacted via Teams and, Skype for Business

Passport enquiries: passportprogs@st-andrews.ac.uk

General enquiries: osdscourses@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
The Passport to Research Futures (PRF) 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 your 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

OSDS 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

The University of St Andrews is an organisational member of Vitae, a global leader in the professional development of researchers. 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 our staff and students get full access to the Vitae website as part of our subscription. To access the full range of resources on the website you must register using your St Andrews email address. Note that you should create a new password for the Vitae website - do not use your St Andrews email password!

Researcher Development Framework Planner

OSDS also has a number of licenses for Vitae’s online Researcher Development Framework (RDF) Planner, which helps you to identify strengths and areas for development, action plan, review achievements and create a portfolio of evidence as part of your professional development. Participants are encouraged to focus on their professional development by exploring the RDF and will be given free access to the RDF planner following their orientation meeting.
Track your progress

Once accepted onto the programme, you will be able to view which activities you have already completed (including activities in the 3 years prior to programme sign-up), which you have booked and which you still have to complete. Login to your PDMS Training Record where your Programme Courses and your Individual Courses attendance record will appear. Your Programme Coordinators will also be able to view your progress.

Keep in touch with your PRF Programme Coordinators and other PRF participants

The new PRF Participant Online Community has been set up by the Programme Coordinators and is specifically for current PRF Programme participants and Alumni to connect, discuss their continuing professional development (CPD) ask any questions they may have, keep up to date with changes to the PRF and hold virtual meet-ups.

Advertising and booking activities

Bookmark the OSDS homepage, and the OSDS interim Programme for Research Staff

Look out for e-newsletters ‘Developing News’- contract research & teaching staff or ‘Aspire’ - academics, visit Staff Memos, the Research Staff FB Page, keep up to date by joining the PRF Online Community and the Research Staff Online Community.

All events offered by OSDS can be booked via the University’s online course booking system PDMS (Personal Development Management System). Search by audience or programme.
Prior learning and participating in PRF online subunit equivalents

If you have attended similar training elsewhere within 3 years of joining the PRF Programme, we can 'Accredit Prior Learning' provided you can provide evidence that proves completion and allows us to map the content against our own standards.

To offer some alternatives to participating in the OSDS-led online activities associated with the PRF during the current period of home working, please feel free to participate in other free PRF subunit equivalents. Once you have completed an online activity which closely aligns (in terms of content) with one or more of the PRF activities, please notify your Research Staff Developers by e-mailing proof of completion (screen shot, completion certificate etc) passportprogs@st-andrews.ac.uk and the course will be added to your training record. Some suggestions are provided below.

Below you will find a range of online activities hosted internally online by either OSDS and / or CEED, or offerings from external presenters who are well known within the Research Staff Development community.

Please share any further suggestions for online CPD opportunities via the PRF Participant Online Community.
Online resource (hosted by OSDS)

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

These online courses by Kintish on ‘How to become a more confident and effective networker’ allow you to easily study remotely.

Although Kintish focus on Business Networking Skills training, the skills of effective networking are the same no matter whether it's for business, at a research conference, or even at a party! So no matter your reasons for wanting to network more effectively, these courses should be helpful.

The topics covered are:

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

These courses are freely available to all members of the University via Moodle. Select this self-enrolment link and then click the rectangular blue button marked "Enrol", and you will automatically be entered into the Moodle course. (If you are not logged into Moodle you will be asked to login before you see the 'Enrol' button).

*Credit: once you have completed the courses notify your Research Staff Developers by e-mailing passportprogs@st-andrews.ac.uk and the course will be added to your training record.*
Career Management for Early Career Academic Researchers (hosted externally)

The MOOC is a collaboration between the University of Glasgow, University of Edinburgh, and the University of Sheffield. It’s a free online course and open to research students and early career research staff at any institution in the UK and beyond. Hosted on the Future Learn website, Career Management for Early Career Academic Researchers set of online courses aim to support researchers to explore their career options and make career plans.

The course is divided into 4 sections with the idea of doing one section a week. It is aimed at PhD students and Post Doctoral Researchers and covers careers beyond academia as well as academic and HE career options.

The content is divided up into week;

1. Making Career Plans
2. Exploring Career Options
3. Careers in Higher Education
4. Job Search and Application Processes

Through a series of articles, videos, discussions, and reflective exercises, researchers are encouraged to consider what they want out of a career; to explore the academic career path and many other career options; and increase their confidence in job search and applications.

For more information and to sign up go to visit the Career Management for Early Career Academic Researchers webpage.

Credit: once you have completed an online activity which closely aligns (in terms of content) with one or more of the PRF activities, please notify your Research Staff Developers by e-mailing proof of completion (screen shot, completion certificate etc) passportprogs@st-andrews.ac.uk and the course will be added to your training record.

Please share your experience of participating in the courses via the PRF Participant Online Community.
Coming soon *Electv’s Online Training School (hosted externally)*

OSDS external presenter Dr Joanna Young (Director of the researcher training and skills development company Electv), has been developing an online training school which consists of short courses that students can login and complete in their own time after the webinar (or as a standalone course). A variety of subjects are covered such as building a website, networking, academic writing, publishing and careers. Electv are working hard to add additional courses and hope to have a larger selection of courses available in April: three courses will go live by 1st April and they are:

1) Your professional profile and networking
2) Build your own website in a day
3) Intellectual property essentials

These courses are complementary and were chosen for early release as they are most relevant to the current situation of home working. Electv are also planning to deliver a webinar to complement these three online courses so that participants can join that first, then complete the courses afterwards in their own time.

**Credit:** once you have completed a course which closely aligns (in terms of content) with one or more of the PRF activities, please notify your Research Staff Developers by e-mailing proof of completion (screen shot, completion certificate etc) passportprogs@st-andrews.ac.uk and the course will be added to your training record.

Please share your experience of participating in the courses via the [PRF Participant Online Community](mailto:PRFParticipantOnlineCommunity).
Passport to Research Futures - Support for CPD Activity

Please note, while all non-urgent travel is suspended, so too is this stream of support. Participants will be notified once the Support for CPD activity re-opens.

Support maximum per applicant: £150

Support Request Guidelines

This financial support for continuing professional development (CPD) is an integral part of the Passport to Research Futures (PRF) programme. This support aims to encourage participants to attend external activities (workshops, courses, training events) that provide professional development which aligns closely (in terms of content) with one or more of the subunit descriptions outlined in the PRF Programme Guide. The support for CPD activity is intended to compliment the PRF programme, increasing the participants' professional network whilst broadening their employability skills.

Participants can then present evidence of prior learning from the external event which will contribute to them progressing through the programme.

In the ‘Reason for attending’ section of the online request form, participants should focus on the benefits of their planned external event attendance, with regard to their progress through the PRF Programme, and should clearly state to which PRF subunit/s their chosen external activity closely aligns.

This Support for CPD Activity does not cover any activity that does not align closely with one or more PRF subunits. Nor does the support cover the following event types, unless the participant is attending one or more activities that equate to a PRF subunit, during the course of such an event:

- Attendance at a general networking event
- Attendance at a discipline-specific research conference
- Discipline-specific research symposia
- Participating in a field trip that is part of the research project
More than one professional development activity (which equates to a PRF subunit) can be attended during the course of a conference, **but the support available cannot be used to make multiple trips to different events.**

**Support request agreement**

*By submitting a completed request to OSDS, you are **entering into an agreement** confirming that you have read, understood and agree to abide by the conditions and procedures outlined on this page. This includes the completion and submission of a Final Report to OSDS. Financial support will be awarded ‘in principle’ and will not be released until the report has been received.*

**Passport to Research Futures - Support for CPD Activity: Request Guidelines**

- Requests must be made by registered participants on the PRF Programme.
- No individual PRF participant may claim more than £150 of CPD Support whilst they undertake the Passport.
- **Limits to allocations:** PRF participants may only make one request for this Support whilst they undertake the Passport.
- OSDS must receive requests at least **five working days prior to the start of the event** for which support is requested – **note that we will not allocate financial support retrospectively.**
- Requests will usually be dealt with within 48 hours of receipt; participants will receive an e-mail with the outcome and, if approved, further instructions.
- Requests for support are considered on a case by case basis, as they are received.
- There is no guarantee that requests will be approved or that the requested amount will be offered.
- In the first instance **all** costs should be paid by the applicant themselves or the School/Unit.
- No reimbursement is released until after the event and the receipt of evidence of prior learning e.g. certificate of attendance; a letter from the course organiser – please e-mail your PRF Coordinators (passportprogs@st-andrews.ac.uk).
- The ‘PRF Support for CPD Activity’ will close to new applications at the start of the second week of June, or when all of this financial support budget have been allocated, whichever comes first.
Making claims

• No individual may claim more than £150.
• The PRF Support for CPD Activity can be used to cover the cost of event fees, travel and/or accommodation **but does not cover substitution costs.**
• Costs for travel & accommodation may be estimated if necessary; however, OSDS will pay actual costs no greater than a total of £150.
• The applicant must make all purchases in advance, and keep all receipts (e.g. travel, registration fees)
  o **Original receipts are required in order to claim the financial support.**
• All recipients are required to submit their ‘evidence of prior learning’ to the PRF Coordinators (**passportprogs@st-andrews.ac.uk**) in conjunction with a completed claim form and all relevant receipts before financial support will be awarded.
• Claims with all supporting documentation must be submitted no later than 31st July of the current academic year in which the claim was made.

How to submit a request

• PRF participants should discuss their professional development and travel plans with their Line Manager prior to submitting their request and ensure that their Line Manager approves the request.
• **The online form will become available again once travel is permitted**
• PRF Participants must demonstrate that they have the approval of their Line Manager by asking their **Line Manager** to e-mail the PRF Coordinators (**passportprogs@st-andrews.ac.uk**).
• An email approval template can be found below.
**Travel purchase options**

- DP&L (*University's preferred agent*)
- Independent agent
- Self-book online

If you are unsure about the request process or guidelines, or have some queries, please contact the PRF Coordinators: passportprogs@st-andrews.ac.uk

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**Line Manager e-mail approval template for the PRF Support for CPD Activity**

Please discuss your professional development and travel plans with your Line Manager prior to submitting an application.

In the first instance all costs should be paid by the applicant themselves or the School/Unit.

Please ask your Line Manager to send a quick e-mail to the PRF Coordinators (passportprogs@st-andrews.ac.uk) confirming that they approve your travel plans and the contribution to be made by the School/Unit.

The e-mail template is outlined below for you to copy and paste:

- Applicant’s Name -
- Event / course title -
- Contribution offered by School / Unit (eg towards fee, travel, accommodation) - £
- Contribution offered by individual (eg towards fee, travel, accommodation) - £
- I confirm that I approve and support the application and the School/Unit will contribute as indicated above and that the applicant may attend the external professional development activity as part of the Passport to Research Futures programme.
- Line Manager Name -
Beyond the Passport – extra streams of support and CPD opportunities for research staff
Online communities for Research Staff

Reach out to your University friends and colleagues in the ether, stay social virtually, share experiences and resources, and support one another.

*New* Research Staff Online Community – hosted on Teams

Join other members of Research Staff from across the University via the new Research Staff Online Community, set up by your OSDS Research Staff Developers in Teams, with the intention of the reigns being handed over to the community once fully established.

The St Andrews PostDoc Community - closed Facebook group

If you prefer FaceBook, feel free to join the St Andrews PostDoc Community a closed group established by a member of research staff and co-hosted by OSDS.

Other online communities based in Teams:

- [WISSA online](#) - Women in Science at St Andrews – [visit the WISSA webpage](#)
- [Staff Parents and Cares Network](#) - hosted by the [Equality, Diversity and Inclusion team](#)

*New* Virtual meet-ups

Hosted by OSDS, a series of short, informal virtual meets-up for research staff will take place regularly whilst University staff are working from home over the next few months. Make a coffee, catch-up, share experiences, support one another and ask any questions you may have.

If you would like anything in particular to be discussed during this or other sessions, please e-mail your Research Staff Developers in advance: [passportprogs@st-andrews.ac.uk](mailto:passportprogs@st-andrews.ac.uk)
Remote Writing Retreats (hosted by OSDS and CEED Developers)

Weekly, half day remote writing retreats

These popular, structured writing retreats hosted on either Teams or Zoom are facilitated remotely by OSDS and CEED Developers. The aim of these regular sessions is to provide participants with a virtual, face-to-face community, structure and allotted time to focus on the projects they can continue to progress from home over the next few months, as well as the opportunity to speak to and seek feedback from other writers.

Participants will need to have their own laptop, power cable, and any relevant papers or notes.

Choose 09:30 – 13:00 or 13:00 - 16:30

Example outline

09:30 - 10:00   Introductions, writing warm up, setting goals, planning
10:00 - 11:00   Writing
11:00 - 11:15   Break and review
11:15 - 12:45   Writing
12:45 - 13:00   Wrap up

Check PDMS for the next Remote Writing Retreat
**Teaching, Research & Academic Mentoring Scheme**

The Teaching, Research & Academic Mentoring Scheme pairs experienced Teaching and Research Academics (mentors) with colleagues at an earlier career stage (mentees), to provide guidance and structured support.

This highly successful cross-institutional mentoring scheme developed through collaboration between the University of St Andrews (OSDS) and the University of Dundee (OPD) has been running for over 10 years. We are proud to now partner with Abertay University, Glasgow School of Art and the James Hutton Institute.

*Deadline for new applicants prior to matching - 31st August 2020.....

but join up between cycles and be prioritised in the matching process as a PRF participant.

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
<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>
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<tr>
<td>1.</td>
<td>Programme orientation</td>
<td>Online – Teams</td>
<td>1</td>
<td>Core</td>
<td>N/A</td>
<td>Arranged once you have completed the online application form</td>
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<td>2.</td>
<td>Equality and Diversity</td>
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<td>Diversity in the Workplace Training</td>
<td>Online training module</td>
<td>40 mins</td>
<td>Core</td>
<td>B1, C1, D2</td>
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<td>Unconscious Bias Training</td>
<td>Online training module</td>
<td>45 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>
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<td>3.</td>
<td>Career futures – get the job!</td>
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</tbody>
</table>
| 3.1  | Planning & managing your research career *NEW | Online - Zoom | 3 | Core | B3 | Semester 2: Thurs 7th May 2020 (13:30-16:30)  
Previously called ‘Career planning and self-development’ |
| 3.2  | Careers beyond research: applying your skills outside academia *NEW | Online - Zoom | 3 | Core | B3 | Semester 2: Thurs 7th May 2020 (09:30-12:30)  
Previously called ‘Career paths for research staff’ |
| 3.3  | CVs and job applications (academic and non-academic) | Online - TBC | 2.5+ 0.5 | ILM/Optional | B3 | Semester 2: Wed 15th April 2020 (10:00-12:30) |
| 3.4  | Interview Skills: academic and competency-based interviews | Online - TBC | 2.5+ 0.5 | ILM/Optional | B3 | Semester 2: Fri 17th April 2020 (14:00-16:30) |
| 3.5  | Lunchtime Legends: From Post-Doc to Lecturer (Arts, Humanities and Social Sciences) | Online – Zoom or Teams Lunchtime Legends Panel Discussion | 2 | Optional | B3 | Semester 2: Wed 29th Apr 2020 (12:00-14:00) |
| 3.6  | Lunchtime Legends: From Post-Doc to Lecturer (Sciences) | Online – Zoom or Teams Lunchtime Legends Panel Discussion | 2 | Optional | B3 | Semester 2: Wed 13th May 2020 (12:00-14:00) |
| 3.7  | Staying in the bubble: experiences of transitioning to professional role within HE | Online | 2 | Optional | B1 | Semester 2: TBC Under development |

Resources: [Vitae’s ‘Researcher careers’](https://www.vitae.ac.uk/researcher-careers) / [Vitae’s ‘Moving on from being research staff’](https://www.vitae.ac.uk/further-help/moving-on-from-being-research-staff)
|   | 4.1  | Project Management: an introduction  | Workshop / Online | 3.5 | ILM/Optional | B2 | Semester 2: Mon 8th June 2020 (10:00-13:00)  
Semester 1 AY 2020/21: TBC  
New to the Passport for AY 2019-20 |
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<tr>
<td></td>
<td></td>
<td>• Practical hands on guide to managing a project</td>
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</table>
| 4.2 | Time Management: Strategies for Busy Teachers and Researchers | Online (TBC) | ILM/Optional | B2 | Semester 2: Wed 15th April 2020 (14:00-17:00)  
New to the Passport for AY 2019-20 |
|   |   | • Develop an effective time management system that works for you |  |  |  |  | |
| 4.3 | Psychometric masterclass: thinking styles and team roles | Online Pre workshop questionnaires | 3+2 | ILM/Optional | B1 | Semester 2: Thurs 14th May 2020 (13:30-16:00)  
Please sign up by Monday 27th April to allow yourself time to complete pre-workshop questionnaires. |
|   |   | • Introduction to psychometrics MBTI & Belbin team roles |  |  |  |  | |
| 4.4 | Resilience in the face of change - part 1 | Online – Zoom | Optional | B1 | Semester 2: Thurs 23rd Apr 2020 (13:30-16:30)  
Semester 2: Wed 17th June 2020 (09:30-12:30)  
New to the Passport for AY 2019-20 |
|   |   | • Develop effective thinking to increase psychological resilience |  |  |  |  | |
| 4.5 | Resilience in the face of change - part 2 | Online - Zoom TBC | Optional | B1 | Semester 2: TBC  
New to the Passport for AY 2019-20 |
|   |   | • Builds upon part 1 to explore key resilience techniques in depth |  |  |  |  | |
| Resources: | Vitae’s ‘Leading a research project’ / Vitae’s ‘Personal effectiveness’ |
| 5. | Leading the team |   |   |   |   |   | |
| 5.1 | Leadership and teamwork for researchers | Online - Zoom | 3 | ILM/Optional | C, D1 | Semester 2: Monday 8th June 2020 (10:00-13:00)  
New to the Passport for AY 2019-20 |
|   |   | • Explore the skills good leaders have  
• Review your own transferable skills and learn how to identify leadership opportunities |  |  |  |  | |
| 5.2 | Managing People in Research Teams | Workshop | 3 | ILM/Optional | C, D1 | Semester 1 AY 2020-21: TBC |
|   |   | • Covering key management theories and tools for managing a research team/project |  |  |  |  | |
| 5.3 | Recruitment and Selection (academic and research staff) | Workshop and online | 3.5 + 1 | ILM/Optional | C, D1 | Semester 1 AY 2020-21: TBC |
|   |   | • Covers important criteria for recruitment |  |  |  |  | |
| 5.4 | Leading a research group | Lunchtime Legends Panel Discussion | 2 | ILM/Optional | C, D1 | Semester 2 AY 2020-21: TBC |
| Resources: | Vitae’s ‘Building and managing a research team’ / Vitae’s ‘Leadership development for principal investigators (PIs)’ |
| 6. | Funding & Financing Research |   |   |   |   |   | |
| 6.1 | Research Funding: An Introduction | Workshop (lunch provided) | 3.5 | Optional | C3 | Semester 1 AY 2020-21: TBC  
Learn more about how RBDC can help you with your application |
6.2 **Research Funding: How to prepare a competitive research funding application**  
- What are funders looking for and what makes a winning bid?  
- Hear from a successful applicant and panelist  
  
<table>
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<tr>
<th>Activity</th>
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<th>Optional</th>
<th>Notes</th>
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</thead>
</table>
| Online - Teams | 4 | C3 | Semester 2: (AHSS) Tues 12th May 2020 (09:00-13:00)  
Previous called ‘Winning research funding’ (Sciences or AHSS)  
Learn more about how RBDC can help you with your application |

6.3 **Attracting your own research funding: writing & applying for fellowships (**NEW**)**  
- Focus on postdoctoral fellowships via case studies and individual exercises  
  
<table>
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<th>Activity</th>
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<tbody>
<tr>
<td>Online - Zoom</td>
<td>3</td>
<td>B3, C3</td>
<td>Semester 2: Tues 28th April 2020 (13:30-16:30)</td>
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</table>

**Resources:** Research Funding Support at St Andrews

7 **Raising your research profile**

7.1 **Getting published**  
  
<table>
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<tr>
<th>Activity</th>
<th>Format</th>
<th>Level</th>
<th>Optional</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Lunchtime Legends Panel Discussion</td>
<td>2</td>
<td>D2</td>
<td>Semester 2 A/Y 2020-21: TBC</td>
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</table>

7.2 **Attend Professional networking for researchers: strategy & engaging or complete online Kintish Networking courses**  
  
<table>
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<th>Activity</th>
<th>Format</th>
<th>Level</th>
<th>Optional</th>
<th>Notes</th>
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</thead>
</table>
| Workshop (lunch included) or Online Kintish Networking courses | 3 | B3 | Semester 2: TBC  
Or Online Kintish Networking Courses |

7.3 **Managing research information: An introduction to impact, open access, Pure and data management**  
  
<table>
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<tr>
<th>Activity</th>
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<th>Notes</th>
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</table>
| Online - TBC | 2 | B, C, D | Semester 2: TBC  
Previously called ‘Are you research ready? (LEVEL 1 – Managing your research in Pure)’ |

7.4 **Managing research information: Pure hands-on training**  
- Covering how to add publications, record activity and tailor your profile in PURE  
  
<table>
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<th>Activity</th>
<th>Format</th>
<th>Level</th>
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<th>Notes</th>
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</thead>
</table>
| Online - Teams | 1 | B, C, D | Semester 2: Mon 20th Apr 2020 (14:00-15:00)  
Previously called ‘Making the most of your research records – Pure training (LEVEL 2 – Managing your research in Pure)” |

7.5 **Managing research information: Impact in depth**  
- Covering what research impact is, how to approach it, collect evidence and record it  
- Please ensure you have access to your files  
  
<table>
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<th>Activity</th>
<th>Format</th>
<th>Level</th>
<th>Optional</th>
<th>Notes</th>
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</thead>
</table>
| Online - TBC | 2 | B, C, D | Semester 2: Thu 12th Mar 2020 (10:00-12:00)  
Semester 2: Thu 30th Apr 2020 (10:00-12:00)  
Previously called ‘Research to Impact  
(LEVEL 2 – Managing your research in Pure)” |

7.6 **Managing research information: Publishing research data**  
- Covering DOIs, licences, processes, workflows  
  
<table>
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<tr>
<th>Activity</th>
<th>Format</th>
<th>Level</th>
<th>Optional</th>
<th>Notes</th>
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</thead>
</table>
| Online - TBC | 2 | A1, A2, A3, C2, D2, D3 | Semester 2: Tue 5th May 2020 (10:00-12:00)  
Previously called ‘Publishing Your Research Data with Pure  
(LEVEL 2 – Managing your research in Pure)” |

7.7 **Making a movie**  
Please bring a laptop/ipad/iphone  
  
<table>
<thead>
<tr>
<th>Activity</th>
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<th>Optional</th>
<th>Notes</th>
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</table>
| Workshop/external presenter | 3 | D2 | Semester 2 A/Y 2020-21: TBC  
New to the Passport for AY 2019-20 |

7.8 **Build a research website in under three hours**  
- Showcase your research, publications, skills, collaborations, award and achievements  
  
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<th>Activity</th>
<th>Format</th>
<th>Level</th>
<th>Optional</th>
<th>Notes</th>
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</thead>
</table>
| Online – Zoom | 3 | B3, D2, D3 | Semester 2: Tues 31st March 2020 (10:00-13:00)  
New to the Passport for AY 2019-20 |

**Resources:** Vitae’s ‘Demonstrating research impact’
### 8 Engagement (also see the Public Engagement Portfolio!)

#### 8.1 Practical public engagement
- Gain confidence in your public engagement communication and develop innovative approaches to communicating your research

<table>
<thead>
<tr>
<th>Workshop &amp; networking lunch</th>
<th>Optional</th>
<th>D</th>
<th>Semester 1, AY 2020/21: TBCFunny</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previously called ‘Public engagement: your questions answered’</td>
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#### 8.2 Funny Research: Bright Club stand-up comedy workshop
- Hone your presentation and public engagement skills with a twist of humour

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Optional</th>
<th>D2, D3</th>
<th>Semester 1, AY 2020/21: Tuesday 22nd September (14:00-17:00)</th>
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<tbody>
<tr>
<td>Previously called ‘Public engagement: your questions answered’</td>
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</table>

#### 8.3 Engaging with the public – schools and public engagement

<table>
<thead>
<tr>
<th>Lunchtime Legends Panel Discussion</th>
<th>2</th>
<th>Optional</th>
<th>D</th>
<th>Semester 2: Wed 22nd Apr 2020 (12:00-14:00)</th>
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<tbody>
<tr>
<td>Previously called ‘Engaging with the public: schools, outreach and festivals’</td>
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#### 8.4 Engaging with the public – working with broadcast media

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<thead>
<tr>
<th>Lunchtime Legends Panel Discussion</th>
<th>2</th>
<th>Optional</th>
<th>D</th>
<th>Semester 2: Wed 1st Apr 2020 (12:00-14:00)</th>
</tr>
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</table>

### 9 Entrepreneurship & Enterprise * Updated stream*  Great preparation for taking part in Converge Challenge & other business competitions which take place in Semester 2

#### 9.1 Engaging with Business for St Andrews Researchers *NEW*
- The A-Z of business
- Successful project & Collaboration Partner Management

<table>
<thead>
<tr>
<th>Workshop &amp; networking lunch</th>
<th>5.5</th>
<th>ILM/Optional</th>
<th>C3</th>
<th>Semester 1 AY 20/21: TBC</th>
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<tbody>
<tr>
<td>Replacing ‘Research and Commercialisation: Working with sponsors and the value of intellectual property’</td>
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#### 9.2 Engaging with Business for St Andrews Researchers *NEW*
- Session 3: Finding funding for business engagement

<table>
<thead>
<tr>
<th>Workshop &amp; networking lunch</th>
<th>3.5</th>
<th>ILM/Optional</th>
<th>C3</th>
<th>Semester 1 AY 20/21: TBC</th>
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<tbody>
<tr>
<td>Replacing ‘Research and Commercialisation: Commercialisation explained, evaluating opportunities and markets’</td>
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#### 9.3 Innovation, collaboration & business insights *NEW*

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<tr>
<th>Online - Zoom</th>
<th>3</th>
<th>ILM/Optional</th>
<th>A3, B3, D3</th>
<th>Semester 2: Tues 28th April 2020 (09:30-12:30)</th>
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#### 9.4 Funding competition event: Kickstart Challenge *NEW*

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<thead>
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<th>Workshop</th>
<th>2.5</th>
<th>ILM/Optional</th>
<th>A3, B3, C3 D1, D3</th>
<th>Semester 1 AY 20/21: TBC - Usually November</th>
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#### 9.5 Funding competition event: Converge application workshop *NEW*
- Learn about Converge and the Coverage Challenges, including the application process
- Receive advice regarding your business idea

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<thead>
<tr>
<th>Online - Zoom Recorded session</th>
<th>2.5</th>
<th>ILM/Optional</th>
<th>A3, B3, C3 D1, D3</th>
<th>Semester 2: Thurs 26th March (10:30-13:00)</th>
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<tr>
<td>View a recorded session Password is Glasgow (case sensitive) OR Join a live, Converge Enterprise Session delivered by a member of the Converge Enterprise Team, every Tuesday at 11.00am from 7 April through to 5 May</td>
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### Resources:
- Knowledge Transfer Support at St Andrews / Converge
Programme unit/subunit profile sheets
Unit 1: Programme orientation

Status: Core

Format: Individual/group briefing via Teams

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: OSDS Staff Developer
Unit 2: Equality & Diversity

Subunit 2.1 Diversity in the workplace training

Status: Core

Format: Online

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: Online

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: Online
Unit 3: Career futures – get the job!

Subunit 3.1 Planning & managing your research career (*NEW*)

Previously called ‘Career planning and self-development’

Status: Core

Format: Workshop via Zoom

Overview:

It is never too early to start planning your career trajectory and thinking about what direction you want to go. Research is an exciting, competitive and challenging career choice that requires strategic planning, seeking out opportunities that are relevant, networking and expanding your skill set. As you progress, your daily activities will evolve and change and you will need to adapt accordingly. This workshop will give an overview of academic careers, including case studies and examples from the instructor’s own experience. Participants will be asked to consider their career strategy going forward, regarding their research field, their accomplishments to date and their next steps. They will be introduced to fellowship opportunities, tips on how to network and make their research outputs visible to a wide audience. In addition, participants will be asked to evaluate their skill set using the Elements™ skills evaluation and consider which skills they want to develop.

Objectives:

By the end of the event participants will:

- An overview of research careers and what is expected of early career researchers
- An understanding of the next steps that they need to take to enhance their career prospects
- An understanding of the skills they have and those that they would like to develop further.

RDF domain: B2, B3

Presenter/s: External subject matter expert
Unit 3: Career futures – get the job!

Subunit 3.2 Careers beyond research: applying your skills outside academia (*NEW*)

Previously called ‘Career paths for research staff’

Status: Core

Format: Workshop via Zoom

Overview:

During their career, researchers develop many skills that can be utilised in a variety of positions outside of academia. A key component to finding a job outside academia is presenting yourself well at interviews, highlighting your skills and explaining your academic experience in a way that appeals to certain employers. This workshop aims to highlight a number of these careers and to explore what particular options might be compatible with individuals. We will include overviews of a variety of different job types, case studies of researchers who have moved into different careers and provide resources to help participants explore their options. In addition, participants will be invited to complete an individual ElementsTM skills analysis to help them with future job applications and interviews.

Objectives:

By the end of the event participants will:

- A clear understanding of their transferable skills and how to communicate these on their CV and in an interview situation
- An understanding of how to present themselves and be visible online
- An overview of a range of non-academic career options.

RDF domain: B1, B3, D1

Presenter/s: External subject matter expert
Unit 3: Career futures – get the job!

Subunit 3.3 CVs and job applications (academic and non-academic)

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 3: Career futures – get the job!

Subunit 3.4 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
Unit 3: Career futures – get the job!

Subunit 3.5 Lunchtime Legends: From Post-doc to Lecturer (Arts, Humanities and Social Sciences)

Status: Optional

Format: Lunchtime Legends Panel Discussion via Teams

Overview:

During this event participants will hear from a panel of experts with recent experience of moving from being a post-doc into a lecturer position in the Arts, Humanities and Social Sciences. The panellists will discuss how they secured their lecture position and what skills they developed in order to obtain their new role.

This is a very informal session where panellists will provide their experience of the subject matter. There will be an open Q&A session as well as the opportunity to talk with the panellists over lunch.

Objectives:

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

- What skills the panellists developed in order to increase their chances of securing a lecturer position.
- The recruitment process.
- The main differences between being a post-doc and lecturer.

RDF domain: B3

Presenter/s: Internal Subject Matter Expert
Unit 3: Career futures – get the job!

Subunit 3.6 Lunchtime Legends: From Post-doc to Lecturer (Sciences)

Status: Optional

Format: Lunchtime Legends Panel Discussion

Overview:
During this event participants will hear from a panel of experts with recent experience of moving from being a post-doc into a lecturer position in the Sciences. The panellists will discuss how they secured their lecture position and what skills they developed in order to obtain their new role.

This is a very informal session where panellists will provide their experience of the subject matter. There will be an open Q&A session as well as the opportunity to talk with the panellists over lunch.

Objectives:

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

- What skills the panellists developed in order to increase their chances of securing a lecturer position.
- The recruitment process.
- The main differences between being a post-doc and lecturer.

RDF domain: B3

Presenter/s: Internal Subject Matter Expert
Unit 3: Career futures – get the job!

Subunit 3.7 Lunchtime Legends: Post-doc to HE professional (coming soon, under development)

Status: Optional

Format: Lunchtime Legends Panel Discussion

Overview:

During this event participants will hear from a panel of experts with recent experience of moving from being a post-doc into HE. The panellists will discuss how they secured their position and what skills they developed in order to obtain their new role.

This is a very informal session where panellists will provide their experience of the subject matter. There will be an open Q&A session as well as the opportunity to talk with the panellists over lunch.

Objectives:

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

- What skills the panellists developed in order to increase their chances of securing a HE position.
- The recruitment process.
- The main differences between being a post-doc and HE Professional.

RDF domain: B3

Presenter/s: Internal Subject Matter Expert
Unit 4: Personal Effectiveness - new passport section for 2019-20

Subunit 4.1 Project management: an introduction

Status: Optional (ILM Unit)

Format: Workshop via Teams or Zoom

Overview:

This workshop will consist of a practical hands on guide to managing a project, not aligned to a specific project methodology, focusing on applying project management techniques to a case study. Through this, participants will gain a basic understanding of the key stages a project goes through, what the key requirements are at each of these stages, along with a guide to some simple tools and techniques to take away which can be used at each stage.

Objectives:

By the end of the event participants will:

- Understand how a project is managed, including the key stages and requirements at each stage of a project.
- Be familiar with generic project management methodology.
- Be able to use a range of project management techniques and templates, with the experience of applying these to a case study.

RDF domain: B2

Presenter/s: Internal Subject Matter Expert
Unit 4: Personal Effectiveness - new passport section for 2019-20

Subunit 4.2 Time management: strategies for busy teachers and researchers

**Status:** Optional (ILM Unit)

**Format:** Workshop via Zoom

**Overview:**
Planning and prioritising are key elements of effective time management. However, procrastination, multi-tasking and even your own psychological preferences can impact on your productivity. Recognition of the specific problems, using a range of skills and techniques to develop a time management system that works for you, and most importantly taking personal responsibility for improving your own time management where you can is the focus of the workshop.

**Objectives:**

*By the end of the event participants will:*

- Be aware of your own time management issues, how approach to time management and how your own psychological preferences may impact on your productivity.
- Be able to apply principles for managing and prioritising work effectively, staying focused on high priority work.
- Understand a range of techniques for organising your work, including task lists, diaries/calendars and email inbox management.
- Be aware of the key behavioural components of time management (such as procrastination).

**RDF domain:** B2

**Presenter/s:** Internal Subject Matter Expert
Unit 4: Personal effectiveness – new passport section for 2019-20

Subunit 4.3 Psychometric masterclass: thinking styles and team roles

Status: Optional (ILM Unit)

Format: Online questionnaires/Workshop via Teams

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: OSDS
Unit 4: Personal Effectiveness - new passport section for 2019-20

Subunit 4.4 Resilience in the face of change – part 1

**Status:** Optional

**Format:** Workshop via Teams or Zoom

**Overview:**

The pace of life in just the last few years has become relentlessly faster and more demanding, resulting in a disconnect between mind and body. Maintaining Mental Wellness has become one of the greatest challenges of the modern age. Our attention is constantly under siege and our focus can become blurred by multiple distractions which can have a negative impact on you and your team. Become aware of our mindset and learn how much of our response is within our control.

**Objectives:**

This session will help you build resilience by learning how to:

- Choose where to place your attention and realise that multi-tasking is inefficient.
- Build a positive, attentive and confident mind set and manage negative thought patterns.
- Connect to life in high resolution – be present.
- Listen deeply and create space for your response.
- Use Mindfulness exercises that you can build into daily life.

**RDF domain:** B1

**Presenter/s:** Internal Subject Matter Expert
Unit 4: Personal Effectiveness - all new to the passport for 2019-20

Subunit 4.5 Resilience in the face of change – part 2

Status: Optional

Format: Workshop

Overview:

Resilience is a key determinant in a person’s ability to succeed in life. Taking forward concepts introduced in Part 1, this session will offer an opportunity to explore in more depth some key techniques, tips and strategies to help participants increase their psychological resilience. Please note, participants should complete ‘Resilience in the face of change Part 1’ in advance of this workshop.

Objectives:

This session will help you build resilience by:

- Providing an overview of key techniques, tips and strategies that can be used to increase psychological resilience.
- Helping participants understand their personal barriers to psychological resilience.
- Offering the opportunity for participants to apply learning via interactive activities.

RDF domain: B1

Presenter/s: Internal Subject Matter Expert
Unit 5: Leading the Team

Subunit 5.1 Leadership and teamwork for researchers

Status: Optional (ILM Unit)

Format: Workshop via Zoom

Overview:
When hiring new team members, organisations are increasingly choosing individuals with transferrable skills such as leadership, team working, strong communication, negotiation and cooperative working. How an individual perceives their own professional style, what their preferences are and how they interact with and manage others is a key part of this, and researchers can benefit from exploring their own personal method of working. This workshop introduces different organisational cultures, the different types and styles of leadership, how to identify leadership opportunities and various team roles. It consists of case studies, group discussion, individual exercises and presentations from the presenter.

Objectives:
By the end of the event participants will:

- Recognise and relate to specific leadership practices and employ these in their own work.
- Apply the knowledge from the workshop to the development of your own personal leadership style.
- Draw on the leadership and teamwork experience they gain at the workshop and apply this knowledge to real world environments.

RDF domain:

Presenter/s: Internal Subject Matter Expert
Unit 5: Leading the team

Subunit 5.2: Managing people in research teams

Status: Optional (ILM Unit)

Format: Workshop

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: C1, D1

Presenter/s: OSDS
Unit 5: Leading the team

Subunit 5.3: 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: C, D1

Presenter/s: OSDS/Online
Unit 5: Leading the team

Subunit 5.4: 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: C, D1

Presenter/s: Panel of subject matter experts, facilitated by OSDS
Unit 6: Funding & Financing Research

Subunit 6.1 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 6: Funding & Financing Research

Subunit 6.2 How to prepare a competitive research funding application

Status: Optional

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

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 6: Funding & Financing Research

Subunit 6.3 Attracting your own research funding: writing & applying for fellowships

**Status:** Optional

**Format:** Workshop via Zoom

**Overview:**

**How do you go about the process of applying for your own postdoctoral research fellowship?**
There is more to it than filling in an application form: you will have to propose and design an innovative project, identify a senior researcher to advise you and approach them about being involved in your project, convince the application reviewers that you are the right person, name referees and more. In order to be successful requires planning and preparation and you will need to use your network and be proactive.
This workshop and will include case studies, individual exercises and the instructor’s own experience of successfully obtaining a postdoctoral research fellowship.

**Objectives:**

**At the end of this workshop researchers will have:**

- An understanding of what steps are involved, time frames, what a fellowship involves, international options, how to apply, the different types of fellowships available
- Planned out a project and application strategy using the unique ElectvTM funding planning tool.

**RDF domain:** B3, C3

**Presenter/s:** External subject matter expert
Unit 7: Raising your research profile

Subunit 7.1 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 OSDS
Unit 7: Raising your research profile

Subunit 7.2 Professional networking for researchers: strategy & engaging (face-to-face) or free online networking courses.

Status: Optional (ILM Unit)

Format: Participants may come along to any face-to-face workshop or engage with free online networking courses provided by Will Kintish.

Workshop overview:

Building a network and using it effectively is a key requirement for all professionals, whether it is in an academic research setting, industry engagement or a conference. This workshop will focus on how to establish a network and build it to support your career and aims. We will cover networking strategies, engagement methods and how to “pitch” yourself and/or your ideas. Participants will be introduced to various techniques that they can use in a variety of situations with a range of different audiences. Ideal for researchers who are looking to engage with people beyond the bench or the office, to set up collaborations, engage with industry and enhance their career prospects.

Objectives:

At the end of this workshop researchers will have:

- A networking strategy that they can implement directly after the workshop
- Been introduced to a range of networking techniques
- An understanding of how they can use online networking to support their offline efforts.

Online material overview: Engage with online the Kintish Networking Courses. Once you have completed the courses notify your Research Staff Developers by e-mailing passportprogs@st-andrews.ac.uk and credit will be added to your training record.

RDF domain: B3

Presenter/s: External or online course
Unit 7: Raising your research profile

Subunit 7.3 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 7: Raising your research profile

Subunit 7.4 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 via Teams

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 7: Raising your research profile

Subunit 7.5 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: A, C2, D2, D3

Presenter/s: PURE LIVE team
Unit 7: Raising your research profile

Subunit 7.6 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 via Teams

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: A, C2, D2, D3

Presenter/s: PURE LIVE team
Unit 7: Raising your research profile

Subunit 7.7 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:

After completing this workshop

- 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 7: Raising your research profile

Subunit 7.8 Build a research website in under three hours

Status: Optional

Format: Workshop via Teams

Overview:

An academic website is a good way to make your research more visible, whether for you as an individual researcher or to showcase your whole research group. You can use your website to explain your research, list your publications, point out collaborations, blog, link to social media and note your awards/achievements. This workshop requires no coding skills or programming experience. You will be introduced to the principles of web design, usability and different platforms for building websites free of charge. With a focus on the free Wordpress platform, you will be taken through the website building process and have a functional research website that you can update and manage yourself.

You must bring a laptop which should be configured to access the Edurodam wireless network.

Objectives:

At the end of this workshop, researchers will:

- Understand basic principles of web design and user experience.
- Be able to use a free online platform to design, build and optimise your own websites.
- Have the skills and knowledge required to share and promote your research online.

RDF domain: D2

Presenter/s: External subject matter expert
Unit 8: Engagement

Subunit 8.1 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 8: Engagement

Subunit 8.2 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 8: Engagement

Subunit 8.3 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 OSDS
Unit 8: Engagement

Subunit 8.4 Engaging with the public: working with broadcast media

Status: Optional

Format: Panel discussion (Lunchtime Legends Series) via Teams

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 OSDS
Unit 9: Entrepreneurship and Enterprise

Subunit 9.1*NEW* Business Engagement for St Andrews Researchers – Session 1 & 2 (under development for 2020)

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 9: Entrepreneurship and Enterprise

Subunit 9.2 *NEW* Business Engagement for St Andrews Researchers – Session 3 (under development for 2020)

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 9: Entrepreneurship and Enterprise

Subunit 9.3 Innovation, collaboration & business insights (*NEW*)

Status: Optional (ILM Unit)

Format: Workshop

Overview:

What is innovation and how can it be applied to research projects? Where do you find funding to kickstart your idea?

What skills do you need to develop in order to build a company of your own? How do you engage with external organisations?

This workshop will introduce researchers to business fundamentals and give an overview of university entrepreneurship. We will analyse and discuss a case study of a business that is trying to scale but is faced with considerable challenges. We will also cover the various aspects of the commercialisation process and discuss a range of tools that you can use to assess your own business idea. The workshop will include short presentations by the instructor, discussions, group work, case studies and examples from the instructor’s own experience.

Objectives:

At the end of this workshop researchers will have:

- Been introduced to a business case study and discussed it in detail in groups and as a class
- An understanding of how researchers engage with external organisations
- Improved their awareness of the commercialisation process.

RDF domain: C3

Presenter/s: External subject matter expert
Unit 9: Entrepreneurship and Enterprise

Subunit 9.4 Funding competition event: innovation and commercialisation (*NEW*)

**Status:** Optional (ILM Unit)

**Format:** Workshop

**Overview:**

Do you have an early-stage, innovative business idea? Would you like to test / validate it and maybe win cash get your project off the ground?

This workshop runs once applications open for [KickStart Challenge](https://example.com) (usually November), an entrepreneurial programme delivered by [Converge](https://example.com), the leading entrepreneurial development programme for staff, students and recent graduates of Scottish Universities and Research Institutes. The KickStart Challenge is aimed at projects embarking on the first steps of the commercialisation journey and is designed to help you establish commercial viability. It will also prepare you to enter the more advanced Converge programmes.

This event includes a presentation from a member of the Converge team and one-to-one coaching sessions where potential applicants can receive tailored advice and support regarding their idea and the application process.

**Objectives:**

At the end of this event participants will have:

- An understanding of the application process - What judges look for in a successful application
- An overview of the support on offer
- An overview of other Converge funding opportunities.

**RDF domain:** A3, B3, C3 D1, D3

**Presenter/s:** External subject matter expert
Unit 9: Entrepreneurship and Enterprise

Subunit 9.5 Funding competition event: Converge Challenge application workshop (*NEW*)

**Status:** Optional (ILM Unit)

**Format:** Online – Zoom [View a recently recorded session], **Password:** Glasgow (case-sensitive). Once viewed, please notify your Research Staff Developers by e-mailing proof of completion (screen shot, completion certificate etc) passportprogs@st-andrews.ac.uk and the course will be added to your training record. Alternatively, join a live session – see Unit 9.6, below.

**Overview:**
This workshop runs once applications open for Converge Challenge (usually Spring), the only programme of its kind that brings together budding academic entrepreneurs from every University in Scotland. Converge support University staff, students and recent graduates who wish to turn their business ideas into business reality. 2020 applications opened on Wed 26th Feb for Converge Challenge which is aimed at new or prospective businesses that demonstrate strong intellectual property, high commercial potential and scalability. The Impact (mission-led businesses) and Creative (creative sector businesses) Challenges are also open for applications. This event includes a presentation from a member of the Converge team and one-to-one coaching sessions where potential applicants can receive tailored advice and support.

**Objectives:**
At the end of this event participants will have:

- An overview of Converge funding opportunities
- An understanding of the application process - What judges look for in a successful application
- An overview of the support on offer

**RDF domain:** A3, B3, C3 D1, D3

**Presenter/s:** External subject matter expert
Unit 9: Entrepreneurship and Enterprise

Subunit 9.5 Converge Enterprise Sessions - taking place Tuesday at 11.00am from 7 April through to 5 May

Status: *Online equivalent of the Optional ILM Unit 9.5*

Format: Online - Zoom

Overview:

Face-to-face Converge workshops will resume once the current period of home working has passed. In the meantime, the Converge Enterprise Team is hosting weekly information sessions via Zoom. If you have a bright business idea and are thinking about applying for this year’s Converge, Impact or Creative Challenge, taking part in one of our Zoom information sessions could be just the ticket. Delivered by members of the Converge Enterprise Team, sessions will take place every Tuesday at 11.00am from 7 April through to 5 May. Find out what our judges look for in a successful proposal and ask specific questions relating to your application.

View the full list of dates and register - St Andrews participant registration details will be passed on to OSDS and you will receive credit for Subunit 9.5 in your training record.

The Converge Team are also able to offer 1-2-1 sessions either via Zoom or on the telephone. For more details, e-mail info@convergechallenge.com

Objectives:

At the end of this event participants will have:

- An overview of Converge funding opportunities
- An understanding of the application processes - What judges look for in a successful application
- An overview of the support on offer

RDF domain: A3, B3, C3 D1, D3

Presenter/s: External subject matter expert