
Passport to Research Futures

A development programme for research staff

Online Programme Guide



University of
St Andrews

FOUNDED
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Organisational & Staff Development Services (OSDS)

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

OSDS works as a strategic partner with [Human Resources](#) and works in close collaboration with Service Units, including [CEED](#), [BTPO](#), [EHSS](#) and others to deliver the [University People Strategy](#).

OSDS provides '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 supports organisational change, working closely with Schools and Units on the planning and delivery of change projects, and leads 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), provides learning and teaching support to staff and students, educational development, technology enhanced learning and IT skills development.

Your Passport Manager is **Dr Diane Munday**, Organisational Development Specialist (supporting Research Staff) in OSDS.

Online Programme

In line with advice from the UK and Scottish Governments, some professional development events are starting to move back to being in person.

Visit the [St Andrews Coronavirus information webpage](#) for the latest information from the University.

However, many Passport to Research Futures (PRF)-related activities will remain online until AY 22/23 Semester 2. We will keep you informed regarding the format of activities going forward and any new development opportunities that become available.

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-mail 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

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

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 Passport Administrator will also be able to view your progress.

Prior learning

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

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 Planner

OSDS also has a number of licenses for Vitae's online [Researcher Development Framework 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 [Vitae Researcher Development Framework](#) and will be given free access to the RDF planner following their orientation meeting.

Support, advertising and booking activities

Once accepted onto the programme, you will be added to the [PRF Participants Online Community](#) where you can keep up to date with Passport activities and directly contact Programme Coordinators and Careers Advisors.

Join the [OSDS Professional Development 365 Team](#), look out for e-newsletters '[Developing News](#)' - contract research & teaching staff or '[Aspire](#)' - academics, visit [Staff Memos](#), the [Research Staff FB Page](#), follow OSDS on twitter! [@StAndrews Learn](#).

All events offered by OSDS 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.

Passport to Research Futures - Support for CPD Activity

Support maximum per applicant: £200

[Click here to open the online request form](#)

Support Request Guidelines

This financial support for continuing professional development (CPD) is an integral part of the Passport to Research Futures programme.

This support aims to encourage PRF participants to participate in **external online or in-person 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 £200 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 (osds@st-andrews.ac.uk).
- The 'PRF Support for CPD Activity' will close to new applications when all of this financial support budget have been allocated.

Making claims

- No individual may claim more than £200.
- The PRF Support for CPD Activity can be used to cover the cost of online event fees, in-person event fees, travel and/or accommodation **but does not cover subsistence costs.**
- Costs for travel & accommodation may be estimated if necessary; however, OSDS will pay actual costs no greater than a total of £200.
- The applicant must make all purchases in advance, and keep all receipts (e.g. travel, registration fees)
 - **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 (osds@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.
- [Click here to open the online request form](#)
- Complete the questions on the online form.
- PRF Participants must demonstrate that they have the approval of their Line Manager by asking their Line Manager to e-mail the PRF Coordinators (osds@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 osds@st-andrews.ac.uk

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

Please discuss your professional development and potential 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 (osds@st-andrews.ac.uk) confirming that they approve your planned participation in an online event, or your travel plans for an in-person event, 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 participate in the external online / in-person professional development activity as part of the Passport to Research Futures programme.
- Line Manager Name -

Online resources

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

Self-directed, online equivalent of Subunit 7.2

If you are unable to fit the equivalent face-to-face workshop 'Professional networking for researchers: strategy and engaging' into your schedule, why not try our free, interactive online training materials? These online courses by [Kintish](#) on 'How to become a more confident and effective networker' let you study whenever and wherever suits you best.

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).

Once you have completed the courses notify your Programme Manager by e-mailing osds@st-andrews.ac.uk and the course will be added to your training record.

Online resources

Career Management for Early Career Academic Researchers

Self-directed, online equivalents of Subunit 3.1 to 3.4.

This external online offering is a collaboration between the University of Glasgow, University of Edinburgh, and the University of Sheffield.

[Career Management for Early Career Academic Researchers](#) aims 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

- Week1 - Making Career Plans
- Week 2 - Exploring Career Options
- Week 3 - Careers in Higher Education
- Week 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.

It's a free online course and open to research students and early career research staff at any institution in the UK and beyond.

Once you have completed the courses notify your Programme Manager by e-mailing osds@st-andrews.ac.uk and the course/s will be added to your training record.

Converge Collaboration – online workshops, resources & funding competitions

What is Converge? An annual competition for aspiring academic entrepreneurs

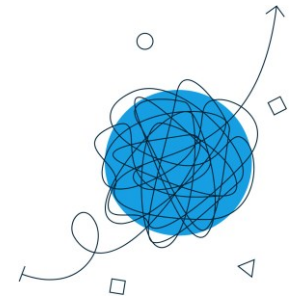
Who can apply? University staff, students & recent graduates (within 24 months of graduation) across all of Scotland

Benefits: £310k prize pot; intensive business training; business validation

Applications usually open in Jan / Feb and Close in April

Previous winners: Ross Gillanders of Lightwater Sensors and Alex Ward of Razorbill – University of St Andrews

Website: www.convergechallenge.com



Open to staff, students and recent graduates across all of Scotland's universities, Converge is the go-to platform of choice for academic entrepreneurs looking to commercialise their research, business idea or innovation. Even if you're a complete beginner with no experience of starting a business, Converge can help springboard your idea from concept to reality through intensive training, 1-2-1 support, connections and professional advice from their network of industry partners. There are also game-changing, equity-free cash prizes to be won to get your business off the ground!

- **Converge Challenge** – open to high-calibre, innovative projects with serious growth potential
- **Create Change Challenge** – open to innovators looking to use their creativity as a tool for change
- **Net Zero Challenge** – sponsored by SSE, this category is for climate-conscious entrepreneurs developing low-carbon solutions for a fairer, greener world
- **KickStart Challenge** – this category is for early-stage entrepreneurs embarking on the first steps of the commercialisation journey

Visit the [St Andrews-Converge Collaboration webpage](#) for the 2023 funding competitions, workshop series and events hosted by OSDS

The [Information & Application Sessions](#) are part of the Passport, as are some of the activities included in the [Converge Workshop Series](#) (please see the Programme overview for more information).

Once you have attended / viewed recorded sessions notify your Programme Manager by e-mailing osds@st-andrews.ac.uk and the activities will be added to your training record.

Teaching, Research & Academic Mentoring Scheme – priority matching

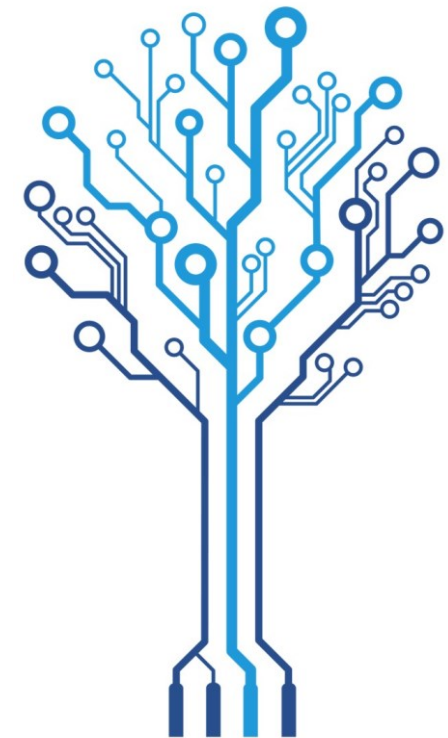
The [Teaching, Research & Academic Mentoring Scheme](#) pairs experienced Teaching and Research Academics (mentors) with colleagues at an earlier career stage (mentees), to provide guidance and structured support.

This highly successful cross-institutional mentoring scheme developed through collaboration between the University of St Andrews (OSDS) and the University of Dundee (OPD). We are proud to now partner with Abertay University, Glasgow School of Art, the James Hutton Institute, Trinity College Dublin and Queen Margaret University.

***Deadline for new applicants prior to matching was 31st August 2022, 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



Let's Discuss

A series of short, informal & informative networking events for research and academic staff.

Online / in-person when possible, coffee, pizza, catch-up, networking, informal discussions and topics of interest.

These 1-2.5 hour events usually take place once a month and 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 connections across St Andrews and building a community which fosters collaboration and support
- Providing relevant information to early career research staff and 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 Programme Manager (Diane Munday) in advance: dcm24@st-andrews.ac.uk

Help build your community

Engage with the [Research Staff Forum](#), the University's primary means of consulting with the University's research staff community.

[Join the new Research & Contract Teaching Staff Online Community](#) (MS Teams group)

[Join the St Andrews Research Staff Community Facebook 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.



Priority booking for Online Writing Retreats

Regular half day virtual writing retreats

These popular, structured writing retreats aim to give dedicated writing time to participants for the purpose of progressing any writing projects (e.g working on a manuscript, preparing a presentation) within a supportive virtual environment.

The Online OSDS Writing Retreats represent a collaboration between Developers from OSDS and CEED working alongside PGR and Postdoctoral facilitators. If you would like to become an Online Writing Retreat facilitator, please contact Diane Munday via e-mail: dcm24@st-andrews.ac.uk

Participants are encouraged to set up a distraction-free setting to write. The retreat provides the opportunity to work in a supportive virtual environment with other writers. It is also recommended that participants prepare a project plan beforehand, in the form of document headings/presentation slide headings for example.

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 to book onto the next retreat](#) and sign up for the programme [here](#).

Visit the new [Writing Retreat webpage](#)

Join the new online [Writing Retreat Community](#) in Teams.



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

Point of contact

Dr Diane Munday (4 days per week over 5: 08:45 - 14:30 Monday to Friday)

E-mail: dcm24@st-andrews.ac.uk

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

General enquiries: osds@st-andrews.ac.uk

Workshop / course enquiries: osdcourses@st-andrews.ac.uk

Useful links

[Research staff careers appointments](#)

Discuss your career future with a University Careers Advisor

[Research Business Development and Contracts](#)

For research proposals and help with collaborations, consultancies and contracts

[Technology Transfer Centre](#)

For transferring out ideas, research results and skills

[Entrepreneurship Centre](#)

FastStart Programmes, events, competitions and support for budding entrepreneurs

[Research and Innovation Services](#)

Support research, innovation and impact activities across the institution, incl. research integrity, ethics, policy, Pure, open access, research data management, REF

Programme Overview and Schedule 2022-2023

Unit	Title	Format	Hours	Status	RDF Domain	Date/s (links to online booking)
1.	Programme orientation	Online – Teams	1	Core	N/A	Arranged once you have completed the online application form
2.	Equality and Diversity					
2.1	<i>Diversity in the Workplace Training</i>	Online training module	40 mins	Core	B1, C1, D2	http://www.st-andrews.ac.uk/hr/edi/training/staffonline/
2.2	<i>Unconscious Bias Training</i>	Online training module	45 mins	Core	B1, C1, D2	http://www.st-andrews.ac.uk/hr/edi/training/unconsciousbias/
3.	Career futures – get the job!					
Choose 1 Career paths-themed workshop						
3.1 (a)	<i>Career paths for research staff</i> <ul style="list-style-type: none"> Consider your career strategy in the context of your research field Review your career plans and next steps 	Online – Teams Careers Centre	2.5+	Core	B3	Wednesday 19th October (10:00-12:30) Thursday 23rd February (10:00-12:30)
3.1 (b)	<i>Careers beyond research: applying your skills outside academia</i> <ul style="list-style-type: none"> Explore your options ElementsTM skills analysis 	Online – Zoom External presenter				Thursday 6th October (13:00-16:00) Wednesday 17th May (09:30-12:30) Wednesday 7th June (09:30-12:30)
Choose 1 Career planning-themed workshop						
3.2 (a)	<i>Career planning and self-development</i> <ul style="list-style-type: none"> Explore your options 	Online – Teams Careers Centre	2.5+	Core	B3	Tuesday 1st November (10:00-12:30) Wednesday 1st March (10:00-12:30) Please attend ‘Career paths for research staff’ first to gain the most benefit from this workshop.
3.2 (b)	<i>Planning & managing your research career</i> <ul style="list-style-type: none"> Consider your career strategy in the context of your research field Review your accomplishments and next steps 	Online – Zoom External presenter				Wednesday 16th November (09:30-12:30) Tuesday 11th April (09:30-12:30) Tuesday 27th June (13:00-16:00)
3.3	<i>CVs and job applications (academic and non-academic)</i> <ul style="list-style-type: none"> Improve your chances of being shortlisted Tailor your CV, applications and cover letters 	Online - Teams Careers Centre	2.5	ILM/Optional	B3	Wednesday 9th November (10:00-12:30) Thursday 23rd March (14:00-16:30)
3.4	<i>Interview Skills: academic and competency-based interviews</i> <ul style="list-style-type: none"> Academic & competence-based interviews, principles and practical session 	Online - Teams Careers Centre	2.5	ILM/Optional	B3	Tuesday 15th November (10:00-12:30) Monday 24th April (14:00-16:30)

3.5	Lunchtime Legends: From Post-Doc to Lecturer (Arts, Humanities and Social Sciences)	Online –Teams Lunchtime Legends Panel Discussion	1.5	Optional	B3	AY 22/23: TBC
3.6	Lunchtime Legends: From Post-Doc to Lecturer (Sciences)	Online –Teams Lunchtime Legends Panel Discussion	~1	Optional	B3	AY 22/23: TBC
3.7	Lunchtime Legends: From researcher to HE Professional	Online –Teams Lunchtime Legends Panel Discussion	~1	Optional	B1	AY 22/23: TBC
Resources: Vitae’s ‘Researcher careers’ / Vitae’s ‘Moving on from being research staff’						
4	Personal effectiveness					
4.1	Project Management: an introduction • Practical hands on guide to managing a project	Online - Teams	3	ILM/Optional	B2	Tuesday 15th November (10:00-12:00) Monday 6th March (14:00-16:00) Wednesday 31st May (10:00-12:00) Wednesday 30th August (14:00-16:00)
4.2	Time Management for Academics and Researchers • Develop an effective time management system that works for you	Online - Teams	2	ILM/Optional	B2	Thursday 17th November (14:00-16:00) <i>Formerly known as Time Management: Strategies for Busy Teachers and Researchers</i>
4.3	Psychometric masterclass: thinking styles and team roles • Introduction to psychometrics MBTI & Belbin team roles	Online Pre workshop questionnaires	3+2	ILM/Optional	B1	AY 22/23 Semester 2: TBC Please sign up by ***to allow yourself time to complete pre-workshop questionnaires.
4.4	Resilience in the face of change - part 1 • Develop effective thinking to increase psychological resilience	Online - Teams	3	Optional	B1	Tuesday 4th October (09:30-12:30) Thursday 23rd February (09:30-12:30) Thursday 27th April (09:30-12:30)
4.5	Resilience in the face of change - part 2 • Builds upon part 1 to explore key resilience techniques in depth	Online - Teams	3	Optional	B1	Tuesday 8th November (09:30-12:00) Wednesday 17th May (09:30-12:00)
4.6	Writing Retreat • Regular, structured, supportive ½ day retreat • Dedicated writing time to progress any computer-based project.	Online – Teams	3.5	Optional	B1, B2	You need only attend one retreat to complete this subunit but you are welcome to attend as many as you like. Regular retreats – book via PDMS Join the online community
4.7	Let’s Discuss (*New*) Series of informal & informative events covering a range of topics	Online – Teams Or In person	1-2.5	Optional	B	AY 22/23: TBC If you would like to suggest a topic for discussion please contact Diane Munday via e-mail: dcm24@st-andrews.ac.uk
Resources: Vitae’s ‘Leading a research project’ / Vitae’s ‘Personal effectiveness’						

5.	Leading the team					
5.1	Leadership and teamwork for researchers <ul style="list-style-type: none"> Explore the skills good leaders have Review your own transferable skills and learn how to identify leadership opportunities 	Online - Zoom	3	ILM/Optional	C, D1	AY 22/23 Semester 1: TBC
5.2	Managing People in Research Teams <ul style="list-style-type: none"> Covering key management theories and tools for managing a research team/project 	Online – Teams	3	ILM/Optional	C, D1	Wednesday 2nd November (14:00-16:30)
5.3	Recruitment and Selection (academic and research staff) <ul style="list-style-type: none"> Covers important criteria for recruitment 	Online – Teams	3.5 + 1	ILM/Optional	C, D1	AY 22/23 Semester 1: TBC
5.4	Lunchtime Legends: Leading a research group	Online – Teams Lunchtime Legends Panel Discussion	~1	ILM/Optional	C, D1	AY 22/23 Semester 2: 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 <ul style="list-style-type: none"> Introduction to funding available to researchers and the main ways in which these can be accessed 	Online – Teams RBDC	2	Optional	C3	AY 22/23 Semester 1: TBC Research Funding Support at St Andrews
6.2	Research Funding: How to prepare a competitive research funding application <ul style="list-style-type: none"> What are funders looking for and what makes a winning bid? Hear from a successful applicant and panellist 	Online – Teams RBDC	4	Optional	C3	AY 22/23 Semester 1: TBC Research Funding Support at St Andrews <i>Previously called 'Winning research funding' (Sciences or AHSS)</i>
6.3	Attracting your own research funding: writing & applying for fellowships <ul style="list-style-type: none"> Focus on postdoctoral fellowships via case studies and individual exercises 	Online – Zoom External presenter	3	Optional	B3, C3	Thursday 6th October (09:30-12:30) Tuesday 11th April (13:00-16:00) Wednesday 21st June (09:30-12:30)
6.4	Lunchtime Legends: Research council assessment panels	Online – Teams Lunchtime Legends Panel Discussion	~1	Optional	C3	AY 22/23 Semester 2: TBC
Resources: Research Funding Support at St Andrews						

7	Raising your research profile					
7.1	<i>Lunchtime Legends: Getting published</i>	Online – Teams Lunchtime Legends Panel Discussion	1.5	Optional	D2	AY 22/23 Semester 2: TBC
7.2	<i>Professional networking for researchers: strategy and engaging</i> • Live online / in-person workshop OR <i>Kintish Networking courses – 4 modules</i>	Online - Zoom External presenter Or Online Kintish Networking Courses	3	ILM/Optional	B3	Tuesday 29th November (09:30-12:30) Wednesday 17th May (13:00-16:00) Tuesday 27th June (09:30-12:30) Or Online Kintish Networking Courses <i>Let your PRF Manager know when you have completed this activity</i>
7.3	<i>Managing research information: An introduction to impact, open access, Pure and data management</i>	Online – Teams Research and Innovation Services	2	ILM/Optional	B, C, D	Wednesday 5th October (10:00-12:00) Monday 27th February (10:00-12:00) Thursday 13th April (10:00-12:00)
7.4	<i>Managing research information: Pure hands-on training</i> • Covering how to add publications, record activity and tailor your profile in PURE	Online – Teams Research and Innovation Services	1	Optional	B, C, D	Tuesday 25th October (11:00-12:00) Monday 20th February (11:00-12:00) Friday 21st April (11:00-12:00)
7.5	<i>Managing research information: Impact in depth</i> • Covering what research impact is, how to approach it, collect evidence and record it • Please ensure you have access to your files	Online – Teams Research and Innovation Services	2	Optional	B, C, D	Wednesday 23rd November (10:00-12:00) Monday 3rd April (10:00-12:00) Thursday 18th May (10:00-12:00)
7.6	<i>Managing research information: Publishing research data</i> • Covering DOIs, licences, processes, workflows	Online – Teams Research and Innovation Services	2	Optional	A1, A2, A3, C2, D2, D3	Tuesday 22nd November (10:00-12:00) Thursday 9th March (10:00-12:00) Tuesday 11th April (10:00-12:00)
7.7	<i>Practical video production</i> <i>Please bring a laptop/ipad/iphone</i>	Workshop/external presenter	3	ILM/Optional	D2	Monday 7th November (09:30-12:30) Wednesday 26th April (09:30-12:30)
7.8	<i>Build a research website in under three hours</i> • Showcase your research, publications, skills, collaborations, award and achievements	Online – Zoom	3	Optional	B3, D2, D3	Thursday 10th November (13:30-16:30) Thursday 19th January (09:30-12:30)
Resources: Vitae's 'Demonstrating research impact'						
8	Engagement (also see the Public Engagement Portfolio!)					
8.1	<i>Practical public engagement</i> • Gain confidence in your public engagement communication and develop innovative approaches to communicating your research	Online - Teams	2.5	Optional	D	Tuesday 13th December (09:30-12:30)
8.2	<i>Funny Research: Bright Club stand-up comedy</i>	Workshop		Optional	D2, D3	Friday 23rd September (14:00-17:00)

	workshop					Linked to Explorathon
8.3	Lunchtime Legends: Engaging with the public – schools and public engagement	Online – Teams Lunchtime Legends Panel Discussion	~1	Optional	D	AY 22/23 Semester 2: TBC
8.4	Lunchtime Legends: Engaging with the public – working with the media	Online – Teams Lunchtime Legends Panel Discussion	~1	Optional	D	AY 22/23 Semester 2: TBC
Resources: join the Public Engagement Portfolio						
9	Entrepreneurship & Enterprise * Updated stream* Great preparation for taking part in Converge Challenge & other business competitions which take place in Semester 2					
9.1	Intellectual Property – your most important asset? A review of the main types of IP (patents, trademarks, designs, copyright)	Online – Teams St Andrews Technology Transfer Centre	1.5	ILM/Optional	C3	Thursday 1st December (10:30-12:00) Monday 15th May (10:30-12:00)
9.2	Innovation, collaboration & business insights	Online – Zoom External presenter	3	ILM/Optional	A3, B3, D3	Tuesday 15th November (13:00-16:00) Thursday 6th April (09:30-12:30) Wednesday 21st June (13:00-16:00)
9.3	Communicating your research Covers how the audience, environment and tools available in different settings guide and impact how you communicate.	Online – Zoom Converge	1	ILM/Optional	D3	Wednesday 12th October (10:00-11:00) Thursday 2nd March (10:00-11:00)
9.4	The Why and How of Research Commercialisation Covers the value of research commercialisation and the different ways in which research can be commercialised.	Online - Zoom Converge	1	ILM/Optional	D3	Wednesday 9th November (15:00-16:00) Monday 20th March (10:00-11:00) <i>Replacing ‘Research and Commercialisation: Working with sponsors and the value of intellectual property’</i>
9.5	Research commercialisation as impact Covers how commercialisation can extend the reach and significance of research impact.	Online – Zoom Converge	1	ILM/Optional	D3	Thursday 24th November (10:00-11:00) Wednesday 10th May (10:00-11:00)
9.6	Converge Workshop Series Topics include intellectual property, business models, funding and routes to market	Online – Zoom Converge workshop series	2.5	ILM/Optional	A3, B3, C3 D1,3	Take part in any one Converge workshop . Recorded sessions available (from 2021) . Let your PRF Manager know when you have completed this online activity
9.7	Funding competition event: Converge information & application event <ul style="list-style-type: none">Learn about Converge and the Coverage Challenges, including the application processReceive advice regarding your business idea.	Online – Zoom Part of the Converge workshop series	2.5	ILM/Optional	A3, B3, C3 D1, D3	Runs February to March each year Let your PRF Manager know when you have completed this online activity
Resources: Entrepreneurship Centre / Technology Transfer Centre / 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: PRF Programme Manager (OSDS)

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: Online

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 (a) Career paths for research staff

Status: Core

Format: Online – Teams

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: Careers Centre

Unit 3: Career futures – get the job!

Subunit 3.1 (b) Careers beyond research: applying your skills outside academia

Status: Core

Format: Online - 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 Elements™ 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 3.2 (b) Career planning and self-development

Status: Core

Format: Online – Teams

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

Unit 3: Career futures – get the job!

Subunit 3.2 (b) Planning & managing your research career

Status: Core

Format: Online – 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 ElementsTM 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 3.3 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: Careers Centre

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: Careers Centre

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.

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 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 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.

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 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 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.

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

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, focussing 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

Subunit 4.2 Time Management for Academics and Researchers (formerly 'Time management: strategies for busy teachers and researchers')

Status: Optional (ILM Unit)

Format: Workshop via Teams

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

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

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

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 4: Personal Effectiveness

Subunit 4.6 Writing Retreat

Status: Optional

Format: Online Writing Retreat via Teams

Overview:

This structured writing retreat aims to give dedicated writing time to participants for the purpose of progressing any writing projects (e.g. working on a manuscript, preparing a presentation) within a supportive virtual environment.

Participants are encouraged to set up a distraction-free setting to write. The retreat provides the opportunity to work in a supportive virtual environment with other writers. It is also recommended that participants prepare a project plan beforehand, in the form of document headings/presentation slide headings for example.

Objectives:

- The aim of a structured writing retreat is to give dedicated writing time to participants for the purpose of progressing their writing projects in a supportive, non-surveillance environment.
- It allows participants to share their writing goals with others to increase the likelihood of completing those goals

RDF domain: B1, B2

Presenter/s: The Online OSDS Writing Retreats represent a collaboration between Developers from OSDS and CEED working alongside PGR and Postdoctoral facilitators.

If you would like to become an Online Writing Retreat facilitator, please contact Diane Munday via e-mail: dcm24@st-andrews.ac.uk

Unit 4: Personal Effectiveness

Subunit 4.7 Let's Discuss (*New*)

Status: Optional

Format: Online (via Teams) or in person

Overview:

A new series of short, informal & informative events for research and academic staff, and PGRs depending on the topic.

Online / in-person when possible, coffee, pizza, catch-up, networking, informal discussions and topics of interest.

These 1-2.5 hour events will take a range of formats from informal presentations from invited speakers, to audience-led discussions, or just networking and coffee!

All will focus around continuing professional development (CPD) and important topics important to researchers/academics.

RDF domain: B

Presenter/s: Internal / External subject matter expert

If you would like to suggest a topic for discussion please contact Diane Munday via e-mail: dcm24@st-andrews.ac.uk

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/>

*(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: Lunchtime Legends Panel Discussion via Teams

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.

This is a very informal session where panellists will provide their experience of the subject matter. There will be an open Q&A.

Objectives:

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 via Teams

Overview:

This workshop explores sources of research funding, how to access them, the research funding process and support available within the University. The workshop 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 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 via Teams (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 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 Electv™ funding planning tool.

RDF domain: B3, C3

Presenter/s: External subject matter expert

Unit 6: Funding & Financing Research

Subunit 6.4 Lunchtime Legends: Research Council assessment panels - separate sessions for AHSS and Sciences

Status: Optional

Format: Lunchtime Legends Panel Discussion via Teams

Overview:

During this event participants will hear from a panel of academics from different disciplines who have participated in a range of Research Council Funding Assessment Panels in **either** the Arts, Humanities and Social Sciences (AHSS) **or** Sciences. This will include discussions around the funding review processes. The panellists will share their own experiences of reviewing funding applications and provide advice on writing a successful proposal. There will be an open Q&A session during the panel session.

Objectives:

At the end of this workshop participants will have a shared understanding of:

- The grant review processes
- The factors that contribute to successful funding applications
- What reviewers are looking for in a funding application

RDF domain: B3, C3

Presenter/s: Panel of subject matter experts, facilitated by OSDS

Unit 7: Raising your research profile

Subunit 7.1 Getting published (separate sessions tailored to the Sciences and AHSS)

Status: Optional

Format: Lunchtime Legends Panel Discussion via Teams

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.

This is a very informal session where panellists will provide their experience of the subject matter. The introductory presentations will be followed by informal discussion and Q&A session.

Objectives:

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 (live online / in person workshop) or free [online networking courses](#).

Status: Optional (ILM Unit)

Format: Participants attend a live online / in-person workshop or engage with free [online Kintish networking courses](#).

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:

- Implement a personal networking strategy
- Explain a range of networking techniques
- Explain 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 Programme Manager by e-mailing osds@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 via Teams

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 via Teams

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 Practical video production**

Previously covered in ‘Media Awareness/Presenting Your Research’

Status: Optional (ILM Unit)

Format: Workshop via Teams or Zoom

Overview:

Formerly known as Making a Movie. From crowdfunding videos to filming presentations, short films are increasingly 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

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 Eduroam 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 via Teams

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 – postponed until in-person workshops resume

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: Lunchtime Legends Panel Discussion via Teams

Overview:

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

This is a very informal session where panellists will provide their experience of the subject matter. There will be an open Q&A.

Objectives:

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: Lunchtime Legends Panel Discussion via Teams

Overview:

During this event participants will hear from a panel of academics with extensive experience of working with broadcast media. The panellists 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.

This is a very informal session where panellists will provide their experience of the subject matter. There will be an open Q&A.

Objectives:

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 Intellectual Property – your most important asset?

Status: Optional (ILM Unit)

Format: Online Workshop

Overview:

A review of the main types of IP (patents, trade marks, designs, copyright) and how they can be used to generate value. A consideration of ownership issues, and some simple dos and don'ts that all those working in academic, research and technical sectors should be aware of.

Objectives:

- To introduce the different types of IP
- To identify how they can generate value
- To consider who owns IP
- To provide guidance on managing IP

RDF domain: C3, D3

Presenter/s: Internal Subject Matter Expert from the [Technology Transfer Centre](#)

Unit 9: Entrepreneurship and Enterprise

Subunit 9.2 Innovation, collaboration & business insights

Status: Optional (ILM Unit)

Format: Online 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 9.3 Communicating your research

Status: Optional (ILM Unit)

Format: Online Workshop hosted by OSDS

Overview:

In this interactive workshop, we will consider how the audience, environment and tools available in different settings guide and impact how you communicate, with a particular focus on commercially relevant scenarios such as potential industry collaborators, customers and investors.

This event is delivered by an Enterprise Outreach Manager at Converge Challenge.

For more information [visit www.convergechallenge.com](http://www.convergechallenge.com)

Objectives:

At the end of this event participants will have:

- Why it's important to communicate your research outwith your field
- How to prepare your communication style for different audiences and scenarios
- How to approach communication in likely research commercialisation scenarios

RDF domain: D3

Presenter/s: External subject matter expert

Unit 9: Entrepreneurship and Enterprise

Subunit 9.4 The Why and How of Research Commercialisation

Status: Optional (ILM Unit)

Format: Online Workshop hosted by OSDS

Overview:

This workshop will cover the value of research commercialisation, the different ways in which research can be commercialised, and what the pathways to commercialisation can look like in Scottish universities.

It will include examples of when to start thinking about commercialising, a road map and timeline of how the process typically goes, and discussion of the pros and cons of the two main forms of commercialisation, licensing and spinout.

This event is delivered by an Enterprise Outreach Manager from Converge Challenge.

For more information [visit www.convergechallenge.com](http://www.convergechallenge.com)

Objectives:

At the end of this event participants will have:

- What it means to commercialise research from a university
- Why research commercialisation is beneficial to universities and researchers
- The common routes and methods to commercialise research
- First steps to take if you want to commercialise your research

RDF domain: D3

Presenter/s: External subject matter expert

Unit 9: Entrepreneurship and Enterprise

Subunit 9.5 Research commercialisation as impact

Status: Optional (ILM Unit)

Format: Online Workshop hosted by OSDS

Overview:

Research impact has traditionally been measured by publication, but wider definitions are increasingly valued by essential stakeholders.

This workshop will look at how commercialisation can extend the reach and significance of research impact.

This event is delivered by an Enterprise Outreach Manager at Converge Challenge.

For more information [visit www.convergechallenge.com](http://www.convergechallenge.com)

Objectives:

At the end of this event participants will have:

- What impact means beyond publications
- How commercialisation can be a form of impact
- Different forms of commercialisation to maximise impact
- How Converge supports impact-driven businesses

RDF domain: D3

Presenter/s: External subject matter expert

Unit 9: Entrepreneurship and Enterprise

Subunit 9.6 Converge 2022 Workshop Series as advertised in [Developing News](#)

Status: Optional (ILM Unit)

Format: Online – Zoom, run by Converge

Overview: Converge's 2022 workshop series is just the ticket for any prospective applicants who may be considering entrepreneurship as a career option.

Running from January right through to the end of March and [available to view online afterwards](#), they will cover essential topics including intellectual property, business models, funding and routes to market. They will also explain the four challenge categories in detail and demonstrate what the judges look for in a winning submission.

Upcoming workshops - please let your PRF Manager know when you have attended / viewed any one of the following:

- [Business models and routes to market \(16 Feb\)](#)
- [Start-up finance \(23 Feb\)](#)
- [Understanding your market and customers \(9 Mar\)](#)
- [From idea to market: getting your business ready \(16 Mar\)](#)

You can [find the full workshop schedule here](#).

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

RDF domain: A3, B3, C3 D1, D3

Presenter/s: External subject matter expert

Unit 9: Entrepreneurship and Enterprise

Subunit 9.7 Converge Information and Application Sessions as advertised in [Developing News](#)

Status: Optional (ILM Unit)

Format: Online – Zoom, run by Converge

Overview:

Applications for Converge 2022, Scotland's Springboard for Academic Entrepreneurs - deadline Tuesday 5th April 2022.

Make your bright business idea a reality with the help of Converge! Find out how to apply and what our judges look for. Designed for staff, students and recent graduates of all Scottish universities, we offer intensive business training; a dynamic network; 1-2-1 support and generous, equity-free cash prizes to springboard your idea from concept to reality.

Applications are open Wednesday 26 January to Tuesday 5 April, so find out everything you need to know including what our judges look for in a successful proposal. Our team can also give you practical hints and tips and tailored advice to help your application fly.

Please let your PRF Manager know when you have attended / viewed any of the [2022 Converge Challenge Information Sessions](#)

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