



2022/2023



## EXTERNAL RESOURCES

[Vitae](#) provides an excellent research development resource for research students, supervisors, and research staff. The University of Suffolk is a member of VITAE and has access to the resources they provide.

[The UK Research Integrity Office \(UKRIO\)](#) is an independent charity, offering support to the public, researchers, and organisations to further good practice in academic, scientific, and medical research. We promote integrity and high ethical standards in research, as well as robust and fair methods to address poor practice and misconduct. We pursue these aims through our publications on research practice, in-depth support and services for research employers, our education and training activities, and by providing expert guidance in response to requests for assistance from individuals and organisations.

**The Concordat for Engaging the Public with Research** outlines the expectations and responsibilities of research funders with respect to public engagement, to help embed public engagement in universities and research institutes. This will enhance the future of research and benefit the UK society and economy. The Concordat consists of a set of key principles for the future support of public engagement, and under each principle, an explanation of how it may be embedded into institutional practice. Visit our [Concordat for Public Engagement web page](#)

[The Concordat to Support the Career Development of Researchers](#) sets out the expectations and responsibilities of researchers, their managers, employers and funders, sustainability of research careers in the UK and to improve the quantity, quality, and impact of research for the benefit of UK society and the economy. Visit our [HR Excellence in Research Award web page](#)

[The Concordat to Support Research Integrity](#) was published by Universities UK in 2012. It was developed in collaboration with the funding councils, research councils, the Wellcome Trust and other government departments. The concordat seeks to provide a comprehensive national framework for good research conduct and its governance.

[The UK Council for Graduate Education \(UKCGE\)](#) is the leading independent representative body for Postgraduate Education in the UK. Its mission is to be the authoritative voice for postgraduate education in the UK, providing high quality leadership and support to its members to promote a strong and sustainable postgraduate education sector. The UKCGE provides resources and runs several events for research staff, managers and supervisors and University of Suffolk is a subscribing organisation.

**UPEN** The Universities Policy Engagement Network, UPEN, is a.6 442.2 a (ng )-1 ( t)-1(c)-8 (y)P84(r)-6. imU2 Tw 0

## **INTRODUCING THE RESEARCHER DEVELOPMENT FRAMEWORK**

The Researcher Development Framework articulates the knowledge, behaviours and attributes of successful researchers and encourages them to aspire to excellence through achieving higher levels of development. The Researcher Development Framework (RDF) was developed in response to a range of recommendations

Domain C:

### **Research governance and organisation**

The knowledge of the standards, requirements and professionalism to do research.

#### **C1 Professional Conduct**

Researchers are required to abide by Health and Safety regulations and understand any legal and ethical requirements and code of conduct(s) appropriate to their discipline. Categories in this sub-domain are:

1. Health and safety
2. Ethics, principles and sustainability
3. Legal requirements
4. IPR and copyright
5. Respect and confidentiality
6. Attribution and co-authorship
7. Appropriate practice

#### **C2 Research Management**

In order for researchers to achieve the most out of their research, it is essential for them to have effective project management. This includes being able to set appropriate research goals and a programme of necessary steps to allow them to reach these goals by prioritising their activities, as well as assessing the risks. Categories in this sub-domain are:

1. Research strategy
2. Project planning and delivery
3. Risk management

#### **C3 Finance, Funding and Resources**

In the current climate, it is particularly important that researchers understand good financial management and make best use of the available resources while also knowing the process for funding research.

Categories in this sub-domain are:

1. Income and funding generation
2. Financial management
3. Infrastructure and resources

Domain D:

### **Engagement, influence and impact**

The knowledge and skills to work with others and ensure the wider impact of research.

#### **D1 Working with Others**

Researchers are required to interact constructively with colleagues, develop working relationships and be part of and/or build teams. They are also expected to develop and maintain professional networks. Categories in this sub-domain are:

1. Collegiality
2. Team working
3. People management
4. Supervision
5. Mentoring
6. Influence and leadership
7. Collaboration
8. Equality and diversity

**D2 Communication and Dissemination** It is essential that researchers are able to communicate their research effectively, by constructing coherent arguments. Categories in this sub-domain are:

1. Communication methods
2. Communication media
3. Publication

#### **D3 Engagement and Impact**

Researchers should have knowledge of the global, economic, organisational and environmental contexts of research. It is important that they are aware of the mechanisms to support knowledge transfer and maximise the impact of research in academic, economic and societal contexts. Categories in this sub-domain are:

1. Teaching
2. Public engagement
3. Enterprise
4. Policy
5. Society and culture
6. Global citizenship



**Workshop: The Health Resilient Researcher**

Led by: [Dr Joyce Reed](#)

Thursday 22 September 2022, 10.00am-2.00pm

The workshop is based on Dr Joyce Reed's manual, "*The Health Resilient Researcher*", in which she draws on the biomedical evidence base, clinical experience and personal experience of balancing lifestyle and regaining whole health.

*Researcher Development Framework Mapping: D3*

**Workshop: Impact Culture**

Led by [Professor Mark Reed](#)

Thursday 29 September 2022, 09.30am–1.00pm

In this workshop, you will discover how you can transform your working environment and create a culture you can belong in. Whether you seek ideas that will change the world, or you just want to reclaim a place in which you can think deeply, this course invites you to overcome what is preventing you doing the best work of your career. You will be able to discuss practical ideas and creative ways of thinking to re- -

## **Applying for research grant funding – The pre-award process and project costing**

Led by: [Andreea Tocca](#) and [Stephen Walford](#)

Wednesday 23 November 2022, 1.00-2.00pm

Waterfront Building- W413

The session will introduce participants to the support systems in place at University of Suffolk and provide costing guidance. We will consider:

- Where to start? Funding opportunities and planning

- The pre-award process – Guidance, key considerations, and who to contact

- The basics of research grant costings – Including the University of Suffolk costing form and the importance of full economic costing (fEC)

*Researcher Development Framework Mapping: A1, C2, C3, D2*

## **Chairing or being a panel member for PGR annual reviews**

Led by [Professor Jo Finch](#)

Thursday 1 December, 11.00 am-1.00 pm

Waterfront Building-Room W 413

Mandatory for all staff chairing or acting as panel members of APRs

All supervisors involved in chairing or panel membership of PhD student annual reviews need to complete this training to be involved.

- Outlines the appropriate regulations framework

- Guide in completing the paperwork

- Advice on questioning the student appropriately

- Advice on constructive feedback to the student from the annual review

*Researcher Development Framework Mapping: D1, B1, B3*

## **QuestionPro Staff Training**

Wednesday 7 December 2022, 2.00 pm-3.00pm

The Research Directorate has recently purchased a research edition license for QuestionPro, an online survey platform. QuestionPro is a GDPR compliant survey software, a digital tool that enables you to design, send and analyse online surveys. QuestionPro is a leading survey software, enabling users to add multiple question types, logic, and personalised branding.

Single sign-on is in place, so you can access the platform when logged in with your university credential via the following link: [uos.questionpro.eu](https://uos.questionpro.eu)

For further guidance on how to use QuestionPro, please access the [Training Centre](#) and sign in with your university details.

## **The Process and Experience of Supervision**

Led by The University of Brighton

14 December 2022, 10.00 am-4.00pm

Waterfront Building- W414

This workshop is compulsory for newly appointed supervisors. All supervisors must attend this training every three years. The intention for this workshop is to offer supervisors the opportunity to explore the process and experience of supervision using case studies. Participants will be provided with an opportunity to network with colleagues and reflect on their own supervisory styles. This session is of equal importance to new and more experienced supervisors at University of Suffolk. In addition to the opportunity for reflection on practice participants will understand:

- The external context for postgraduate research supervision

- The postgraduate research degree framework at University of Suffolk

- The Research Degree Regulations and Codes of Practice for postgraduate research degrees at UEA and University of B2.2 (es)- (er)-6.4 (s)-8 (i)3.2 (t)-1.2



**ADVANCE HE**

**Cohort 1**

27 January 2023, 9.00 am-





## **Negotiating and administering research contracts**

Led by

Beth Collins, Head of Research Contracts, University of Surrey, and [Stephen Walford](#), Research Support Manager

Wednesday 15 March 2023, 1.00-2.30pm

Waterfront-W414

The workshop will provide the participants with an overview of the

## **Research project management**

Led by [Professor Nicholas Caldwell](#)

Wednesday 29 March 2023, 1.00-2.30pm

Waterfront Building- Room W415

The Research project management is an introduction to the process of managing projects and the tools to assist in planning and tracking progress. This workshop is intended to be applicable to planning and managing research projects.

We will consider:

- The basics of the project planning process.

- The role of stakeholders in your research projects and how to set up effective working relationships to ensure smooth project delivery.

- The project lifecycle and how it links to research projects.

- Project management tools

*Researcher Development Framework Mapping: B1, B2, C2*

## Training for Internal and External Examiners

Led by: [Professor Clare Rigg](#)

Wednesday 10 May 2023, 10.00am-12.30pm

Waterfront Building

Mandatory training for staff

The role of PhD examiners

Preparation for and conduct of the viva decision options providing feedback

Unless you have previous examining experience at PhD level you MUST undertake this training before you can undertake an examining role for a Viva at the University of Suffolk \*.

*Researcher Development Framework Mapping: D1, D2, D3, B1, B3*

## Chairing or being a panel member for PGR annual reviews

Led by [Professor Jo Finch](#)

Wednesday 10 May 2023, 2.00 pm-3.30pm

Waterfront Building

Mandatory for all staff chairing or acting as panel members of APRs

All supervisors involved in chairing or panel membership of PhD student annual reviews need to complete this training to be involved.

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*Researcher Development Framework Mapping: D1, B1, B3*

## #AcWriMo – Academic Writing Month

### Welcome to Academic Writing Month – November

Visit the [PhD2Published AcWriMo web page](#)

Internationally run since 2011, the month helps us:

Think about how we write

Form a valuable support network for our writing practice

Build better strategies and habits for the future

And hopefully get stuff done

A series of hour-long writing sessions will run throughout November, led by [Professor Clare Rigg](#).

Most will be virtual (TEAMS), and some will be in a cafe on campus. People are welcome to attend as many or as few as they are able.

### Participants abide by the set of 6 rules:

1. Decide on your goal. You might count words, hours put in or projects achieved – it's up to you. But try and push yourself a bit.
2. You declare your goal by signing up on the 'Accountability Spreadsheet' Declare it! Being accountable is key to this working for you. You need to feel a bit of pressure to get the work done.
3. Draft a strategy. Don't start AcWriMo without doing a bit of planning and preparation, like reading.
4. Discuss your progress. You can discuss your progress on social media like Twitter and Facebook or simply with colleagues
5. Keep going through the month and try not to get distracted.
6. Declare your results.

Dates and times are as follows:

November

1 <sup>st</sup>	12.30pm-1.30pm	
3 <sup>rd</sup>	3.00pm -4.00pm	
7 <sup>th</sup>	4.00pm-5.00 pm	
9 <sup>th</sup>	10.30am-11.30am	Atrium café
11 <sup>th</sup>	2.00 pm-3.00 pm	
14 <sup>th</sup>	2.00 pm-3.00 pm	Atrium café
16	9.00 am-10.00 am	
22	4.00 pm-5.00 pm	
24	1.00 pm-2.00 pm	

## Research Café

## **Networking and Research Induction Events**

### **Early Career Research Network**

The network is open to all ECRs within five years of gaining their PhD, to those striving for their research independence and to those, changing career direction.

If you are interested in:

Establishing connections

Providing reflections on successful collaborations

Showcases of research examples

Launch event: 27 October 2022, 12.00-2.00 pm

Waterfront Building- W602

### **Early Career Researcher Network- Brown Bag Lunch Talk events for Spring/Summer 2023**

Talks will be held on Wednesdays (last Wednesday of the month) at noon unless noted otherwise.

The Lunch Talk events are in addition to the Research Development Training programme.

The informal events are aimed at facilitating researcher discussions and creating an open dialogue between the invited speakers and the i,0 Tw 1.i.16 491.L41.52 ref\*BT0 .00