

**Minutes for the fourth meeting of the Research & Enterprise Committee for the
2017/18 Academic Session, held on Wednesday, 11th April 2018, 2.00pm in
B028, Medway Campus**

PRESENT:

Prof J Bonet	Chair, Deputy Vice-Chancellor (R&E)
Prof P Griffiths	Director of Research & Enterprise (GRE)
Prof N Spiller	PVC (ACH) Nominee
Prof C Bailey	PVC (ACH) Nominee
Prof P Maras	PVC (E&H) Nominee & uREC Chair
Prof D Wray	PVC (E&S) Nominee
Prof A Mehra	Head of Research & Enterprise Training Institute
Mr N Cormack-Bissett	Head of Research Development Services
Mrs W Curran	Finance Manager
Ms V van Lent	Student Union Representative
Mr P Angelo	Secretary

APOLOGIES FOR ABSENCE:

Prof A Westby	Vice-Chair, Deputy Pro Vice-Chancellor (R&E)
Prof B Cronin	PVC (BUS) Nominee
Dr C Papaix	ECR Nominee

R&EC-17-4-1 ITEMS FROM THE CHAIR

**R&EC-17-4-1.1 HEFCE Global Challenges Research Fund: Institutional 3 year
QR GCRF Strategies Update**

The Chair reminded the Committee that the Government had invested heavily in the HEFCE Global Challenges Research Fund and that a considerable amount of money was being distributed via Research England to institutions as a proportion of the QR funding that they receive. This would potentially lead to an uplift for the University of Greenwich of approximately £130k for 2018/19. Research England had asked institutions to write a strategy on how they intend to spend this money and this had now been completed and signed off.

Significant funding is being distributed to ODA (Overseas Development Agency) compliant research excellence which should

be communicated within Faculties to promote engagement. The intention is for these funds to be used for activities such as pump priming, capability and capacity building, and generating impact from research. The Chair thanked the Vice-Chair and the Faculty Directors of Research & Enterprise for all their efforts with this task.

R&EC-17-4-1.2 Update on VC PhD Scholarships 2018/19 + LWA

The Chair briefed the Committee that the decision taken at a meeting earlier this academic session proposing that a £2k per annum LWA be included in VC PhD Scholarships paid to students studying within the M25 had been reversed at the last convening of VCO. The Chair explained as to the reasons why, which included possible repercussions if this was only applied to new students, but following an equality impact assessment carried out by HR the decision was changed.

The VC PhD Scholarship allocations for 2018/19 for each Faculty were confirmed as follows;

FACH = 3 fully funded + 1 funded at 50%
FBUS = 2 fully funded + 1 funded at 50%
FEH = 2 fully funded (0 funded at 50%)
FES = 3 fully funded + 1 funded at 50%

In addition to the Faculty allocations, another two each have been set aside for the DTA in both 'Applied Biosciences for Health' and 'Energy'. The Chair explained that these numbers were considerably down on previous years but stressed the importance that these scholarships are clearly aligned to appropriate UoAs that Faculties are now starting to put together in order to enhance their environment and best strategise for REF 2021.

R&EC-17-4-2 MINUTES OF THE PREVIOUS MEETING

R&EC-17-4-2.1 Minutes of the third meeting of the Research & Enterprise Committee for the 2017/18 academic session held on Wednesday, 7th February 2018

The minutes of the Research & Enterprise Committee held on Wednesday, 7th February 2018 were agreed by the Committee to be a true and accurate record of the meeting.

R&EC-17-4-3 MATTERS ARISING FROM THE MINUTES

R&EC-17-4-3.1 Please refer to the action sheet attached.

All the actions other than those mentioned below are now complete or are to be discussed in more detail at this or subsequent meetings.

Action points still in progress from previous meeting:

R&EC 17-3-8.4 The Director of Research & Enterprise would discuss the issue about the policy around external supervisors with the Student Union Representative in more detail outside of this meeting.

R&EC-17-4-4 RESEARCH EXCELLENCE FRAMEWORK 2021 PREPARATIONS

R&EC-17-4-4.1 University Alliance REF 2021 Code of Practice Forum

The Chair outlined the purpose of the REF 2021 Code of Practice and explained that this was the document that the University will have to submit to Research England detailing how the institution will select individuals for REF 2021 that have a significant responsibility for research. The University Alliance recently organised a forum where institutions presented some of their ideas and it was apparent that some were employing a BAW (Balanced Academic Workload) model as a driver whereas the University of Greenwich had opted to use career pathways. BAW was being used by the institution as a check but one of the advantages of using career pathways (Research/Enterprise/Teaching) was that they had gone through equality impact analysis. Their creation came out from the Research & Enterprise Strategy developed a couple of years ago and which have now been implemented. The University would appear to be in a strong position but **the Chair requested that the small number of individuals who are on Research career pathways that are still unaligned to a specific research group be allocated one as soon as possible to ensure critical mass criteria are met.**

ACTION: FACULTY DIRECTORS OF RESEARCH & ENTERPRISE/HEAD OF RESEARCH DEVELOPMENT SERVICES

R&EC-17-4-4.2 Impact case study assessments – GREAT 2017 update

The Committee was presented with a summary of the impact case study assessments from GREAT 2017 both by main panel and by Faculty. Following on from the previous meeting, the Chair explained that it was clear from the outcomes that there was still a lack of understanding of impact across the University and that this issue was now urgent. Two impact training sessions have been organised in May and June at Greenwich and Medway campuses and a company that works with a number of research organisations (Vertigo Ventures) have been invited to run them to help the institution capture and report on impact. Attendance will be compulsory for any individuals involved in writing impact statements and for all UoA leaders.

The applications received for the recent impact development fund also highlighted the same issues but the creation of a new Impact Framework Manager to support members of staff should also help develop understanding and will work together with Faculty Enterprise Development Managers. An impact tracker tool will also soon be available which will form part of the training sessions and the hope is

that the outcomes from GREAT 2018 relating to impact will be more positive.

R&EC-17-4-4.3 GREAT 2018 – Action list

Following on from the previous item, the Chair presented the action list for GREAT 2018 with the most urgent deadline being for individual academic staff to select new and additional outputs for assessment via GALA by Tuesday, 1st May. The Chair stressed that although GALA was set up for 5 outputs to be selected, it was not expected for staff to submit this number, and that this was principally in place for new academic members of staff who had joined in the last year.

Faculty REF Working Groups are also expected to identify UoAs for submission together with UoA leaders by Tuesday, 1st May. These individuals will be expected to help prepare, provide guidance and support submissions for their UoA for the GREAT 2018 exercise. **The Chair requested that Faculty Directors of Research & Enterprise provide the Head of Research Development Services with a list of UoAs together with the respective leaders ideally before the deadline so as to start the co-ordination of the training needs for these individuals.**

ACTION: FACULTY DIRECTORS OF RESEARCH & ENTERPRISE/HEAD OF RESEARCH DEVELOPMENT SERVICES

R&EC-17-4-5 GREENWICH RESEARCH & ENTERPRISE

R&EC-17-4-5.1 Research & Enterprise Financial Summary Report 2017/18

The Committee noted the financial summary report by Faculty from 1st August 2017 to 28th February 2018.

The Director of Research & Enterprise reported that revenue figures were at £11.8m for the first seven months of the year which was up £1.2m on the same period last year and which was mainly showing in NRI. There were still some concerns over the revenues for FBUS although their contracting totals looked healthier. Contracting figures for the other Faculties were generally positive but NRI were significantly down compared to the same reporting period last year. NRI had a very strong 2016/17 and this was reflected in the latest data. Progress will continue to be closely monitored and reported on at subsequent Committee meetings.

R&EC-17-4-5.2 Research & Enterprise Bidding Activity Report 2017/18 (New format)

The Committee noted the bidding activity report by Faculty from 1st August 2017 to 28th February 2018.

The Director of Research & Enterprise once again explained the new

format in which the bidding activity was presented. The idea behind it was to better reflect the current bids pipeline showing figures for those that had a status of awarded/pending/rejected together with bid values and total number of bids for each Faculty. The data was encouraging with good success rates and showed a slight shift away from EU bidding to UKRI. The Committee agreed that this was a better indicator of current bidding activity and **the Chair requested if it was possible to add a metric to show how many different individuals had been successful with bids to better highlight the research portfolio across the different Faculties. The Head of Research Development Services will explore this in more detail with a view to presenting this information at the next Committee meeting.**

ACTION: HEAD OF RESEARCH DEVELOPMENT SERVICES

R&EC-17-4-5.3 'Statement of Intent' and revised 'Form 1'

The Head of Research Development Services briefed members that GRE were now ready to implement the 'Statement of Intent' (previously known as 'Form 0') and revised 'Form 1' (which will also be re-named) as endorsed by the Committee last year as part of the paper on developing and supporting high quality research grant applications. Details of the information to be requested on both the 'Statement of Intent' and new 'Form 1' were discussed at length together with how the new processes would work. The Committee were in agreement with the proposals and that the Faculty Research Development Officers would support academic staff in completing the new 'Form 1'. The intention was to go live with this in May/June but the Committee acknowledged that this will be a busy period for staff with commitments to GREAT 2018 and other activities.

R&EC-17-4-5.4 UoG revised Code of Practice for Research

The Head of Research Development Services presented a revised version of the Code of Practice for Research that had previously been agreed by this Committee and ratified by Academic Council. The subsequent amendments had come via the Director of Governance and Compliance and after some general discussion panel members approved the changes and that this version could be signed off by the Vice-Chancellor outside of Academic Council.

R&EC-17-4-5.5 UKRI Future Leaders Fellowships

The Head of Research Development Services briefed the Committee on the new UKRI Future Leaders Fellowships call that had recently been announced. The scheme is intended to support Early Career Researchers with outstanding potential for seven years and there will be two calls per year between financial years 2018/19 and 2020/21. These will require significant institutional support as after 3 years successful individuals would then become members of staff. The first call has a deadline for Expressions of Interest (Eols) on 7th June 2018 with full applications expected by 3rd July 2018. **The Committee**

agreed that this be publicised and an internal process be initiated to encourage applications which are to be screened for quality and sustainability by Faculty Directors of Research & Enterprise in the first instance. An independent panel will then be appointed to decide on any institutional submissions as there were no restrictions on how many can be applied for.

ACTION: CHAIR/HEAD OF RESEARCH DEVELOPMENT SERVICES/FACULTY DIRECTORS OF RESEARCH & ENTERPRISE

R&EC-17-4-5.6 Statement on the Responsible Use of Metrics

The Head of Research Development Services presented a paper outlining a statement on the responsible use of metrics for the University. A number of institutions had signed up to DORA (San Francisco Declaration on Research Assessment) which was very broad and covered metrics for the whole research industry, so the University has developed its own guidelines (along with some other HEIs) outlining its approach to research assessment. After some general discussion, the Committee supported this statement, and was duly noted as a completed action as this did not need to go through Academic Council.

R&EC-17-4-6 ITEMS FROM FACULTY RESEARCH & ENTERPRISE COMMITTEES

R&EC-17-4-6.1 Reporting on 2017/18 QR + HEIF allocations and PGR endeavour focus papers

The Director of Research & Enterprise proposed to the Committee that there be a requirement for Faculties to report on the expenditure of both their QR and HEIF allocations for 2017/18 to see how those funds have been utilised. In addition, Faculties should also provide the Committee with an update on progress that has been made relating to the PGR endeavour focus papers that were presented at the last meeting of academic session 2016/17. After some general discussion it was agreed that **each Faculty would prepare an end of year report addressing these issues and that they were to be presented at the first meeting of academic session 2018/19 scheduled for the end of September.**

ACTION: FACULTY DIRECTORS OF RESEARCH & ENTERPRISE

R&EC-17-4-6.2 Athena SWAN and RETI training

The PVC (E&S) Nominee relayed concerns from FES staff regarding the loss of the Athena SWAN Bronze Award as the fear was that this could now have a negative impact on areas such as the REF environment, applying for funding, accreditation etc. This view was echoed by other Faculty Directors of Research & Enterprise and wished for their misgivings to be placed on record.

The suggestions that FES staff made around training have been communicated to the Head of RETI, some of which are covered in the following agenda items.

R&EC-17-4-7 RETI

R&EC-17-4-7.1 PRES 2018 Update

The Head of RETI reported to the Committee that the response rate for PRES 2018 (Postgraduate Research Experience Survey) was currently only at 20% which was a concern. The response rate for the last submission in 2015 was 68% so a lot of work still needed to be done to get close to this figure before the deadline of 18th May 2018. There were potentially some issues around data protection and confidentiality which could be deterring some students from responding, but it was apparent that there were also many who were unaware of the PRES 2018 exercise. As such, **the Head of RETI will be meeting with the Student Union about these concerns and the Committee proposed that a 'Meet the RETI team' style event be held at each campus to promote engagement. Progress will be monitored closely and reported on at the next Committee meeting.**

ACTION: HEAD OF RETI

R&EC-17-4-7.2 Update on PGR training and staff training

The Head of RETI provided the Committee with an update on the latest developments regarding both PGR and staff training. PGR training sessions were currently being mapped against those that were being offered by Vitae as to avoid any duplication. Once the mapping exercise has been completed the intention is to use block delivery as this was preferred by the students. An additional session around employability will also be provided which will be face-to-face at one campus and be recorded and made available via live streaming for students to access at other campuses.

In terms of staff training, two impact training sessions have been organised as a matter of urgency and will be compulsory for all academic staff involved in writing impact statements. In addition, **links to certain training sessions were to be added to the online appraisal form to highlight to both staff and line managers which ones needed to be attended. The Committee agreed that the 'Essentials' modules covered most of the relevant areas and the Chair requested that details of the training courses be made available as soon as possible as academic appraisal season was approaching. Line managers are to monitor which sessions individuals that are on Research career pathways will need to go to, which will include all new staff and a 3 year refresher for existing staff.**

***ACTION: HEAD OF RETI/DIRECTOR OF RESEARCH &
ENTERPRISE***

R&EC-17-4-7.3 ECR/PGR forum

The Head of RETI informed the Committee that the first ECR/PGR forum had now been arranged after receiving all the necessary lists of individuals from Faculties. It has been organised to take place before the closing deadline for PRES 2018 in order to capture last minute responses. Extra attention has been paid to include postdoctoral students as there was a danger of them falling through the gaps as they are not classified as ECRs doing independent research as well as not being PGRs.

R&EC-17-4-7.4 Update on three minute thesis competition

The Committee was provided with an update on the latest developments with regards to the three minute thesis competition (3MT). This had been trialled by FES earlier in the year and proved to be very popular. Other Faculties had now been invited to develop their own competitions and these will start from next year. The intention is for RETI to then organise a wider event with a view to winners entering regional/national events. All the relevant dates and details are to be made available later in the year but the Committee agreed that this was a positive way to share good practice and for students to develop their presentation skills.

R&EC-17-4-8 POSTGRADUATE RESEARCH MATTERS

R&EC-17-4-8.1 PGR Completions – Recommendations for Academic Council

The Committee noted the list of postgraduate research degree awards recommended by examiners and considered at recent meetings of Faculty Research Degrees Committees.

The Committee confirmed these recommendations and the Secretary will pass this information on to Academic Council for ratification.

ACTION: SECRETARY

R&EC-17-4-8.2 Summary of PGR related business by FRDCs for 2017/18 to end of 31st March 2018

The Head of RETI presented a table providing a summary of FRDC activity in terms of submissions of various RDA forms across all four Faculties to the end of 31st March 2018. This was for noting by the Committee but the concern remained over the number of withdrawals from programmes which currently stood at 15. This will continue to be monitored closely by Faculty Directors of Research & Enterprise to better understand the reasons behind them.

R&EC-17-4-8.3 Research & Enterprise Strategy 2016-2021 – Monitoring progress against PGR related targets for 2017/18 to end of 31st March 2018

The Committee was presented with a number of tables and bar charts providing a summary of progress against PGR related targets for 2017/18 to the end of 31st March 2018. These were for noting by the Committee but there was still apprehension around the numbers of new registrations and doctoral awards. New registrations currently stood at 59 against a target of 132 for the academic session, while doctoral awards were even more of a concern with completions presently only at 28 against a target of 79. Both of these figures were below expectations and the Chair stressed the importance of more creative thinking from Faculties as to grow their PGR endeavour and reminded them of the action plans that were presented last year as current figures reflect an over reliance on VC PhD Scholarships.

R&EC-17-4-9 ITEMS FOR INFORMATION

There were no items for information presented to the Committee.

R&EC-17-4-10 ANY OTHER BUSINESS

The Chair briefly mentioned the new Expanding Excellence in England (E3) funding scheme that had recently been announced by Research England. £75m has been made available over three years for institutions to grow small pockets of research excellence. There is expected to be a maximum of only 10 awards so strategic decisions will need to be taken at VCO as to best identify potential project areas and the University will look to adopt a top-down approach. The Chair will discuss this with all the Faculty PVCs as this goes beyond the remit of just research. The deadline for Eols is the 17th July 2018 and further communications about the call and the process will be sent out in due course.

No other business was discussed and the meeting was duly closed.

R&EC-17-4-11 DATES & TIMES OF 2017/18 MEETINGS

Meeting
May 23 rd 2018, Medway Campus, Room B028, 2.00pm
July 4 th 2018, Greenwich Campus, Room QA075, 2.00pm