

## Researcher-Led Initiatives 2018-19 - Delivery Guidelines and award holder responsibilities

The award holder(s) is/are responsible for:

1. **Delivering the funded development activities outlined in the proposal by 30<sup>th</sup> June 2019, including regular updates on progress, and providing final reports by 31<sup>st</sup> July 2019.**

2. **Ensuring financial contact arrangements are correct.**

Confirming at the initial meeting with Researcher Development and Research Culture that all contact details provided for the College/Department Finance Manager on the application form are complete and correct in order to allow prompt discussions and transfer of funds to take place between the College/Department and Researcher Development Team.

3. **All aspects of project management.**

Organising the activities outlined in the proposal, which include but are not restricted to:

- Identifying and setting suitable dates
- Identifying alerting and briefing presenters/trainers
- Booking suitable rooms/venues
- Ensuring required equipment is available or has been requested in advance (AV/flipcharts etc.)
- Booking catering/refreshments (if required)
- Processing all finance forms/information/invoices relating to the initiative

4. **Timely promotion and communications activities**

Promoting activities in a timely fashion so that peers / beneficiaries are aware and have time to register in advance. We strongly suggest activities are advertised at least 3 weeks in advance as an absolute minimum.

5. **Highlighting the activity is a Researcher-Led Initiative**

Ensuring information sent by the award holder to any individual(s) or group(s) about any activity relating to the Researcher-Led Initiative contains the following statement:

*This activity is a Researcher-Led Initiative that has been funded by the University of Exeter Researcher Development and Research Culture team.*

In particular ensuring that participants are aware by, for example:

- Using the PowerPoint template slide you will have received to display introductory 'welcome' information about the session (e.g. session title and overview/agenda/timetable).
- Referring to the activity type and RLI funding source when introducing a session
- Ensuring that any documents provided to participants refer to the activity type and funding source on the title page or as a header or footer

6. **Close liaison with the Researcher Development Team in setting up activities (working particularly with Juliet White and Dr Chris Wood).** In particular providing information in a timely way as follows:

- Providing the Researcher Development Administrator ([ResearcherDevelopment@exeter.ac.uk](mailto:ResearcherDevelopment@exeter.ac.uk)) with full details of each activity in the template provided so that this can be uploaded to the My Career Zone events (Postgraduate Researchers) or Trent (Early Career Research staff) database at least 3 working days before it is due to be uploaded and at least 3 weeks and 3 working days before the activity is due to take place as an absolute minimum (longer if at all possible)
- Checking that each initiative related activity has been uploaded to the My Career Zone or Trent system, prompting the RD team if needed and alerting the RD Programme Manager immediately in the unlikely event of any delays.
- Providing the Researcher Development Administrator with a completed attendance list with full names, email addresses and, if possible, student/staff numbers listed
- Asking attendees to completed feedback sheets for each initiative-related activity delivered within three working days of the activity delivery date.
- Indicating how your initiative relates to the national [Researcher Development Framework](#)

7. **Highlighting any issues**

Alerting the Researcher Development team, particularly Juliet White and Chris Wood, IMMEDIATELY to ANY issues that arise that might impede your ability to deliver the proposed funded activities by the deadline.

8. **Reporting on activities and impact**

Reporting is kept as brief as possible and is designed to help you track progress, keep the initiative on track and report back on successes and impact at the end.

You are responsible for reporting in the following ways:

- Providing a brief monthly update on progress to date via email to ensure that the initiative stays on track - the monthly email update must be sent by the last day of each month from the end of March until all activities that have been funded by the Award have been delivered.
- At the end of your initiative, you will be sent a final report template, which you will need to submit to the Researcher Development Programme Manager within 4 weeks of completing your initiative (i.e. 31<sup>st</sup> July 2019). The report form consists of:
  - A brief case study/quote about your initiative that can be used for publicity purposes by the Researcher Development Team via any medium if requested by the Researcher Development Team;
  - A full written report of no more than 1000 words;
  - A small selection of materials (text, pictures, video etc.) that the Researcher Development and Research Culture team can include in blog posts/advertising, of around 500 words;
  - A brief breakdown of how the funding was spent

**The Researcher Development Team provide support throughout the time of your award and are responsible for:**

1. Communicating with Award holders and College/Department Finance Managers promptly to ensure that the funding is transferred to the correct College/Department budget as soon as possible.
2. Providing a prompt response (i.e. within four working days) to any queries relating to the Researcher-Led Initiatives that are sent by the Award holder(s). If no response is received within four working days from the team member who was initially contacted, the Award holder(s) is/are responsible for contacting another member of the Researcher Development Team to trigger a response (e.g. initial non-response might be due to sickness that is not made evident to the Award holder via the automatic sending out of an Out of Office message in response to an email enquiry).

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**Timetable/Key dates for the Researcher-led Initiatives:**

<b>Item/event</b>	<b>Date</b>
RLIs open for applications	1 <sup>st</sup> October 2018
RLI applications close	25 <sup>th</sup> November 2018
RLI Awarding panel to decide successful applications	7 <sup>th</sup> December 2018
Decision announced to RLI applicants	10 <sup>th</sup> December 2018
'Award Holder Responsibilities' meetings with successful applicants and funding agreements signed	13 <sup>th</sup> December and 17 <sup>th</sup> December 2018
Start of RLIs	2 <sup>nd</sup> January 2019
RLIs need to be completed	30 <sup>th</sup> June 2019
Final reports from award holders submitted to Researcher Development and Research Culture.	31 <sup>st</sup> July 2019