**Changes to Converis – Pre Award Module**

**Summary**

1. Converis cannot be restructured immediately into Colleges and Research Institutes; focus should be on the research units (Research Centres/Depts).
2. Some admin teams now have wider access to records across the University to ensure all research area can be supported – greater use of filters will be required.
3. ADRIs can authorise bids up to £500k and now have access to all records across the University.
4. ADRIs will no longer receive automated emails requesting approval of a bid – admin teams will need to email the ADRI directly (cc Research Institute Manager). Heads of Centres/Depts/Finance (Research) will continue to receive automated emails as normal.
5. Approval of bids >£500k will proceed as normal for Director of Finance, PVC R&I and the VC. Deans of Colleges do not yet have access to the system and information will need to be emailed to Deans for approval.
6. **The challenge**

Due to structural and staffing changes at SHU, the Converis system needs to be restructured to reflect the relationship between Research Centres/Depts with both the new Colleges and the Research Institutes. There is no one-to-one relationship between Colleges and Research Institutes and so we do not know if this is technically feasible; DTS are exploring potential solutions with the supplier. To ensure business continuity we need to implement a temporary work-around in the system to ensure bids can be authorised.

The affiliation of each Research Centres/Depts in Converis to a College and a Research Institute is provided in the accompanying excel document. This short guide and the associated affiliation of research areas will be made available at: A guide on filtering is available at: <https://blogs.shu.ac.uk/creating/converis/>

1. **Authorisation**

Authorisation will be via the College structure as this is where the resource (academic staff and facilities) is affiliated. However, ADRIs will liaise directly with the relevant Director of Research Institute. Authorisation limits for ADRIs have been temporarily increased to £500k to ensure business continuity whilst Deans of Colleges are set up in the system and trained to use the module. ADRIs have now been given SHU wide access.



R&I support teams may also see their level of access increased to include new areas that fall within the Research Institute structure or they may be given SHU level access.

* 1. **Applications <£500k**
* Records will continue to be created in the system (affiliated to the old Faculties).
* The supporting administrator (either based in the Research Institute or the Central Office) will change the status from “In Prep” to “For Approval” as normal.
* An automated email will be sent to the Head of Research Unit (Research Centre/Dept) and Finance (Research). Authorisers will respond as normal.
* ADRIs will no longer receive an automated email from Converis. The supporting administrator should send an email to the ADRI requesting authorisation (example provided below). Please copy in the relevant Research Institute Manager. ADRIs will authorise as normal.
* Supporting administrator will change the status to “approved” once all necessary approvals have been given (or any other outcome status)

Dear ADRI [cc Research Institute Manager]

The following application requires your approval:

[Name of PI]

[Funder]

[URL to the record in Converis] and [AA Number]

[Deadline]

Regards, [supporting administrator]

**2.2 Applications >£500k**

**Dean of College**

* An email and supporting documentation (minimum - RFS, bid document, PDF of the Converis record) should be emailed to the relevant Dean requesting authorisation.
* Email notification of approval should be saved as a pdf and uploaded to Converis in the documents tab.
* As the Dean of College role has not yet been created we will use the PVC Faculty tab for recording approval by the Deans. In the PVC Faculty authoriser tab, supporting administrators should note that “email approval of the application has been provided and uploaded”
* Supporting administrator will change the status to “approved” once all necessary approvals have been given (or any other outcome status)

**Director Finance/PVC R&I:**

* There is no change to process. The supporting administrator should send an email to the Director Finance (Simon Taylor) and Dean of Research (Wayne Cranton - acting in the capacity of PVC R&I) requesting authorisation (as per the email example above).
* Director Finance and PVC R&I will authorise as normal.

**2.3 Applications >£2 M**

* There is no change to this process. A briefing note and supporting documentation should be sent to the VC’s Office (via Laura Poole). The PVC R&I may wish to discuss directly with the VC and this should be agreed on a case-by-case basis.
1. **University Performance Reports**

The Research unit (Centre or Dept) will be used to drive University reporting with each record assigned a College or Research Institute in excel outside of the system. During this time reporting will be kept to a minimum and, where possible, focus will be on University level reports.

To help with data quality "Super User" roles are being created and will be assigned to designated roles in RIS; in the fist instance these will be given to Research Institute Managers (or their delegate). Super users will be able to correct any data errors in individual records regardless of the record status, avoiding the need to seek the change for the DTS Converis team.

1. **Implications of the changes**
* The process has an additional manual step for support teams to seek ADRI approval and Deans of College approval; however, the increased authorisation limit for ADRIs should limit the need to seek Dean approval.
* Reporting is challenging but possible at the level of the research unit
* Some Admin teams will have greater access to the system and will no longer see records just within their area – dashboards may become less useful and greater filtering may be required for project oversight. A guide on filtering is available at: <https://blogs.shu.ac.uk/creating/converis/>
* ADRIs will see all proposals, dashboards may become less useful and greater filtering may be required for project oversight. A guide on filtering is available at: <https://blogs.shu.ac.uk/creating/converis/>; if required DTS can create a number of pre-prepared filters to help manage project view lists/tasks.
1. **Next Steps**

These changes are effective immediately. We will provide regular updates on progress of the system restructure.

Creating Knowledge Strategic Centres are being created in the system and we will update you once these are live.

**Enquiries:**

Technical issues:

* DTS - Converis@shu.ac.uk

System changes:

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* RIS Research Institute Teams
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