

Research Staff Induction

Online resource



Useful information on centralised support for staff who are new to research at Sheffield Hallam University.

Support for Researchers

This document is a brief guide based on our Research Staff Induction event that runs twice per year and is coordinated by the Research and Innovation Office (RIO).

The aim of this guide is to give new researchers, especially those unable to attend our main event, information which will help in their new role. It includes information from contributors at the Research Staff Induction event about support available from central directorates. It is meant to complement the information and support that you will have received locally from your Faculty, Research Centre or Research Institute.

If you can make the main event we recommend that you try and attend as this will provide you with opportunities to raise your questions directly and network with other new colleagues.

Welcome to the research community at Sheffield Hallam University

Creating Knowledge is one of the pillars of the University's Transforming Lives strategy. Leadership is provided by Professor Roger Eccleston, Pro Vice-Chancellor for Research and Global Engagement, who has overall responsibility for research strategy. Together with the Dean of Research, Professor Wayne Cranton, the Faculty Assistant Deans for Research and the Director of the Doctoral School, each has specific responsibility for the delivery of strategic outcomes relating to Creating Knowledge.

*Our vision is to be the world's leading applied university, achieving outstanding outcomes for our students and our city and showing the world what a university genuinely focused on transforming lives can achieve. We will do this by **creating knowledge** – our research and industry partnerships will provide innovative, practical solutions to real challenges¹.*

At the core of the implementation plan for the Creating Knowledge pillar is the establishment of and support for a number of Research and Impact Platforms along with core foundational applications to provide focus for the areas of strength across the University in which we are, or have the potential to be, world-class. The platforms are intended to be a mechanism to galvanise high impact interdisciplinary research and KE collaborations across the University, enhance our external profile, and act as beacons for external collaboration with the goal of creating and applying knowledge to real world challenges².

Our three current Research and Impact Platforms are:

Healthy, Independent Lives

The Healthy, Independent Lives Platform aims to facilitate and encourage research that dissolves traditional disciplinary boundaries and responds to the global challenge of the ageing population. Health is more than just the absence of disease although that is fundamental, it is crucial to be able to achieve a long health-span and not just a long life-

¹ Sheffield Hallam University Transforming Lives Strategy Implementation Plan. p7. [Link to document](#)

² Creating Knowledge Implementation Plan (CKIP) Investment Prospectus 2018-19. p4. [Link to document](#)

span. From conception to old age, the opportunities to improve and sustain health and independence through cultural and technological changes are immense, including environment, infrastructure and transport not just healthcare services. There is a clear cross-over and interaction of Healthy Independent Lives with the other two platforms and across the foundations. There is a growing appetite to understand how Future Economies relate to maintaining Healthy Independent Lives and how Thriving, Inclusive Communities can contribute to and can benefit from Healthy Independent Lives.

Thriving, Inclusive Communities

The Thriving, Inclusive Communities Platform aims to draw together and stimulate research across traditional disciplinary boundaries in response to major societal challenges at local, national and global levels. The last decade has seen the concept of a progressive and equitable development of society come under threat. At the same time our understanding of society has never been stronger and the opportunities afforded by new technologies and new social dynamics allow us to re-imagine and re-establish the basis for Thriving, Inclusive Communities.

Future Economies

The Future Economies Platform recognises that existing economic models and structures are undergoing profound and potentially seismic changes. Such change comes from technological development, not least the much heralded Fourth Industrial Revolution, but also in the interplay between the economy and a whole host of developments including: energy supplies, climate change, new forms of economic organisation and the future of work.

In addition, much of the research strength at the University is built upon our expertise in applying Creativity and Culture and Professional Practice across a range of disciplines and applications. These are recognised as important foundations for each of the three platforms.

You can keep up to date with developments by subscribing to the Creating Knowledge hub: <https://blogs.shu.ac.uk/creating/>

The Concordat to Support the Career Development of Researchers

The Concordat to Support the Career Development of Researchers is an agreement between the funders and employers of researchers in the UK. It sets out the expectations and responsibilities of each stakeholder in researcher careers - researchers themselves, their managers, employers and funders.

We were first awarded the HR Excellence in Research Award in 2013 in recognition of our implementation of the principles of The Concordat. The award is reviewed every two years and our activity is overseen by the Researcher Concordat Operations Group (RCOG) within the University.

Our current action plan can be found here: <https://www.shu.ac.uk/research/ethics-integrity-and-practice/researchers-concordat>

We welcome your feedback via shard@shu.ac.uk



Information to support you in your research

If you attend the Research Staff Induction event, the main part of the event is our round-table sessions. These focus on: professional development opportunities and the academic careers framework; developing teaching; applying for research funding; what you need to know about REF, impact and ethics; knowledge exchange; support for publications and research data management; and how you can become involved with the researcher community here at Hallam.

The aim of these table discussions is to allow new researchers to find out what support is available to them from central university directorates. The central support services that take part in this event include:

- [Research and Innovation Office \(RIO\)](#)
- [Human Resources and Organisational Development \(HROD\)](#)
- [Library Research Support Team](#)
- [Learning Enhancement and Academic Development \(LEAD\)](#)

The following pages contain the key points from the sessions.

Research and Innovation Office (RIO)

The Research and Innovation Office is a specialist Directorate providing expert and professional support services to colleagues across the University who are engaged in research, innovation and knowledge exchange and supports delivery of the Creating Knowledge Implementation Plan (CKIP). The Office consists of two teams, the **Research Support Team** and the **Knowledge Exchange Team**. The Office is supported by a **contract services unit**.

Further information: <https://staff.shu.ac.uk/enterprise/>

The Research Support Team is focused across three distinct service areas.

Head of Research Services: Anita Gurney a.gurney@shu.ac.uk (ext. 5540)

Grants and Systems – supports the development, management, costing and contracting of the research grant portfolio ensuring compliance with relevant regulations and minimising risk to the University. Activities are focused on grant income generation from high quality funding sources. The systems team provides support for Converis, the University's system for managing research grant applications and knowledge transfer activities.

<https://staff.shu.ac.uk/enterprise/research/>

Contact: researchsupport@shu.ac.uk , converis@shu.ac.uk

Policy and Performance – supports key aspects of the University research environment including policy development, research strategy and assessment, impact, governance and performance. Activities are focused on the University's preparation towards the next Research Excellence Framework, including management of the submission.

<https://blogs.shu.ac.uk/creating/ref>

<https://blogs.shu.ac.uk/researchimpact>

<https://www.shu.ac.uk/research/ethics-integrity-and-practice>

Contact: REFSupport@shu.ac.uk

Doctoral School Team – provides oversight of strategy and management of Doctoral provision across the University, including support for the development of excellent researchers and facilitating a vibrant doctoral research community. Activities are focused on promoting the University's Doctoral offer. The team also supports doctoral supervisor development and researcher development more broadly.

Further information: <https://blogs.shu.ac.uk/doctoralschool/>

Contact: doctoralschool@shu.ac.uk

Knowledge Exchange Team: Areas of activity include overseeing the University's regional business engagement, working with regional and national agencies to attract funding to support business and university collaboration, promoting collaboration and partnerships with companies, working with regional agencies and supporting Intellectual Property (IP) and commercialisation. Knowledge Exchange (KE) funding support covers KE, innovation and commercialisation schemes under UKRI and Knowledge Transfer Partnerships (KTPs).

Head of Knowledge Exchange & Innovation: Alex Prince a.prince@shu.ac.uk (ext. 3207)

- **Knowledge Exchange Manager:** Jim Walsh j.walsh@shu.ac.uk (ext. 4293)
- **IP & Commercialisation Coordinator:** Matthew Hall matthew.hall@shu.ac.uk (ext. 2230)
- **Knowledge Exchange Funding enquiries:** kefunding@shu.ac.uk

Contract Services: Legal support for contractual arrangements for research, innovation and knowledge exchange including consultancy, contract research, collaborative agreements, Memorandums of Understanding, confidentiality agreements, research scholarships. The Contract Services team within RIO works closely with the University Legal services in the Secretary and Registrar's Directorate.

Contract services: Sarah Robinson sarah.robinson@shu.ac.uk (ext. 4815)

Human Resources and Organisational Development (HROD)

People Development Team – our team is based within the Directorate of HROD. Your development as a member of staff is a continual process throughout your career. It is led by you and can involve a range of activities. No matter what your role is at the University, we offer a wide range of opportunities including:

- Information and guidance for new employees
- Training courses
- Downloadable training guides
- Career development toolkit
- E-learning
- 1-2-1 support
- Leadership and management development
- Development programmes
- Staff wellbeing

We offer development and support alongside many other teams across the university. For more information regarding what else is on offer, please visit [Development across the University](#)

Further information:

<https://portal.shu.ac.uk/departments/HRD/development/Pages/home.aspx>

Staff Mentoring Scheme – having a mentor can be a really effective way of meeting your professional development needs. There is a university scheme coordinated by HROD that you can join as a mentor or mentee. The mentor pool provides a central resource of staff at the University who have volunteered their time, to support staff with their development needs on a 1-1 basis. There are also mentoring schemes run locally in Faculties.

Further information: <https://blogs.shu.ac.uk/hallamentoring/>

Academic Careers Framework (ACF) – a single framework recognising achievement across the full range of academic activities that shape the University's identity. The ACF sets out expectations for academic achievement, across four strands:

- Academic citizenship and leadership
- Research and Innovation
- Learning & Teaching
- Professional and business engagement

The ACF supports the Performance and Development Review (PDR) process for academic staff and the indicators of achievement in the ACF set out the expectations at each grade. It is designed to help you and your reviewer agree objectives and reflect on your current contribution, development and career ambitions and plans as part of the PDR process.

Further information: <https://blogs.shu.ac.uk/acf/>

Performance and Development Review (PDR) - this is the forum for an annual discussion between you and your manager. It considers your achievements and commitment in the year, including observance of any required subject/profession or industry requirements. Additionally, your review importantly considers the future, identifying priorities and to agree SMART objectives, including development needs for the year ahead. The PDR toolkit provides specific resources to encourage effective review discussions for staff and includes examples of how you can demonstrate your personal contribution to 'research and innovation' and 'professional and industrial engagement'. You will also find some research-specific guidance on steering this conversation in the document "Supplementary prompts for appraisers of research-active staff".

Further information: <https://blogs.shu.ac.uk/shupdreviewtoolkit/>

Learning Enhancement and Academic Development (LEAD)

We are able to support any professional development activity related to teaching, learning and assessment. As well as the development of teaching practice this covers support and mentoring for recognition awards. We promote and facilitate scholarship in relation to practice, for example by developing pedagogically focussed Special Interest Groups and running institution-wide events such as the annual Learning, Teaching and Assessment conference.

Professional Recognition – there are a number of centrally organised schemes and events to help you develop your professional practice and support your career progression. These include student-nominated awards, national recognition schemes and internal mentoring. Fellowship of the Higher Education Academy (HEA - now part of Advance HE) is an indicator of professional achievement for higher education practitioners. HEA Fellowship is open to all academic members of staff and many others who engage in teaching or have teaching support roles in Faculties or Directorates. We offer a range of workshops and support sessions suitable for staff seeking fellowship at all levels and whatever stage you have reached with your application so far. For more information or advice, please contact us at talent@shu.ac.uk

Further information: <https://blogs.shu.ac.uk/talent/>

Development of Practice – we offer a broad range of activities to support staff to develop their teaching practice and enhance their academic profiles. This includes the annual Learning, Teaching and Assessment Conference, a programme of Continuing Professional Development events and support for educational research.

Further information: <https://blogs.shu.ac.uk/lead/supporting-academics/development-of-practice/>

Library Research Support

The Library Research Support teams provides high quality information and advisory services to research students, researchers and research active academic staff and other University colleagues in support of the University's aim to build on strengths in research, innovation and knowledge transfer. The types of queries we can help you with fall into three main categories:

Literature

- How do I find the information I need to conduct my research?
- What databases are available?
- How can I manage that information?

Data

- What is Research Data Management?
- Where can I store my data so that it is secure?
- How do I share my data?

Publishing

- How can I get my research published?
- What is Open Access?
- How do I apply for funds to make my work Open Access?

Further information: <https://blogs.shu.ac.uk/libraryresearchsupport/>

Sessions – we can offer training sessions on our publications management system (Elements), Research Data Management, Reference Management, Social Media, Open Access, Choosing Where to Publish, Metrics and Copyright & e-theses. Staff and students can register interest in a session on our events page. You can also contact us to set up a session for your department / centre.

Further information: <https://blogs.shu.ac.uk/libraryresearchsupport/events/>

Additional sources of information and support

Faculty Research Support

Each Faculty also has dedicated research support. Links to each of their areas are provided below:

- [Health and Wellbeing](#) (HWB)
- [Science, Technology and Arts](#) (STA, formerly ACES)
- [Sheffield Business School](#) (SBS)
- [Social Science and Humanities](#) (SSH, formerly D&S)

Research Ethics and Integrity

Sheffield Hallam University is committed to the promotion of excellent research practice and to maintaining the highest standards of rigour and integrity in all aspects of our research. All university research must undergo ethical scrutiny, to ensure that it is conducted to the highest ethical standards. Data collection cannot begin until a project has ethical approval - to undertake research without ethical approval would constitute research misconduct, which is a disciplinary matter. Ethics applications and reviews are managed online through the Converis system. More information about ethics policies and procedures can be found at: <https://www.shu.ac.uk/research/ethics-integrity-and-practice> (please note the expandable 'In this section' navigation bar).

Early Career Researcher (ECR) Network

This University-wide network has been established to enhance our research community and provide support for those relatively new to research. The SHU ECR Network provides opportunities for ECRs to benefit from peer support and potential multidisciplinary collaborations, whilst also providing feedback on 'life as an ECR at SHU' to inform researcher development activities. For the network, we are not using a strict definition of an ECR and invite all staff who are new – or returning – to research and want to engage with other active researchers.

Further information:

<https://blogs.shu.ac.uk/shard/shu-early-career-researcher-ecr-network/>

Research and Knowledge Exchange Newsletter

Research and Knowledge Exchange News is a quarterly digest of key information for researchers at SHU brought to you by RIO and Library Research Support.

[View past issues](#)

[Subscribe here](#)

Research Professional

Research Professional is a comprehensive and reliable source of funding opportunities for the UK. Information on how to set up your own account and access the site is detailed here: https://staff.shu.ac.uk/enterprise/research/funding_alerts.asp

Sheffield Hallam Researcher Development (SHaRD)

The Sheffield Hallam Researcher Development programme is made up of events, online resources and opportunities to engage with the researcher community.

Events calendar: <https://blogs.shu.ac.uk/shard/events/>

Resources by theme: <https://blogs.shu.ac.uk/shard/shard/>

Online training in the following areas can be accessed via Epigeum (owned by Oxford University Press). See here for instructions: <https://blogs.shu.ac.uk/shard/resources/>

- Research Skills
- Research Integrity
- Professional Skills for Research Leaders
- Enhancing Research Impact
- Statistical Methods
- Supervising Doctoral Studies
- University and College Teaching
- Teaching Online

We welcome your comments and suggestions for events via shard@shu.ac.uk

Vitae

Sheffield Hallam University is an organisational member of Vitae. 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 Sheffield Hallam University staff and students get full access to the Vitae website as part of our subscription, as long as you register with your organisational email address.

You can use the Vitae Researcher Development Framework to reflect on your development needs and formulate your own professional development plan:

<https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework>



Member
Organisation