

SENATE

UNIVERSITY RESEARCH & KNOWLEDGE EXCHANGE COMMITTEE

MINUTES OF A MEETING HELD ON MONDAY, 4 MARCH 2013

**Present:** Prof M Bennett (**Chair**); M Barron; J Beard; Dr C Dickson ; Prof I MacRury; Prof M Hadfield; Prof S Page; Prof D Patton; Prof J Parker; Prof J Roach; Prof H Schutkowski.

**In Attendance:** G Rayment (Committee Clerk); Dr F Knight (for Prof T Zhang); G Paterson (Business Solent, Item 2).

**Apologies:** Dr M Cash; Prof S McDougall; D McQueen (University Board); Dr C Ncube; H O'Sullivan; Prof R Stillman; Dr K Wilkes; Prof J Zhang; Prof T Zhang.

**1. MINUTES OF THE PREVIOUS MEETING (14 January 2012)**

The Minutes were approved as an accurate record.

**1.1 Matters Arising not covered in the Agenda**

1.1.1 Minute 1.1.1 – External Bid Advisers: Dr Dickson informed Members that one suggestion had been received for a potential candidate, but that this was someone who had been approached previously. Any further suggestions were welcome and could be sent direct to her.

1.1.2 Minute 1.1.2 – Ethical Review and Approval: The Committee's comments on the on-line ethical review process had been reported back to the project lead for consideration as agreed.

1.1.3 Minute 9.1 – Research Themes: Preparation of this report was on-going and it would be presented to a future meeting of the Committee.

1.1.4 Other matters arising were dealt with under the substantive agenda items below.

**2. BUSINESS SOLENT PRESENTATION**

2.1 Mr Geoff Paterson, Business Solent's Area Director (West Region), joined the meeting and gave a presentation on the work of Business Solent. Established as a business engagement organisation, Business Solent's geographical catchment area ranges from Weymouth to Chichester and as far north as Basingstoke. It aims to empower business leaders and provide networking opportunities through various activities including events, campaigns, partnership working and establishing specific Action Groups. These activities are designed to promote the region as a desirable place for investment and

increase its national and international profile. The organisation has over 200 participating 'champions' including Bournemouth University and Bournemouth and Poole College. Mr Paterson explained that the organisation did not focus solely on the Southampton area and that he himself was responsible for work relating to the West of the region, where he was working to identify requirements and opportunities.

- 2.2 The Chair encouraged members to contact Mr Paterson direct if they felt that Business Solent could assist them, and to inform Prof Patton (who was the lead University Contact and Action Group member). Information packs, including contact details, are available from the Committee Clerk.

### **3. RESEARCH DATA MANAGEMENT ROADMAP**

- 3.1 Ms Beard introduced this paper which sought the Committee's views on recommended actions to achieve compliance with the Engineering & Physical Sciences Research Council's (EPSRC's) Research Data Management Expectations. It provided a 'Roadmap' setting out the actions required and a timeline to achieve full compliance by 2015. Members debated who was the lead 'owner' for this activity and noted that it covered aspects relevant to both the Research & Knowledge Exchange Office (R&KEO) and Student & Academic Services (SAS).
- 3.2 It was also agreed that Legal Services should be consulted in respect of any possible legal aspects, for example in connection with Freedom of Information or Data Protection legislation. It was agreed that Dr Dickson would act as lead co-ordinator, working closely with SAS, and would establish a Working Group to take forward this activity. Prof Stephen Page and Dr Fiona Knight volunteered to participate in the Working Group. The Chair asked that members submit any comments on the detailed Roadmap document direct to Dr Dickson.

**ACTION 1:** Members were asked to send any comments on the detail of the 'Roadmap' document to Dr Dickson by Friday 15<sup>th</sup> March.

**ACTION BY: All Members**

**ACTION 2:** Dr Dickson to establish Working Group to take forward this activity. Membership to include Prof Page, Dr Fiona Knight, Jill Beard and possibly a Legal Services representative.

**ACTION BY: Dr Dickson**

**ACTION 3:** Provide quarterly progress reports back to the Committee.

**ACTION BY: Dr Dickson**

### **4. CHANGES TO EC SUBMISSIONS PROCEDURE**

- 4.1 Dr Dickson presented this paper which set out proposals, approved by the University Leadership Team (ULT), to establish an institutional deadline of 4 weeks for EC grant submissions. This introduced a similar process to the 5 day internal deadline previously introduced for applications for certain funders (Research Council, British Council and Royal Society). This process will allow

for effective scrutiny and approval of submissions by the RKEO and incorporated an appeal process (with final stage appeals being made to the PVC) was established as part of this process. Members endorsed the proposal and emphasised the need to ensure that the new arrangements were effectively communicated to staff.

## **5. NERC/EPSRC DEMAND MANAGEMENT**

- 5.1 Dr Dickson presented this paper which set out proposals to establish compulsory internal peer review for Research Council grants including an automated system to highlight RCUK applications. This proposal was being made in response to Demand Management measures introduced by EPSRC and the Natural Environment Research Council (NERC) which seek to drive up the quality of the applications which they receive. The paper set out the Internal Review process (culminating in the Activity Proposal Form sign-off) as well as a mechanism for dealing with academics who are at risk of being banned from submitting to EPSRC for 12 months. The paper also set out a communication plan for the new process. Members noted and endorsed the proposals.

## **6. GRADUATE SCHOOL ACTIVITIES UPDATE**

- 6.1 Dr Knight provided an update report on Graduate School activities. On Studentships, 39 projects had been funded in the first round and a further 5 were available in the second round (with a deadline of 18th March for applications). VC Scholarships were also being launched with 25 available (in addition to the 25 allocated to Partner Institutions). 19 projects had been awarded funding from the PGR Development Fund first round, with a further 61 applications having been received for the second round. 5 awards of £1,000 each had been made from Santander Funding and the second round would be co-ordinated with RKEO. Work was continuing to develop the new MRes and Prof Doc programmes, with marketing commencing shortly for the former. PGR and PGT student surveys were being conducted during March to May. Work also continued on the development of the PGR monitoring system (working title, 'myPhDprogress') with Avedas who would be developing the Converis software. A wide range of other activity was ongoing, including contributing to the current QAA institutional review and the development of a PGR online admissions system.
- 6.2 Members noted the update and asked that a timeline and communications plan for the new PGR Monitoring System be presented to the Committee in due course. The Chair also informed members that discussions were ongoing regarding PG space requirements and it was agreed to circulate to Members a paper on this topic recently presented to the University Leadership Team.

**ACTION 1:** Present a paper on the development of the PGR Monitoring System (including timeline and communications plan to the next meeting of the Committee).

**ACTION BY: Graduate School (Prof Zhang/Dr Knight)**

**ACTION 2:** Circulate ULT paper on PG space requirements to Members for information.

## **7. BU's RKE PERFORMANCE**

- 7.1 The Chair presented the reports summarising performance for the second quarter and explained that he was undertaking a round of meetings with each School to discuss their performance against target in detail. He invited School representatives to comment on the reports.
- 7.2 The School of Applied Sciences (ApSci) were currently performing at 1.1% above their targeted income budget and were continuing to carefully monitor all anticipated pending projects. The Business School (BS) continued to perform well above target (41.7%) and a new DDR had been appointed from April 2013. Progress on submissions, bids and journal publications continued to improve. The School of Design, Engineering and Computing (DEC) had closed its gap from 23% to 8% below target and a further KTP and Consultancy were still in the pipeline and not yet appearing on the reports. The School of Health and Social Care (HSC) also showed an improvement from 39.7% to 28% below target and it was hoped that opportunities to maximise public services income at the end of the financial year would help close this gap. There was some doubts, however, as to whether it would prove possible to fully achieve the income targets by the end of the year.
- 7.3 The Media School (MS) budget gap had increased from 22.2% to 28.9%. The School was reliant on projects in the pipeline coming to fruition in order to close this gap. The need to address this issue was highlighted in the School's delivery plan and it may prove necessary to revise the target downwards in future. The School of Tourism (ST) had reduced its budget gap from 56.7% to 40% and was reliant on two large projects (Disaster Management and NCTA) to fully deliver its income targets.
- 7.4 The Chair stressed the importance of addressing enterprise income targets through the Schools' Delivery Planning process. Prof Roach also reported on the success that DEC had achieved through creating a part-time (0.4) appointment specifically to support grant writing and fundraising activity.

## **8. REF HIGHLIGHT REPORT**

- 8.1 Members noted the REF Highlight Report presented by Dr Dickson. All activity remained on track. Leadership changes in several UoAs had been implemented; the Equality and Diversity training workshop 3 was delivered and the REF Circumstances Board had met for the first time. The Chair expressed his thanks on behalf of the Committee for the massive effort made by the UoA leaders and others in progressing REF to its current stage.

## **9. 'SMART' AWARDS**

- 9.1 Prof Patton presented a short information note on SMART awards, which was a grant scheme for SME innovation provided by the Technology Strategy Board. Three funding streams were available: Proof of Market (£25k, up to 60% of project costs); Proof of Concept (up to £100k for up to 60% of project costs) and Prototype Development (up to £250k, for up to 35% or 45% of project costs)

depending on the size of the enterprise). The Committee agreed that these awards were worth pursuing and that further information should be disseminated through 'Roadshow' style events.

**ACTION:** To deliver 2 'Roadshow' events to communicate information on the Smart awards – one on each campus, over the next 2 months.

**ACTION BY:** Prof Patton

## **10. THE INSTITUTE OF DIRECTORS (IoD)**

- 10.1 The Committee noted this short information paper provided by Prof Roach. The IoD focused primarily on providing networking events and opportunities and had proved helpful in identifying placements for students. The University funded 200 studentships of which approximately 100 were still available. It was agreed to communicate further with Schools on this and to encourage uptake.

**ACTION:** Ms Barron to send Prof Bennett the original e-mail which was circulated in respect of the IoD and update and re-circulate it as appropriate.

**ACTION BY:** Ms Barron

## **11. EC HR EXCELLENCE IN RESEARCH AWARD**

- 11.1 Dr Dickson presented this update report which was noted by the Committee. Further reports setting out progress against the action plan would be submitted to the Committee on a quarterly basis.

## **12. MINUTES OF THE HEIF MANAGEMENT PANEL, 14 JANUARY 2013**

- 12.1 The minutes were noted. The Chair reminded Members that HEIF funding was still available and further applications would be welcomed.

## **13. ANY OTHER BUSINESS**

- 13.1 Dr Dickson tabled an update paper on the implementation of the electronic APF process which would include quality as well as financial approval (as discussed at the previous meeting). The new system would be trialled with HSC before being rolled-out across all Schools in April. Members debated who should be responsible for choosing the quality approver and agreed it should be the Principal Investigator (PI) rather than RKEO. They also discussed the key factors in defining 'sufficient quality' and broadly agreed that this would be defined in the context of the risk of reputational damage (as opposed to, for example, focusing chiefly on the likelihood of a proposal succeeding). It was also agreed that the responsibility for informing an applicant that their bid was not being submitted should rest with the Dean of School.

- 13.2 In other brief updates, the Chair informed the Committee that the Bournemouth, Poole and Christchurch 'City Deal' had been approved, comprising of two major infrastructure projects. Also, an event involving people from the political

community would take place on 7<sup>th</sup> June as part of a Digital and Creative seminar.

**Date of next meeting:**

Friday 19<sup>th</sup> April, 1.00pm, The Boardroom .