A Working Research Management and Administration System

Valerie McCutcheon
University of Glasgow

UCISA
17th June 2010
What do I do?

- Service levels and KPI’s
- Improve research administration processes
- Troubleshoot
- Surveys and returns
- Training and support
- Departmental administration
- Deputise for director
Disclaimer

I won’t tell you:

• We have the best or the only way
• All the answers

I will tell you:

• A story about our systems and processes
  – Recent activity
  – Background
  – Current/Planned activity
The Enrich Project (April 2009 – March 2010)

• Establish repository as core publications database
• Staff profiles using data from core systems
• Compliance with open access
• Improve publicity for research activity and outputs
• Improved workflows for collecting data
• Linked Research awards and Output
Role in Impact and Output Agenda

- Assist with impact plans
- Identify users of research
- Articulate benefits
- Get beneficiaries to testify
- Capture the benefits
- Capture outputs and associate v funders
Guidance on Research Council Impact Plans

The Research Councils are aware that the excellent research they fund has a major impact on the UK’s economy and society. In order to ensure that these impacts are demonstrated and supported, Research Councils now require Impact Plans as a component of all funding applications. These plans ask applicants to consider the potential impact of the research, which will be assessed by peer review as part of the application process.

For guidance from the individual Research Councils, please see the links on the right. Je-S also has specific guidance and best practice advice on demonstrating impact in your grant application.

We understand that you may not know exactly what to include in your Impact Plan, but as Research Council funding is an integral component of the University’s funding portfolio it is important that Impact Plans are well informed and completed carefully. In order to help you do so, we have provided guidance for setting the context of your plan along with key facts and figures to supplement your plan. This information is all in the following pages.

- Setting the context: the Knowledge Exchange model
- What should I include in my plan?
- Examples of Impact plans
Background

• Data rich systems
  – Enlighten Repository since 2001
  – Research System since 1994
• Senior Management support
• Publication policy 2008
The Research Lifecycle

Stage 1: Pre-Project
Stage 2: Create Project / Application
Stage 3: Award Receipt
Stage 4: Finance Project Initiation
Stage 5: Project Management
Stage 6: Project Completion

Pre-Award → Award → Post-Award
Overview of Research Systems

- Human Resources System
- Finance System
- Student System
- Research Mapping System & Web Pages
- Enlighten - Institutional Repository
Research System
### Application Costing Model

**Application ID**: 1  
**Costing Model ID**: 15002  
**Funder**: Joint Information Systems Committee  
**Start-End Dates**: 01/03/2010 - 31/08/2010

When calculating or viewing previously saved results, you may experience a delay due to the volume of data.

#### Existing Project People

**X77 Research & Enterprise**

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours</th>
<th>Per</th>
<th>Start Date</th>
<th>End Date</th>
<th>Cost Category</th>
<th>FEC Cat</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss Valerie Mccutcheon (PI)</td>
<td>7.5</td>
<td>Week</td>
<td>01/03/2010</td>
<td>31/08/2010</td>
<td>Salary Recoup - Mgt, Prof and Admin</td>
<td>Directly Allocated</td>
<td></td>
</tr>
<tr>
<td>Mr Gordon Allan (ADMIN)</td>
<td>3.75</td>
<td>Week</td>
<td>01/03/2010</td>
<td>31/08/2010</td>
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**X01 Library**

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours</th>
<th>Per</th>
<th>Start Date</th>
<th>End Date</th>
<th>Cost Category</th>
<th>FEC Cat</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Week</td>
<td>01/03/2010</td>
<td>31/08/2010</td>
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</table>

### New Posts

**X77 Research & Enterprise**

<table>
<thead>
<tr>
<th>Job</th>
<th>Scale</th>
<th>Position Name</th>
<th>Hours</th>
<th>Per</th>
<th>Start Date</th>
<th>End Date</th>
<th>Cost Category</th>
<th>FEC Cat</th>
<th>Select</th>
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<tbody>
<tr>
<td>MPA 6</td>
<td>029</td>
<td>Research Admin</td>
<td>37.5</td>
<td>Week</td>
<td>01/03/2010</td>
<td>31/08/2010</td>
<td>Salaries - Mgt, Prof and Admin</td>
<td>Directly Incurred</td>
<td></td>
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</table>
## Update Project Person Salary Cost

**Project ID:** 53737 (FULL+CM)  
**Title:** Enquire (Enrich and Research Outputs and Impact)

### Application ID
1

### Costing Model ID
15002

### Funder
Joint Information Systems Committee

### Start-End Dates
01/03/2010 - 31/08/2010

### Partner
X77 Research & Enterprise

### Name *
Miss Valerie McCutcheon (PI)

### Actual Hours
35.0

### Hours *
7.5

### Per *
Week

### Scale Top
P

### Costing Start Date (dd/mm/yyyy) *
01/03/2010

### Costing End Date (dd/mm/yyyy) *
31/08/2010

### Person’s Latest Costing Date
30/09/2032

### Cost Person as New Post

### Positions

<table>
<thead>
<tr>
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<th>Start Date</th>
<th>End Date</th>
<th>Primary?</th>
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<tbody>
<tr>
<td>[Masked]</td>
<td></td>
<td></td>
<td>P</td>
</tr>
</tbody>
</table>

### Cost Category *
Salary Recoups - Mgt, Prof and Admin

### FEC Cat
Directly Allocated

### FTE Only

### FTE Estates

### FTE Indirects

### FTE Technician Infrastructure

### Price Eligibility

### Other Costing Entries for person
There are no additional entries for this person.
# Application Costing Model

**Application ID**: 1  
**Costing Model ID**: 15002  
**Funder**: Joint Information Systems Committee  
**Start-End Dates**: 01/03/2010 - 31/08/2010

When calculating or viewing previously saved results, you may experience a delay due to the volume of data.

---

### X77 Research & Enterprise

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>FEC Cat</th>
<th>Price Eligibility</th>
<th>Periods Total</th>
<th>01/03/2010</th>
<th>31/08/2010</th>
<th>Comment</th>
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<tr>
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<td>Yes</td>
<td>565.76</td>
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<tr>
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<td>Yes</td>
<td>810.37</td>
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</table>

### X01 Library

<table>
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<th>Cost Category</th>
<th>FEC Cat</th>
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<th>Periods Total</th>
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<th>31/08/2010</th>
<th>Comment</th>
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<tr>
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<td>Yes</td>
<td>434.54</td>
<td>434.54</td>
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<td></td>
</tr>
<tr>
<td>Others</td>
<td>Directly Incurred</td>
<td>Yes</td>
<td>10000.00</td>
<td>10000.00</td>
<td></td>
<td>Test file and report programming</td>
</tr>
</tbody>
</table>

All supply of goods or services with an aggregated value of over £25,000 must be directed to the Purchasing Office for tender.

When entering animal costs please use the relevant rates from:

**Animals**
**FS Project Details**

**Award ID:** 1

<table>
<thead>
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<th>FS Project Number</th>
<th>90226</th>
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<tbody>
<tr>
<td>FS Project Description</td>
<td>JISC (IRDEV01)</td>
</tr>
<tr>
<td>Status</td>
<td>N</td>
</tr>
<tr>
<td>OU Code</td>
<td>*** Dept not available ***</td>
</tr>
<tr>
<td>OU Name</td>
<td></td>
</tr>
<tr>
<td>Activity Detail</td>
<td>RESEARCH</td>
</tr>
<tr>
<td>Activity Description</td>
<td>Research</td>
</tr>
<tr>
<td>Budget Holder</td>
<td>190148 (Miss Valerie McCutcheon)</td>
</tr>
<tr>
<td>Actual End Date</td>
<td>31/08/2010 (dd/mm/yyyy)</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Funder Code *</td>
<td>JISC</td>
</tr>
<tr>
<td>Funder Name</td>
<td>Joint Information Systems Committee</td>
</tr>
<tr>
<td>Funding Scheme</td>
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</tr>
<tr>
<td>Funder's Reference</td>
<td>IRDEVD01</td>
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</tbody>
</table>
Enlighten is the University of Glasgow’s institutional repository service for published research material including:

- peer-reviewed journal articles
- published conference papers
- books and book chapters

There are many benefits to depositing your research in Enlighten. Find out more...

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- Atom
- RSS 2.0
- Twitter

**UNIVERSITY PUBLICATIONS POLICY**

At the meeting of Senate on 5th June 2008 a new University Publications Policy was approved. The key aim of the new policy is to maximise the impact of the University’s research by making publications as widely and freely available as possible through the University’s institutional repository Enlighten. The policy will apply from the beginning of the 2008/2009 academic session.

**KEY INFORMATION FOR GLASGOW AUTHORS**

Enlighten also provides University of Glasgow authors with advice on how to deposit papers in the service and information on related issues such as open access publishing and complying with funding body open access policies.
Publications Policy

Approved by Senate on 5 June 2008

Introduction

The University’s ambition as stated in its strategic plan, “Building on Excellence” and Research Strategy 2006-2010 is be one of the world’s Top 50 research intensive universities.

In 2006 the Government announced its intention to replace the existing RAE with the Research Excellence Framework (REF), an assessment based on metrics, including bibliometrics in the form of citations to papers. HEFCE states that:

‘The REF will consist of a single unified framework for the funding and assessment of research across all subjects. It will make greater use of quantitative indicators in the assessment of research quality than the present system, while taking account of key differences between the different disciplines. Assessment will combine quantitative indicators - including bibliometric indicators wherever these are appropriate - and light-touch expert review. Which of these elements are employed, and the balance between them, will vary as appropriate to each subject.’

[1]

Following a recent consultation HEFCE have decided that future assessments will include some form of metrics-based assessment, including bibliometrics, as well as peer review for all (not just STEM) subjects.

The University recognises that research publications, as one of the main outputs of research, are a key asset. As such, they should be managed in a way that ensures that they provide maximum value both to individual members of the academic community, whose research output they represent, and collectively to the institution. The academic community has an essential role to play in the generation and publication of research publications while the University has an important role to play both to support and assist academic staff, and as the curator of the assets.

Objectives

The objectives of this policy are:

- To increase the visibility of research publications produced by staff employed by or associated with the University of Glasgow
- To ensure that research outputs are prepared and curated in a way which helps maximise the value that they have for the university in terms of the external use of bibliometric data e.g. league tables, post-2008 RAE

Approach

1. The University will maximise the impact of University publications in bibliometric analyses by ensuring that all research outputs are accurately recorded as being produced by University of Glasgow staff. There is some lack of consistency in the addresses used by authors.

The following addresses are examples of this. Taken from the Web of Science, one of the preferred bibliographic tools for the REF, these addresses appear on recent publications by University academic staff:

- RHE Glasgow; Cardiology Res Ctr, Glasgow, Lanark, Scotland
• 12,500 User records
• 25,000 Publication records
• 1,435 Records from 2009 onwards (227 FT)
• 2,400+ Full text papers
Scaling up – Graph of Enlighten’s Growth

Glasgow ePrints Service

Source: ROAR
Adding Funder Data

- New Funding option in the deposit workflow
- Award data from Research System where "publicity flag = "yes"
- Staff will check
- Data added with a new autocomplete field
## Linking Outputs to Awards

### Funding Details

<table>
<thead>
<tr>
<th>Research Code</th>
<th>Project Name</th>
<th>Funder Name</th>
<th>Funder Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>50008</td>
<td>An evaluation of the EBV-EBNA-1/oriP replicon as a therapy</td>
<td>Medical Research Council</td>
<td>MRC</td>
</tr>
<tr>
<td>50019</td>
<td>The application of random peptide libraries to the study of quails</td>
<td>Wellcome Trust</td>
<td>WELLCOM</td>
</tr>
</tbody>
</table>

   Funded by: Biotechnology & Biological Sciences Research Council, Funder Code: BBSRC
   Investigator: Martin Beirne, Management

   Funded by: Economic & Social Research Council, Funder Code: ESRC
   Investigators: Martin Beirne, Management

   Funded by: Engineering & Physical Sciences Research Council, Funder Code: EPSRC
   Investigators: Martin Beirne, Management
Browse by Research Funder Name

Please select a value to browse from the list below.

- Association Francaise Contre Les Myopathies (1)
- Biotechnology and Biological Sciences Research Council (7)
- British Academy (1)
- British Heart Foundation (3)
- Cancer Research UK (1)
- Carnegie UK Trust (2)
- Celgene Corporation (1)
- Department of Energy (1)
- Diabetes UK (1)
- Engineering & Physical Sciences Research Council (10)
- European Commission (3)
- Foundation Leducq (3)
- GlaxoSmithKline (1)
- Heart Research UK (1)
- Leverhulme Trust (1)
- Medical Research Council (54)
- Muscular Dystrophy Campaign (1)
- Myotonic Dystrophy Support Group (1)
- Natural Environment Research Council (1)
- Rett Syndrome Association Scotland (1)
- Royal Society (4)
- Royal Society of Edinburgh (1)
- Scottish Executive Health Department (1)
- Society for the Promotion of Roman Studies (1)
- The Coca-Cola Company (1)
- Wellcome Trust (6)
- World Cancer Research Fund (1)
### Contact details

**Mr William J Nixon**

- **Library Deputy Head of Library Information Systems**
- **telephone:** 0141 330 6721
- **email:** W.Nixon@lib.gla.ac.uk

**internal postal address:**
Library

**Information Systems**

### Selected publications

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Publication Details</th>
</tr>
</thead>
</table>
• Extend type of outputs in our repository
• Avoid direct entry to third party systems
• Test Research Council’s UK files
• Mini-Research Excellence Framework
• Listen to users
• Improve Higher Education Business and Community Interaction Survey reporting
• Share our experiences and ePrints screen
Why?

- Fulfil funders requirements
- **Facilitate publicity**
- Make it easy for staff
- **Share problem solving with the sector**
- Feedback to RCUK, REF, HESA, HEFCE, EuroCRIS
- **Inform Research Management and Administrative System Initiative**
Research Outputs and Impact

- Specify Output type - including impact
- Review MRC e-VAL data
- Map to HEBCIS
- Test new outputs on GU Systems
- Test files
- ePrints screens and reports
- Explore CERIF and include in mapping
RCUK Outputs – Draft v0.10

Research Outcome

- Research Output
  - Exhibition / Performance
  - Publication
  - Other Research Output

- Collaboration

- Communication Activity

- Exploitation of Research
  - Intellectual Property
  - Spin Out Company
  - Other Exploitation

- Career Development
  - Award / Recognition
  - Skill
  - Next Destination

- Further Funding

- Impact
  - Impact Summary
  - Influence on Policy
Reviewing Research Support

- Obtain feedback
- Review links between awards and outputs
- Procedures for managing publicity flags
Dissemination

- Announcements/JISC web entry/adverts
- **Project website and blog**
- Internal training
- **Research staff conference**
- Repository Event – Leeds May 2010
- **EuroCRIS June 2010**
- **ARMA June 2010**
- **UCISA June 2010**
- Open Repository July 2010
- **Research Systems User Groups**
- Workshops
- Reports
Exit and Sustainability

- Screens and reports for output and impact
- **Useable system**
- Increased data set
- **Template for RCUK file transfer**
- Blog
Workshops Update
May 17, 2010
Places at the London and Glasgow Research Outcomes Workshops are filling up fast - many thanks to everyone who has shown such a positive interest in these events.

For those of you who will be unable to attend but would like to find out what was discussed and exchange ideas, why not follow us on twitter using #rcukworkshop? We'll post a summary of the workshops on this blog and invite further comment from anyone unable to attend (as well as those who did!) and will consider any comments made for the final report that we will produce in August.

Forthcoming Workshop - Register Your Interest Now
April 29, 2010
Research Outcomes Workshops

Thursday 24th June 2010, 10.00-14.30, University of Glasgow

Tuesday 29th June 2010 10.00-14.30, HEFCE Centrepont, London

This workshop will focus on Research Council’s UK (RCUK) Research Outcomes with a view to addressing some of these wide-ranging needs. Using a range of activities we will collate a list of issues and ideas for the sector and RCUK. This will enable members to discuss the practicalities of gathering and reporting on the research output types proposed by RCUK.

For more details and to request a place or register interest see
Research Outcomes Workshops 2010
The Future

- Joint Electronic Submission System
- Project approval workflow
- Replacing HR System – awards/recruitment
- Full text download statistics and reports
- Auto e-mail depositor and author when the record made public
- Additional project data
- “Find More” full text search
- Politics and Change
Publications Policy

Approved by Senate on 5 June 2008

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Following a recent consultation HEFCE have decided that future assessments will include some form of metrics-based assessment, including bibliometrics, as well as peer review for all (not just STEM) subjects.
Find out More

Project Web and Blogs
- http://www.gla.ac.uk/enrich
- http://researchoutcomes.wordpress.com/
- http://enlightenrepository.wordpress.com/

RCUK Project website
- http://www.rcuk.ac.uk/aboutrcuk/efficiency/Researchoutcomes/default.htm

Contact us
- Valerie McCutcheon
  v.mccutcheon@enterprise.gla.ac.uk
  @mccutchv
- William Nixon
  w.j.nixon@lib.gla.ac.uk
  @williamjnixon