

IRIS Award Roles

Award Roles to be recorded in the FIS (Financial Information System) for use in IRIS

Before committing to the population of the historic record it was agreed that a scoping exercise should determine how many Awards this would likely entail and an estimate of the resources required to do so. This was completed by Jonathan Hackney of Research Services and Huw Charles and recommendations made which propose that :

The Co-I data should be pro-actively populated for 'Awards' dating back to 1 Jan 2008.

It is NOT cost effective to pro-actively populate Co-I data earlier than 1 Jan 2008. However, given the relatively small number of 'Awards' that are likely to generate requests to have Co-I data added – this can be provided on an *ad-hoc* basis.

The Award Role of 'Fellow' should also be recorded in addition to the 'Award Manager'. Where a Fellowship has been awarded, currently it is only the sponsor that is captured as the 'Award Manager', the recipient of the Fellowship only appearing in the title of the Award. It was further agreed that the IRIS board should review and sanction the use of the roles set out below and that the use of these roles should satisfy all the requirements for recording and recognising input into award funded research activities.

Award Manager Named as the principle award holder at UCL. Only one named individual will hold this role on each award, there will always be one and only one Award Manager – where the Award is solely to UCL or where UCL is the lead institution this would be synonymous with **Principle Investigator**

Principle Investigator Named explicitly as the Principle Investigator on the award letter. Only one named individual will be able to hold this role on any award – for awards where UCL is not the lead institution or where the Principle Investigator resides elsewhere, no individual at UCL will be assigned this role.

Note: Research Services have no plans to use this role ALL award managers will be treated as synonymous with Principle Investigator.

Co-Investigator An individual will be assigned this role when explicitly named as the Co-Investigator on the award as indicated in the award letter. There may be multiple individuals on each award holding the role of Co-Investigator - but each will have been named explicitly as Co-Investigator on the award.

Joint Principle Investigator

This role will be reserved for use only in the cases where more than one person is explicitly named as the award recipient and neither is distinguished as being

the Principle Investigator or Co-Investigator on the award as indicated in the award letter.

Fellow

This role will record the individual in receipt of the Fellowship, whereas the Award Manger role will still be used to record the applicant or sponsor - often the head of Head of Dept.

The term Fellow is used loosely in many circumstances and it is not appropriate to record them as true fellowships – we intend to adopt a strict definition of Fellow as a significant award to pursue independent study from a funder of research. This type of award would normally be expected to apply to an experienced and esteemed academics and specifically exclude early career Fellowships received by Post Doctoral students that do not cover a significant proportion of the employment costs or are for a short duration.

We therefore propose the following criteria for the assignment of this role.

- The Fellowship will be of a minimum duration of 1 year.
- The individual in receipt of the Fellowship will have been explicitly named as a recipient and explicitly named as a 'Fellow'.
- The funding shall cover at least 40% of the total salary costs of the Academic for the whole duration of the Fellowship.

Project Role recorded in the (Financial Information System) for use in IRIS

Project Manager

This Project Role relates only to the UCL Projects as recorded in the FIS. Only one named individual will hold this role on each UCL Project, however there may have been multiple projects set up for a single award. There is no proposal to change the way that the Project Manager role is recorded or displayed in IRIS. The UCL **Project Manager** may be the same individual that holds the Award Manager Role (Principle Investigator) or an Individual that holds a Co-Investigator Role - however an individual may be a UCL **Project Manager** and NOT be a named recipient of any award.

Additional Award Role than can be used in IRIS (Not in the Financial Information System)

Co-Investigator Equivalent

This Role relate relates to any Researcher who has held a position on the UCL Award that is equivalent to a Co-Investigator, but where this has not been documented as such or where the individual contribution has deemed to be equivalent. Assignment of this role will be subject to approval of the Award

Principle Investigator. Where the Award Principle Investigator does not reside at UCL the assignment will be subject to the Approval of the UCL Principle Investigator and HOD.

UCL Principle Investigator

This is entirely synonymous with Award Manager

UCL Joint Principle Investigator

This role will be reserved for use only in the cases where more than one person is explicitly named as an award recipient and neither is distinguished as having greater input. This role will NOT be used for Projects where UCL is the lead institution as in these cases the Principle Investigator role is explicit.