

## Researcher-led Initiatives Award Holder Responsibilities 2020-21

Researcher-led Initiative Awards are intended for the professional development of postdoctoral research staff and postgraduate research students at UCL. Funds may not be used to reimburse personal expenses, time spent preparing the activity or to procure personal equipment (for example, a tablet). Collaborative and cross-disciplinary projects are encouraged.

### The Award holder(s) is/are responsible for:

- Confirming that the contact details provided for the Department Finance Manager on the application form are complete and correct in order to allow prompt discussions and transfer of funds to take place between the Department and Organisational Development Team.
- Organising the activities outlined in the proposal, including, but not restricted to:
  - Identifying and setting suitable dates
  - Identifying, alerting and briefing presenters/trainers
  - Arranging delivery of the activity (online or face-to-face as applicable) with advice from the Organisational Development Team
  - Booking suitable rooms/venues (if required i.e. for face-to-face events)
  - When necessary, ensuring required equipment is available or has been requested from the appropriate source(s) in advance (AV/flipcharts etc. for the session)
  - Booking catering/refreshments (if required i.e. for face-to-face events)
  - Processing all finance forms/information/invoices relating to the initiative from funding that will be transferred from the Organisational Development Team to the Award holder's department for this purpose **N.B if your event or activity involves an external speaker for whom expenses or a fee will be paid, please allow time for your Finance Manager to manage this process (adding the client as a 'new user' to UCL's finance systems, for example)**
- Providing the Organisational Development Team with a brief update on progress made to date via the RLI Award Winners MS Teams group on a regular basis to ensure that the initiative stays on track - until all activities that have been funded by the Award have been delivered.
- Promoting the professional development activities outlined in the proposal to their peers in a timely fashion so that they are aware of the activity and have time to register for the activity in advance (we would suggest that each activity should be advertised at least 4 weeks before it is due to take place as an absolute minimum and for longer if possible)
- Ensuring that any information that is sent by the Award holder to any individual(s) or group(s) about any activity relating to the Researcher-Led Initiative contains the following statement:  
*This activity is a Researcher-Led Initiative that has been funded by UCL Doctoral Skills Development Programme/This is activity is a Researcher-led Initiative that has been funded by the UCL Research Staff Development Programme (delete as applicable)*
- Providing the Organisational Development Team via the RLI Award Winners MS Teams group with full details of each initiative activity that is to be uploaded to Inkpath well in advance or **at least 4 weeks before the activity is due to take place:**
  - Activity Title
  - Activity Date
  - Activity Start & End Times
  - Venue
  - The following form completed: UCL OD COURSE TEMPLATE (Inkpath).docx) with:

- Brief session description (i.e., 2-3 sentences or 300 characters max.)
  - Longer session summary in the format provided. The session summary must also contain the following statement:  
*This activity is a Researcher-Led Initiative that has been funded by UCL Doctoral Skills Development Programme/This activity is a Researcher-led Initiative that has been funded by the UCL Research Staff Development Programme (delete as applicable)*
  - This event should benefit postgraduate research students and postdoctoral research staff primarily.
- Checking that each initiative related activity has been uploaded to Inkpath by the Organisational Development team in a timely fashion so that the target audience has sufficient time to view the activity details and register for it before it is due to take place.
  - Prompting the OD team to upload the session information to Inkpath if it has not been uploaded within 3 working days after sending the information in.
  - A method to evaluate the researcher-led activity should be used. This can take the form of a JISC survey and should be sent to participants within three working days of the activity delivery date.
  - Delivering the funded development activities outlined in the proposal by 31 July 2021.
  - Ensuring that participants are aware of the activity type (i.e. that it is a Researcher-Led Initiative) and the funding source at the start of each Award-related professional development activity. This should include:
    - Using the following statement on one of your opening slides: *This activity is a Researcher-Led Initiative that has been funded by UCL Doctoral Skills Development Programme/This activity is a Researcher-led Initiative that has been funded by the UCL Research Staff Development Programme (delete as applicable)*
    - Referring to the activity type and funding source when the first speaker opens the session.
    - Ensuring that any documents provided to participants refer to the activity type and funding source on the title page or as a header or footer (example text: *This activity is a Researcher-Led Initiative that has been funded by the UCL Doctoral Skills Development Programme*).
  - Displaying the Inkpath QR code and numeric code on one of the slides when delivering the initiative, once at the beginning and once at the end of the activity, to enable participants to scan/enter the code (as appropriate) to complete their attendance at the event. (More information in the Q&A document).
  - Submitting a brief written report of approximately 1000 words to the Organisational Development Team within 8 weeks of completing their initiative, evaluating its success, impact, points of learning for the future and how it has benefited the Award-holder(s) in terms of development.
  - Award-holders should take pictures/screen shots during their event, obtaining permission of attendees to be included in photographs first. For a standard notice to use during their events, Award Holders should contact the team. Award-holders also need to obtain permission of attendees to record online events.
  - Award-holders should utilise social media /their own departmental Twitter accounts tagging @UCL\_ODResearch on Twitter.
  - Alerting the UCL Organisational Development Team IMMEDIATELY to ANY issues that arise that might impede your ability to deliver the proposed funded activities by the deadline.

**The UCL HR Organisational Development team is responsible for:**

- Registration method: all registrations for all events, will be taken via Inkpath and the Organisational Development team will upload all activity details into Inkpath in a timely manner.
- Attendance lists will be generated automatically through Inkpath and shared with award holder two days before the event's scheduled date. If you need to contact participants ahead of the session, e.g. to distribute course materials, please inform the OD team in advance.
- Communicating with Award holders and Department Finance Managers promptly to ensure that the funding is transferred to the correct Department budget as soon as possible.
- Providing a prompt response (i.e. within three working days) to any queries relating to the Researcher-Led Initiatives that are sent by the Award holder(s). If no response is received within three working days from the Team member who was initially contacted, the Award holder(s) is/are responsible for contacting another member of the team to trigger a response (e.g., initial non-response might be due to sickness that is not made evident to the Award holder via the automatic sending out of an Out of Office message in response to an email enquiry).