

INFORMATION SERVICES DIVISION



Research IT Applications Governance Group (RAGG)

15th October 2014

Minutes

Chair:

Sinéad Kennedy, Office of the Vice-Provost Research (SK)

Present:

Helen Brown, HR Administrative Process Team (HBro)
Andrew Clark, Office of the Vice-Provost Research (ACK)
Eva Farace, Research Services (Finance) (EF)
Corrinne Frazzoni, ISD Administrative Services (CF) (*Minutes*)
Graham Hunt, Head of Research Applications and Services ISD (GH)
Gavin McLachlan, Director of Information Systems ISD (GMC)
David Selwood, Faculty of Medical Sciences (DS)
Karen Sergiou, Director of Research Services (Finance) (KS)
Jonathan Tennyson, Department of Physics and Astronomy (JT)

Apologies:

Henriette Bruun, Office of the Vice-Provost Research (HBru)
Andrew Cooper, Policy & Communications/REF Manager (Registry) (ACo)
Ofar Lahav, MAPS Faculty (OL)
Krista Macmillan, Office of Vice-Provost Enterprise (KM)
Martin Moyle, Digital Curation Manager (Library Services) (MM)
Jeffrey Packman, Biological Services (JP)
Antony Peacock, Advanced Information Services Centre (AP)
Jacob Sweiry, Office of the Vice-Provost Research (JS)

1. Welcome and apologies

New member:

Karen Sergiou, Director of Research Services (Finance) replaced Mike Griffiths who stepped down in summer 2014.

Leaving:

Anthony Finkelstein and Nour Shublaq have also stepped down from the RAGG.

2. Approval of Minutes of previous meeting (20th May 2014)

The minutes of the previous meeting were approved and the list of previous actions reviewed. (see action sheet at end).

3. 2014-15 Research Applications Project Portfolio

3.1. Outcome of bidding round

Funded: IRIS
LAMIS
Open Access Support
PAGS (formerly RIM) (Pre-Award Grant System)
Research Impact Curation (RIC)

Not funded: Research Equipment Catalogue
Research Professional Integration
Research Staff Log

3.2. Current status of all projects

3.2.1. PAGS (Pre-Award Grant System) - formerly RIM

Objective

- Procure and implement pFACT replace by summer 2015

Latest Status

- PQQ/ITT on schedule.
- Shortlist of candidates now stands at three after PQQ
- Responses to UCL by 29th Oct
- pFACT remedial work to improve performance underway with some success

3.2.2. IRIS

Objective

- Complete small set of incremental enhancements

Latest Status

- IRIS received a small amount of funding
- Agreement to NOT run as a project for 14/15
- Project closure report completed (1st Oct board postponed)
- Project to close as soon as possible
- Small enhancement list to be completed by BAU team

3.2.3. LAMIS

Objective

- Complete Phase IV, Improve LAMIS performance and usability to help with engagement. Plan Phase V and completion of LAMIS project

Latest Status

- Latest Phase IV release, significant performance enhancements etc.
- Phase V scoping exercises
- Engagement dashboard and activities

3.2.4. Research Impact Curation

Objective

- Ensure all case studies available for display in external web site
- Provide a database system to allow team ongoing maintenance of case studies

Latest Status

- Project in Start-up.
- Scope being agreed and priorities assigned
- Project board forming

3.2.5. Open Access Support*Objective*

- Complete upgrade to new hardware/software infrastructure for UCL Discovery
- React to needs from Open Access Working Group (Publications Board)

Latest Status

- Project in Start-up
- ePrints consultancy from Southampton planned to help with upgrade of infrastructure plans
- Work on consolidation/improvement of reporting Open Access compliance using RPS and UCL Discovery data initiated

4. 2015/16 Research Applications Bids

The group discussed possible bids for forthcoming ISD bidding round, to be in draft by the end of the year for submission end of February 2015.

New bid ideas:

Internal project offer/bid/grant management system

- To assist the internal funding rounds process

Research Ethics Approval workflow system

- To implement a system to remove paper based burden on ethics committee.
- Permit a hierarchical system of ethics committee approvals following IoE proposed merger.
- Improve reporting and management of ethics requests etc.
- Consider risk assessment issue

Bids to revisit:

Research Equipment Catalogue – not a priority

Research Professional Integration

Research Staff Log – needs integration with HR systems

5. Research Applications Service Strategy

GH outlined the RITA service strategy and action plan to cover all services, mapping targets to overall objectives for the areas of Research Profiles (IRIS); Research Publications (RPS, UCL/Discovery); Research Reporting; Research Equipment; RIM (PAGS); Animal Welfare.

- Small set of IRIS feature development (based upon prioritised change requests)
- 'Open Access Support': to meet HEFCE Open Access REF2020 requirements
- Transition support for existing reporting infrastructure and report creation/modification to Business Intelligence group
- Research Equipment Catalogue: Booking System
- Research Pre-Award Grant System. Procurement and implementation of pre-award grant system.
- 'Research Impact Curation Support'. Enable curation of impact studies for public and REF2020 use
- LAMIS. Phase 4 implementation, phase 5 design and development
- Additional IRIS features to support discoverability and accessibility of global UCL research
- Enhancements to RPS data sources and integration with UCL Discovery
- Research information management

Action: GH to circulate to group

6. AOB

There was no other business.

7. Next meeting

The next meeting will be held on Wednesday 7th January 2015 at 3pm.

ACTION POINTS

No	Date first raised	Minute	Owner	Action	Status	Notes
23	20/4/2013	1.3.2	GH/GM SK	Academic and Researcher input: To highlight when/where their input is needed. Request current academic WG members to identify a deputy.	ONGOING	25/02/14 GM to work on formal academic invite. Is putting together announcement. 15/10/14 SK to look at existing membership and new representation cross-faculty to increase academic input. Will ask Anthony Finkelstein to suggest a replacement representative.
30	15/10/2013	1.3.8	GH, EF, OL, JS, GM	Promotion of Academic input: <ul style="list-style-type: none"> Open consultative invitation to academics. Academic Research Away Day. Departmental level. 	CLOSED	25/02/14 Attempt to persuade more academics to become involved 15/10/14 CLOSED (Merged with action 23 above)
33	25/02/2014	4.1	DJ	RIM spec	ONGOING	25/02/14 Provide list of those consulted Project has met with over 30 stakeholders – on going meetings progressing. 20/05/14 Stakeholders have been consulted. On track to complete 2/6
34	25/02/2014	4.5	JS	eLab	ONGOING	25/02/14 Prepare short paper for Vice Deans
35	15/10/2014	5	GH	Research Applications Service Strategy	NEW	15/10/14 GH to circulate Research Applications Service Strategy to group