Research Operations Group (ROG): Terms of Reference

Purpose

• To deliver effective oversight of research operations (any process, service or function that supports or impinges upon any activity across the whole research lifecycle) to ensure that they are prepared for the 2020/21 academic year.
• To set standards for and hold to account all aspects of UCL research operations, on behalf of those engaged with research (faculties, departments, researchers and professional services staff).
• To co-ordinate with the Research Strategy group and Deans on issues related to research operations.
• To make recommendations to the Research & External Engagement Delivery Group and the Education & Operations Delivery Group as appropriate.

Terms of Reference

1. To solicit and consider the research community’s needs and aspirations regarding research operations.
2. To deliver responses to issues identified, and to monitor their implementation; and to identify and act on lessons learned from issues arising in research operations.
3. To instigate, where appropriate, internal audits of research operations; to oversee the delivery of actions in response to previous external audits; and to oversee future external audits (institutional or high-risk) and responses to them.
4. To ensure that research operations respond and adapt to new opportunities in – and new requirements of – the external research landscape, especially in response to the impact of the COVID-19 pandemic.
5. To ensure that equality, diversity and inclusion is recognised and integral to research operations.
6. To ensure that management information on research operations is relevant and appropriate.
7. To consider: the harmonisation of research operations across professional and academic-support service divisions; the interaction between local and central arrangements; and the development of relevant communities of practice.
8. To review responsibility, standards and processes for communication with external partners, including funders.
9. To commission and receive reports:
   • from its two Working Groups
   • from the Research and Innovation Support Transformer
   • from the ODA Operations Group
   • on due diligence processes
   • on progress and constraints regarding operational aspects of the implementation of the UCL Research Strategy and the UCL Doctoral Education Strategy
   • as required from other bodies involved in research operations (where possible, drawing on existing reports).
10. To make recommendations and provide reports to the Research & External Engagement Delivery Group, the Education & Operations Delivery Group, and other bodies as appropriate.

**Membership**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>Prof Alan Thompson (Chair)</td>
<td>Dean, Faculty of Brain Sciences</td>
</tr>
<tr>
<td>Kevin Argent</td>
<td>Deputy Director UCL Estates</td>
</tr>
<tr>
<td>Dr Paul Ayris</td>
<td>Pro-Vice-Provost (UCL Library Services)</td>
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<tr>
<td>Dr Henriette Bruun</td>
<td>Director of Research Facilitation, Coordination and Planning SLASH/IOE</td>
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<tr>
<td>Andrew Cooper</td>
<td>Director of Research Evaluation and Director of Strategic Planning</td>
</tr>
<tr>
<td>Donna Dalrymple</td>
<td>Director of HR Business Partnering</td>
</tr>
<tr>
<td>James Davis</td>
<td>Deputy Director of Alumni Relations</td>
</tr>
<tr>
<td>Dr Matt Davis</td>
<td>Director of Research Facilitation, Coordination &amp; Planning (BEAMS)</td>
</tr>
<tr>
<td>Claire Glen</td>
<td>Director of Operations, Faculty of Medical Sciences</td>
</tr>
<tr>
<td>Mark Hopwood</td>
<td>Assistant Director, Research Operations (Research Services)</td>
</tr>
<tr>
<td>Dr Sinéad Kennedy</td>
<td>Director of Research Coordination and Planning (SLMS)</td>
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<tr>
<td>Dr Owain Kenway</td>
<td>Head of Research Computing</td>
</tr>
<tr>
<td>Prof Tony Kenyon</td>
<td>Vice-Dean Research, Faculty of Engineering Sciences; Chair, Research Finance/Funding WG</td>
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<tr>
<td>Dr Nick McNally</td>
<td>Director of Research Support, Joint Research Office</td>
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<tr>
<td>Jim Onyemenam</td>
<td>Postgraduate Students’ Officer, Students’ Union</td>
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<tr>
<td>Prof David Price</td>
<td>Vice-Provost (Research)</td>
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<tr>
<td>Prof Geraint Rees</td>
<td>Dean, Faculty of Life Sciences</td>
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<tr>
<td>Dr Karen Sergiou</td>
<td>Director of Research Services</td>
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<tr>
<td>Dr Bella Vivat</td>
<td>Principal Research Fellow, Division of Psychiatry (UCU)</td>
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<tr>
<td>Dr Kathryn Walsh</td>
<td>Director of Knowledge Exchange Policy &amp; Practice</td>
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<tr>
<td>Dr Sally Wilson</td>
<td>Interim Director of Research Contracts</td>
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<tr>
<td>Jeremy Barraud (Convenor)</td>
<td>Director of Research Operations Governance</td>
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<tr>
<td>Liz Almond</td>
<td>Head of Research Communications &amp; Events, OVPR</td>
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<tr>
<td>Chad Ferguson</td>
<td>Research and Innovation Support Transformer Programme Manager</td>
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<tr>
<td>Alison Williams</td>
<td>Research Operations Committee Officer</td>
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**Meeting frequency**

Fortnightly

**Quorum**

50%
Circulation of papers
Agenda and papers before a meeting: at least five days before a meeting.
Minutes and actions: within five days after a meeting.

Working Groups
Research Funding and Finance Opportunities*
Research Students

Organogram (including specific areas of oversight)

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<th>Research &amp; External Engagement Delivery Group</th>
<th>Education &amp; Operations Delivery Group</th>
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*Joint Working Group with Research Strategy & Implementation Group