

**RECORDED MINUTES OF UNIVERSITY RESEARCH COMMITTEE:**  
**9<sup>th</sup> February 2022**

**PRESENT:** Professor A. Nagar (in the Chair), Professor M. Brennan, Professor G. Cuthbertson, Professor N. Donnelly, Dr S. Harrop, Dr N. Hodgson, Professor D. Jeyaraj, Dr Z. Kinsley, Professor O. Khaiyat, Dr A. Ranasinghe

**By Invitation:** Mrs G. Smylie, Ms S. Murray, Mr Allan Bibby

**Secretariat:** Ms C. Bramwell

**1. Apologies**

The Chair advised that apologies had been received from Professor D. Reid.

**2. Minutes of the previous meeting**

Members had received the minutes of the meeting of Research Committee held on 27<sup>th</sup> October 2021 (RC 1065), which were **APPROVED** as a correct record.

**3. Matters Arising**

The Chair advised that all action points within the action log on page 8 of the minutes have been processed and will be referred to during the course of this meeting.

A discussion took place on Article Processing Charges (APC's). Ms Murray advised that data from APC's is required for the annual JISC return. The Chair emphasised the importance of keeping a good record of APC in Schools/Department and that he will work on also making a facility available on iREFund online system.

With regards to Open Access, Professor Cuthbertson asked for clarification where an academic has an existing contract for a monograph publication. Ms Murray said she will raise it at the UKRI workshop to be held on this theme.

The Chair asked Ms Murray to seek clarity on the embargo period and what is to be included in Open Access.

**ACTION:** Ms Murray to seek clarification on the embargo period and what is to be included in Open Access.

**4. Update on REF2021**

The Chair advised that the REF audit has now finished but said that Impact and Environment Statements were still being looked at and the Funding Bodies may still send panel instigated audit queries to us.

The Chair confirmed that the University has now submitted its institutional response to Feedback on REF2021 as required by the Founding Bodies and Research England.

The Chair advised that the REF results will be published in the week of 9<sup>th</sup> May 2022 (first under embargo and to become public knowledge on 12<sup>th</sup> May) and said that a detailed timeline has already been shared with colleagues in the university.

**a. Minutes of REF Steering Group (REFSG)**

The Chair referred to the minutes of REFSG (RC1066) from 17<sup>th</sup> November 2021 and asked members if they had any comments. No comments were put forward.

## **5. Reports from Research Centres**

The Chair had requested a brief one page report from the Centre Directors outlining the key activities and plans.

### **a. CCDS**

Members had received a summary report from CCDS (RC 1067) in advance of this meeting. Members noted the content of the report.

### **b. CEPA**

Members had received a summary report from the Centre for Education and Policy Analysis (RC 1068) in advance of this meeting. Members noted the content of the report.

### **c. Archbishop Desmond Tutu Centre for War & Peace Studies**

Members had received a summary report from the Archbishop Desmond Tutu Centre for War & Peace Studies (RC 1069) in advance of this meeting. Members noted the content of the report.

### **d. Andrew Walls Centre for the Study of African and Asian Christianity**

Members had received a summary report from the Andrew F Walls Centre of the Study of African and Asian Christianity (RC 1070) in advance of this meeting. Members noted the content of the report. Prof. Jeyaraj advised that there will be no annual conference this year but said that all other work continues.

### **e. SEARCH**

Members had received a summary report on SEARCH (RC 1071) in advance of this meeting. Members noted the content of the report.

## **6. Library Resources Update**

### **a. Minutes of the Library Steering Group**

Members had received the previous minutes of the Library Steering Group meetings on 6<sup>th</sup> October 2021 (RC1072) and 19<sup>th</sup> January 2022 (RC 1073) and noted their content.

### **b. Library Update Report**

Ms Murray briefed members on the Library Update Report (RC 1074).

Ms Murray confirmed that Wiley have increased the sector wide OA total spend. This should avoid the situation arising where APCs are only available for outputs from UKRI/Wellcome funded research.

It was confirmed that negotiations are drawing to a close with Elsevier for a new Read and Publish deal covering the Science Direct Freedom collection for both read access and APC payments for Open Access.

Ms Murray advised that a JISC survey of HEIs has just been completed and said that the outcome is expected shortly.

Ms Murray advised that she will be attending a briefing session on the UKRI Open Access Policy at the end of February and will provide an update in due course.

It was advised that the Library is currently working on a project to develop a process and relevant procedures for Research students' theses to be held on HIRA. Training will be available for both staff and students once the work has been completed.

Ms Murray gave an update on PGR spend and advised that the funds which have been allocated by the Chair for student book/eBook requests can be rolled over to the forthcoming academic year if required.

## **7. Research Funding**

### **a. Quarterly reports on progress of research and grant income activity**

Mrs Smylie referred to the report on research and grant income activity (RC 1075) and explained that this has been colour coded to make it easier to understand. Mrs Smylie confirmed that she will be putting all applications associated with research funding on Agresso to ensure that the University has thorough electronic records. Members were invited to provide feedback and share comments on the new layout of the report.

Mr Bibby agreed that it would be really good if all applications associated with research funding were put on Agresso as it would enable him to see all activity from across the university.

### **b. University Research Funding**

Members had received the update on University Research Funding (RC 1076). Mr Bibby reminded members that funding should be spent by 31<sup>st</sup> July and confirmed that unspent funding would not be able to be carried forward into the next academic year. Mr Bibby advised that the majority of funds have not yet been utilised but said that he expected spending to increase during the next few months.

The Chair advised that a new and improved version of the iREFund System is being re-launched in March 2022. It was confirmed that the system will have some new features and will be more user friendly.

Mr Bibby asked if it was possible for him to see the new version of the system before it is officially launched. The Chair confirmed that he will invite Mr Bibby for a demonstration of the new system before it is made live.

Mr Bibby said it would be good if the system could have a facility for breaking down costings of applications so that spending can be accounted for correctly.

Dr Kinsley asked whether Administrators could have access to the system under the new version. The Chair confirmed that School/Department Administrators would be given access to the new system.

Dr Kinsley asked whether previous data and applications would remain intact when the system is updated. The Chair confirmed that all existing data would be unaffected by the system update.

The Chair advised that he is happy to receive nominations for a new system name for iREFund and encouraged members to email him should they wish to put forward a nomination.

### **c. Update on Article Processing Charges**

The Chair advised members that it is hoped that the new version of iREFund will be able to include a mechanism to capture the details of APC's that have been funded by the university. In the meantime, Chairs of School/Department Research Committees have been asked to collate the details of APC's as they go along so that the information is readily available for the annual JISC return at the end of the academic year.

## **8. Research Degrees Sub-Committee**

### **a. Minutes of RDSC**

The Chair referred to the minutes of the meetings of RDSC on 28<sup>th</sup> April 2021 (RC 1087) and 2<sup>nd</sup> February 2022 (RC 1087a) and asked members if they had any comments. No comments were put forward.

### **b. School of CAPA: Practice-Research doctoral theses**

Prof Nagar advised that this proposal, on Practice-Based Thesis, had previously been approved at RDSC and was now to be considered at Research Committee.

Dr Harrop referred to the proposal documents (RC 1088/1088a) and explained that the School of Creative and Performing Arts (CAPA) are seeking to put in place a creative code of practice in order to provide current and future students with guidelines around the word count for theses in practice-research PhD's.

Dr Harrop advised that the proposal has been made following a review of the sector which has looked at benchmarks and best practice nationally.

The Chair asked members whether they had any comments or objections to the proposal.

Members confirmed that they had no objections and **APPROVED** the proposal.

The Chair advised that any further updates going forward should come to RDSC committee for approval. He also mentioned that although the proposal has been approved, for each thesis the Chair of the RDSC will need to be kept informed.

## **9. Research Ethics Sub-Committee**

### **a. Minutes of Research Ethics Sub-Committee**

The Chair referred to the minutes of the meetings of RESC on 27<sup>th</sup> October 2021 (RC 1090) and asked members if they had any comments. No comments were put forward.

### **b. Research Ethics Policy as of 25<sup>th</sup> January 2022**

Professor Jeyaraj briefed members on the draft Research Ethics Policy document (RC 1091) and asked members for their feedback and comments.

Professor Khaiyat advised that he has previously provided feedback which has already been taken into consideration.

Professor Jeyaraj asked members to email any further feedback to him for consideration.

**c. School of Humanities' recommendation to lower the age of informed consent from 18 to 16 years**

Professor Jeyaraj briefed members on the recommendation for the age of consent for young people to participate in research to be lowered from 18 years to 16 years. It was confirmed that this recommendation report (RC 1092) is an appendix to the draft Research Ethics Policy.

Professor Jeyaraj asked members whether they had any comments.

Professor Khaiyat advised that he will email Professor Jeyaraj some material to help support research with young people under 16.

Professor Jeyaraj encouraged any further suggestions to enhance the document to be emailed to him as soon as possible for consideration.

The Chair informed that the next stage for this document is to be tabled at the Council's Standing Committee on Ethics (as this committee meets only once in an Academic Year, he will seek Company Secretary's advice if this can be sent to the committee and its Chair for comments and approval) and once approved there the policy document can be adopted.

**10. Items for Note from School/Department Research Committees**

Members had received summary reports of the noteworthy items from School/Department Research Committees (RC1093-1102). Members noted the content of these reports.

The Chair reminded members that he does read all of the minutes and that these reports should include a brief summary of the key updates.

**11. Monitoring Strategic/Corporate Goals**

**a. Undergraduate Summer Research Scholarships**

The Chair confirmed that there will be a further round of Undergraduate Summer Research Scholarships launched in the coming weeks for current Level I students.

The Chair asked members to encourage colleagues in their Schools/Departments to get Students involved and explained that it is an opportunity for both students and colleagues to benefit from getting research done.

**b. Updating Research & Scholarship Development Plans**

The Chair advised that a call went out to members for feedback and comments/ideas to support the updating of the existing Research and Scholarship Development Plan (R&SDP) and said that only one response was received.

The Chair advised that many parts of the current R&SDP are still relevant and said that the aim is the enhance it going forward.

Professor Khaiyat advised that he provided feedback. The Chair confirmed that some of Professor Khaiyat's feedback will be incorporated when updating the plan.

The Chair advised that a new deadline will be circulated for members to provide their observations and comments.

**ACTION:** Ms Bramwell to circulate a new deadline approved by the Chair, for members to provide their comments on updating the R&SDP.

The Chair also advised that Chairs of School/Department Research Committees will be invited to provide their views and comments on updating the R&SDP.

**ACTION:** Ms Bramwell to circulate R&SDP to Chairs of School/Department Research Committees so that their comments on updating the plan can also be considered.

The Chair advised that a wider consultation would then take place involving other academic colleagues across the University. The Chair explained that he was considering carrying out a focus group type exercise to hear colleagues' views and comments. Further information will be provided as details of this develop.

The Chair highlighted that his ambitions are to take Research at the University forward so that it becomes even more established.

Professor Donnelly said that he thought the plan was very good however he noted that he was not sure that the plan is the experience of the 'staff on the ground'. Dr Hodgson agreed that there are differences at school level when compared to the institutional level.

The Chair explained that the institutional plan is more generic and said that Schools/Departments should have more specific things included in their local strategies.

#### **bi. LHU Research Process**

Mrs Smylie referred to document (RC 1103) and explained that this is a draft 'go to' document to help academic colleagues get started with research. Mrs Smylie said that this document is an easy to understand flow chart that explains how to go about drafting new research funding proposals for external grant applications.

The Chair suggested that a peer review process would be very useful to support this process and asked members to send ideas and comments to Mrs Smylie.

**ACTION:** Members to send ideas and comments to Mrs Smylie to support the development of the LHU Research Process document.

Mrs Smylie advised that she is planning on running a workshop on Research Professional to support research in the university and get people brainstorming on who their funders could be. The workshop will be piloted in the Department of Psychology in March and it will then be opened up to the rest of the Schools and Departments.

#### **bii. Draft IP Policy**

Mrs Smylie advised that there is already a draft IP Policy but said that it needs to be finalised.

Mrs Smylie referred to the draft IP Policy document (RC1104) and explained that the policy encompasses not just academic IP but also student IP and what is coming out of the University as a whole.

Mrs Smylie advised that there is a lot of work to be done to build and develop the policy and explained that we need to ensure that the final version of the policy is clear and that staff are aware of it.

The Chair said that he is inviting views from members both now and after this meeting.

Professor Donnelly asked whether there is a university policy on consultancy arrangements.

Mrs Smylie advised that she is currently liaising with Mr Michael Hayes (Procurement Manager) to get clarity on professional indemnity and cover levels and advised that she will feedback to Professor Donnelly outside of this meeting.

Dr Hodgson asked whether there might be anything included in our ethics procedures that links to professional indemnity.

Mrs Smylie advised that her view is that university insurance is usually a blanket cover and advised she will discuss this with Mr Michael Hayes accordingly.

### **biii. Embedding Research Inquiry and PGT Review**

Professor Donnelly advised members that a Research and Inquiry 'consultation' survey was undertaken in January 2022 to understand the provision of training across Schools/Departments of advanced research and inquiry skills that are available to PGT students.

Professor Donnelly advised that work is now being undertaken to set up centrally available training and provision that will be available to all researchers. This provision will be owned by our researchers and colleagues with the potential to form a CPD commercial arm under Hope Solutions.

Professor Donnelly asked members whether they had any questions. There were no questions from members.

The Chair advised that members could provide feedback via email if they wished to do so. Prof Nagar also confirmed that the next stage in this development is to ask Heads to nominate champions from their Schools/Departments who will form a steering group to help develop this training provision.

## **12. Chairs Business**

The Chair confirmed that the academic promotions process for 2021/22 is now complete and noted that members of this committee have received a full list of names of those staff who were successful. The Chair congratulated these colleagues on their successful promotions (to Senior Lecturer, Associate Professor, Principal Lecturer, and Professor).

The Chair also advised that a list of all new academic colleagues who have joined the University this academic year has been circulated to members of this committee.

The Chair asked that Chairs of School/Department Research Committees ensure that new staff in their area are sufficiently inducted with regards to research (and Open Access compliance) in their relevant area.

The Chair advised that the next series of Inaugural Lectures have been scheduled and encouraged members to attend and support our colleagues in these celebrations.

The Chair asked members to email any suggestions for agenda items to Ms Bramwell ahead of the next meeting.

### **13. Dates for future meetings**

The Chair confirmed that the next meeting of Research Committee will take place on 11<sup>th</sup> May 2022.



### ACTION LOG FOR NEXT RESEARCH COMMITTEE MEETING

Agenda Item	Action	Responsibility	Timeline	Progress
Matters Arising (p1)	Open Access: Ms Murray to seek clarification on the embargo period and what is to be included in Open Access.	Ms. S Murray	Before the next meeting	Actioned
Updating Research and Scholarship Development Plans (p6)	Ms Bramwell to circulate a new deadline for members to provide their comments on updating the R&SDP.	Ms. C Bramwell	Before the next meeting	Actioned
Updating Research and Scholarship Development Plans (p6)	Ms Bramwell to circulate R&SDP to Chairs of School/Department Research Committees to ask for their comments on updating the R&SDP.	Ms. C Bramwell	Before the next meeting	Actioned
LHU Research Process (p6)	Members to send ideas and comments to Mrs Smylie to support the development of the LHU Research Process document.	All members	Before the next meeting	Actioned