Area/Principle	Action	Responsible	Indicator(s)/Target(s)	Timeline	Status	Comments
2. Ethical principles	**Research Integrity Training -** Review training supports on Research Integrity for researchers to include live workshops in addition to online training on topics such as avoiding predatory publishing, ethical use of AI in research etc.	OVPRI Graduate Studies RDC Library	Research Integrity training reviewed and both in-person and online workshops delivered addressing gaps. Increase of 50 researchers per annum.	Commence: Q3 2024	In progress	
3. Professional responsibility	**Communication framework -** create an integrated framework to support best practices in research engagement, communications and impact.	OVPRI VP Engagement Colleges and Institutes	Working group established and identifying key objectives for communication framework where they are further improving engagement, communications and impact. Increase of 10% of Portal views.	Commence: Q4 2024 Communications staff in OVPRI to monitor and final report due: Q4 2025	In progress	
3. Professional responsibility	**Communication and implementation -** The working group will update on the action plan on website quarterly	HR	All parties kept informed of action plan progress and updates to ensure completion.	Commence: Q2 2024 (ongoing activity)	In progress	uploaded to HRS4R page
5. Contractual & Legal Obligations	**Mandatory training review -** Review and update list of mandatory training such as IT Security, health & safety, etc. in all induction sessions.	Legal DPO HR Colleges Cross university units Lead HR	Review undertaken of all mandatory trainings and communicated to all units ensuring compliance. All mandatory trainings communicated to all Colleges and included in induction. 100% of mandatory training completed.	Commence: Q2 2024 (ongoing activity)	In progress	Liaised with L&D, H&S & ISS. Mandatory trainings are Health & Safety & IT security. H&S - Confirmed that PI's are aware of their roles & responsibitilites regarding mandatory H&S training, based on the specific college/unit and what is in their request form. 51 unit safety coordinators who work with HoS to ensure compliance. Worked on comms with H&S. H&S currently in testing phase of new H&S Management System ISS - access is cut if staff have not completed training within required timeframe.
5. Contractual & Legal Obligations	**GDPR training -** Review and update current GDPR online training option and promote.	COO RDC	GDPR training updated and communicated to all Colleges. An increase of 20% attendees.	Commence: Q3 2024 (ongoing activity)	In progress	Currently online live training is being delivered for Researchers biannually. Clinic hours are available weekly where support is provided for researchers. Online self-paced training is also provided. Further information: https://www.universityofgalway.ie/data-protection/gdpr/ https://www.universityofgalway.ie/data-protection/training/
7. Good practice in research	**New Charter -** Conduct a gap analysis of university strategies, policies and training supports against new Charter.	Steering Committee HRS4R Project Lead & HRS4R working group Cross university project , inclusive of researchers, OVPRI, OVPEDI and research support offices	Gap analysis conducted with involvement from HRS4R working group and key objectives identified to ensure in line with New Charter.	Gap analysis: Q1 2026 Review: Q3 2026 Completion: Q4 2026	Not started	Due to commence in Q2 2026.

7. Good practice in research	**Induction processes improvement -** Review local, College/school level, induction processes and update and communicate.	HR RDC OVPRI Colleges	Review undertaken of all local induction processes ensuring efficiencies and streamlining as required. HR webpage updated with all information and communicated to all Colleges.	Commence: Q2 2024 Completion: Q1 2026	In progress	Additional webpages created with relevant information for new starters. Onboarding support provided to hiring managers and new starter survey now in place to obtain information on researchers initial experience. Feedback will help enhance the onboarding experience for future colleagues and continue to build a supportive, engaging work environment.
8. Dissemination, exploitation of results	**Open Science -** Continue to prioritise open publishing, improve the institutional repository for open self-archiving, improve Open Research training, refine open access policies, and improve compliance monitoring with funder policies.	Library OVPRI VP Engagement	Open publishing prioritised and further supported by all units, with a minimum of 50 researchers receiving training in Open Research annually.	Commenced Reviewed annually in Q3, report due: Q4 2026	In progress	
8. Dissemination, exploitation of results	**Open Science -** Commit to the consolidation of efforts and resources in the engaged research components of Open Science to improve access and strengthen collective knowledge and training.	OVPRI - RDC Library VP Engagement	Collaboration between all units to improve access, knowledge and training. Working group under OVPRI to be created with relevant units.	Commence: Q4 2024 Completion: Q2 2026	In progress	
9. Public engagement	**Research Assessment Reform -** Engage and contribute to CoARA national working group to deliver a national policy in this area.	OVPRI Graduate Studies HR	Contribute to the delivery and implementation of CoARA national policy.	Commenced as part of national strategy and working group. Completion: Q4 2026	In progress	Dean of Graduates Studies is a member of the CoARA national working group and leading on the development of a University of Galway CoARA action plan
9. Public engagement	**Research communications** - Host annual Threesis competition and increased training.	OVPRI / Press Office	Training provided to 60 researchers per annum in communications skills and monitor feedback.	Ongoing annually	In progress	
10. Non discrimination 27. Gender balance	**Address gender imbalance and discrimination** - University of Galway achieved the Athena Swan Bronze Award in April 2018 and many internal schools have achieved individual awards since with 11 schools currently at bronze level and 1 school (School of Medicine) achieving a silver award. Our university aspires to achieve Silver status of the Athena award by 2025. Updated progress reports here: https://www.universityofgalway.ie/genderequality/genderequalityactionplan/geapprogress/	OVPEDI is leading but this is a cross university task with separate action plan.	Athena Swan Silver status achieved.	Submission: Q4 2025	Complete	Athena Swan Silver status achieved.
11. Evaluation/ appraisal systems	**Performance and development -** Consider using the Personal Development Plan (PDP) as basis for discussion with line managers and as part of Performance for Growth (performance and development process & policy).	RDC HR	RDC and HR consulted with PI's on the current process and possible use of PDP to further improve performance and support across the research community.	Commence: Q2 2024 Completion: Q2 2025	Complete	The PDP assists in acknowledging strengths, building confidence, thinking beyond academia etc. Currently encouraging PI's to use the PDP to support their researcher in the P4G conversations.

12. Recruitment	**Research recruitment tool -** Introduce new online e-recruitment for research recruitment.	HR	Tool will significantly enhance university ability to capture recruitment data, by gender, ethnicity, etc. Online recruitment is implemented with the necessary training and support.	Completed: Q2 2024	Complete	
14. Selection (Code)	**Interview panel training -** Increase interview panel member training, include online option for refresher training.	HR RDC	Improved communication and promotion of interview panel member training with online option also. At least 50 trained per annum.	Q2 2024 - ongoing	Complete	Liaised with L&D - additional dates have been added.
15. Transparency (Code)	**Recruitment process improvement -** Review research recruitment to ensure applicants are aware of and can request/are given feedback post-application and post-interview.	HR	Analysis conducted of current process of candidate feedback post-application and post-interview. Improvements introduced where required and communication to candidates further improved. An increase of 25% in feedback requests.	Commence: Q1 2026 Completion: Q2 2026	In progress	Currently reviewing automation of a number of recruitment processes as part of the Research Process Improvement project.
16. Judging merit (Code)	**Competency review -** Review new EU research competencies against current approved competencies in use in University of Galway. Working group to include researchers.	HR RDC OVPRI	Analysis conducted of current research competency model, working group established to agree and update approved competencies where required.	Commence: Q4 2024 Report due: Q3 2025	Not started	Due to commence in Q2/Q3 2026.
23. Research environment	**Improving the Research environment -** Implement a new Research Grant Management/Current Research Information System (RGM-CRIS).	RO	RGM-CRIS System implemented, capturing and displaying research activities and managing research grants more efficiently.	CRIS/Profile completion: Q4 2024 Grant Management completion: Q2 2025	In progress	Phase 1 has been rolled out and the project is currently in phase 2.
24. Working conditions	**Researcher participation in organisation governance –** Ensure researcher representation on the Policy Management Framework Working Group so the research perspective is built into policy design and communication.	Quality Office	Researcher representative is active on the Policy Management Framework Working Group and all members are aware of their involvement.	Commence: Q3 2024 (ongoing activity)	Not started	This project is on hold until 2026/27
28. Career development	**Career progression -** Review progression policy for researchers to ensure alignment with any changes to new EU research competencies.	OVPRI HR	Analysis conducted of progression policy, working group created to agree on key objectives to ensure progression policy is relevant and supports researcher career development.	Commence: Q4 2024 Completion: Q1 2026	In progress	In progress. A working group has been established to review the current progression process.

28. Career development	**Talent retention and career development -** Track career destinations of researchers within and departing the university. Review processes to include completion of exit surveys and identify other methods to ensure data on career destinations is captured. Produce quarterly reports for the Research Committee to support talent retention strategies.	HR	Quarterly exit data reports produced for Research Committee containing useful data of leavers. Recommendations provided to support talent retention.	Commence: Q4 2024 & ongoing (quarterly)	In progress	Ext survey data has enabled us to pinpoint what is currently working well, as well as highlight opportunities for further improvement and exploration. Current exit survey form is being reviewed and updated.
29. Value of mobility	**Improve Researcher Mobility -** Review our support to encourage mobility of researchers, to include virtual mobility.	OVPRI HR Legal offices	Detailed review of mobility of researchers undertaken, should see increase in mobility of researchers and report to Research Committee.	Commence: Q1 2025 Completion: Q4 2025	Not started	Commence in Q3 2026
33. Teaching	**Teaching for researchers -** Review options for accredited teaching courses to be delivered using self-paced options.	RDC CELT HR	Review conducted of teaching opportunities for researchers. Alternative options outlined for researchers for accredited teaching courses and communicated to research community. Increase of 20% uptake in teaching courses.	Commence: Q2 2024 Completion: Q3 2025	Complete	Reviewed options for accredited teaching courses for researchers, leading to an increase in placements for the Postgraduate Certificate in Teaching & Learning in Higher Education. All available teaching courses were communicated to the research community.
35. Participation in decision-making bodies	**Researcher participation in decision-making -** Provide information to researchers on how they can participate in university committees and working groups across the university, for the promotion of inclusion, diversity, engagement and personal development. Work closely with RSN (Research Staff Network) to support ongoing inclusion of research community.	College offices OVPEDI Governance office HR RDC Research Staff Network OVPRI other offices as required	List created (centrally in one website location) of all committees/groups which researchers can join. Including details on specific purpose, meeting schedule, membership information and how to join. Quarterly meetings held with reps of Research Staff Network focusing on two-way communication.	Commence: Q3 2024 (ongoing activity)	In progress	Currently all Colleges send EoI requests to researchers in relation to any researcher vacancies on relevant college committees.
37. Supervision and managerial duties	**Supervision training -** Review training options for PhD supervision training to support online module already available.	Office of Graduate Studies HR RDC	Increase of 20% in PhD supervision training. Awareness raised of online training options and increased number of co-supervisor opportunities.	Commence: Q2 2024 Completion: Q3 2025	In progress	Two specific workshops and seminars currently available twice annually Managing Common Challenges in Research Supervision & Research Student Supervision at Galway.
39. Access to research training and continuous development	**Research mobility -** Review, update and streamline procedures regarding inter-sector and inter-university mobility opportunities for researchers.	OVPRI HR Legal offices RDC	Promote opportunities for researcher mobility, working with Research Staff Network to reduce barriers with both internal and external agencies. Report to Research Committee. Increase of 10% in research mobility beyond academia. Also 10% increase in grant writing workshops to support initiative.	Commence: Q3 2024 Completion: Q3 2025	Complete	This action is in relation to researchers working outside of the university. Reviewed the permission to work outside the university document in HR. HR permission to work outside the university document created and Standard Operating Procedure in place.

| 40. Supervision | **Mentoring support -** Provide mentor and mentee training workshops for researchers as part of leadership skills. | RDC
Office of
Graduate Studies | Increase in mentor and mentee training workshops by 10%. | Commence: Q3 2024 (ongoing activity) | Not started | |