

HR Excellence in Research Award Action Plan 2024-2027

Area/Principle	Action	Responsible Unit	Indicator(s)/Target(s)	Timeline	Status
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 - on track
3. Professional responsibility	Communication framework - create an integrated framework to support best practices in research engagement, communications and impact.	OPVRI 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 - on track
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 - on track
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 - on track
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)	Not started

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 2025 Review: Q3 2025 Completion: Q3 2026	Not started
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: Q2 2025	In progress - on track
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 - on track
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 - on track
9. Public engagement	Research Assessment Reform - Engage and contribute to CoARA national working group to deliver a national policy in this area.	OVPRI Registrar and Deputy President's Office 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 - on track
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 - on track

<p>10. Non discrimination 27. Gender balance</p>	<p>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.</p> <p>Our university aspires to achieve Silver status of the Athena award by 2025. Updated progress reports here: https://www.universityofgalway.ie/genderequality/genderequalityactionplan/geapprogress/</p>	<p>OVPEDI is leading but this is a cross university task with separate action plan.</p>	<p>Athena Swan Silver status achieved.</p>	<p>Submission: Q4 2025</p>	<p>In progress - on track</p>
<p>11. Evaluation/ appraisal systems</p>	<p>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).</p>	<p>RDC HR</p>	<p>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.</p>	<p>Commence: Q2 2024 Completion: Q2 2025</p>	<p>In progress - on track</p>
<p>12. Recruitment</p>	<p>Research recruitment tool - Introduce new online e-recruitment for research recruitment.</p>	<p>HR</p>	<p>Tool will significantly enhance university ability to capture recruitment data, by gender, ethnicity, etc. Online recruitment is implemented with the necessary training and support.</p>	<p>Completed: Q2 2024</p>	<p>Complete</p>
<p>14. Selection (Code)</p>	<p>Interview panel training - Increase interview panel member training, include online option for refresher training.</p>	<p>HR RDC</p>	<p>Improved communication and promotion of interview panel member training with online option also. At least 50 trained per annum.</p>	<p>Q2 2024 - ongoing</p>	<p>In progress - on track</p>

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: Q3 2024 Completion: Q4 2024	In progress - on track
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
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 - on track
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

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	Not started
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	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 - on track
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
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	In progress - on track

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)	Not started
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 - on track
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	In progress - on track
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)	In progress - on track

Acronym	Formal Title
CELT	Centre for Excellence in Learning and Teaching
COO	Chief Operating Officer
CASSCS	College of Arts, Social Sciences and Celtic Studies
CBPPL	College of Business, Public Policy and Law
CMNHS	College of Medicine, Nursing and Health Sciences
CSE	College of Science and Engineering
DPO	Deputy President's Office
HR	Human Resources
OVPEDI	Office of the Vice President of Equality, Diversity & Inclusion
OVPRI	Office of the Vice President of Research & Innovation
RAO	Research Accounts Office
RDC	Researcher Development Centre
RSN	Research Staff Network
UMT	University Management Team