Ollscoil na Gaillimhe
University of Galway

An tIonaid Forbartha Taighdeoirí
Researcher Development Centre

Researcher Handbook

Your continuing professional development at University of Galway

www.universityofgalway.ie/rdc

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Welcome from the VP for Research and Innovation

Dear Colleague,

Welcome to the University of Galway. You join us at an interesting moment in which society is increasingly looking to research to help confront multiple challenges. As we turn to face these demands it is more important than ever to remember that all processes and plans, no matter how ambitious, all depend on people, on researchers. People are our most important resource, and we must cherish them.

As exciting as it is to be part of meaningful and important work, the expectations we have ourselves, and those society has of us, can be demanding. We all need to learn how to manage ourselves and our environments. Our university is aware that one of the best contributions we can make to the global research environment will be to support researchers as they develop their capacity to make their contributions, whether they continue their careers with us or go on to distinction in other places. Our aspiration is to make every researcher's experience of the University of Galway one of the peaks of their career.

The Researcher Development Centre, and its programme, is an investment by the University of Galway in your future. Your professional development sits alongside your development as a researcher, scholar, or practitioner. Professional development covers an enormous area and will allow you to enhance new aspects of your practice in leadership, mentorship, supervision, and research support. Researcher development also engages with the whole person, and through engagement with its programmes you will gain insight into your own goals and ambitions, and how those align with your personal life. Time to engage with these programmes is built into your workload and I encourage you to take advantage of those opportunities. Please take some time to engage with the staff in the RDC within the first three months of your time here in Galway.

I wish for success for you in your work, and in all the other areas that support and inspire that work.

Yours

Professor Jim Livesey

Vice-President for Research & Innovation

Welcome from the Dean of Graduate Studies

A special welcome to members of our postgraduate research (R1) community too!

Whether you are enrolled on a PhD, professional doctorate or Research Master, your research degree programme is the first step in your research career.

We encourage you all to avail of the professional development opportunities provided by the Researcher Development Centre, in addition to the accredited training that you may complete as part of your research degree programme.

Professor Donal Leech

Dean of Graduate Studies

The Researcher Handbook

This handbook has been complied as a guide to assist research staff and postgraduate researchers in making the most of their time as a researcher at the University of Galway. In the following pages you will find information on your new role, on professional development training and planning, research supports across campus, additional resources and tools, and policies relevant to researcher employment and career progression. We hope that this guide and the services offered by the RDC will help you to take an active role in managing your career development.

For postgraduate researchers it is recommended that you also refer to the University Guidelines for Research Degree Programmes and the Graduate Studies New Student Guides. Postgraduate researchers are welcome to register for our workshops and events. Blue text boxes like this one highlight sections in this handbook of particular relevance to them.

About the Researcher Development Centre (RDC)

The creation of the Researcher Development Centre (RDC) is a result of the contributions made by both past and present researchers of the University of Galway. Through participation in surveys, focus groups, past staff associations, committees, taskforces and personal creativity researchers identified their own needs for both personal and continuing professional development (CPD) and for having more than one career option – either within or beyond academia. Staff at the RDC work with researchers to make sure the training and CPD opportunities fit the needs of researchers. Researchers are encouraged to engage with staff of the RDC at the start of their research career and/or throughout their journey at the University of Galway, to build their personal portfolio of skills, knowledge and behaviours.

The RDC is located in the Research and Innovation Centre on campus and most training/CPD events are held within the Centre.

RDC Mission statement

They key aims of the RDC are:

- To create and foster a culture of continuing professional development (CPD) for researchers at the University of Galway;
- To enable researchers to identify and enhance a range of skills suited to their personal career pathway;
- To enable researchers to identify suitable employment opportunities both within and beyond academia and to
- Measure the impact of such training/CPD

RDC Staff

Sinead Beacom, Head of Researcher Development Centre: sinead.beacom@universityofgalway.ie

Dr Marina Ansaldo, Researcher Development Manager: marina.ansaldo@universityofgalway.ie

Who oversees the strategy of the Researcher Development Centre

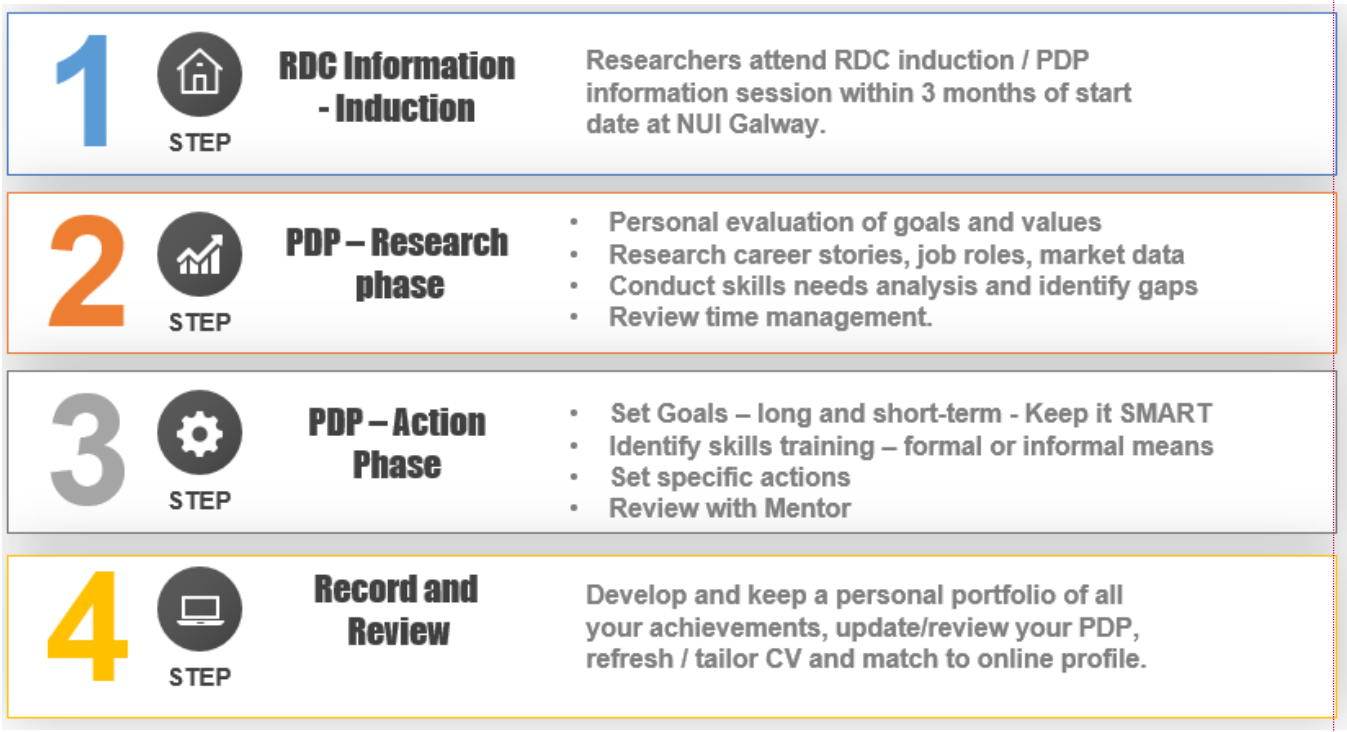
At University of Galway the Research Committee, Graduate Studies Board and Academic Council oversee the strategy and policies pertaining to researcher development. The RDC is managed by an advisory committee consisting of representatives from our research community to include:

- Vice-deans for Research
- Vice-deans for Graduate Studies
- Research Institute Directors
- Researcher representatives of Academic Council

The RDC advisory committee provides guidance, expert support and makes recommendations to ensure that the development needs of the research community are being delivered upon.

Your Professional Development at the University of Galway

Your focus as a researcher is likely to be on your current project, but taking some time to step back from the desk or lab and think about your career and your future will be key to your professional development. Data clearly shows that researchers who start planning their career early are much more likely to obtain the type of job they seek, and are happier about their employment.[1] Whether you are looking for a job within or beyond academia, your chances of obtaining it improve dramatically if you engage with professional development supports and have a Personal Development Plan. Below is a brief outline of the actions researchers undertake when building their PDP supported by workshops organised by the RDC. For further information and our guides to Personal Development Planning see the RDC Portal.



What are Personal Development Planning inductions and workshops?

1. Researchers can book a place on a **RDC induction session** via the 'courses and events' tab on the RDC website, these events are held periodically as needed. We have dedicated induction sessions for research staff and postgraduate researchers. Staff at the RDC go through a range of topics, including personal development planning tips and pointers, and information relevant to researchers. Sessions

[1] Davis G. (2005). "Doctors Without Orders." American Scientist, 93 (3), supplement 1-13.

are normally held over a two hour period and researchers are encouraged to ask questions and make suggestions.

2. Following on from the RDC Induction researchers are encouraged to work on their **PDP – research phase** and they can follow up by registering for a Personal Development Planning workshop. This workshop focuses on researcher competencies, how to contextualise skills to suit a range of career options, time management, mentoring, portfolio and CV preparation. There is opportunity also to focus on skills / needs assessment using Vitae development cards for those who are unsure how to complete that part of the PDP. See the RDC Portal for the RDC Personal Development Planning Guides for postgraduate researchers and research staff, and for a sample PDP.

Both induction and PDP workshops are normally held in the RDC training room in the Research and Innovation Centre.

3. The next step is the **PDP – action phase**. You now have a plan and can decide what activities you will undertake to increase your chances of achieving your career goals; sign up for relevant RDC courses; improve your communications; raise your profile; get support from your PI and/or mentor.

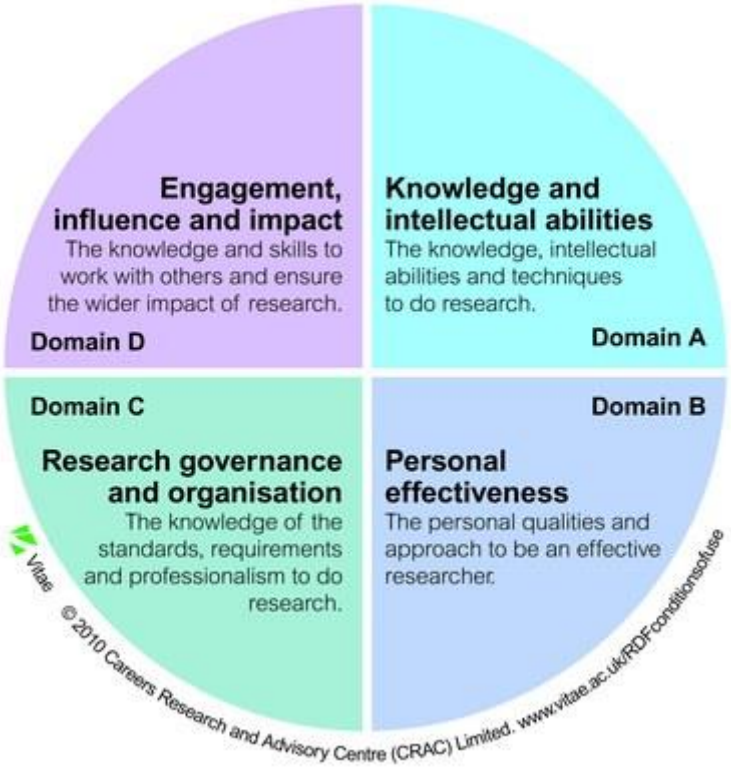
4. The following step is **Recording and Reviewing**. You should periodically review and update your Personal Development Plan as needed. The best way to do this is to put down some time in your calendar (e.g. one or two hours a month) so that you don't forget. Make sure to keep a portfolio of all your training and development activities; this will help you in preparing your CV for job applications and interviews.

Staff at the RDC are available for one-to-one sessions upon request. We can also help with interview preparation but need plenty of notice in order to prepare properly.

Skills/needs self-assessment

The Researcher Development Framework (**RDF**) is a professional development tool, developed by **Vitae**, to help researchers at all stages of their careers to understand the knowledge, attributes and skills required to succeed as a professional researcher in Higher Education and beyond. The RDF was developed using empirical data, collected from interviews with researchers, and this offers an insight for early career researchers into what professional researchers and academics believe is needed to progress in a research career, within or beyond academia.

The RDF is divided in four main 'domains', each of which contain three sub-domains. Within these sub-domains are a further 63 categories which offer a fuller description of what is required within each area.



The Vitae RDF domains are incorporated into the Personal Development Planning Guides in use at the University of Galway (see RDC Portal) and all our training courses and events are aligned to relevant domains within the RDF.

Postgraduate researchers may also wish to refer to the National Framework for Doctoral Education, and the PhD Graduates' Skills included therein.

Building your CPD portfolio

Researchers are encouraged to maintain a portfolio of all their training activities – a portfolio is like a big CV you put everything into. It's particularly useful when doing up your CV or reviewing in advance of an interview – it's surprising how much one can forget especially when focussed on project(s), funding, grant writing, etc. You can record your RDC training activity and personal development plan via the RDC Training and Events website, where all researchers have their own personal training log. See the RDC Portal for the RDC Personal Development Planning Guides, and the RDC Training and Events website user guide.

RDC Certificate: Continuing Professional Development Series for Researchers

The RDC organises a range of workshops throughout the year aimed at supporting researchers' Continuing Professional Development (CPD). These include both live and self-paced training opportunities. All RDC CPD sessions are mapped against the skills listed in the Vitae RDF, and can be booked through the RDC Training and Events Website (see and the RDC Training and Events website user guide for accessing and using the website). The Training and Events Website also includes a page of Online Resources, with online tip-sheets, books, webinar recordings, online resources and access to LinkedIn Learning training, open to all University of Galway researchers.

Researchers who achieve a minimum of 10 RDC CPD sessions can apply for a certificate to attest their completion of the *RDC Continuing Professional Development Series for Researchers*. It is

recommended that researchers attend RDC CPD sessions across the VITAE Researcher Development Framework to include at least one training activity from each of the 4 domains:

A. Knowledge and intellectual abilities
B. Personal effectiveness
C. Research governance and organisation
D. Engagement, influence and impact.

Proof of completion of 3 hours of LinkedIn Learning courses can also count towards the completion of 1 RDC CPD session. You can use courses completed on LinkedIn Learning towards a maximum of 2 RDC CPD sessions for the purposes of obtaining the RDC certificate.

To request your certificate, please email the RDC staff directly – see our contact details here.

Recording your time/training days

Research staff can record their allocation of min. 4 days for training on the researcher timesheet which is approved by your PI / line manager. See here for the Researcher Timesheet Template.

The Role of the PI

From a research perspective a principal investigator (PI) is the holder of an independent grant administered by a university and the lead researcher for the grant project. If you are a researcher employed under a larger grant, you will be working with a principal investigator. The PI is both the leader and manager responsible for the scientific and technical direction of the research program and the submission of reports to the funding body. They are the primary contact point and have primary fiduciary responsibility and accountability for carrying out the research within the funding limits awarded and in accordance with the terms and conditions of the funding body.

The Principal Investigator is also responsible for hiring, assembling and managing a team of researchers to carry out the specific project under his/her guidance, including:

- Creating a vision for the team: The PI determines the team's mission and ethos and charts the team's future path.
- Understanding and applying rules and regulations: From institutional guidelines to national legal requirements, it is a PI's responsibility to stay informed and pass relevant information on to their team.
- Setting working policies: A good PI establishes a framework within which the team can work most effectively and sets ground rules tailored to individual members.
- Keeping team members engaged: A PI will work with individual members to establish their role in the team and ensure that they understand how their work feeds into the team's project.
- Conducting performance reviews: Performance reviews are a crucial part of team management. The PI should be transparent about the procedure they have in place.
- Communicating goals: It is up to the PI to communicate goals and motivate team members to work towards them. The PI is also responsible for communicating goals to others outside the team.
- Addressing individual team members' needs: The PI must be aware of team members' short and long-term career goals and provide guidance and support with the researchers' Personal Development Plan.
- Serving as a role model: Motivating people and encouraging them in their development is a key aspect of leadership. Strong leaders set an example by being passionate about their work and by behaving professionally and ethically.

- Being an effective steward: The team's budget is the PI's responsibility. They must decide how resources are allocated on the project.

In summary, an effective PI provides the four M's:

- Mission
- Motivation
- Meetings
- Mentoring.

TIP: Building a good PI/Researcher relationship is down to one key factor: open and clear communication.

How can a PI support the continuing professional development of their researchers?

- Supporting and encouraging researchers to engage in Personal Development Planning with the Researcher Development Centre;
- Familiarising themselves with the PDP developed by the RDC;
- Ensuring that researchers are treated as professionals within the team;
- Being open to having conversations about future career plans with researchers;
- Taking a supportive, non-directive approach – most researchers are likely to find work outside academia;
- Signposting to appropriate sources of advice and support;
- Introducing researchers to their internal and external networks and collaborators;
- Providing support and mentoring on academic career development;
- Encouraging and facilitating a proactive approach to professional development and involvement in wider departmental and university activities, i.e. teaching, outreach, innovation, creativity;
- Encouraging researchers to record their own progress in research and other activities as part of their PDP.

Taking Action – Mentoring Support

When you have your PDP drawn up we recommend discussing your goals with a mentor or mentors. There are many books and articles on this subject but, essentially, mentoring is a relationship between two people with the goal of professional and personal development. The "mentor" is usually an experienced individual who shares knowledge, experience, and advice with a less experienced person, or "mentee."

Your PI or your PhD Supervisor can also act as your mentor. The PI is normally the project leader and the relationship is one of line manager and employee (for staff researchers) so the focus on development meetings can often be project/research related – for the purpose of personal development planning the PI would be considered your Research Mentor who supports your project/research goals.

However, your PI or Supervisor needs to be aware of your long-term career goals and can provide guidance and support with your Personal Development Plan. They may share with a mentee (researcher) information about their own career path, as well as provide guidance, motivation, emotional support, and role modelling. They may also help with exploring careers, setting goals, developing contacts by introducing you to their own network(s) and identifying training needs for the researcher. The mentor role may change as the needs of the mentee change.

Other mentors: Researchers can have other forms of mentoring in addition to the ones outlined above. You may wish to identify someone who has inspired you or whose career is one you admire. A mentor can be a fantastic asset to help boost your career but remember that they are doing you a favour, so make sure to prepare for meetings in advance and always be courteous. See this article on Silicon republic on How to find a mentor for your career.

A trusted mentor can help you do the following:

- **Gain valuable advice** – Mentors can offer valuable insight into what it takes to get ahead. They can be your guide and sounding board for ideas, helping you decide on the best course of action in difficult situations. You may learn shortcuts that help you work more effectively and avoid reinventing the wheel.
- **Develop your knowledge and skills** – They can help you identify the skills and expertise you need to succeed. They may teach you what you need to know, or advise you on where to go for the information you need.
- **Improve your communication skills** – Just like your mentor, you may also learn to communicate more effectively, which can further help you at work.
- **Learn new perspectives** – Again, you can learn new ways of thinking from your mentor, just as your mentor can learn from you.
- **Build your network** – Your mentor can offer an opportunity to expand your existing network of personal and professional contacts.
- **Advance your career** – A mentor helps you stay focused and on track in your career through advice, skills development, networking, and so on.[2]

TIP: Look for a mentor (or one of your mentors) who is 3-5 years ahead of you in a career you wish to pursue.

Networking

Building your own network is an essential part of both personal and professional development. At interviews people are often asked about their networks, and how they form their networks, as it can demonstrate to a prospective employer how you interact with people and showcase the activities you are interested/passionate about.

Our Research Institutes run seminar series and organise other events that can be a good opportunity to meet researchers with common interests. For professional development you can attend business and training events on campus, contribute to outreach / college activities and volunteering / open days as part of your collegiate and social responsibilities. University staff are open and friendly and are happy to help others if approached for information about getting involved.

For social and fitness (mind and body) interactions there are plenty of societies, sports clubs and established networks on campus for staff/students/families to engage with.

Benefits of networking include: sharing knowledge, opportunities and connections and will increase your confidence and raise your profile. With 2,500 staff, 18,000 students and over 100,000 alumni all

[2] Mentoring: A Mutually Beneficial partnership. Mindtools: https://www.mindtools.com/pages/article/newCDV_72.htm

over the world, our university is in itself a fairly big network. Perhaps someday the person you are sitting beside at an event might be your referee for a job, a mentor or valuable connection.

University of Galway Business Cards – for professional and networking use

While online networking has risen in popularity the humble business card is not going to be eschewed in favour of going entirely digital any time soon. Taking out your phone, unlocking it and dictating details to other people (and vice versa) is arguably more awkward and time-consuming than handing someone a card.

Have some well-designed business cards on hand with all the salient information on them. In turn, collect business cards.

Scribble down a couple of key words on the business cards you collect to keep a record of who the person is and why they are of professional interest. This will make it way easier to remember later on.

Ideally, transfer the information on your business cards to your computer as soon as you get back to your hotel room, to guard against the disastrous possibility that you lose the physical copies.

Aim to send LinkedIn invites the same day. If you harbour any kind of trepidation about being too quick to add someone on LinkedIn – a hangover from the more complicated social etiquette of the likes of Facebook, perhaps – try and dismiss that. In a professional sense, expediency and efficiency are prized.[3]

Benefits of Teaching

Teaching skills are of benefit to almost any career, and are of course essential for academic posts. Teaching can, for example, provide an opportunity to:

- improve your communication skills;
- promote / share your research;
- gain / enhance people skills;
- provide valuable feedback from students;
- increase problem solving skills;
- increase your visibility and enhance your reputation within your school/college/institute;
- enhance personal and research impact.

At University of Galway research staff on full-time research contracts can teach up to 50 hours per annum for the purpose of continuing professional development (as per Appendix 1: Researcher Competencies and Roles). Teaching can include tutoring, supervising others, course preparation, course delivery, seminars and workshops.

Schools/Colleges have policies in place to ensure that those delivering courses are qualified to do so. Research staff must have a recommendation from their PI to the head of school, with accompanying CV/portfolio, outlining their key teaching and research interests and skills. Some funding agencies prohibit carrying out any work other than the research specified in the contract, so you may need to check with funder/PI. It is also possible that teaching within your discipline may not be available. In this case you could consider enquiring about teaching/training opportunities with other disciplines, the Centre for Adult Learning and Professional Development, the Library or the Researcher Development Centre. There is also a growing interest in online and blended learning programmes for the purposes of upskilling and professional development and in this regard, the Centre for Adult

[3] See Silicon Republic: https://www.siliconrepublic.com/advice/attending-conferences-tips

Learning and Professional Development are seeking content development experts who may contribute to programmes which align with the Universities research interests and future skills needs. Check out the Centre's website for further details on the courses that they offer.

For information on becoming a supervisor please see section 3.2 of the University guidelines for research degree programmes.

In recognition of the contribution made by staff researchers to teaching activities at University of Galway our university, through the office of the President, may award an honorary title to an individual researcher. See Appendix 3 for additional information governing this process.

Mobility / Cross-training opportunities

Mobility between other sectors and academia is now very much the norm for many researchers. Several funding agencies have 'Industry Fellowships' where the researcher will spend a percentage of time based with an industry partner for the purpose of knowledge transfer and innovation. Postgraduate researchers can sometimes avail of work placements as part of their structured PhD programme. In addition to these formal schemes, the University of Galway has a long established practice, based on experiences of previous researchers, of facilitating staff researchers who want to A) work outside the university or B) avail of cross-training opportunities.

In the case of A) requesting to work outside the university, the researcher may identify an opportunity to work with a research / industry partner, participate on a project for a start-up company /spin out etc. Prior approval must be sought before you undertake any work outside of your employment contract – see here for more information on this subject.

On occasion some funding agencies or internal university offices, such as Research and Innovation for example, have opportunities for option B) cross-training. Staff researchers can use such opportunities to learn new skills or to utilise existing skills and get an inside view of what it would be like to work in another area. Research agencies regularly advertise such opportunities and for internal opportunities researchers can make contact with staff within the RDC.

Researcher Levels

There are four profiles for Researchers at the University of Galway, based on their career stage, following the EU Researcher Levels:[4]

R1 Researcher Postgraduate Researcher / Research Assistant
A stage in a researcher's career up to PhD level that includes individuals doing research under supervision in industry, research institutes or universities

R2 Researcher Postdoctoral Researcher / Research Associate
A stage in a researcher's career covering those who have completed their PhDs (or have equivalent experience)[5] and are considered a recognised researcher, but are not yet fully independent

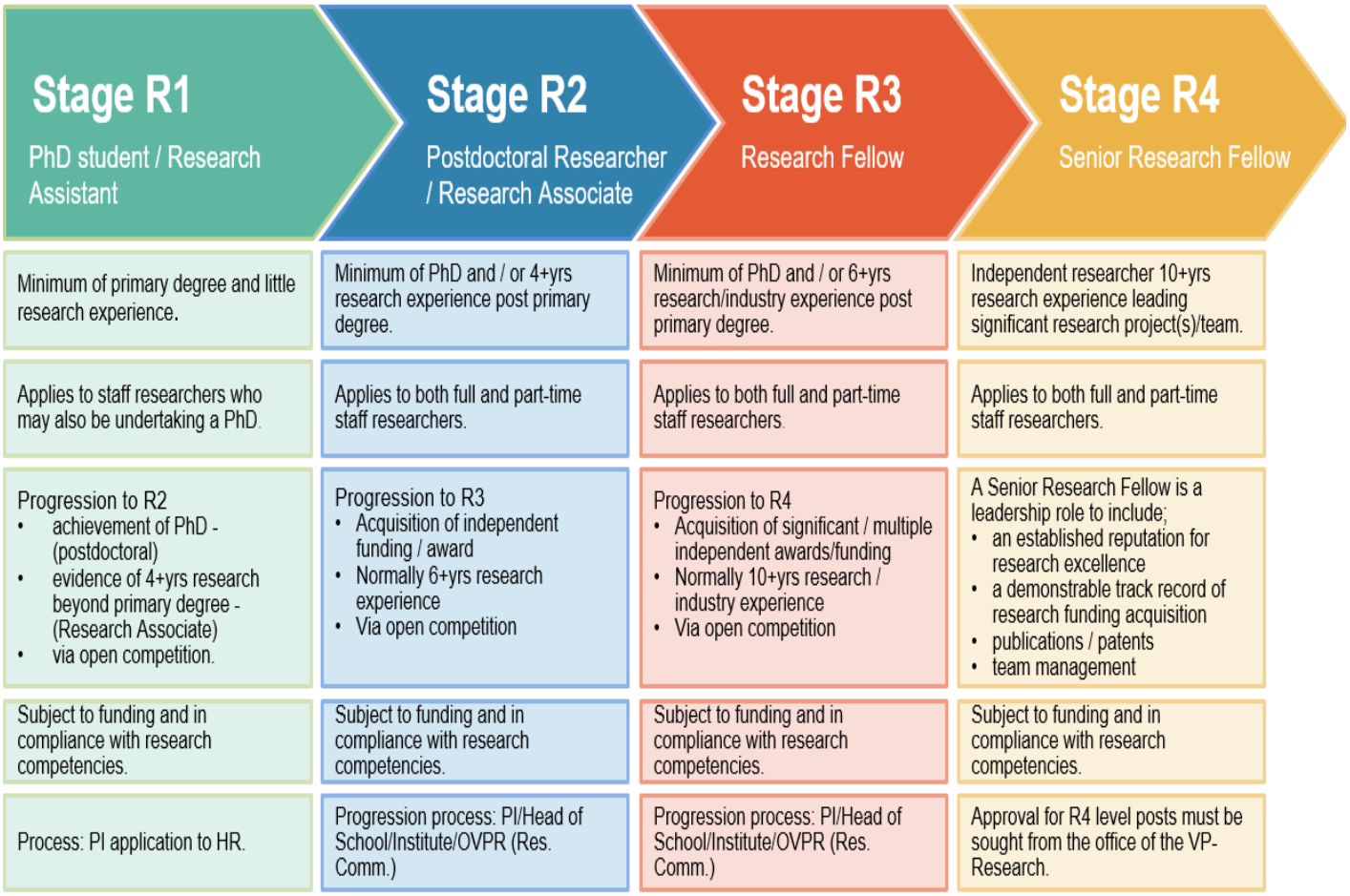
R3 Researcher Research Fellow

[4] Towards a European Framework for Research Careers: https://cdn5.euraxess.org/sites/default/files/policy_library/towards_a_european_framework_for_research_careers_final.pdf

[5] EU defines PhD equivalent as 4 years fulltime research after obtaining a primary degree (see IUA Research salaries and career framework)

A stage in a researcher's career describing those who have developed a level of independence and can be described as an established researcher

R4 Researcher Senior Research Fellow
A stage in a researcher's career where they can be termed a 'leading researcher'. This would include the team leader of a research group or head of an industry R&D laboratory[6].



Researcher Competencies

In 2015 the Offices of the Vice-President for Research and Human Resources conducted research into the types of competencies best suited to both describe our researcher profiles and the four levels of researcher roles. This list of competencies is used to outline the knowledge, skills and behaviours associated with each role, for recruitment purposes, in job descriptions and used as part of the progression process (from R1-R4).

The research competencies were developed in full consultation with researchers, principal investigators, vice-deans for research and input and feedback was sought from all colleges. The competencies in use by the University of Galway are very much in line with sectoral best practice and are approved by the university Governing Authority (GA).

[6] EU definition: https://euraxess.ec.europa.eu/career-development/organisations/resources-and-tools/glossary

See Appendix 1 for a detailed list Competencies for R1 to R4 researchers; Appendix 2 for the University of Galway policy on Researcher Progression between levels.

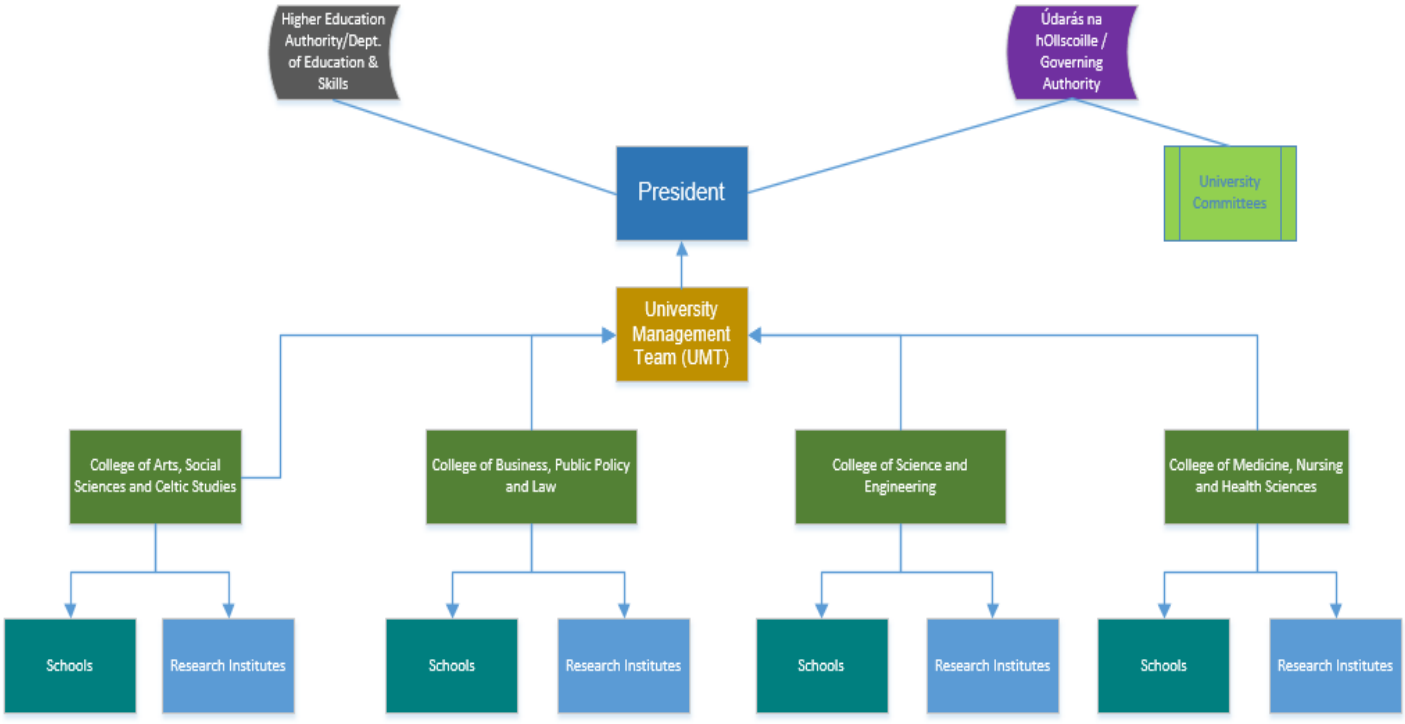
Leaving University of Galway / Keep in touch

We want to hear from you. Often we don't hear from researchers that they have moved on to a new post, and we would love for you to keep in touch and let us know about your career trajectory after leaving the University of Galway. We would also like to include career stories from our own former researchers on our website, so if you would like to contribute to our Career Stories please fill out this form.

How researchers are represented at the University of Galway

As a researcher at University of Galway you are linked to a specific discipline but you may be based within and/or affiliated to an institute. You can be a member of more than one institute depending on your research interest.

University Organisational Structure:



All Irish universities receive government funding through the Higher Education Authority (HEA) a body of the Department of Further and Higher Education, Research, Innovation and Science (DHFERIS) so the University Management Team (UMT) report via the President to that body. The President also reports to Údarás na hOllscoile, the University's Governing Authority, which is responsible for managing and controlling all of the affairs of the University.

The three pillars of the organisational structure of the University of Galway are:

- Údarás na hOllscoile (University Governing Authority)
- Academic Council (see University Committees in the chart above)
- University Management Team

The President leads the University Management Team, consisting of Registrar/Deputy President, Bursar, Academic Secretary, Chief Operating Officer, Directors, Vice-Presidents, Deans and Executive Deans of Colleges. The Executive Deans of the Colleges oversee the Schools (which are represented by Heads of Schools) and the Research Institutes, led by Institute Directors.

The Academic Council is the chief academic authority and, subject to review by Údarás na hOllscoile, controls the academic affairs of the University, including the curriculum, instruction and education provided by the University.

Staff researchers are represented throughout the structures of the University of Galway as follows:

Údarás na hOllscoile	-	5 elected representatives under the category 'Other University Academic Staff'
Academic Council	-	2 elected researchers from each College
UMT	-	Vice President for Research and Innovation

At individual college level each college has a Vice-Dean for Research representing researchers on College executive meetings.

The **Research Committee**, chaired by the Vice-President for Research and Innovation, is the main committee representing research at University of Galway. Membership consists of Directors of Research Institutes, Vice-Deans for Research, representatives of Údarás na hOllscoile/or nominees. This committee reports through the Academic Council to the Governing Authority (Údarás na hOllscoile).

Postgraduate researchers are also represented on all of the above committees, to include:

Údarás na hOllscoile	1 postgraduate researcher representative
Academic Council	1 postgraduate researcher representative
UMT	Dean of Graduate Studies on University Management Team

Additionally, one postgraduate researcher is elected by fellow postgraduate researchers to participate to the Research Committee. At individual college level, postgraduate researchers are represented by the Vice Deans for Graduate Studies.

TIP: Get involved! At College, School/Institute level, there are multiple committees, boards and networks for researchers to engage with. Check out what is available in your area by perhaps contacting your Vice-Dean for Research/Vice-Dean for Graduate Studies.

Research Institutes

The University of Galway currently has five Research Institutes in dedicated areas of study that have reached scale, critical mass of membership, and international recognition for high quality of research activities. Our Research Institutes are catalysts of significant interdisciplinary collaboration, large-scale research activity, high quality of publications, and social impact, shaping our research environment and creating extensive networks of collaboration nationally and internationally. Research Institutes run seminar series, workshops and provide dedicated research support services. We strongly recommend that you join one or more of the University Research Institutes and register on their mailing lists.

DSI – Data Science Institute

The Data Science Institute (DSI) researches technologies at the convergence of Computer Science, Web Science and Artificial Intelligence to build a fundamental understanding of how information and knowledge are increasingly driving society through digital processes, and of the tools, techniques and principles supporting a data-enhanced world.

ILAS – Institute for Lifecourse and Society

The Institute for Lifecourse and Society (ILAS) is a research institute for the applied social sciences. The Institute supports applied research that informs policy development and practice to make a positive difference to people's lives. The core function of the Institute is the pursuit of interdisciplinary research in the applied social sciences by creatively integrating the rich and diverse intellectual resources from within the University and beyond.

Moore Institute for Research in the Humanities and Social Studies

The Moore Institute fosters inquiry in the humanities, culture, and society, across a range of disciplines, including literature, history, creative arts, languages, archaeology, philosophy, and beyond. Their annual calendar of events during the year covers seminars, workshops, conferences, special lectures, and pop-up sessions on current events. The Moore Institute has thematic research groups and Centres on medieval and pre-modern studies; labour and class; creative arts; translation; applied linguistics; and transnational encounters. Click here to sign up to the mailing list.

Ryan Institute for Marine, Energy & Environment

The Ryan Institute is the University's multi-disciplinary research institute for advancing sustainability and innovation impacts across its four thematic research areas: (1) Marine & Coastal, (2) Energy & Climate Change, (3) Agriculture & BioEconomy, and (4) Environment & Health. The Ryan Institute is a powerhouse for the inter-disciplinary research and innovation that is necessary to address the many sustainable development challenges facing society today, nationally and internationally.

Institute for Clinical Trials

The University of Galway's Institute for Clinical Trials seeks to transform the clinical research landscape in Ireland by creating a comprehensive end-to-end programme supporting the development and delivery of clinical trials, from initial concept to reporting.

Research Support Services and Resources at the University of Galway

Here you will find a list of key offices that work with Researchers at University of Galway, with an indication of their key roles and functions, and links to their webpages.

University of Galway Research Community Portal

The Research Community Portal can direct you to additional services on the University of Galway Campus of relevance to Researchers. The site includes resources on managing your researcher profile, relevant policies and procedures, funding your research, managing your project, disseminating, communicating and commercialising your research.

Research Office (RO)

The Research Office manages and supports researchers' submissions of funding applications. They provide information sessions, consultations, and reviews of funding applications. Check out their Fund Your Research portal to access their suite of supports and a list of upcoming funding opportunities. Make sure to contact the RO early if you intend to apply for a funding call. Note that some funders require RO approval before you can submit an application. There are internal deadlines to seek RO

endorsement (in most cases, one week before the funder's deadline). An update on funding opportunities is emailed twice a month to allUniversity of Galway staff. Research Professional can assist you in identifying further funding calls. If you need assistance on signing a contract for a grant or setting up a research account for your grant you can email researchcontracts@universityofgalway.ie.

Innovation Office (IO)

The Innovation Office works with researchers to maximise the impact of their research, bringing ideas and discoveries from the campus into the wider world, from working on the Intellectual Property (IP) associated with a project, to establishing collaboration agreements to forming spin-outs. See their Knowledge Transfer, Innovation and & Impact website to access their services and resources.

Human Resources (HR)

The HR website offers a comprehensive overview of staff development opportunities that are available to researchers. Examples include courses on academic mentoring, academic leadership, management development, student support, career pathways, research integrity, etc. See also their induction handbook and resources

Graduate Studies Office (GSO)

The Graduate Studies Office is responsible for ensuring best practice in the provision of research degree programmes in the university. The GS Orientation outlines the range of supports available to postgraduate researchers. Their website has extensive resources including Research Skills Training Resources, Guides for New and Returning Postgraduate Research Students, University guidelines, Regulations and forms for research degrees, GS Structured PhD Modules, and the PGR Mentoring Programme.

Research Accounts Office (RAO)

The Research Accounts Office assists PIs in the financial management of Research Awards. They also approve the financial section of funding applications with a budget of €50,000 or above. If you are applying for funding and your budget is €50,000 or above, you must request RAO approval. You should fill out their Budget Proposal Calculation Tool and send it, together with your budget justification, to the RAO. Note that normally the deadline for sending a budget for approval is at least 2 weeks prior to a funder's deadline. Check the Research Office e-zine for RAO deadlines or contact the RAO directly. RAO can also assist with the financial administration and reporting of your grant. If you are a postgraduate researcher who has been awarded a scholarship, or are funded by a research grant, you must complete a scholarship form before you can receive your payments.

Research Ethics Committee (REC)

The objective of the REC is to safeguard the health, welfare and rights of human participants and researchers in research studies and to afford dignity to the handling and treatment of biological materials, taking into account the scientific procedures and concerns of the local community. You may require Ethical Approval if you wish to carry out research that involves humans or their tissues, biological materials or hazardous substances. Check here for more information about their application process and deadlines.

Animal Care Research Ethics Committee (ACREC)

Research involving live animals and/or their organs or tissues requires ethical approval from the ACREC. The ACREC examines proposals to assess if the reasons proposed justify the use of animals within ethical parameters. Check here for further information and submission deadlines.

Marketing and Communications Office

The Marketing and Communications Office can help researchers get their research story out into the public domain. For example, they can work on publicity around new research articles, in line with journal embargos. Additionally, the Research Community Portal has a guide on Research Communications.

Data Protection

The University of Galway has a Data Protection Website that explains how the University manages information in line with the Data Protection Acts and GDPR and the implications for both staff and students. It includes resources for staff to help them in ensuring GDPR compliance.

Hardiman Library

The Library has a Research Services Librarian who can offer specialist expertise and advice on the Library's information resources, and numerous guides and tutorials, including guides on Managing your Research Profile, Publishing your Research, Open Access Publishing and Research Data Management. The Academic Writing Centre can assist researchers in becoming better writers, including support for researchers who have English as a second language.

IRIS (Institutional Research Information System)

IRIS is a web-based system that enables researchers and academic staff to create, update and maintain their own web profiles/CV's and showcase their research expertise and achievements to a global audience. Login using your standard Campus Account (UDS) username and password. For more information on IRIS or if you have any queries please contact iris@universityofgalway.ie

Policies & Procedures Repository

The Policies and Procedures Repositoryfor to log contains links to all policies and procedures across the University.

Resources and Tools for your Career Management

- EURAXESS No Limits Toolkit: helps researchers to identify what's important for them in their career, plan to build on their skills and knowledge, consider a wide range of career options, and make a plan to reach their professional development goals.
- EURAXESS Discover: Careers Beyond Academia: includes information on where Researchers are working outside academia, how they feel about their roles, and what competences are valued beyond Academia
- UK Vitae Researcher Development Framework: describes the skills and competencies associated with being a researcher. You can use the RDF to identify your strengths; prioritise areas for professional development and articulate your capabilities and expertise in your CV, job applications and at interviews.
- Jobs.ac.uk Careers Advice: includes more than 600 career articles helping you to find a job, manage your career, learn how to write a CV, find out about working abroad, conduct a salary comparison, get interview tips and much more. See in particular their Ebooks and Toolkits, Academic Careers, Research Careers and Professional Careers sections.
- Imagine PhD: includes career exploration and planning tool for researchers in the humanities and social sciences.
- MY IDP: web-based career-planning tool tailored to meet the needs of PhDs and postdocs in the sciences
- Career stories of former researchers, including tips and advice for current researchers:

- Our own RDC Career Stories
- UCD handbook: Where are they now?
- VITAE What do research staff do next?
- From PhD to life
- EURAXESS Career Stories

• *What Every Postdoc Needs to Know*, by Liz Elvidge. Carol Spencely, Emma Williams. Written by experienced researchers from Imperial College London, contains 21 chapters of very practical advice to help researchers avoid pitfalls and to plan for successful career advancement. Available through the University of Galway e-library.

• *Moving on in Your Career: A Guide for Academics and Postgraduates*, by Lynda Ali and Barbara Graham. This book shows researchers what is required to make a continuing career in academic research or lecturing and gives advice on taking alternative career paths. Also provides practical exercises and ideas to enhance essential job-search and self-presentation skills.

• *Alternative Careers in Science: Leaving the Ivory Tower*, by Cynthia Robbins-Roth. This book features 23 chapters, each providing information on a different career path available to PhD-level scientists. It is by US authors, and so is somewhat US-focused, but it will stimulate you to "think outside the box" in terms of a career path.

Appendix 1: Researcher Competencies and Roles

R1 Role of the University of Galway Research Assistant

Research

- Actively participate as a member of a research team and assist an individual research leader or team to conduct a particular study (or group of studies).
- To provide assistance in conducting research activities, including planning, organizing, conducting, and communicating research studies within the overall scope of a research project.
- To coordinate and perform a variety of independent tasks and team activities involved in the collection, analysis, documentation and some interpretation of information/results.
- To coordinate the development of forms, questionnaires and the application of qualitative and quantitative research techniques; write procedures manuals for data collection and coding.
- To present information on research progress and outcomes to others responsible for the research project. The Research Assistant will make use of standard research techniques and methods.
- Conduct literature and database searches and interpret and present the findings of the literature searches as appropriate.
- Assist in analysis and interpretation of results of own research.

Write up & Disseminate

- Write up results from own research activity (e.g. as project report) for review by PI, including preparing technical reports, conclusions and recommendations.
- Contribute to the publication of findings.
- Provide input into the research project's dissemination, in whatever form (report, papers, chapters, book) as directed by the PI/project leader. Authorship should be decided in line with guidelines such as the Vancouver Protocol, or similar authorship guidelines as appropriate.
- Present on research progress and outcomes e.g. to bodies supervising research; steering groups; other team members, as agreed with the PI/project leader.
- Should write at least workshop level papers.
- Attend and contribute to relevant meetings/conferences.

Management

- Keep appropriate records as directed and in line with Funder/University policy.
- Manage personal research/project resources within own control appropriately e.g. coordinate the provision of consumable items for the project within budget (auditing stock, liaising with suppliers, preparing regular orders of commonly used items).

- Work under the direction of the Principal Investigator/Project Leader. Plan and manage own day-to-day research activity within this framework & direction.
- Provide guidance as required to any support staff and/or research students assisting with the research project, as agreed with the Principal Investigator/Grant holder.
- To perform other related duties incidental to the work described herein.

Support

- Support and, where appropriate, co-supervise the work of undergraduate students e.g. Final Year Project Students.
- Where appropriate provide advice and / or assistance to support staff, research students.
- May participate in limited student contact hours for own development (e.g. May deliver laboratory demonstrations, teaching laboratory test methods and demonstrating of various experiments and equipment used to undergraduates). The extent of this must not adversely impact the primary research role.

Other

- Continue to update knowledge and develop skills.
- Develop internal and external contacts with researchers in related areas.
- May contribute to work of the College/School/Research Unit through activities such as student Open Days, other promotion activity as appropriate.

R2 Role of the University of Galway Postdoctoral Researcher

Research

- Conduct a specified programme of research and scholarship under the supervision and direction of your Principal Investigator.
- Define research objectives and proposals for own (or joint) research in line with research strategy whilst contributing to the research programme of the College/School/Research Unit. This will be under general guidance of a member of the academic staff or Principal Investigator/ Project Leader.
- Conduct individual and/or collaborative research projects in a variety of settings (laboratory, creative performance, field, clinical setting).
- Determine appropriate methodologies for research, with advice and support as appropriate.
- Plan, co-ordinate and implement research project (this may include managing a small research team/co-ordinating other researcher activity).
- Keep up to date with research related methods and techniques, in particular, developments in the specific research area.
- Collaborate with colleagues on areas of shared research interest.
- To have knowledge and understanding of the policy, practices and procedures, relevant to the role, this may include broader University/ sector/ external sponsor or funder (e.g. Commercial

Awareness, Research Ethics, Knowledge Transfer, Patents, Intellectual Property Rights, Health and Safety, Equal Opportunities & Diversity).

Research Administration

- To complete the administrative work to support the programme of research
- To contribute to costing research grant proposals and assist in the financial management of a research project.
- To carry out any additional duties as may reasonably be required within the general scope and level of the post.
- Manage own personal and research resources (including where required, laboratories, and specialist equipment) appropriately.
- Manage own research budget, if any, and keep records as directed and in line with Funder/University policy as appropriate.
- Know the legal requirements regarding data protection and confidentiality data protection requirements.

The Postdoctoral Researcher will be able to:

- Demonstrate a systematic understanding of a field of study
- Demonstrate the ability to manage a research project including the co-supervision of students.
- Demonstrate awareness of the research environment and the various grant sources and application mechanisms
- Possess sufficient breadth or depth of specialist knowledge in the discipline and of research methods and techniques (for example, having obtained a PhD degree or equivalent experience to work on the research projects or programmes).

Dissemination

- To be familiar with the publication process.
- Present on research progress and outcomes e.g. to bodies supervising research; conferences, steering groups; other team members, as agreed with the PI / project leader.
- Engage in the dissemination of the results of the research with the support of and under the supervision of your Principal Investigator.
    - Write up results from own research activity.
    - Publish on a regular basis.
    - Assess research findings for the need/scope for further investigations / commercial exploitation.
    - Translate knowledge of advances in the subject area into research activity.
- Contribute to the research project's dissemination in whatever form - report, papers, chapters, book

- Communicate their research with their peers
- Attend and network at relevant conferences and meeting hosted by relevant professional institutions and other universities as appropriate

Research Supervision and Teaching & Training

- Engage in appropriate training and professional development opportunities as required by your Principal Investigator, your School or Institute, or the University.
- Contribute to teaching /tutoring/mentoring that shall normally be no more than 50 hours per annum in an associated school and under the close supervision of a fulltime academic member of the School
- Develop their own career reputation and career development
- Acquire generic and transferable skills (including project management, business skills and postgraduate mentoring/supervision).
- Mentor and assist, as appropriate and as directed, the research graduate students in your group, School and Institute.
- May act as co-supervisor or be a member of a supervision panel.
- May act as mentor to foreign students on undergraduate placement.
- May participate in limited teaching hours for own development. The extent of this must not adversely impact the primary research role.
- To interact closely with postgraduate research students who are studying for a Masters or a PhD and possibly have an agreed role in supporting these students in their day to day research in conjunction with an academic supervisor.

Wider Activities

- Engage in the wider research and scholarly activities of your research group, School and Institute.
- Deepen understanding of relevant issues in the higher education, research, funding and political environment.
- Gain experience in grant writing.
- May act as a referee and contribute to peer assessment.
- May be asked to participate in Journal Review Boards.
- May contribute to the College/School/Research Unit through, for example, participating in promotion activity such as student Open Days, career days, or contribute to public events such as science week etc.
- Where appropriate, work with PI to register patents to protect intellectual property.
- Participate in internal / external networks for the exchange of information and to form relationships for future research collaboration.

R3 Role of the University of Galway Research Fellow

Research

- Conduct a specified and substantial programme of research and scholarship under the supervision and direction of the Principal Investigator.
- Define research objectives and carry out original and significant research that supports research activity in the College/School/Research Unit.
- Demonstrate a thorough understanding of the research area(s) both nationally and internationally.
- Develop a growing reputation within their field of research.
- Develop methods and techniques appropriate to the type of research pursued that add to the intellectual understanding of the field.
- Decide on research programmes and methodologies, often in collaboration with colleagues and sometimes subject to the approval of the head of the research programme on fundamental issues.

The Research Fellow must

- Possess sufficient breadth or depth of specialist knowledge in the discipline to develop research programmes and methodologies.
- Possess sufficient breadth or depth of specialist knowledge in the discipline to act in a leadership role.
- Thorough knowledge and understanding of the policy, practices and procedures, relevant to the role, provision of advice to junior colleagues on policy and standards, which may include broader University/ sector/ external sponsor or funder (e.g. Commercial Awareness, Research Ethics, Knowledge Transfer, Patents, Intellectual Property Rights, Health and Safety, Equal Opportunities & Diversity).
- Know the legal requirements regarding data protection and confidentiality data protection requirements.
- Have a strong track record in securing external funding, including own salary.

Research management

- Successfully managing research projects.
- Support the Principal Investigator and research group in the design and development of the research programme.
- Complete administrative and management work associated with your programme of research.
- To identify potential funding sources and to prepare and write bids for funding proposals. To contribute and support the development of research grant funding applications.
- Where appropriate, act as project leader and as a line manager of research teams.

- Co-ordinate the work of research staff. Organise and conduct meetings with research staff to clarify objectives, develop work plans/timetables for research and support staff and communicate progress.
- Participate in the selection of staff working on their own projects.
- Develop and implement quality assurance measures.
- Deal with contract negotiation and financial allocation with other collaborators for research projects.
- Plan and implement commercial and consultancy activities.

Research Supervision and Teaching & Training

- Co-supervision, tutoring, mentoring and training of research graduate students.
- Contribute to teaching that shall normally be no more than 50 hours per annum in an associated school and under the supervision of an Academic Faculty member.
- Take responsibility as requested for day-to-day advice and support of graduate research students associated with your research group.
- Play a leadership role for junior colleagues
- Peer review manuscripts for publication and/or research bids.
- Provide expert advice on research issues to research fellows and other colleagues.

Dissemination

- Publishing on a regular basis in a high quality peer reviewed journal(s).
- Engage in the dissemination of the results of the research in which you are engaged as directed by and with the support of and under the supervision of your Principal Investigator.
- Contribute to the dissemination of research findings as appropriate to the discipline in high quality/impact peer reviewed publications, conference presentations, knowledge share events.

Other

- Engage in the wider research and scholarly activities of your research group, School and Institute.
- Contribute to the development of research strategy within the College/School/Research Unit.
- Make a sustained contribution to the College/School/Research Unit research reputation and income.
- Contribute to patents/commercial application (as appropriate).
- To carry out any additional duties as may reasonably be required within the general scope and level of the post.
- Engage in appropriate training and professional development opportunities as required by your Principal Investigator, your College/School and/or Research Unit, or the University.

R4 Role of the University of Galway Senior Research Fellow

Research

- Manage and conduct a specific programme of research and scholarship - define research objectives and carry out substantive, original and significant research which supports research activity in the College/School/Research Unit
- Develop methods and techniques appropriate to the type of research pursued that add to the intellectual understanding of the field.
- Play a leading role in regional, national/international collaborative research projects and/or Working under the supervision of a PI and making a substantial contribution in their field of research with the PI, taking a leading role in creating and establishing research programmes.
- Make a significant contribution to College/School/Research Unit Research Income.
- Securing research funding and executing research programmes.
- Contribute to major research grant applications to support research projects
- Attract through reputation sources of income as appropriate
- Leading/co-leading research teams in conjunction with the PI and contributing to the co-supervision post-grads and PhD students.
- To independently and proactively identify research projects to be carried out individually or by a team.
- To act as the driver of research projects and outputs.
- Additional duties as may reasonably be required within the general scope and level of the post.
- May be responsible for the overall leadership and management of a funded research project.

The Senior Research Fellow must

- Have an established reputation for the quality of their research work.
- Demonstrate extensive experience of initiating, designing and implementing research projects.
- Possess sufficient breadth or depth of specialist knowledge in the discipline to act as a research leader and have the ability to project manage major projects.
- Have a thorough knowledge and understanding of the policy, practices and procedures, relevant to the role, provision of advice to junior colleagues on policy and standards, which may include broader University/ sector/ external sponsor or funder (e.g. Commercial Awareness, Research Ethics, Knowledge Transfer, Patents, Intellectual Property Rights, Health and Safety, Equal Opportunities & Diversity).
- Know the legal requirements regarding data protection and confidentiality data protection requirements.

- Have independently secured significant funding to conduct a research project as the Principal Investigator.

Research Management

- Able to manage and oversee research projects and to take responsibility for their overall success. Take responsibility for, manage and conduct administrative and management tasks associated with your programme of research
- Organise and conduct meetings with research staff to clarify objectives, develop team work plans/timetables for research and support staff, communicate progress.
- Participate in the selection of staff working on their own projects.
- Deal with contract negotiation and financial allocation with other collaborators for research projects.
- Contribute to the development of research strategies within College/School/Research Unit.
- Peer review manuscripts for publication and/or research bids.
- Develop and implement quality assurance measures.
- Play a leading role/is active in external networks or professional organisations, to identify sources of funding, generate income, obtain consultancy projects, or build collaborative relationships for future activities.
- Where appropriate, develop relations with public and private enterprises in order to capitalise on intellectual property.
- Will have full operational responsibility for a major project.
- Participate fully in the wider research and scholarly activities of the College/School/Research Unit.

Dissemination

- Write up research work for publication.
- Disseminate the outcomes of this research and scholarship including peer-reviewed academic publications of international standing.
- Successfully communicating their research inter/nationally as well as developing an international research reputation and contribution.

Research Supervision & Teaching & Training

- Where appointed to do so by the University, supervise graduate research students as co-supervisor or be a member of a supervision panel
- Mentor and assist students and early stage researchers in your group, School and Institute.
- Co-ordinate and supervise the work of research staff.
- Provide training, expert advice and / or assistance to new members of the team, research students.

- Engage in teaching and teaching support as assigned by your Head of School under the direction of a tenured member of the academic staff. The extent of this must not adversely impact the primary research role.
- Help to create networks of researchers and opportunities for their junior researchers, advising them on possible sources of research funding, providing expert advice on their projects, and generally overseeing their career development.
- Contributing to teaching /tutoring/mentoring that shall normally be no more than 50 hours per annum in an associated school and under the supervision of an Academic Faculty member.

Misc.

- Engage in appropriate training and professional development opportunities as required by your School or Institute, or the University and where applicable your Principal Investigator.
- Contribute to patents / commercial application (as appropriate).

Appendix 2: Progression between levels R1 – R4 (subject to approval by Research Committee Feb 2020)

At the University of Galway all research vacancies are advertised through open recruitment, both nationally and internationally. There are some exceptions to the recruitment procedure allowed and these are listed on the HR website.

Progression between levels is facilitated when an individual researcher either

a) achieves personal research funding
and/or
b) meets the criteria and competencies of a higher research role (within the R1-R4 competency framework).

Research Assistant (R1) to Postdoctoral Researcher/Research Associate (R2)

Progression from research assistant to the position of postdoctoral researcher/research associate is normally through achievement of a PhD and / or evidence of 4+ years research/industry experience post-primary degree.

Application process: Principal Investigator (PI) submits CV of applicant, rationale for progression and evidence of funding (PPF) for the progression of the Research Assistant (R1) to the position of Postdoctoral Researcher/Research Associate to the office of Human Resources for approval/processing. The onus is on the applicant and the PI to demonstrate the reason for the progression request and the role must comply with the researcher competencies aligned to the role of postdoctoral researcher.

Postdoctoral Researcher to Research Fellow – R2 to R3

Progression to the position of research fellow is normally through achievement of personal funding by the postdoctoral researcher, evidence of achievement of grant award, peer-reviewed publication record and / or evidence of research grant management.

Application process: Submissions for the role of research fellow, to include a) the curriculum vitae of the nominee, b) evidence of funding (PPF) for the level of post being sought, c) letter of support from the academic supervisor including confirmation of funding and d) rationale for progression to role of research fellow, are made by the Head of the relevant School or Director of relevant Research Institute to the office of the Vice-President for Research and Innovation by emailing vpresearch@universityofgalway.ie. The onus is on the applicant to demonstrate how they meet the criteria for the post in adherence to the researcher competencies aligned to the role of research fellow.

Requests are reviewed by the Researcher Progression Group (RPG) whose membership consists of:

- Vice-President for Research and Innovation (or nominee)
- Director of Research (or nominee)
- Vice-Dean of Research from applicant college
- Vice-Dean of Research from alternate college
- HR Manager for Research

Membership of the RPG must be gender balanced. The group is a sub-group of the research committee and provides an annual report on all progressions to that committee.

Application outcome: The RPG is convened by the office of the VP Research and Innovation. If successful, the appointment is made by the Vice-President for Research and Innovation, acting on a positive recommendation from the researcher progression group, and all paperwork is submitted to HR for processing.

Feedback is provided by the RPG to researchers who do not progress. The researcher can choose to reapply for progression after a period of six months has lapsed and training and professional development support is available from staff of the Researcher Development Centre.

Research Fellow to Senior Research Fellow - R3 to R4

Progression to the position of senior research fellow (SRF) is normally through achievement of significant, independent funding combined with evidence of 10+ years research experience and demonstrable track record of leading teams and projects.

Application process: Submissions for the role of senior research fellow, to include a) the curriculum vitae of the nominee, b) evidence of funding (PPF) for the level of post being sought, c) letter of support from the academic supervisor including confirmation of funding and d) rationale for progression to role of research fellow, are made by the Head of the relevant School or Director of relevant Research Institute to the office of the Vice-President for Research and Innovation by emailing vpresearch@universityofgalway.ie. The onus is on the applicant to demonstrate how they meet the criteria for the post in adherence to the researcher competencies aligned to the role of senior research fellow.

The same process applies for both research and senior research fellow and is managed by the office of the VP Research and Innovation who will convene the Researcher Progression Group (RPG).

Appendix 3: Honorary lectureship titles

The University of Galway has a policy in place to acknowledge the contribution made by researchers who choose to undertake teaching duties. Requesting to be acknowledged with one of the titles below, where appropriate, will help you in showcasing your teaching experience.

Honorary Research Senior Lecturer*

Honorary Research Senior Lecturer* is a title awarded to Principal Investigators whose posts are funded by peer reviewed external research grants.

No University remuneration will attach to the award of the title Honorary Research Senior Lecturer.

Nominations for Honorary Research Senior Lectureships, to include the curriculum vitae of the nominee, are made by the Head of the relevant School, or Director of relevant Research Institute, and the Vice-President for Research to the Personal Professorship Promotions Board. The appointment is made by the President, acting on a positive recommendation from the relevant College, which will, in turn, have received the positive recommendation of the Personal Professorship Promotions Board. A summary curriculum vitae will be provided to the relevant College prior to its consideration of the appointment.

Persons appointed to Honorary Research Senior Lectureships shall, if requested to do so by the relevant University authority, carry out appropriate student supervision and teaching duties.

The appointment will be coterminous with the holding of a Principal Investigator award.

* The funding source of the PI, e.g. SFI, will be included in the title, as will the area of specialism of the postholder.

Honorary Research Lecturer*

Honorary Research Lecturer* is a title awarded to senior researchers, not Principal Investigators, whose posts are funded by peer reviewed external research grants, or equivalent.

No University remuneration will attach to the award of the title Honorary Research Lecturer.

Nominations for Honorary Research Lectureships, to include the curriculum vitae of the nominee, are made by the Head of the relevant School, or Director of relevant Research Institute, and the Vice-President for Research to the Personal Professorship Promotions Board. The appointment is made by the President, acting on a positive recommendation from the relevant College, which will, in turn, have received the positive recommendation of the Personal Professorship Promotions Board. A summary curriculum vitae will be provided to the relevant College prior to its consideration of the appointment.

Persons appointed to Honorary Research Lectureships shall, if requested to do so by the relevant University authority, carry out appropriate student supervision and teaching duties.

The appointment will be coterminous with the holding of the research post.

* The area of specialism of the postholder will be included in the title.