



**Senate**

<b>Paper Title</b>	Research and Innovation Review 2014/15: guidance for schools and institutes.
<b>Outcome requested</b>	Senate is asked to <b>note</b> the announcement on the proposed research and innovation review, and discuss the guidance as outlined in the paper.
<b>Points for Senate members to note and further information</b>	The paper explains the proposed research and innovation review meetings which will be held with each school/institute during the second semester.
<b>Questions for Senate to consider</b>	
<b>Regulatory/statutory reference points and links to College strategy</b>	The proposed review links to the QML Research Strategy.
<b>Strategy and risk</b>	
<b>Reporting/consideration route for the paper</b>	n/a
<b>Authors</b>	Dr Carol Rennie Executive Officer (Research and International Affairs)
<b>Sponsor</b>	Professor Bill Spence Vice-Principal (Research)

## **Research and Innovation Review 2014: Guidance for Schools/Institutes**

### **1. Summary**

#### **Background and Aims**

The current **Planning and Accountability Review** focuses on School/Institute performance against QM aims, and provides opportunities to put cases for investment. The **Annual Programme Review** is a Faculty level forum for discussions of teaching strategy and achievements. There is however no research or innovation equivalent - a meeting dedicated to discussion of School/Institute research strategy, its relationship with the broader Faculty and Queen Mary strategies, and what changes to our strategy or practice might be indicated and what opportunities there are that could be taken advantage of.

In this context, it is planned to hold an annual **Research and Innovation Review** for each School/Institute from 2014. This will be a single, approximately two hour meeting which will be held during Spring each year.

The Review meeting is intended to provide a forum for a higher-level discussion of School/Institute research strategy. The Review Group (see below for membership) would be provided with background data around grants, PhD students, publications, innovation and equality and diversity as a basis for the discussions. It is not intended that the Review will look in detail at individual performance across the School/Institute, as this is covered by the Appraisal system; however there may be particular issues that might be highlighted by individual cases that merit discussion, and equality and diversity issues will be assessed as indicated.

#### **Structure**

The membership of the Review meeting (the "Review Group") is normally proposed to be the VP for Research (Chair), the Faculty VP, the Faculty Dean and Deputy Dean for Research, the Head of School or Director of SMD Institute, the School Director of Research or Institute nominee for second representative, and the Professional Services Research Officer. Should any major interdisciplinary centre or institute be providing reports then the Director of that Institute or Centre may be invited to attend. A Faculty VP may also wish to periodically involve external experts and/or hold a review with a somewhat different remit, although covering the same key areas.

#### **Process**

Data relating to research and innovation (see Section 2 below) will be provided to the Review Group in good time prior to the meeting. Prior to the meeting, the Head of School/Director of Institute will be asked to submit a copy of their Research Strategy and a short (2-3 page) narrative reflecting on the data and their research and innovation plans. Research Centres or Interdisciplinary Institutes falling under the aegis of that School/Institute will also be asked for short summaries of their past year's activities and achievements.

The meeting will in general focus on the higher-level School/Institute strategy and the comments of the Head/Director, referring to the data and reports

provided in order to illuminate discussions. Discussions are expected to be wide-ranging and bring to the fore any issues affecting research as well as to highlight achievements and areas of progress, and indicate where investment might be appropriate.

### **Timetable**

Meeting times will be arranged for Schools in S+E and H+SS over the coming weeks – these meetings are expected to be during April-May. Data will be provided to Schools a few weeks prior to meetings, in time for consideration and any corrections. SMD will be running a separate and somewhat earlier research review this year.

## **2. Background information provided to the School/Institute prior to the meeting**

This will include:

- PAR documentation from the current year.
- Research grants  
Research grant income and success rates.
- PGR  
PhD intake, total cohort numbers and progression rates.
- Publications  
Publication list from publists.
- Innovation and Impact  
Summary reports from the BDU, QMI and CPE on any work done/current work and actual and expected outcomes.
- Equality and diversity  
A short report on any equality and diversity issues relating to research and innovation in the School/Institute.

## **3. Material requested from the School/Institute prior to the meeting:**

- A copy of their current research strategy
- Summary (1-2 pages) reports on progress and issues from any research centres with significant presence within the School/institute
- A short narrative (2-3 pages) from the School/Institute covering research achievements, referring where relevant to the data provided, and raising any issues or opportunities.