

Research in practice

Research in practice.....	1
Introduction	2
Overview of sessions.....	3
Catalogue	5
Key information sessions	5
Introduction to the research project life cycle	5
Introduction to research grant applications 1 – different types of research funding	5
Introduction to research grant applications 2 – Writing a research proposal	5
Costing a research proposal.....	5
Introduction to research ethics and governance	6
Introduction to research impact.....	6
An introduction to public engagement with research: involving the public in your research.....	6
This workshop is an introductory session to public engagement with research.	6
An introduction to policy engagement.....	6
Introduction to research data.....	7
Open research: research data management and open access	7
Reflexivity for researchers – understanding the impact of our personal identity on research – the inclusive research process	7
Introduction to Post-Award research finance – monitoring and budgeting.....	8
Introduction to research contracts.....	8
Recruiting research staff.....	8
Advanced influencing policy: How to engage with policymakers and the policy-making process	9
Introduction to research compliance	9
From study design to communicating research - the inclusive research process.....	9
Beyond the publication: wider impacts of our research - the inclusive research process.....	10
Introduction to commercialisation	10
Project monitoring and evaluation – coming soon	10
Closing down a research project	11
Skills development	11
Project management techniques for planning your research.....	11
Get set to collaborate	11
Developing a narrative CV writing workshop	12
Discovering leadership.....	12
Communicating your research to a wider audience.....	12
Engaged research: Why and how to embed public engagement in your research	14
Project management tools for managing your research project	14
Managing research teams	14

Introduction

Research in practice supports teams in the way that they do research. It offers a combination of focused information sessions and more in-depth development workshops and is aimed at all staff working on a research project, including academic staff currently holding, or planning to apply for research funding. Additionally, it is open to research professionals who want to develop their knowledge about specific aspects of the research project life cycle.

The sessions have been developed together with [Division of Research Enterprise and Innovation \(DREI\)](#) and professional services colleagues from across the University and are mapped against the research project life cycle as shown in [the Researcher's Route Map](#). You will be able to choose which sessions best meet your priority needs. A cross-cutting theme of how we promote a positive research culture will run throughout the individual workshop sessions.

All sessions can be booked through [Develop](#) by searching the catalogue for "Research in practice" or individual session titles. The majority of sessions are designed as bite-sized [key information sessions](#) lasting approximately 1 hour including a Q+A part (sessions marked with * are half-day events and [skills development sessions](#)). A list of currently available sessions is shown in the table below.¹

How do I decide which sessions are most relevant to me?

All Research in practice sessions are mapped against the research project life cycle and have been designed in a format that provides you with key information and contacts relevant to the specific topic. Feedback showed that new members of staff found it useful to attend a whole range of sessions as part of their induction, as they left feeling informed and knowing what they needed to do, and how to access additional support. Other colleagues just attended one or two particular sessions, focusing on a project stage they were currently working on, and appreciated being provided with just the information they needed. For those who are interested in developing a specific skill in the context of research projects, the longer development sessions are most suitable.



¹ Sessions may change throughout the academic year, the list provided is accurate at the time of writing.

Overview of sessions

Session Title	Pre-Proposal & Proposal	Project Planning, Delivery & Award set-up	Project Close & Legacy	Available on-demand	Webinar/ in-person workshop	Key information session	Skills dev't session
Introduction to the research project life cycle	✓	✓	✓	<u>✓</u>	✓	✓	
Introduction to research grant applications 1 – Different types of research funding	✓				✓	✓	
Introduction to research grant applications 2 – Writing a research proposal	✓				✓	✓	
Costing a research proposal	✓			<u>✓</u>	✓	✓	
Project management techniques for planning your research *	✓	✓			✓		✓
Get set to collaborate *	✓				✓		✓
Introduction to research ethics and governance	✓	✓		<u>✓</u>	✓	✓	
Introduction to research impact	✓	✓	✓	<u>✓</u>	✓	✓	
Introduction to public engagement with research: involving the public in your research	✓			<u>✓</u>	✓	✓	
Engaged research: Why and how to embed public engagement in your research	✓	✓	✓		✓		✓
An introduction to policy engagement	✓			<u>✓</u>	✓	✓	
Introduction to research data	✓	✓	✓		✓	✓	
Open research: research data management and open access	✓	✓	✓		✓	✓	
Developing a narrative CV workshop	✓				✓		✓
Reflexivity for researchers – understanding the impact of our personal identity on research – the inclusive research process	✓			<u>✓</u>		✓	

Session Title	Pre-Proposal & Proposal	Project Planning, Delivery & Award set-up	Project Close & Legacy	Available on-demand	Webinar/ in-person workshop	Key information session	Skills dev't session
Communicating your research to a wider audience *		✓	✓		✓		✓
Introduction to post-award research finance – monitoring and budgeting		✓		✓	✓	✓	
Introduction to research contracts		✓		✓	✓	✓	
Introduction to research compliance	✓	✓		✓	✓	✓	
Recruiting research staff		✓		✓	✓	✓	
Advanced influencing policy: How to engage with policymakers and the policy-making process		✓	✓	✓	✓	✓	
Managing research teams *		✓			✓		✓
Discovering leadership *		✓			✓		✓
From study design to communicating research - the inclusive research process		✓		✓		✓	
Beyond the publication: Wider impacts of our research - the inclusive research process		✓	✓	✓		✓	
Introduction to commercialisation		✓	✓	✓	✓	✓	
Closing down research projects			✓	✓	✓	✓	
Project management tools for managing your research project*		✓			✓		✓

Catalogue

Key information sessions

Introduction to the research project life cycle

This workshop is an introduction to the life cycle of a funded research project. It provides an overview of the different stages: Pre-proposal/ Proposal, Project Planning/ Deliver/ Set-up, and Project Close and Legacy.

After the workshop participants will:

- Have an understanding of the different research project life cycle stages
- be able to identify where to find further support for each stage
- have an overview of the interdependencies of the life cycle stages
- be familiar with the Researcher's Route Map and its uses

This workshop will be delivered by a member of DREI. This is an introductory workshop for colleagues new to research funding, or who wish to refresh their knowledge about the different stages and support available.

Introduction to research grant applications 1 – different types of research funding

This workshop is an introduction to different sources of research funding.

Participants will learn about:

- the funding environment
- types of grants available for your discipline
- what to take into account when choosing a funder

This workshop will be delivered by Research Development Associates, DREI. This workshop is relevant to the **pre-proposal stage** of the research project life cycle.

Introduction to research grant applications 2 – Writing a research proposal

This workshop is an introduction to grant proposal writing.

Participants will find out more about:

- the basic anatomy of a grant application
- the research funding application and assessment process
- the support available within the University

This workshop will be delivered by Research Development Associates, DREI, and is relevant to the **pre-proposal stage** of the research project life cycle.

Costing a research proposal

This workshop is an introduction to costing a research project proposal.

After attending the workshop, participants will be able to:

- understand how to prepare costings
- understand what they need to consider when costing staff (especially research staff)
- confidently use the University's costing tool
- identify what different costs they need to think about
- understand review and approval processes

This workshop will be facilitated by a Finance Manager and HR Business Partner, and is relevant to the **pre-proposal** and **proposal stage** of the research project life cycle.

Introduction to research ethics and governance

This workshop is an introduction to research ethics and governance.

After attending the workshop, participants will be able to:

- understand what ethics and governance mean in the context of research projects
- identify what their responsibilities are in seeking ethical and other approvals
- understand approval processes
- have an awareness of issues relating to consent, harm and data management

This workshop will be delivered by the Research Governance team, DREI. This workshop is relevant to the **proposal** and **project planning/ delivery** stages of the research project life cycle.

Introduction to research impact

This workshop is an introduction to research impact. The aim is to share key research impact principles, practices and resources. The workshop will include participatory learning opportunities, and participants will also have the opportunity to ask questions about impact endpoints, partnerships, and funding opportunities.

After the workshop, participants will have:

- An understanding of what "research impact" means
- Tools and approaches to identifying what their impact end-point might be
- New ideas about ways to engage and create impact from the outset of their research journey
- Initial impact plans for their own research
- Key university contacts to support the development of impact from research, identify funding and develop applications to progress Research Impact.

This workshop will be facilitated by the Impact Development team, DREI and is relevant to the **proposal, project planning/ delivery** and **project close and legacy** stages of the research project life cycle.

An introduction to public engagement with research: involving the public in your research

This workshop is an introductory session to public engagement with research.

The workshop aims to:

- Provide an introduction to public engagement with research
- Introduce different approaches to working with a variety of public and stakeholder groups
- Introduce participants to colleagues who can help you with public engagement, e.g. planning a grant application where engaging different communities is a key aspect of your proposal.

After the workshop, participants will be able to:

- Articulate what they need to be thinking about when considering public engagement with their research
- Identify some effective approaches to working with different publics

This workshop will be facilitated by the Public Engagement team, DREI, and is relevant to the **pre-proposal** and **proposal** stage of the research project life cycle.

An introduction to policy engagement

This session, delivered by PolicyBristol, will introduce participants to policy engagement. Policy engagement is about exploring ways in which your research can translate, assist or shape the decisions of policymakers. It is about making connections with key stakeholders in your research field and presenting your research in an accessible, streamlined

way. This session is designed for researchers at the early stages of their research project, who are considering engaging with policy for the first time.

Learning objectives:

- To understand what support is available to you on your policy engagement journey in the university
- Communicating your research to external audiences
- To understand the difference between Government and Parliament
- To be in a position to develop a policy engagement strategy, tailored to your research project
- To have an awareness of the 'tools' available for reaching policy audiences
- To understand the difference between research findings and policy implications

This workshop will be facilitated by the PolicyBristol team. This workshop is relevant to the **proposal** stage of the research project life cycle.

Introduction to research data

This workshop is an introduction to research data management.

After attending the workshop, participants will be able to:

- identify what is research data
- understand the responsibilities they and the University have
- identify approaches to managing data
- start developing a data management plan

This workshop will be facilitated by the Library Research Support team, and is relevant to the **proposal, project planning and delivery**, and **project close and legacy** stages of the research project life cycle.

Open research: research data management and open access

The concept of 'open research' has made a significant impact on scholarly activities, with funding councils, government and publishers increasingly placing a focus on research that is transparent, accountable, and accessible to a worldwide audience. Current expectations in this area centre around Research Data Management and Open Access to scholarly outputs.

This workshop will provide an introductory overview and will cover:

- How open research can impact on each stage of the research lifecycle
- The importance of the Data Management Plan (DMP) in meeting funder requirements
- How to publish underlying research data and cite it via a Data Access Statement
- The benefits of Open Access and how to comply with requirements
- Balancing openness with the need to capitalise on research findings

This workshop will be facilitated by the Library Research Support team.

This workshop is relevant to the **proposal, project planning and delivery**, and **project close and legacy** stages of the research project life cycle.

Reflexivity for researchers – understanding the impact of our personal identity on research – the inclusive research process

This session will introduce the concepts of reflexivity and positionality for researchers. We will explore the historical context and current structures of knowledge production and how personal identity actively influences the way we conduct research and the literature that we build our own work upon.

Attendees will then explore their own identities and consider the impact of personal identity on research. This session will be practical-based with guided exercises for reflection and tips on how to be reflexive during the research process.

This session is key in the process of inclusive research practice as we must recognise and acknowledge our positionality and potential biases that we bring into our work if we are to challenge and change them. Acknowledgement and accountability are key to progress and change.

This workshop will:

- Contextualise research and knowledge production within history & society
- Introduce the concepts of reflexivity and positionality for researchers
- Explore how the identities of historical researchers have shaped research
- Introduce practical approaches to reflection during the research process

After attending the workshop, participants will have:

- Developed an understanding of the impact of their personal identity on research
- Applied a selection of practical approaches to reflective research practice

This workshop will be facilitated by the Inclusive Research Collective, and is relevant to the **delivery and project legacy** stages of the research project life cycle.

Introduction to Post-Award research finance – monitoring and budgeting

This workshop is an introduction to Post-Award research finance, including how you will be notified on when your project and budget code is live on the system, who your Post Award contact will be and how to monitor budgets in myERP.

After the workshop participants will:

- be familiar with approaches to monitoring their budget
- understand what reporting is required of them (including if timesheets are necessary)
- understand how reporting processes work
- Understand who to contact with queries

This workshop will be facilitated by a Finance Manager, and is relevant to the **award set up and acceptance and project planning and delivery** stages of the research project life cycle.

Introduction to research contracts

This workshop is an introduction to research contracts.

After attending the workshop, participants will be able to:

- understand when a contract needs to be set up
- identify common types of contracts used in the research context
- identify what they need to be aware of when liaising with external partners
- understand of the process of contract negotiation

This workshop will be delivered by the Research Contracts team, Research and Enterprise, and is relevant to the **award set up and acceptance** stage of the research project life cycle.

Recruiting research staff

This workshop is an introduction to recruitment.

Participants will have the opportunity to:

- develop and understanding of University recruitment processes
- explore how they can ensure to recruit the right person for their project
- develop an understanding of their responsibilities

- identify good practice in recruitment
- ask targeted questions
- find out about further support available

This workshop will be delivered by a Recruitment manager, Human Resources, and is relevant to **the proposal, award set up and acceptance** and **project delivery** stages of the research project life cycle.

Advanced influencing policy: How to engage with policymakers and the policy-making process

This session, delivered by PolicyBristol, will explore how to develop a policy engagement strategy and how to communicate your research impact to relevant stakeholders. Policy engagement is about exploring ways in which your research can translate, assist or shape the decisions of policymakers. This session requires a basic understanding of policy engagement. The course will cover the policy landscape in more detail, the challenges you may encounter and tips for planning and resourcing your policy engagement strategy.

Learning objectives:

- To understand the role and purpose of different layers of the policy-making landscape, and to feel confident about determining who best to target
- To be able to recognise the challenges of policy engagement and plan to mitigate risks
- To be in a position to develop a policy engagement strategy, tailored to your research project
- To feel confident to apply for funding for policy engagement and impact activities

This workshop will be facilitated by the PolicyBristol team. This workshop is relevant to the **delivery and project close** and **legacy** stages of the research project life cycle.

Introduction to research compliance

This workshop is an introduction to research security laws and regulation that directly impact research collaboration.

After attending the workshop, participants will be able to:

- understand which national security legislation impacts research e.g. export control, the National Security and Investment Act, the Nagoya Protocol
- identify what they need to be aware of when liaising with external partners
- identify the types of relationships and collaborations where research compliance input would be important and relevant
- understand the impact of failure to comply with research security regulations and law

This workshop will be delivered by the a member of the Research Compliance Team, Research and Enterprise Division, and is relevant **throughout the end-to-end process** of the research project life cycle.

From study design to communicating research - the inclusive research process

This session will define and explore sources of bias and the role these play throughout the research pipeline. This session will cover a wide range of subject areas and use real-world examples to demonstrate the importance of inclusivity in all research fields.

The workshop will:

- Explore sources of bias and the role these play in hypothesis formation, study design, data collection & analysis and research communication
- Introduce approaches to inclusive study design
- Explore why inclusivity is important in all research fields

After attending the workshop, participants will be able to:

- define and identify different types of bias in the research process
- articulate how to be inclusive when recruiting for human-related research
- identify and implement inclusive methodologies

This workshop will be facilitated by the Inclusive Research Collective, and is relevant to the **proposal and delivery** stages of the research project life cycle.

Beyond the publication: wider impacts of our research - the inclusive research process

This session looks at the wider impacts of research on society and the planet and emphasises the need for responsible research. This approach uses the exploration of responsibility to give researchers both the tools to address bias and exclusivity in their own research and also encouragement to take active control of their career.

We will consider how research careers are powerful agents for impact in society, and consider:

- Responsibility for what subjects and questions get researched
- Responsibility for the ways in which research impacts are produced
- the environmental impact of research
- social responsibility in local & global research collaborations.

After attending the workshop, participants will:

- Be able to articulate what responsibility in research means.
- Have an enhanced understanding of the potential impact of their research

This workshop will be facilitated by the Inclusive Research Collective, and is relevant to the **delivery and project legacy** stages of the research project life cycle.

Introduction to commercialisation

This workshop is an introduction to commercialising your research.

After attending the workshop, participants will be able to:

- articulate why they may want to consider commercialising their research
- understand of how to commercialise research
- identify potential challenges

This workshop will be facilitated by Research Commercialisation Managers, Research and Enterprise, and is relevant to the **project close and legacy** stage of the research project life cycle.

Project monitoring and evaluation – coming soon

This workshop provides an overview of the monitoring requirements of funded research projects in a UK University context.

After this workshop participants will:

- have developed an understanding of which monitoring and evaluation activities are required
- be able to identify the benefits of monitoring and evaluation for research projects
- have knowledge of what support is available to them around monitoring and evaluation

This workshop will be facilitated by a Research Programme Manager, and is relevant to the **project delivery and project close** stages of the research project life cycle.

Closing down a research project

The end of a research project is a key stage of any funded research activity. This is the point when final reports have to be produced, budgets reconciled and when the legacy of your projects begins. This workshop provides an introduction to what happens at the end of a research project.

After this workshop participants will:

- have an understanding of what actions are required of them at the end of a research project
- what support is available to them during this stage of the project
- be able to identify appropriate ways to store and share their project data.

This workshop will be co-facilitated by members of the Post-Award Finance and Library teams, and is relevant to the **project close** stage of the research project life cycle.

Skills development

Project management techniques for planning your research

Aimed at researchers who are developing plans for research proposals, these two short sessions provide a high-level overview of a range of project management tools & techniques that can be applied in any research context. With a focus on application and good practice during the pre-award stage, these intense 2-hour sessions provide techniques to address core topics such as: common reasons for problems in research projects; implications of scope/cost/time; expectation management; and identifying and planning the work.

Discipline- and funder-independent, these tools and techniques can be used post-award and when running projects, however in these sessions they are positioned as a springboard for research staff to create more robust pre-award plans.

During these 2*2-hour webinars participants will:

- Learn the basics of the project planning process and receive tools, techniques and advice that can be used immediately on any research project
- Appreciate the fundamental principles of a well-planned research project, such as identifying expectations, agreeing scope, defining outputs, and identifying and scheduling tasks, activities and milestones
- Be aware of the critical factors that will influence project success
- Apply work breakdown structures, network diagrams, Gantt charts and other techniques to create a robust project plan that can be submitted with the bid and subsequently used to manage the project
- Use practical exercises to reinforce and enhance the skills learned

This workshop will be delivered by Project management experts, and is relevant to **the proposal, award set up and acceptance** and **project delivery** stages of the research project life cycle.

Get set to collaborate

In this half-day workshop you'll find the clarity and confidence you need to initiate research collaborations. We cut through the usual overwhelm and doubt with a structured guide to boost your confidence and pin down the actions you need to get started. The workshop includes guest speakers as well as discussion and exercises to get you clear, focused and confident to collaborate. We will cover:

Why most people get stuck before they even start collaborating

- How you can find and talk to potential collaborators
- How you can create strong foundations right from your first conversations
- How you can decide who to trust and what to get involved with

By the end of the session, you will be able to:

- Articulate the perspective and expertise that you bring to research collaborations
- Reach out to people you would love to collaborate with

- Decide which collaborations you really want to be working on
- Establish trust and shared expectations with academic and industry partners

This workshop is relevant to the **pre-proposal** and **proposal stage** of the research project life cycle.

Developing a narrative CV writing workshop

This workshop will present you with an introduction of the modules of the R4R/ R4RI, and it will then give you the opportunity to draft individual sections of your narrative CV. There will be opportunities for peer review and learning, as we will work in small groups to support each other's writing. This workshop has a practical focus, and builds on the previous introductory workshop (if you enroll on this workshop we encourage you to view the recording of the introductory workshop "Developing a narrative CV").

After this workshop you will have:

- An enhanced understanding of the structure of R4R/ R4RI
- Started writing your narrative CV
- Reflected on your narrative and identified potential areas for improvement

The workshop will be co-facilitated by members of the Centre for Academic Language Development, the Elizabeth Blackwell Institute and Staff Development, and is relevant to the **proposal** stage of the research project life cycle.

Discovering leadership

Many people are reluctant to consider leadership as they believe they need to be someone else; but we all lead in different ways, in our work and home lives: co-ordinating social activities, parenting, running a household, or simply navigating daily life.

Whether you are aspiring or reluctant to lead, on this half-day in-person course, we will explore the qualities of authentic leadership using [The Leadership Tree](#) model to help you to find your own leadership style (spoiler alert – you already have it!). We will explore your values and strengths, investigate leadership qualities and help you to understand the agency you already have to influence others.

At the end of this session you will have explored:

- the importance of authenticity in underpinning effective leadership
- your own leadership style and identity, and the values underpinning this
- the potential impact you have on others (the leadership shadow and the agency you already have)

This workshop is relevant across **all stages** of the research project life cycle.

Communicating your research to a wider audience

This half-day workshop is designed as just one of many learning opportunities mapped against the Research Project Life Cycle, and focuses on communicating your research to a wider audience. Once created, assimilated and understood by a researcher, data needs to be interpreted so as to give it meaning. Then this can be crafted into some kind of narrative so as to engage a listener and provoke thoughts, feelings and actions. In order to create a course with a practical rather than just theoretical output and outcome, participants are invited to attend having first completed some pre-course work as outlined on the Padlet which accompanies this workshop. It will ask them to decide on an aspect of their research that they want to communicate and choose an audience for it in order to create a plan which they will use during the workshop to develop, refine and test.

The workshop aims to:

- Explore different approaches to communicating your research
- Introduce approaches to planning your piece of communication
- Introduce the concept of using storytelling to bring data to life

After the workshop, participants will:

- Have outlined a piece of communication of their research
- Have an enhanced understanding of their audiences
- Have tested approaches to communicating their research

This workshop is relevant to the **proposal, delivery and project close and legacy** stages of the research project life cycle.

Engaged research: Why and how to embed public engagement in your research

This workshop is a practical session focusing on the development of a public engagement plan for your research.

The workshop aims to:

- Explore why public engagement matters
- Explore drivers for public engagement with research
- Introduce approaches to identifying and involving stakeholders in your research
- Explore practical approaches to engagement throughout the research process
- Introduce effective approaches to researching together with diverse communities

After the workshop, participants will be able to:

- Start planning how they will approach planning meaningful engagement with their target groups
- Identify drivers and barriers to public engagement with research
- Articulate what they need to be thinking about when considering engaging diverse voices with their research
- Plan for meaningful and equitable engagement with target groups leading to positive impact beyond a research project

This workshop will be facilitated by the Public Engagement team, DREI, and will be relevant to the Proposal, delivery, and project close and legacy stages of the research project life cycle.

Project management tools for managing your research project

Aimed at researchers who are managing a research project, this 1-day onsite course provides an introduction to project management tools and techniques to help with the day-to-day running of research projects. This session uses a hands-on approach to focus on practical tools and tried-and-tested approaches for successfully implementing, managing and tracking your project plan.

This session builds on the pre-award "Project management techniques for planning your research", and although not compulsory we do recommend it as a pre-requisite to get most value from this session.

This workshop will be delivered by Project management experts, and is relevant **project delivery** stage of the research project life cycle.

Managing research teams

Managing a team is an important skillset in any Research Leader's toolkit. There are many facets to the role, as well as policies and processes you will need to be aware of, in order to carry out your responsibilities and lead an effective research team.

This half-day workshop is designed for those who are new to managing a research team or who wish to refresh their knowledge in this area. It will offer a combination of practical information and tools, as well as time to explore and reflect on the role.

By the end of the session you will have increased your knowledge and understanding of:

- The role of an academic manager, your responsibilities and what is expected of you
- Tools for effective and positive management of research teams
- Guidance on HR policies and processes, including illness, maternity leave, and managing performance issues
- How to support the development of researchers, in line with the Researcher Concordat

This workshop will be facilitated by members of the Staff Development and the HR Business Partnering teams, and is relevant to the **delivery** stage of the research project life cycle.