Name of new academic: .................................................................

Faculty of Health and Life Sciences
Research Induction
For all New Academic Research Active Staff

Faculty Research Intranet Pages:
http://www.hls.brookes.ac.uk/research-intra

- Research Grants
- Research Supervisors
- Research Students
- Research Student Assessors
- Contract Researchers
- Faculty Research Committees
- Ethics
- Forms

Faculty Research and Knowledge Transfer Strategy and Implementation Plan 2011-2014:
Attached and available on the Faculty Research Intranet at link below:

Research Professional:
To run funding opportunity searches and set up e-mail bulletins, the University's preferred funding opportunities platform is Research Professional. Searches can be personalised by research discipline or by funding body. If you don't have access to this already, you can set this up at:
www.researchprofessional.com

From the homepage, you can apply for an account by clicking on the link to "Self Registration". If you have any difficulty getting access to Research Professional, please contact Sarah Taylor, in the Research and Business Development Office, e-mail staylor@brookes.ac.uk.

Je-S:
Electronic applications to Research Councils are submitted via the Joint electronic Submission system (Je-S).

1) If you are currently registered on the Je-S system as working at your previous institution, you will need to update your details so that you can submit electronic applications as a member of staff at Oxford Brookes University. Go to the Je-S login page:
https://je-s.rcuk.ac.uk/

Login as normal and go to the "Personal Details" menu. Choose "Contact Details" and click “Add New Contact Details". From the dropdown list, select "Oxford Brookes University" for Organisation and "Faculty of Health and Life Sciences" for Department. (The address should be automatically populated). Press "save". An automated e-mail will
be sent to the Research and Business Development Office, to confirm that you are linked to Oxford Brookes University.

2) If you have not previously registered on the Je-S system, go to the login page: https://je-s.rcuk.ac.uk/

Go to the “New Users” menu and click “Create an Account”. Read the terms and conditions and “Accept”. Complete “Account type”, “Personal Details” and “Qualifications” sections. From the dropdown list, select “Oxford Brookes University” for Organisation and "Faculty of Health and Life Sciences" for Department. An automated e-mail will be sent to the Research and Business Development Office, to confirm that you are linked to Oxford Brookes University.

**pFACT:**

Every external research grant application needs to be full Economically Costed using pFACT (Project Financial Appraisal and Costing Tool). All research active staff in the Faculty need to arrange access to pFACT and are encouraged to attend pFACT training.

In order to be set up with a username and password, each individual must complete the pFACT Access Form (attached) with name and staff number in section A, then sign and date the form as applicant in section E. The form needs to be returned to Sian King.

For details of future training sessions, to download the training manual and access form, and to log in to pFACT, please visit the link below: https://www.brookes.ac.uk/res/support/staff/trac/costing-tool

**Health and Safety:**

During induction, your Line Manager will carry out a detailed Health and Safety induction covering your individual needs, including the research environment, (laboratory safety where relevant) and risk assessment. Please take your Health and Safety questionnaire, included with your contract and terms and conditions pack, along to this induction. Your Line Manager will go through the form with you and ask you to initial it. The form should be returned to Tim McGill, Safety Officer, A1.06, Wheatley Campus.

Should you need advice on Health and Safety issues relating to laboratories, contact Liz Mitchell, e-mail ejfmitchell@brookes.ac.uk.

Faculty Health and Safety Induction document for laboratory work:
Faculty intranet – Document store – Staff – login (p number and password) – scroll to pg 2 – Health and Safety folder – “Faculty_HLS_SAFETY_INDUCTION_13”

University Health and Safety manual:
http://www.brookes.ac.uk/services/hr/health_safety/docs/index.html

Faculty Health and Safety policy:
https://shsc-int.brookes.ac.uk/documents/view.php?fDocumentId=6205

Risk Assessment and Staff Research Activity:
(for completion by research staff undertaking research activities in places which are not under University control both in the UK and overseas)

Staff Overseas Travel Proposal form:
(for completion by staff who wish to travel overseas)

Training and Development:

University Central Research Funds:
Periodic calls for University Central Research Funds go out at least once a year to support research. Calls will be circulated by e-mail. “Internal Funding Schemes” will also be advertised on the University’s “Support for Research” web pages: http://www.brookes.ac.uk/res/support/staffinfo

Staff Development Funds:
You can apply to your Head of Department for Staff Development Funding, to attend research training, conferences etc, for events which will take place during the period of your contract. The Staff Development Request Forms are available on the Faculty intranet: https://shsc-int.brookes.ac.uk/

Go to Document Store – Staff – scroll to pg 2 of list - Staff Development folder:

Short course form:
StaffDevelopmentApplicationFormfromSept2011_-_10_October_2011[1]

Long course form:
StaffDevelopment_Long_Course_ApplicationFormfromSept2011_-_10_October_2011[1]

Staff Development Strategy:
FHLS_SD_strategy_13-14_-_30_October_2013[1]

Research Methods and Management Training:
The University runs a training programme for its academic and research staff to include research induction and networking events, applying for research funding and what to do post-award, computer courses, Statslink and Mathslink training, Library training and Mentoring:
http://www.brookes.ac.uk/research/research-support/training-events/

The Oxford Centre for Staff and Learning Development (OCSLD):
OCSLD, based at Oxford Brookes University, is one of the UK’s largest and most established providers of staff and educational development for further and higher education. OCSLD run relevant courses for researchers, including Project Management, Health and Safety, Presentation skills, Time Management, Communication and Assertiveness skills, Leadership and Management:
http://www.brookes.ac.uk/services/ocsld/index.html

Last updated 9th September 2014 JC.
University Research Mentoring Scheme:
The University runs a Mentoring scheme and encourages its researchers to join as Mentee or Mentor. It is anticipated that Mentees/Mentors will meet for approximately one hour every month for up to one year. Mentees benefit from e.g. tapping into the knowledge and experience of a senior academic; having a ‘neutral’ person to act as a sounding board/explore ideas with and assistance in setting personal and career goals. Mentors benefit from e.g. a fresh perspective; satisfaction in acting as an ‘enabler’ for others/seeing the Mentee progress and continuing professional development. Scheme guidelines and an application form are available at the following link: http://www.hls.brookes.ac.uk/research-intra/mentoring

Careers Centre:
Details of training events, workshops and guidance offered by the University Careers Centre, including same day appointments, can be found at the Careers Centre web site. The link to “Resources” from the Careers homepage also provides assistance on CV building, cover letters and interviews: http://www.brookes.ac.uk/careers

Career and Personal Development:
OCSLD host a comprehensive Career and Personal Development web site which provides online tools and links to training courses through three portals: 1) i-GROW, 2) AUA professional behaviours framework, 3) Role-related skills. http://www.brookes.ac.uk/services/ocsld/career-dev/index.html

Role Profiles:
The HR web site contains clear criteria for career progression, including Research Fellow → Senior Research Fellow → Lecturer → Senior Lecturer → Principal Lecturer. The website also contains criteria for promotion to Reader and Professor: http://www.brookes.ac.uk/services/hr/reward/academic/index.html

The Concordat to Support the Career Development of Researchers:

University Code of Practice for the Career Management and Development of Researchers (pdf):
http://www.brookes.ac.uk/research/policies-and-codes-of-practice/

Vitae:
Vitae is dedicated to realising the potential of researchers through transforming their professional and career development: https://www.vitae.ac.uk/doing-research/research-staff

Researcher Development Framework:
The Researcher Development Framework is a career development resource available on the Vitae web site for researchers to look at their knowledge, behaviours and attitudes: https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/developing-the-vitae-researcher-development-framework
Research Student Supervisor Training:
It is a Faculty requirement that all research-active academic staff must complete the compulsory elements (sessions 1 to 3, highlighted in bold) of the Supervisor Training programme on University regulations and procedures, run by the Graduate Office: http://www.brookes.ac.uk/students/research-degrees-team/research-staff/graduate-college-supervisor-training/

Additional, optional training on "Supervision and Management of Student Research" is run by OCSLD: http://www.brookes.ac.uk/services/ocsld/staffcourses/research_seminars.html

Outreach Activities:
To get involved with outreach activities, such as the Brookes Science Bazaar and school visits, contact Anne Osterrieder, Research and Science Communication Fellow, e-mail a.osterrieder@brookes.ac.uk, ext. 3639.

Roles of Faculty Staff who Support Research:

- **Associate Dean for Research and Knowledge Exchange.** Faculty Research and Knowledge Exchange Committee Chair and Research Grants Panel Chair: Prof. Linda King, laking@brookes.ac.uk, ext. 3241.
- **Business Support Officer (Costings & Contracts):** Jackie Ryan, jlryan@brookes.ac.uk, ext. 2572.
- **Faculty Health and Safety Committee Chair:** Prof. Isabel Bermudez Diaz, ibermudez@brookes.ac.uk, ext. 3292.
- **Faculty Postgraduate Research Tutor and Chair of Faculty Research Degree Sub-Committee:** Prof. David Evans, deevans@brookes.ac.uk, ext. 3968.
- **Faculty Research Ethics Committee Chair:** Hazel Abbott, heabbott@brookes.ac.uk, ext. 2639.
- **University Research Training Co-ordinator:** Dr Susan Brooks, sbrooks@brookes.ac.uk, ext. 3285.
- **Knowledge Transfer Lead:** Prof. David Fell, dfell@brookes.ac.uk, ext. 3247.
- **Photographer:** Sheona Bellis, smbellis@brookes.ac.uk, ext. 3280.
- **Research Administrator:** Phil Voysey, pivoysey@brookes.ac.uk, ext. 2904.
- **Research & Consultancy Support Officer:** Milly Farrell (Tues to Fri), millyfarrell@brookes.ac.uk, ext. 2890.
• **Research Grants Officer:**
  Emma Webster, emmawebster@brookes.ac.uk, ext. 2906.

• **Research Leads:**
  Department of Sport & Health Sciences:
  Prof. Helen Dawes, hdawes@brookes.ac.uk, ext. 3293.

  Department of Biological & Medical Sciences:
  Prof. Chris Hawes, chawes@brookes.ac.uk, ext. 3266.

  Department of Psychology, Social Work & Public Health:
  Prof. Anna Barnett, abarnett@brookes.ac.uk, ext. 3680.

  Department of Clinical Health Care:
  Prof. Mary Boulton, mgboulton@brookes.ac.uk, ext. 5298.

• **Research Managers:**
  Angela Robinson (Mon, Weds, Thurs pm), airobinson@brookes.ac.uk, ext. 2905.
  Jennie Cripps (Tues, Weds, Thurs), jcripps@brookes.ac.uk, ext. 2905.

Roles of University Staff who Support Research:

• **Pro-Vice Chancellor, Research and Knowledge Transfer:**
  Prof. Alistair Fitt, afitt@brookes.ac.uk, (PA Mandy Edney, medney@brookes.ac.uk, ext. 4891).

• **Research and Business Development Office (RBDO):**
  Research Funding Officer (EU bids):
  Lorraine Williams, ldwilliams@brookes.ac.uk, ext. 3744.

  Research Funding Officer (EU bids):
  Gareth Preston, gpreston@brookes.ac.uk, ext. 4223.

  Research Support Manager (Research Councils):
  Sarah Taylor, staylor@brookes.ac.uk, ext. 4064.

  Research Funding Officer (Charities & all other funders)
  Steven Radley, sradley@brookes.ac.uk, ext. 4215.

• **Library:**

  You are encouraged to contact your Academic Liaison Librarian to arrange a Library induction:

  **Jo Akers** - Sport, Coaching & Physical Education.

  **Vicki Farmilo** - Department of Clinical Health Care: Adult Nursing, ODP, Advanced Practice, Nursing and Care Specialities, Paramedic Practice and Palliative and Cancer Care.


**Helen Whittaker** - Physiotherapy, Occupational Therapy and Osteopathy. Also Academic Liaison Development Team Leader for the Faculty of Health & Life Sciences.

**Health and Social Care (Katherine, Vicki, Helen):**
healthcarelibrarians@brookes.ac.uk, ext. 3135.

**Science (Richard, Helen):**
sciencelibrarians@brookes.ac.uk, ext. 3136/3137.

**Sport/Coaching (Jo):**
jakers@brookes.ac.uk, ext. 8288.

**Other Useful Contacts:**

- **Facilities and Maintenance (Headington & Marston Road),** e-mail maintenance@brookes.ac.uk, ext. 8888 (0800-1900hrs, Monday to Friday). If emergency, out of core hours, dial ext. 3939 for Maintenance or 3060 for Facilities.

- **Catering (Headington),** ext. 3105, e-mail "Catering Services Headington" - dept_cahed.addressbook@brookes.ac.uk

- **Catering (Marston Road),** ext. 2679, e-mail "Catering Services Marston Road" - dept_camrs.addressbook@brookes.ac.uk

- **Marketing** (based at Marston Road, MRG.58. Hot-desk in the Research Office, SG.02, Sinclair, Gipsy Lane):
  
  e-mail fhls-marketing@brookes.ac.uk for general contact with the Marketing team, e.g. requests for marketing support. Please use this address for any new projects rather than contacting individuals within the team.

  e-mail fhls-news@brookes.ac.uk for good news stories across the Faculty including events, awards, books published, research projects, etc. These will be promoted in e.g. the Faculty newsletter, on Facebook, the website etc. This email account is shared with members of the Research Office.

- **OBIS Service Desk (IT and AV support),** ext. 3311, or visit web site: service.brookes.ac.uk.

- **Post Room (Gipsy Lane),** FG.07, ext. 3057. Temporarily in HKG.42, Headington Hill site.

- **Post Room (Marston Road),** MRG.59 – See Eileen Parry, MRG.01, ext. 2600.

Last updated 9th September 2014 JC.
• Room bookings (Headington & Marston Road), ext. 3906, e-mail registry-roombookings@brookes.ac.uk

Enclosures:
• Faculty Research and Knowledge Transfer Strategy and Implementation Plan 2011-2014
• pFACT Access Form
• Submitting External Research Grant Applications – Faculty Guidelines