**RESEARCH AND ENTERPRISE COMMITTEE**

**Minutes for the third meeting of the Research & Enterprise Committee in the 2012/13 Academic Session, held on Wednesday 13th February 2013, 2.00pm, QA075, Greenwich Campus**

 **PRESENT:**

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| **Prof A Reed** | **Acting Chair**  |
| Ms T Banton | Research Support Manager |
| Prof C Bellamy | Director of Research & Enterprise (GMI) |
| Prof A Benati | Director of Research & Enterprise (HSS) |
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| Mrs W Curran | Finance Manager (Finance) |
| Dr M Davies | Director of Research & Enterprise (GRE) |
| Prof E Galea | Director of Research (CMS) |
| Prof D Isaac | Director of Research & Enterprise (A&C) |
| Prof J Jameson | Director of Enterprise (EDU) |
| Prof A Lambirth  | Director of Research (EDU) |
| Prof P Maras | ECR Director  |
| Dr J Orchard | Director of Research (NRI) |
| Mrs J Sarakbi | Research Support Manager (Maternity Cover)  |
| Prof S Thomas | Director of Research (BUS) |
| Mr J Wallace | Administrative Secretary (Vice Chancellor’s Office)  |
| Prof E West | Director of Research & Enterprise (HSC) |
| Prof S Wicks | Director of Research (SCI) |
| Dr S Woodhead | Director of Research & Enterprise (ENG) |
| Ms C Nyandoro-Kunzvi | Secretary (GRE) |

**APOLOGIES FOR ABSENCE**

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| **Prof T Barnes** | **Chair** |
| Prof C Birch | Director of Enterprise (BUS) |
| Prof C Bailey | Director of Enterprise (CMS) |
| Prof J Morton | Director of Enterprise (NRI) |
| Dr D Wray | Director of Enterprise (SCI) |

1. **MINUTES OF THE PREVIOUS MEETING**

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| **REC-12-1.1.** | **MINUTES OF THE FIRST MEETING OF THE RESEARCH AND ENTERPRISE COMMITTEE HELD IN 2012/13 ON THE 3rd OCTOBER 2012.**The minutes of the Research and Enterprise Committee held on 12th December 2012 were agreed by the Committee as a true and accurate record of the meeting subject to the following amendment;An **action point for the Vice Chair** to be added at the end of item REC-12-3.6. |

1. **MATTERS ARISING FROM THE MINUTES**

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| *REC-12-3.5* | **EARLY CAREER RESEARCHER MATTERS**The ECR Director reported that action on the induction process and support for the ECRs was on-going. |
| *REC-12-5.1* | **PhD/EdD COMPLETIONS**An update would be provided under REC-12-5.2 |
| *REC-12-5.3* | **BRAZIL ‘SCIENCE WITHOUT BORDERS’ SCHEME**The Vice Chair had contacted the International Office to encourage them to get the links in place so that the University may be eligible to join this scheme. **No feedback had yet been received from the International Office and the Vice Chair would pursue.****ACTION: Vice Chair** |

**3. GREENWICH RESEARCH AND ENTERPRISE**

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| **REC-12-3.1** | **RESEARCH AND ENTERPRISE FINANCIAL ACTIVITY REPORTS**The Acting Chair presented the Research and Enterprise Financial Activity report to the end of December 2012.Revenues to the end of December 2012 were £5.5m (including NRI). NRI revenue figures were at £2.9m and Schools at £2.6m, an increase of £1.1m (25%) compared with the same period last year. Contracting to the end of December 2012 was at £9.8m, of which NRI was at £4.8m and the Schools at £5m, an increase of £5.4m compared with the same period last year. The figures showed that most Schools were on target to match or increase last year’s totals. There had been an increase in contracting from Research Councils at just over £1m. EU funding contracts were recorded at £2.2m. Contracting compared to money burn indicated continuing growth. GUEL revenues to end December 2012 were £527k, indicating a drop of £118K compared the same period last year. The Administrative Secretary (Vice Chancellor’s Office) queried on the amount for the GUEL ‘other’ figures as they appeared to be low. The Finance Manager (Finance) responded by saying that the amount reported was income categorised under research & enterprise, such as courses and royalties and did not include non-credit bearing courses or accommodation and lettings that were reported in the main GUEL accounts. |

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| **REC-12-3.2** | **RESEARCH AND ENTERPRISE BIDDING ACTIVITY REPORT**The Research Support Manager (GRE) presented the Research and Enterprise Bidding Activity report to the end of December 2012. Bidding totals to the end of December 2012 (including NRI) were £15.2m. NRI bidding totals were at £6.5m and Schools at £8.6m The bidding status report showed that 58% of the overall bids at £8.8m were pending an outcome, 8% of bids valued at £1.1m, were rejected and 34% of the overall bids, worth £8.8m, had been awarded, of which £3.6m of these bids were bid in the previous academic year. Bidding by funding source showed that 33% of the total number of bids had been submitted to Research Councils, 21% to EU government, 29% to Overseas Funders, 7% to the UK Central Government, 5% to UK Industry and 4% to UK Charities. The overall value of bids being submitted was much higher, representing an increase of 12% over the value of bids submitted in 2011/12 and an increase on 30% on the value of bids submitted in 2009/10. Clarification was sought with regard to the bids/awards reported under Research Councils, as it was felt that European Research Council (ERC) bids should be reported under EU and not UK Research Councils. **It was agreed after discussion, that in order to keep in line with Finance’s reporting structure, ERC bids would be reported separately to UK Research Council Bids.**The Director of Research (CMS) also suggested that the **award totals for UK Research Council be further broken down to reflect small/first grants against the larger Research Council applications**. The Committee agreed to this as it was considered that such a breakdown of the data would be informative. **ACTION: Research Support Manager** |
| **REC-12-3.3** | **GREAT 2012 & REF 2014 UPDATE**The Research Support Manager (Maternity cover) presented a progress report on REF 2014. The table showed the overall picture of the REF submission in terms of outputs assessed, impact statements received to date, case studies (1st and 2nd drafts) and draft environment statements received by UoA.Highlighted areas in red were still outstanding and Schools/Institutes were encouraged to submit their revised impact statements as well as the 3rd draft impact case studies by the 29th March 2013. All REF matters were to be reported directly to the Research Support Manager. To date a total of 278 individual staff circumstances disclosure forms had been received. **The Research Support Manager would forward to UoA co-ordinators a list of staff that had completed the disclosure forms once the verification process had been completed.** Complex circumstances would be considered by a Equality & Diversity Panel at the end of March 2013.Impact workshops had been scheduled to assist academics on improving their REF3a and 3b statements. The Research Support Manager (Maternity cover) sought the Committee’s views on improving their environment statements. It was agreed from the discussion that **the Acting Chair and GRE would develop a summary of the pan-university approach to researcher development for inclusion in the ‘environment’ section of the UoA submissions, which would then be augmented by local information of this matter.** |

***ACTION: All***

***ACTION: GRE/Acting Chair***

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| **REC-12-3.4** | **EARLY CAREER RESEARCH MATTERS**The ECR Director gave an update report on Early Career Researcher matters. It was noted that a call for ECR awards had been sent out and applications were to be received by 26th February 2013. A call for the Communicator Awards would be announced at the end of March. The ECR Director was also working with the Human Resources department to determine how ECRs could easily be identified within the University as the current criterion was different from the REF definition of ECRs.The ECR Director also reported that the university had volunteered to host a Vitae Research Development Framework (RDF) event later this year. The event would be beneficial for the institution in finding out how to embed the RDF into the environment statements for the REF submission.  |

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| **REC-12-3.5** |

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| **‘CONCORDAT’ GAP ANALYSIS AND ACTION PLAN**The Vice Chair announced that in response to the publication of its Gap Analysis and Action Plan relating to the implementation of the *Concordat to support the career development of researchers,* the university had been awarded ‘EU HR Excellence in Research’ status. This was seen as a welcome development for the university, since such status should assist in removing any barriers to applying/bidding for EU monies, as well as acting as a catalyst in assisting the university to articulate its commitment to and approaches for researcher development in the ‘Environment’ sections of the UoAs that will be submitted to the forthcoming REF 2014. The Vice Chair also stated that one of the important functions of the university’s Concordat Implementation Working Group (CIWG) would be to establish how this Action Plan benefits the university’s researchers, and to do so in a demonstrable way, otherwise this new status could be in jeopardy when our progress against the Plan is assessed in two years.The Committee welcomed the announcement and suggested **that the’ logo’ for this status is made available to use in relevant research focussed publications.****A university press release on this matter will be distributed in the near future.*****ACTION: Vice Chair*** |

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**4. ITEMS FROM SCHOOLS**

*Directors of Research and Enterprise Presentations on Successes, Opportunities and Challenges in Research and Enterprise activities in each School*

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| **REC-12-4.1** | **SCHOOL REPORTS**The reports from Schools were noted by the Committee. The Research Support Manager informed members that the School report templates would be amended to include ‘**REF matters’** in line with the REF Code of Practice.The Director of Research & Enterprise (HSC) sought clarification on the Peer Review College regarding reviewers declaring a conflict of interests as well as reviewing bids in a confidential manner**. The ECR Director would confirm with GRE that a checkbox was in place on the Peer Review submission form to declare conflict of interest.** It was also suggested that the **proposal calls be included with the bid application** and this was agreed.It was noted from some School reports that a number of bids were being submitted but no ‘Form 1s’ were being completed for most of these bids. In order to report accurate school bidding data, the Research Support Manager (GRE) offered assistance in completing the Forms 1 and 2 and reported that a new Form 1 and 2 would soon be launched that would address the concerns raised by the Schools regarding the current form length, content and time taken to complete the form. Some of the new features would include being able to ‘save’ a Form 1 and 2 as well as pre-populating data from a Form 1 to a Form 2. It was noted that the Form 1 was an institutional requirement (to minimise financial risk) and data on this form was used by GRE, Finance, IP department and both internal & external auditors. ***ACTION: ECR Director/GRE*** |

**5. POSTGRADUATE RESEARCH MATTERS**

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| **REC-12-5.1** | **PhD/EdD COMPLETIONS DATA, 2012-13**The following report was noted by the Committee. 23 MPhil, PhD and EdD completions (excluding the School of Pharmacy) had been achieved between 1st August 2012 to 11th February 2013. PGRO was still awaiting results of exams for students who took their examinations last year with minor amendments. Sharon Lawson (PGRO) would compile and circulate list of these students and their Schools were encouraged to support these students to complete and submit revised thesis. The Committee was reminded that the deadline for maximising student completions for REF was 31st July 2013. The Director of Research (CMS) sought clarification regarding the PhD completions data that was distributed as part of the GREAT 2012 data, as the figure reported for CMS was considered to be ‘low’**. To ensure that all student data was correct, Schools were asked to submit a spreadsheet of completed students by UoA (from 1st August 2008 to July 31st 2012) to the Research Support Manager for validation. This information would then be forwarded to Julie Boyer (PGRO) for comparison with PGRO records.** ***ACTION: Vice Chair, All Directors of Research & Enterprise*** |
| **REC-12-5.2** | **VICE CHANCELLOR’S PhD SCHOLARSHIPS**The Vice Chair gave an update on the Vice Chancellor’s Scholarship scheme. It was reported when finalised, some 36 to 38 appointments will have been made from the 40 scholarships awarded. Clarity was sought by members as to the definition of ‘matching’ under the scheme for the 2013 round of applications, as there was uncertainty on whether the Vice Chancellor’s office or Schools would pay for PhD students. Schools sought clarification as to what element of the contributions Schools were expected to fund. The Schools noted that they were keen to support the scholarship scheme, but not at the expense of creating a financial deficit to their School. Members also felt that the exclusion of overseas students from the scheme was a barrier in attracting best students at the University. **The Vice Chair would contact the Chair (DVC, Research & Enterprise) to convey the issues raised by the members and report back at the next Committee meeting**.The ECR Director informed the members of an AHRC call for up to 15 studentships over four years having a value of £4.5m. **Further details of the call would be circulated to members after the meeting**.***ACTION: Vice Chair******ACTION: ECR Director*** |

**6. ITEMS FOR INFORMATION**

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| **REC-12-6.2** | **RESEARCH AND ENTERPRISE FUNDING OPPORTUNITIES**The Committee noted the following funding calls for information:

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| REC-12-6.1.1  | The Department of Health’s National Institute for Health Research (NIHR): *Collaborations for leadership in applied health research and care* |

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| REC-12-6.1.2  | The Department of Health’s National Institute for Health Research (NIHR): *Health technology and assessment commissioned research* |

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| REC-12-6.1.3 | European Union Directorate-General for Maritime Affairs and Fisheries: *Scientific advice for fisheries beyond EU waters* |

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| REC-12-6.1.4 | European Union Directorate-General for Mobility and Transport: *Grants in the field of maritime transport* |

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**7. ANY OTHER BUSINESS**

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| **REC-12-7.1**  | **EXPERTS FOR HORIZON 2020 ADVISORY GROUPS: CALLS FOR EXPRESSION OF INTEREST** |

The committee noted the paper for calls of expression of interest by Horizon 2020. Attention was drawn to the deadline of 6th March 2013 for interested parties.

The Director of Research (SCI) informed the Committee that in relation to the Horizon 2020 call, a meeting to discuss potential pharmaceutical research opportunities into the formulation of generic children’s medicines had been scheduled at Medway on the 28th February 2013. **The Schools of HSC and CMS were invited to attend and should contact the Director of Research (SCI) for more information.**

**ACTION:Director of Research & Enterprise (HSC)**

**ACTION:Director of Research/Enterprise (CMS)**

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| **REC-12-8.1**  | **DATES OF 2012/13 RESEARCH & ENTERPRISE COMMITTEE MEETINGS** |
| **Meeting** | **Papers Received by** |
| **24th April 2013, QA063, Greenwich Campus** | 29th March 2013 |
| 29th May 2013, B028, Medway Campus | 10th May 2013 |
| 10th July 2013, QA075, Greenwich Campus | 21st June 2013 |