UNIVERSITY OF
BATH

The need for revised procedures

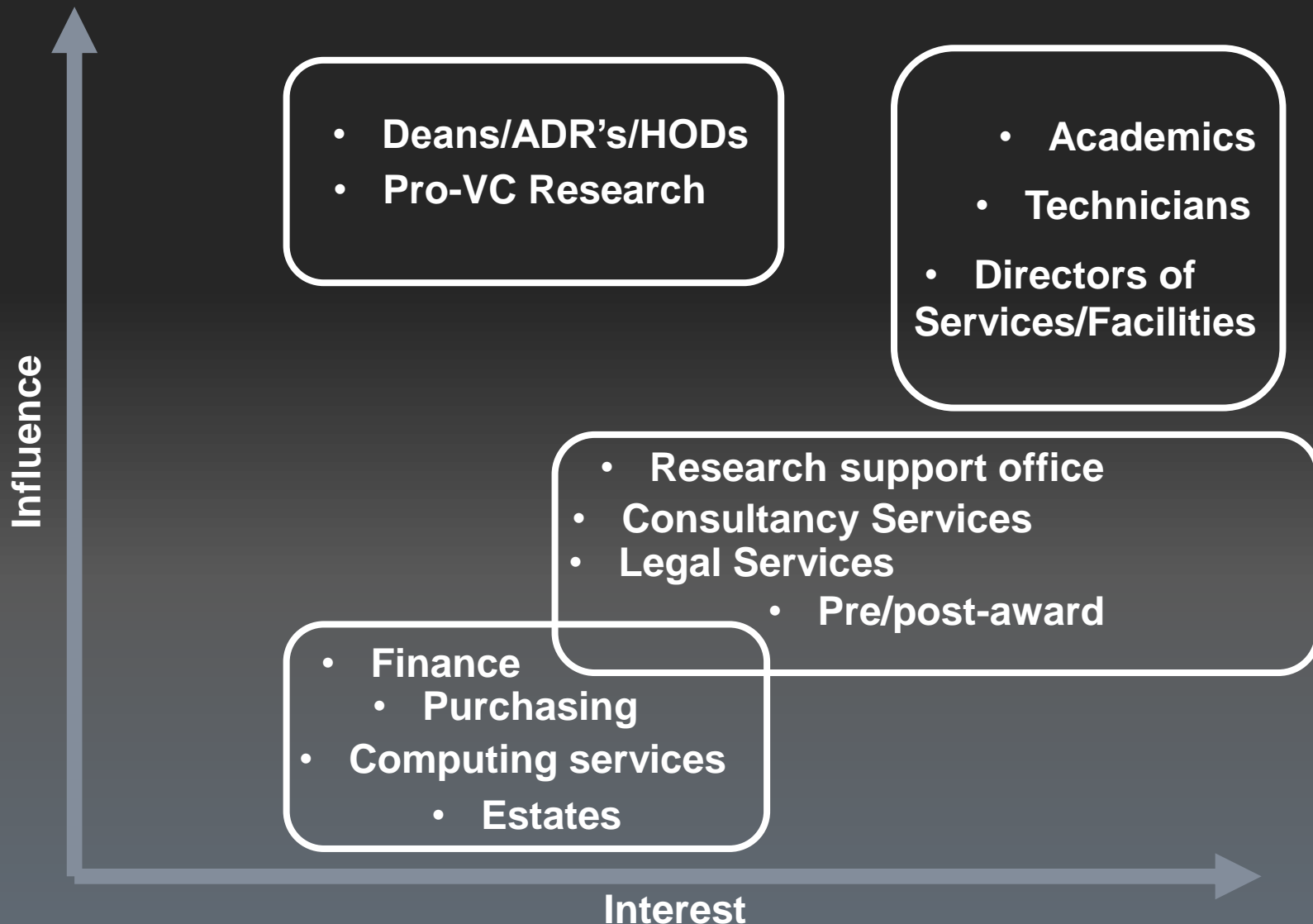**Hamish McAlpine**
19th September 2012

Overview

1. Why the need?

2. What processes/procedures do we need?
   - Who are the stakeholders?

3. What Bath have done

4. What Bath haven't done
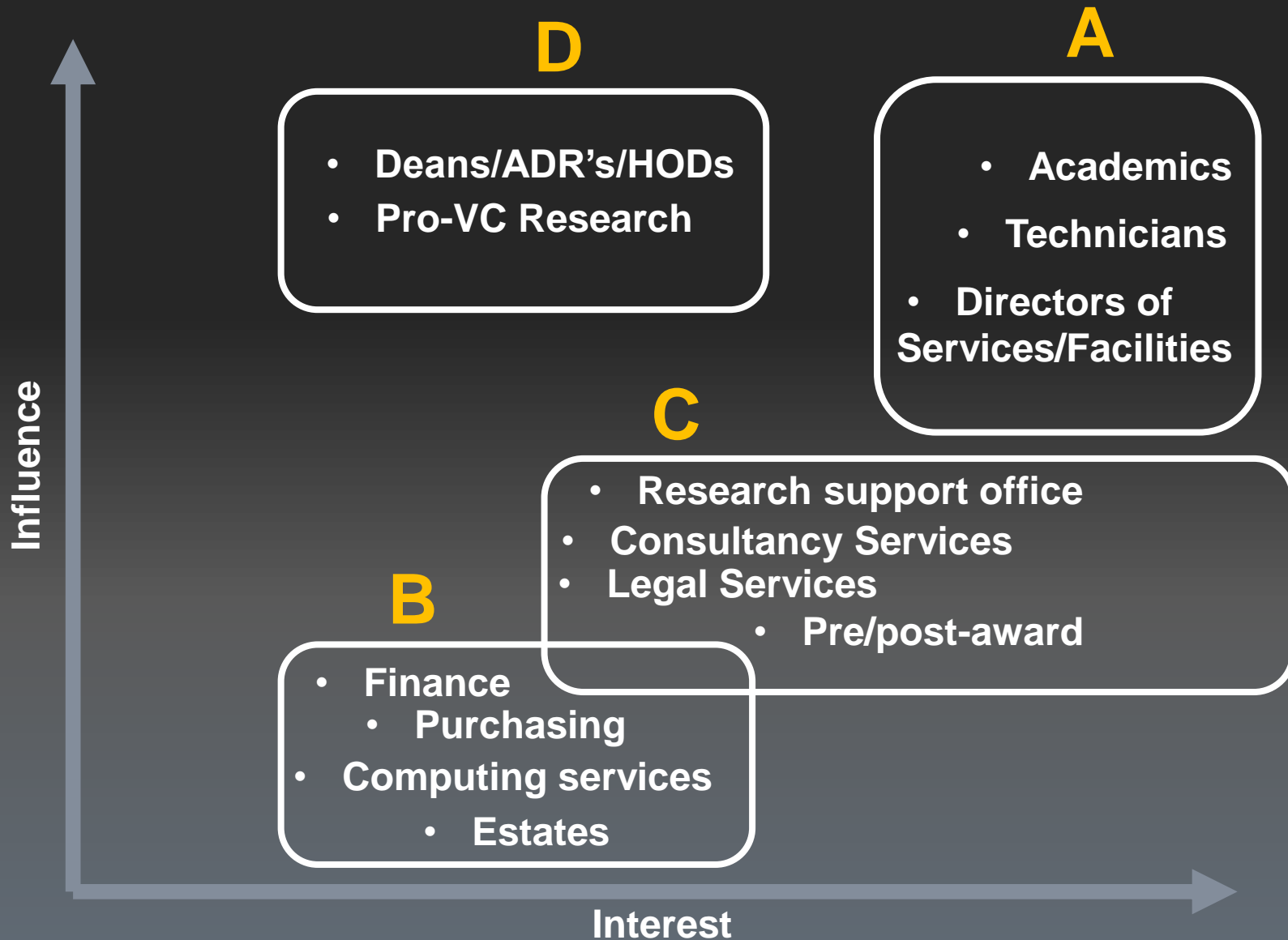
5. Discussion

1. Why the need?

"No database is an Island"

2. ABCD Stakeholder Analysis

Influence (vertical axis) / Interest (horizontal axis)

- **Deans/ADR's/HODs**
- **Pro-VC Research**

- **Academics**
- **Technicians**
- **Directors of Services/Facilities**

- **Research support office**
- **Consultancy Services**
- **Legal Services**
- **Pre/post-award**

- **Finance**
- **Purchasing**
- **Computing services**
- **Estates**

2. ABCD Stakeholder Analysis

Influence (vertical axis)

Interest (horizontal axis)

D
- **Deans/ADR's/HODs**
- **Pro-VC Research**

A
- **Academics**
- **Technicians**
- **Directors of Services/Facilities**

C
- **Research support office**
- **Consultancy Services**
- **Legal Services**
- **Pre/post-award**

B
- **Finance**
- **Purchasing**
- **Computing services**
- **Estates**

2. What is needed?

1. During the project – *Buy-in*

2. After the project - *Sustainability*

2. What is needed? - *During*

- Run it as a 'proper' project with a proper structure

- Group A – Extensive engagement – staff meetings, interviews, focus groups, advertising

- Group B/C – Working group

- Group D – Project board

2. What is needed? - *Sustainability*

- **Group A** – So what/why bother? - What's the incentive? – Money, collaborations, compliance, REF, support & feedback routes (Pure Helpdesk)

- **Group B/C** – New processes - requesting a contribution, asset register maintenance, template sharing agreements…

- **Group D** – Requesting a contribution, Reporting, strategic exploitation

3. What Bath have done

Group A

- Make sure there is a mechanism to capture impacts arising from sharing – Pure (CERIF)

- Provide guidance to write cases for support/check asset registers

- Sell it as "Use Pure instead of Excel/Access /Paper/Nothing"

- Charge what you like

- Be honest about legitimate reasons for not sharing

3. What Bath have done

Atira Pure – CERIF compliant current research information system, made by Atira

Aggregates data from Finance, HR, student records and publications databases and provides a single point for research-related information for REF and other uses.

Allows us to capture impacts arising from sharing

3. What Bath have done

Group B/C

- New process for requesting a contribution – integrate with existing peer review & pre-award processes

- Engage existing finance resource to ensure asset register quality is maintained/improved

- Lower barriers through 'checklists' covering common sharing scenarios

- Engage computing/web services, but be prepared to go externally

3. What Bath have done

- Form to request institutional support for equipment

2. Contribution Request

Type of support	Brief description	Total cost (£)	Requested (£)
e.g. Equipment, Studentships etc.	e.g. Make & model of equipment, number of studentships etc.		This should be 50% o total cost for equipme requests

3. Supporting Information

Strategic nature of bid	How does this project align with the University's priorities (e.g. the Corporate P What would happen if this bid is not successful?
Other relevent information (for equipment requests)	Equipment Funding Request guidance (for equipment requests)
	1. Has a search of the University Asset Register been conducted to ensure no
	2. Can an existing piece of equipment be adapted?
	3. Does another institution have the equipment, or could the equipment be leas be made?

Head of Department's comments

Please comment on strategic fit of application and any other relevant information.

3. What Bath have done

- Peer review form example

3. Outputs
- *Are the proposed academic outputs clearly set out and appropria...*

How could this aspect of the proposal be improved?

4. Equipment
Following the Wakeham Review, Research Councils now require a 50... for equipment costing between £10k and €125K. A separate business ...€125K.

- *For individual pieces of equipment over £10k, please comment on... outputs of the project*
- *Are you aware of any existing equipment or facilities at the Unive...*
- *Has the likely utilisation and any opportunities for sharing the eq...*

5. Impact
- *Are appropriate beneficiaries and/or collaborators identified?*
- *Have appropriate routes have been identified for non-academic d... exchange?*

How could this aspect of the proposal be improved?

6. Presentation
- *Writing clear, concise and not too much technical jargon*
- *Layout of text and use of pictures/diagrams*

3. What Bath have done

Group D

- Make the 'requesting a contribution process' work for them

- Ensure suitable figures are available

- Feed this learning into a wider equipment/facilities strategy

4. What Bath haven't done

1. Charging (for equipment not in a TRAC costed facility)

2. Online booking

3. Sharing implications for equipment purchased with a VAT exemption?

4. How to exploit what we've got – internally, regionally, nationally, internationally (but we're working on it!)

5. Discussion

1. Charging – how to do it between institutions?

2. How to decide whether/what the institution contributes?
   - First come, first served? Ratio of request to grant size? Actual income to institution? HoD comments?

3. Barriers to sharing – what's your experience? How to overcome them?

4. Strategic exploitation?
   - Purchasing (equipment & maintenance)
   - Strategic bids for equipment?
   - What else could we do?

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