

The Research Office

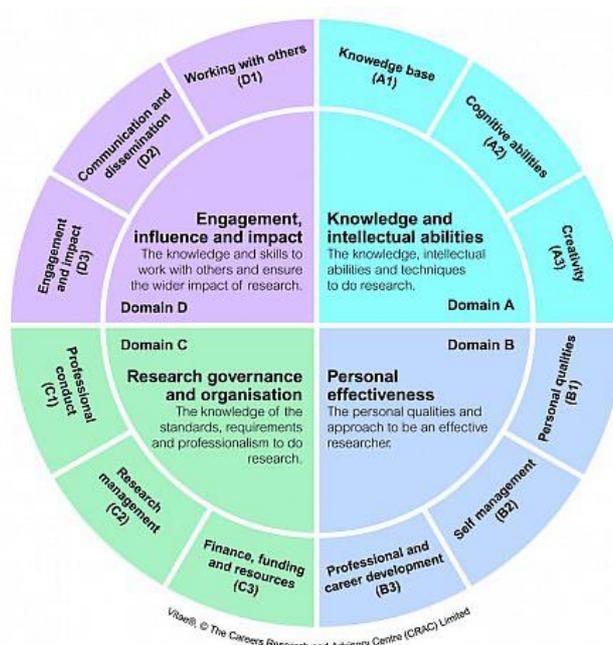
Researcher Training Handbook



1. Introduction and background

Researcher Development training at LSBU takes account of the whole research life of an individual, from the day a doctoral student embarks on a programme of study, to the moment a researcher is elevated to professor. Development is very much at the heart of LSBU's research environment, and the university is proud to have held the award of EU HR Excellence in Research award since 2014 (reviewed and re-awarded in 2016, 2018 and 2020).

At LSBU, Researcher Development training is delivered by a number of partners, led by the Research Office (REI) unit, and supported by Organisational Development (OD- HR), Library and Learning Resources (LLR) amongst others. Using Vitae's Researcher Development Framework (RDF)¹ all researchers have the opportunity to take part in a modern, fully integrated programme of lectures, webinars, workshops and seminars designed to enhance and complement their research experience.



The formulation of Researcher Development training offer is in line with the university's commitment to the Concordat for Researcher Development, and has been built upon the long-established Key Skills Development Programme².

2. Researcher Development Training

The ultimate goal of researcher development training is to ensure that all colleagues who wish to develop their research profile are supported in this wish. Training is provided to guide colleagues at all stages of their development, and is designed to help deliver on the

¹ www.vitae.ac.uk/rdf

² *Key Skills Development Programme Handbook*, London Doctoral Academy, 2018

aspirations of individuals and of the university to provide ‘real world impact’ in everything we do.

The training programme is part of a support plan that has been developed in line with university’s commitments to the HR Excellence Award, announced in the research pages of LSBU’s website.³ It forms part of a development approach that links to research mentoring carried out at Research Centre and School level, overseen by the Researcher Development Group.

3. Training Delivery

The Research Office provides training delivered by experienced colleagues from across the university. The sessions for researchers are there to assist them with their development, and there are courses that are suited to colleagues at all stages, from Early Career Researchers through to Professor. All courses are mapped by demand, with the four pathways matching the needs identified in the Appraisal Cycle, and in the Annual University Research Audit (AURA).

Training is delivered according to need, and a fully prepared set of courses, organised in the **Course Menu** given below. The Menu identifies four training pathways:

- ***Becoming an Active Researcher*** (delivered by the Research Office – designed to support colleagues in developing their research career)
- ***Grant Writing for Success*** (delivered by Pre- and Post-Awards, REI – designed to give guidance to those applying for research grants)
- ***Publications and Impact*** (delivered by the Research Office – designed to give guidance and support in delivering high impact outputs)
- ***PGR Supervision*** (delivered by the London Doctoral Academy – assisting and developing approaches to postgraduate supervision)

In addition, there is a fifth pathway, delivered by PO-OD

- ***Researcher Effectiveness*** (designed to assist in developing effective approaches to personal effectiveness in research).

Each pathway provides a range of individual courses which are available to groups. Delivery of training courses is given to relevant groups who request the training via the Research Office (and this allows:

1. **Flexibility** relative to time frame and delivery type, with the Research Office Responding to local delivery need;
2. **Greater buy-in** from those requiring training, with local champions, meaning fewer wasted opportunities to deliver training; and
3. **Guaranteed audience/participants**

Contact [Nonia Jeroh](#) at the Research Office for details

³ <https://www.lsbu.ac.uk/research/researcher-career-development>

Training is provided as following:

1. **Course Menu.** In place of the fixed calendar, a menu of options relating to the strands is provided, allowing local organisers to select training sessions to be delivered by training partners to the relevant school.
2. **Delivery.** Delivery is on demand, at the source of that demand. Given local differences at School level, the following are the minimum requirements:
 - a. Local organisation of venue/online venue/date/timing will be by relevant school representative(s);
 - b. Minimum participant number (c.10) in order to ensure viability of the course, this to be guaranteed (as far as is possible) by the organiser;
 - c. Courses will be selected from the menu of available options by the organiser;
 - d. Courses will be c.1-1.5 hrs to fit with requirements.
3. **Attendance.** Attendance levels will be recorded in order to help determine effectiveness;
4. **Feedback.** Feedback will be gathered, both during the session, and afterwards, to measure effectiveness.

4. Training Menus

The following pathways are designed to deliver training in the main areas of researcher development. Each course will be short and impactful delivered on demand to a group.

Becoming an active researcher

Title	Delivery	Mode	Stage	RDF Domain(s)	Synopsis
Academic Induction	OD & Partners	iTrent	ECR/new joiner	A, B, C, D	Introduction to the university, teaching, admin & research
Research at LSBU	RO, PaPA	iTrent	ECR/new joiner	A, B, C, D	Introduction to research at LSBU
Researcher Integrity	RO	On demand	ECR, ESR, LR	C	The essentials of researcher integrity, definitions & responsibilities
Becoming a productive researcher	RO	On demand	ECR	B, C	Goal setting, focus and developing time
Masterclass: the research journey	RO & partners	On demand	ECR	B, C, D	Masterclass delivery by one of LSBU's research Professors
Media training	Comms	iTrent	ECR, ESR, LR	D	Introduction to engaging with the media
Introduction to Twitter as a research tool	RO	On demand	ECR, ESR, LR	D	Twitter basics

Grant writing for success

Title	Delivery	Mode	Stage	RDF Domain(s)	Synopsis
Grants: what do I need to know?	PaPA	On demand	ECR/new joiner	A, B, C	Introduction to grant applications and advice on preparing grants
Grant writing workshop	PaPA	On demand	ECR/new joiner	A, B, C	Advice on grant writing
Costing and Pricing for Research Proposals	PaPA, REI	On demand	ECR, ESR, LR	C, D	Essentials of costing and pricing
Briefing and networking	RO/PaPA, REI	On demand/ calendar	ECR, ESR, LR	C, D	Opportunities for networking to gain experience & information
Post-award: what next?	PaPA	On demand	ECR, ESR, LR	B, C, D	The next steps post-award
Masterclass: Grant Success	RO & partners	On demand	ECR	C, D	Masterclass delivery by one of LSBU's research Professors

Publications and Impact

Title	Delivery	Mode	Stage	RDF Domain(s)	Synopsis
Research Outputs	RO	On demand	ECR/new joiner	B, C, D	Introduction to research outputs
Developing a publication strategy	RO	On demand	ECR	B, D	Maximising the impact and reach of your research through varied outputs
Maximising the impact of your journal paper	RO	On demand	ECR, ESR	B, D	Improving your chances of a successful publication
Dealing with Editors & Reviewers	RO	On demand	ECR, ESR, LR	B, D	Understanding the publications process
Preparing a REF-able publication	RO	On demand	ECR, ESR	B, D	Examining output quality
Open Access	RO, LLR	On demand/ calendar	ECR, ESR, LR	B, D	Understanding open access and open research obligations
Achieving Research Impact	RO	On demand	ECR	B, D	Understanding the meaning of research impact
Assessing and developing impact	RO & colleagues	On demand	ECR, ESR, LR	B, D	Scival, Altmetric and other tools
Masterclass: maximising your outputs	RO & partners	On demand	ECR	B, C, D	Masterclass delivery by one of LSBU's research Professors

PGR Supervision

Title	Delivery	Mode	Stage	RDF Domain(s)	Synopsis
Introduction to Supervision	RO	On demand	ECR/new joiner	A, B, D	Introduction to supervision: concepts
The Student-Supervisor relationship	RO	On demand	ECR	B, D	Examining the key relationship to deliver supervision
HAPLO PGR Manager: an introduction	RO	On demand	ECR, ESR, LR	A	Understanding HAPLO
RES Panel Review	RO	On demand	ECR, ESR, LR	A, B, D	Panels Introduction and guidance for independent panel members
Chairing Vivas	RO	On demand	ESR, LR	B, D	Training in Chairing Vivas, essential to take on this role
Chairing Review panels	RO	On demand	ESR, LR	B, D	Training in Chairing review panels, essential to take on this role
EPIGEUM	Online programme	On demand	ECR	A, B, C, D	PGR supervision training, providing real benefits
Masterclass: supervision by an expert	RO & partners	On demand	ECR	B, D	Masterclass delivery by one of LSBU's research Professors

Researcher effectiveness

In addition to the research pathways identified above, the following courses are run by OD on demand, and as available. They are intended to deliver on personal effectiveness goals for all colleagues, and are booked through iTrent as part of the career development process.

Title	Delivery	Mode	Stage	RDF Domain(s)
Listening skills	OD	As available	ECR	B, D
Maximising personal impact	OD	As available	ECR, ESR, LR	B
Planning your career path	OD	As available	ECR, ESR	B
Resilience	OD	As available	ECR, ESR	B
Presentation skills	OD	As available	ECR	B, D
Improving self-awareness	OD	As available	ECR	B, D
Giving and receiving feedback	OD	As available	ECR, ESR	A, B, D
Communication essentials	OD	As available	ECR	B, D
Time management	OD	As available	ECR, ESR, LR	B
Project management	OD	As available	ECR, ESR, LR	B
Conflict resolution	OD	As available	ECR, ESR, LR	B, D