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University of Kent

SERVICES TO SUPPORT YOUR RESEARCH

2018

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INTRODUCTION

Use this guide to signpost your colleagues to the support available to them throughout the lifecycle of their project.

If you can't see the topic you need, please contact the Office for Scholarly Communication (OSC) so we can help or send your enquiry to the correct team.

Email: osc@kent.ac.uk
Website: www.kent.ac.uk/osc

APPLYING FOR AN AWARD: FUNDING AND GRANTS

How we support your research		What this may include	Who can support you with this
Identifying funding schemes	Support to identify suitable schemes, to support with your impact and implementation sections. If you are looking for/have been contacted regarding consultancy or you wish to work with industry or a government department.	• Research Council funding • Charity research funding • Internal funding • Global Challenges Research Fund (GCRF) • Newton Fund • Horizon2020	**Research Services** Find your Research Development Officer https://research.kent.ac.uk/researchservices/by-role/
		• Collaborative research (public, private or charity) • UK Industrial Strategy Funding • Innovate UK, including KTPs • Government tenders • Consultancy opportunities • Horizon 2020 and other sources • Enabling Innovation: Research to Application (EIRA) funding	**Kent Innovation & Enterprise (KIE)** Contact enterprise@kent.ac.uk or telephone (01227 82) 7376
Grant applications	Support for individual researchers & School contacts with accurate costing & submission of applications for external funding. *Does your School have a Research Support Officer? Get in touch with them to discuss your ideas.*	• Costing a proposal • Negotiate/setup grants & contracts • Grading for research staff • Getting proposal approval using KRIMSON • Ongoing project support	**Research Services** Find your Research Grants & Contracts Officer https://research.kent.ac.uk/researchservices/by-role/
			Kent Innovation & Enterprise (KIE) Are you working directly with an external organisation or did you identify your funding through Kent Innovation & Enterprise? Contact entfunding@kent.ac.uk

APPLYING FOR AN AWARD: DATA, IT CONSULTANCY, WEB SERVICES AND DISSEMINATION

How we support your research		What this may include	Who can support you with this
Research data management	Get support with developing a data management plan so that you can organise your data from its creation through to publication and beyond.	• Funder and publisher requirements • Writing your plan • Keeping your data safe • Read.me files	**Information Services: Research Support** Contact researchsupport@kent.ac.uk or select the 'IS Support' option when setting up your KRIMSON record.
IT Consultancy	Support is available if your research project has technical requirements. IT Development provide appropriate support for University systems and IT infrastructure.	• Consultancy to identify and provide technical solutions • Software and hardware procurement and implementation • IT and data security compliance • Technical support • Standard and bespoke research websites and online functionality • High-Performance Computing (HPC) • Data storage, security and management	**Information Services: Requirements** Contact IS-Requirements@kent.ac.uk
Websites and web services	Pre-award assistance with grant applications, costing web services for Research Data Management Plans and websites for research projects.	• Consultation, hosting, training and technical support • Self-service options • Integration with services (e.g. KAR, Kent News Centre, Twitter, YouTube, Kent Events Calendar) • Variable themes for collaborative projects • Quick setup for simple websites	**Information Services: Web Consultants** Contact web-consultants@kent.ac.uk, (01227 82) 4851 or visit www.kent.ac.uk/web

CONTINUED OVERLEAF

APPLYING FOR AN AWARD: DATA, IT CONSULTANCY, WEB SERVICES AND DISSEMINATION (CONT)

How we support your research		What this may include	Who can support you with this
Dissemination planning	Prepare your dissemination plan and pathways to impact by planning an effective communication strategy to share your research findings.	• Understanding your audience • Developing key messages • Planning your routes to impact • Utilising your impact summary • Creative routes to sharing your research • Tracking dissemination	**Office for Scholarly Communication** Contact osc@kent.ac.uk for advice on preparing a dissemination plan. We can also direct you to teams who can guide you through disseminating your research to key groups. **Research Excellence Team** Contact M.R.Bell@kent.ac.uk to discuss planning dissemination to the public.
		• Find routes to working with external organisations • Knowledge Transfer Partnerships (KTP) • Allowing licenced access to your research • Share innovative and creative ideas: Innovation, Creativity and Enterprise network (ICE)	**Kent Innovation & Enterprise (KIE)** Contact your KIE Faculty Liaison Officer (01227 82) 4574

MANAGING YOUR AWARD

How we support your research		What this may include	Who can support you with this
Managing grant award finances	An 'announcement' will follow receipt of an award and will include the cost code and categories under which money can be spent on the project. Depending on your School, expenditure will be processed through your Research Support Officer or finance team who will often book travel on behalf of the research team. Booking your own travel? Use the correct code on Click to automatically allocate this to the grant.	Step 1: Starting your project • Your responsibilities • Approval for and appointing staff • Intellectual property Step 2: Post-Award Finance • Spending your grant • Financial reports	**Research Services** The Research Accounts Officer for your School will send you the grant announcement once the project has been set up in the finance system. They will also offer to meet with you to discuss the project finances and procedures. If you have a School Research Support Officer they will often assist in liaising with Research Services on post-award finances for you – check with your School research or finance teams. KIE will process the announcement, and manage finance, if the project funding is classified as 'enterprise funding'.

RESEARCH ETHICS AND GOVERNANCE

How we support your research		What this may include	Who can support you with this
Research ethics	Supporting you to ensure that your research is meeting its legal and moral obligations.	• Ethical and legal obligations • Research integrity • Researcher development training • Review and approval • Research involving the NHS • Governing legislation and policies	**Research Ethics & Governance** Contact the Research Ethics & Governance Officer at N.R.Palmer@kent.ac.uk or (01227 82) 4797 For research involving animals contact the Animal Welfare and Ethical Review Body at S.E.Reed@Kent.ac.uk Alternatively, talk to your School Ethics representative.

INNOVATION & ENTERPRISE

How we support your research		What this may include	Who can support you with this
Innovation & Enterprise	Support is available to build links between your research and local, national and global businesses or creative organisations. Work with external organisations to share and develop new methodologies and technologies.	• Brainstorming potential partners/application directions for your research • Making contact with an organisation for the first time • Hosting a meeting with one or many academics, and external organisation(s) • Brokering costs/contracts on academic's behalf	**Kent Innovation and Enterprise** Contact enterprise@kent.ac.uk or (01227 82) 7376

COPYRIGHT AND LICENSING

How we support your research		What this may include	Who can support you with this
Intellectual property	Provides opportunities for collaboration, and licensing of new technologies or methodologies that external partners want to access and use.	• Copyright and intellectual property • Patents & trademarks • Developing a spin-out	**Commercialisation** Contact commercialisation@kent.ac.uk
Copyright	Get help to understand the legalities of copyright and how it may affect your work, with a focus on reuse of third party material used in research.	• How copyright may affect your work • Understand the scope of copyright protection and the University of Kent's copyright policy • Best practice in using other people's work in your own publications • Find out who to contact for further advice	**Information Services** Contact the Copyright, Software Licensing and IS Policy Manager at copyright@kent.ac.uk or (01227 82) 3857
Licensing	Choose the best license for you work to determine the rights you and others have to reuse your work.	• Copyright in research outputs • Creative Commons licences • Green & Gold Open Access • Funder and Publisher requirements	**Information Services: Research Support** Contact researchsupport@kent.ac.uk

RESEARCH MATERIALS

How we support your research		What this may include	Who can support you with this
Resources and advice to support your research	**Academic Liaison Services** Do you need advice on planning your literature review? Can't find the resources you need to support your research. Help is available to you.	• Planning literature reviews • Purchasing physical or digital items for your research • Borrowing from or visiting another library	**Information Services: Research Support** Contact researchsupport@kent.ac.uk
	Special Collections & Archives Holding 150 distinctive collections to support your research, including rare books, archives, artwork and audio-visual material. Find out more about the collections and how you can use these materials in your research.	• Supporting research and teaching at undergraduate and postgraduate levels • Access to distinctive archives • Digital access to a number of collections • Exhibitions, seminars and talks • Advice and collaboration on outreach and engagement projects using archive material • Reading room to view physical materials • Guidance on handling heritage material	**Special Collections & Archives** Contact specialcollections@kent.ac.uk or (01227 82) 7138
	Cathedral partnerships The University has close partnerships with Canterbury Cathedral Library & Archives and Rochester Cathedral Library. Discover the collections through LibrarySearch. Support is available to help you make the most of these materials in your research. Use LibrarySearch to search the Cathedral collections: www.kent.ac.uk/library/	• Close partnership • Support community engagement • Support research and teaching • Access to distinctive materials • Guidance on handling heritage material	**Information Services: Academic Liaison Services** Contact your Faculty Liaison contact to discuss working with our Cathedral partners: www.kent.ac.uk/library/subject-support/ **Canterbury Cathedral Archives & Library:** www.canterbury-cathedral.org/heritage/archives-library/ **Rochester Cathedral Library:** www.rochestercathedral.org/the-library/

SHARING YOUR RESEARCH

How we support your research		What this may include	Who can support you with this
Disseminating your research	**Publishing your research** When you choose to publish your work Open Access we're here to support you.	• Routes to Open Access & Funder Policy • Research Excellence Framework (REF) • Article/Book Processing Charges • OA Books and choosing a journal	**Information Services: Research Support** Contact researchsupport@kent.ac.uk
	Engaging with the public Get support to engage the public with your research.	• Routes to sharing your research • Developing new partnerships • Planning exhibitions, talks and events • Public Engagement with Research Fund	**Research Excellence Team** Contact M.R.Bell@kent.ac.uk or (01227 82) 6595
		Applying for funding for a short project to work with a specific public group	**Kent Innovation and Enterprise (KIE)** Contact enterprise@kent.ac.uk or (01227 82) 7376
	Local Education Partnerships The Partnership Development Office can advise on how to approach local schools and colleges and whether specific projects fit with University priorities in this area.	• Local educational partnerships • Engagement with further education • University Ambassador Scheme • Canterbury and Medway events • Improving access to HE	**Partnership Development Office** Contact partnership@kent.ac.uk
	Working with the media The Press Office can help gain press coverage for research activities, events or a book launch, issue a press release, arrange a photo call or make informal approaches for interviews or opinion pieces.	• International, national and local media • Media liaison and advice • Media training • Publishing in The Conversation • Kent Staff newsletter	**Corporate Communications** To discuss publicity opportunities or media training contact pressoffice@kent.ac.uk

How we support your research		What this may include	Who can support you with this
Disseminating your research (cont)	**Engagement with Parliament** Parliament would like researchers to engage with them. Get support to do this.	• How to make your research relevant • Providing evidence to Parliament • Helping Parliament find your research	**Office for Scholarly Communication** Contact osc@kent.ac.uk
	Practice Research Get support to share practice based research	• Portfolios • Audio visual • Performance events • Exhibitions and events	
Making your research discoverable	**Kent Academic Repository (KAR) and Kent Data Repository (KDR)** Depositing your research output and/or data to the institutional repositories helps others to discover your work. Get support to help you make the most of these services.	• Adding outputs and data • Importing outputs • Enhancing your staff profile • Open Access and REF • Data preservation • Using dashboards to measure dissemination	**Visit the repositories to find out more:** KAR: https://kar.kent.ac.uk KDR: https://data.kent.ac.uk Alternatively, to ask us a question or request training contact researchsupport@kent.ac.uk

RESEARCH IMPACT

How we support your research		What this may include	Who can support you with this
Measuring research impact	**Research Excellence Framework (REF)** Support is available to help you better understand the REF and how it is used to assess the quality of research in UK higher education institutions.	• All general REF process related queries • Supporting and monitoring REF • Research impact • Systems that support your research management such as KRIMSON, SciVal and Vertigo Ventures • Queries on eligibility • 1-2-1 Impact Development Sessions	**Research Excellence Team** Contact the Research Excellence Manager at REF2021@kent.ac.uk or (01227 82) 6595
	Measuring reach Measuring the reach your research has matters because you can demonstrate how far your research has travelled to impact society and to inform other researchers. Support is available to help you understand how to measure and amplify the impact of your research.	• Learn why measuring reach matters and how to achieve this • Make the most of social media • Increase visibility using Kudos • Use Metrics Toolkit to measure citations • Discover where your work has been mentioned using Altmetric • Estimate impact with SciVal	**Office for Scholarly Communication** Contact osc@kent.ac.uk **Information Services: Research Support** Contact researchsupport@kent.ac.uk

How we support your research		What this may include	Who can support you with this
Measuring research impact (cont)	**Vertigo Ventures (VV) – for REF impact case studies** VV – Impact Tracker Software is the university purchased system for storing, recording and capturing research impact and related activities for both funded and non-funded projects. All staff members at Kent with REF 2021 potential case studies are welcome to register to use the system. The University has taken the decision that all potential impact case studies must be recorded using this software for both the REF Pilot Exercise 2017 and the real REF.	• Training to learn the Vertigo Ventures Impact Tracker software • Creating a Vertigo Ventures project for your impact case study • Developing impact narrative using storyboards • Identifying impact indicators and appropriate evidence to support impact claims • Identifying stakeholder and collaborator groups • Recording impact activities and events • Collecting and storage of impact evidence	**Register to use Vertigo Ventures impact tracker software:** www.kent.ac.uk/researchservices/impact/vertigo-ventures.html If you have any questions contact researchimpact@kent.ac.uk or (01227 82) 6595

RESEARCHER DEVELOPMENT OPPORTUNITIES

Training and development	Contacts and additional information
Early Career Researcher Network (ECRN) The University's Early Career Researcher Network offers mutual support to academics at the beginning of their careers. As well as regular talks and workshops there are opportunities to meet other ECRs from across the University to share the highs and lows of getting started in academia.	For the latest series of events visit the Early Career Researcher Network (ECRN) website: https://research.kent.ac.uk/researchservices/ecrn
Graduate School The Graduate School works in partnership with academic schools, faculties, central service departments and Kent Union to enhance the quality of the postgraduate student experience across all campuses and create a vibrant postgraduate community at Kent. We aim to ensure that the academic and social interests of postgraduate students, both taught and research, are appropriately provided for within the University.	There is a wealth of information available to you from the Graduate School website www.kent.ac.uk/graduateschool/ which includes: • News and events • Postgraduate community • Researcher Development Programme • Online training
Grants Factory The Grants Factory is a series of workshops that develop the skills and inside knowledge necessary for writing successful applications. They are led by academics with experience in applying for, reviewing and assessing applications.	For the latest series of events visit the Grants Factory Event Programme to book your place: https://research.kent.ac.uk/researchservices/grantsfactory
Enterprise and Impact Network (KEIN) The KEIN is a network for academics, researchers, technicians and other members of staff interested in maximising the impact of their work, tapping into alternative sources of funding, and engaging in collaboration, innovation and enterprise activities.	If you have any questions or would like to be notified of upcoming events please contact your KIE Faculty Liaison Officers on (01227 82) 4574 or enterprise@kent.ac.uk
Enterprise and Impact Training Day By attending this annual one-day programme you will gain the knowledge, confidence and practical tools necessary to engage successfully in enterprise activities.	Find out more about Enterprise and Impact Training at www.kent.ac.uk/enterprise/university-staff/enterprise-training.html If you have any questions about training contact the KIE Faculty Liaison Officers on (01227 82) 4574

Training and development	Contacts and additional information
KRIMSON – the Kent Research and Innovation Management System online Used to manage research and innovation funding applications and projects. All external research and innovation applications should be recorded in KRIMSON. You can log on to the system at https://kent.vvimpacttracker.com/account/login.	For help with using the system, or to get approval from your school, contact krimson@kent.ac.uk or (01227 82) 3190
Media training The Press Office organises regular tailor-made training workshops for academic members of staff wishing to develop their media skills. The half-day or full day courses, which are run as part of the Staff Development Programme, take place at the University and include sessions on what makes news and what the media want from a story, as well as offering practical training in print, radio and TV interviews.	To discuss media training contact pressoffice@kent.ac.uk
ORCiD An ORCID is a unique identifier that allows you to tie all your research together in one place. This allows you to disambiguate, track and share research with one simple URL. The University of Kent supports and advocates the use of ORCID, as such an identifier is now mandatory for some internal processes – for example applying for promotion.	For more advice contact researchsupport@kent.ac.uk Read more about distinguishing yourself with an ORCiD at www.kent.ac.uk/library/research/orcid/index.html
Plain English Write for the needs of your audience to support dissemination of your research.	Online advice is available from the Plain English Toolkit: https://blogs.kent.ac.uk/plainenglish/toolkit/
Researcher development Whether you're just starting your research here at Kent, want to find out about the range of development opportunities, or want to explore partnership opportunities or balancing your life as a researcher. Information, advice and more are all available to support you.	Check out the Researcher Development website for more information: www.kent.ac.uk/researcherdevelopment/

CONTINUED OVERLEAF

RESEARCHER DEVELOPMENT OPPORTUNITIES (CONT)

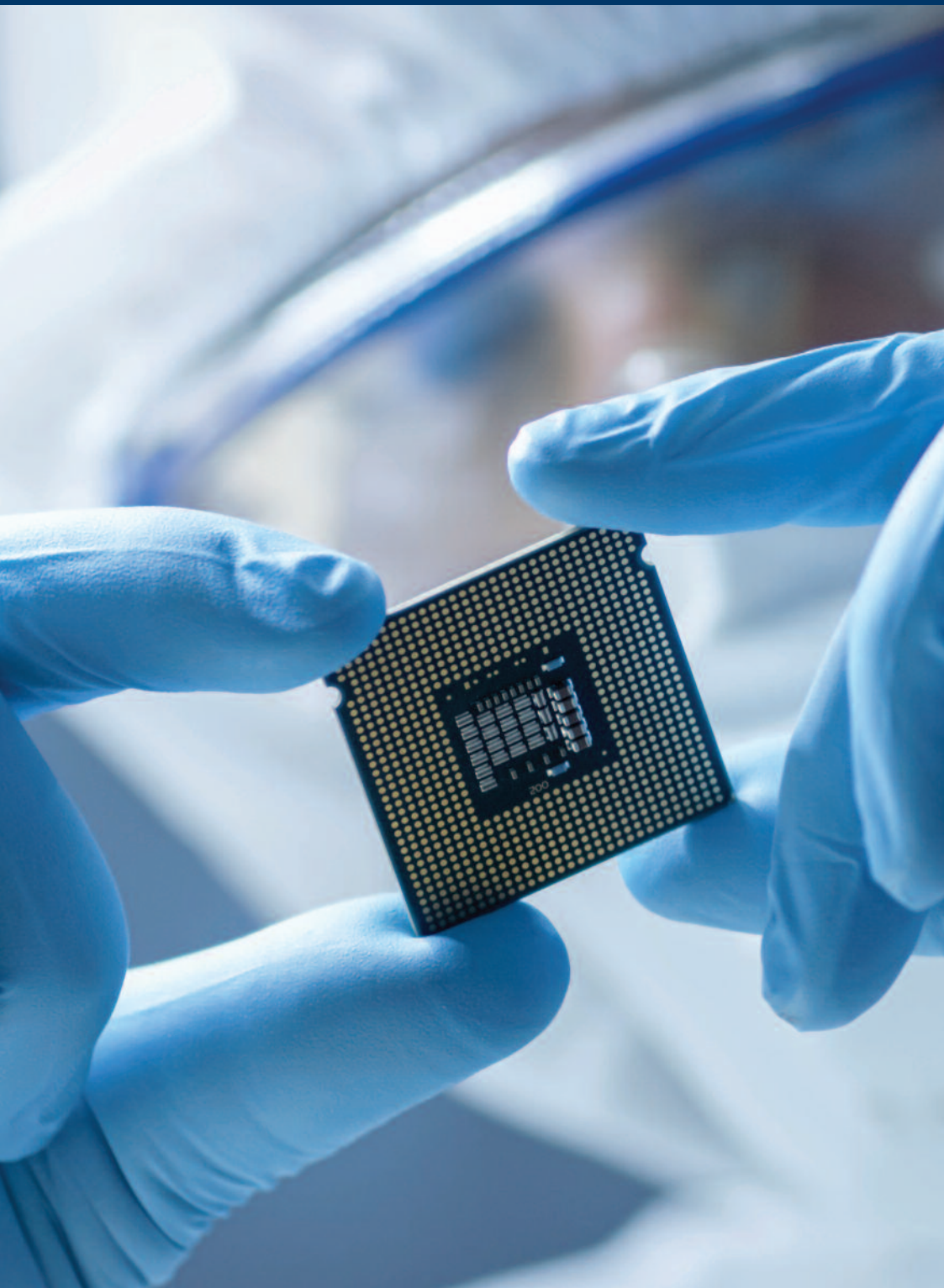
Training and development	Contacts and additional information
Vertigo Ventures See the VV-Impact Tracker Manual for an introduction to identifying and capturing your impact: www.kent.ac.uk/researchservices/impact/vv-it_manual.....pdf	Find out about training sessions that are run throughout the year, at both Canterbury and Medway campuses, at www.kent.ac.uk/researchservices/impact/vertigo-ventures.html Alternatively contact the Research Excellence Team at researchimpact@kent.ac.uk or (01227 82) 6595
Vitae Researcher Development Framework *'The Vitae Researcher Development Framework (RDF) is for you if you are doing a doctorate, are a member of research staff, pursuing an academic career or thinking about applying the skills developed during your PhD in another career.'*	Visit the Vitae Researcher Development Framework website to find out more: www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework

Can't find what you're looking for?

If you're not sure who you need to speak to or can't find the information you need contact the Office for Scholarly Communication at osc@kent.ac.uk. We can signpost you to the right team so you can get the support you need.

We'll put you in touch with one of our partners at Kent

- **Research Services** help with all aspects of applying for and managing external grants. They are formed of funding and contract teams, research accounts, and the research excellence team as well as specialist impact and ethics officers.
  Research Services can advise you on all aspects of funding and contracts regardless of whether you currently hold external funding.
- **Information Services Research Support** can help with KAR, KDR and Open Access queries, APC funding and data management plans. They can also help build websites and advise on copyright, and offer help on finding physical and digital resources.
- **Kent Innovation and Enterprise** works to build strong links between research and business, to better develop, support and create high-growth enterprise. They work with organisations of all sizes from student start-ups and academic spin outs to regionals and multinationals.
  Talk to them if you are looking for Knowledge Transfer Partnerships or Innovate UK funding streams.
- **Corporate Communications** are responsible for a wide range of activities including press relations, brand management, staff and student communications, publications, stakeholder engagement, digital and social media activity, and marking campaigns.



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