UNIVERSITY

Contents

Welcome message from the Director of Research and Knowledge Exchange 2

Welcome messages from your Research Staff Representative and Assistant Research Manager 3

Introduction and Overview 4

Induction and its Purpose 5

Who is responsible for organising your induction? 5

On Arrival 6

Induction Pack 6

Identity/Library Card 6

IT Services 6

Printing on campus 8

Workspace 9

Access to Essex House 9

Research Staff webpage 10

Research Staff Career Development 11

As you start 11

Developing yourself 11

Keeping on track and progressing 13

School Research Process for Bids and Awards 14

School Research Centres 15

School Seminars 16

Environmental Policy 16

Research Ethics and Integrity 18

The Research Staff Office 19

Welcome Guide 20

Further Orientation 20

Welcome lunch 20

Newsletter 20

One-to-one support: 20

Key contacts for Research Staff in the University 22

Key contacts for Research Staff in the School 22

Introduction and Overview

Induction and its Purpose

We offer a

learning and development opportunities for all categories of staff (https://www.sussex.ac.uk/organisational-development/)

- The Research Staff Office offer training events, and development opportunities and support specifically tailored for Research Staff (www.sussex.ac.uk/staff/research/researchstaff/traininganddevelopment

- Double click on UoS_Secure_Print
- Close the windows that pop open.
- Probably set the new printer, UoS_Secure_Print as your default (once set up and ready to go) – On the Devices and Printers option.
- Then send all prints to this print queue, and you'll be able to print on any of the MFDs

Workspace

You will be offered workspace by your Principal Investigator, in conjunction with the School Administrator. It is likely the space may be shared with other research staff colleagues.

Access to Essex House

The normal open hours of the building are 08:00 to 18:00 on weekdays. If you wish to gain access to Essex House outside these hours you must record your presence and notify the University Security Services office:

- call (01273) 678234
- email security@sef.fm

This is so security staff know to try to find you in the event of an emergency. Sussex Estates and Facilities operates a 24-hour a day, 365 days a year security service for the University.

On leaving, please check that the door of the office you were using is locked and all lights are turned off.

Research Staff webpage

Research mentoring – In addition to receiving day-to-day support from your principal investigator/supervisor, you will also be assigned a research mentor who will be available to meet with you periodically for advice and support as part of your career development. Some of the benefits of a one-to-one mentoring relationship are:

School Research Process for Bids and Awards

The School of Education and Social Work has a vibrant and thriving research culture working on projects across our Research Centres.

If you are planning to make your own individual or collaborative research bid, you should first discuss this with your mentor and line manager and any other colleagues familiar with your research area. We would encourage you to consult with senior colleagues in the research centre that best aligns to your research idea. Make the most of their expertise to identify potential funders and help you hone your idea into a research proposal that is suitable and likely to be supported for submission. You can also seek advice from the Research and Innovation Services (RIS) (www.sussex.ac.uk/staff/research/), or attend a drop in session organised between the Research Development team and ESW Assistant Research Manager (contact Hazel.Crawford@sussex.ac.uk to book on). The Research Development team also circulate funding opportunities and provide a range of training on bidding and on specific funders.

As well as academic colleagues, Professional Services staff within the School, and a Research Development Manager based in RIS will support you in making your research bid. There is lots of guidance available here: https://www.sussex.ac.uk/staff/research/development/apply.

You can also visit the ESW pages on external research funding for a step by step guide: https://www.sussex.ac.uk/esw/internal/research/researchprocesses

School

Cardboard and glass recycling bins are located outside. To further reduce paper waste and energy use, the School encourages double-sided printing wherever possible.

3. Travel

The necessity for research-related travel must be considered with a view to the environmental impact. In particular, UK flights must only be taken by staff when absolutely essential[1].

Applications for funding for travel expenses and research support will be approved on the basis of train travel (or car if practicable), unless there is an exceptional reason why a flight is essential, agreed by the Head of School. The School supports any university activity to promote use of public transport or cycling as an alternative to driving.

[1] Please note, all flights should be booked through Key Travel (see http://www.sussex.ac.uk/studentrecruitment/internationaloffice/travel)

Research Ethics and Integrity

Ethics review

If you are conducting research that involves participants and/or the collection of data, then you will need to submit your research for review to the Cross-Research Ethics Committee (C-REC). You can also go to the School's Research Ethics Officer Dr Nigel Marshall (N.A.Marshall@sussex.ac.uk) to discuss your ethical review.

All ethical review applications are made via the University's online ethical review system. More information on the ethics process, how to submit an ethics application, videos and general guidance can be found at http://www.sussex.ac.uk/staff/research/governance/apply

Welcome Guide

You should have received in your contract offer letter a copy of the 'Welcome Guide' created for Research Staff that are new to the University.

If you have not received one, it can be accessed from the New Research Staff webpage[5].

Further Orientation

Welcome lunch

The RSO hold a welcome lunch for all new Research Staff 3-4 times a year. The aim is to e-mail new starters within 3 months of starting but if you have not heard from them, or were unable to make a session you were invited to, do e-mail them: researchstaffoffice@sussex.ac.uk.

Newsletter

Shortly after you start, you will be added to a mailing list, and should begin to receive The Sussex Researcher Newsletter.

This regular mailout is used to communicate news, events and other information relevant to researchers and those involved in supporting researchers.

If you do not automatically start getting the newsletter, get in touch with the team: researchstaffoffice@sussex.ac.uk. In the meantime, you can access the most current version, and the archive, from:

Key contacts for Research Staff in the University

Research Staff Office
E researchstaffoffice@sussex.ac.uk

HR
E hradmin.esw@sussex.ac.uk

Key contacts for Research Staff in the School

Head of School
Professor Simon Thompson
E eswhos@sussex.ac.uk

Head of School Coordinator
Sharon Jakeman
E hosc@esw.sussex.ac.uk

Head of Department of Education
Dr Tamsin Hinton-Smith
E j.t.hinton-smith@sussex.ac.uk

Head of Department of Social Work and Social Care
Dr Reima Ana Maglajlic
E hod_swsc@sussex.ac.uk

Director of Research and Knowledge Exchange
Professor Mario Novelli
E