Supplementary Induction Booklet

For Research Staff

Contents Page

The University of Oxford is internationally renowned for the quality and diversity of its research.

"The scale of research activity at Oxford is substantial, involving the four Academic Divisions, Continuing Education, Academic Services and University Collections (ASUC), more than 70 departments, the Colleges, 1632 academic staff (teaching and research), 3507 research and research support staff, and 4,637 postgraduate research students, supported by Oxford's research administrators."

http://www.ox.ac.uk/research/about_research_at_oxford/index.html

Research in the Medical Sciences

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford. Podcasts about research within the Medical Sciences, including from the Divisional Head, Professor Alastair Buchan, which can be viewed at: http://www.ox.ac.uk/research/medical_sciences/index.html

Support for researchers

As a researcher your primary source of information and support should be your Departmental Administrator / Business Manager and your Supervisor / Principal Investigator. But there is also a wealth of support available from your division and the wider University, whether you've just arrived and want to find your way around, need help applying for or managing grants, want to find or manage data, or are thinking about the next step in your career.

- New research staff information - This page is designed to provide useful information both before you take up post and during your first few months in Oxford. - http://www.learning.ox.ac.uk/support/research/new/

- The Professional development checklist – provides a prompt for researchers in their first 3 months, during their contract and coming towards the end of their contract - http://www.admin.ox.ac.uk/personnel/cops/rsemp-career/rscheck/

- The research pages on the Staff Gateway – provides an extensive amount of information through links to services, support and guidance documents for researchers - http://www.ox.ac.uk/staff/research/index.html

- Research at Oxford – provides some background to research activities at the University of Oxford, including links to the research vision and strategy - http://www.ox.ac.uk/research/about_research_at_oxford/index.html

- Welcome Events - Three welcome events are held each year, giving you a chance to meet other new researchers from across the University, get information about career and professional development support, University services such as computing, library, and research support, and talk to representatives from a range of University services. Further details, and to book a place please see: http://www.learning.ox.ac.uk/seminar_desc.php?cat=sg&ls=RES&cc=IND/CRS&page=23

Wall of Staff Faces

Staff Faces is a series of short films of members of staff talking about their work and life at Oxford. Each film is approximately two minutes in length, and features a member of University or College staff talking about their role and their experience of working at Oxford: http://www.ox.ac.uk/videowall/staff_faces/index.html

Oxford iTunes U

On 7 October 2008 the University of Oxford launched its podcast site on iTunes U. In the first week there were 168,000 visitors to the site and 60,000 downloads. This free site includes public lectures, teaching material and interviews with leading academics. It contains 3,480 academic speakers and contributors with a worldwide audience of 185 countries (including 31% from the USA, 17% from the UK and 7% from China). Mobile users account for 15% of our downloads, with most of those coming direct from Apple iOS devices (iPad 8%, iPhone 5% - of all downloads). Please visit: http://itunes.ox.ac.uk/

Structure of Research Groups

The Nuffield Department of Clinical Medicine (NDM) is structured around several substantially autonomous sub-divisions, supported by a central administrative team (NDM Strategic). Within each Unit, Centre or Institute are numerous research groups. Those research groups are headed by a Principal Investigator (PI) or Group Head, whose responsibility it is to provide direction, leadership and management of the research group. Steering is provided through a departmental Strategic Management Committee (SMC), chaired by Professor Peter Ratcliffe FRS, Nuffield Professor of Medicine and Head of Department.

The Department has grown threefold in the last six years, and has an annual turnover of £150m, of which over 80% is from external funding agencies in the public and charitable sectors. Most research staff are externally funded on short- to medium-term grants, which are often held in connection with individual fellowships.

The NDM is housed across several buildings; the majority of these allow continuous open access. Many principal investigators work across units or have groups based in multiple units. The diagram below gives an indication the complexity and size of NDM, and the breadth of research taking place across the numerous NDM sites.
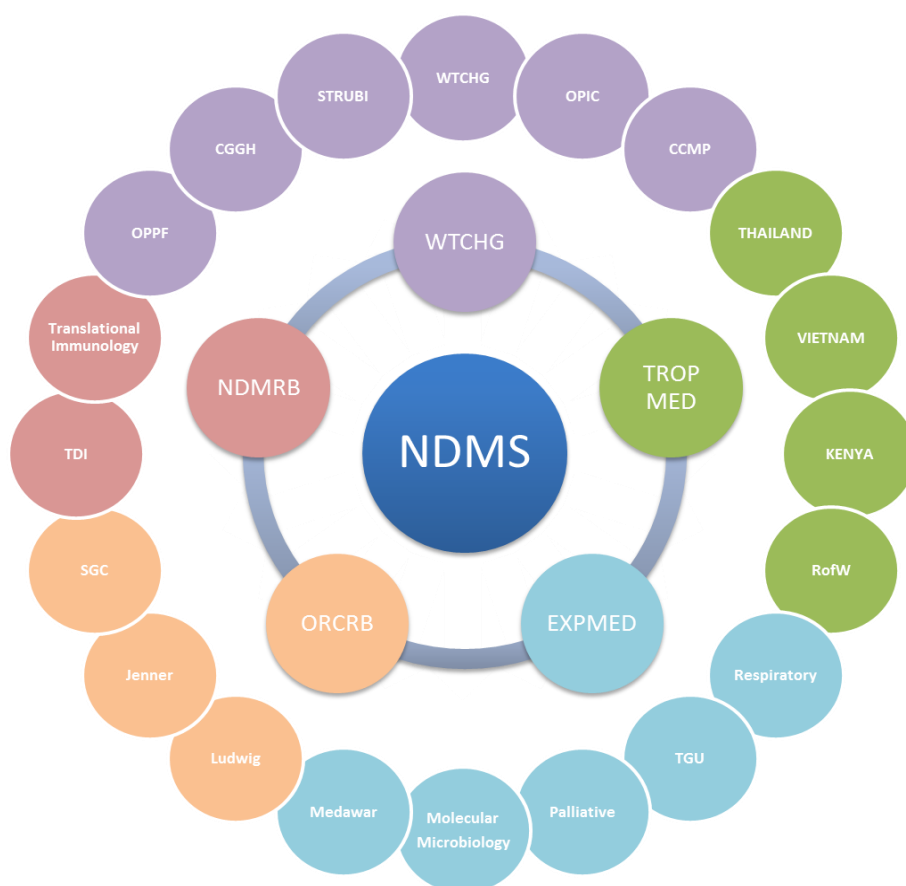
NDM Researchers

NDM have developed a series of podcasts to give you the chance to watch our world class researchers talk about their work: http://www.ndm.ox.ac.uk/ndm-podcasts. You can also view the profiles of our PI's on our NDM website pages: http://www.ndm.ox.ac.uk/principal-investigators or search by research area within NDM: http://www.ndm.ox.ac.uk/research-areas.

For additional guidance, details on funding opportunities and deadlines as well as events please see the Research Facilitation pages of the NDM website: http://www.ndm.ox.ac.uk/research-facilitation.

Seminars

To help you keep up to date with all the latest seminars and presentations, NDM have developed a seminar page. You can add seminars you're interested in directly to your calendar, or subscribe to our RSS feed: http://www.ndm.ox.ac.uk/seminars-2

Research Excellence Framework (REF)

The Research Excellence Framework (REF) - http://www.ref.ac.uk/ - is a peer review process to assess the quality of research activity at eligible UK Higher Education Institutions. REF replaces the Research Assessment Exercise (RAE) which had previously been in place to produce quality ratings for every research activity submitted by a higher education institution to its assessment panels. Performance in the REF will drive HEFCE quality-related research (QR) funding from 2015-16. QR is a very significant part of University income, worth around £100M to Oxford in 2009/10 against an overall research income total of around £480M. Research activity will be reviewed across 36 Units of Assessment (UOA) including Clinical Medicine. UOA panels will comprise experts in each field, and will assign a 'quality profile' to submissions from participating institutions. For more details, please see: http://www.admin.ox.ac.uk/pras/research/ref/.
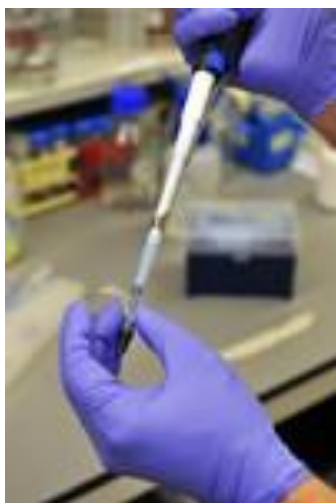
Funding

The Research Support website is a joint website of Research Services and Research Accounts within the University. They work in partnership and together with colleagues in the Academic Divisions, Departments, Research Facilitators, Isis Innovation and the University Administration and Services (UAS) to provide comprehensive support to researchers across the research lifecycle. Their website can be viewed at: http://www.admin.ox.ac.uk/researchsupport/. You may also find the following links useful:

- Finding funding - http://www.admin.ox.ac.uk/researchsupport/findfunding/

- Applying for funding - http://www.admin.ox.ac.uk/researchsupport/applying/

- Costing and pricing - http://www.admin.ox.ac.uk/researchsupport/costing/

- Managing grants and contracts - http://www.admin.ox.ac.uk/researchsupport/awards/

- ResearchProfessional.com training - http://www.admin.ox.ac.uk/researchsupport/training/rp/

Resolve and X5

X5 is the research costing and pricing system to replace the previously used Resolve. X5 is the costing, pricing and approval tool used by departments, Research Services, and Research Accounts to support the costing of research at the University of Oxford. It calculates the Full Economic Costs (FEC) of a research project and then allows users to adjust the Price according to the requirements of each funder. Costings can be created for projects involving multiple funders and departments, where there are up to 200 staff and where the total cost is over £100 million. For more details please see: https://www1.admin.ox.ac.uk/researchsupport/costing/x5/

Redeployment for staff coming to the end of their fixed term contracts

The majority of research staff are on fixed term contracts due to the nature of externally funded research grants, which support the work done within our research groups, or in some cases due to the short term nature of a particular project. In the unfortunate event that no additional funding can be secured to support your post to extend your contract beyond its current end date, and given that you have continuous employment at the University for one year or more, then the Department will make every effort to support you in seeking redeployment should you express a wish to do so. In essence, this means that should you identify a suitable vacancy at the University at the same or lower grade as your existing post then you will have the opportunity to submit a priority candidate application, which will give you preferential consideration. In the first instance, towards the end of your contract, the Department will write to you to advise you of your current end date and to arrange a meeting to talk through your options and explain the process to you.

Research Integrity

The University of Oxford is dedicated to the highest standards of research integrity. As set out in its Academic Integrity in Research: Code of Practice and Procedure (http://www.admin.ox.ac.uk/personnel/cops/researchintegrity/), it expects all members of the University, and those who are not members but who are conducting research on University premises or using University facilities, to observe the highest standards in the conduct of their research. For links to the relevant University policies, guidelines and procedures which are intended to promote the responsible conduct of research in the University's on-going research activities please see: http://www.admin.ox.ac.uk/researchsupport/integrity/. This website includes links to pages on the following key areas:

- Conflict of interest
- Human participants in research
- Research misconduct
- Peer review
- Mentoring
- Research data monitoring
- Publication and authorship
- Collaborative research
- Intellectual property

Research integrity training

Research Services run seminars on a range of research integrity themes. To view details about these sessions, or obtain copies of past presentations and audio podcasts of these talks please see their website: http://www.admin.ox.ac.uk/researchsupport/training/integrity/

Conflict of Interest

The Conflict of Interest policy, approved by the University Council, requires that all 'staff and students are required to recognise and disclose activities that might give rise to conflicts of interest or the perception of conflicts and to ensure that such conflicts are seen to be properly managed or avoided.' For more details please refer to: http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/

Human participants in research

The University of Oxford is committed to ensuring that its research activities involving human participants are conducted in a way which respects the dignity, rights, and welfare of participants, and which minimises risk to participants, researchers, third parties, and to the University itself. For policy documents, guidance, training and additional information, including details about the ethical review process, please see the website:
http://www.admin.ox.ac.uk/researchsupport/integrity/human/

Clinical trials and research governance

Based in the Joint Research Office at the Churchill Hospital, the CTRG team supports University clinical researchers in their research involving patients, healthy volunteers or human tissues. All studies must be compliant with relevant governance and regulations. Clinical researchers must comply with an extensive range of legislation and guidance. Essential Legislation and Guidance Documents are provided on their website at: http://www.admin.ox.ac.uk/researchsupport/ctrg/furtherinfo/

Good Clinical Practice Training

For details and registration to Good Clinical Practice training please see the following websites:

Face-to-face: http://www.admin.ox.ac.uk/researchsupport/training/gcpoxford/
On-line: http://www.admin.ox.ac.uk/researchsupport/training/gcponline/

Research Misconduct

All researchers are expected to be committed to ethical principles and professional standards. Not upholding such standards, either intentionally or through lack of knowledge, damages the scientific process and may harm research participants, colleagues, the University and society as a whole. Misconduct for the purpose of the University's Code of Practice and Procedure means fabrication, falsification, plagiarism, or deception in proposing, carrying out, or reporting results of research, and deliberate, dangerous or negligent deviations from accepted practice in carrying out research. For further details and to view the Code of Practice and Procedure please refer to: http://www.admin.ox.ac.uk/researchsupport/integrity/misconduct/

Peer Review

Peer review provides expert scrutiny of a project and helps to maintain high standards and encourage accurate, thorough and credible research reporting. Guidance on the peer review process can be obtained from: http://www.admin.ox.ac.uk/researchsupport/integrity/peerreview/.

Research Data Management

Good practice in data management is one of the core areas of responsible conduct of research. The following diagram provides further insight to some of the stages involved in research data management, and the facilities and services available to help, both within the University and from external providers. For more details, policy documents, checklists, guidance and training please see the Research Data Management website: http://www.admin.ox.ac.uk/rdm/.

Taken from http://www.admin.ox.ac.uk/rdm/

Publication and Authorship

As the aim of research (particularly publicly funded research) is to promote the advancement and dissemination of knowledge, publication and presentations of results to the specialist research and wider community is recognised a fundamental part of the research process. For guidance and information on publication and authorship please see: http://www.admin.ox.ac.uk/researchsupport/integrity/publication/.

Intellectual Property

Intellectual property (IP) is intangible property that is the result of creativity and innovation and which can be owned in a similar way to physical property. In the University context, IP can be viewed as the results and outcomes of research. As with other property, there may be commercial value in IP, which may be realised via various routes, including licensing or selling intellectual property rights (IPRs). The University of Oxford has an IP policy setting out the University's claims over IP generated by its employees and students. Members of the University who have created Intellectual Property are asked to contact Isis Innovation. IP/1 and IP/2 forms must be completed, signed by all researchers, and returned to Isis Innovation for onward transfer to the IP Rights Management Team. In addition, Isis requests a written description of new inventions by way of their invention record form. The Team will then work to establish ownership of the IP and to ensure the University/Isis comply with any obligations to funders or collaborators or other third parties. For more information please see: http://www.admin.ox.ac.uk/researchsupport/ip/

The Safety Office is responsible for providing health and safety and environmental protection advice and services to all departments and members of the University and for implementing management strategy and policies approved by the University's Health and Safety Management Committee to enable the University to discharge its legal obligations in respect of occupational health and safety. For more information, access to policy documents and guidance please see the Safety Office website: http://www.admin.ox.ac.uk/safety/

Safety Office enquiries number: 01865 (2)70811
Fax: 01865 (2)70816
Email: postmaster@safety.ox.ac.uk
Postal address: University Safety Office, 10 Parks Road, Oxford OX1 3PD
Opening hours: Monday - Thursday 09.00 - 17.00, Friday 09.00 - 16.00

Health and Safety Induction

On arrival at the University you will receive a Health and Safety Induction. These are usually carried out by your local Health and Safety Officer. Each Centre, Unit or Institute within NDM have a Health and Safety Officer who you will be able to seek advice from when needed. During your Health and Safety induction you will be advised of who to contact for Health and Safety matters, and you will be advised of protocols that need to be followed under different circumstances.

Health and Safety Training

To view a list of all current courses available, and to book a place on any course run by the Safety Office please refer to their website: https://www.admin.ox.ac.uk/safety/safetytraining/safetytraining/

University Safety Policies

University policy documents are made available on the Safety Office website: http://www.admin.ox.ac.uk/safety/policy-statements/

Career development and training

There are a huge range of courses, workshops and seminars available to research staff to further your skills and development from a number of providers throughout the University. The following programmes and support pages have been designed specifically to enhance the professional development of those staff members engaged in research:

- Skills training programmes for research staff within the Medical Sciences Division – use the website link below to search available courses by category, by intended audience or by training opportunity:
  http://www.medsci.ox.ac.uk/skillstraining

- The Careers Service provides a vast array of professional development support, with workshops, events, resources, guidance documentation and careers advice. Please see their website for further details:
  http://www.careers.ox.ac.uk/options-and-occupations/research-staff-options/

- For professional development support for researchers available through the Oxford Learning Institute, please see their website:
  http://www.learning.ox.ac.uk/support/research/.

- Training from Research Services includes a training programme in research administration, introduction to Full Economic Costs and Resolve, ResearchProfessional.com training and guidance, Good Clinical Practice training, research integrity seminars, research finance training, and information on training through external organisations. For more details please see their website:
  http://www.admin.ox.ac.uk/researchsupport/training/

- The staff gateway research pages provide links to a whole spectrum of useful website pages across the University, including essential policy documents and guidance, and can be viewed at
  http://www.ox.ac.uk/staff/research/index.html. Subject categories include:
  - Access to research
  - Consultations
  - Costing
  - Funding & grants
  - Health & safety
  - Intellectual property
  - Policies & guidelines
  - Research performance & statistics
  - Tools & services
  - Training & professional development

Mentoring

NDM operates unit-based formal Mentoring Scheme for Externally Funded Research Fellows, which is designed to provide individualised, independent, confidential support and guidance for fellows to develop their long term career goals. Each mentee is assigned two mentors from within the department with whom they meet on an agreed basis, but at least once per year. Mentors are recognised leaders in their fields, with vast professional experience and thus are well-positioned to provide informed advice to their mentees. Where a mentee is clinically qualified we aim to ensure that at least one mentor is also clinically qualified.

Further information and guidance is available for
- Mentors at http://www.ndm.ox.ac.uk/information-for-mentors).
- Mentees at (http://www.ndm.ox.ac.uk/information-for-mentors).

For other staff groups, within your work team there may be an opportunity to join a mentoring scheme. We would recommend that you make your request to your line manager. It may be something you would like to raise at your Personal Development Review.

Careers service

Research staff have access to a dedicated careers resource (http://www.careers.ox.ac.uk/research-staff/), including career review, workshops, job search skills training and informal drop-in sessions.

Oxford Learning Institute

Oxford Learning Institute run a host of courses and programmes designed to further your development. They run development courses, staff research conferences, and provide toolkits and resources for researchers. They provide an on-line Research Skills Toolkit, which you may find a useful resource. Please see their website for additional information: http://www.learning.ox.ac.uk/support/research/

An example listing of courses run for research staff is available in the table below (please be advised that training courses are always being amended and developed and so this is only an indication of what may be available):

Table 1: Example listing of courses run for research staff

Course Title	Course Code
Career management for research staff	EFF/CAR/R
Too late to change direction? A career change workshop for Research Staff	EFF/CCR
Job search, CV and interview skills for research staff	EFF/JIS
Job search, CV and cover letter skills for research staff	EFF/JIS/1
Interview skills for research staff	EFF/JIS/2
To PhD or not to PhD? A career pathways workshop for Research Assistants	EFF/PHD
Welcome event for research staff	IND/CRS
Introduction to research administration at Oxford	IND/RAO
Financial management of research awards	IND/RAO/FMA
Facilitating research funding and collaboration	IND/RAO/FRF
Personnel administration on research awards	IND/RAO/PAA
Research contracts	IND/RAO/RC
Supporting research grant applications	IND/RAO/SRG
Principal investigators	MAN/PI

Springboard

Springboard is an award winning personal and professional development programme, designed and developed by women for women. It has been created specifically to enable women to achieve their full potential both at work and in their personal lives. For full details please see the website: http://www.learning.ox.ac.uk/support/women/programmes/.

The Language Centre

The Language Centre support staff and students who need foreign languages for study, research, academic exchange, personal or professional development through excellent library resources and a mixture of paid and free courses. Please see their website for additional details or to book a course: http://www.lang.ox.ac.uk/aboutus/index.html

Vitae

Vitae is a national organisation to support all aspects of the personal, professional and career development of all researchers in higher education institutions and research institutes. Vitae provide resources, advice and information for individual postgraduate researchers and members of research staff who are interested in their professional development and careers. The Vitae site has a wide breadth of information as it is designed not only for researchers but also for staff supporting the development of researchers as well as those supervising and managing researchers. Please see their website for more details: http://www.vitae.ac.uk/

Research job pages

For a full listing of any positions available within the University, please see the University Job Pages, and for the broad range of research roles, such as Research Fellow, Research Scientist, Postdoctoral Research Assistant, Postgraduate Research Assistant, Research Assistant, Statistician, Clinical Research Fellow, Clinical Researcher, Research Nurse and Trial Coordinator please see http://www.ox.ac.uk/about_the_university/jobs/research/.

In addition, you may wish to view http://www.jobs.ac.uk/ to search jobs in science, research, academic & related employment in the UK & abroad. Subscribe to Jobs by Email for vacancies in universities, FE colleges, research institutions, commercial & public sector bodies, schools & charities.
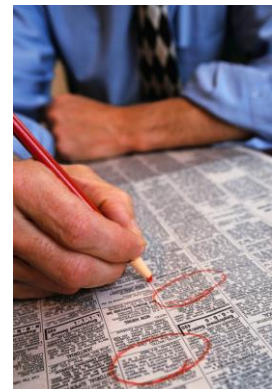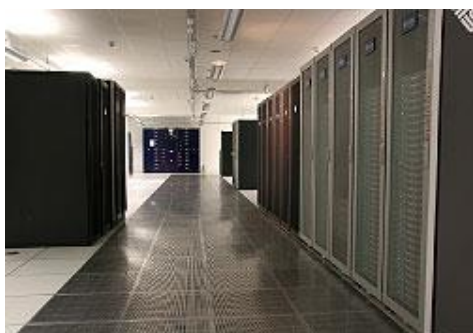
IT support and Training

The IT Learning Programme (ITLP) offers over 200 different IT courses that can help you with your research, skill advancement and future careers. Please see their website for a full listing of courses that are available, or contact details for customised or specialised training: http://www.oucs.ox.ac.uk/itlp/.

Oxford Supercomputing Centre (OSC)

Oxford Supercomputing Centre (OSC) is a central resource available to any Oxford University researcher who needs high performance computing (HPC). While they have a range of high performance computing (HPC) systems available the centre offers much more than just hardware. OSC users have access to full time support staff specialising in HPC hardware and software. Support is available to users throughout their research project. OSC systems are particularly suitable for running applications which are parallel (or could be made parallel) and/or CPU intensive and/or use large amounts of memory. There are also some serial applications on our systems. For more information please see: http://www.osc.ox.ac.uk/.

The Bodleian Libraries

The combined collections of the Bodleian Libraries number more than 11 million printed items, in addition to 50,000 e-journals and vast quantities of materials in many other formats. Libraries in the Bodleian Libraries group include the principal University library—the Bodleian Library—which has been a library of legal deposit for 400 years; major research libraries; and libraries attached to faculties, departments and other institutions of the University. Please see their website for further information: http://www.bodleian.ox.ac.uk/bodley

Oxford Research Archive

Oxford Research Archive provides research publications from the University of Oxford, allowing you to search through journal articles and thesis: http://ora.ouls.ox.ac.uk/.

Open Access Oxford

Open-access (OA) literature is digital, online, free of charge including for those who do not have personal or institutional subscriptions to journals. For more details please see: http://openaccess.ox.ac.uk/

Oxford University Press

Oxford University Press (OUP) is a department of the University of Oxford. It furthers the University's objective of excellence in research, scholarship, and education by publishing worldwide. It is an academic publisher of books, journals and online services in a wide range of academic and professional disciplines. They also publish reference works, textbooks, and books for the general reader. For more details please see their website: http://ukcatalogue.oup.com/

Research Facilities and Equipment

The University of Oxford offers a research facilities and equipment on-line searchable database which has been developed with funding from EPSRC. The purpose of this database is to provide details on research equipment over £10K and on the University's Small Research Facilities (SRFs) and to promote and encourage the sharing of equipment across the University. For more details, or to conduct a search of the database, please see: https://www.research-facilities.ox.ac.uk/.

Collaborative research

Researchers frequently collaborate with colleagues both within the University and external to the University. Inevitably, such collaborations may present challenges arising from complex roles and relationships, divergent interests, dissimilar management styles, or differing disciplinary and cultural interpretations and expectations. Research Support provide guidance around setting up collaborative agreements, which can be viewed at: http://www.admin.ox.ac.uk/researchsupport/integrity/collaborative/

The Press Office

The University of Oxford receives more national media coverage than any other UK university, and as much as any worldwide. The Press and Information Office, part of the Public Affairs Directorate, handles interaction with the media on behalf of the University. It provides advice, guidance and training on handling the press.
The Press Office produces a news stream, which can be viewed on their website: http://www.ox.ac.uk/media/index.html. In addition, you may find the Oxford Science Blog of interest: http://www.ox.ac.uk/media/science_blog/index.html.

Isis Innovation

Isis Innovation is a wholly-owned subsidiary of the University of Oxford, managing technology transfer and academic consulting for Oxford. Isis helps Oxford University researchers to commercialise intellectual property arising from their research: patenting, licensing, spin-out companies. It also manages Oxford University Consulting which helps Oxford University researchers to identify and manage consulting opportunities and helps clients access experts from Oxford's world-class, interdisciplinary research base. Isis Enterprise provides consulting expertise and advice in technology transfer and innovation management to clients across the public and private sectors around the world. For more information please see their website: http://www.isis-innovation.com.

Consulting

Research Support provide details on Council Regulations regarding consulting work, as well as guidance and advice regarding a number of different consulting activities, including for i) university staff undertaking consultancy as outside work ii) consulting on an oxford-administered research project and iii) oxford departments wishing to engage the services of a consultant. For more details and to download consulting policy and procedures documents please see:
http://www.admin.ox.ac.uk/researchsupport/consulting/

Public engagement

NDM engages in many activities to broaden access and to bring research to the community, including school outreach activities, and other public engagement activities aimed at promoting science careers or advancing public awareness of research in the medical sciences. To find out about current events, to provide additional ideas, to seek support or become involved in impact and engagement, please view NDM's public engagement site at: http://www.ndm.ox.ac.uk/public-engagement or e-mail NDM Strategic on public@ndm.ox.ac.uk.

The National Co-ordinating Centre for Public Engagement provide tools, resources and guidance for how to engage with the public. They provide case studies, guides and details on methods of engagement. To view their website, please see:
http://www.publicengagement.ac.uk/how

Oxford Sparks (www.oxfordsparks.net) coordinate a database of public engagement resources from activities to blogs to open days and events. They also have a series of high-quality animations about cutting-edge areas of Oxford research, supported by specially commissioned teaching resources. They have a rapidly expanding area of the website where the public can 'meet the scientists', and can provide scientists with a blogging and podcasting platform, as well as advertise your events via social media. They have an active social media presence, using Flickr and YouTube.

Knowledge exchange and impact

Wider Engagement with Society is one of Oxford's core strategic objectives. The role of the Knowledge Exchange and Impact Team within Research Services is to support, promote and coordinate knowledge exchange and impact activities across the University. The Knowledge Exchange Network is a community of knowledge exchange practitioners from across the University who use the network as a means to share best practice, encourage interdisciplinary activity, and identify opportunities for engagement. The knowledge exchange and impact website (http://www.admin.ox.ac.uk/researchsupport/impactke/) provides links to pages on:

- Knowledge Exchange Network
- Pathways to Impact guidance
- Impact in the Research Excellence Framework
- Knowledge Exchange/Public and Industry Engagement Schemes
- Knowledge Transfer Partnerships