



# CITY UNIVERSITY LONDON

## SCHOOL OF HEALTH SCIENCES RESEARCH COMMITTEE

MEETING HELD ON THURSDAY 23 JULY 2015

AT 15:30 IN AG01 (COLLEGE BUILDING)

### Minutes

Members	02.03.15	23.04.15	17.06.15	23.07.15		
Jill Francis (JF)	✓	✓	✓	✓		
David Crabb (DC)	A	✓	✓	✓		
Kathleen Mulligan (KM)	✓	✓	✓	A		
Nikki Botting (NB)	A	✓	A	✓		
Susan Ayers (SA)	✓	✓	✓	✓		
Alan Simpson (AS)	A	✓	✓	✓		
Amanda Burls (AB) John Lawrenson (JL)	✓	✓	A	A		
Craig Hill (CH) Secretary	✓	A	✓	✓		
Nick Drey (ND)	✓	✓	✓	A		
Christine McCourt (CM)	✓	A	A	A		
Peter Ainsworth (PA)	✓	✓	✓	✓		
Neil Wrankmore (NW)	✓	✓	A	✓		

1. **Research Centres Update** (Verbal reports from each of the Centres highlighting grant applications, meetings, current activities and sharing good practice)
  - i. **Centre for Applied Vision Research (Lead: Professor David Crabb)**  
The centre held a successful seminar on 27 May with Glen Jeffery presenting. Four PhD students within the Centre have completed their thesis on-time or earlier than expected.

**ii. Centre for Health Services Research (Lead: Professor Jill Francis)**

The Centre is hosting a “dragon’s den” event on 28 July for MRes students to pitch their PhD proposal with a view to requesting support to prepare PhD fellowship applications to external funders. The Centre has circulated its first monthly newsletter.

**III. Centre for Language and Communication Science Research Lead: Professor Nikki Botting)**

The Centre is doing well with Internal (School-funded) awards, for example, three PhD progress awards e. Nikki has looked at research outputs and noted that 28 papers have been accepted this term. 65% of Centre staff are involved in those papers.

**iv. Centre for Maternal and Child Health Research (Lead: Professor Susan Ayers)**

The Centre hosted the Positive Birth Conference on 21 July, which was a success and was attended by approximately 80 people which included staff, students and externals. We are considering running this event on an annual basis. The Centre has now arranged a budget code for events. There are not enough PhD supervisors to cope with the demands of growing PhD student numbers within the Centre so enquiries are being monitored for a business case to be made for additional support.

**v. Centre for Mental Health Research (Lead: Professor Alan Simpson)**

The last Sugar (Service User and Carer Group Advising on Research) meeting of the academic year was held on 23 July. The Centre has applied for a funded extension from the NIHR Health Service and Development Research (HS&DR) Programme Cross-national comparative study of recovery-focused mental health care planning in acute inpatient mental health settings (COCAPP-A) which has been successful. (£113,052 additional funds awarded).

**vi. Centre for Public Health Research (Lead: Professor Amanda Burls)**

The Centre is setting up a systematic review training course for staff. This will also involve a 6-week online course. There will be a monthly surgery for staff and PhD students who require support if they attend with their supervisors.

**2. Minutes (Chair)**

The minutes of the meeting held on 23 April 2015 were accepted with no corrections.

**3. Matters arising (Chair)**

Where grant applications request information on Intellectual Property, it is not always clear what is required. The committee discussed the need for additional support from the central research office.

**Action:** JF to raise issue with the Research and Enterprise Committee.

**4. Ongoing Action List (Chair)**

Research Committee Action Points:				
Date	Actions	Resp (Who)	Due Date	Completed/Notes
17/06/2015	A further series of workshops planned to support new PIs as they prepare grant applications. Identify a suitable lead.	All	Oct	To identify this after the first workshop is held
14/05/2015	Identify a professional services staff member to proof read and copy edit ethics applications	ND	Oct	To possibly include grant applications
14/05/2015	Explore the possibility of STRs to sign-off PhD students' NHS ethics (IRAS) applications.	ND	Oct	To refer to Research Degrees Committee
23/04/2015	Discuss with John Middleton about HR applying for DBS checks for Unitemps employees, and applying for research passports/DBS checks for honorary staff.	NB/KM	July	<b>Completed.</b> Will be done by HR on a case by case basis, by issuing a contract.
23/04/2015	Discuss issue of insurance cover for research projects Suri from the university's insurance office	NW	July	<b>Completed</b>
23/04/2015	ND to present proposal on who authorises and signs IRAS applications at the next meeting	NW	July	<b>Completed</b>
23/04/2015	Names of departments on the central research office spreadsheet are outdated	PA	July	<b>Abandoned</b>
23/04/2015	The ongoing problem of discretionary funds being awarded to the PI, rather than being distributed between the Co-Is.	NW	Oct	From the next academic year, NW to arrange emails to be sent to PIs with statements of accounts.
22/01/2015	The exact details regarding maternity pay still need to be confirmed with Finance	JF	Ongoing	<b>Completed</b>
22/01/2015	Pete to establish repository of successful grant applications, so that generic text (e.g., about research environment, project management, justification for budget) can be shared.	PA	Ongoing	
22/01/2015	Gary Morgan is to organise a repeat of the targeted grant writing workshops in 2016 which was established to assist Post Doc researchers and lecturers	All	Ongoing	<b>Completed</b>
22/01/2015	Jill to write business case for an in-house Good Clinical Practice training workshop to be provided for all SHS staff and PhD students.	JF	Ongoing	<b>Abandoned</b>
22/01/2015	Jill and Alan to write a business case for a statistician to be employed by SHS.	JF/AS	Ongoing	Unsuccessful, <b>Completed</b>
23/10/2014	CH to provide updated charts on success rates of grant applications at each meeting. All leads to provide ideas on what information they would like presented.	CH (All)	Ongoing	
23/10/2014	Discuss and identify potential leaders for the Horizon 2020 initiative. These can be Research Centre Leads or it can be delegated to other staff members.	Leads	Ongoing	<b>Completed Susan Ayers and Christine McCourt have attended</b>

				<b>meetings.</b>
23/10/2014	Identify a suitable person at school level with a 2 year plan that can work together with Horizon 2020 on a proposal.	Leads	Ongoing	<b>Completed – Amanda Burls identified as suitable lead.</b>
24/11/2014	Alan and Jessica to write a brief in-house guidance document for AGC form. Alan to bring to the next meeting.	AS/JB	January	<b>Completed - Pete followed this up and suggestions were incorporated into new AGC form, which went live Oct 2015</b>

## 5. Chair's Communications (Chair)

### i. Research Centre Seminars

At the start of the 2015 academic year we have integrated the research seminars from the Centres across the School and they are now held at 1-2pm on Mondays (lunch provided at 12.45). This is working well.

### ii. Post Doc Researcher Advertisement

12 month post to be funded by the School's Research Sustainability Fund (RSF). Applications will be advertised across the school. Ideal for existing research staff whose contracts are about to finish.

### iii. PhD Progress Awards

Research Centre Leads are encouraged to inform students that there are two full time award available to support PhD candidates to write for publication and to begin preparing applications for postdoctoral funding.

### iv. Insurance for research paper

**Action:** To be circulated for information when complete.

### v. Active Projects (Paper C)

Alison Welton to request study closure/archiving documents from PIs a month before the stated end date of projects. The archive room is also being used to store ongoing projects which is acceptable as there is currently space available. PIs to be encouraged to be realistic about end dates.

**Action:** Alison Welton to contact PIs on list with closure dates.

### vi. Use of PhD desks on Myddelton Street Building Lower Ground floor (Next PhD space audit November)

PhD students to be made aware that they may need to share desks if they are not needed full time.

### vii. Electronic E-req to be introduced

**Action:** Leads to alert PIs that the electronic web based e-req form is to be introduced soon.

### viii. Research Centre leads to feature on Research webpages?

Research Centre leads are happy for their profiles to be used on the SHS research centre web pages.

**Action:** CH to report back to Rachael-Anne Knight.

**ix. Endnote and Qualtrics: Software licenses**

Endnote and Qualtrics have now been licensed by the University.

**x. Increasing the visibility of doctoral study opportunities**

This Important piece of work, requested by the Graduate School Committee, to be completed after the summer. Chris McCourt to clarify with Naomi Hammond on what information is being requested.

6. **Research Centre Administration Support** (Chair and Craig Hill)
  - i. **Centre Seminar/Meeting dates (Paper D)**

Paper issued for information. Speakers can be booked for dates as outlined, however dates can be flexible where needed.

**Action:** CH to send invitations for seminars and monitor responses for space and catering.
  - ii. **Financial support for Centres (Paper E)**

Review of the past year spend on each research centre outlined in document. Average spend is £500 for each centre. Due to additional seminars being organised this spend will increase in the next academic year to £1000 for each centre. This will be funded from the School's RSF.
  - iii. **Admin Support and Research Centres**

**Action:** SA to send a list of admin tasks for the Centre of Maternal and Child Health Research to determine what support is currently needed.

**Action:** CH to arrange training and permissions for updating web pages.
7. **Service User Involvement** (Alan Simpson)

To be carried over to the next meeting.
8. **Update on RSF Committee** (Chair) (Paper F)

Distributed for information.
9. **Update on Travel Committee** (Chair) Paper G)

Distributed for information.

With the altered TOR, people are now 50% self-funding where possible allowing the funds to be allocate to staff who need them most.
10. **Report from Programme Director for PhD** (Christine McCourt)
  - i. To review the SHS Health & Safety procedures for PhD students
  - ii. Support equipment for PhD students
  - iii. RaP for Tier 4 students – Matt's team to be asked to send report on RaP usage at student level.

To be carried forward to the next meeting in CM's absence.
11. **SHS Research Ethics Committee** (verbal report on any issues) (Nick Drey)

To be carried forward to the next meeting in ND's absence.
12. **Any Other Business** (Chair)

No other business.
13. **Date of next meeting**

22 September 2015, 14:00 – 15:00 Venue TBC

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