

CITY RESEARCH & ENTERPRISE COMMITTEE
MEETING NO. 171 HELD ON MONDAY, 25 JUNE 2018
AT 14.30 IN CITY ROOM AG01
UNCONFIRMED MINUTES

Attendance List

| Name of Member | | Meeting 170 21/03/2018 | Meeting 171 25/06/2018 | Meeting 172 23/10/2018 | Meeting 173 /2019 |
|--------------------------------|-----|------------------------------|------------------------------|------------------------------|-------------------------|
| Professor Andrew Jones (Chair) | AJ | ✓ | ✓ | | |
| Dr Tawhida Ahmed | TA | A | N/A | | |
| Dr Miguel Mera | MM | ✓ | ✓ | | |
| Professor Charles Baden-Fuller | CBF | S | S | | |
| Dr Nicola Botting | NB | A | A | | |
| Louise Doolan | LD | A | ✓ | | |
| Professor Peter Ayton | RD | ✓ | ✓ | | |
| Dr Elaine Fahey | EF | A | A | | |
| Professor Ken Grattan | KG | ✓ | ✓ | | |
| Professor Chris Hull | CH | ✓ | ✓ | | |
| Professor Paula Jarzabkowski | PJ | A | A | | |
| Professor Panicos Kyriacou | PK | A | ✓ | | |
| Dr Laudan Nooshin | LN | A | ✓ | | |
| Dr Simone Stumpf | SS | ✓ | ✓ | | |
| Dr Karen Shaw | KS | ✓ | ✓ | | |
| Dr Sally Barlow | SB | ✓ | A | | |

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|----------------------------------|-----------|----------|----------|--|--|
| Dr Nicholas Behn | NB | A | ✓ | | |
| Dr Kathleen Mulligan | SW | ✓ | ✓ | | |
| Professor Caroline Wiertz | CW | A | A | | |

✓ **Indicates attendance**

With: Dr Claudia Kalay (CK), Head of Research Support, Daniel Fisher (DF) ,
 Research Support Services Manager deputising Prof Paula Jarzabkowski for and
 Joanna Short (JS), Research & Enterprise Office Administrator (Secretary).

Attendance key:

- ✓ Present
- A Apologies received
- R Representative in attendance
- N/M Period when not a member
- N/A No apologies received
- S Sabbatical

1. Welcome and apologies

Apologies also received from John Montgomery (JM) Head of Strategy and Compliance (Research & Enterprise), Alex Elkins (AE), Entrepreneurship Education Manager, Christine Giroux (GC), Strategy Manager.

2. Minutes

The minutes of the meeting No.170 held on 21 March 2018 were approved.

3. Matters Arising

The Committee noted there were no matters arising brought forward from previous meeting.

4. Terms of reference

The Committee noted and agreed in principle the Terms of Reference of the new Research Integrity Steering Group. City, University of London is committed to maintaining the highest standards of research by its staff and students. To this end, City has established the Research Integrity Steering Group to support research of the highest professional standards and to ensure that research integrity is embedded in the university's research culture.

The Steering Group will report to Research & Enterprise Committee. The Group will provide assurance on research integrity related matters (e.g. local training provisions) and provide recommendations on a range of best practice activities.

5. REF 2021 Preparation

The Committee received a verbal update on the progress and preparation works conducted in preparation for REF 2021.

The Committee noted that the publication of the final consultation was imminent and expected over the summer. The two groups (the REF Strategy Group & the REF Technical Group) are working towards milestones and deadlines which will operate as they did for REF 2014. We await final decisions from HEFCE on a number of proposals made in the consultation, which may affect the timetable.

The Chair reported that this work is being completed by using data from this year's ARQM by developing models for every unit of assessment. This work would be assisted by additional support from Strategy and Planning department. It has been noted by the Graduate School review that City needs to pay closer attention to PhD student numbers and completion rates. Many UoAs are below the sector average. This cannot be addressed for REF2021 but represents a longer term planning issue.

At the end of summer there will be individuals first meeting on REF definition of an Early Career Researcher which may reduce the number of outputs required by three.

The Committee also noted that there will be a consultation draft Panel Criteria and Working Methods report published by the end of this summer. The Strategy Group will seek to make decisions on which UoAs to submit once the modelling is complete in the autumn.

Claudia Kalay (CK) updated the Committee on recent activities concerning REF2021:

- John Montgomery (JM), who is working with The Strategy Group, has prepared a calendar of internal and external deadlines.
- ADRE's have prepared the modelling and requested data, this gives an opportunity to work towards common platform allowing sharing data, such as previous HESA returns for research income and PhD students.
- Mark Brace (MB) has engaged on modelling work in preparation of migrating data from ARQM 2019/20 to REF2021.

ACTION 1 - CK to circulate the internal timetable for REF to the committee members.

6. Research funding applications & income

The Committee noted a Report on Research Grant Applications and Awards from June 2018, which was presented to ET and ET Deans for consideration and to propose actions and next steps. The paper will be presented to ExCo the following day for further consideration. To date, for City as a whole, the level of research grant application activity in is similar to last year, however 14 more applications are currently going through bid submission and 23 bids are in development with submission deadlines this financial year. Whilst at the university level, there is no marked increase in

numbers or value of applications, from 2016/17, there are a number of continued positive indicators in several Schools and within the 3 years trend.

Several Schools have maintained the higher level of activity in 2017/18 than they achieved in 2016/17, notably SMCSE and CLS, insofar as being on target to achieve a similar number of applications, an increase in the size of value of applications in SMCSE has been noted

- Some diversification of funder sources over the 3 year period, including non RCUK applications.
- A continued strong rate of success in EC funding.
- A maintenance of success rates compared to the preceding three years.

However, to date, the number of awards received and the value of awards received is a bit lower than last year. There have been some issues identified in schools performance where there is little evidence in application rates from 2016/17 and some data shows considerable variance in activity by department within schools. The Committee also noted that our strongest funders are still EPSRC, ESRC and with greater diversification of applications to RCUK and other funders (e.g. Leverhulme) remaining desirable.

7. Research investment

The Committee received a verbal update on REF Investment Fund, where City University has committed to an injection of 1 million pounds before 2021. The resource allocation will be predominantly spent on academic staff planning: recruiting key staff and external researchers.

The Committee members have raised questions on accessibility and obtaining more funds by schools. The Chair has confirmed that further discussion and plans within schools are necessary in order to achieve that. There are also concerns about increasing costs: for instance income is not increasing in terms of TEF and also pension dispute can put some strain on current state of the finances.

8. Annual Research Quality Monitoring

The Committee received a verbal update on the progress of ARQM.

The Chair reported that the ARQM has been progressing and is nearing completion. CK has updated the Committee on this year's figures, indicating smaller numbers of submission than last year. SMCSE is still to submit this year's results, which are currently being analysed with external bodies. There were also number of concerns raised, as follows:

- Special circumstances for part-time staff in terms of outputs.
- Better definition of what is being published i.e. working papers, or different way of organising it, perhaps by grouping them in discipline- specific issues.
- Difference between expected and published papers: it appears that some people cannot see it in the selection list, which creates a further danger of creating the possibility of changing records.

Claudia Kalay (CK) is currently in process of constructing the summary report.

9. Compliance Matters

The Committee received a verbal update on the progress of the implementation of new research ethics system. The implementation is on schedule.

The Committee also have received the update on the progress with Stuff hub, where work conducted by John Montgomery (JM) and Tim Longden (TL) will result in Stuff Hub pages going live in the autumn.

The Chair has reported on Athena SWAN action plan where main aim is to improve career progression for women, but also other activities with regards to delivering support in research grant applications.

The Committee also received a reminder about the General Data Protection Compliance process, which has been introduced to all staff members where there need to be a declaration of potential conflict of interest in relation to any grant activities.

10. Enterprise activities

The Committee received a verbal update from Karen Shaw (KS) on various Enterprise activities.

The Committee noted that the IPCB Board meeting minutes from May 2018 were included in this meeting's papers.

Karen Shaw (KS) confirmed that this year we had a significant HEIF top up, additionally we have received over half a million pounds added to current HEIF expenditure, which had to be spent by 31st July 2018.

Connecting Capability Fund of value around 180 thousand pounds had to be spent by the end of March 2018, however the deadline for spending those funds has been extended to 31st July 2018.

Deal income is associated with the revenue accumulated from spinning out the companies and new licensing deals, year to date figure is £1.6 million, comparable to last year.

The Committee also received a verbal update on the progress of "Capital Accelerate & Scale Tech Superstars". Largely, this project is progressing in the right direction, the number of outputs is increasing and the project is creating new jobs.

The Academic Enterprise team is focusing on accruing more project funds. An excellent example of recent achievements has the grant is an award grant of value 200 thousand pounds awarded to the School of Engineering and Mathematics.

The Grant Income has been generating more KTP's activities and spinout companies and those are especially focused within Enterprise team activities.

11. Graduate School

The Committee received a verbal update on the Graduate School activities, the following was noted in particular:

- the large number of policies are in the need of updates, which afterwards will be submitted to Senate for approval.
- Graduate School Working Group has met five times in the last couple of months and the report from the work that was completed will be available in the autumn. The produced report will be submitted to the Senate for approval.
- Ken Grattan (KG) reported to the Committee that 50 research students were successful in securing conference attendance funding, worth overall 5 hundred thousand pounds.

The Graduate School review is moving towards its final stages and the independent report will be presented in the autumn.

12. Research Governance and Integrity Committee

The Committee noted and agreed the recent minutes from Research Governance & Integrity Committee.

PA reported on the new appeals procedure for people who submit to the Senate, Research Governance and Integrity Committee, where initial draft raised few concerns on issues of streamlining the procedure and the lengthiness of the process.

The amended draft will go back to Research Governance and Integrity Committee in first instance, after which it will be sent for approval to the Senate.

The Committee noted that the Ethics Committee will be reorganised, in line with the new ethics system. SASS will propose three ethics committees, as it has the largest number of submissions.

13. Research & Enterprise Strategy Action Plan

The Committee noted a verbal update on the further progress with the implementation of the Strategy Action Plan.

The process reached its full planning stages and Strategy Action Plan has been taken to the Schools for delivery of the next step of implementation process.

14. KEF

The Committee received a verbal update on KEF.

The Chair reported there has been consultation on type of metrics required by KEF, which requires further discussion and agreement, however it has not been well- received by Higher Education sector at this stage.

15. School Minutes noted:

- CASS reported that the School reviewed the Research Centers. Various milestone within the School have been achieved.
- SASS
- SHS
- SMCSE reported that the School achieved 17 fully funded studentships this year.
- CLS

Prof Andrew Jones
Chair of Research and Enterprise Committee

Joanna Short
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June 2018

