

**SCHOOL OF TECHNOLOGY  
RESEARCH COMMITTEE  
TERMS OF REFERENCE**

**1 MEMBERSHIP**

The Committee will have the following membership:

- The Deputy Head of School (Research) or designated person (Chair)
- Head of School
- Two members of senior academic staff from the Department of Engineering, one from the Trumpington Street site and one from West Cambridge, as appointed by the relevant Head of Department.
- A member of senior academic staff from each of the other Departments within the School, as appointed by the relevant Head of Department.
- One senior member of staff from CISL, as appointed by the Director of CISL.
- A representative of the Research Operations Office.
- Additional co-opted members as considered appropriate by the Committee.

The Secretary and the Finance Manager of the School and a member of the administrative staff with responsibility for research from each Department may attend the meeting.

The Committee would expect to welcome representatives from Research Services Division (RSD), as appropriate.

The School Office will provide secretarial support.

**2 ROLE AND RESPONSIBILITIES**

**Strategic**

- To establish a coherent research strategy.
- To encourage researchers to draw together their interests into School-level themes when this helps to create the impetus, capacity and profile necessary to connect more effectively with major challenges and the funding and resourcing thereof.
- To develop high-level strategic research themes requiring the support of the School and leading to, e.g. Strategic Research Initiatives (SRIs).
- To maintain an overview of the research activities within the School, noting opportunities and challenges. In doing this the committee will expect to take into consideration matters such as: research environment, output, forthcoming research funding initiatives, income and the individual support of researchers within the School
- To maintain oversight of funders' calls for equipment and research proposals by disseminating information to Departments and taking appropriate action at the School level, including prioritising applications.
- To develop strategies to help Departments attract, develop and train academic researchers of the very highest calibre.
- In collaboration with Departments, as appropriate, to work strategically with industry and other bodies to identify key research areas with significant impact.
- To encourage delivery mechanisms most suited to collaborating party, in addition to normal academic publication, e.g. short courses, signposting, roadmapping, advice, special research fellowships etc.
- To have an overview of School REF activities.
- Develop, in conjunction with the University and the School's Departments, research strategies specific to the activities of the School. In doing this the Committee will expect to note new policies and practices developing elsewhere within the University.
- To find means to assist with the success of grant applications, especially from early-career researchers.
- To foster and disseminate best practice in research management.
- To contribute to University Committees associated with research, innovation and infrastructure, including PRC, RPC, West and NW Cambridge Project Board, other Project Boards etc.

- To co-opt members from other Schools where there is a significant and mutual strategic fit.
- To keep oversight of Departmental Ethics Committees.
- To consider major infrastructural needs and to prioritise them.
- To maintain oversight of developments in Research Integrity, Open Research and Responsible Innovation.

### **Advisory**

- To review University policies and procedures relating to research (for example in terms of research assessment, research income and intellectual policy), and consider making recommendations through the Council of the School to the University. The Chair of the Research Committee should sit on the University's Research Policy Committee (RPC).
- To assist in responses to the University on consultations relating to research, including periodic refereeing of proposals required by the University (e.g. fellowship applications, GCRF applications *etc.*). To identify, and have oversight of, a pool of assessors and to rank applications in time for relevant closing dates.
- To provide advice to the School during the preparation of its strategic reviews with the University
- To draw together best practice in the School and advise the Council of the School and its Departments. Exemplars of this activity might be;
  - research management
  - support for REF-related activities
  - the support of individual researcher staff and students
  - the recording of published output
- To provide some strategic and/or tactical direction in responding to Research Councils' requests for input to consultation exercises (which can define future research funding priorities) and to help define the policy as to how such requests are met.

### **Operational**

- To ensure effective dissemination of University policies and procedures relating to research to Departments and academic members of staff, including web material, Research Masterclasses and various forums.
- Where agreed, to draw together themes to help create impetus, capacity and profile and to connect with major challenges. To identify and lead SRIs, SRNs *etc.* where appropriate.
- To manage seed funding for new initiatives and to encourage and review proposals to use seed funds
- To approve actions of the School Ethics Committee
- To facilitate the exchange of documents with other Schools to facilitate large scale interdisciplinary collaborations and possibly having an inter-committee/School meeting/event once a year. The Research Committee should seek, additionally, to arrange mechanisms for briefings and exchanges with other Schools.
- To maintain the School's position on ethics, research integrity and open research and to ensure that it aligns with University policy.

### **3 ACCOUNTABILITIES**

- Accountable to the Council of the School of Technology on strategic matters.
- Accountable for the School Ethics Committee

### **4 FREQUENCY OF MEETINGS**

At least once per term.

### **5 ADMINISTRATION OF MEETINGS**

The agenda will be divided into three sections 1 Strategic, 2 Advisory and 3 Operational. Due the confidential nature of the matters under discussion in which individuals are identifiable, section 3 will be designated as confidential Business. Papers and the minutes of this section of the meeting will be circulated to Committee members only.

**17<sup>th</sup> December, 2019**