School of Global Studies

Research Staff Handbook

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UNIVERSITY
OF SUSSEX

SCHOOL OF GLOBAL STUDIES RESEARCH STAFF HANDBOOK

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Welcome from the Director of Research & Innovation

Welcome to the School of Global Studies, part of the larger Faculty of Social Science.

As the Director of Research and Innovation I am responsible for leading on the research strategy and the research culture within the School.

We strive in the school to create an inclusive and supportive research culture where all researchers regardless of career stage can thrive and contribute to impactful, world-leading research. We encourage creative and interdisciplinary approaches and are always looking to address pressing global challenges in line with our research strategy "Transformative Research for Global Justice".

The work of our Research Centres allows for collaboration with colleagues across multiple disciplines and other Schools - we encourage you to both join them, and attend all the events they offer.

Throughout this handbook you will discover all the support and initiatives available in the School and the wider University but please do not hesitate to contact me via email or drop in during my office hours.

I look forward to working with you and supporting you in your research.

Professor JoAnn McGregor

Director of Research and Innovation (DRI)

Welcome from your Research Staff Representative

I recently stepped into the role of ECR rep from the School of Global Studies. This role connects me with the early career researchers at the university level. We meet regularly to discuss the pressing issues ERCs at Sussex face and feed them back to the University Research and Innovation Committee. Our goal is to help design policies and practices that support early career researchers. We also regularly receive updates from the Sussex Researcher School (SRS) and feed them back to the Schools.

Please, come speak with me if you struggle with any issues in your role as an early career researcher or have ideas how to improve the experience for all. Do not hesitate to drop me an email.

Dr Elena Borisova

Research Staff Rep and Leverhulme Early Career Fellow

Welcome from the Assistant Research Manager

Welcome to Global Studies.

I am your key contact in the School for professional services support and administrative queries. Working in collaboration with the DRI and other research-focussed professional services staff I look to identify and promote opportunities for research funding, collaboration, training and other ways for you to develop your research capabilities and career.

I look forward to meeting you and learning about your research.

Carol Anderson

Assistant Research Manager

1. Overview

The School of Global Studies

Global Studies brings together research in three Departments (Anthropology, Geography and International Relations) and our International Development (ID) programme.

The School is committed to inspiring and curiosity-driven research that strives to find creative solutions for some of the key social, economic, political, environmental, and cultural challenges facing the world today and seeks to further a global social justice agenda.

The School's reputation for transcending disciplinary boundaries and for setting pioneering research agendas is also fostered through our Research Centres.

These provide an unrivalled and dynamic context for the study of the contemporary world, encouraging the exchange of ideas across disciplinary boundaries amongst our community of scholars, visiting fellows, early career researchers, as well as our 150+ doctoral students and post-doctoral fellows.

2. Where to go for information

School

- Carol Anderson, Assistant Research Manager for all queries on University process, funding applications (internal and external) and general day-to-day research requirements.
- The Faculty of Social Science has a researcher-focused Canvas site housing a huge amount of information including processes, 'how to' guides and useful contacts. If you are not able to access this, please contact Carol above.
- If working on a project your PI (Principal Investigator) will be your first port of call for all project-related queries.

RSO/Sussex Researcher School

- The Sussex Researcher School (SRS) enables the progression and development of emerging researchers by providing support, structure, and connection across the University. The SRS includes the work of both the previous Doctoral School and Research Staff Office.
- Information and resources specific to Research Staff and ECRs including funding opportunities, training, events, careers advice and useful contacts can be found on the ECR Development and Support pages including a very helpful FAQs section.

3. Research Culture and Environment

The School is keen to support the ongoing development of all its research staff.

This section will give you a brief overview of the research environment and opportunities available for research staff in the school, and across the University, with the aim of creating a supportive and healthy culture.

- **Seminars/visiting lectures/talks/reading groups**. These are run throughout the year by our Departments, Research Centres, Networks and other Faculties and are advertised via email to all faculty.
- **Collective writing sessions**. Every weekday morning in term time (and often outside term time) either online, in person and/or hybrid. Please contact Lyndsay McLean for further information and Zoom link details.
- **Writing retreats and workshops.** These are longer training-focussed sessions run through the year. Please do keep an eye on your emails for details as they are advertised via email to all faculty.
- **The Equity Coaching and Mentoring Network** (formerly BAME & Women's Coaching & Mentoring Network). A Global Studies collective for supporting those with experience of structural exclusion in the HE environment.
- **Organisational Development.** This is University-wide team supporting the professional and personal development of all staff through workshops, online learning and other schemes.
- **Sussex Research Hive** the Library's designated area for researchers, open to all postgraduate researchers and research staff. It provides study areas, bookable study rooms and space for discussion and collaborative work.
- **Researcher Led initiative fund** The Researcher-Led Initiative (RLI) Fund empowers postgraduate and early career researchers (PGRs and ECRs) to impact the research culture, support and development needs of researchers at Sussex.
- **EDI** The School of Global Studies actively challenges racism, sexism, homophobia, transphobia, ableism, and oppression in all its forms. We strive to be an inclusive and supportive space for all of our staff and students. You can also view the University's information and policies on Dignity, Respect and Inclusion including the Report and Support Tool.
- **Staff Wellbeing Hub** This is available to all staff and is designed to support all aspects of your wellbeing and includes information on the Employee Assistance Programme (EAP).

4. Career Development

Start of contract discussions/PRP

During your first few weeks at the University you should have a 'start of contract discussion' with your Principal Investigator/Manager/Centre Director to set objectives for your new post and to discuss these alongside your personal research career plans.

- The University has created two documents to help with these discussions, both of which can be found on the New Research Staff webpage under the Checklist for New Researchers.

- Start of Contract Discussions Guidance

- Research Staff Professional Development Guidance, designed to help you plan your professional development.

Probation

Probation periods for research staff vary according to contract. Anyone appointed on a fixed term of one year or more is usually appointed on probation for eight months. Please check the details of your contract with HR.

Personal Research Plan (PRP)

Depending on your Head of Department or PI you may be expected to have a personal research plan (PRP) which is a discussion about your ongoing research and your future research trajectory. These should be regularly updated and will be discussed once a year with your Head of Department and/or Departmental Research Lead.

Annual Achievement and Development Review (ADR)

The University runs an annual ADR process for all Sussex staff. PIs/Managers should meet with research staff reviewees to discuss progress against research objectives as well as career development aspirations and goals.

ADR meetings provide an opportunity to reflect on past achievements and identify areas where you hope to develop new skills or take on new opportunities and responsibilities.

This is separate from the Personal Research Plan (PRP) above, but can be referential.

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.

Training & Development

- Each member of research staff at the University of Sussex is entitled to ten career development days. Please do have a look at the training and development support available via the University.
- The University of Sussex is also part of the Eastern Arc Network, a strategic collaboration between the universities of East Anglia, Essex, Kent and Sussex which provides training and events to facilitate collaboration and develop positive and creative research.
- Please do also complete the mandatory staff training modules on LearnUpon (login required) assigned to you at the start of your contract.

Teaching

Depending on your research funder or contract, research staff may be able to undertake a small amount of teaching and or supervision activity (to be negotiated with the PI and Head of Department) to support their professional development.

- Any staff new to teaching will be required to take the University's Fundamentals of Teaching & Learning in Higher Education module
- You can have a look at the Academic Quality and Partnerships webpage for information on teaching development

Research Development Concordat

The University is a signatory to the Researcher Development Concordat.

The Concordat is an agreement between employers of researchers and research funders on the expectations for the professional development and employment conditions of researchers in the UK.
Visit to see how you can access and engage with a collection of resources including the Vitae Researcher development evaluation toolkit.

End of contract support

- As you approach the end of your contract, you should arrange a meeting with your PI/Manager to discuss next steps.
- You will be formally notified by HR when your contract is coming to an end.
- If you would like more specialised or specific advice, you can make an appointment with HR who can also talk to you about redeployment opportunities and procedure.

5. Support for your research

Internal School funding for Research

The School allocates funds each year to support faculty research via the HEIF and DRI funds.

All faculty are eligible to apply for these funds. However, those with research incentive funds must draw on these before using the School funds.

- **HEIF funds** – these funds are dedicated to developing Knowledge Exchange (KE) with non-academic partners, including cultural and social organisations, business & enterprise, and the public sector.
- **DRI funds** – these funds are used specifically for seedcorn or pump priming. Unfortunately, these funds are currently frozen due to the financial situation.

External research funding

There is a School and University process for applying for external grants. Support is provided from initial ideas to peer review of proposals and formal procedures such as finances and sign-off.

- Neil Clarke, Research Development Manager in Research & Innovation Services (RIS) can support with all stages of your grant application including budget and costings
- 6-12 weeks lead in time is required for a funding proposal depending on complexity
- Grant applications are made through the Worktribe Research Management System. You must complete the mandatory 'Introduction to Worktribe' training via LearnUpon before you will be able to access the system.
- Members of the RIS team can also advise on contracts, IP and commercialisation
- Post-award support is handled by Paul Grant in the Research Finance Team
- Please refer to the SocSci Canvas site for detailed information on how to submit a funding proposal

Fieldwork/Travel

- All travel must be authorised by your PI/manager and booked in accordance with the [University travel policy](#).
- If you are travelling abroad fieldwork or other University business then you must complete the Overseas Travel Safety and Security Risk Assessment ([OTSSRA](#)) and apply for [travel insurance](#) via Sussex Direct.
- Please contact [Carol Anderson](#), Assistant Research Manager for further information, or have a look at the 'How to Spend Your Money' section of the [SocSci Faculty Canvas](#) site.

Ethics

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).

- All ethical review applications are made via the University's online ethical review system. Further information on the process is available on the [Research Ethics](#) webpages,

- If you require any help or advice please contact the School's Research Ethics Officer [Fae Dussart](#) to discuss your ethical review.

- You can also contact Carol Cooley, Senior Research Ethics and Integrity Officer for the Social Sciences and Arts at c-recss@sussex.ac.uk.

- Carol Cooley also runs a fortnightly SocSci drop in on Wednesdays 2pm-4pm in the Connolly Room, Essex House

Please ensure you also complete the mandatory Research Integrity Training via [Learn Upon](#) (login required).

Peer Review

- [Departmental Research Leads](#) coordinate internal peer reviews for research grant applications and publications
- All research applications need to be internally peer reviewed before signing off in Worktribe by the Director of Research & Innovation.
- Please ensure you arrange peer review of any grant application **as soon as possible** to allow plenty of time for colleagues to read and respond.

6. Research Centres

The School hosts a range of active research centres and encourages involvement to learn about new research, get to know colleagues and build networks for possible external funding bids. Please do contact the Research Centres that you want to be affiliated with to introduce yourself and be added to their mailing lists.

The School of Global Studies leads on two University of Sussex Centres of Excellence:

- Sussex Centre for Migration Research (SCMR)
- Sussex Sustainability Research Programme (SSRP)

Plus ten further Research Centres and Networks

- Centre for Global Health Policy (CGHP)
- Centre for Cultures of Reproduction, Technology and Health (CORTH)
- Centre for Advanced International Theory (CAIT)
- Centre for Global Political Economy (CGPE)
- Centre for Rights, Reparations and Anti-Colonial Justice (CRRAJ)
- Sussex Centre for Global Insecurities Research (CGI)
- Centre for Coastal Research
- Sussex Asia Centre
- Climate@Sussex
- Latin American and Caribbean Research Network (LAC)

7. Research Impact

Global Studies has an excellent record in achieving impact from research, reflecting the wider impact strategy. This is important for exercises such as the REF and central to the research strategy of the School.

- The Global Studies Impact Advisory Board consists of members from Government departments, NGOs and the private sector working on issues of global and contemporary relevance who meet twice yearly to provide external advice and insight on the impact strategy and possible impact case studies of the school.
- Please contact Dave Ockwell, Research Impact Lead if you would like to present your research to the board.

8. Research Profile, Outputs & Elements

Elements is the Current Research Information System (CRIS) used at the University. It provides one single point of organisation, presentation and reporting for all scholarly and research activities, including research outputs.

It also hosts the University staff profile pages.

Elements is also the platform through which you must deposit all your research publications to the University repository, Sussex Research Online (SRO).

Outputs which have been accepted for publication, must be deposited to SRO within 3 months of the acceptance date to satisfy REF (see below) and funder Open Access policies.

- Guidance and training videos on all aspects of Elements are available on the Elements webpages including information on creating your profile, depositing publications, capturing impact, teaching or other professional activities
- Contact the Elements team for general queries and platform support on elements@sussex.ac.uk
- Contact the SRO team for queries on depositing records, or records already in the system on sro@sussex.ac.uk
- Further information on Open Access is available via the Library. Please contact the Open Access Team as early as possible in the publication process, particularly if your paper is acknowledging UK Research and Innovation or Wellcome Trust funding
- The Policy@Sussex team can assist with writing and publishing policy briefs and connecting with policymakers and influencers. Please contact Alex Waddington on policyteam@sussex.ac.uk for further information.

9. Research Excellence Framework (REF)

The [Research Excellence Framework (REF)](#) is the UK's national assessment of research excellence in higher education institutions (HEIs). It takes place roughly every 7 years, with the next one planned for 2029.

The REF outcomes are used to inform the allocation of around £2 billion per year of public funding for universities' research. The REF is a process of expert review of research outputs, impact and research environment focused on subject-based units of assessment (UoAs).

The main purposes of the REF are to:

- provide accountability for public investment in research
- provide benchmarking information for use within the Higher Education sector and for public information
- to inform the selective allocation of quality-related (QR) funding for research.

Please do speak to your mentor or supervisor for more information.

10. Academic Visitors

The School of Global Studies welcomes academics, researchers, students, and practitioners throughout the year. Visitors must have an internal sponsor and their visit must be approved by the Head of School before arrangements are put in place.

Please contact [Sharon Krummel](#), Research Coordinator for further information

11. Key Contacts

School

- JoAnn McGregor, Director of Research & Innovation
- Geert De Neve, Head of School
- Carol Anderson, Assistant Research Manager
- Neil Clarke, Research Development Manager (Research & Innovation Services)
- Amy Collyer, Senior Research Coordinator (Research Centres)
- Sharon Krummel, Research Coordinator
- John Moore, Information Coordinator (for Research Comms)
- Departmental Research Leads
    - Anthropology – Margaret Sleeboom-Faulkner / James Fairhead
    - Geography – Carl Griffin
    - International Development – Anne-Meike Fechter
    - International Relations – Stefan Elbe
- Dave Ockwell, Research Impact Lead
- Lara Montesinos Coleman, Director of Equality, Diversity and Inclusion
- Fae Dussart – School Research Ethics Officer
- Paul Grant – Senior Research Finance Officer (post award support)

Faculty

- Rosie Cox, Executive Dean of the Faculty of Social Science
- TBC, Associate Dean for Research (Faculty of Social Science)
- Steve Colburn, Senior Research Manager (Faculty of Social Science)
- Heather Stanley, Assistant Operations Manager (Comms) (Faculty of Social Science)
- Anne-Fay Townsend, Business Partnerships Manager Social Science

University

Sussex Researcher School

Research Staff Office

Finance Service Desk – for all financial queries (non-research)

IT Services – via the self-service portal or in person in the Shawcross Building

University of Sussex