

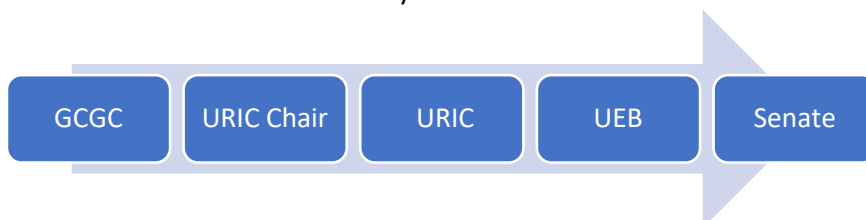
## Preparing Papers for the University Research and Innovation Committee 2024-2025

**Chair:** Keith Jones

**Secretary:** Debbie Foy

SENATE meeting	URIC MEETING		
DATE	DATE	TIME	2PM PAPER DEADLINE for final versions of papers
13 Nov 2024	23 September 2024	9.00-10.30	11 September 2024
	16 October 2024	14.00-16.30	2 October 2024
12 March 2025	20 November 2024	14.00-15.30	6 November 2024
	18 December 2024	10.00-11.30	4 December 2024
	22 January 2025	15.00-16.30	8 January 2025
2 July 2025	26 February 2025	13.00-15.30	12 February 2025
	26 March 2025	15.00-16.30	12 March 2025
	23 April 2025	10.00-11.30	9 April 2025
	21 May 2025	10.00-11.30	7 May 2025
	18 June 2025	13.00-15.30	4 June 2025

1. **Agenda setting.** Please contact the URIC Secretary if you have an item for the Committee; they will discuss it with the URIC Chair and confirm at which meeting your item will be considered, highlighting the relevant submission deadline.
2. **New requirement for policy related papers.** Please speak to the URIC Secretary if your paper concerns the creation of a new policy or revisions to an existing policy as the following governance route was introduced in May 2024.



Before drafting a new policy or updating an existing one, authors should approach the University's Information Manager, Karen Blackman [K.Blackman@sussex.ac.uk](mailto:K.Blackman@sussex.ac.uk) to discuss their requirements; Karen can provide advice and assistance in relation to adherence to the University's Policy Framework (including whether or not the document you are drafting constitutes a policy), as well as on the use of the [University's Policy Template](#). These papers need to be reviewed by the URIC Chair before they are considered at URIC, then will be reviewed by the University Executive Board (UEB) before submission to Senate for final approval.

The URIC Secretary will liaise with the UEB and Senate Secretary on your behalf to confirm timelines.

3. **Deadlines.** The content of papers requesting URIC approval or endorsement, must be agreed by the URIC Chair in advance of the deadline stated in the table above. The 2pm deadline is for the submission of the final version of papers.
4. **Papers not received by the deadlines stated above will be considered at a later URIC meeting.** For the Committee to function effectively it is important that papers are circulated a week in

advance to allow Committee members sufficient reading time. Your cooperation in submitting papers on time is appreciated.

5. **New requirement for sub-committees.** All URIC sub-committees are to provide an update for **each** URIC meeting; this should be a very brief summary of business from the last sub-committee meeting and/or of the work undertaken on behalf of the sub-committee since the last report. This information will be combined by the URIC Secretary into 1 paper called 'Reports from URIC sub-committees'.
6. **Senate.** If your paper needs Senate approval, please ensure it is considered at an appropriate URIC meeting (see table above). Once approved at URIC, the URIC Secretary will confirm the subsequent deadline for Senate papers.
7. **Cover sheet.** All papers must use the URIC cover sheet which is available on the [URIC webpages](#). The template includes guidance on how to complete each section. Please do not insert N/A to any of the sections that authors are required to consider, e.g. risk analysis, academic freedom, value for money, equalities impacts, environmental impacts.
8. If URIC is being asked to approve changes to a document, please ensure that both the revised document and the original version with track changes are included as appendices.
9. URIC papers should be a maximum of 5 pages (excluding the coversheet and any appendices). Please discuss any exceptions with the URIC Secretary.
10. Please submit your paper in word rather than PDF in case the URIC Secretary needs to amend agenda numbers.

Debbie Foy  
16/07/2024