



Research Support Services Handbook

A short guide to the range of research training, support and systems available to academic and research staff.

ulster.ac.uk/internal-research



CONTENTS

Foreword	3
Introduction	4
Research Development	5
Research Management	7
Research Performance	8
Innovation and Enterprise	12
Research Governance and Integrity	14
Doctoral College	15
Research Staff Hub	17
Summary of all sites and links	18

FOREWORD

At Ulster University, people are at the heart of our research and innovation efforts, playing an essential role in shaping the culture and community where our researchers thrive. This collaborative environment is a cornerstone of the Ulster University Research Strategy.

Building upon our highest-ever performance in the Research Excellence Framework 2021, this strategy aims to propel us toward our vision of research excellence with transformative impact. We are committed to focusing our resources and investments to foster sustainable growth in research intensity, infrastructure, and income.

Our Research Strategy sets out our priorities for the period 2023-28, shaping how we advance our mission of excellence in research while simultaneously playing a leading role in the enrichment of the social, economic, and cultural life of Northern Ireland.

Professor Liam Maguire
Pro Vice Chancellor for Research

Research Strategy

INTRODUCTION

This booklet is designed to signpost you to the range of research support services and systems that are available, as well as details of the teams within Research & Innovation and who to contact.

The booklet is set out by team (Research Development, Research Management, Research Performance, Innovation and Enterprise, Research Governance and Integrity, and Doctoral College), with details of all the support and services provided together with links to key websites for further information, and on page 17 of the booklet you will find a summary of all the support websites, with links directly to each site.

Most of the information and links in this booklet are available from one URL - the **Resources for Researchers** website - or if you prefer to use the MyDay portal, they can be accessed through the Research tab.

[Resources for Researchers Website](#)

[MyDay Portal/Research](#)

RESEARCH DEVELOPMENT

The Research Development team provide pre-award support, including horizon scanning for appropriate funding opportunities within faculties, providing advice, expertise and support for submitting high quality applications, partnership building, and support for ECRs.

Staff in Research Development

Research Development Support

Research Funding

You can browse current opportunities as well as any upcoming funder events and competition calls on the Funding Opportunities website below or through the MyDay portal Research tab, Research Funding Opportunities.

Research Funding Opportunities Website

Additionally, the University holds an account with Research Professional permitting research staff to create and customise a profile for bespoke alerts or avail of monthly magazines generated for your Unit of Assessment by the Research Development team.

Research Professional Website

Grant Application/Funding Training and Support

Research Development provides information to help academic and research staff enhance and improve on the success rate of grant applications to external funding bodies. This includes full grant application support on Worktribe, some pre-application webinars, Action Learning Groups for first time applicants, facilitation of external training to help write a funding application and access to an Application Repository containing exemplars of successful funding applications.

Useful Guides

Research Funding Application Process

How to get funded

ECR Support

Research Development provides support for Early Career Researchers including training on how to prepare a first-time application and seed funding for research activity that may lead to a larger scale project or application. Staff will be advised of any events and project calls through an email issued via the global email system.

Research Development Strategy Fund

Seed funding is available for local and global research activities that lead to partnership & consortia building and developing an external research grant application. The funding is distributed to Faculties by Research Development and subject to strategic approval by your Unit of Assessment.

Application Repository

The Research Development team maintains and manages an application repository to support first time applicants or researchers applying to a specific funder for the first time. Successful applications are redacted and made available with the approval of the Ulster Lead and can be accessed for a period of time through your Research Development Manager.

Grant Application System – Worktribe

Ulster University uses a system called Worktribe to allow researchers to manage projects from one place. Worktribe can help researchers with full economic costing tool; spend tracking; streamlined project management; faster approval processes; and clear workflows from submission to awards for research projects led by Ulster academics and applications submitted in partnership with other institutions. The Worktribe website provides training and support under the Help section as well as access to your Worktribe account. You can access via MyDay portal Research tab, Worktribe

Worktribe Website

RESEARCH MANAGEMENT

The Research Management team provides post-award research contract and financial management support, financial reporting and audit for research funding.

Staff in Research Management

Research Management Procedures and Financial Guidelines

The Research Management Procedures and Financial Guidelines outline the process and procedures for research grants. Download a copy of the guidelines using the link below.

Download Research Management Procedures and Financial Guidelines

RESEARCH PERFORMANCE

The Research Performance team provides support in a range of areas including the management and submission of the Research Excellence Framework (REF); research strategy and performance management; research systems; research outputs; open access; and research data management and open research.

Staff in Research Performance

Research Performance Support

Research Outputs Training

The Research Outputs support programme is designed to provide academics and researchers with training, support and insights into all aspects of research outputs. The website includes a list of forthcoming events, information from previous events, as well as information guides, videos and resources.

Research Outputs Events and Support Website

Citations Training and Guides

Citations and referencing are important components of academic practice. Citations help guide other researchers to your work and helps build credibility as an author. The citation's website includes top tips for increasing citations; useful links and guides; Ulster's citation strategy; and events.

Citations Information Website

Sabbatical Leave

Sabbatical leave enables individuals to develop personally, whilst delivering clear research outputs or teaching enhancements that are of benefit to the University. The sabbatical leave call is made annually, usually at the start of the calendar year. The sabbatical leave website includes Information on the Sabbatical Leave Policy, Application process and process for those returning from sabbatical leave.

Sabbatical Leave Website

The research mentoring programme is a programme to support academic and research staff in building their research capacity and capability. Experienced senior staff will provide focussed mentoring support to academic and research staff within their faculty. Each mentor-mentee match is for a 6-12 month period and calls for mentors and mentees are made biannually via email.

[Research Mentoring Website](#)

Research Excellence Awards

The Research Excellence Awards are an annual award to recognise outstanding research and scholarly activity and research rising stars. The awards include a number of categories, including Research Recognition, Future Research Leader, Distinguished Research and Senior Distinguished Research categories, as well as faculty specific and champion awards.

[Research Excellence Awards Website](#)

Research Excellence Framework (REF)

The Research Excellence Framework 2021 website provides details of our REF2021 submission – including results, links to outputs, impact case studies and environment statements as well as a section on REF explained.

[REF 2021 Submission Website](#)

The next REF exercise is REF 2029 with a submission date of Autumn 2028. The REF 2029 website below provides some initial guidance and outline timescales. As final guidance and criteria become available we will update the REF website and advise staff of these developments and any support training and events.

[REF 2029 Website](#)

Peer Review

The Peer Review website provides guidance and checklists to reviewers on the Internal Peer Review of Research Outputs, Internal Peer Review of Applications for External Funding, as well as Guidance Notes on External Review

[Peer Review Guidance Website](#)

PURE

PURE is Ulster University's Research Management System. It captures and reports on all our research activity (research outputs, grants, awards, PhD supervision, prizes and activities) and provides functionality for all academics, researchers and PhD Researchers to manage their individual research profile. PURE makes all of your research more visible and searchable - it is important to ensure that your profile is accurate and up to date and that your outputs are captured. Registration for forthcoming training sessions, as well as training support videos, are available via the PURE support website below or through the MyDay portal Research tab, PURE support.

[Pure Support and Training Website](#)

[Log into your PURE profile](#)

Open Access

Open Access is about sharing research freely and openly for the benefit of the public, researchers and universities. The Government and research funding bodies are committed to ensuring that published research findings should be freely accessible and have therefore mandated Open Access. The Open Access Information website provides further information and guides, and Open Access one-to-one support sessions are also available via the PURE support website. It also includes a summary of the new UKRI Open Access policy and outlines actions that researchers must take to make sure research outputs comply

[Open Access Information Website](#)

[Open Access One-to-One Support](#)

Research Data Management (RDM)

Research data management is a mixture of systems, methods and processes used in a structured and systematic way to ensure that research data is accessible, interoperable, and reusable. The RDM website sets out what the researcher's data responsibilities are throughout the project and how to ensure funder obligations and open access requirements for research data are met.

Research Data Management Website

Open Research

Open Research is relevant to all researchers. The applications will differ according to discipline and research context; however, the Open Research themes of communication, transparency and openness, and integrity and rigour are pertinent to all. The Open Research information website introduces Open Research, answers questions regarding the topic and provides guidance on how you can increase the openness of your research.

Open Research Website

Researchfish®

Researchfish® is an online reporting system used by funders to collect information on the outcomes and the impact of their research. Researchers can add their outputs and outcomes throughout the year and submit their reports during the specific funder submission periods. For further information, submission dates and 'how to' guides visit the Researchfish® website.

Researchfish Website

Research Systems Team

Our Research Systems Team provides a service management function, end-user technical support and oversees the day-to-day management and, working in partnership with key business owners is responsible for the maintenance of a number of research information systems (i.e.: PURE, Worktribe, PhD Manager, Researchfish, ORCID and Scival).

The Team also works on new initiatives and projects to investigate new system functionality, by testing, upgrading and further developing research information systems and their associated processes.

Research Systems Team

INNOVATION AND ENTERPRISE

The Innovation and team provide support for:

- The development of research impact;
- Management of knowledge exchange,
- Consultancy and Knowledge Transfer Partnership projects;
- Intellectual property management; and
- Development of research technologies and projects towards commercialisation.

Staff in Innovation and Enterprise

Impact support

Research Impact is the difference your research makes to society and the economy. Wherever you are on your research impact journey, Ulster's Impact Team can help guide you to ensure your research reaches the right audiences and beneficiaries, making a real-world contribution. Watch this short video to understand what research impact is and hear from Ulster University colleagues about how their research is changing lives.

[Research Impact at Ulster Video](#)

1:1 Support

Contact impact@ulster.ac.uk to set up a 1:1 with your Faculty Impact Officer.

IMPACT Development Series

The Impact Development Series is Ulster University's support programme designed to help researchers understand impact, enhance the impact of their research, track and evidence it, and generate new pathways to impact. The programme includes annual funding calls for impact activity; REF Impact Case Study guidance; resources on pathways to impact; public and policy engagement advice; Impact30 Seminar Series (staff will be invited to attend any forthcoming impact events through an invitation issued via the global email system); and impact planners. A full online support package can be found from the link below or through the MyDay portal Research tab, Impact.

Impact Development Series Website

Innovation support

Innovation Funding Opportunities for Collaboration

There are a range of programmes available to research and academic staff to collaborate and work with industry, these include: Consultancy, Knowledge Transfer Partnerships and Innovation Boost. For more information on these programmes visit the Collaboration and Innovation website below

Collaboration and Innovation Funding Website

Consultancy Administration Systems

The Consultancy Administration site (SharePoint) allows you to log a new Consultancy project (general consultancy, Innovation Vouchers and Innovation Boost). Please contact the Knowledge Exchange Manager Consultancy ([Kerry Patterson](#)) before using this link to discuss your project. Access to the Consultancy Administration System is available through the link below or through the MyDay portal Research tab, Consultancy online approval.

Consultancy Administration System

Intellectual Property (IP)

The IP Management team provide support and advisory services to ensure intellectual property rights generated through the University's research are properly protected, enforced and exploited. For more information visit the Intellectual Property website or contact IPManagement@ulster.ac.uk.

Intellectual Property Website

Technology Commercialisation

Once the IP around your idea has been captured and assessed, the Commercialisation team will assist in exploring its commercial potential and providing access to Proof of Principle and Proof of Concept funding, and other validation programs, and help you work towards early stage early-stage investment in your project.

The team will negotiate optimal licensing terms should a third party seek to acquire rights to your IP, or work towards potentially establishing a spin-out company that will add focus and value to your research endeavours.

Technology Commercialisation Website

RESEARCH GOVERNANCE & INTEGRITY

The Research Governance team provide support in a range of areas including the management of research regulation; governance and ethics; and protection and internal research risk and audit management.

Staff in Research Governance & Integrity

Research Governance Policy/Procedures/Guidance

The University has a framework of research governance policies, procedures and guidance. For further information please go to the Research dashboard on your University MyDay portal page or visit the Research Governance and Ethics website.

MyDay Portal/Research > Research Governance and Ethics

Research Governance and Ethics Website

Research Integrity Course

The University encourages and supports research integrity through a framework of policies, procedures and guidance, summarised and illustrated in the Code of Practice for Professional Integrity in the Conduct of Research. All research active staff are required to complete the online Research Integrity Course. To access the course visit your University MyDay portal page.

MyDay Portal > Blackboard > Mandatory Courses

DOCTORAL COLLEGE

Supervisor Development Programme

The role of a PhD supervisor is crucial in shaping the next generation of researchers and scholars. As a supervisor, you will be responsible for mentoring, supporting, and challenging your students to develop their research skills, critical thinking abilities, and importantly, their professional competencies. This continuing professional development programme covers several key areas outlined below and throughout the course, you will engage in a mix of self-paced online resources, interactive online workshops, and further reading designed to enhance your supervisory skills.

The Supervisor Development Programme consists of workshops, videos and online resources and is aligned to the UK Council for Graduate Education Good Supervisory Practice Framework. The Programme is delivered by the Heads of Doctoral College, academic colleagues at Ulster and external facilitators who specialise in particular areas of PhD supervision.

- Induction for PhD Supervisors at Ulster
- Supporting International PhD Researchers
- Chaining / Examining a PhD viva
- PhD Supervision: Giving Effective Feedback
- Supporting PhD Research Well-being
- Ethics: Preparing your PhD Researcher for Ethics Applications

The formal workshops are complemented by the new PhD Supervisor Network at Ulster, a community of practice creating a space for supervisors – both new and established – to come together and informally discuss a particular theme around supervision. This ensures that supervisors have an opportunity to reflect on their supervisory practice, share experience, and network with supervisors from across the University.

Supervisor Development Programme Training and Events Website

PhD Supervisor Network is a new community of practice at Ulster which aims to provide informal opportunities for PhD Supervisors to meet on campus to reflect and share experiences on focused themes relevant to PhD Supervision. Network events take place over lunchtime and are focused on a theme related to supervisory practice. Themes in 2024/25 include: Supporting international PGRs, Mental health and well-being in the PhD, pedagogy underpinning PhD supervision, and AI in the PhD.

Other useful Doctoral College links include:

[PhD Supervisor Guidance and Resources](#)

[Handbooks and Policies](#)

[Processes and Forms/PhD Manager](#)

[Researcher Development Programme](#)

[Subject Level Contacts](#)

[Staff in the Doctoral College](#)

RESEARCH STAFF HUB



Ulster University is a signatory of The Concordat to Support the Career Development of Researchers and is proud to hold the HR Excellence in Research Award for its commitment to improving the working conditions and career development of its research staff.

The Research Staff Hub provides information on The Concordat, HR Excellence in Research Action Plan, Induction, Networking and CPD development.

Research Staff Hub

Induction for New Staff

Access a range of induction guides including Staff Induction Guides, Line Manager Induction Toolkit, and Induction Colleague Guides.

Your Induction Journey

Researcher Network

Find out about a range of staff networking events at Ulster, including the Researcher Network. Find more EDI networks at the bottom of the webpage: the Wo/men's Network, Staff disAbility Network, Neuro Network, BAME+ Network and LGBT+ Staff Network.

Researcher Network

Your Development/CPD Opportunities

The Vitae Researcher Development Framework is a widely endorsed framework underpinning professional development for researchers at all levels. CPD/training opportunities and development are structured around the four domains covering the knowledge, behaviour and attributes of researchers.

CPD Opportunities



**Supporting Researcher
Career Development**



SUMMARY OF ALL SITES/LINKS

The following is a list of all the research support websites available, click the title to select the relevant website.

Training

- [How to get funded](#)
- [Research Funding Application Process Guide](#)
- [Impact 30 Development Series](#)
- [Research Outputs](#)
- [PURE](#)
- [Citations](#)
- [Library Bibliometrics and Citation Analysis Guides](#)
- [Research integrity Course – visit MyDay Portal > Blackboard > Mandatory Courses](#)
- [PhD Supervisor Training/Events](#)
- [CPD Opportunities](#)

Systems

- [PURE](#)
- [Worktribe](#)
- [Consultancy Administration System](#)

Initiatives/Programmes

- [Mentoring](#)
- [Sabbatical Leave](#)
- [Research Excellence Awards](#)

Data/Data Management

- [Research Data Management](#)
- [ResearchFish®](#)
- [Open Access](#)
- [Open Research](#)
- [Scopus](#)
- [ORCID](#)

Other useful sites

- [Research and Innovation Website](#)
- [Resources for Researchers Website](#)
- [Research Strategy 2023-2028](#)
- [MyDay Portal/Research](#)
- [Impact Development](#)
- [Research Outputs](#)
- [Research Funding](#)
- [Research Professional](#)
- [Research Governance and Ethics](#)
- [Intellectual Property](#)
- [Consultancy/KTPs/Innovation Vouchers](#)
- [REF 2021](#)
- [Research Topics](#)
- [Peer Review](#)
- [Research Staff Hub](#)
- [Researcher Network](#)
- [Researcher Development Concordat](#)
- [Your Induction Journey](#)

Who to contact

- [Research Development](#)
- [Research Management](#)
- [Research Performance](#)
- [Innovation and Enterprise](#)
- [Research Governance](#)
- [Doctoral College](#)

Any Questions/Comments?

If you have any questions or comments on this booklet or any further information that you think should be included, please contact Connie Gerrow, Research Performance at c.gerrow@ulster.ac.uk



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