SERVICES TO SUPPORT YOUR RESEARCH

2018
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INTRODUCTION

Use this guide to signpost your colleagues to the support available to them throughout the lifecycle of their project.

If you can’t see the topic you need, please contact the Office for Scholarly Communication (OSC) so we can help or send your enquiry to the correct team.

Email: osc@kent.ac.uk
Website: www.kent.ac.uk/osc
# APPLYING FOR AN AWARD: FUNDING AND GRANTS

## How we support your research | What this may include | Who can support you with this
--- | --- | ---
**Identifying funding schemes** | Support to identify suitable schemes, to support with your impact and implementation sections. If you are looking for/have been contacted regarding consultancy or you wish to work with industry or a government department. | • Research Council funding  • Charity research funding  • Internal funding  • Global Challenges Research Fund (GCRF)  • Newton Fund  • Horizon2020  • Collaborative research (public, private or charity)  • UK Industrial Strategy Funding  • Innovate UK, including KTPs  • Government tenders  • Consultancy opportunities  • Horizon 2020 and other sources  • Enabling Innovation: Research to Application (EIRA) funding  |
| Research Services  
Find your Research Development Officer  
https://research.kent.ac.uk/researchservices/by-role/  
Kent Innovation & Enterprise (KIE)  
Contact enterprise@kent.ac.uk or telephone (01227 82) 7376  |

**Grant applications** | Support for individual researchers & School contacts with accurate costing & submission of applications for external funding. *Does your School have a Research Support Officer? Get in touch with them to discuss your ideas.* | • Costing a proposal  • Negotiate/setup grants & contracts  • Grading for research staff  • Getting proposal approval using KRIMSON  • Ongoing project support  |
| Research Services  
Find your Research Grants & Contracts Officer  
https://research.kent.ac.uk/researchservices/by-role/  
Kent Innovation & Enterprise (KIE)  
Are you working directly with an external organisation or did you identify your funding through Kent Innovation & Enterprise?  
Contact entfunding@kent.ac.uk  |
# Applying for an Award: Data, IT Consultancy, Web Services and Dissemination

## How we support your research

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<th>Research data management</th>
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| **Research data management** | Get support with developing a data management plan so that you can organise your data from its creation through to publication and beyond. | **• Funder and publisher requirements**  
**• Writing your plan**  
**• Keeping your data safe**  
**• Read.me files**  
**Information Services: Research Support**  
Contact researchsupport@kent.ac.uk or select the 'IS Support' option when setting up your KRIMSON record. |

| IT Consultancy | Support is available if your research project has technical requirements. IT Development provide appropriate support for University systems and IT infrastructure. | **• Consultancy to identify and provide technical solutions**  
**• Software and hardware procurement and implementation**  
**• IT and data security compliance**  
**• Technical support**  
**• Standard and bespoke research websites and online functionality**  
**• High-Performance Computing (HPC)**  
**• Data storage, security and management**  
**Information Services: Requirements**  
Contact IS-Requirements@kent.ac.uk |

| Websites and web services | Pre-award assistance with grant applications, costing web services for Research Data Management Plans and websites for research projects. | **• Consultation, hosting, training and technical support**  
**• Self-service options**  
**• Integration with services (e.g. KAR, Kent News Centre, Twitter, YouTube, Kent Events Calendar)**  
**• Variable themes for collaborative projects**  
**• Quick setup for simple websites**  
**Information Services: Web Consultants**  
Contact web-consultants@kent.ac.uk, (01227 82) 4851 or visit www.kent.ac.uk/web |

CONTINUED OVERLEAF
APPLYING FOR AN AWARD: DATA, IT CONSULTANCY, WEB SERVICES AND DISSEMINATION (CONT)

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| Dissemination planning      | Prepare your dissemination plan and pathways to impact by planning an effective communication strategy to share your research findings. | • Understanding your audience  
• Developing key messages  
• Planning your routes to impact  
• Utilising your impact summary  
• Creative routes to sharing your research  
• Tracking dissemination  
| Office for Scholarly Communication  
Contact osc@kent.ac.uk for advice on preparing a dissemination plan. We can also direct you to teams who can guide you through disseminating your research to key groups.  
Research Excellence Team  
Contact M.R.Bell@kent.ac.uk to discuss planning dissemination to the public.  
| • Find routes to working with external organisations  
• Knowledge Transfer Partnerships (KTP)  
• Allowing licenced access to your research  
• Share innovative and creative ideas: Innovation, Creativity and Enterprise network (ICE)  
| Kent Innovation & Enterprise (KIE)  
Contact your KIE Faculty Liaison Officer (01227 82) 4574  

## MANAGING YOUR AWARD

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| Managing grant award finances | An ‘announcement’ will follow receipt of an award and will include the cost code and categories under which money can be spent on the project. Depending on your School, expenditure will be processed through your Research Support Officer or finance team who will often book travel on behalf of the research team. Booking your own travel? Use the correct code on Click to automatically allocate this to the grant. | Step 1: Starting your project  
  - Your responsibilities  
  - Approval for and appointing staff  
  - Intellectual property  

  Step 2: Post-Award Finance  
  - Spending your grant  
  - Financial reports  

  Research Services  
  The Research Accounts Officer for your School will send you the grant announcement once the project has been set up in the finance system. They will also offer to meet with you to discuss the project finances and procedures.

  If you have a School Research Support Officer they will often assist in liaising with Research Services on post-award finances for you – check with your School research or finance teams.

  KIE will process the announcement, and manage finance, if the project funding is classified as ‘enterprise funding’.
|
## RESEARCH ETHICS AND GOVERNANCE

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| **Research ethics** | Supporting you to ensure that your research is meeting its legal and moral obligations. | • Ethical and legal obligations  
• Research integrity  
• Researcher development training  
• Review and approval  
• Research involving the NHS  
• Governing legislation and policies |
| | | Research Ethics & Governance  
Contact the Research Ethics & Governance Officer at N.R.Palmer@kent.ac.uk or (01227 82) 4797  
For research involving animals contact the Animal Welfare and Ethical Review Body at S.E.Reed@Kent.ac.uk  
Alternatively, talk to your School Ethics representative. |

## INNOVATION & ENTERPRISE

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| **Innovation & Enterprise** | Support is available to build links between your research and local, national and global businesses or creative organisations. Work with external organisations to share and develop new methodologies and technologies. | • Brainstorming potential partners/application directions for your research  
• Making contact with an organisation for the first time  
• Hosting a meeting with one or many academics, and external organisation(s)  
• Brokering costs/contracts on academic’s behalf |
| | | Kent Innovation and Enterprise  
Contact enterprise@kent.ac.uk or (01227 82) 7376 |
# COPYRIGHT AND LICENSESING

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<td><strong>Intellectual property</strong></td>
<td>Provides opportunities for collaboration, and licensing of new technologies or methodologies that external partners want to access and use.</td>
<td>• Copyright and intellectual property&lt;br&gt;• Patents &amp; trademarks&lt;br&gt;• Developing a spin-out</td>
</tr>
<tr>
<td><strong>Copyright</strong></td>
<td>Get help to understand the legalities of copyright and how it may affect your work, with a focus on reuse of third party material used in research.</td>
<td>• How copyright may affect your work&lt;br&gt;• Understand the scope of copyright protection and the University of Kent’s copyright policy&lt;br&gt;• Best practice in using other people’s work in your own publications&lt;br&gt;• Find out who to contact for further advice</td>
</tr>
<tr>
<td><strong>Licensing</strong></td>
<td>Choose the best license for your work to determine the rights you and others have to reuse your work.</td>
<td>• Copyright in research outputs&lt;br&gt;• Creative Commons licences&lt;br&gt;• Green &amp; Gold Open Access&lt;br&gt;• Funder and Publisher requirements</td>
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## RESEARCH MATERIALS

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<td><strong>Resources and advice to support your research</strong></td>
<td><strong>Academic Liaison Services</strong>&lt;br&gt;Do you need advice on planning your literature review? Can’t find the resources you need to support your research. Help is available to you.</td>
<td><strong>Information Services:</strong>&lt;br&gt;&lt;br&gt;&lt;strong&gt;Research Support**&lt;br&gt;Contact <a href="mailto:researchsupport@kent.ac.uk">researchsupport@kent.ac.uk</a></td>
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<td><strong>Special Collections &amp; Archives</strong>&lt;br&gt;Holding 150 distinctive collections to support your research, including rare books, archives, artwork and audio-visual material. Find out more about the collections and how you can use these materials in your research.</td>
<td>• Planning literature reviews&lt;br&gt;• Purchasing physical or digital items for your research&lt;br&gt;• Borrowing from or visiting another library</td>
<td><strong>Special Collections &amp; Archives</strong>&lt;br&gt;Contact <a href="mailto:specialcollections@kent.ac.uk">specialcollections@kent.ac.uk</a> or (01227 8 2) 7138</td>
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<td><strong>Cathedral partnerships</strong>&lt;br&gt;The University has close partnerships with Canterbury Cathedral Library &amp; Archives and Rochester Cathedral Library. Discover the collections through LibrarySearch. Support is available to help you make the most of these materials in your research. Use LibrarySearch to search the Cathedral collections: <a href="http://www.kent.ac.uk/library">www.kent.ac.uk/library</a></td>
<td>• Supporting research and teaching at undergraduate and postgraduate levels&lt;br&gt;• Access to distinctive archives&lt;br&gt;• Digital access to a number of collections&lt;br&gt;• Exhibitions, seminars and talks&lt;br&gt;• Advice and collaboration on outreach and engagement projects using archive material&lt;br&gt;• Reading room to view physical materials&lt;br&gt;• Guidance on handling heritage material</td>
<td><strong>Information Services:</strong>&lt;br&gt;&lt;br&gt;&lt;strong&gt;Academic Liaison Services**&lt;br&gt;Contact your Faculty Liaison contact to discuss working with our Cathedral partners: <a href="http://www.kent.ac.uk/library/subject-support/">www.kent.ac.uk/library/subject-support/</a>&lt;br&gt;&lt;br&gt;&lt;strong&gt;Cathedral Archives &amp; Library:**&lt;br&gt;www.canterbury-cathedral.org/heritage/archives-library/&lt;br&gt;&lt;strong&gt;Rochester Cathedral Library:&lt;/br&gt;www.rochestercathedral.org/the-library/</td>
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## SHARING YOUR RESEARCH

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<td>Disseminating your research</td>
<td>Publishing your research</td>
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| When you choose to publish your work Open Access we’re here to support you. | • Routes to Open Access & Funder Policy  
• Research Excellence Framework (REF)  
• Article/Book Processing Charges  
• OA Books and choosing a journal | Information Services: Research Support  
Contact researchsupport@kent.ac.uk |
| Engaging with the public     | Get support to engage the public with your research. | • Routes to sharing your research  
• Developing new partnerships  
• Planning exhibitions, talks and events  
• Public Engagement with Research Fund  
Applying for funding for a short project to work with a specific public group | Research Excellence Team  
Contact M.R.Bell@kent.ac.uk or (01227 82) 6595 |
| Local Education Partnerships | The Partnership Development Office can advise on how to approach local schools and colleges and whether specific projects fit with University priorities in this area. | • Local educational partnerships  
• Engagement with further education  
• University Ambassador Scheme  
• Canterbury and Medway events  
• Improving access to HE | Partnership Development Office  
Contact partnership@kent.ac.uk |
| Working with the media       | The Press Office can help gain press coverage for research activities, events or a book launch, issue a press release, arrange a photo call or make informal approaches for interviews or opinion pieces. | • International, national and local media  
• Media liaison and advice  
• Media training  
• Publishing in The Conversation  
• Kent Staff newsletter | Corporate Communications  
To discuss publicity opportunities or media training contact pressoffice@kent.ac.uk |
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| Disseminating your research (cont) | Engagement with Parliament  
Parliament would like researchers to engage with them. Get support to do this. | • How to make your research relevant  
• Providing evidence to Parliament  
• Helping Parliament find your research | Office for Scholarly Communication  
Contact osc@kent.ac.uk |
| Practice Research  
Get support to share practice based research | • Portfolios  
• Audio visual  
• Performance events  
• Exhibitions and events | |
| Making your research discoverable | Kent Academic Repository (KAR) and Kent Data Repository (KDR)  
Depositing your research output and/or data to the institutional repositories helps others to discover your work. Get support to help you make the most of these services. | • Adding outputs and data  
• Importing outputs  
• Enhancing your staff profile  
• Open Access and REF  
• Data preservation  
• Using dashboards to measure dissemination | Visit the repositories to find out more:  
KAR: https://kar.kent.ac.uk  
KDR: https://data.kent.ac.uk  
Alternatively, to ask us a question or request training contact researchsupport@kent.ac.uk |
# RESEARCH IMPACT

## How we support your research

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<th>Measuring research impact</th>
<th>Research Excellence Framework (REF)</th>
<th>What this may include</th>
<th>Who can support you with this</th>
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|                            | Support is available to help you better understand the REF and how it is used to assess the quality of research in UK higher education institutions. | • All general REF process related queries  
• Supporting and monitoring REF  
• Research impact  
• Systems that support your research management such as KRIMSON, SciVal and Vertigo Ventures  
• Queries on eligibility  
• 1-2-1 Impact Development Sessions | Research Excellence Team  
Contact the Research Excellence Manager at REF2021@kent.ac.uk or (01227 82) 6595 |
| Measuring reach            | Measuring the reach your research has matters because you can demonstrate how far your research has travelled to impact society and to inform other researchers. Support is available to help you understand how to measure and amplify the impact of your research. | • Learn why measuring reach matters and how to achieve this  
• Make the most of social media  
• Increase visibility using Kudos  
• Use Metrics Toolkit to measure citations  
• Discover where your work has been mentioned using Altmetric  
• Estimate impact with SciVal | Office for Scholarly Communication  
Contact osc@kent.ac.uk  
Information Services: Research Support  
Contact researchsupport@kent.ac.uk |
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<tr>
<td>Measuring research impact (cont)</td>
<td>Vertigo Ventures (VV) – for REF impact case studies</td>
<td><strong>Register to use Vertigo Ventures impact tracker software:</strong> <a href="http://www.kent.ac.uk/researchservices/impact/vertigo-ventures.html">www.kent.ac.uk/researchservices/impact/vertigo-ventures.html</a></td>
</tr>
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</table>
|                               | VV – Impact Tracker Software is the university purchased system for storing, recording and capturing research impact and related activities for both funded and non-funded projects. All staff members at Kent with REF 2021 potential case studies are welcome to register to use the system. The University has taken the decision that all potential impact case studies must be recorded using this software for both the REF Pilot Exercise 2017 and the real REF. | • Training to learn the Vertigo Ventures Impact Tracker software  
• Creating a Vertigo Ventures project for your impact case study  
• Developing impact narrative using storyboards  
• Identifying impact indicators and appropriate evidence to support impact claims  
• Identifying stakeholder and collaborator groups  
• Recording impact activities and events  
• Collecting and storage of impact evidence |
|                               | **If you have any questions contact** researchimpact@kent.ac.uk or (01227 82) 6595 | **If you have any questions contact** researchimpact@kent.ac.uk or (01227 82) 6595 |
## RESEARCHER DEVELOPMENT OPPORTUNITIES

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| **Early Career Researcher Network (ECRN)**  
The University’s Early Career Researcher Network offers mutual support to academics at the beginning of their careers. As well as regular talks and workshops there are opportunities to meet other ECRs from across the University to share the highs and lows of getting started in academia. | For the latest series of events visit the Early Career Researcher Network (ECRN) website: https://research.kent.ac.uk/researchservices/ecrn |
| **Graduate School**  
The Graduate School works in partnership with academic schools, faculties, central service departments and Kent Union to enhance the quality of the postgraduate student experience across all campuses and create a vibrant postgraduate community at Kent. We aim to ensure that the academic and social interests of postgraduate students, both taught and research, are appropriately provided for within the University. | There is a wealth of information available to you from the Graduate School website www.kent.ac.uk/graduateschool/ which includes:  
• News and events  
• Postgraduate community  
• Researcher Development Programme  
• Online training |
| **Grants Factory**  
The Grants Factory is a series of workshops that develop the skills and inside knowledge necessary for writing successful applications. They are led by academics with experience in applying for, reviewing and assessing applications. | For the latest series of events visit the Grants Factory Event Programme to book your place: https://research.kent.ac.uk/researchservices/grantsfactory |
| **Enterprise and Impact Network (KEIN)**  
The KEIN is a network for academics, researchers, technicians and other members of staff interested in maximising the impact of their work, tapping into alternative sources of funding, and engaging in collaboration, innovation and enterprise activities. | If you have any questions or would like to be notified of upcoming events please contact your KIE Faculty Liaison Officers on (01227 82) 4574 or enterprise@kent.ac.uk |
| **Enterprise and Impact Training Day**  
By attending this annual one-day programme you will gain the knowledge, confidence and practical tools necessary to engage successfully in enterprise activities. | Find out more about Enterprise and Impact Training at www.kent.ac.uk/enterprise/university-staff/enterprise-training.html  
If you have any questions about training contact the KIE Faculty Liaison Officers on (01227 82) 4574 |
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| **KRIMSON – the Kent Research and Innovation Management System online**  
Used to manage research and innovation funding applications and projects. All external research and innovation applications should be recorded in KRIMSON. You can log on to the system at https://kent.vvimimpacttracker.com/account/login. | For help with using the system, or to get approval from your school, contact krimson@kent.ac.uk or (01227 82) 3190 |
| **Media training**  
The Press Office organises regular tailor-made training workshops for academic members of staff wishing to develop their media skills. The half-day or full day courses, which are run as part of the Staff Development Programme, take place at the University and include sessions on what makes news and what the media want from a story, as well as offering practical training in print, radio and TV interviews. | To discuss media training contact pressoffice@kent.ac.uk |
| **ORCiD**  
An ORCiD is a unique identifier that allows you to tie all your research together in one place. This allows you to disambiguate, track and share research with one simple URL. The University of Kent supports and advocates the use of ORCiD, as such an identifier is now mandatory for some internal processes – for example applying for promotion. | For more advice contact researchsupport@kent.ac.uk  
Read more about distinguishing yourself with an ORCiD at www.kent.ac.uk/library/research/orcid/index.html |
| **Plain English**  
Write for the needs of your audience to support dissemination of your research. | Online advice is available from the Plain English Toolkit: https://blogs.kent.ac.uk/plainenglish/toolkit/ |
| **Researcher development**  
Whether you’re just starting your research here at Kent, want to find out about the range of development opportunities, or want to explore partnership opportunities or balancing your life as a researcher. Information, advice and more are all available to support you. | Check out the Researcher Development website for more information: www.kent.ac.uk/researcherdevelopment/ |
RESEARCHER DEVELOPMENT OPPORTUNITIES (CONT)

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<td><strong>Vertigo Ventures</strong></td>
<td>Find out about training sessions that are run throughout the year, at both Canterbury and Medway campuses, at <a href="http://www.kent.ac.uk/researchservices/impact/vertigo-ventures.html">www.kent.ac.uk/researchservices/impact/vertigo-ventures.html</a> Alternatively contact the Research Excellence Team at <a href="mailto:researchimpact@kent.ac.uk">researchimpact@kent.ac.uk</a> or (01227 82) 6595</td>
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See the VV-Impact Tracker Manual for an introduction to identifying and capturing your impact: www.kent.ac.uk/researchservices/impact/vv-it_manual.....pdf

| **Vitae Researcher Development Framework** | Visit the Vitae Researcher Development Framework website to find out more: www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework |

‘The Vitae Researcher Development Framework (RDF) is for you if you are doing a doctorate, are a member of research staff, pursuing an academic career or thinking about applying the skills developed during your PhD in another career.’

Can’t find what you’re looking for?

If you’re not sure who you need to speak to or can’t find the information you need contact the Office for Scholarly Communication at osc@kent.ac.uk. We can signpost you to the right team so you can get the support you need.

We’ll put you in touch with one of our partners at Kent

- **Research Services** help with all aspects of applying for and managing external grants. They are formed of funding and contract teams, research accounts, and the research excellence team as well as specialist impact and ethics officers.
  Research Services can advise you on all aspects of funding and contracts regardless of whether you currently hold external funding.
- **Information Services Research Support** can help with KAR, KDR and Open Access queries, APC funding and data management plans. They can also help build websites and advise on copyright, and offer help on finding physical and digital resources.
- **Kent Innovation and Enterprise** works to build strong links between research and business, to better develop, support and create high-growth enterprise. They work with organisations of all sizes from student start-ups and academic spin outs to regionals and multinationals.
  Talk to them if you are looking for Knowledge Transfer Partnerships or Innovate UK funding streams.
- **Corporate Communications** are responsible for a wide range of activities including press relations, brand management, staff and student communications, publications, stakeholder engagement, digital and social media activity, and marking campaigns.