

Queens University Belfast

Research Staff-led Methods Training

Financial support, provided by Research & Enterprise, is available for research/postdoctoral staff-led methods training events, from which a group of staff will benefit.

Guidelines for requests to support research methods training for research/postdoctoral staff.

1. This fund was established to provide, **research staff-led**, training opportunities in research methodologies for research/postdoctoral staff only.
2. The intended outcome of the Fund is to enhance the career development of researchers through **training in specific research techniques or methods**. It is also intended that funded activity will provide opportunities for groups of research staff to learn and work in an **interdisciplinary** environment.
3. Funding is specifically provided to **pay the workshop facilitator** for their preparation time and for delivery of the training.
4. **Support is provided for facilitation costs only**, either ½ day or 1 day workshops at a daily rate of £500 (£250 per half day), which will include design and preparation. No support is provided for catering, printing, room hire, travel, consumables etc.
5. The initiatives must clearly have a **training focus**. Therefore, this fund will not support other research-related development activity, e.g. conferences, symposiums, public engagement, writing workshops etc.
6. One main condition on the use of this funding is that it should **not be used for direct financial assistance to individuals** but rather for research methods-based training from which a group of research staff will benefit.
7. It is important that applicants can demonstrate that a group of at least **20 research staff** have confirmed that they will attend the proposed training event. *Applicants are expected to provide a list of all staff who have expressed an interest in attending.*
8. The **training will be internally delivered**, e.g. by Queen's academic or research staff (or PhD students), with the necessary level of expertise. Course content and delivery methods should be agreed by the applicant.
9. The applicant is responsible for the organisation of the event, including recruiting a facilitator/instructor, room booking, recording attendance and evaluation of the session.
10. As total costs for the proposed training activities may be more than this fund can provide, such funding can act as part contribution towards the initiative.
11. The application must have the **agreement of the relevant Head of School**. Schools would be encouraged and allowed to co-operate on proposals.
12. Support from Research & Enterprise and Organisational Development should be acknowledged by the School at any event or in conjunction with any material developed.
13. Payment for training delivery will be distributed on satisfactory completion of the agreed activity and upon receipt of the participant lists.
14. Payments will be made to the facilitator / trainer by through payroll by PAYE as a Non-Staff Payment for training, and will appear in their monthly payslip.

Examples of possible initiatives:

- Training in the use of software and/or computer coding for research purposes, e.g. R, PYTHON, PRIMER, SPADES, Arc-GIS, Nvivo, etc.
- Training in specific analytical techniques, e.g. Advanced Microscopy, Mass Spectroscopy, Focus Groups, or statistical approaches, e.g. Bayesian statistics.

If you wish to discuss your application please contact either :

Paul Monahan Organisational Development p.monahan@qub.ac.uk	Dr Billy Hunter Research Policy Office Email: w.hunter@qub.ac.uk
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Research Staff-led Methods Training Application form

Financial support, provided by Research & Enterprise, is available for research/postdoctoral staff-led training and development activity, from which a group of staff will benefit.

Please return this form to Paul Monahan by email to p.monahan@gub.ac.uk

A copy of this form can be downloaded from:

<https://www.questor-members.gub.ac.uk/home/Research/Support-for-researchers/PostdoctoralSupport/>

Please review the guidelines above.

1. Title of the proposed training activity

2. What are the **intended outcomes** for **research staff**?

3. Please outline how the activity will be **targeted at researchers** in other Faculties/Schools. Applications with an **interdisciplinary focus** are strongly encouraged.

4. How will the training be **delivered**?

5. Are there any requirements for **support** from other University departments? Or use of specialised equipment? Do you have permission to use?

6. Costs

Please outline the *facilitation* costs of the proposed activity.

*Only facilitation costs will be provided.
Other costs, e.g. catering,
consumables etc. should be agreed
with the relevant school.*

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7. Proposed date

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Applications should be made by Research Staff, those including a co-applicant from another School are strongly encouraged.

Name of applicant		Name of co-applicant (not essential)
Date		
School		
Telephone number		
Email		

Name of Head of School

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Head of School's signature:
(not required for co-applicant)
