

IADT

Research Strategy

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Purpose	IADT's Research Strategy sets out IADT's research objectives and priorities.
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Strategy Author	Dr Mark Riordan
Strategy Owner	R&D Committee

1. INTRODUCTION

This document, Dun Laoghaire Institute of Art, Design and Technology's (IADT) Research Strategy (2014-2018) underpins IADT's strategic goals and outlines the Institute's research aims, objectives, strategies, management structures, targets and performance indicators.

2. CONTEXT

The IADT Strategic Plan 2014 – 2018 [1] describes the overall Institute Strategy across all its activities. This document states IADT's aim for Research as:

"...To be at the forefront of research and innovation in our selected areas that will maximise our contribution to the creative, cultural and digital technologies industries and inform our teaching and learning activities." and ...

"Our teaching, learning and enterprise engagement can be greatly enhanced through advancing research and innovation in our selected areas of Creative Arts and Media, Public Cultures and Entrepreneurship and Psychology/Technology. "

The relevant strategy goals for Research and Development from this document are given in Appendix 1.

IADT's Research Strategy is also informed directly by emerging government policy (e.g. the Research Prioritisation Exercise [2]) and the policies of other stakeholders such as funding agencies. In particular, the Research, Development and Innovation (RDI) Key KPI's agreed with the Higher Education Authority in the Mission Based Compact [3] are significant and the current targets are given in Appendix 2 (These will be subject to review throughout the period of this Research Strategy).

IADT uses an adaptation of the OECD/UNESCO definition of research and development as its definition of research and scholarship [REF]–

"Any creative systematic activity undertaken in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this knowledge to devise new applications. It includes fundamental research, applied research, and experimental development work leading to new devices, products or

processes, development of new materials for teaching and learning and adding to the stock of creative works. This definition covers all forms of research, professional and creative practice, and knowledge and technology transfer.”

Other relevant IADT contextual documents include the:

- IADT Quality Manual
- IADT Postgraduate and Part-time Prospectus
- QQAI Policies related to Research and Research Degrees

In addition, the following IADT Policies are specifically under the remit of the Research & Council:

- Consultancy Policy
- Ethics Policy
- Intellectual Property Policy
- Research Strategy
- Postgraduate Research Handbook

3. PRINCIPLES

The following principles underpin Research at IADT:

General

Research can be carried out by individual staff, postgraduate students and undergraduate students. Research can be undertaken by individuals on behalf of the Institute or as personal professional development. It can be through collaboration in teams within and across IADT as well as with external partners such as other educational institutions and external individuals, businesses and other organisations.

IADT also recognises that research may arise from external requests or internal ideas and may be publicly or privately funded.

Research may also result in a range of outcomes from academic theses to publications, products or processes, creative works, exhibitions, performances etc.

Equality and Access

The Institute provides encouragement to individuals and sectors not already involved in research. It recognises that social barriers may have prevented individuals from previously becoming involved in research.

Health and Safety

The Institute is committed to the provision of a healthy and safe work environment for all staff and students. All research activity carried out under the aegis of the Institute, or on Institute premises, must follow the Institute's current Health and Safety guidelines. These are available at [X:\Document Store\Programme Handbooks\2014-2015\IADTSafetyStatement-Section2-SafetyManagementStructure-Version 5.3\(October 2012\).pdf](X:\Document Store\Programme Handbooks\2014-2015\IADTSafetyStatement-Section2-SafetyManagementStructure-Version 5.3(October 2012).pdf)

Ethical Issues

The Institute is committed to high ethical standards in research. All research activity carried out under the aegis of the Institute, or on Institute premises, must conform to legal and Institute policies and procedures.

IADT requires that all research carried out under its aegis is of the highest ethical standards. The purpose of IADT's Research Ethics and Procedures document <X:\Document>

[Store\Policies & Procedures\Ethics Policy, approved AC Dec 2014.pdf](#) is to outline the procedures to be followed when preparing an application for research funding and/or for a place on a supervised research degree programme, thereby ensuring that any ethical considerations have been highlighted. IADT has an Ethics sub-committee (reporting to the R&D Committee of Academic Council) which keeps Ethics policies under review and which awards Ethical approval to appropriate research.

Emerging Issues

In addition to the targets for Research in the IADT Strategy 2014-18 (Appendix 1) and the HEA-IADT Compact (Appendix 2), there are other issues likely to be relevant in the period of validity of the Research Strategy. While no definitive list of all issues likely to emerge can be written with certainty, the following issues are likely to be relevant during the period: QQI Delegated Authority, Funding Sustainability, PhD Training, and Research Project Staffing.

4. RESEARCH GOALS

IADT's strategic aim is to be at the forefront of research and innovation in our selected areas that will maximize our contribution to the creative, cultural and digital technologies industries and inform our teaching and learning activities.

Research, development, innovation and industry engagement are key features of the IADT Strategic Plan 2014-18. Advancement in this area will be critical in the continued success of IADT to inform our teaching, diversify our income streams, and enhance our industry profile and reputation as a specialist institution in the sector.

The following Strategic Objectives for Research, Development and Innovation at IADT are proposed:

- Support and enhance the status and reputation of IADT's research capacity in the areas of Creative Arts and Media, Public Cultures, Entrepreneurship, Psychology, and Digital Technology.
- Develop further our research outputs in our key identified areas through active sourcing of research funding to provide opportunities and incentives for staff.
- Build capacity for research and innovation activity through collaboration and the creation of additional funding sources, and new sources of postgraduate research funding for Level 9 scholarships to increase the current numbers of postgraduate research students.
- Create partnerships and advance alliances to deliver joint specialist research masters, PhDs, and practice-based PhDs, as well as advancing opportunities arising from our developing relationship with UCD.
- Further develop the connectivity between our research activity and our undergraduate and postgraduate programmes.
- Expand the range of partnerships and collaboration opportunities with the creative industry sub-sectors of television, film, animation, art and design, and visual communication, leveraging key opportunities provided by Enterprise Ireland and through such funding schemes as Horizon 2020.
- Maximise utilization of our business incubation to develop spin-out and spin-in businesses, and associated licences and patents from these ventures.
- Explore opportunities to develop a creative industries focused incubation centre.

The following Key Performance Indicators (KPI's) are proposed, to profile the achievement of these objectives:

- Increase the proportion of PhD qualified full-time academic staff to 50% by 2016 from the current level of 40%.
- Improved levels of RDI income generation and industry engagement, through the development of the staff engagement with research, development, innovation and enterprise from €6,764/academic staff (2013) to €9,090/academic staff in 2016.
- Increased numbers of postgraduate research students from 13 (2013) to 17 research students in 2016.
- Increase the numbers and impact of research publications and outputs measured by the development of the level of RDI academic expertise from 43 academic staff (2013) to 60 academic staff in 2016.
- Development of the number of spin-out, and spin-in businesses, and associated licenses and patents measured by the number of industry RDI partnerships (including the number of Innovation Vouchers) from 10 (2013) to 25 in 2016.

5. RATIONALE FOR RESEARCH STRATEGY

The rationale of the Research Strategy is to develop the following key criteria within IADT:

- Staff Development
- Contribution to wider Society and Economy
- Research is integral to teaching and learning at IADT and to the provision of quality, industry and socially relevant programmes at all levels
- Attracting and retaining highly qualified and motivated staff requires a culture of continuous development, research, innovation, and enterprise, and external engagement
- Capacity to attract learners to IADT is enhanced in an environment that values and recognises the inter-dependence of research, teaching and learning

6. RESEARCH LEADERSHIP AND ORGANISATION

IADT's Research Strategy is typically developed in 4 year cycles, linked to the overall Institutional Strategic Plan. Each strategy takes into account known Government and stakeholder policy at the time but a certain amount of external policy change will occur during the lifecycle of the Institute Strategy. This Strategy gives the broad picture based on foresight over a multi-annual time-frame. Annual workplans will be developed to prioritise tasks to achieve our goals and to respond to emergent issues and opportunities.

R&D Sub-Committee

The key forum for discussion on the Research Strategy and Operational Plans is the R&D Sub-committee which is made up of representatives from the two faculties and other relevant functional areas. It is responsible for research planning and will also regularly review the IADT's Research policy, research priorities, and annual workplan. The Sub-committee seeks advice through the appropriate channels on legal, financial and ethical matters. In particular, it is responsible to develop the Research Strategy and to advise on KPI's in the Research area. See Appendix 3 for the Terms of Reference for the R&D Sub-Committee which includes a list of policies under the committee's remit. It also produces an annual workplan which it sends to the Chair of Academic Council as part of its annual report.

7. IMPLEMENTATION PLAN

IADT's plans for research will be implemented and facilitated by a range of stakeholders. These include research active staff such as academic staff, research staff and post-graduate students. Research can be performed individually, in the context of a Post-graduate student study, or as larger funded projects. Research plans are also advanced and facilitated by the holders of specific roles within IADT's Organisational and Committee structure, in particular the Heads of Faculty, and Heads of Department.

Academic and Research Staff

Academic staff undertake a range of individual and collaborative research activities, including research publications, practice-based research, and externally funded research and innovation projects which provide a number of research outcomes and outputs. Research staff, specifically postgraduate research students undertake a structured programme of research study funded by IADT, IoTI, and other external scholarships.

Post Graduate Research Students

IADT considers post-graduate research training and education to be an important part of how we realize our Research Strategy. IADT will provide support to postgraduate research students and IADT staff supervisors. IADT registers Masters by Research students with QQI under the "case by case" process. IADT is currently limited having postgraduate registrations only in the following areas:

- Creative Arts and Media
- Public Cultures/Entrepreneurship
- Psychology/Technology
- Teaching and Learning

These areas are kept under review and may be further refined in the future. IADT is currently reviewing the areas of research expertise in terms of the forthcoming QQI review, and the emerging sources of funding from SFI, and Horizon 2020.

IADT currently only engages in Level 10 (e.g. PhD) studentships via partnerships e.g. with GradCAM.

Recruitment of postgraduate research students is managed by the Department of Strategic and Postgraduate Development. Once postgraduate research students are registered they are

managed under the auspices of the Procedures and Policies for Research Degrees overseen by the Registrar, the host Faculties and the specific student supervision teams.

Guidelines for the Recruitment of Postgraduate Students is given in Appendix 5.

Research Projects

These are typically larger scale projects carried out with funding won competitively from external agencies. The Faculties and academic staff may generate proposals for projects themselves or engage in proposals with 3rd Parties following approaches. The Directorate of Creativity, Innovation and Research (DCIR) is also proactive in seeking suitable connections which it typically refers to the Faculties for further development following initial facilitation of developing of such relationships. The DCIR is, however, available to assist with any developments arising out of such relationships (e.g. proposal development, external funding applications, etc.) Exceptions to this guideline would be where DCIR run projects themselves (e.g. FIS, SIAB, HEA Creative Cluster, etc.).

Guidelines for the Development of Research Projects is given in Appendix 6.

Specific Post-holders

Role of the Head of Creative Engagement

- Oversees the role of the DCIR in developing Research, Innovation, and Engagement
- Participates in the R&D Sub-committee of Academic Council
- Develops International links which can result in undergraduate and postgraduate recruitment of student development at IADT
- Manages the marketing of postgraduate opportunities at IADT via the Marketing and PR Manager
- Oversees the development of potential new sources of external funding, eg. Horizon 2020, SFI, and Science Without Borders.

Role of the Head of Strategic & Postgraduate Development

- Identifies and disseminates information on research and funding opportunities to staff (in conjunction with the Innovation, Commercialization & Development Manager)
- Provides support and advice on research funding applications (in conjunction with the Innovation, Commercialization & Development Manager)
- Maintains a file copy of submitted proposals and related correspondence.

- Coordinates internal policy matters related to research via the Research & Development Committee
- Runs any internal Seed Fund to help kick-start larger Research projects (see Appendix 4 for the Terms of this scheme).
- Facilitates the recruitment of MA and MSc by Research students.
- Promotes Research through activities such as Journals, Showcases, and Seminars
- Manages the Postgraduate Research Hotdesk Space
- Advises on Research Project Proposals
- Responsible for the oversight of IADT research publications, eg. Perspectives.

Role of the Innovation, Commercialization & Development Manager is:

- Develops strategic partnerships with appropriate industrial partners and / or professional organisations in support of research (in conjunction with the Head of Strategic and Postgraduate Development)
- Identifies opportunities for collaboration with other higher education institutions in Ireland and abroad
- Advises on Research Project Proposals

Role of the Head of Faculty

- Determines the strategically important research areas for the Faculty within the Institute Strategy Framework
- Liaises with the Head of Strategic & Postgraduate Development and senior management team regarding research strategy, management and resource allocation.
- Determines how externally funded research time spent by academic staff is accounted for in terms of their contractual requirements, in conjunction with the DCIR.

Role of Secretary/Financial Controller

- Liaise with the Directorate of Creativity, Innovation & Research and the senior management team on research issues
- Agree the financial scope of research projects, and ensure that actual financial goals are measured against projected goals
- Initiate financial procedures including project codes and reporting methodology
- Monitor the financial progress of funded projects, and provide regular financial information on project performance
- Ensure compliance with approved financial procedures
- Provide professional support, through the Human Resource office, for the recruitment, selection and employment of contract staff for projects and substitute lecturing staff, where required

- Ensure that Human Resource policies of the Institute are made clear to and implemented by research contract staff.

8. EVALUATION OF STRATEGY IMPLEMENTATION

Research Strategy is reviewed annually at the R&D Sub-committee and a R&D workplan is devised for the coming year. These are sent to Academic Council for approval and are available at <X:\Document Store\Strategy Documents\IADT Research Strategy approved AC Oct 2010.pdf> The R&D KPI's are also monitored as part of the HEA Mission Based Compact process. In addition, the DCIR presents annually to Senior Management, Institute Executive and Governing Body as regards achievements and progress in the year past. In addition these bodies will address research matters from time to time as required.

References

1. IADT (2014a), *IADT Strategic Plan 2014-18*, accessed <xx/xx/xx> at http://issuu.com/dliadt/docs/iadt_strategic_plan_2014-2018
2. Forfás (2011), *Report of the Research Prioritisation Group*, accessed 15/10/2014 at http://www.forfas.ie/media/ffs20120301-Research_Prioritisation_Exercise_Report.pdf
3. HEA(2014), *Mission Based Performance Compact (IADT)*, accessed 15/10/2014 at <http://www.heai.ie/sites/default/files/iadt-strategicdialogue-performanceindicatorssubmissiontohea-5june2014.pdf>

Appendix 1. IADT Strategy 2014-18 for Research and Development

Strategic Objectives

This Plan focuses on achievable and targeted research, innovation, and business engagement and will be achieved through the following objectives:

- ▶ Support and enhance the status and reputation of IADT's research capacity in the areas of Creative Arts and Media, Public Cultures, Entrepreneurship, Psychology and Technology.
- ▶ Develop further our research outputs in our key identified areas through active sourcing of research funding to provide funding opportunities and incentives for staff
- ▶ Build capacity for research (inputs and outputs) and innovation activity through collaboration and the creation of additional funding sources, and new sources of postgraduate research funding for Level 9 scholarships (such as the Science Without Borders initiative) to increase current numbers of postgraduate research students
- ▶ Create partnerships and advance alliances to deliver joint specialist research masters, PhDs and practice-based PhDs, as well as advancing opportunities arising from of our established relationship with UCD
- ▶ Further develop the connectivity between our research activity and our programmes
- ▶ Expand the range of partnerships and collaboration opportunities with the creative industry sub-sectors of television, film, and animation, art and design, leveraging key opportunities provided by Enterprise Ireland and through Horizon 2020
- ▶ Maximise utilisation of our business incubation to develop spin-out and spin-in businesses, and associated licenses and patents from these ventures
- ▶ Explore opportunities to develop a creative industries focused incubation centre.

Source: IADT Strategic Plan 2014-18: Strategic Priority 5

Appendix 2. Agreed HEA-IADT KPI's for Research and Development

High quality, internationally competitive research and innovation: Institution objectives and performance indicators

1.	Institution objective	Develop the academic staff engagement with research, development, innovation and enterprise.
	Performance indicator	Increase the overall level of funding for RDI and enterprise activity per academic staff.
	Baseline	2012/13: €6,764 – RDI funding/academic staff.
	Interim target, end 2014	€7,087 - RDI Funding per academic staff.
	Interim target, end 2015	€7,750- RDI Funding per academic staff.
	Final target, end 2016	€9,090 - RDI Funding per academic staff.
	2.	Institution objective
Performance indicator		Increase the number of staff engaged directly in research, development, and innovation activities.
Baseline		43 academic staff, contract researchers, and support staff in 2012/13.
Interim target, end 2014		50 academic, researchers, and support staff.
Interim target, end 2015		55 academic, researchers, and support staff.
Final target, end 2016		60 academic, researchers, and support staff.
3.		Institution objective
	Performance indicator	Increase the number of postgraduate research students.
	Baseline	Number of postgraduate research students in 2013: 13
	Interim target, end 2014	15
	Interim target, end 2015	16
	Final target, end 2016	17
	4.	Institution objective
Performance indicator		Increase the number of industry partnerships involving research or innovation.
Baseline		Number of industry partnerships in 2012: 10.
Interim target, end 2014		15
Interim target, end 2015		20
Final target, end 2016		25

Source: HEA-IADT Mission Based Compact: Section 5.4 (High quality, internationally competitive research and Innovation)

Appendix 3. RESEARCH & DEVELOPMENT Sub-Committee

Terms of Reference



Research and Development Sub-Committee

1. Status

The Research and Development Committee is a sub-Committee of Academic Council.

2. Terms of Reference

- To foster a culture of collaborative research and development, innovation and technology transfer in the context of the strategic plan for the Institute;
- To develop a research strategy for the Institute in collaboration with the Faculties to ensure the Institute's strategic goals are met;
- To review on an annual basis, the effectiveness of the Institute's research strategy and to make recommendations on amendments which inform both the research strategy and the overall strategic plan for the Institute;
- To formulate, monitor and review a Research and Development policy for adoption by the Governing Body, having taken appropriate legal and financial advice internally to assist in the establishment and maintenance of internal standards of research which are consistent with national and international standards and shall review research standards;
- To determine appropriate performance indicators in relation to the
- Institute's research and development activities;
- To prepare an annual Research Report on all such activities within the
- Institute, including the Seed Fund;
- To carry out such other functions as may be assigned to it from time to time by the President.

3. Membership

(President)	1
Head of Dept. of Strategic & PG Development (Chair)	1
Head of Creative Engagement	1
Innovation, Commercialisation & Development Manager	1
Nominated Academic Staff (2 per faculty)	4
Heads of Faculties	2
Secretary/Financial Controller or nominee	1
Librarian	1
Student Union Representative	1
Research Student Representative	1

APPENDIX 4: SEED FUND PROCESS

DIRECTORATE OF CREATIVITY, INNOVATION & RESEARCH

Research and Innovation Seed Fund for Emerging Researchers.

Background

The Directorate of Creativity, Innovation & Research (DoCIR) receives requests for small amounts of funding from academic staff from time to time. In some cases these are requests for help with teaching buyout or with postgraduate programme fees which are either too expensive or would normally be a matter for Human Resources or Faculty staff training budgets. In other cases, however, a small investment may unlock greater potential which is very congruent with the DoCIR's mission to develop Research and Innovation.

Proposal

The Directorate therefore proposes to review any such requests at its monthly management meetings and to fund those proposals that fall within the existing seed funding budget and which have most potential to create future partnerships and/or funding opportunities. Examples of possible options are the funding of travel to develop European partnerships, small items of equipment for research work, collaborative projects with other IOTI's and universities, exploratory development of enterprise and/or innovation projects with companies or organisations, development of seminars and/or workshops.

Applications

Any staff making such applications will be requested to supply information regarding the nature of spending/costs involved and likely future benefits accruing to IADT. Joint bids and interdisciplinary projects would be particularly welcome. All proposals should have Head of Faculty/Departmental pre-approval.

Exclusions

The following (non-exclusive) list of categories will NOT be funded:

Teaching Buyout, Fees for Postgraduate Degree Courses and Staff Development, Spending for which other more suitable sources are available, such as Teaching & Learning or Staff Development. The maximum allocation will not exceed €1500 per researcher per year.

Procurement

Normal procurement procedures will apply to any equipment purchases.

Recommendation

It is recommended that the Executive approve this proposal and review its take-up by staff and outputs generated after one year's operation in November 2014.

Appendix 5. Masters by Research Recruitment Process amend date column to include responsible person and delete year.

IADT Masters by Research Recruitment Sample Process (for October Intake)

Stages of the Process	Date to be completed
Executive decisions <ul style="list-style-type: none"> e.g. Self-funded Masters– number to be offered e.g. Fees paid Masters– number to be offered Contact Faculties for Names of any Projects they wish to propose, names of corresponding Supervisors & a half page description. 	Executive (April) DCIR (April)
IOTI PG Scholarship Call (if applicable) is sent out to staff with the closing date for applications noted.	
Open recruitment <ul style="list-style-type: none"> All Masters – self-funded, IADT fees paid (if on offer) Advertise on IADT website http://www.iadt.ie/en/ProspectiveStudents/HowtoApply/DownloadApplicationForms/ / http://www.iadt.ie/en/Research/PostgraduateResearchOpportunities/ Advertise in the Irish Times via Marketing Manager (if appropriate) Applicants apply to Office Administrator Supporting documentation – previous ad, information for IADT website, information for applicants	DCIR (May)
Interested applicants <ul style="list-style-type: none"> Sent PG1 form for completion and advise to talk to relevant HoF/HoD PG1 forms for October admission to be completed and submitted by deadline date. Send reminder email re deadline for students Send email to Staff that reviews need to be back by the 20th of June (approx.) Supporting documentation – PG1 forms	DCIR (May)
Stage 1 Initial Panel Review <ul style="list-style-type: none"> Review panel for relevant departments/research areas meets and considers proposals. Panel approves or does not approve the initial proposals. Decisions recorded in panel report. Applicants informed by Office Administrator Decide Supervisors Supporting documentation – panel report template	Faculties (June)
There may be other Funding Calls which need to be dovetailed with the process in Early Summer. IOTI Results available – Prepare draft QQI Forms	DCIR (July)
Stage 2 Preparation of Proposal & Registration Documentation For all approved proposals the next steps are: <ul style="list-style-type: none"> Applicants complete QQI Registration form and develop a research proposal by the 31st of August (this form will be returned if not signed & completed properly) Identify supervisors, complete the QQI form, the PG2 form and prepare a CV by the 20th June. 	Applicant/DCIR / Faculties (July/August)

<ul style="list-style-type: none"> Supervisors work with the applicants as they develop the proposals (proposal guidelines available). Proposal writing workshop <p>Supporting documentation – QQI Registration form, PG2 form and cv templates, proposal writing guidelines , proposal writing workshop notes</p> <p>IOTI Shortlisting, Interview Set Up, Interviews, Post Interview Processing (if required)</p>	<p>DCIR/Faculties (August/Sept.)</p>
<p>Stage 3 External Evaluation of Student Research Proposals</p> <ul style="list-style-type: none"> For each proposal a suitable external evaluator is identified by the Faculty Supervisors have one final viewing The evaluator is sent the Research Proposal, the QQI Form, the Supervisor Information PG2 form and an Evaluation Form on the, if not received within 2 weeks send reminder email (this EF form must be signed). Evaluator sends in completed form to Office Administrator and Payment to them is organised. Decide dates for Induction <p>Supporting documentation – evaluation form, payment forms</p>	<p>DCIR/Faculties (September)</p>
<p>Stage 4 Registration</p> <p>Check all documents, make sure they all contain original signatures & submit to the Registrar.</p> <p>Supervisors and students informed about the outcome of the evaluation.</p> <p>The Admissions office is informed about the students starting.</p> <p>Supporting documentation – emails to Registrar, students and supervisors.</p> <p>NOTE: Induction & IRM Course may commence before Students get their official start letter from the Registrar.</p>	<p>DCIR/Registrar (October)</p>
<p>Stage 5 Postgraduate Induction</p> <ul style="list-style-type: none"> Post graduate induction run by Head of Dept. of SPGD Students begin basic research methods (online research module) on October (Certificate in Internet Research Methods begins for this group of Masters (<u>inc.</u> April Entrants) Library Use induction - tbc Research Methods Workshop given <p>Supporting documentation – postgrad induction workshop and information pack</p>	<p>DCIR (October)</p>
<p>Stage 6 Email sent as handover process to the Faculties</p> <p>NOTE: Giros issued to Masters Students are to be given to the DCIR who then attaches them to a signed Cheque Requisition for Finance.</p>	<p>DCIR (October)</p>

Appendix 6. RESEARCH PROPOSALS - PROCESS OF APPLICATION FOR FUNDED RESEARCH

In the first instance, the proposer must advise through a short written brief (maximum 1 page) both the appropriate Head of Department and the Head of Faculty. The Head of Strategic & Postgraduate Development in the Directorate of Creativity, Innovation & Research Office should also be informed of any intended research proposals at least 4 weeks prior to the official submission date. Meetings will be arranged between the IADT research proposer and the Directorate of Creativity, Innovation & Research Office to discuss the proposal.

If required, the Directorate of Creativity, Innovation & Research Office will then provide assistance (e.g. Relevant information, letters of endorsement etc.) The completed proposal must be approved and signed off by Head of Faculty / Function.

Proposed research projects should:

- meet IADT goals
- clearly demonstrate a contribution to teaching and learning
- aim to be multi / cross-disciplinary and collaborative whenever possible.

The completed and signed proposal must be submitted to the Directorate of Creativity, Innovation & Research Office no later than 1 week prior to the official submission date.

The proposed budget will be checked and signed off by the Finance Office in collaboration with the Directorate of Creativity, Innovation & Research Office.

The finalised proposal will be signed by the President, Financial Controller or Head of Strategic & Postgraduate Development (as appropriate) and submitted.

All results are normally received first by the Directorate of Creativity, Innovation & Research Office and will be passed on to the proposer with any possible feedback from the funding agency.

The proposer when making an application must state who the supervisor of any Postgraduate Students will be (normally it will be the proposer). The supervisor/principal investigator will be responsible for managing the project and will plan the deployment of financial and other resources to a schedule thus ensuring that no over-expenditure or deviation from the contract

occurs.

All expenditure is subject to the usual Institutional purchasing criteria and follows procedures established by the Finance Office to cover all tasks such as seeking quotations and tendering, through requisitioning, filling in goods received notes and making payments.