

**The University of Dublin**  
**Trinity College**

**Minutes of Research Committee Meeting, 25 October 2007**

Present: John Kelly (Chair); David Lloyd (Dean of Research, DoR and Acting Director of Trinity Research & Innovation, DoTRI), Alessio Frenda, Alison Donnelly, Philip Lane, Carol O'Sullivan (Dean of Graduate Studies)

Apologies: Senior Lecturer, Jane Ohlmeyer, Bursar

In attendance: Maria Treanor, Doris Alexander, Jennifer Edmond

**Section A: Policy/Implementation Issues**

**RS/07-08/01 Minutes of meeting held on 04 October 2007**

The Minutes were approved and signed.

**RS/07-08/02 Report from Dean of Research**

DoR presented his quarterly report to Board on recent activities including College's successful application to HEA PRTL14.

**RS/07-08/03 Callover**

RS/06-07/36 Service Contracts and Contract Research Activity: it was agreed that this should be postponed to allow the new Director of Trinity Research and Innovation to make inputs.

RS/06-07/37 Research in the Arts and Humanities: J Ohlmeyer sent the reviewers' report to Heads of School and will provide an update at the December 08 meeting.

RS/06-07/40 & RS/06-07/38 Sick Leave Policy for Researchers: The policy document was approved by the Personnel and Appointments Committee (PAC) on 13 June 2007 and subsequently passed by Board, Council and Heads of School. The main issues were around entitlements to sick and maternity leave, and the difficulties faced by Principal Investigators (PIs). It was agreed that PIs should be made aware that their researchers should apply for social welfare entitlements when they are ill for more than two days. The Establishment Officer has asked the Research Committee for advice.

It was decided that the Staff Secretary should be invited to attend the next Committee meeting.

*Action: DoR to invite Staff Secretary to attend the next Committee meeting.*

**RS/07-08/04 Any Other Business**

An opportunity has arisen for possible industry-related teaching posts at Adjunct or Associate Professor level. However, these posts may not meet the existing criteria and may have to be Honorary or Visiting Professorships. If the Committee considers it useful, the Director of Research at GlaxoSmithKline could be invited to a future meeting. In the meantime, it will be brought to the next meeting of the Joint PAC Working Group.

*Action: Criteria for teaching posts to be brought to the next meeting of the Joint PAC Working Group.*

**Section B: Implementation Decisions**

**RS/07-08/05 Transition Plans for Trinity Research & Innovation (TRI)**

There are now ten vacant posts in Trinity Research & Innovation. These should be filled by 01 January 2008. The new Director of TRI will have a direct line to the new Chief Operating Officer. He / she will also manage the Entrepreneurship section of TRI when the current Director of Entrepreneurship retires in 2008.

**RS/07-08/06 Institutional Applications for Major Schemes**

It was agreed that the way College approaches research funding applications and how proposals are managed should be discussed before March 2008.

*Action: College's approach to research funding applications and management of proposals to be discussed before March 2008.*

**RS/07-08/07 Joint PAC / Research Committee Working Group on Research Contract Staff**

Chair will discuss requirements with John Donegan, and then approach members of the Committee regarding membership of the Joint PAC Working Group.

*Action: Chair to discuss requirements with John Donegan, and then approach members of the Committee regarding membership of the Joint PAC Working Group.*

**RS/07-08/08 Draft Terms of Reference for Trinity Research Institute Directors**

This is seen as an important issue, and one which CRANN is well on the way to resolving. There is concern that Schools may have to take responsibility if an institute has a financial overrun. It was agreed that P Lane will circulate a follow-up email to the Committee with more information about the terms of reference, and that the Bursar will present the financial structure for CRANN at the next Committee meeting.

Another issue in relation to institutes is the question of sign-off on research grants which include funding for postgraduate students. Currently, the students may belong to an Institute but must be registered in a School. However, the Director of TCIN is seeking clarification on procedure when students are spending all their time in the institute i.e. the Head of School only signs when students are spending time in the School. It was decided that the Bursar should provide an overview at the next meeting.

*Action: P Lane to circulate a follow-up email to the Committee with more information about the terms of reference.*

*Action: Bursar to present financial structure for CRANN at the next meeting.*

*Action: Bursar to provide overview at the next meeting on sign-off by institutes.*

**RS/07-08/09 Research Overhead Committee**

The Committee agreed that the Research Overhead Committee's Interim Report July 2007 was both clear and useful.

**RS/07-08/10 HEA PRTL1**

College has received a letter of offer and feedback from the HEA, and DoR has had a full and frank discussion with them regarding the PRTL14 process. In Cycle 5, there will be a recognition of any imbalances in Cycle 4. DoR has sent a note to all staff alerting them to the next call which is expected in the first quarter of 2008. Internal College submissions to inform this process should be made before the end of November 2007.

**RS/07-08/11 Research Committee Budget**

DoR will bring budget projections for the next three years to the next Committee meeting.

*Action: DoR will bring budget projections for the next three years to the next Committee meeting.*

**RS/07-08/12 Research Committee Agenda 2007/08**

Future Committee meetings will include: discussion of research institutes and their status in College; discussion of HEA PRTL15 (December 07); and a meeting with all the Directors of Research (December 07).

The next meeting of the Research Committee will take place in the Board Room, No. 1 College, at 11.00 on Thursday 22 November 2007.

Signed: .....

Date: .....