**The University of Dublin
Trinity College**

Minutes of Research Committee Meeting, 18 June 2009

Present: Prof. Shane Allwright (*Board member and Chair*), Dr James Callaghan (*Associate Director of Trinity Research & Innovation, ADoTRI and Secretary*), Dr David Lloyd (*Dean of Research, DoR*), Prof. Carol O'Sullivan (*Dean of Graduate Studies*), Prof. Roger Stalley (*Heads of School representative*), Prof. Dermot Kelleher (*representative of College research community*), Mr Ronan Hodson (*President of the GSU – ex officio*)

In attendance: Dr Camilla Kelly (*Research Development Office*), Ms Maria Treanor (*Research Development Office*), Ms Deirdre Savage (*Nominee of Treasurer*), Ms Doris Alexander (*Research Development Officer*)

Apologies: Prof. Patrick Prendergast (*Vice-Provost*), Prof. Margaret O'Mahony (*Bursar*), Prof. Patrick Honohan (*representative of College research community*)

RS/08-09/35   Minutes of 06 and 23 April 2009
Changes were incorporated, and the minutes were approved and signed.

RS/08-09/36   Matters Arising from the Minutes
RS/08-09/17 Research Committee Sub-Committees and Working Groups: The Vice-Provost will sign off on the minutes of the last Business and Industry Committee meeting by 26 June 2009, and the minutes will then be circulated to the Committee.

RS/08-09/23 Working Group on Research Careers: The revised Report of the Joint Research Committee/PAC Working Group has not been reviewed by the Research Committee because it was superseded by activities in the strategic planning process. This may be an on-going action point and the revised document should be circulated to the Research Committee in due course.

RS/08-09/28 Research Proposal and Award Management System (RPAMS): Donal Lyons met with the Directors of Research.

RS/08-09/33 Trinity Research & Innovation: The TR&I Annual Report 2007/2008 will be made available to all new academic and research staff as part of the Staff Office's induction pack.

RS/08-09/34 Meeting with Directors of Research: The Research SPT document was sent to Heads of School and Directors of Research.

Re. Open Access Publications (OAP), it was agreed that three actions would be taken up during 2009/10.

Action: Vice-Provost to sign off on Minutes of last Business and Industry Committee meeting by 26 June 2009; minutes will then be circulated to the Committee.

Action: ADoTRI to provide TRI Annual Report to Staff Office for inclusion in the induction pack for all new academic and research staff.

Actions re. Open Access Publications: DoR to send letter to all staff asking for their views on OAP for publicly-funded research; DoR to ask Niamh Brennan to send out a list of OAP tips and suggestions to the Directors of Research for their feedback; and DoR to invite Niamh Brennan to make a presentation on OAP at the next meeting of the Research Committee with Directors of Research.

RS/08-09/37   Any Other business
The DoR reported that staff compliance with the Research Support System PRTLI5 data sheets has been low. DoR will send a reminder to Heads of School before the PRTLI site visits asking staff to complete the PRTLI5 data sheets.

Action: DoR to send a reminder to Heads of School before the PRTLI site visits asking staff to complete PRTLI5 data sheets.

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Section A: Policy Items

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RS/08-09/38   Good Research Practice (GRP)
The Research Ethics Working Group reviewed the GRP policy document. It was subsequently sent to all staff for comment via Directors of Research and Heads of School and, in general, the update was welcomed.

The Research Committee is responsible for articulating a policy position on GRP for approval by Council and Board. The document will also be reviewed by the College solicitors.

The Committee stipulated that the declaration of compliance of GRP is devolved to the individual at the point of application and receipt of funding, and validated through the appropriate Ethics Committee.

It was agreed that a Garda vetting process may be required for staff working with children. DoR will check this at Council.

Regarding stem cell research, TCD is subject to the law of land and is not going to have guidelines which do not comply with the law. Evidence of compliance must be provided to the relevant ethics committee. Where a request is outside the competence of an ethics committee, another ethics committee must deal with it.

It was agreed that a statement regarding early discussion of authorship and publication practice should be included.

Regarding supervision of research, it was agreed that the Dean of Graduate Studies will review the feedback, update the graduate studies document, and take it to the Graduate Studies Committee next year.

The College's data protection policy will become an appendix to the main GRP document. This appendix will be kept updated by the Information Compliance Officer, Tom Turpin, and the Chair will communicate this to him. It was suggested that some of the Research Committee budget could be used to buy storage for researchers' data, and that this could be managed by the Trinity Centre for High Performance Computing.

The Committee asked the Chair to write to the Research Ethics Working Group to thank them for their work on the GRP document.

Action: forward GRP document to Council and Board, preferably before Council's last meeting of the year, and also to College solicitors.

Action: DoR to raise the issue of Garda vetting for staff working with children at Council.

Action: Dean of Graduate Studies to review the feedback on supervision of research, update the graduate studies document, and take it to the Graduate Studies Committee next year.

Action: The College's data protection policy will become an appendix to the main GRP document. This appendix will be kept updated by the Information Compliance Officer, Tom Turpin, and the Chair will communicate this to him.

Action: Chair to write to Research Ethics Working Group to thank them for their work on the GRP document.

RS/08-09/39   **IIIS Bid for Institute Status**

The Committee delegated authority to DoR to review a detailed three-year financial plan due from the IIIS as part of its bid for institute status. He will then write to the Committee with his recommendation for approval (or not), and Committee members will formally approve (or not) by email.

Subject to the approval of the IIIS three-year financial plan by the Treasurer, the Committee delegated authority to DoR to review the documentation concerning the IIIS bid for institute status. He will write to the Committee with his recommendation of approval or otherwise, indicating the issues which have been addressed and including copies of the documents. Committee members will then formally approve or otherwise by email. It was agreed that if the Treasurer had concerns about the financial plan, this would be communicated to the Committee via DoR, and approval of the IIIS as a Trinity Research Institute would not occur until the process was revisited at the next meeting of the Research Committee.

Action: If the Treasurer has no concerns about the IIIS financial plan, DoR will review it and write to the Committee with his recommendation. Committee members will then formally approve (or not) by email.

Section B: Implementation Decisions

RS/08-09/40   **Definition of Research Active**

It was agreed that the revised document on research-active definitions will be used, possibly with some minor corrections, including the use of the term research-productive instead of research-active. There was some discussion about Research Quality Measures, given that academic units are to be rewarded on the number of research productive staff. The RQMs are based on quality measures (as defined by individual academic units), research productivity (research outputs) and benchmarking.

RS/08-09/41   **Research Committee Funding Schemes**

The results of the Start-up Grant 2009 will be published on an internal College website. For future funding rounds, the application form will advise applicants that results will be published on the web.

Action: Maria Treanor to find out how many new eligible staff do not apply to the Start-up scheme.

RS/08-09/42   **Any Other business**

A recommendation has been made that the Research Committee should become a Committee of Council rather than of Board as

Council deals with academic matters. It has been proposed that the Vice-Provost will chair the Committee.

Signed: ………………………….

Date: ………………………….