Research Catalyst Cohort Programme: 2023-24 Application form

Please complete this form to apply to join the Research Catalyst Cohort programme, delivered by ARMA, in partnership with RLUK and AHRC. The Research Catalyst Cohort programme forms a central element of the wider RLUK-AHRC Research Engagement Programme (REP). Further details are available on the RLUK website.

Applicants are reminded that they should read the application guidance available on the RLUK website before completing this form: https://www.rluk.ac.uk/research-catalyst-cohort/

The deadline for applications is 17.00 Friday, 28 July 2023. Any applications received after this time will not be considered.

This application consists of four parts. Each must be completed for an application to be judged to be complete.

> **Applicant details, interests, and motivations Employer statement of support Training Needs Analysis Accessibility and declaration**

You need to complete all four sections as part of your application, although only sections 1 and 2 will be assessed as part of the application process.

DECLARATION:
In completing this form, applicants consent to RLUK sharing the information provided with ARMA and AHRC in connection with this programme. Applicants also consent to RLUK sharing the information provided with an advisory board made up of representatives from across the academic and research library community who constitute a peer review panel for this programme.

DO NOT enter ANY personally sensitive information within this form if you are unwilling for it to be held by RLUK, and shared with the above parties, in support of your application to join the Research Catalyst Cohort.

The information submitted via this form will be held by RLUK in accordance with its data privacy policy. Further details of this policy can be found here: https://www.rluk.ac.uk/privacy-notice/.

QUESTIONS: If you have any questions about this survey or the wider application process, please contact: programmes@rluk.ac.uk.

Application: Part 1: Applicant details, interests, and motivations

Part 1, Section 1: Applicant details

Please provide personal and contact details under which you are making this application. Please note, all fields are required within this section.

1. Your name *

2. Job title / position held *

3. Institution at which you are employed *

4. Email address *

5. Does your employment contract at this institution last until at least the end of the cohort programme (June 2024)? *

- [ ] Yes
- [ ] No

6. If you answered no to the above question, do you have the firm expectation that your contract will be renewed to cover the full duration of the cohort programme (until June 2024)

- [ ] Yes
- [ ] No

7. Name of line manager/director in support of your application *

8. Job title of line manager/director in support of your application *

9. Email address of line manager/director *

Part 1, Section 2: About your professional practice and research interests

Please provide brief details of your research interests and how these currently feature within your substantive role.

10. Please provide brief details of your research interests or the areas of professional practice you would like to develop through the participating in the Research Catalyst Cohort programme (300 words max) *

11. Please provide details of the ways in which you have worked to develop your research interests in this area prior to your application to this programme. This might include examples of conferences you have attended, your participation in projects, contribution to discussions, professional memberships, or other ways in which you have developed your knowledge in this area (300 words max) *

Part 1, Section 3: Transformative effect

12. Have you ever been part of a research funding application? *

- [ ] Yes
- [ ] No

13. If you answered yes to the above question, what was your role in the application?

- [ ] Principal Investigator
- [ ] Co-Investigator
- [ ] Project Partner
- [ ] Research Assistant
- [ ] Informal or in-kind support
- [ ] Other (please specify):

14. On a scale of 1 to 10 (with 1 being not confident at all, and 10 being very confident), please indicate how confident you feel contributing to a research funding application (led by someone else)

Score:

15. On a scale of 1 to 10 (with 1 being not confident at all, and 10 being very confident), please indicate how confident you feel in developing a research funding application (of your own).

Score:

16. Please outline your reasons for applying to the Research Catalyst Cohort Programme and the benefits that you expect it to bring to your professional practice and ability to undertake research (300 words max) *

17. Please provide brief details of any other research development opportunities you have undertaken to support your professional development in this area (these can include short courses, online modules, or workshops/events undertaken within or beyond your institution). (300 words max) *

Part 1, Section 4: Dissemination and shared learning

The Research Catalyst Cohort programme will be delivered on a 'train the trainer' model. This will enable the participants to share their learning with colleagues, both within and beyond their institution, to maximise the impact of the programme and its benefits to the academic and research library community.

18. Please provide details of the ways in which you propose to share the learning you acquire through the programme with colleagues within your institution and the wider community. Examples might include through workshops, training events, learning resources, or conference papers/blog posts that you will produce. (300 words max). *

Part 2: Personal and Institutional commitment

The Research Catalyst Cohort programme will be a tailored and qualitative developmental programme delivered to a small cohort of academic and research library colleagues. Those applying to join need to demonstrate their commitment to completing the programme and that they have the support of their employer to enable them sufficient time and capacity to take advantage of its sessions and to implement and share their learning.

The programme will take place between September 2023 and June 2024 and include a series of events, workshops, and seminars held virtually every 3-4 weeks with the exception of the first session which will be an in person event on the 28 September 2023 in London. Applicants and their employers need to recognise that participating in this programme will represent a time commitment during working hours. Participants may also be required to prepare for sessions in advance, which will represent a further time commitment.

Employers are required to acknowledge these time commitments, and that they support the applicant's full participation in the programme should their application be successful via a 'statement of support'.

Please ensure that your employer provides a statement of support (500 words max) expressing their support for you to undertake the Research Catalyst Cohort Programme. The statement should include details of how participating in the programme will support your development and its likely transformative effect on your professional practice.

Statements should be sent to programmes@rluk.ac.uk and be received by the application deadline of **17.00, Friday 28 July 2023**.

Please ensure that your employer includes 'RLUK-AHRC RCCP: Statement of Support' within the email subject and ensure that the applicant's name is clearly stated within the statement and the accompanying email.

Applications will not be considered without this statement.

19. I acknowledge the requirement of my employer to provide a statement of support *

☐ Yes

Part 3: Training Needs analysis

As part of the application process RLUK, AHRC and ARMA wish to establish the experience and confidence of colleagues applying to join the Catalyst Cohort Programme in undertaking research. This will help ensure that the programme meets the needs of the successful cohort

from the outset.

Please note: this section will not be assessed as part of the application process.

20. On a scale of 1 to 10 (with 1 being not confident at all, and 10 being very confident), how confident would you feel currently in developing a research funding application as a research leader or Principal Investigator?

Score:

21. On a scale of 1 to 10 (with 1 being not confident at all, and 10 being very confident), how confident would you feel currently in developing a research funding application as a research partner or Co-Investigator?

Score:

22. What factors most affect your confidence in developing a research funding application? Please select up to the 3 from the following list.

- [ ] Lack of understanding of the process.
- [ ] Unsure of what my role in applications could be.
- [ ] Lack of awareness of different research funders.
- [ ] Unsure of what a competitive funding application looks like.
- [ ] Unsure of what support I will receive in my institution.
- [ ] Lack of understanding as to how to develop my idea into an application.
- [ ] Lack of opportunities for development as a researcher.
- [ ] Other (please specify):

23. Are you aware of whether your institution has a research office or equivalent (e.g. support for costings, research facilitation or research grant administration)?

- [ ] Yes
- [ ] No

24. Have you engaged with your institutional research office or equivalent previously?

- [ ] Yes
- [ ] No
- [ ] n/a

25. If you answered yes to the above question, can you provide some details on this engagement.

26. If your organisation has a research office, on a scale of 1 to 10 (with 1 being not confident at all, and 10 being very confident), how confident would you feel in approaching your research office to access support in developing a research funding application?

Score:

27. Can you say a little more on why you've selected the score that you have to the above question?

28. The Research Catalyst Cohort Programme will contain a number of different elements, including the following training and development workshops.

Please indicate which of these topics you feel are the most crucial to supporting you in increasing your confidence and ability to develop research funding applications? Select up to 3. *

- [ ] The Funding Landscape
- [ ] Developing as a Researcher
- [ ] Developing a Research Strategy
- [ ] Developing Successful Partnerships for Collaboration

- [ ] Impact and Knowledge Exchange
- [ ] An Introduction to Research Culture
- [ ] Equality, Diversity and Inclusion in the Research Funding Landscape
- [ ] How to Develop a Competitive Funding Application
- [ ] Financial Management of Research
- [ ] Project Management as a PI

29. Are there any other topics that aren't included that you'd like to see covered in the programme?

30. Any other comments

Part 4: Accessibility and declaration

The majority of the sessions and workshops associated with this programme will be held online, via Zoom, and will be held during normal business hours of the working week. In supporting applicants to participate in its sessions, we expect employers to make reasonable adjustments to enable participants to join sessions and develop their learning within normal business hours. The first session will be an in person event.

The programme is committed to ensuring that its sessions are accessible and inclusive. Applicants should register whether they would require any adjustments to be made within their application, to help with their incorporation within programme design from the outset.
This will not be assessed as part of the selection process, but an agreement to the declaration is required for an application to proceed.

You note that the first session of the REP cohort training programme will take place on 28 September 2023 at Senate House, London and that you will keep this time free in order to attend (should your application be successful).

31. Will you require any adjustments in order to attend REP cohort sessions (these could include technological, audio-visual, or timing adjustments)

32. In submitting this application to join the RLUK-AHRC Research Catalyst Cohort programme, you consent for your details to be held by RLUK in connection with this programme and for these to be shared with AHRC, ARMA, and members of the programme assessment panel.

You acknowledge that your application will be assessed against the assessment criteria provided on the programme webpages and that RLUK, ARMA, or members of the assessment panel will be unable to provide extensive written feedback on applications.

Please see RLUK's Privacy Policy for further information (available here: https://www.rluk.ac.uk/privacy-notice/)
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☐ I agree to the above statement