

Great Western Research Theme Panel Member Briefing

Version 1 – 16th November 2005

1 Introduction

This document is written for Great Western Research Theme Panel Members, to summarise your responsibilities, to mention some of the issues that arise from your role, and to let you know where you can get help.

2 Responsibilities of the Theme Panel Member

As a Theme Panel Member, you have two main responsibilities:

- To act as GWR representative and champion in your institution for the theme – informing other academics about GWR, helping them to create links to other organisations and representing them on the GWR Theme Panel.
- To evaluate research proposals for GWR funding.

So Theme Panel Members should:

- Ensure that all researchers with an interest in the theme area in your HEI are kept informed about GWR possibilities. Theme Panel members should work across department and research group boundaries in order to help all researchers in their HEI to participate in GWR. The institution coordinator will help with this.
- Represent all researchers in the theme area within their own HEI.
- Participate in Theme Panel meetings, discussions and events.

The sections below outline these responsibilities in more detail.

2.1 Great Western Research Champion

The goal of Great Western Research is to create lasting research collaborations between HEIs and to improve the connections between HEIs and external organisations. GWR will have failed unless new and lasting links are created inside and outside the academic world. At the start, we will need to find ways to make sure that the right academic partners talk to each other. We might need to have seminars or workshops or visits to businesses. Some innovative ideas may be needed to break down institutional barriers and set the scene for new collaborations.

So you need to think about how you can help to create this collaborative research environment. You should use the Business Support Team in your own institution to help you create and manage links to businesses. GWR staff will provide you and your institution coordinator with information and publicity materials to inform businesses about GWR.

2.2 Tracking Business Connections

Everyone involved in generating GWR proposals should keep their institution GWR coordinator informed about what contacts they intend to make and have made with potential GWR external partners. The GWR Director will keep a database of all these links. This is to avoid situations where two groups of academics independently contact a business with competing GWR research theme proposals. It will also help us to build a database of business links in the South West.

2.3 Great Western Research Representative

The Theme Panel member acts as a representative for the institution for your theme. This means that you should make sure that your colleagues are informed about Great Western Research and are aware of the opportunities. Your local GWR coordinator and the GWR staff can help you with this.

You should also act as representative for all departments in your institution on the GWR theme Panel.

3 What to do Next

Your Theme Panel Chair will convene the first Theme Panel meeting. You should get in touch with the Theme Panel Chair and the Theme Panel Secretary to make sure they have your correct contact details.

4 Timetable for Review Process (First Call)

Before 30 th November	First meeting of Theme Panel.
9 th December	Call for Proposals issued.
6 th February 2006	Submission deadline. (This gives the Theme Panel a week to review the proposals before their next meeting.)
Week of 13 th Feb 2006	Theme Panels meet to review applications and make recommendations to the Regional Research Board.
Week of 27 th Feb 2006	Regional Research Board meets to identify successful projects.
6 th March 2006	Proposers Notified.
6 th September 2006	Final date for contracts to be signed by the project partners.

There will be a second call for proposals at the end of March 2006.

5 Some Guidance for Theme Panel Meetings

Here are some operational rules:

The Panel Chair is responsible for calling the meeting, setting the agenda and acting as meeting chair.

A member of the GWR staff or nominee will act as secretary for the meeting

A panel member may, in extremis, nominate a deputy to attend a meeting in their place. The nomination should be sent to the Panel Chair and the Secretary before the meeting.

The Theme Chair is expected to attend all panel meetings in person. In an emergency, the Secretary will act as meeting chair.

Decisions will be made by majority voting of the panel members. The Panel Chair has the casting vote.

The panel members and the Theme Chair are allowed to submit proposals to the panel for funding. Individuals will not be required to leave the panel meeting when applications from themselves or their institutions are being discussed.

6 Documents Available from the GWR staff

These documents are not all available yet, but we will try to make sure that you have them when you need them. Once the GWR web-site is up and running, we will make them available for downloading.

The GWR Web-site will contain general information about GWR.

1. GWR Project Background and Operational Framework (Annexe A to this document)
2. GWR Theme descriptions
3. GWR Theme Chair Briefing
4. GWR Theme Panel Member Briefing (This document)
5. GWR Evaluation Process and Criteria
6. What Sorts of Proposals?
7. Guidance for the Regional Research Board
8. Draft Call for Proposals
9. Proposal submission forms for studentships and fellowships
10. GWR Objectives and Targets
11. Possible Theme HEI events and information activities
12. Business information pack

7 Where to get help

GWR will have a Director, a senior Administrator and a secretary, but these posts are still to be filled. There is an acting Director and the Bath, Bristol and Exeter Institution Coordinators will provide administrative support as well as your own Institution coordinator.

We are setting up a GWR website containing information and links. There will be a special section of this site containing information for Theme Panels.

If you need help, the best people to ask are your Theme Panel Chair or your Institution Coordinator.

Acting Director:

Sean Fielding
University of Exeter
tel: 01392 26 3181
email: s.n.fielding@exeter.ac.uk

Materials Theme Panel Chair

Professor Ken Evans
University of Exeter
tel: 01392 26 3648
email: k.e.evans@exeter.ac.uk

Materials Theme Panel Secretary:

Helen Loughlin – University of Exeter (contact details below)

Applied Mathematics Theme Panel Chair

Professor Stephen Wiggins
University of Bristol
tel: 0117 928 7979
email: s.wiggins@bristol.ac.uk

Applied Mathematics Theme Panel Secretary
Nigel Derrett – University of Bristol (contact details below)

Psychology Theme Panel Chair
Professor Alan Lewis
University of Bath
tel: 01225 383070
email: a.lewis@bath.ac.uk

Psychology Theme Panel Secretary
Richard Griffith – University of Bath (contact details below)

Creative Arts Theme Panel Chair
Professor Martin White
University of Bristol
tel: 0117 928 9171
email: martin.white@bristol.ac.uk

Creative Arts Theme Panel Secretary
Nigel Derrett – University of Bristol (contact details below)

Sustainability Theme Panel Chair
Professor Colin Fudge
UWE
email: colin.fudge@uwe.ac.uk

Sustainability Theme Panel Secretary
Richard Griffith – University of Bath (contact details below)

University of Bath Coordinator:
Richard Griffith
tel: 01225 383 315
email: r.j.griffith@bath.ac.uk

Bath Spa University Coordinator
Dr Phillipa Ashton
email: p.ashton@bathspa.ac.uk

Arts Institute of Bournemouth Coordinator:
Sue Hill
email: shill@aib.ac.uk

University of Bournemouth Coordinator:
Dr Phil Clare
tel: 01202 503 815
email: pclare@bournemouth.ac.uk

University of Bristol Coordinator
Nigel Derrett
RED

tel: 0117 928 9089 (internal: 9089)
email nigel.derrett@bristol.ac.uk

Dartington Coordinator
Professor Antonia Payne
tel: 01803 861605
email: a.payne@dartington.ac.uk

Exeter Coordinator
Helen Loughlin
tel: 01392 26 3057(internal 3057)
email: h.loughlin@exeter.ac.uk

University of Gloucestershire Coordinator
Collette Coll
email: ccoll@glos.ac.uk

Marjon Coordinator:
Dr Geoff Stoakes
tel: 01752 636 872
email: gstoakes@marjon.ac.uk

Plymouth Coordinator
Martin Quinn
tel: 01752 232154
email: martin.quinn@plymouth.ac.uk

UWE Coordinator
Linda Skinner
CRIGS
email: linda.skinner@uwe.ac.uk