University of Hertfordshire UH	**Research Staff Specific Induction** To be used in conjunction with the generic local induction checklist.	Review Date: Dec 2014 2 pages

Name: .... ………………….. Job Title:………………………………………………………………………………

School/Department: .... ………………….. Start date:………………………………………………………………………………

Note: The underlined words in this document are all hyperlinks to StaffNet, StudyNet and external webpages which give further guidance/ information. To open all links in this document it needs to be opened through the University's intranet, called StaffNet.

Suggested actions and activities First Week	Action	Facilitator	Date Completed
Research Mentor	Provide an introduction to the new starters research mentor and set up their first meeting.	Line Manager	
StudyNet	Take a tour of the research specific pages on StudyNet.	New Starter	
School/ Research Institute research structure	• Provide an overview of the structure of the School/research institute and university. • Explain which staff are available to support in which ways and make introductions. • Introduce the new starter to other researchers within your area and provide an overview of the strengths they may be able to bring to a project.	ADR	
Local research facilities and protocols	Provide an introduction to University research facilities and protocols relevant to the new starter.	Line Manager	
Moving to the UK	If the new staff member has just moved to the UK they will have a number of practical arrangements to make – such as accommodation, doctor, dentist, transport, national insurance number, banking etc. Further assistance can be gained from International Staff and Euraxess websites.	Line Manager	

In the first month	Action	Facilitator	Completed
University Website	Take a tour of the Research section on the University website.	New Starter	
StaffNet	Take a tour of the Academic and research section on StaffNet.	New Starter	
UH Research strategy and research governance	Provide an overview of the University research strategy (including REF depending on where we are in the cycle) and research governance at the University.	Line Manager	
Research Information Systems (RIS)	• An introduction to what RIS is for, how to enter your research details and the relationship with the University of Hertfordshire Research Archive. • Book yourself on to a 'using the new research system' session	Research Grants Team	
Research Grants Team	Provide an overview of the Research Grants Team and if applicable arrange a meeting with one of the team.	ADR	
Researchprofessional.com	Provide log-in details for the Research Professional website and explain its uses.	Research Grants Team	
Researcher development	• Provide an overview of staff development provision, both generic and researcher specific, and point the new starter to relevant information sources. • Provide an overview of the Researchers Development Programme (RDP) and point the new starter to the RDP booklet. • Provide an introduction to the Concordat to support researcher development.	ADR	

In the first 3 months	Action	Facilitator	Completed
Public engagement with research strategy	Provide an overview of the University's strategy for public engagement with research.	ADR - Associate Dean (Research)	
Research Student supervision	An introduction to being a research student supervisor and arrange training if applicable.	ADR	
Intellectual property and contract support	Provide an overview of IPACS and explain how they may assist the new staff member.	Research Grants Team	
How Ethics work at the University	Provide an overview of research ethics procedures at the University.	ADR	
UK Research Integrity Office	Explain who the UKRIO are and how they may be of benefit to the new staff member.	Research Grants Team	
Vitae	An introduction to Vitae, detailing the Researcher Development Framework and other useful information, such as local events.	ADR	

This document is regularly reviewed but if you find any necessary changes or broken hyperlinks then please do email hrd-email@herts.ac.uk. We also welcome any suggestions for improvement.

S:HR/ Development Workshops/ Induction/ Local Induction Documents/ Researchers Induction