

# FACULTY RESEARCH & INNOVATION HUBS



## Faculty of Humanities and Social Sciences

Finding Funding | Developing your proposal | Managing your research funding  
Commercialising your research | Engaging with external organisations  
Developing your entrepreneurial skills | Maximising the impact of your research

Who's Who

Research, Innovation and Engagement Services (REIS)

# WELCOME TO THE FACULTY RESEARCH & INNOVATION HUBS

Please find enclosed further information on the support available through our Faculty Research & Innovation Hub.

- Faculty of Science & Engineering
- Faculty of Humanities & Social Sciences
- Faculty of Medicine, Health & Life Science

Colleagues working directly within the Hub, and via Research, Engagement & Innovation Services, are on hand and ready to work with you across the entire research & innovation life cycle.

It is our ambition to sustain and develop a flourishing research & innovation community here at Swansea University, providing a hands-on, personalised service to colleagues across the Faculty.

Regular communications are circulated via our faculty news bulletins and intranet webpages which promote funding calls, Research Connect, training & development opportunities, a guide to Hub team members, success stories and much more.

Opportunities to engage with internal and external stakeholders are available throughout the year via our engagement networks, [Swansea University: LINC](#) our [Business Engagement & Marketing Forum](#) and our Public Engagement Forum

Please share your feedback on the services and support available directly and/or via: [reisfeedback@swansea.ac.uk](mailto:reisfeedback@swansea.ac.uk)

## FUNCTION OF THE FACULTY HUBS

Research & Innovation Hubs are physically located at Faculty level to support local needs, and are populated by knowledgeable professional services staff who understand the purpose and strategic aims of the University, Faculty and School. The hub based team has a wealth of knowledge and experience of working in collaboration with internal and external stakeholders including research sponsors and organisations from the public, private and third sector.

Function	Benefit of Faculty Hub delivery model
Research Development	<ul style="list-style-type: none"> <li>• Increased volume and quality of submitted bids</li> <li>• Proactive facilitation of grant development at source</li> <li>• External networking intelligence and good practice</li> </ul>
Risk and Project Assurance	<ul style="list-style-type: none"> <li>• Improved quality of submitted bids</li> <li>• Improved project delivery capability</li> <li>• Proactive management of administrative issues impacting projects</li> <li>• More active management of project risks to Faculty/ University objectives/strategies</li> </ul>
Project Services	<ul style="list-style-type: none"> <li>• Supporting you locally at regular intervals throughout the week to provide adhoc support</li> <li>• Delivering services locally (i.e. claims meetings, audit support, budget reviews)</li> <li>• Working closely with Research Support Advisors as first point of local contact for Project Services</li> <li>• Supporting and advising on project audit</li> </ul>
Engagement and Impact	<ul style="list-style-type: none"> <li>• Proactive and targeted engagement with external organisations</li> <li>• Impact support and coordination at source</li> <li>• Better coordination across university via a CRM culture</li> </ul>
Faculty Strategic Delivery	<ul style="list-style-type: none"> <li>• Translation of University and Faculty strategy</li> <li>• Local prioritisation of activities</li> <li>• Decisions made at local level to enhance delivery</li> </ul>
IP & Technology Transfer	<ul style="list-style-type: none"> <li>• Proactive IP &amp; commercialisation support and advice from initial disclosure, protecting your IP to its commercialisation through licensing and spin out activity</li> </ul>

# A MESSAGE FROM SHAUN RICHARDSON, HUB MANAGER FOR THE FACULTY OF HUMANITIES AND SOCIAL SCIENCES



Dear colleagues,

I am delighted to introduce you to our Research & Innovation Hub brochure outlining who we are and the services we provide. Under the University's 'one faculty, one hub' model we support all four Schools in the Faculty of Humanities and Social Sciences, across both the Singleton and Bay campuses.

Our aim is to sustain and develop our vibrant research and innovation community, whilst working alongside the faculty leadership team to help deliver their vision and strategic priorities.

We have a dedicated team of R&I support professionals providing a hands-on, personalised service across pre-award and post-award functions in both the research and innovation spaces. We are your first point of call for:

- Queries around research funding opportunities

- Support in developing and submitting research applications
- Identifying and delivering innovation and commercialisation opportunities
- Contracts and IP management services
- Assisting with developing impacting research, including knowledge exchange across civic mission and public engagement activities and REF impact support
- Post award account management including governance and compliance.

I hope you will find this brochure useful. An overview of the services on offer can be found on the staff Intranet pages: <https://staff.swansea.ac.uk/reis/college-research-hubs/> along with details of team members and their contact information: <https://staff.swansea.ac.uk/reis/our-team/>.

R&I activity has remained buoyant across the faculty despite the challenges of working through the Covid-19 pandemic. Our last financial year was a bumper year for grant income capture in some areas, and of course saw us complete our REF 2021 submission. We have an amazing breadth of disciplines in which colleagues are delivering creative, purposeful and impacting research. Those of us in the Hub are excited to belong to this wonderful FoHSS community and we look forward to supporting you on our journey ahead.



# THE FACULTY HUB STRUCTURE



# EMBEDDED FACULTY HUB STAFF

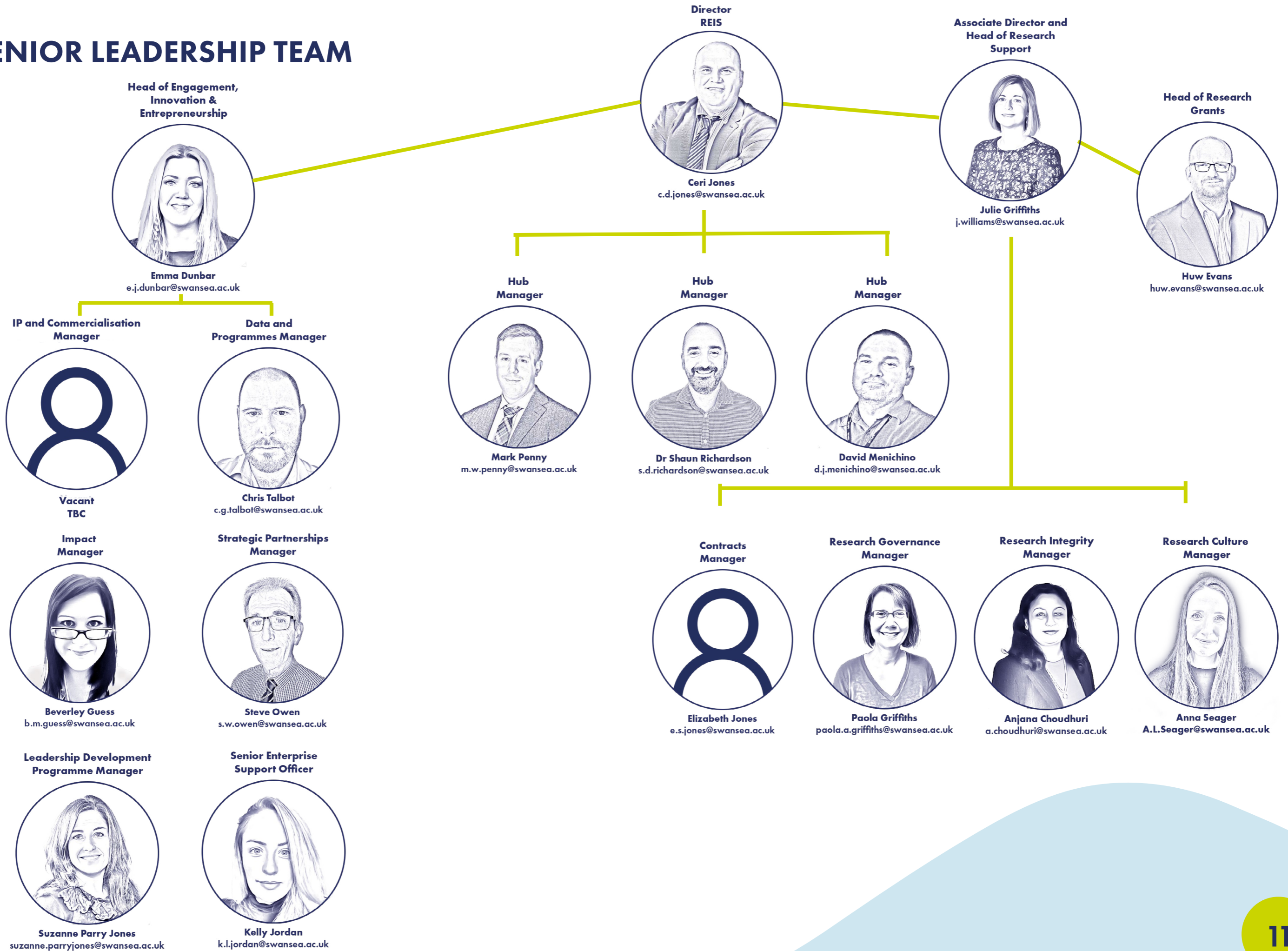
Hub Role	Brief Description
Hub Manager	Working closely with Professional Services Units, manage and lead Faculty-based Hub activity based on strategic priorities and targets of Faculties.
Research Development Officer	First point of contact for research enquiries with local responsibility for pro-actively facilitating quality research bids in line with Faculty priorities and targets, coordinating internal funding mechanisms and managing external sponsors and associated opportunities.
Research Development Bid Writer	Local responsibility for editing and enhancing research bids drafted by Principal Investigators to increase quality.
Research Support Advisor	Local point of contact for grant development and delivery queries, including support to PIs in use of Award Management System (AMS) to create project costings.
Project Portfolio Manager	Local responsibility for proactive project management, assurance and risk on behalf of the Faculty/University for external projects.
Impact and Engagement Officer	Maximising the impact of research from proposal development through to project delivery, evidencing and evaluating impact, sharing best practice, managing relationships via a CRM culture and facilitating engagement, collaboration and increased grant capture. Role supports REF impact agenda working with PIs on the development of case studies.

# SHARED FACULTY SUPPORT

Support	Brief Description
International Research Development	First point of contact for International research enquiries with responsibility for proactively facilitating quality International research bids in line with Faculty priorities and targets, co-ordinating internal funding mechanisms and managing International sponsors and associated opportunities.
Research Integrity	Provide training and guidance on the University's Research Integrity Policy Framework to maintain a culture of good research practice and the highest standards of rigour and integrity in all aspects of research.
Research Governance	Guidance on delivering the highest standards of quality in research, ensuring compliance with all relevant legislation and the UK Policy Framework for Health and Social Care Research.
Contracts Support	Offering expert advice on drafting and negotiating all Compliance concerning Research agreements. This covers specific contractual issues such as Costs, Liability, Intellectual Property (IP), Research and Publication, Performance and Reporting.
Award Management System Support	Providing researchers, faculties and professional services managers with guidance, training and support on the Award Management System (AMS). With all research bids going through the AMS, this is a single process and system for all external funded applications, enabling efficient costing and pricing, approval and authorisation and management information.

Strategic Partnerships	Managing the development of long term collaborations and partnerships that enhance University based Research and resolve partner problems.
Project Services Support	Assisting with the financial administration of research projects and guiding staff through the Sponsor terms and conditions. Services include understanding financial terminology, collecting income from the Sponsor, managing an audit, advising on compliance, expenditure and governance rules and providing access to budget statements & financial data
Knowledge Transfer	Supporting knowledge transfer between Swansea University and Industry or external organisations, through programmes such as Knowledge Transfer Partnership and Smart Partnership applications.
Business Engagement	Supporting engagement between academic researchers and external organisations to build fruitful collaborative research and innovation opportunities.
IP & Commercialisation	Proactive IP & commercialisation support and advice from initial disclosure, protecting your IP to its commercialisation through licencing and spin out activity. Consultancy services supported via Swansea Innovations Limited.  All enquiries to: <a href="mailto:innovations@swansea.ac.uk">innovations@swansea.ac.uk</a>
Training & Skills development	Providing development opportunities through the <a href="#">REIS Seminar Series</a> for our research & innovation community across all career levels and covering the entire research and innovation life cycle.
Marketing & Communications	Providing a range of support to raise the profile of research & innovation activities taking place, driving increased opportunities for collaboration and raising our International research and innovation reputation.
Data & Programme Management	Guidance for Project Managers on CRM, ResearchFish and Higher Education Business & Community Interaction Survey (HE-BCI).
Enterprise Support	Providing our students and staff with support ranging from training, introductions, competitions & funding to facilitate the development of ideas and creation of new start-up businesses.

# SENIOR LEADERSHIP TEAM





# HUMANITIES & SOCIAL SCIENCES FACULTY HUB KEY POINTS OF CONTACT

# HUMANITIES & SOCIAL SCIENCES FACULTY HUB SHARED SUPPORT

Research Quality  
Assurance Officer



Dr Loys Richards  
[e.l.richards@swansea.ac.uk](mailto:e.l.richards@swansea.ac.uk)

For general enquiries, please email [FoHSSresearchhub@swansea.ac.uk](mailto:FoHSSresearchhub@swansea.ac.uk)



Swansea  
University  
Prifysgol  
Abertawe

**Research & Innovation Hub**  
Faculty of Humanities and Social Sciences  
**Hyb Ymchwil ac Arloesi**  
Cyfadran y Dyniaethau a'r Gwyddorau Cymdeithasol



Swansea  
University  
Prifysgol  
Abertawe

**Research, Innovation and Engagement Services (REIS)**