



## UCD Research Support Units

Marie Curie 2012

1. [UCD Research](#)
2. [Research Finance Office](#)
3. [Office of Corporate & Legal Affairs](#)
4. [Nova UCD](#)
5. [Human Resources](#)
6. [Research Ethics](#)
7. [Centre for Support and Training in Analysis and Research – CSTAR](#)
8. [Research IT Services](#)

For UCD Marie Curie Applicants Only

<b>UCD Research</b>	
<b>Description</b>	<p>The UCD Research Office supports individual researchers and research teams through all aspects of the research project lifecycle, including sourcing research funding opportunities, research proposal and project management support, and grant and consortium agreements.</p> <p>The UCD Research unit manages and develops research across the institution, through the following mechanisms:</p> <ul style="list-style-type: none"><li>• Creation of a Research Capacity Fund that manages institutional research overhead funds and invests them in schemes designed to stimulate research</li><li>• Cost models and financial forecasting for research activity, including the development of full economic costing for research</li><li>• Provision of a technology solution for access to and delivery of integrated research services</li><li>• Predictive management information to support decision making and capacity planning.</li></ul> <p>The Office manages a number of internal funding Schemes to support the research community and provide a springboard to obtaining external funding. These are the Seed Funding Scheme and the Strategic and Major Initiatives Scheme.</p>
<b>Areas of Support</b>	<ul style="list-style-type: none"><li>• Research funding opportunities identification</li><li>• Preparation of research proposals</li><li>• Grant registration</li><li>• Research project management</li><li>• Internal research funding schemes</li><li>• External funding agency liaison</li></ul>
<b>Website</b>	<p><a href="http://www.ucd.ie/research/">http://www.ucd.ie/research/</a></p> <p><a href="#">back to top</a></p>

For UCD Marie Curie Applicants Only

<b>Research Finance Office</b>	
<b>Description</b>	<p>The Research Finance Office (RFO) is part of the Bursar's Office and provides support to the financial administration of university research projects. Support is available to the research community on the financial aspects of their project at all stages throughout the Research Project Lifecycle from costing a proposal for submission to the preparation of cost statements once an award has been made.</p> <p>The RFO website provides useful proposal costing tools as well as policy information on the treatment of overheads, VAT guidelines and financial aspects of EU framework projects. Real-time financial reporting on research projects is available through the Grant Reporting tool of the Research Management System. It enables researchers to view and manage their portfolio of existing grants and provides easy access to the key information of a grant such as team members, project details, partners and budgets.</p>
<b>Areas of Support</b>	<ul style="list-style-type: none"><li>• Costing of complex and non-standard research proposals</li><li>• Assessment of VAT status of research accounts</li><li>• Financial Review of Grant Registration Documents</li><li>• Monitoring research account balances</li><li>• Transfer of funds to external partners</li><li>• Overall financial control of the university research accounts.</li><li>• Financial enquiries from researchers relating to research accounts.</li><li>• The collection of research balances owed to the university.</li><li>• Assisting researchers in the preparation of cost statements/statements of expenditure</li><li>• Management of audit process (all projects, both internally and externally funded are potentially subject to audit)</li></ul>
<b>Website</b>	<a href="http://www.ucd.ie/bursar/postaward/index.html">http://www.ucd.ie/bursar/postaward/index.html</a>
	<a href="#">back to top</a>

For UCD Marie Curie Applicants Only

<b>Office of Corporate &amp; Legal Affairs</b>	
<b>Description</b>	The Office of Corporate & Legal Affairs provides oversight, advice and coordination of matters relating to University legal agreements and Court proceedings, contractual arrangements and legislative compliance.
<b>Areas of Support</b>	<p>The Corporate &amp; Legal Affairs Office manages the preparation, review and input of advice to UCD legal documentation relating to:</p> <ul style="list-style-type: none"><li>• Acquisition or disposal of UCD property</li><li>• Leases or licences relating to UCD property</li><li>• Inter-institutional agreements (e.g. teaching hospitals or collaborative Agreements relating to academic courses)</li><li>• However responsibility for other contractual arrangements is shared with a number of offices according to the nature of those agreements.<ul style="list-style-type: none"><li>▪ Funded Research (including joint research) – UCD Research (<a href="https://www.ucd.ie/research">https://www.ucd.ie/research</a>)</li><li>▪ Protection and commercialisation of Intellectual Property – NovaUCD (<a href="http://www.ucd.ie/nova">www.ucd.ie/nova</a>)</li><li>▪ Employment contracts – UCD HR</li><li>▪ Purchasing Contracts – UCD Procurement and Contracts Office</li><li>▪ Catering, 3rd party services etc. – UCD Commercial Office</li><li>▪ Construction Contracts – UCD Buildings and Services</li><li>▪ Insurance Contracts – University Safety Office</li></ul></li></ul> <p>Corporate &amp; Legal Affairs offers a support and advisory role in these areas on a case by case basis, particularly where exceptional or unusual circumstances or disputes arise but in general, the office responsible (as above) should first be contacted.</p> <p>The Office provides institutional signature of documents on behalf of the University and maintains custody of the University Seal and reports on its use to the Finance, Remuneration and Asset Management Committee of the Governing Authority</p>
<b>Website</b>	<a href="http://www.ucd.ie/corpsec/">http://www.ucd.ie/corpsec/</a>
<a href="#">back to top</a>	

<b>Nova UCD</b>	
<b>Description</b>	<p>Nova UCD, the Innovation and Technology Transfer Centre, is the hub of knowledge transfer activities at University College Dublin. Officially opened in October 2003, Nova UCD's vision is to become an international leader in the commercialisation of research and other knowledge-intensive activity for the benefit of the economy and society.</p> <p>Nova UCD is responsible for the implementation of UCD policies relating to intellectual property (IP) and for the provision of advice on the identification, protection and exploitation of this IP. Nova UCD works with UCD researchers in identifying the most appropriate business model for the commercialisation of the IP which may involve licensing to commercial partners or the creation of spin-off companies.</p> <p>Nova UCD provides entrepreneurs and knowledge-based start-up companies with a comprehensive business support programme comprising advice, seminars, consultancy, workshops and individual training. Nova UCD also provides incubation and other related facilities for entrepreneurs, campus companies and knowledge-based ventures.</p> <p>In addition, Nova UCD is the main point of contact for companies seeking partners for collaborative research and advice on licensing and other commercial opportunities and is responsible for the development of co-operation with industry and business.</p>
<b>Areas of Support</b>	<ul style="list-style-type: none"><li>• Training and seminar events on entrepreneurship, innovation and technology transfer</li><li>• Preparation of research contracts, NDA's and MTA's</li><li>• Assistance in identification of intellectual property</li><li>• Assistance in preparation of invention disclosure forms</li><li>• Due diligence on invention disclosures</li><li>• Development of intellectual property protection strategies</li><li>• Preparation of patent filings</li><li>• Sourcing of licensees and marketing of inventions</li><li>• Drafting and negotiating license agreements</li><li>• Meeting contractual obligations of relevant state agencies.</li><li>• Business support programme for start-up companies</li></ul>
<b>Website</b>	<a href="http://www.ucd.ie/nova/">http://www.ucd.ie/nova/</a>
<a href="#">back to top</a>	

<b>Human Resources</b>	
<b>Description</b>	<p>UCD Human Resources offer a number of support services to assist new researchers.</p> <ul style="list-style-type: none"> <li>• On commencement, UCD HR provide an Employee Booklet outlining the range of support services available</li> <li>• The School or Unit provides local orientation to introduce the researcher to new colleagues, environment and associated work practices</li> <li>• UCD HR provide an informative Orientation Programme where more general information on the university is provided.</li> <li>• Detailed information is also available on the UCD HR website's orientation page.</li> <li>• Academic staff can also avail of a specialised Induction Programme through the Centre for Teaching and Learning which is designed to help recently appointed academic staff to refine and improve their teaching skills</li> </ul>
<b>Areas of Support</b>	<p><b>Accommodation</b></p> <p>UCD Residence has a range of options available on campus for short or longer term stays.</p> <p><b>Liguori House Apartments:</b> feature two bedroom apartments with ultra modern kitchens, spacious living areas, on site launderette, wireless local area network access and is located only 4 miles from the city centre with excellent transport services and within easy access to St Vincent's Hospital.</p> <p><b>Merville Accommodation Complex:</b> feature one bedroom apartments containing a shower, kitchen and living space. Amenities include adjacent launderette, onsite general store, bicycle storage, adjacent car parking, 24 hour campus security and easy access to superb indoor and outdoor sports facilities, health centre, bank and post office. These apartments are located at the main UCD campus.</p> <p><b>Visas</b></p> <ul style="list-style-type: none"> <li>• UCD HR provides detailed visa information to employees coming to UCD from outside the EU and liaises with the Department of Enterprise Trade and Employment on behalf of the employee. Assistance with visa renewals is also provided</li> <li>• Non-EEA nationals (with the exception of Switzerland) must register with the local immigration officer in the area where they intend to live when they arrive in the State and UCD HR provide information and contact details with regard to the Dublin region</li> <li>• For further information regarding Visa, Residency and Work Permits in Ireland please visit EURAXESS Ireland <a href="http://www.euraxess.ie/Page.aspx?SP=24">http://www.euraxess.ie/Page.aspx?SP=24</a></li> </ul> <p>UCD, in collaboration with the Irish University Authority (IUA) are endeavouring to remove obstacles for non EU researchers coming to Ireland. The Researcher Hosting Agreement Scheme enables contract researchers who are non EEA researchers to undertake employment in UCD without requiring a Green Card or Work Permit. UCD HR assists with this process and submits hosting agreements to the IUA who in turn ensure that the immigration authorities are notified of hosting agreements entered into. Hosting Agreements are only processed for researchers who receive a contract of employment with UCD, contracts must be for a minimum of 3 months and funding must come from a recognised national/international public funding agency. UCD HR process the relevant employment contract that must accompany each hosting agreement also.</p>

---

### **University Space Policy**

- As UCD is committed to becoming a leading European university renowned for the amount and quality of teaching and research it conducts, space is one of the major assets of UCD, and the availability of appropriate space is essential to support the teaching, research and community objectives of the University. The provision of the right space is becoming even more important as the University increasingly competes for students and funding. Effective space management can provide measurable benefits not only to institutional operations but also to the student experience.
- The projected University development and substantial growth in research and teaching activity has generated a requirement for a space allocation policy. This policy establishes clearly defined processes for the annual updating of space information for all UCD Colleges / Schools / Units and Research Institutes.

### **Performance Management Development Programme**

- UCD Performance Management Development System (PMDS) is a framework that supports staff development in a structured and informed way and is designed to foster clear, two-way communication between colleagues that will identify and address development needs within the context of the university's goals.
- UCD recognises that the key to successfully achieving its mission lies in developing and harnessing the talents and energies of all staff members. The university is committed to providing the necessary supports to enable staff to contribute effectively to its strategic development whilst fulfilling their personal career aspirations and goals.
- UCD is committed to providing the necessary supports to enable staff to contribute effectively to the strategic development of the university whilst fulfilling their personal career aspirations and goals. UCD Performance Management Development System (UCD PMDS) is designed to ensure that individual effort and career development are nurtured in a supportive way consistent with university goals.
- PMDS applies to all staff on a minimum of a one year contract with the University.
- Postdoctoral researchers have a Career & Skills Development Framework, developed through the Research Careers Implementation Project, which incorporates all the requirements of PMDS

### **Taxation / Health & Social Services**

- UCD HR offer advice on accessing information on social welfare, taxation and health services and obtaining the necessary required documentation for dealing with the Irish Public Service
- Guidance about the Irish taxation system, taxation certificates and advice on ensuring that payments from UCD are taxed correctly is provided by UCD HR.

### **Employee Assistance Programme**

- Employee Assistance Programme is a practical resource designed to enable staff to talk to a skilled counsellor or a specialist in a particular area and can be accessed at any time, day or night, on any day of the year.

---

**Website**

<http://www.ucd.ie/hr>

[back to top](#)

<b>Research Ethics</b>	
<b>Description</b>	<p>All research conducted within UCD or other locations by UCD staff or students that involves humans or animals requires the individual researcher and/or teams of researchers to obtain ethical approval or exemption from review.</p> <p>The Research Ethics Committee (REC) oversees the general conduct of all research undertaken in UCD which is in keeping with best practice in research. The Animal Research Ethics Committee (AREC) and the Human Research Ethics Committees (HRECs) are responsible for reviewing all submissions for ethical approval.</p> <p>The principal objective was, and still is, to promote the ethical use of human and animal subjects in research throughout UCD in accordance with internationally accepted ethical norms that focus on the welfare of the study participants.</p> <p>The key objective of REC is to define the standards required for the professional conduct of all research within UCD. The Committee is required to review funded research projects and any other research activity for which ethical review may be required. It may also undertake investigations at the request of the UCD Governing Authority, the Academic Council, the Vice-President for Research, or initiate investigations itself.</p> <p>Research Ethics Reviews are carried out by three sub-committees which report to the REC:</p> <ul style="list-style-type: none"> <li>• Animal Research Ethics Committee (AREC)</li> <li>• Human Research Ethics Committee - Sciences (HREC-LS)</li> <li>• Human Research Ethics Committee - Humanities (HREC-HS)</li> </ul> <p>The REC also monitors the standards and the overall outcomes of research to ensure that ethical standards are met and that the good name of UCD is maintained.</p> <p>The UCD Human Research Ethics Committee (HREC) is registered with the U.S. Office of Human Research Protections (OHRP) for international insitutions. The UCD HREC also has approval for Federalwide Assurance (FWA).</p>
<b>Areas of Support</b>	<ul style="list-style-type: none"> <li>• Definition of standards for the professional conduct of research</li> <li>• Review of all research that involves humans or animals</li> <li>• Research Ethics Advisory Service</li> <li>• Assistance in completion and compiling of documents required for an Ethical Review</li> <li>• Supervisor Workshops on Research Ethics</li> <li>• Graduate Seminars on Research Ethics</li> <li>• Provision of Policy documentation "Code of Good Practice in Research"</li> </ul>
<b>Website</b>	<p><a href="http://www.ucd.ie/researchethics/">http://www.ucd.ie/researchethics/</a></p>

[back to top](#)



<b>Centre for Support and Training in Analysis and Research – CSTAR</b>	
<b>Description</b>	<p>CSTAR is the Health Research Board (HRB) Centre for Support and Training in Analysis and Research. It specialises in the biostatistical and methodological areas of health research, both quantitative and qualitative.</p> <p>Using one-to-one consultations, training courses and seminars, CSTAR provides health researchers in Ireland with a wealth of information on methodological developments and best practice in health-related research methods. A wide range of statistical methods is used to answer the query, from exploratory data analysis to multiple regression, survival analysis and hierarchical models.</p>
<b>Areas of Support</b>	<ul style="list-style-type: none"><li>• Sampling methods</li><li>• Questionnaire development</li><li>• Data management plans</li><li>• Statistical analysis plans</li><li>• Study design</li><li>• Approaches to qualitative research</li><li>• Sample size estimation</li><li>• Power calculations</li><li>• Preparation of research protocols for grant applications / ethical approval</li><li>• Support and advice on data analysis and statistical tests</li><li>• Statistical analysis</li><li>• Construction and use of psychometric instruments</li><li>• Use of statistical packages</li><li>• Use of qualitative software</li><li>• Interpretation of results</li><li>• Advice on writing up</li><li>• Advice on response to editorial review</li><li>• Training courses</li><li>• Workshops</li><li>• Seminars on research methods and statistics</li></ul>
<b>Website</b>	<a href="http://www.cstar.ie/">http://www.cstar.ie/</a>
<a href="#">back to top</a>	

	<h2>Research IT Services</h2>
<b>Description</b>	Research IT Services provide a range of services designed to support and facilitate researchers in their use of IT as an enabler for their research activities.
<b>Areas of Support</b>	<p><b>Consultancy Services</b></p> <p>The Research IT Services team provides a consultancy service for all aspects of research related IT. This consultancy involves meeting with researchers, discussing their research IT requirements, both project-specific and general, and helping to identify the best solutions and implement them.</p> <p><b>Research IT Data Centre - Hosting Service</b></p> <p>With the completion of the Research IT Data Hosting Centre in the Daedalus building, Research IT Services is now offering IT equipment hosting service to the UCD community and where appropriate to related research groups. The centre was developed with UCD central funds and as such priority will be given to UCD requirements. The new service will be offered as an inherent part of the overall IT Service.</p> <p>The data centre capacity will be offered in the first instance to Colleges and Institutes based on demand. It is proposed to allocate one full rack per College and one full rack for each major research institute. Utilisation of rack space will be reviewed as required. The space provides for hosting of IT equipment together with power and networking for that equipment.</p> <p><b>Storage Services</b></p> <p>Research IT Services has traditionally provided high available storage to all users. Now, given the large volumes of data created by the research community, researchers can purchase data storage space on reliable highly available mirrored storage, hosted and administered by Research IT Services. The storage system is co-located in the Research IT Data Centre in UCD Computer Centre, which allows for disaster recovery. It can be accessed easily and quickly via the existing network using iSCSI, allowing researchers to locate their servers either within the Research IT Data Centre or anywhere on the UCD network.</p> <p>The complete storage solution is being integrated into a new Research IT Services data backup solution and researchers will soon be able to choose to have critical data backed up.</p> <p><b>Networking &amp; Security</b></p> <p>Research IT Services is responsible for the provision of network services to all users in the University including both wired network points and wireless access. UCD is also the first Irish University to connect to HEAnet, Ireland's National Education and Research Network) at a speed of 10Gb, giving users within the University increased bandwidth to the internet and external collaborators.</p>
<b>Website</b>	<a href="http://www.ucd.ie/itservices/researchit/">http://www.ucd.ie/itservices/researchit/</a>
	<a href="#">back to top</a>