

Title: Research Centre Review Procedure**1.0 Scope**

A review of research centres is necessary to ensure that centres are meeting the criteria as detailed in **Policy for the Governance of Research Institutes and Centres**.

The review of the centres will be overseen by University Research Committee

2.0 Procedure

The following process will be carried out for the review of research centres.

- 2.1 Communication of the review will be via e-mail to centre directors (where they are identified) The communication will contain a summary of the review process, indicate timing and request that those intending to submit for the review to register the intent with the research office by a designated date.
- 2.2 Centres that do not register for the review will not be recognised by the university as a priority research centres. If the centre wants to become a priority centre in the future they will be required to go through the full application process.
- 2.3 Centres that have registered for the review will be issued a template for the review as per appendix 1. A time line for submission of the template will be indicated.
- 2.4 Support in obtaining data relating to funding proposals and publications for the review submission will be provided via ADsR and the Research Office.
- 2.5 Only centres that submit using the template and within the indicated timeline will be reviewed.
- 2.6 The completed templates and a review template as per appendix 2 will be submitted to all CDIRS members. A timeline will be indicated for completion of the review.
- 2.7 The research office will consolidate completed review templates for each centre. The outcomes of the review of each centre will be discussed at a special meeting of CDIRS.
- 2.8 Centres will be approved by CDIRS and a summary report will be communicated to executive committee for noting.
- 2.9 All centres that participated in the review will be contacted regarding the outcome of the review. The communication will include detailed feedback.
- 2.10 Following the completion of the review the list of priority research centres will be updated and websites will be required to reflect this.
- 2.11 A communication will be sent to departments and faculties re priority research centres in their areas.

Appendix 1: Centre Review Template

1. Executive Summary
2. Research plan
 - a. Mission
 - b. Research theme(s)
 - c. Explain the competitive advantage the centre has in a national and international context
 - d. Outline how the centre supports the achievement of the University strategy
 - e. Outline the goals, objectives and targets for the centre for the next 12 months
3. Management & Governance
 - a. The centre structure should be presented in diagram format with text to explain the structure
 - b. How the centre structures fit into the faculty(s) and department structures must also be clearly outlined
4. Sustainability plan including previous 12 month balance sheet with income and expenditure breakdown and forecast for next 3 years income and expenditures
(This should include details of how activities of the centre will be funded over the next 3 years)
5. Performance for each of the research metrics, 5Ps (Publications, Projects, Post Graduates, Practice Impact, Prestige) & examples of research convergence & plans for the coming 12 months including targets for each

5.1 Publication Summary Table for UL Academics

(Summary tables for publication of members for the previous 3 years should be prepared using the template shown below. The actual reference to publications in the previous 12 months should be included as an appendix)

Summary Publication History			
Category	Number of Publications		
	20XX/XY	20XY/ZZ	20ZZ/PP
ISI Journal			
Other recognised Journal Ranking eg ABS			
Non ISI Peer Reviewed Journals			
Books			
Book Chapters			

5.2 Research Funding/Project Summary Table for UL Academics

(A summary table for the research funding history of members for the previous 3 years should be prepared using the template shown below. The actual details to the funding award including; PI names, title of the project, agency, programme, and amount must be included as an appendix)

Summary Funding History			
Funding Body	Total Value of Awards (€)		
<i>e.g. IRCHSS</i>	20XX/XY	20XY/ZZ	20ZZ/PP
<i>e.g. IRSCET</i>			
<i>e.g. SFI</i>			

5.3 Post Graduate Summary Table for UL Academics

(A summary table for postgraduate supervisor and completion of members for the previous 3 years should be prepared using the template shown below)

Post Graduate Training History			
Category	Total Numbers		
Current registered PhD			
Current registered research masters			
	20XX/XY	20XY/ZZ	20ZZ/PP
Graduated PhD			
Graduated research masters			

5.4 Practice Impact History for UL academics

(A summary table for practice impact including commercialisation indicators and other practice indicators such as impact on policy of members for the previous 3 years should be prepared using the template shown below)

Practice Impact History			
Commercialisation Impact	Total Number		
	20XX/XY	20XY/ZZ	20ZZ/PP
Number of Invention Disclosures			
Number of Licences			
Number of spin out companies			
Number of collaborative projects (direct industry involvement)			
Non-Commercialisation Related <i>(Please provide specific details of the impact)</i>			

5.5 Prestige

(Include here only significant items that are nationally and internationally recognised as indicators of prestige)

5.6 Convergence

Outline examples of where the centre is engaging in research convergence only using concrete examples where there are joint projects, joint students, joint publications, other)

6. Collaboration for UL academics

(Provide details of current **significant** collaborations and the nature of these collaborations within the following categories. Need to include evidence of the collaboration such as joint research project, joint student supervision, joint publication, other)

- National HEIs
- International HEIs
- Companies/Businesses
- Community Groups
- National Governing Bodies
- Major Advisory Boards
- Other – please specify a type

7. Appendices

a. List of members

(List should be in table form as per the example shown. A one page CV will be required for UL academics and any other key UL members listed in the table. The CV template is shown at the end of the application)

Members			
UL Academic			
Title	Name	Department	Research Area
UL Non Academic (eg Post Doc, Technical/Support/Administration Staff)			
Title	Name	Department	Research Area if applicable
Associate Members (non UL)			
Title	Name	Department	Research Area if applicable

- b. List of Publications for UL academics in past 12 months
- c. List of Active Projects & Funding details

Appendix 2 CDIRS Centre Review Template

As part of the review process please indicate the level of performance of the centre for each section using the scoring criteria for each section

Centre Name: _____

Research Plan

Description	Tick Box
Research plan is not nationally competitive and is unlikely to advance the field	
Research plan has one or more serious deficiencies that make it uncompetitive nationally	
Research plan is lacking in one or more key aspects that need to be addressed	
Research plan is nationally competitive and is likely to advance the field	
Research plan is internationally complete and is likely to advance the field	

Membership

Description	Tick Box
The centre team has serious deficiencies	
The team is lacking in several key areas	
Good team in most respects but lacking in one or more key aspects that need to be addressed	
High quality team in all respects	
Outstanding team in all respects	

Management & Governance

Description	Tick Box
The centre management & governance has serious deficiencies	
The centre management & governance is lacking in several key areas	
Good centre management & governance in most respects but lacking in one or more key aspects that need to be addressed	
The centre management & governance is good with clear leadership and clearly defined roles and responsibilities	
Outstanding centre management & governance	

Sustainability

Description	Tick Box
The sustainability plan has serious deficiencies	
The sustainability plan is lacking in several key areas	
Reasonable sustainability plan in most respects but lacking in one or more key aspects that need to be addressed	
The sustainability plan is well thought out and is realistic	
Outstanding sustainability plan which is achievable	

Performance for research metrics, 5Ps shown below and also research convergence

1. Publication
2. Projects
3. Post Graduate
4. Practice Impact – translational research
5. Prestige
6. Research convergence

Description	Tick Box
The centre has demonstrated low levels in all 5 metrics	
The centre has demonstrated some level of performance in some but not all of the 5 metrics	
The centre has demonstrated some level of performance in all 5 metrics	
The centre has demonstrated good performance in all 5 metrics	
The centre has demonstrated very good performance in all 5 metrics	

Revision & Approval Log

Rev No.	Date	Revised By:	List of Revisions	Approved Sign & Date
0	30/03/2010	MS	New Document	BF (VPR) Feb 16 th 2011