Self-Assessment Tool

There are 7 main competenc**e** areas in the Research Manager Competence Framework. For each main competence, the self-assessment tool requires you to rate your knowledge, skills, and abilities, indicate if this is an area for your professional development, and indicate when you would like to address this learning need. To establish the benchmarks for adequate knowledge and skill in each competency, it is recommended that you actively seek feedback from mentors and colleagues and review the learning outcomes as outlined in the CARDEA competency framework.

1. **Rate your knowledge, skills and ability using the following rating scale:**

Knowledge, Skills, and Ability Rating Scale					
N/A	0	1	2	3	4
Not applicable	I have no knowledge/skill in this competency	I have foundational knowledge/skills in this competency.	I have intermediate knowledge/skills in this competency	I have advanced knowledge/skills in this competency.	I have expert knowledge/skills in tis competency.

2. **Indicate if this is an area for your professional development.**

3. **Indicate when this will be addressed.**
Establishing a timeline for professional development assists in **prioritizing** and managing your learning requirements. You can employ broad timelines like '*Short*,' '*Medium*,' and *'Long-term'* to distinguish goals or incorporate specific dates, such as December 2025 or a three-month timeframe.

4. **Offer an example illustrating how you incorporate these competencies into your professional activities.**
Engaging in reflective practice fosters professional development by helping you understand acquired knowledge and your professional evolution as a research manager. It also enhances your capacity for critical analysis, enabling a deeper understanding of how you apply the core competencies in your role.

5. **Using the Self-Assessment Tool**
Personalise this self-assessment tool to align with your individual Research Manager role. The CARDEA Framework allows you to incorporate specific, relevant content to tailor the tool to your situation, which may be unique to your area or organisation.

6. **The Training Needs Analysis**
Use the Training Needs Analysis to create a summary of the specific area(s) in which you intend to concentrate on your current training needs. Specify the training you

need within each identified area, such as social media, communication, project management, ethics, and so forth.

7. The Professional Development Plan

The professional development plan template helps outline HOW you will develop the identified skill and/or competency.
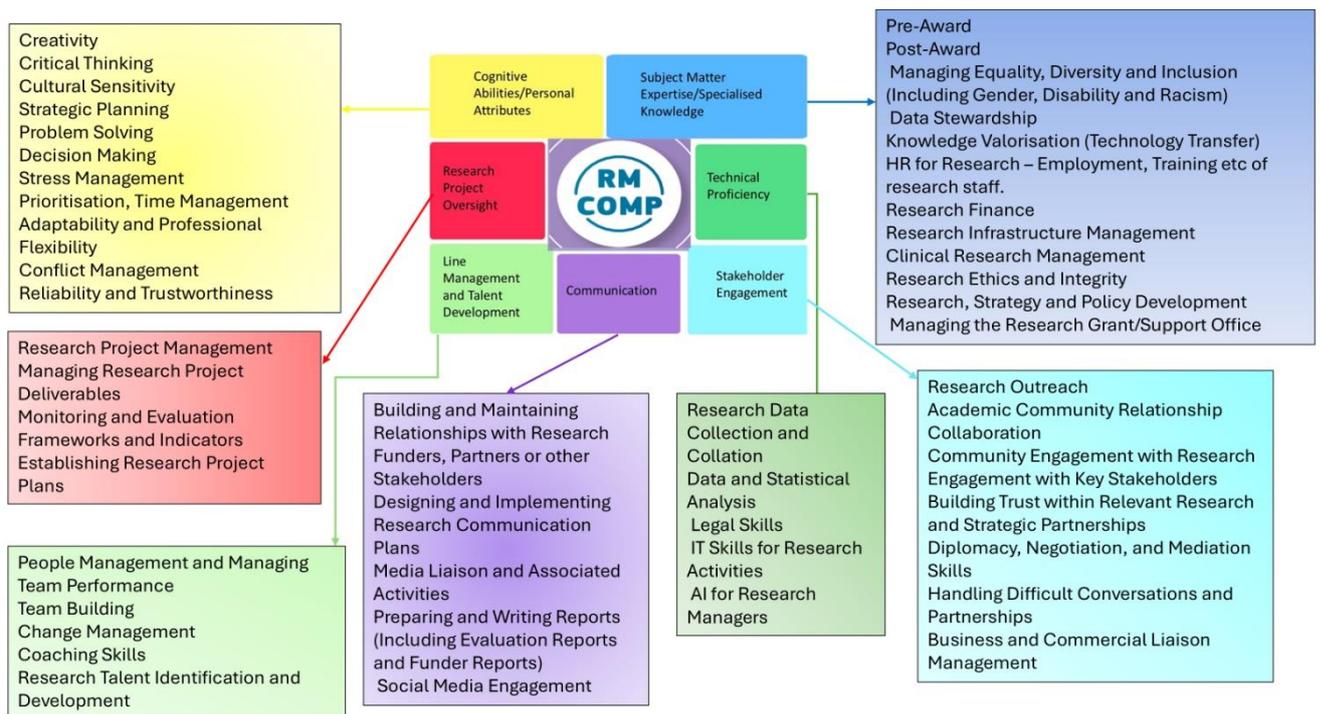
The following section will begin by assessing your cognitive abilities. Using the instructions above, fill in each section, rating your Knowledge, Skills, and Abilities. Once completed, indicate if this area requires professional development and identify a subsequent timeline for improvement.

Cognitive Abilities/Personal Attributes

Cognitive abilities generally refer to a set of cross-cutting or transferable skills that are applicable across various disciplines, tasks, and situations.

Creativity									
Foster innovative approaches and solutions to aid problem-solving, designing methodologies and/or procedures which encourage a dynamic research environment.									
	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the importance of creativity in research and its critical role in problem solving									
I am able to generate and express new ideas coherently									
I understand the relationship between creativity and risk									
I can analyse information and identify key components to aid creativity									
I challenge my own personal and cognitive biases that would deter creativity									
Critical Thinking									
Able to systematically analyse information, assess the validity of research methodologies and make informed decisions. Identify potential biases, evaluate evidence objectively, and strategically navigate complex research management challenges.									
	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the importance of critical thinking and its significance in decision making									
I can analyse information and identify key components and issues									
I am aware of challenges surrounding personal and cognitive biases in critical thinking									
I can analyse information, identifying logical connections, and making well-reasoned decisions									
I evaluate the credibility and relevance of the information provided									
Cultural Sensitivity									
Awareness and respect for diverse cultural perspectives, values, and norms. Fostering an inclusive work environment, acknowledging the impact of cultural nuances on research design and implementation.									
	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the importance of cultural sensitivity in diverse research environments									
I have an awareness of cultural differences, customs and traditions									
I communicate respectfully through all forms of communication									
I exhibit understanding towards individuals from different cultural backgrounds									

I plan and deliver effective cross-cultural communication in all interactions with collaborators, partners, and the team									

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the importance of concept of problem-solving and its importance in various contexts									
I can recognise and define problems, also using analytical skills to break them down into their component parts									
I understand the principle of collaborating to solve a problem									
I can analyse information, identifying logical connections, and making well-reasoned decisions									
I am open to learning new skills and approaches to identify and analyse issues clearly									

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the fundamental principles of strategic planning and its contribution to the success of a research project									
I can conduct basic strategic planning analyses utilising tools such as SWOT analysis									
I understand how research project objectives align with organisational strategy									
I understand the strategic role of stakeholders, both internal and external to the organisation									
I can identify trends and threats within the research endeavor									

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the fundamental principles in gathering relevant									

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		

About You:	NA	0	1	2	3	4	Yes	No	Timeline
information to inform decision-making									
I use fundamental risk assessment tools to consider potential outcomes of decisions									
I understand the reasoning behind and principles of monitoring decisions and their outcomes									
I understand the basic principle of collaboration when coming to informed decisions									
I can critically analyse complex situations and information									

Stress Management

Stress management involves developing coping mechanisms and strategies, prioritizing tasks, and maintaining a healthy work-life balance.

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I handle unfamiliar and uncomfortable situations with limited facilitation and supervision.									
I persevere and move forward in stressful and pressured situations with limited assistance.									
I am aware of what stress is and how to access further supports and resources to manage my own stress									
I exhibit resilience and the ability to adapt to change in all aspects of the research manager role									
I implement relaxation techniques such as deep breathing, meditation, and mindfulness.									

Prioritisation Time Management and Multitasking

Involves identifying the most critical tasks and focusing on them first. This skill helps individuals focus on what is most crucial, manage their time and resources efficiently to achieve their goals.

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I can identify tasks and prioritise them to develop an individual schedule and perform the work efficiently.									
I work autonomously but actively seek guidance when necessary.									
I can assess personal strengths and weaknesses in time management.									

Adaptability and Professional Flexibility

Involves adjusting to new situations, technologies, and workflows. Adaptable individuals can thrive in dynamic environments, handle unexpected challenges, and maintain a competitive edge.

	Knowledge, Skills, and Ability Rating Scale		Is this an area for professional development?

About You:	NA	0	1	2	3	4	Yes	No	Timeline
I can identify potential risks associated with change and develop mitigation strategies, and am able to ask for clarification during transitions or seek out additional information or resources									
I am aware of changes in my environment, accept them and am ready to make adjustments									
I am committed to continuous learning and professional development in the field of adaptability.									
I understand the basic principle of collaboration when coming to informed decisions									
I can critically analyse complex situations and information									

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I can identify positive and negative conflicts, learns and practice the skills necessary to resolve conflicts									
I understand the key questioning and listening skills needed to conduct high-quality conversations with members of their team									
I am committed to continuous learning and professional development in the field of adaptability.									
I can critically analyse a range of responses to conflict situations and understand the importance of early intervention									

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the basic elements of building trust: reliability, openness, and consistency.									
I have the personal capacity to trust and to generate trust									

I am familiar with ethical standards and guidelines in management, including honesty, integrity, and transparency									
I maintain consistent and thorough documentation of processes, decisions, and communications.									

Technical Proficiency

Technical proficiency refers to the proficiency and expertise in utilising specialised tools, methods, and technologies relevant to the research field/area/organisation. Individuals with technical proficiency can effectively solve complex problems within that technical context.

Research Data Collection and Collation									
Implement (and develop) robust data collection methodologies, coordinate data acquisition efforts among team members, and oversee the organised collation of diverse research datasets leading to evidence-based decision-making.									
	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the fundamental principles of basic data collection techniques such as surveys, interviews, and observations									
I can accurately enter data into spreadsheets or databases									
I understand the basic statistical concepts of describing and summarising data									
I understand the importance of data quality and apply basic data validation and cleaning techniques									
I can manage and organize data using databases, ensuring data integrity and security									
Data and Statical Analysis									
Apply rigorous statistical methods to ensure the accuracy and reliability of data and its interpretation.									
	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the concepts related to data, variables, and datasets									
I can compute and interpret basic descriptive statistics, such as mean, median, mode, and standard deviation									
I create data visualizations, including bar charts, histograms, and scatter plots									

About You:	NA	0	1	2	3	4	Yes	No	Timeline
I use statistical software (e.g., R, Python, SPSS) to perform analyses and generate reports									
I apply basic multivariate analysis techniques, such as multiple regression or factor analysis									

Legal Skills

A nuanced understanding of legal concepts, ethical considerations, and a keen awareness of the legal landscape as it pertains to the research ecosystem.

About You:	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
	NA	0	1	2	3	4	Yes	No	Timeline
I understand the concept of legal principles and their application									
I understand the principles of contract analysis and interpretation									
I can draft legal documents									
I analyse and draft complex contracts									
I conduct legal due diligence in various situations									

IT for Research Activities

Leveraging Information Technology (IT) and overseeing the integration of advanced technologies to enhance data management, analysis, security and collaboration. Implementation of robust IT infrastructure, such as data storage solutions, analytical tools, AI and collaborative platforms, to optimise research processes.

About You:	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
	NA	0	1	2	3	4	Yes	No	Timeline
I am computer literate, including proficiency in operating systems, file management, and software installation									
I organize research data using spreadsheets or database applications									
I conduct complex data analyses using advanced statistical methods and machine learning techniques									
I use collaborative platforms and version control systems for team-based research projects									
I have an acute awareness of cybersecurity best practices to protect research data and systems									

Artificial Intelligence

Ability to leverage AI technologies and algorithms to optimize research processes, analyse complex datasets, and derive meaningful insights for informed decision-making.

About You:	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
	NA	0	1	2	3	4	Yes	No	Timeline
I understand what AI is and its basic applications in research management.									
I know about basic AI tools and how they can be used in research.									

	NA	0	1	2	3	4	Yes	No	Timeline
I recognise ethical concerns related to AI use in research									
I demonstrate a willingness to learn about AI and its integration into research workflows									

Research Project Oversight/Management

Research project oversight refers to the systematic planning, execution, monitoring, and general management of research activities to achieve specific objectives within defined constraints such as time, budget, and scope.

Research Project Management									
Overseeing the entire lifecycle of research projects. Defining objectives, developing timelines, allocating resources including Human Resources, and ensuring the project stays on course. Coordinating diverse aspects of project execution, fostering collaboration, and adapting strategies to overcome challenges.									
	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the principles of project management within a research context									
I understand the processes of initiating a research project, including defining objectives, scope, and stakeholders									
I can create project timelines and manage research project tasks									
I can administer project budgets, including tracking expenses, forecasting, and financial reporting									
I can administer quality assurance processes to ensure the integrity and reliability of research project outcomes									
Managing Research Project Deliverables									
Ensure that project milestones and outcomes align with established goals. Establish clear deliverables, monitor progress, and address any deviations from the project plan promptly.									
	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I am skilled in executing individual tasks according to project plans									
I understand the processes of documentation for recording progress and outcomes									
I can identify and proactively address potential risks that could impact the achievement of deliverables									
I collaborate with cross-functional teams, integrating various perspectives and expertise into deliverable execution									

I can coordinate and manage multiple tasks simultaneously, ensuring they align with project objectives									

Monitoring and evaluation frameworks and indicators

Administering systematic processes to assess the progress and impact of research projects and initiatives. Define key performance indicators, establish data collection methods, and implement evaluation frameworks to measure project success. Ensure the effective tracking of research outcomes, facilitating data-driven decision-making and continuous improvement in the research process.

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the concepts of M&E and their importance in research project results									
I understand the key components of a monitoring and evaluation framework									
I am skilled in creating basic indicators that align with research project goals									
I participate in the implementation of M&E governance frameworks and policies									
I administer advanced performance measurement frameworks to track progress and achievements									

Establishing Research Project Plans

Outline project objectives, timelines, and resource allocation. Collaborate with research team members to define clear goals, delineate tasks, and establish milestones. Develop comprehensive project plans to provide a roadmap for successful execution of the project. Facilitate effective coordination among research team members.

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand project planning, including its importance in research									
I can define the scope and objectives of a research project									
I am skilled recognising resources required for a research project									
I can create a project timeline, including milestones, deliverables and deadlines									
I allocate resources effectively, considering personnel, equipment, travel and budget constraints									

Stakeholder Engagement

Stakeholder engagement refers to activities and initiatives that connect the research endeavour with external audiences, stakeholders, and the broader community.

Research Outreach

Develop strategies to disseminate research findings and engage with diverse stakeholders. Create outreach plans encompassing effective communication channels, collaborations with external partners, and disseminating research outcomes to relevant audiences. Foster meaningful connections and promote the

visibility of research initiatives thereby contributing to the broader impact and relevance of the research within the research community and beyond.

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the concepts of research outreach and its significance in dissemination									
I use oral and written communication skills for engaging with diverse audiences									
I am skilled at identifying and understanding the needs of target audiences for research outreach									
I implement metrics and assessment strategies to measure the impact of research outreach activities									
I can engage with multiple media channels for dissemination of research findings									

Academic community relationship collaboration

Building and maintaining strong relationships with academic institutions, scholars, and researchers. Facilitate partnerships, joint initiatives, and knowledge exchange, to enhance the research ecosystem. Contribute to a collaborative environment, fostering innovation, resource sharing, and the advancement of research agendas within and beyond the academic community

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the importance of collaboration within academic and community contexts									
I establish relationships with academic and community partners, recognising mutual interests									
I understand the needs and challenges of the academic community									
I implement collaborative programs that align with academic and community goals									
I can engage with diverse stakeholders, including academic faculty, students, and community leaders, in collaborative projects									

Community engagement with research

Establish meaningful connections with diverse communities affected by or interested in the research. Develop strategies for inclusive communication, solicit community input, and ensure the research aligns with community needs and values. Foster open dialogue and collaboration, contribute to the ethical and socially impactful conduct of research, promote community participation and the translation of research outcomes into tangible benefits for the broader community.

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the importance of community engagement in the context of research									
I can engage with various communities about research									
I understand the potential impact of research on communities and vice versa									
I implement efforts to build community capacity for research participation									

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
I establish feedback mechanisms and channels for community input into research design and implementation									

Engagement with Key Stakeholders

Build and sustain collaborative relationships with influential partners, including academic institutions, industry leaders, policymakers, funders, industry, and community representatives

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the fundamental concepts of stakeholder engagement and its importance to the research ecosystem									
I have skills in identifying and mapping key stakeholders									
I understand the basic principles of effective communication with stakeholders									
I implement efforts to raise awareness of the interests and concerns of different stakeholder groups									

Building Trust within Relevant Research and Strategic Partnerships

Build and sustain collaborative relationships with influential partners, including academic institutions, industry leaders, policymakers, funders, industry, and community representatives

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the basic importance of trust in professional relationships with key stakeholders in research, including strategic partners									
I show promise in the ability to network and build positive professional relationships									
I have an awareness of the importance of reliability and consistency in partnerships									
I understand the research landscape and the importance of effective communication									

Diplomacy, Negotiation, and Mediation Skills

Employ tactful communication, adept negotiation strategies, and effective mediation to reconcile differing perspectives and align interests among research team members or stakeholders.

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the concepts of diplomacy, negotiation, and mediation									
I have basic communication skills for effective interaction in diplomatic and negotiation settings									
I have awareness of conflicts and the need for mediation in various contexts									

I understand basic principles of active listening as a skill in negotiations									

Handling Difficult Conversations and Partnerships

Employ tactful communication, adept negotiation strategies, and effective mediation to reconcile differing perspectives and align interests among research team members or stakeholders.

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I have a basic understanding of the importance of having structured difficult conversations and their importance to partnerships									
I can improve my communication skills for navigating difficult conversations									
I communicate respectfully and ethically through all forms of communication									
I have emotional intelligence when managing difficult conversations									

Business and Commercial Liaison Management

Facilitate collaborations between the research team and industry partners or commercial entities. Navigate the intersection of academia and business, identifying opportunities for knowledge valorisation, licensing, or joint ventures.

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the importance of business and commercial liaison within the research agenda									
I have an awareness of the interests and concerns of different stakeholder groups									
I understand the basic principles of negotiation for business-related interactions									
I am proficient in identifying and establishing initial connections with commercial partners, understanding basic contractual considerations, and participating in introductory discussions									

Line Management and Talent Development

Line management and talent development are two important aspects related to engagement with a research project, engagement within a research organisation, a research team and/or other specific team leadership activity.

People Management and Managing Team Performance									
Effectively leading and coordinating a team, providing guidance, and fostering a collaborative work environment to ensure the successful execution of research projects. Includes setting clear expectations, monitoring progress, offering constructive feedback, and implementing strategies to enhance individual and collective productivity within the context of the research objectives.									
	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I can set and communicate clear and achievable goals for the team									

	NA	0	1	2	3	4			
I can identify common sources of conflict within the team									
I monitor and report on performance metrics									
I anticipate and plan for future challenges within the team									
I can adapt my communication styles to different team members and situations									

Team Building

Cultivating a collaborative and high-performing research team by fostering a positive work culture, aligning team members with common goals, and recognising and utilising individual strengths

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the importance of team building within research									
I understand team dynamics									
I practice conflict resolution practices									
I clarify roles and responsibilities within the research team for better coordination									
I understand the importance of aligning team goals with that of the organisation									

Change Management

Navigating and facilitating transitions within the research team environment/organisation. Effectively communicate changes, address concerns, and support the research team/organisation in adapting to new methodologies or project directions.

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the context of change management and its potential impact on the research or the organisation									
I am aware of and understand change models and frameworks									
I address concerns during change in the workplace or within the research team									
I identify key stakeholders and their roles in the change process									
I identify potential obstacles, and develop strategies to mitigate resistance to change									

Coaching Skills

Guide and develop the professional capabilities of research team members and or research leadership.

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the principle of coaching and its importance in researcher or team member development									

	NA	0	1	2	3	4	Yes	No	Timeline
I provide constructive feedback to support peer growth									
I work towards a positive impact of coaching on the individual researcher and peers									
I conduct insightful assessments of individuals' strengths and areas for growth									
I assist team members and/or employees in setting and achieving performance and development goals									

Research talent identification and development

Recognise and nurture the potential of individual researchers. Implement strategies for identifying key skills, provide targeted training, and create opportunities for professional growth within the team/organisation.

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the importance of talent identification, acquisition and development in the research context									
I am skilled to assess the potential of individual researchers									
I am aware of various research career trajectories both within and beyond the research ecosystem									
I assist with the creation of development plans for early-career researchers and peers									
I contribute to mentoring programs to support the development of research talent									

Communication

Communication refers to the exchange of information, ideas, and feedback both within the research team and with external stakeholders.

Building and maintaining relationships with research funders, partners, or other stakeholders

Cultivate strong connections by ensuring clear communication, delivering on commitments, and understanding collaborators' needs. Foster trust, secure ongoing support, and contribute to a collaborative research environment.

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the importance of key stakeholders in research, including funders and partners									
I am skilled at networking and initiating and sustain professional relationships									

About You:	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
	NA	0	1	2	3	4	Yes	No	Timeline
I can convey research agendas and results clearly									
I understand the research landscape including funding and collaborations									
I strategically engage with research funders, partners, and stakeholders									

Designing and implementing research communication plans

Design and implement research communication plans by crafting strategies to disseminate research findings effectively. Identify target audiences, select appropriate communication channels, and tailor messaging to maximise impact. Create clear and engaging communication to enhance the visibility of research outcomes, foster collaboration, and contribute to the broader understanding and application of research within academic, research, professional, and public/private spheres.

About You:	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
	NA	0	1	2	3	4	Yes	No	Timeline
I can identify target audiences for research communication									
I am aware of ethical considerations in research communication									
I implement strategies to engage with a multitude of stakeholders									
I use traditional and digital media to amplify research messages									
I craft strategic communication plans aligned with research objectives									

Media liaison and associated activities

Establish and manage relationships with the media to promote research activities and results. Engage with journalists, facilitate interviews, and strategically communicate research findings to the public. Contribute to the dissemination of accurate information, enhance the visibility of research projects, and foster a positive public perception of the research group, institution, or organisation.

About You:	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
	NA	0	1	2	3	4	Yes	No	Timeline
I understand the importance of liaising with the media and its role in disseminating research results									
I am aware of the online and offline media landscape									
I communicate respectfully and ethically through all forms of communication									
I craft strategic approaches for engaging with the media									
I create and adapt key messages for effective communication with the media									

Preparing and writing reports (including evaluation reports and funder reports)

Synthesize complex research findings into clear and compelling narratives. Ensure reports align with guidelines, effectively communicate project outcomes, and demonstrate the impact of research initiatives.

About You:	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
	NA	0	1	2	3	4	Yes	No	Timeline
I know how to write clear and compelling narratives to disseminate research to various audiences									

	NA	0	1	2	3	4	Yes	No	Timeline
I can present research results effectively and coherently to funders and other stakeholders									
I am aware of guidelines and standards for various types of reports									
I can apply data analysis skills for meaningful data presentation within reports and narratives									
I can employ an ethical and quality assurance approach for all reports and narratives									

Social Media Engagement

Leverage digital platforms to disseminate research findings, engage with the public, and build a broader audience. Develop and implement strategies for effective communication on social media, including creating compelling content, participating in relevant discussions, and fostering connections with diverse stakeholders.

About You:	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
	NA	0	1	2	3	4	Yes	No	Timeline
I utilize different social media platforms									
I create and manage social media profiles for the research project									
I can identify, understand and target specific audiences on social media									
I can use analytical tools to measure and analyse social media performance									
I implement crisis management strategies in handling challenging issues on social media									

Subject Matter Expertise/Specialised Knowledge

Subject matter expertise refers to a deep and comprehensive understanding of the specialised area or field associated with organisational and/or individual research endeavours.

Pre-Award

Identify and disseminate funding opportunities; develop and implement funding optimisation strategies; facilitate the writing of funding proposals, including alignment with stakeholder requirements, budgeting and costing and review; coordination of approvals and submissions

About You:	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
	NA	0	1	2	3	4	Yes	No	Timeline
I understand the research landscape and ecosystem, as well as understand the foundational aspects of regulatory and funder compliance related to									

About You:	NA	0	1	2	3	4	Yes	No	Timeline
research proposals and grant applications									
I understand the main components of the research proposal, i.e. including the research statement, objectives, and budget and is familiar with online and e-platforms used for the submission of research proposals									
I understand the basic administrative tasks related to the development and submission of the research proposal and maintain the documentation in an accurate manner									
I have basic communication skills for interacting with researchers, stakeholders and team members									

Post-Award

Negotiate contracts, manages amendments, as well as the internal setup of the project, the consortium and communication within, liaises with funders, provides administrative facilitate, progress management, accounting, carries out project evaluation, funder reporting, legal advice.

About You:	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
	NA	0	1	2	3	4	Yes	No	Timeline
I have a basic understanding of the processes involved in research management, including planning, execution, monitoring and closing									
I have a basic understanding of post-award processes and requirements, as well as the types of contracts, clauses, and implications.									
I understand the components of a grant proposal, including the research statement, objectives, and budget									
I can handle administrative tasks efficiently related to research project management and maintain accurate and organized documentation of project activities and milestones, is able to contribute to progress and final reporting									
I have basic communication skills for interacting with team members, consortium partners, stakeholders, and funding agencies.									

Managing equality, diversity and inclusion (including gender, disability and racism)

Promote diversity in research teams, value varied perspectives, and ensure equal opportunities for all members. Champion EDI principles and contribute to a more inclusive research culture.

About You:	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
	NA	0	1	2	3	4	Yes	No	Timeline
I understand the concepts related to equality, diversity, and inclusion (EDI), including key terms and definitions									
I recognise and acknowledge personal biases and stereotypes and									

	NA	0	1	2	3	4	Yes	No	Timeline
understand their potential impact on workplace dynamics									
I am aware of relevant laws and policies related to equality, diversity, and inclusion in the workplace									
I communicate in a way that promotes inclusivity and avoids unintentional biases									
I apply comprehensive practices to foster a more inclusive and respectful workplace environment									

Data Stewardship

Responsible and ethical handling of research data throughout its lifecycle. Robust data management practices, data security, compliance with privacy regulations, and transparent documentation.

About You:	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
	NA	0	1	2	3	4	Yes	No	Timeline
I understand the importance of research data as an organisational asset and its role in decision-making									
I recognise the principles of data quality and the impact of poor data quality on outcomes									
I am aware of the concepts of data governance, including roles and responsibilities									
I understand data compliance requirements and their implications for stewardship									
I classify data based on sensitivity and usage requirements to ensure proper handling									

Knowledge Vaporization (Technology Transfer)

Facilitate the successful transition of research innovations from the academic, research or laboratory setting to practical applications in the market. Identify commercialisation opportunities, establish collaborations with industry partners, and navigate the legal and regulatory aspects of transferring technologies leading to societal impact and the economic value of research outcomes.

About You:	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
	NA	0	1	2	3	4	Yes	No	Timeline
I understand the principles of technology transfer, including its role in research and innovation									
I understand intellectual property (IP) rights, including patents, copyrights, and trademarks									
I am knowledgeable of legal and regulatory frameworks related to technology transfer activities									
I understand the process of negotiating and drafting licensing agreements for technology transfer									
I can evaluate the commercial potential of intellectual property assets and technologies									

HR Research— Employment, Training and Terms & Conditions

Ensure the effective functioning of the HR aspects supporting research teams groups and/or organisations. This may include contract administration, salary administration, talent acquisition, performance management, training and development and fostering a positive work environment through initiatives aligning with HR Excellence in Research and others. Align organisational and research goals, optimise individual and research team dynamics, and support the professional development of researchers

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the employment laws and organisational policies as they pertain to research staff									
I understand the recruitment process, including job postings, applicant screening, and interview coordination									
I am knowledgeable of onboarding new research staff, including orientation and introduction to policies									
I address routine and non-routine queries relating to the employment cycle of researchers in the organisation									
I am skilled in resolving conflicts within research teams and or staff, promoting a positive work environment									

Research Finance

Oversee budgetary aspects, financial planning, and compliance within research projects and or at organisational level. Effective allocation of funds, monitor expenditure, and adhere to financial regulations, funding guidelines, having overall fiscal responsibility within research projects at local and or organisational level.

	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand finance, including budgeting, financial statements, and cost accounting									
I understand the basic types of research funding sources and their implications for financial management									
I am knowledgeable of financial compliance requirements related to research grants and projects									
I am skilled in financial documentation and record-keeping for research projects									
I am able to work on and participate in audits, ensuring compliance with financial regulations and funder requirements									

Clinical Research Management

Oversee and coordinate clinical research activities within a healthcare or pharmaceutical setting. Ensure the successful implementation of research protocols, managing study budgets, and maintaining compliance with regulatory guidelines. Facilitate communication with stakeholders and contribute to the ethical and efficient execution of clinical trials.

About You:	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
	NA	0	1	2	3	4	Yes	No	Timeline
I understand clinical research protocols, including key components such as inclusion/exclusion criteria and study endpoints									
I am skilled in ethical considerations in clinical research, including the importance of informed consent and protecting participant confidentiality									
I know how to maintain accurate and organised study documentation, such as participant records and regulatory submissions									
I am skilled in communicating study updates and addressing operational challenges									
I have knowledge of quality control measures, assist with thorough internal audits and ensure high standards of data integrity throughout the research process									

Research Ethics and Integrity

Ensure that all research activities adhere to ethical standards, protecting the rights and well-being of participants. Promote transparency, honesty and accountability whilst fostering a culture of integrity within the research team

About You:	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
	NA	0	1	2	3	4	Yes	No	Timeline
I understand the importance of integrity and adhere to established ethical guidelines in research practices									
I understand the importance of honesty, transparency, and confidentiality in research practices									
I work to foster commitment to responsible conduct throughout the research process									
I can analyse and address complex ethical dilemmas that may arise during the research									
I understand issues related to authorship, intellectual property, and publication ethics, including proper citation practices data integrity throughout the research process									

Research Infrastructure Management

Responsible for security and risk management, plans research infrastructure & develops sustainable funding model, infrastructure, and resource management, as well as business development and innovation in research infrastructure.

About You:	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
	NA	0	1	2	3	4	Yes	No	Timeline

About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the fundamental concepts and importance of research infrastructures. Is familiar with different types of research infrastructures (physical, virtual, and data infrastructures).									
I understand the key components and functions of research infrastructures and understand basic maintenance and operational procedures for research infrastructures. Is familiar with basic safety protocols and procedures. importance of honesty, transparency, and confidentiality in research practices									
I understand basic regulatory and compliance requirements relevant to research infrastructures and is familiar with the documentation and reporting requirements of research infrastructure and related activities.									
I can provide efficient support to the researchers, innovators and other users of research infrastructures.									

Research, Strategy and Policy Development

Facilitate and facilitate the development, implementation, monitoring and evaluation of research and/or knowledge valorisation policies and strategies

About You:	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
	NA	0	1	2	3	4	Yes	No	Timeline
I understand the fundamental concepts and importance of institutional research and/or knowledge valorisation policies and strategies.									
I am aware of the key indicators relevant for the monitoring and evaluation of the research and/or knowledge valorisation policy and strategy									
I contribute to the development and implementation of institutional research and/or knowledge valorisation policy and strategy									
I am one of the key stakeholders relevant for institutional research and/or knowledge valorisation policy and strategy.									
I understand research assessment's fundamental concepts and purposes, including basic assessment methods and metrics.									

Research, Strategy and Policy Development

Organise, structure, manage, monitor, and review institutional Research Support service(s)									
	Knowledge, Skills, and Ability Rating Scale						Is this an area for professional development?		
About You:	NA	0	1	2	3	4	Yes	No	Timeline
I understand the fundamental concepts and importance of institutional research and/or knowledge valorization policies and strategies.									
I am aware of the key indicators relevant for the monitoring and evaluation of the research and/or knowledge valorisation policy and strategy									
I contribute to the development and implementation of institutional research and/or knowledge valorisation policy and strategy									
I am aware of the key stakeholders relevant for institutional research and/or knowledge valorisation policy and strategy.									
I understand research assessment's fundamental concepts and purposes, including basic assessment methods and metrics.									

Having completed the Self-Assessment Tool, you have assessed your knowledge, skills, and abilities in each competency area. Through this process, you have indicated whether a specific area requires professional development and specified when follow-up is planned. Through this process, you can now conduct a training needs analysis to identify in which area(s) you will focus your learning.