ISS21 Research Projects Policy (June 2019)

ISS21 welcomes expressions of interest from prospective PIs whose research projects fit broadly with the Institute's mission and interests. There are many advantages to linking a research project to the Institute. This policy document sets out ISS21's guidance regarding the linking of research projects to the Institute for Social Science in the 21st Century.

1. **A Principal Investigator, who is an ISS21 member, can choose whether to <u>affiliate</u> their research project to the Institute. (This can include both funded and non-funded projects).**

<u>What does affiliation mean?</u> When a project is affiliated to ISS21, it means that:

- The project is hosted by ISS21, or is co-hosted by ISS21 along with one or more Schools/Departments or other research institutes/centres in UCC (usually, the School/Department of the PI)
- The project is recognised as an ISS21 project (and will be included in ISS21 reports, on the ISS21 website etc, with due recognition to any co-hosts as relevant).
- Under current overhead allocation rules in UCC, a portion of the project overheads are allocated to ISS21.
- An ISS21 Funding Proposal form has been completed by the PI, clarifying the main details of the project, including whether ISS21 is the only host, the primary co-host or a secondary co-host (and, where relevant, who the other co-host is).
- ISS21 has been named on the project's 'Appendix C' form (and the form has been signed by the Director of ISS21).

<u>What does ISS21 do for projects that are (co)hosted by it?</u>

- Provides a vibrant multidisciplinary social science research environment for project staff and project activities
- A supportive research culture with possibilities for building on existing projects to develop and nurture future research activity
- A platform from which to promote the project externally and internally
- Support of the ISS21 Research Coordinator in preparing the funding proposal, in planning and publicising major project events and in seeking follow-on funding

- Space on the ISS21 website to profile the project and project staff
- The possibility of applying for use of ISS21's office space for project research staff, as outlined in the ISS21 Office Space Policy
- Use of the ISS21 meeting room for project meetings.

What does ISS21 expect of projects that are (co)hosted by it?

- That ISS21 is named on all official project documentation and project publicity, such as seminar/event announcements, project leaflets/brochures, project online material, social media, project reports, job advertisements for project staff, etc
- That the ISS21 logo is used on official project documentation and project publicity, such as seminar/event announcements, project leaflets/brochures, project online material, project reports, etc
- In particular, that the ISS21 name is included in any project materials that name the project's other co-host/s, such as the School/Department
- That the ISS21 Director is notified/consulted about recruitment of research staff to ISS21-hosted projects
- That research staff employed on such projects name ISS21 as part of their institutional affiliation (eg on email signatures, IRIS profiles, conference papers etc)
- That the ISS21 Research Coordinator is informed in advance of any major project events, so that support can be provided if needed, and timetabling clashes between Institute events can be avoided where possible
- For the purposes of documenting Institute research activity, that details of project outputs (publications, reports, events, etc) are provided to the ISS21 Research Coordinator on an annual basis and after the end of the project.

Why is it important for ISS21 to document and publicise projects that are affiliated to it?

- Without accurate records, the Institute cannot report (to funders or university management) on its many activities and its contribution to the social science research landscape in UCC and beyond
- Without due acknowledgement of ISS21 in the external publicity of its projects, the Institute's research remains invisible.

2. ISS21 respectfully asks Principal Investigators to consider affiliating their project to the Institute if any of the following circumstances apply:

- *IF:* ISS21, or an ISS21 cluster, is named in the funding proposal, and reference is made to the ISS21 interdisciplinary research environment or to the PI's membership of ISS21 in order to strengthen the funding application

- *Or:* The ISS21 Research Coordinator has provided support in preparing the funding application
- *Or:* The project has arisen from a collaboration made possible by ISS21, either through a research cluster or through ISS21's networking activities
- *Or:* The project is very interdisciplinary, involving co-investigators from a wide range of schools/departments, and ISS21 could provide a useful umbrella under which to host the project
- *Or:* The PI feels that ISS21 could be a suitable home for the project.

3. What is the procedure for affiliating a project to ISS21?

- Ideally, the decision to affiliate is made at the project proposal stage.
- The ISS21 Research Coordinator and/or Director must be consulted.
- An ISS21 Funding Proposal Form must be completed and submitted to the ISS21 Research Coordinator at proposal submission stage.
- ISS21 must be named on the UCC Appendix C form (completed on receipt of funding) and this must be signed by the ISS21 Director, and in the case of projects co-hosted by a School/Department, must also be signed by the Head of the relevant co-hosting School.
- In exceptional cases, where a project has already commenced without an affiliation to ISS21, retrospective affiliation to ISS21 can be considered.

4. What are the governance arrangements for projects (co)hosted by ISS21?

ISS21 is an 'M'-type research institute according to the UCC structure of governance of RICUs (Research Institutes, Centres and Units) and is governed in line with UCC's RICU Governance Policy. This is relevant to research projects affiliated to ISS21 as follows.

The UCC RICU Governance Policy states:

> While individual PI's often have a line management relationship with a Head of School or Head of Department or Head of College (if the PI is a HOS), their reporting relationship in relation to their role as PI's in a RICU is a parallel relationship which complements but does not supersede the employment relationship to the HOS/HOD/HOC. While the line management relationship to HOS covers their employment in the broadest sense, PIs report to the Director specifically in relation to the management and progress of research projects and programmes within the RICU.