DCU
Research
and Innovation
Support

Research and Innovation Support (RIS)

Research and Innovation Support is comprised of the Research Support Office and DCU Invent, which offer a range of services for researchers and academics in Dublin City University.

This short guide answers common queries and provides an overview of supports available.

www.dcu.ie/researchsupport

Research Support

The mission of the Research Support team is to provide professional support for research across all fields in a proactive, researcher-centric way, in order to facilitate the development and funding of research at DCU and assist in the implementation of DCU's research strategy.

What can Research Support do for me?

Among a range of supports on offer, **we can help:**

$\rightarrow$ **Identify sources of research funding**

$\rightarrow$ Interpret **call documentation**

$\rightarrow$ Prepare **proposals**

$\rightarrow$ Formulate **budgets**

$\rightarrow$ Develop **training courses and information sessions**
e.g. for research career development, research
information systems or specific funding calls

$\rightarrow$ **Publicise DCU research** activity and successes

$\rightarrow$ Provide and review consultancy and collaborative
research agreements

$\rightarrow$ Liaise with **external funders**

$\rightarrow$ Process **award documentation** and create awards

$\rightarrow$ on internal systems
Facilitate **ethical reviews** via Research Ethics

$\rightarrow$ Committee and provide Research Integrity training
Provide **DCU research metrics**

For more information on any of our supports, please visit the
Research Support website: www.dcu.ie/researchsupport

How do I develop my research skills?

Throughout the year, Research Support works with other University units to deliver sessions on topics such as Grant Writing, Budget Preparation, and Research Integrity. In addition, Research Support also host information sessions on a variety of specific funding opportunities. These sessions are advertised to the University via email, the Research Support newsletter and the Research Support website.

DCU's Learning and Development organise a range of courses and workshops specifically designed for Researchers and Academics.

For updated information on Learning & Development courses available to DCU staff please see www.dcu.ie/hr/training

Where can I find funding for my research?

DCU subscribes to **Research Professional,** which is an online database of research funding opportunities and a source of research policy and news. DCU staff can access the database for free and search for funding opportunities by discipline, sponsor or deadlines. You can tailor searches to reflect your specific research interests.

Access Research Professional through the 'Find Funding' section on the Research Support website or via www.researchprofessional.com using your DCU login details.

How do I apply for research funding?

Funding for research can come from a variety of funders and sources. Many funders launch calls and request proposals and applications to be submitted via online systems or by other means. Visit the contact page on our website to see which team member is the contact point for your school. We will then guide you through the submission process for the funding opportunity that you are interested in.

How do I prepare a research proposal and budget?

The 'Proposal Preparation' section on the Research Support website provides a toolkit of resources to help you in preparing your research proposal.

It includes:

$\rightarrow$ Details on DCU's submission process for research proposals
All applications for external funding must be uploaded onto an internal system for approval prior to submission

$\rightarrow$ A DCU fact sheet, which contains information such as DCU Bank Account details, VAT no. and Horizon2020 PIC no., etc.

$\rightarrow$ An Institutional Profile of DCU, which contains institutional-level information for applicants, such as student numbers, facilities, supports, etc.

$\rightarrow$ Useful policy documents

$\rightarrow$ Information on PhD fees and stipends

$\rightarrow$ Additional advice and resources in relation to how to prepare budgets

If you have any questions about the preparation of your proposal or budget, please contact the Research Support Office for assistance at research@dcu.ie

Does my research require ethical approval?

DCU endeavours to ensure that all research carried out by DCU researchers is ethically sound and adheres to the highest standards of research integrity. The Research Ethics Committee (REC) facilitates the ethics review process and is relevant to all DCU researchers and research collaborators undertaking research projects involving human or animal subjects.

For queries on DCU's REC, please email: rec@dcu.ie For information and resources on research ethics and integrity in DCU, please see the Research Support website.

Please note that undergraduate and taught masters research projects are reviewed at Faculty/School level. Students should liaise with their supervisors regarding this process.
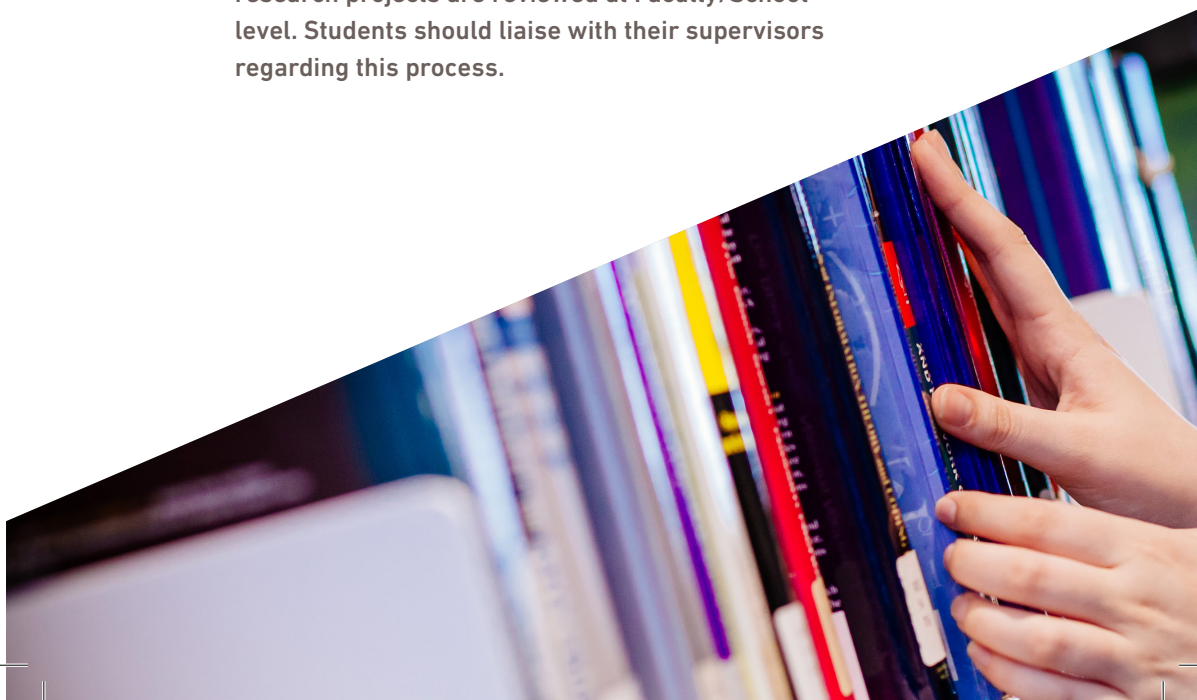
How do I find out about DCU's policies and codes on best practice in conducting research?

The Research Support website contains useful resources on research integrity and research-related DCU policies and codes such as:

→ **Code of Good Research Practice**
→ **Allegations of Research Misconduct**
→ **Code of Practice on Authorship**
→ **Policy for the use of animals for scientific or educational purposes**

DCU's Research Integrity online course covers every stage of the research process, highlighting the issues that can arise while planning, conducting and reporting your research. This online course is available to all staff via Loop.
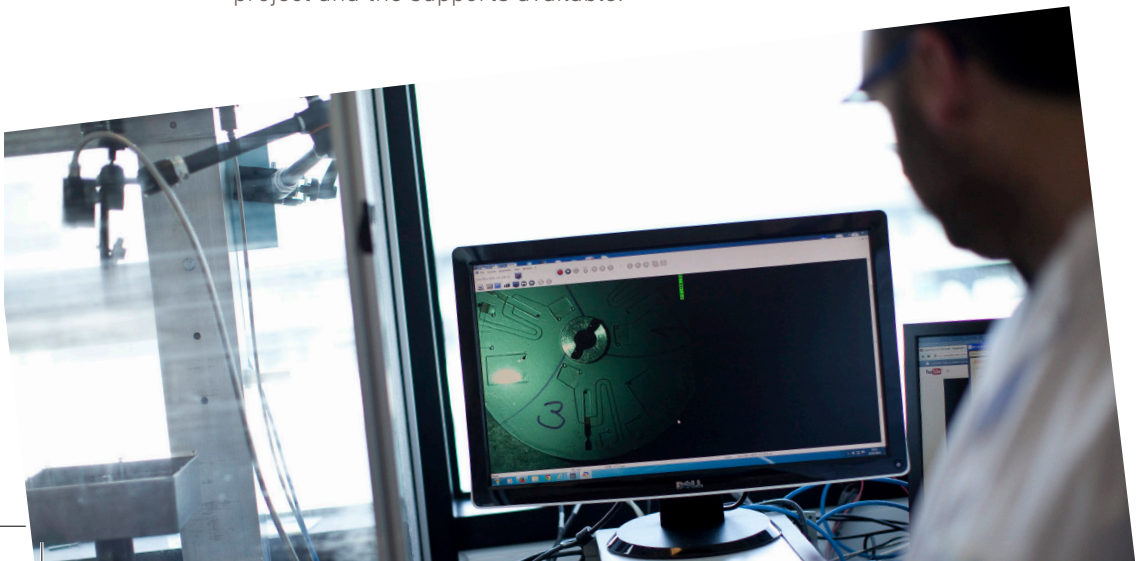
What happens when I receive funding?

Let us know! We can help publicise your success via our newsletter and social media channels.

Part of the service in Research Support is to review contracts and acceptance letters. Individual DCU researchers do not accept awards in their own name. Instead, the institution of DCU accepts on their behalf. When you receive research funding or an award, contact Research Support and we will liaise with you to organise legal acceptance of the award.

Once Research Support has organised sign-off of the award by both DCU and the funder, we will set up the award on the DCU system and the Principal Investigator on the project will receive an automated email letting them know that their research account has been created.

The following chart illustrates the life cycle of a research project and the supports available.

Research Project Life Cycle

Pre-Award

Identify Funding	→	**Research Professional/Research Support/Principal Investigator**

↓

Write Research Project and complete application form	→	**Support from Research Support/ R&I Hub team/DCU Invent:** • Eligibility • IP issues • Proposal sections: impact, management, budget, etc. • Ethical approval • Supporting documentation

↓

Submission to RIS/Finance system for Institutional approval	

↓

Approval Submission to Funding Body	→	**Submission** by Principal Investigator

↓

Post-Award

Confirmation of Award	→	**Support from Research Support/ DCU Invent/Finance Office:** • Contract negotiation • Budget amendments • Ethical approval

↓

Acceptance of Award	

↓

Project Financial Account Set Up	→	**Research Support signs off on award/award set up**

↓

Project Live	→	**Principal Investigator:** • Progress reports • Financial reports • Financial/Ethical responsibility • Management • Publication of results • Response to external audits **Support from Finance Office:** • Financial reports • Claims • Transfers to collaborators

↓

Project Ends	→	**Principal Investigator:** • Project & Financial report **Support from Finance Office:** • Assistance with Financial report • Project closure • Overhead distribution

How do I measure the reach and impact of my publications?

DCU values the dissemination of research in a diversity of ways, including, but not limited to, publication in: scholarly books, chapters, journal articles, conference proceedings, commissioned reports, reviews; in the form of educational resources; or through creative/arts-based works, public exhibitions and performances. Furthermore, DCU recognises the 'reach' of research through professional journals and magazines.

The DCU Library, in collaboration with other Irish universities, has created an excellent online resource to help academics and early career researchers to understand the impact of their research and to understand bibliometrics. The link is available on the DCU Library website.

Bibliometric analysis can help you to:
→ **Access your own research performance**
→ **Evaluate and track the impact of your published research**
→ **Identify journals with the greatest impact in your research area**
→ **Support applications for promotion and grant funding**
→ **Identify potential collaboration opportunities with other researchers**
→ **Enhance the international reputation of yourself, your School or Centre, and your Institution by showcasing your citations**

What is SciVal?

DCU has a subscription to **SciVal,** which is a user-friendly tool used to gather bibliometric data. SciVal uses data from Scopus and allows you to benchmark individual researchers, groups of researchers and institutions, based on a variety of different metrics including:

→ **Scholarly output**

→ **Citation count**

→ **Field-weighted citation impact**

→ **Outputs in the top percentiles**

→ **H-index**

→ **Journal count**

→ **Collaboration Impact, etc.**

To access SciVal, please visit www.scival.com

How do I publish my profile to the DCU website?

It is important to maintain your academic profile. You can publish your academic profile on the DCU website using **Research Engine.** This is an intuitive and easy-to-use system developed for DCU researchers to showcase their profile to peers, prospective and current students and wider society. You can find **Research Engine** in the Apps section on the DCU website or, for quick access, simply visit: dcu.ie/researchengine

If you require any assistance with the system, please email research@dcu.ie. For access to the Research Engine user manual and FAQs, please visit: www.dcu.ie/researchsupport

More questions? Check out our FAQ's page

If you have any questions please contact a member of the team or visit the Frequently Asked Questions section on the Research Support website, where you will find answers to a range of commonly asked questions including:

$\rightarrow$ **Where can I get my research published?**

$\rightarrow$ **How do I develop my proposal writing skills?**

$\rightarrow$ **How do I build a consortium/find partners?**

$\rightarrow$ **How do I access equipment or research facilities?**

$\rightarrow$ **How can I engage with enterprise?**

How do I contact Research Support?

Research Support is located on both the DCU Glasnevin and St Patrick's Campuses.

You can find us at:
DCU Glasnevin Campus:
Ground Floor, Invent Building

DCU St Patrick's Campus

To find details of Research Officers and their areas of responsibility, please visit:
http://www.dcu.ie/researchsupport/contact.shtml

For general queries, or if in doubt about who to contact, please email research@dcu.ie or call us on 01 700 8000.

invent DCU

INNOVATION & ENTERPRISE

DCU Invent's mission is to work with both external companies and our researchers to promote innovation, knowledge transfer and commercialisation of DCU innovations through licensing and start-up companies.

What is DCU Invent?

DCU Invent is DCU's Technology Transfer Office and we assist the research community in commercialising their research. As such, DCU Invent is responsible for managing DCU's Intellectual Property (IP) portfolio, coordinating and negotiating IP terms in all research agreements, commercialising technologies arising from DCU research and serving as a point of contact for industry seeking access to University research expertise, facilities, and technologies.

The DCU Invent team works closely with Research Support, as well as national funders such as Science Foundation Ireland and Enterprise Ireland, to promote successful commercialisation of DCU research and to encourage and establish R&D links with industry.

What is Intellectual Property and what are Intellectual Property Rights?

Intellectual Property (IP) is the general term for intangible rights that are a result of intellectual effort. An Intellectual Property Right (IPR) is the right to possess or control the use of intellectual property, such as trademarks, copyrights, patents and trade secrets/know-how.

An introduction and summary to IPR can be found on the DCU Invent website: www.dcu.ie/invent

Why is Intellectual Property important?

IP is important because it confers exclusive legal rights, which can be valuable. It can have significant commercial and financial benefits for individuals, companies and universities including:

→ **It converts knowledge into tangible assets which can be transferred, licensed and sold**

→ **It can generate significant royalty revenues for the university and inventors**

→ **It can act as an important product differentiator in the market place**

→ **It can provide a legal monopoly in technology niche areas**

What is DCU Invent's role in relation to Intellectual Property?

DCU Invent is responsible for the implementation of the university's policy on IP and drives the identification, protection and exploitation of intellectual property resulting from DCU research. DCU Invent offers advice in a number or areas including:

$\rightarrow$ **Identification, protection and exploitation of intellectual property**

$\rightarrow$ **Commercial aspects of research proposals & contracts**

$\rightarrow$ **Preparation of non-disclosure agreements, material transfer agreements and industrial research contracts**

$\rightarrow$ **Sourcing licensees for IP**

$\rightarrow$ **Negotiating licence agreements**

$\rightarrow$ **Establishing new companies**

Where can I find out more about DCU's IP Policy?

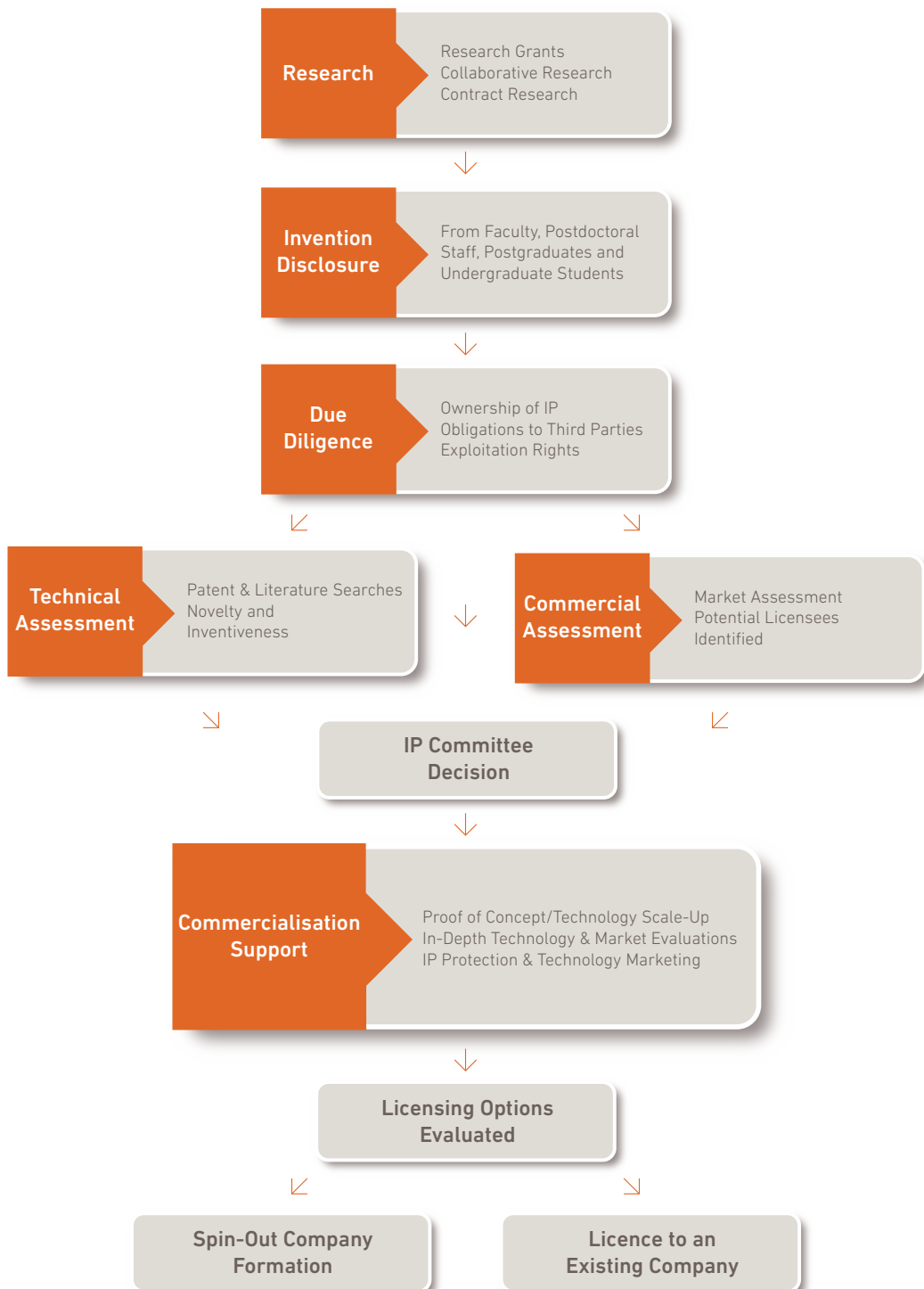For more information on DCU's IP policies, please visit the DCU Invent website: www.dcu.ie/invent

What is the Technology Transfer process in DCU?

Technology Transfer Process Outline

You have a bright idea which you believe has commercial potential. Where do you start? To assess the best route to exploit potential opportunities effectively, a commercialisation process has been set up as follows:

Research

Research Grants
Collaborative Research
Contract Research

↓

Invention Disclosure

From Faculty, Postdoctoral Staff, Postgraduates and Undergraduate Students

↓

Due Diligence

Ownership of IP
Obligations to Third Parties
Exploitation Rights

↙   ↘

Technical Assessment

Patent & Literature Searches
Novelty and Inventiveness

↓

Commercial Assessment

Market Assessment
Potential Licensees Identified

↘   ↙

IP Committee Decision

↓

Commercialisation Support

Proof of Concept/Technology Scale-Up
In-Depth Technology & Market Evaluations
IP Protection & Technology Marketing

↓

Licensing Options Evaluated

↙   ↘

Spin-Out Company Formation

Licence to an Existing Company

What is an Invention Disclosure form?

The purpose of the Invention Disclosure Form (IDF) is to record an invention so that DCU Invent can assess its patentability and commercial potential. The IDF is a series of questions that aim to extract the necessary information to enable DCU Invent to determine if the invention is patentable and has commercial potential. Due to the fact that public disclosures can significantly impact the ability to obtain patent protection, inventions should be disclosed to DCU Invent as early as possible prior to submitting or presenting research results for publication. Prior to completing the Invention Disclosure Form, it may be helpful to come and discuss your invention with a member of the DCU Invent team:
www.dcu.ie/invent/people

For researchers in the SFI Centres, your first point of contact should be your respective IP Manager. Instructions on how to complete an invention disclosure form, as well as the form itself, can be found on the DCU Invent website.

Does publishing affect obtaining a patent?

Do think carefully before you publish. The opportunity to seek patent protection can be lost by publication of the research prior to filing a patent application. If you are in any doubt, please contact a member of the DCU Invent team for advice.

How do I contact DCU Invent?

The team at DCU Invent is happy to talk to researchers at any stage of their research. In our experience, researchers who engage with us early in the process often attain the best commercial outcomes and further funding for their research.

For details of the DCU Invent team, please check our website www.dcu.ie/invent/people

You can find us at:
Invent Building,
DCU Glasnevin Campus.

For general queries, or if in doubt about who to contact, please email info@invent.dcu.ie
or call us on 01 700 7777.
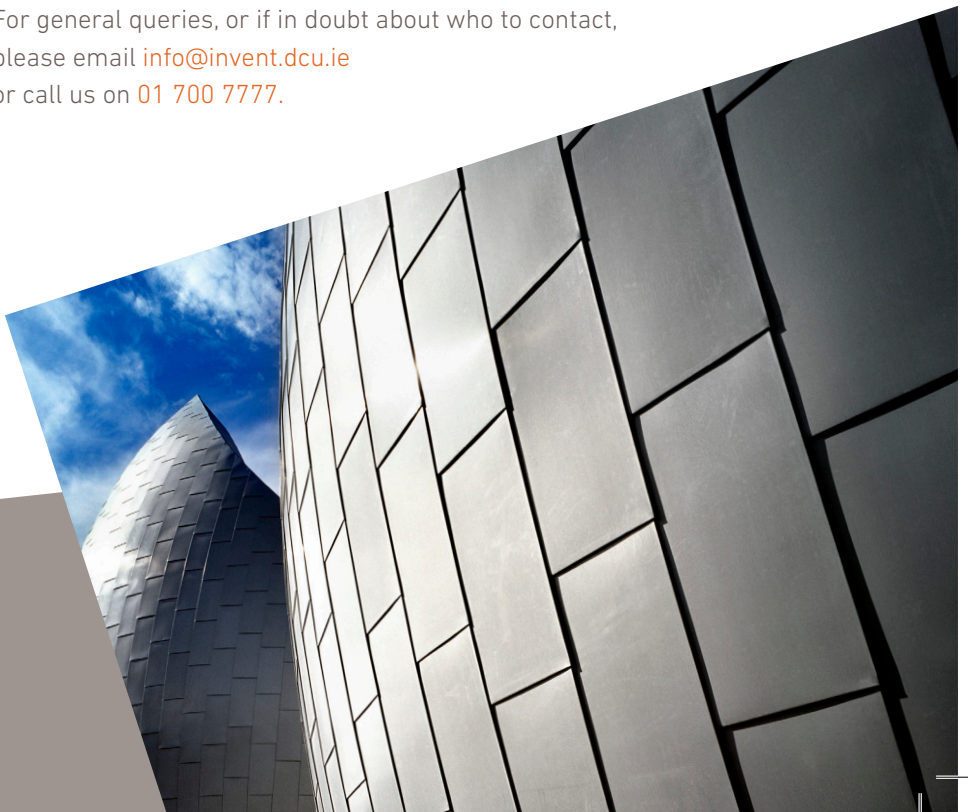
Dublin City University
Glasnevin, Dublin 9
www.dcu.ie

Research Support
01 700 8000
research@dcu.ie
www.dcu.ie/researchsupport

DCU Invent
01 700 7777
info@invent.dcu.ie
www.dcu.ie/invent