

Research Grants User Group (RGUG) Meeting
Tuesday 23rd May 2017, 10am – 11.30am
Dept of Engineering, Trumpington Street, Cambridge

MINUTES

1. **Minutes of Previous Meeting, 28th March 2017 - Jo Dekkers**
Agreed.
2. **Veterinary Medicine demo of their online X5 set up – Anna Davies**
3. **Research Operations Office Updates – Sarah Saemian & Jo Dekkers**
 - Royal Society Flexi-Grants System
Question regarding travel grants and if HoD approval is required prior to submitting to ROO?
ACTION: Sarah. Post meeting note -
International Exchanges have replaced travel grants. The HoD is asked to provide their details and confirm their support of the application, and that the applicant will be provided with space and facilities.
 - RPC Update (9 March 2017) – see PPT
 - ROO Office Review – see PPT
4. **PI Dashboard demo – Dawn Edwards**
Discussion and feedback including,
 - Is there an option to download/print or convert the information displayed on a page to a PDF from the grant finance information screen?
 - At the portfolio level, can the PI add up the amount of time they are spending on different grants?
 - Which grant applications will be displayed? Will the number of aborted attempts clutter the interface?
 - Can open access and open data can be included on the Funding Publications Tab?
 - If a PI sends a message from the dashboard to ROO, will the DA automatically be copied in?
 - Will it capture collaborations? COIs need visibility on their projects.
 - Resource summary view expenses – is this available to all?
 - Could you be enabled to impersonate another user in the system?

ACTION: Dawn to feedback at next meeting

5. Research Ethics - Rhys Morgan

See PPT

6. X5 – Gaynor Hollander

See PPT

7. AOB round the room – Jo Dekkers

Query re X5 Clinical Lecture Rates – awaiting pay scales from HR.

ACTION: Gaynor to follow up specific query with Dept of Surgery.

X5 Queries

- Is there a way you can find out who to contact within a department for collaborative costings?
- Could departmental contacts be included within ROO contacts page to help guide people with who they need to talk to?
- To avoid duplication, is there a way in X5 for it to search on title and funder to see if the project already exists? (i.e. alert “This is similar to ...”).
- When annual inflation happens can all cost categories be amended at the click of a button?
- Request for report functionality to allow a breakdown into Basic, NI and SA, at the moment have to use the “Breakdown by person” tab in order to get the correct figures.
- Can X5 requests for future developments be published?
- Could collaborators receive notifications when a costing is created?

ACTION: ROO to feedback at next meeting

Date of next meeting: Thursday 27th July 2018, 2pm - 3:30pm

Venue: Institute of Public Health, Addenbrookes Site

Attendees

Anita Gunadi	Architecture & History of Art
David Savage	Astronomy
Barbara Toninato	Chemistry
Howard Jones	Chemistry
Natalie Eddison	Clinical Neuroscience
Jackie Green	Clinical Neuroscience
Nicholas Ward	Computer Lab
Jonathan Foulkes	DAMTP
Craig Langton	Economics
David Carter	Education
Duncan McCord	Engineering
May Tu	Engineering
Louise Luke	Finance Division

Mike Sinclair	Finance Division
Joanne Vine	Fitzwilliam Museum
Sophia Caldwell	HSPS
Suzy Adcock	HSPS
Katie Jones	Judge Business School
Lorraine Dann	Materials Science & Metallurgy
Rebecca Convey	MML
Irina James	MRC MBU
Del Hawtin	Plant Sciences
Daniel Jones	POLIS & Sociology
Ulie Oyeniran	Psychiatry
Lisa Bentley	ROO
Jo Dekkers	ROO
Chris Farrah	ROO
Sara Hajnassiri	ROO
Gaynor Hollander	ROO
Sara Imarisio	ROO
Lelia O'Connell	ROO
Kate Parsley	ROO
Vibhuti Patel	ROO
Hannah Pawson	ROO
Sarah Saemian	ROO
Andrea Walker	ROO
Lisa Wears	ROO
Rhys Morgan	RSO
Philipa Moore	SCN
Rachel Blunn	SHSS
Daniel Starling	SHSS
Jennie Ryan	SHSS
Lila Tran	Surgery
Christine Molton	Translational Research Hub
Dawn Edwards	UIS
Jennifer Klatt	UIS
Will Russell	UIS
Anna Davies	Vet Med
Fiona Roby	Vet Med

Apologies

Suzy Adcock	Politics and International Studies
Shui Lam	School of Technology