MINUTES

1. Minutes of Previous Meeting, 28th March 2017 - Jo Dekkers
   Agreed.

2. Veterinary Medicine demo of their online X5 set up – Anna Davies

   - 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**

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<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Anita Gunadi</td>
<td>Architecture &amp; History of Art</td>
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<td>David Savage</td>
<td>Astronomy</td>
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<td>Barbara Toninato</td>
<td>Chemistry</td>
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<td>Howard Jones</td>
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<td>Natalie Eddison</td>
<td>Clinical Neuroscience</td>
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<td>Jackie Green</td>
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<td>Nicholas Ward</td>
<td>Computer Lab</td>
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<td>Jonathan Foulkes</td>
<td>DAMTP</td>
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<td>Craig Langton</td>
<td>Economics</td>
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<td>David Carter</td>
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<td>Louise Luke</td>
<td>Finance Division</td>
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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
Leila 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