**UNIVERSITY AND REGIONAL RESEARCH CENTRE REVIEW GUIDELINES**

The University and Regional Research Centre Review will take place every three years and is designed to explore the contribution of each University Research Centre and Regional Research Centre to the University, identify strengths and weaknesses, and promote constructive change.

The review process presents an opportunity to reflect on the centre’s activities over the previous three years and formulate a plan for the next three years. The spirit of the review will be formative and constructive.

**The review is a two stage process:**

**Stage 1**: A brief report to be completed using the pro-forma.

**Stage 2**: Centre Symposium to include a 10 minute presentation from the Centre Director(s) on the vision for the Centre, followed by a discussion with the review panel.

**Review Panel**

The review panel will comprise the Pro-Vice Chancellor Research and Deputy Pro-Vice Chancellor (Interdisciplinary Research), the Head of School and Director of Research and Knowledge Exchange of the host School, Assistant Head, International Liaison (Regional Research Centres only) and any other Heads of School and Directors of Research and Knowledge Exchange involved in the Centre.

The review panel will use the following information to review the Centre:

* The completed review form (to be completed by the Centre Director)
* Research Dashboard report on the Centre’s activities that will be provided by Sussex Research.
* The Centre’s website
* 10 minute presentation from the Centre Director

**Review Form**

The attached pro forma should be completed by the Centre Director and returned to Carly Brownbridge, C.Brownbridge@sussex.ac.uk.

**Research Dashboard Report**

You will be sent a report based on Research Dashboard data for the last three financial years based on membership information listed on your database Research Group record. The report will cover:

* A full membership list
* Applications, Awards, Income and Profiled Income
* Outputs as recorded on Sussex Research Online
* PG Researchers

This report will be circulated to the panel with your completed review form to be discussed in the Centre Symposium.

**Centre Symposium**

All University Research Centres will be reviewed across two days. Centre Directors should prepare a short presentation (strictly 10 minutes in length) for the panel. Following the presentation there will be a discussion and feedback session.

Core members are encouraged to attend the symposium in addition to the Centre Director.

Presentations should address the following:

* The Centre’s purpose and remit
* A summary of achievements of the Centre over the last three years
* The Centre’s strategic plans for the next three years

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| **PART 1: CENTRE DETAILS** |
| **NAME OF CENTRE:** |  |
| Centre Director: |  |
| Co-Director(s): |  |
| Host School: |  |
| Member/Associated Schools: |  |  |  |  |
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| **PART 2: MEMBERSHIP**Please provide a list of any additional members not included in your Research Dashboard Report.  |
| Core Members | Affiliated Members |
| Name | Position | Department | Name | Position | Department |
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| **PART 3: MAJOR ACHEIVEMENTS (maximum 2 pages)**Please document the Centre’s major achievements over the last three years covering the period August 2014 – July 2017 |
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| **PART 4: STRATEGIC PLAN (maximum 2 pages)**Please outline the Centre’s strategic plan for the next three years covering the period August 2017 – July 2020 |
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| **Please return the completed form to Carly Brownbridge,** **C.Brownbridge@sussex.ac.uk** |