

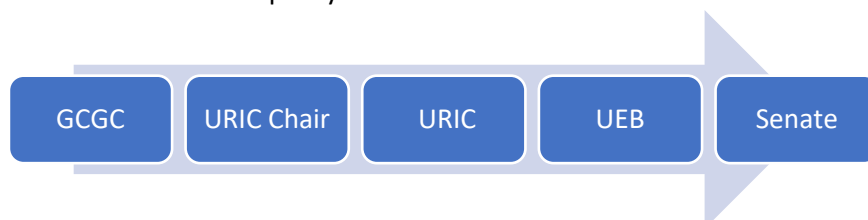
## Preparing Papers for the University Research and Innovation Committee 2025-2026

**Chair:** Maria Fasli  
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**Secretary:** Debbie Foy  
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SENATE meeting	URIC MEETING		
DATE	DATE	TIME	2PM PAPER DEADLINE for final versions of papers
12 November 2025	22 October 2025	14.15-16.45	8 October 2025
11 March 2026	19 November 2025	10.00-11.30	5 November 2025
	15 December 2025	9.30-11.00	1 December 2025
	19 January 2026	9.30-11.00	6 January 2026
	23 February 2026	13.30-16.00	9 February 2026
17 June 2026	25 March 2026	14.15-15.45	11 March 2026
	20 April 2026	9.30-11.00	9 April 2026
	18 May 2026	9.00-11.30	4 May 2026
November 2026	24 June 2026	11.30-13.00	10 June 2026

1. **Agenda setting.** Please contact the URIC Secretary if you have an item for the Committee; they will discuss it with the URIC Chair and confirm at which meeting your item will be considered, highlighting the relevant submission deadline.
2. **Requirements for policy related papers.** Please speak to the URIC Secretary if your paper concerns the creation of a new policy or revisions to an existing policy as the following governance route, introduced in May 2024, highlights the different teams/committees which will need to review the draft policy.



Before drafting a new policy or updating an existing one, authors should approach the University's Information Manager, Karen Blackman [K.Blackman@sussex.ac.uk](mailto:K.Blackman@sussex.ac.uk) to discuss their requirements; Karen can provide advice and assistance in relation to adherence to the University's Policy Framework (including whether or not the document you are drafting constitutes a policy), as well as on the use of the [University's Policy Template](#). These papers need to be reviewed by the URIC Chair before they are considered at URIC, then will be reviewed by the University Executive Board (UEB) before submission to Senate for final approval.

The URIC Secretary will liaise with the UEB and Senate Secretary on your behalf to confirm timelines.

3. **Deadlines.** The content of papers requesting URIC approval or endorsement, must be agreed by the URIC Chair in advance of the deadline stated in the table above. The 2pm deadline is for the submission of the final version of papers.

4. **Papers not received by the deadlines stated above will be considered at a later URIC meeting.**  
For the Committee to function effectively it is important that papers are circulated a week in advance to allow Committee members sufficient reading time. Your cooperation in submitting papers on time is appreciated.
5. **Requirements for sub-committees.** All URIC sub-committees are to provide an update for each URIC meeting; this should be a very brief summary of business from the last sub-committee meeting and/or of the work undertaken on behalf of the sub-committee since the last report. This information is combined by the URIC Secretary into 1 paper called 'Reports from URIC sub-committees'.
6. **Senate.** If your paper needs Senate approval, please ensure it is considered at an appropriate URIC meeting (see table above). Once approved at URIC, the URIC Secretary will confirm the subsequent deadline for Senate papers.
7. **Cover sheet.** All papers must use the URIC cover sheet which is available on the [URIC webpages](#). The template includes guidance on how to complete each section. Please do not insert N/A to any of the sections that authors are required to consider, e.g. risk analysis, academic freedom, value for money, equalities impacts, environmental impacts.
8. If URIC is being asked to approve changes to a document, please ensure that both the revised document and the original version with track changes are included as appendices.
9. URIC papers should be a maximum of 5 pages (excluding the coversheet and any appendices). Please discuss any exceptions with the URIC Secretary.
10. Please submit your paper in word rather than PDF in case the URIC Secretary needs to amend agenda numbers.

Debbie Foy  
23/06/2025