

Preparing Papers for the University Research and Innovation Committee 2026-2027

Chair: Maria Fasli
M.Fasli@sussex.ac.uk

Secretary: Debbie Foy
D.Foy@ssussex.ac.uk

SENATE meeting	URIC MEETING			
DATE	MEETING NUMBER	DATE	TIME	2PM PAPER DEADLINE for final versions of papers
11 November 2026	17	19 October 2026	10.00-13.00	7 October 2026
3 March 2027	18	16 December 2026	14.00-16.00	4 December 2026
	19	11 February 2027	14.00-17.00	29 January 2027
23 June 2027	20	14 April 2027	14.00-16.00	2 April 2027
	21	7 June 2027	10.00-13.00	26 May 2027

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. The URIC Secretary will confirm if your paper also needs to be submitted to UEB beforehand.
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 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 and the University Executive Board (UEB) before they are considered at URIC, after which they will be submitted to Senate for approval.

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

3. **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.
4. **Requirements for sub-committees.** All URIC sub-committees are to provide a written update for the October, February and June meetings; 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 a single paper called 'Reports from URIC sub-committees'.

5. **Requirements for Faculty Research and Innovation Committees.** Associate Deans Research and Innovation are required to provide a verbal update in October, February, and June, from their Faculty Research and Innovation Committee.
6. **Cover sheet.** All papers must use the latest Committee cover sheet which is available from the URIC Secretary or [General Counsel's 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.
7. **Deadlines.** The content of papers requesting URIC approval or consideration, 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.
8. **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.
9. 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.
10. URIC papers should be a maximum of 4 pages (excluding the coversheet and any appendices). Please discuss any exceptions with the URIC Secretary.
11. Please submit your paper in word rather than PDF in case the URIC Secretary needs to amend agenda numbers.

Debbie Foy
010/09/2026