

Sussex Research Culture Awards 2024 - Guidelines

The Research Culture Awards are an exciting initiative to recognise, reward and celebrate contributions to strengthening and growing our positive Research Culture here at Sussex. With eight awards available, the Research Culture Awards are for colleagues who have developed and implemented influential ideas and transformative ways of working across all disciplines and career levels, at any size or scale. A prize of £1,000 is available for each Award category. You can find further information about each award on our [webpage](#).

This guide is intended to support you in completing your entry form for the awards. Applications should be submitted by **29th April 2024** through the **Qualtrics forms** linked on our webpages.

Award categories

1. Interdisciplinary Collaboration Award
2. Openness in Research Award
3. Equality, Diversity and Inclusion in Research Award
4. Professional Services Research Culture Leadership Award
5. Early Career Research Leadership Award
6. Research Leadership Award
7. Ethical Research Award – PGR
8. Ethical Research Award – Staff research at any career stage

Award timeline

Entry form – opening date	Wednesday 13 th March 2024
Entry form – closing date	Monday 29 th April 2024
Shortlisting outcome	Late May
Awards Ceremony	Tuesday 18 th June 2024

Eligibility

- Entrants can only enter themselves for Research Culture Awards, they cannot nominate others or be nominated.
- Entries are encouraged from colleagues working on research in every discipline, each School, and from any academic pathway and career stage.
- PS staff are invited to enter the Ethics; Equality, Diversity and Inclusion; and Openness Awards (except members of Research and Enterprise Services who are involved in organising the awards).
- Only PS staff may apply for the Professional Services Research Culture Leadership Award.
- Only ECR staff may apply for the ECR Research Leadership award.
- There are two awards available for the Ethics category, one only post graduate researchers may enter, the other research staff at any career stage may enter.
- The lead entrant must be a current University of Sussex staff member and still expected to be in post by 31 December 2024. If applying for the PGR Ethical Research Award, the entrant must be an active student at Sussex.
- If you have previously won a Research Culture Award, any application to the 2024 Research Culture Awards must include substantially new information compared to your previous winning entry.

- If you are a reviewer for the 2024 Research Culture Awards, you cannot submit an application for the category that you have been assigned to review.

Qualtrics application form

- Entries are submitted through a Qualtrics form. On our webpage, please select your Award category and click the link to the relevant form. Each Award category has a tailored set of questions which are outlined, along with further criteria, later in this guide.
- As it is not possible to save and edit your application on Qualtrics, we recommend that you prepare your answers in a separate document and then paste directly into the Qualtrics form. All sections of the form are mandatory unless otherwise stated.
- There are three main sections for the entry forms:
 - 1) Key Information (standard across all forms)
 - Entrant details including name, school, work email, career status, etc.
 - 2) Award entry fields (will differ across the forms)
 - This is the main part of the form where you will explain why you should be considered for an award.
 - 3) Agreement (standard across all forms)
 - Confirming your attendance at the Award ceremony if shortlisted.
- If you are having any trouble accessing the Qualtrics form, please do email the Research Initiatives Team at research.initiatives@sussex.ac.uk and we can provide you with a Word Doc version.

Award process

- Entries will be shortlisted by a panel of reviewers comprised of both academic and professional services colleagues across Sussex.
- If shortlisted, you will be expected to attend the Awards ceremony (or arrange for someone to attend on your behalf). We will be contacting shortlisted entrants about attendance, dietary requirements and accessibility needs ahead of the Award Ceremony.
- We will be using information you provide in your Qualtrics form in publications or comms pieces before and after the Award Ceremony. You can discuss any confidential material with the Research Initiatives Team.
- There will be photography and filming at the Awards ceremony on Tuesday 18th June 2024.
- Prize funds will be allocated by 31 July 2024 and must be spent by 31 July 2025.

We look forward to receiving your entries for the Research Culture awards. If you have any further questions, please email the Research Initiatives Team: research.initiatives@sussex.ac.uk

Qualtrics Entry Form – Questions guide

Section 1: Key Information

Name of Principal Entrant (as you would like it to appear on a certificate)

- Please note that this information will appear in publications or comms pieces for the Award Ceremony.

Job Title of Principal Entrant

- Please note that this information will appear in publications or comms pieces for the Award Ceremony.

Work email

Would you consider yourself an Early Career Researcher?

- For the purposes of the Research Culture Awards, we are operating a **flexible definition of ‘Early Career Researcher’** which encompasses a wide range of individuals. For example, you would be considered an ECR (for this purpose) if one or more of the following applies to you:
 - If you started your career as an employed researcher and/or received your PhD within the last 5 years;
 - If you joined the University in a (salaried) role that involves conducting research in the last 5 years, and this is your first academic appointment;
 - If you have recently switched into a (salaried) role that involves conducting research (even if you previously held a teaching-focused role, and whether or not you obtained a doctorate prior to becoming a member of staff);
 - If you are a member of contract research staff, including if you are employed on a research award;
 - Examples of your job title might include (but aren’t limited to): Research Fellow, Senior Research Fellow, Postdoctoral Researcher, Research Assistant, Research Associate, Clinical Research Fellow.

Section 2: Award entry fields

Interdisciplinary Collaboration Award

- **Entry title**
 - This should be approx. **10-15 words**, summarising the entrant’s interdisciplinarity research achievement(s).
 - Please note that this information will appear in publications or comms pieces for the Award Ceremony
- **Simple description**
 - This should be approx. **50-100 words**, explaining the entrant’s interdisciplinarity research achievement(s) for a lay audience.
 - Please note that this information will appear in publications or comms pieces for the Award Ceremony.
- **Main text**
 - a) A brief summary of the background to this interdisciplinary research activity and the research (e.g. publications, funding) upon which it builds. Approx. **150 words**.
 - b) Details of work to date and any outcomes already achieved or planned including research outputs or funding applications. Approx. **200 words**.
 - c) A description of the value that the interdisciplinary collaboration has brought to the project, what it has enabled, what challenges have been overcome. Approx **300 words**.
 - d) An outline of the future research objectives, accompanied by a plan of research and engagement activities on which the £1000 would be spent. Approx. **250 words**.

- e) Details of the Sussex staff members involved, their role, career level, and a brief statement indicating how each contributes to the collaboration. Approx **50 words per staff member**; no overall max. number of staff.

Openness in Research Award

- **Entry title**
 - This should be approx. **10-15 words**, summarising the entrant's open research achievement(s).
 - Please note that this information will appear in publications or comms pieces for the Award Ceremony.
- **Simple description**
 - This should be approx. **50-100 words**, explaining the entrant's open research achievement(s) for a lay audience.
 - Please note that this information will appear in publications or comms pieces for the Award Ceremony.
- **Main text**
 - This should be approx. **500 words**. Entries should describe the entrant's relevant behaviours, competencies, activities and/or achievements (including illustrative examples) from the last 3 years (i.e. since June 2021).
 - Examples of the kind of open research practices we are looking for include:
 - using publication under an open license to disseminate research outputs (this may include a range of outputs – publications, data, software code, web resources, etc.);
 - disseminating research findings as a preprint, either independently of formal submission to a journal, or as part of a journal's open peer review procedure;
 - providing open peer review of manuscripts submitted under a formal peer review process managed by a publisher;
 - creating a public preregistration of a study design, or publishing a study as a Registered Report (<https://www.cos.io/our-services/registered-reports>);
 - incorporating open and participatory methods in the design and conduct of research (e.g., using open notebook methods, running a 'citizen science' project, etc.);
 - introducing open research concepts and practices into teaching and learning at an undergraduate or postgraduate level;
 - creating new tools or technologies (e.g., code, apps, open hardware) to facilitate open research (e.g., combining or repurposing datasets and other research outputs, or for mining content; building and/or using open hardware as part of a research project);
 - undertaking activities to develop the environment for open research (e.g. engaging in high-profile advocacy, participating in community initiatives, etc.);
 - publishing a data or software paper.

Equality, Diversity and Inclusion in Research Award

- **Entry title**
 - This should be approx. **10-15 words**, summarising the entrant’s EDI in research achievement(s).
 - Please note that this information will appear in publications or comms pieces for the Award Ceremony.
- **Simple description**
 - This should be approx. **50-100 words**, explaining the entrant’s EDI in research achievement(s) for a lay audience.
 - Please note that this information will appear in publications or comms pieces for the Award Ceremony.
- **Main text**
 - This should be approx. **500 word**. Entries should describe the entrant’s relevant behaviours, competencies, activities and/or achievements (including illustrative examples) from the last 3 years (i.e. since June 2021).
 - Entries are not expected to identify a specific training/development course or opportunity in advance, but are encouraged to briefly describe the area(s) in which the entrant is keen to develop.
 - The Awards will recognise work that may include, but is not limited to:
 - embedding equality, diversity and inclusivity into a research project or programme
 - activities or actions that aim to adapt or change procedures, policies or practices to make them more inclusive
 - creating a positive shift in culture by working to change systems and environments drawing on principles of equality, diversity and inclusivity
 - role models that create a sense of inspiration and motivation
 - initiatives or actions that help members of research teams from underrepresented groups feel welcome and included.
 - All applications will be judged on the following criteria:
 - The applicant’s contribution has led to meaningful change in the research or working environment.
 - The applicant has encouraged or led others to work together to remove barriers to ensure equality, diversity and inclusivity.
 - There is evidence of impact (this could include brief testimonials from colleagues) to support the case to recognise the applicant.

Professional Services Research Culture Leadership Award

- **Entry title**
 - This should be approx. **10-15 words**, summarising the entrant’s research culture leadership achievement(s).
 - Please note that this information will appear in publications or comms pieces for the Award Ceremony.
- **Simple description**

- This should be approx. **50-100 words**, explaining the entrant’s research culture leadership achievement(s) for a lay audience.
- Please note that this information will appear in publications or comms pieces for the Award Ceremony.
- **Main text**
 - This should be approx. **500 words**. Entries should describe the entrant’s relevant behaviours, competencies, activities and/or achievements (including illustrative examples) from the last 3 years (i.e. since June 2021).
 - Entries are not expected to identify a specific training/development course or opportunity in advance, but are encouraged to briefly describe the area(s) in which the entrant is keen to develop.

Early Career Research Leadership Award

- **Entry title**
 - This should be approx. **10-15 words**, summarising the entrant’s research leadership achievement(s).
 - Please note that this information will appear in publications or comms pieces for the Award Ceremony.
- **Simple description**
 - This should be approx. **50-100 words**, explaining the entrant’s research leadership achievement(s) for a lay audience.
 - Please note that this information will appear in publications or comms pieces for the Award Ceremony.
- **Main text**
 - This should be approx. **500 words**. Entries should describe the entrant’s relevant behaviours, competencies, activities and/or achievements (including illustrative examples) from the last 3 years (i.e. since June 2021).
 - Entries are not expected to identify a specific training/development course or opportunity in advance, but are encouraged to briefly describe the area(s) in which the entrant is keen to develop.

Research Leadership Award

- **Entry title**
 - This should be approx. **10-15 words**, summarising the entrant’s research leadership achievement(s).
 - Please note that this information will appear in publications or comms pieces for the Award Ceremony.
- **Simple description**
 - This should be approx. **50-100 words**, explaining the entrant’s research leadership achievement(s) for a lay audience.
 - Please note that this information will appear in publications or comms pieces for the Award Ceremony.
- **Main text**
 - This should be approx. **500 words**. Entries should describe the entrant’s relevant behaviours, competencies, activities and/or achievements (including illustrative examples) from the last 3 years (i.e. since June 2021).

- Entries are not expected to identify a specific training/development course or opportunity in advance, but are encouraged to briefly describe the area(s) in which the entrant is keen to develop.

Ethical Research Awards (PGR and Staff research at any career stage)

Applicants for these awards must have a proven history of engagement in research ethics within the University. Applicants should also include their Sussex Direct application number, if applicable.

- **Entry title**
 - This should be approx. **10-15 words**, summarising the entrant's ethical research achievement(s).
 - Please note that this information will appear in publications or comms pieces for the Award Ceremony.
- **Simple description**
 - This should be approx. **50-100 words**, explaining the entrant's ethical research achievement(s) for a lay audience.
 - Please note that this information will appear in publications or comms pieces for the Award Ceremony.
- **Main text**
 - a) Please summarise how good ethical practice has positively impacted your research and research ethics culture at Sussex. Approx. **500 words**.
 - b) Please describe your future ambitions in relation to good ethical practice and how the prize funding would contribute to achieving them within the context of your research goals. Approx. **250 words**.

Section 3: Agreements

I understand that if I am shortlisted, I am expected to attend the Research, Knowledge Exchange and Impact Awards ceremony (5-7pm, Tuesday 18 June, Attenborough Centre for the Creative Arts). If I am unable to attend, I have agreed with my colleague that they will attend on my behalf, and will accept my award if I win. (NB. Winners will be announced at this event and will not be notified in advance). Entrants will be notified if they have been shortlisted by mid-May.