

**Providing the most effective service:  
Special workshop for research support staff  
16/17<sup>th</sup> June 2011**

**Objective: to meet the needs of research support staff in their role as providing advice and support to academic staff who are making bids for research funding.**

**Participants are invited to bring copies of one or two draft or unsuccessful bids for use in the workshop, and to indicate special concerns. The programme will be modified to address those concerns.**

**INDICATIVE PROGRAMME**

**THURSDAY 16<sup>th</sup>**

11.00 Registration and coffee

11.15 Session 1      Join syndicates of academics to consider some draft/unsuccessful applications  
Plenary feedback on strengths and advice for improvement

12.15 Session 2      Presentation Sarah Andrew: Writing award winning grant applications  
Questions and discussion

12.45 Lunch

13.30 Session 3      Presentations: Sarah Andrew and John Wakeford: Check lists: writing and making applications; what to do if you are turned down

15.00 Tea.

Session 4      Syndicates of academics produce presentations: 'What we need from the research support system'

Action planning and evaluation

*(16.00 Departure of those attending 15/16<sup>th</sup> only)*

16.15 Session 5      Sharing agendas

16.30 Session 6      Presentation: research funding – the current context

Discussion

- 17.15 Mid course review, proposals for issues for evening and next day  
Break
- 19.00 Reception, dinner, evening session if required (eg discussion of diary of senior academic bidding for research funding)

## **FRIDAY 17<sup>th</sup>**

**(to be revised and refocused in the light of mid course review)**

- From 7.30 Breakfast
- 9.00 Syndicates: critical review of sample of research applications.  
Plenary feedback on how a research support office could contribute to improving them
- 10.30 Coffee
- 11.00 Presentation: Robert Crawshaw: Bidding experience and perspective of an academic  
  
Questions and discussion
- 12.30 Lunch
- 13.30 Syndicates: key components of an effective support system for successful bidding for research funds  
  
Plenary: syndicate presentations
- 14.30 Tea
- 15.00 Action planning: setting up the best system
- 15.45 Evaluation
- 16.00 Ends