**Individual Innovation and Research Plans 2017-18 - Guidance**

**Introduction**

This process enables you to request a research and innovation allowance that will be considered when determining your workload for the next academic year. All academic staff requesting a research and innovation allowance and all professorial staff should complete an IIRP application. Professors are not part of the Academic Workload process, but IIRP allows for feedback and guidance in allocating teaching. After the IIRP process the Faculty Head of Research & Innovation will pass feedback to the Head of School. No research and innovation allowances will be given unless supported by an approved IIRP. Members of academic staff who have a proportion of their time already allocated to on-going funded research projects need to complete an IIRP, but contract research staff working on specific projects with fixed-term contracts do not. VC2020 staff in their first or second year of appointment should refer to the full guidance on the webpages as to when they should apply. Please note that relevant UoA Coordinators will have access to these forms. Further detailed guidance can be found at [www.dmu.ac.uk/irp](http://www.dmu.ac.uk/irp)

**Submission instructions**

* **Please complete the IIRP form and return it to your Faculty Research and Innovation Office together with your up-to-date Research Record form (RRF). Please use the latest versions of both forms available from** [**www.dmu.ac.uk/irp**](http://www.dmu.ac.uk/irp)
* The IIRP form will need to be saved in Excel format to enable feedback from the panel to be incorporated; PDF documents will not be suitable.
* The deadline for the return of the forms is **Friday 31st March 2017 at 5pm.**
* **Please note that all completed outputs up to between 1st January 2014 and 31st March 2017 should be obtained from DORA directly**
	+ A report containing a list of these outputs should be **attached to your submission email along with the forms.**
	+ Go to [www.dora.dmu.ac.uk](http://www.dora.dmu.ac.uk) and click on reporting tool at the top of the page to produce a report (as a PDF) (your username and password are as for the DMU single sign-on)
	+ Staff who have started at DMU in the last 12 months may include a list of outputs published/produced since 1st January 2014 from another repository as appropriate
	+ Please note that all outputs to be included on DORA should be submitted to DORA by **15th March 2017** to enable them to be made live in time for them to be included on your reports by the IIRP deadline.
	+ Please contact acope@dmu.ac.uk if you are having difficulties

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| **Faculty** | **Contact Name**  | **Email address** | **Documents to be submitted** |
| Art, Design & Humanities | Hema Naran | adhresearch&innovation@dmu.ac.uk | IIRP form (excel)Outputs list (pdf from DORA)RRF form (word or pdf) |
| Business & Law | Jan Holland | bal.irp@dmu.ac.uk | IIRP form (excel)Outputs list (pdf from DORA)RRF form (word or pdf) |
| Health & Life Sciences | Danielle Beavon | danielle.beavon@dmu.ac.uk | IIRP form (excel)Outputs list (pdf from DORA)RRF form (word or pdf) |
| Technology | Anne Smith  | triosupport@dmu.ac.uk  | IIRP form (excel)Outputs list (pdf from DORA)RRF form (word or pdf) |

**IIRP Allowances for 2017-18**

As per the workload model, all academic staff receive a 10% allowance for research and scholarship. This allowance has rendered the lowest bands of the 2016-17 IRP allowances no longer relevant, as they are contained within the 10% allowance.

**Staff who consider this 10% allowance sufficient for their research and innovation needs are not required to apply for an IIRP in 2017-18.**

For those who wish for a time allowance greater than 10%, allowances will be awarded as follows:

1. Allowances above the base 10% will be given in hours rather than percentages. These will be in fixed blocks of 320 hours (approximately 20% of the notional 1569 hours in the new workload model).
2. It is anticipated that based on a successful IRP application, staff will be awarded 320 hours or, based on a strong performance and plan, 640 hours (in addition to the base 10%). In a handful of exceptional cases each year an allocation of 960 may be made.
3. Buy-out time from research grants and similar will be within these hours, where these are known at the time of application. Buy-out awarded after application will be dealt with in discussion with Heads of School and the Associate Dean of Research & Innovation.

**Therefore, when providing the requested allowance for 2017-18 please indicate if you require:**

1. **320 hours (on top of the 10%)**
2. **640 hours (on top of the 10%)**
3. **960 hours (on top of the 10%)**

**Please include known buy-out time in your calculations. (Please contact your RIO office to clarify this for the academic year 2017-18).**  Buy-out awarded after application will be dealt with in discussion with Heads of School and the Associate Dean of Research & Innovation.