

Research Engagement and Impact Office – Guiding Principles

- 1. Scope of Services:** We can support you to develop and plan your research engagement. We can support you to identify external stakeholders, sharing live research ideas with you from community stakeholders, and introducing you to them if we identify a common interest. We can assist you in planning research engagement activities. We can provide advice and support on impact planning for grant preparation and research projects. We can assist you in identifying potential impact pathways, grant writing assistance, and research impact assessment.
- 2. Access and Availability:** The office can be contacted via email or online through MS Teams, or by phone using the contact details on the bottom of this page. We can arrange in-person meetings across the entire university. Emails received on weekdays will be responded to within 48 hours; those received on weekends will be addressed within 48 hours of the following workday.
- 3. Confidentiality and Data Protection:** We understand that the grants and projects shared by you with this office contain sensitive information and intellectual property and so will not be shared with anyone else unless through agreement. We will adhere to data protection laws and relevant TU Dublin policies. If you are applying for a grant and seek our advice on your application, we will not apply ourselves to the same call, as our primary role is to support you, our colleague. In the unlikely event that you contact us after we have already initiated significant work on an application for the same call, we will advise you of our conflict of interest before we proceed any further.
- 4. Process and Timelines:** The earlier you engage with the office the more assistance we can provide but we appreciate that this is not always practical. To this end we will endeavour to provide as much support on engagement and impact as possible but to maximise our effectiveness we recommend early consultation.
- 5. Grant Application Support:** We can provide assistance with the engagement and impact sections of grant applications, including planning for, and maximising of, these two areas. We can assist with draft feedback as long as there is sufficient time between receipt of draft copies and any deadlines for final submission. We are cognisant of the need for timely support. We encourage you to review our Engagement and Impact resources on our website.
- 6. Training and Development:** We encourage you to review our schedule of activities which contains details of upcoming training events and workshops which aim to enhance your skills in areas related to research impact, engagement, and effective communication.
- 7. Feedback and Continuous Improvement:** We reflect and regularly seek feedback on our work, to keep learning and improving our services. We are always open to suggestions and encourage you to contact us with your thoughts on our supports, training events and workshops or what you'd like to see us run. Our contact details are at the end of this page.

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