

GUIDELINES FOR SCHOOLS ON THE PURPOSE, ESTABLISHMENT AND GOVERNANCE OF CENTRES OF EXCELLENCE

1. Introduction

1.1 In October 2021 the Research and Knowledge Exchange Committee approved revised

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- 4.6 A CoE Director will continue to report to the line manager of their substantive academic post usually the Head of School
- 4.7 Members of the CoE, including the Director, will continue with their normal activities within the terms of their contract, line management arrangements, and workload model as it is implemented within the relevant School(s). Members of staff will continue to carry out teaching activities, and be subject to the same expectations of staff who are not members of CoEs.
- 4.8 Members of CoEs will continue to have line management through their respective Schools and be expected to fulfil their School duties in the same way as Faculty who are not members of CoEs.

Annex 1: Centres of Excellence Guidance for applicants and application form

Annex 2: Metrics Table

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Annex 1: Centres of Excellence Guidance for applicants

1. Background

A new category of Research Grouping, Centres of Excellence, was approved by the University's Research and Knowledge Exchange Committee in October 2022. The purpose of establishing the Centres of Excellence (CoEs) category is a means to recognise internally-leading research and knowledge exchange activity which the University will actively promote to both internal and external audiences. CoEs are defined as the University's flagship pillars of research strength. They will:

- x Increase the University's national and international profile and reputation in distinct areas of research strength, thereby generating a much stronger climate for stimulating research opportunities
- x Be exemplars of best practice in creating and sustaining a positive and inclusive research culture and environment in which teams encompassing academic faculty, Early Career Researchers, technicians and students can be fully involved in the strategy and conduct of research, and develop their skills for future careers
- x Transcend disciplinary boundaries and share a common vision and an overarching and clearly defined set of research objectives
- x Act as a hub for a critical mass of researchers and students, ensuring a dynamic, sustainable research base and an active knowledge sharing platform and
- x Provide a collaborative and supportive environment that nurtures high quality, impactful research and knowledge exchange with international visibility.

A one size fits all approach will not be adopted, therefore CoEs differ in size and mode of organization depending on their subject and scope, however they are expected to realise the following objectives:

- x To undertake highly innovative and potentially transformative research that leads to significant advancement of capabilities and knowledge, consistent with the strategy of the University and the relevant School (and addressing topics of nationally and/or internationally recognised importance)
- x To be a beacon for creating and sustaining a positive research culture and environment which people can flourish
- x To enable researchers and students to work on large scale problems over, at least initially, a 5 year period
- x To provide high quality training environments for the next generation of researchers and students
- x To generate significant research funding, outputs, knowledge exchange and impact over the lifetime of the CoE
- x To develop relationships and build new networks with major national and international partners to help strengthen our research capability and achieve global competitiveness and recognition

All applicants must notify Debbie Foy D.Foy@sussex.ac.uk by 31 December 2022 of their intent to

continued relevance to School(s) strategy. Further details on the renewal process will be circulated closer to the first renewal date.

Outside of the midterm and renewal process, CoEs will be subject to periodic monitoring by their host School according to the usual School practice for monitoring Research Centres and Groups. CoE is a cross-school endeavour, the

Applicants should contact the University's Research Intelligence Advisor, Hayley Cordingley H.C.Cordingley@sussex.ac.uk to discuss support for producing responsible metrics data to support their application.

Applications should be submitted to Debbie Foy D.Foy@sussex.ac.uk by 12.00pm on Friday 13th April 2018.



APPLICATION TO ESTABLISH A CENTRE OF EXCELLENCE

Please refer to the [Guidance for Applicants](#) before completing this application form. Questions relating to the application form or the selection process should be directed to Debbie Foy at D.Foy@sussex.ac.uk

PART 1: COVER SHEET

Name, Title and Department of Centre Director:	
Name, Title and Department of Deputy and/or Co-Directors:	
Centre of Excellence Name	

PART 2: CASE FOR SUPPORT (maximum 10 pages)

Please refer to the [Guidance for Applicants](#) for advice on what these sections should include

Describe and evidence the importance of the research and provide an overview of the Centre's future plans (assessment criteria 1, 2 and 4)

Describe the Centre's Research Culture and future development plans (assessment criteria 3 and 5)

Provide an overview of the Centre's significant research funding over the last five years & describe how the CoE will make a major contribution to the next REF, as evidenced by outputs, impact cases (or potential for) and contributions to the research environment (assessment criterion 6)

Describe and evidence the impact of the Centre's relationships and networks with major national and international partners in strengthening its research capabilities

Annex2

Being mindful of using metrics responsibly, example areas that applicants for CoE status may choose to highlight in order to demonstrate excellence in the key criteria are given below. Research Metrics/~~Intelligence~~ tools and other potential sources that may be “mined” to help provide this information are given where appropriate below **in green**.

Criteria	Assessment detail	Exemplar information / metrics to support claim (NB if publication of research in documents is not the norm for your discipline, please help us create appropriate measures)	List of (5 10) world leading institutions / groups in the CoE area for comparison with	Information by which can determine excellence vs comparator international organisations in the same field ⁵
Collaborative and supportive environment				

- High quality research with high academic impact
- Generation and dissemination of research outputs that are deemed to be of high value and/or impact ***within the academy***
 - Quantity and quality of output from the Centre over a time period,
 - # papers from group of Researchers (

		- Altmetric measures e.g. mentions / citations in policy documents by different bodies in different world area (Altmetric Explorer) - general world “knowledge” sources e.g. news items / Wikipedia by different bodies in different world area (Altmetric Explorer) - Coauthorship of high level reports etc. - Coauthorship or development of toolkits, organisational processes/strategies, software - Community projects, with clear creation process		
Reputation and international visibility, and external engagement	- Demonstratable international excellence / reputation in area -	- Geolocation profile of who is citing outputs (SciVal; Altmetric Explorer) - Key contributions to sector exercises / rankings of importance to university (REF; THE; QS etc) being aware that CoE contributions may not align specifically with data gathering purpose - Participation in editorial boards; funding panels; plenary conference presentations; select committee presentations - Social media by different users around the world (Altmetric Explorer) - How many times research is mentioned, used, saved and shared on blogs, social media, TV and radio		