



The Office of Postdoctoral Affairs (OPdA) was established in 2013 as the lead University organisation relating to the postdoctoral community.

This was a recognition of the vital and growing significance of postdoctoral staff to the University's success – and part of major commitments that the University has made to postdoc support.

With its unique overview of the postdoctoral community in Cambridge and beyond, the role of the OPdA is to enable each individual postdoc to realise their potential in their own ambitions and in contributing to the University and society as a whole.

## Our aims are:

To provide a central point of reference for information about the situation and experience of postdocs to assess need, coordinate delivery and measure progress

To communicate to postdocs information about all the resources and opportunities that are available to them and how to access them

To ensure that postdocs and their families have access to a range of pastoral and other support relevant to their wellbeing

To ensure that postdocs have opportunities to develop their careers in different ways

To ensure that postdocs have opportunities to network as a community and are embedded as a cohesive part of the University community

To ensure that the importance of postdocs is recognised more widely and that postdocs are heard and represented at different levels of University governance and management

To create and support relationships between the University and industry, public and charitable sector that support opportunities for postdocs and create an entrepreneurial spirit

To ensure that the University meets or exceeds best practice in supporting postdocs

To facilitate the delivery of HR excellence to postdocs as a specific staff grouping.

## Providing information for postdocs

We work closely with other parts of the University, and information about all of the resources provided for postdocs, by the OPdA or others, is available on the OPdA website: [www.opda.cam.ac.uk](http://www.opda.cam.ac.uk). You will also receive a weekly bulletin email from us with details of upcoming events and opportunities particularly aimed at postdocs - if you do not wish to receive this you can unsubscribe at any time.

Of particular interest to you may be the **Postdoc Events Calendar**, found on the OPdA & PdOC websites, which collates most of the events organised across the University which are specifically tailored to postdocs.

We also operate the **Postdoc Centres**, based at the University's three main sites within the city. These centres provide free meeting rooms, event venues and quiet working spaces to postdocs. They host events, workshops, networking, and career development opportunities for postdocs. You can also drop in to see the OPdA team, who are based at Eddington and Mill Lane, if you need support or advice.

## Come and see us or get in touch!

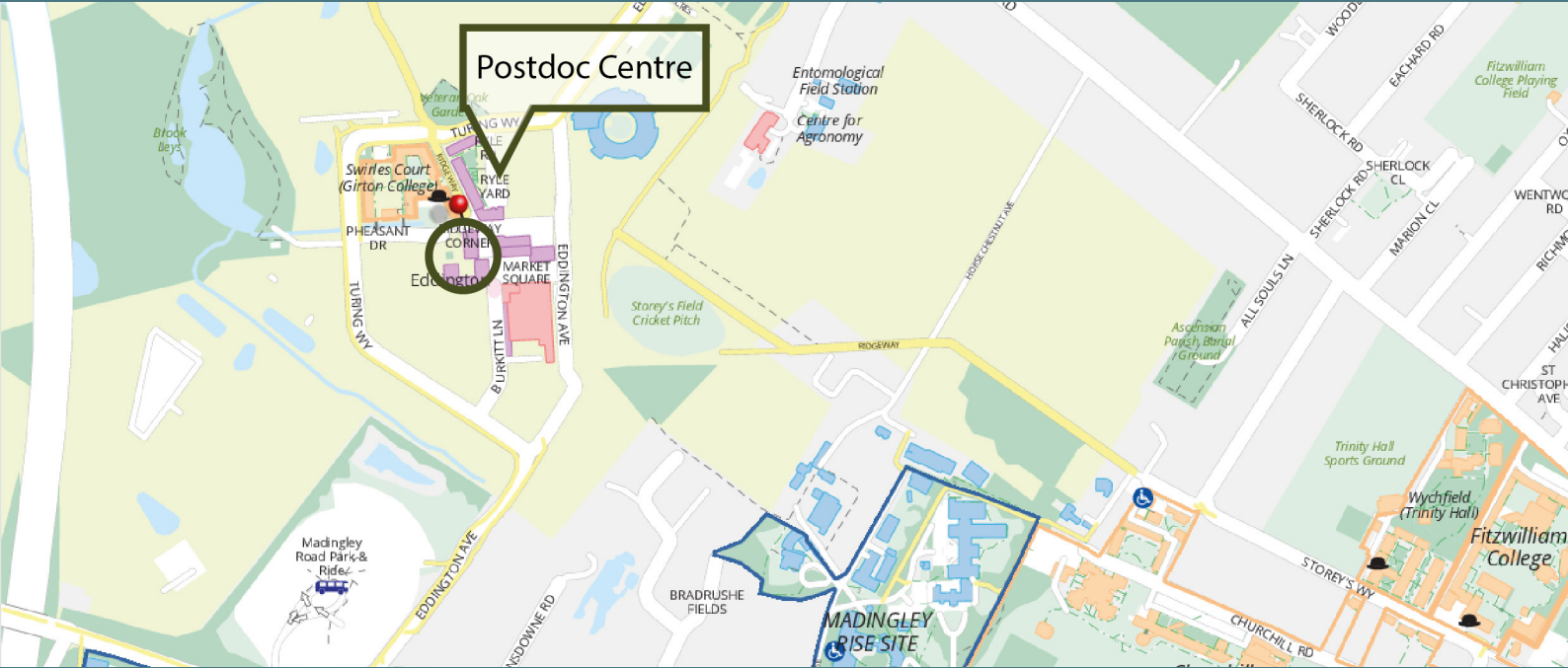
[contact.opda@admin.cam.ac.uk](mailto:contact.opda@admin.cam.ac.uk)

01223 336 661

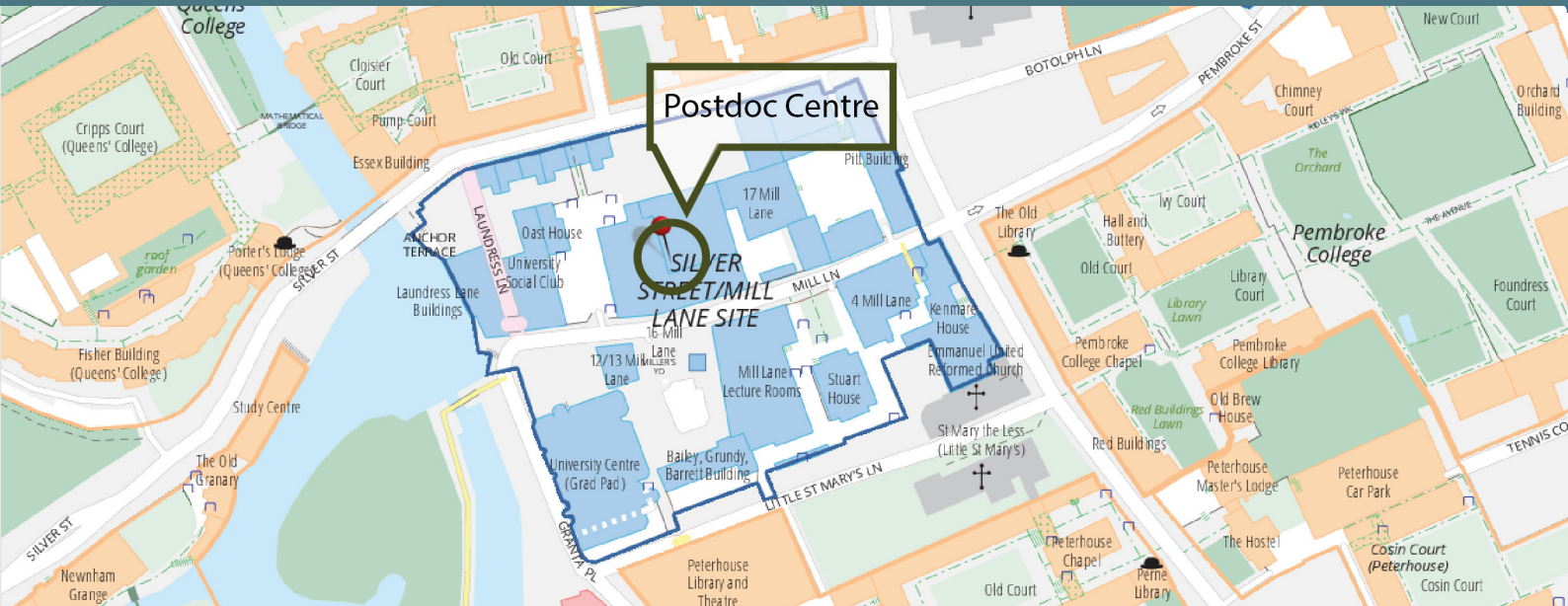
[@opdacam](https://twitter.com/opdacam)

[www.opda.cam.ac.uk](http://www.opda.cam.ac.uk)

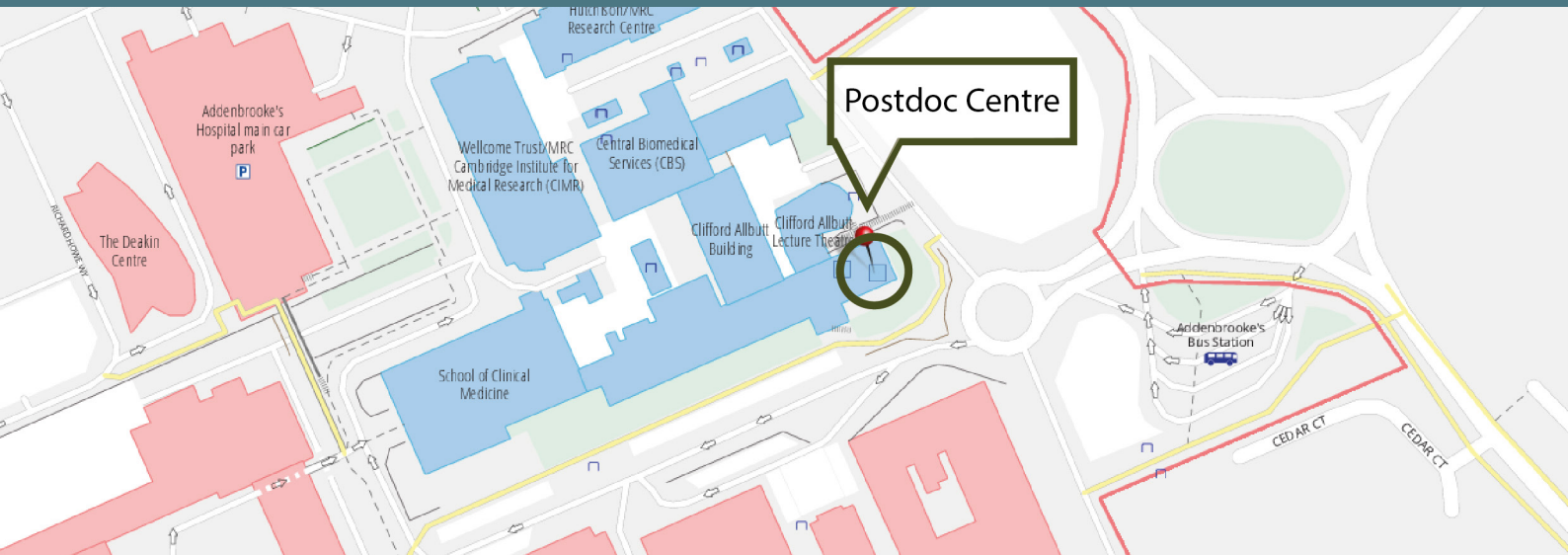
**The Postdoc Centre @ Eddington**  
105 Eddington Place



**The Postdoc Centre @ Mill Lane**  
16 Mill Lane, The Basement



**The Postdoc Centre @ Biomedical Campus**  
Clifford Albutt Building, Addenbrookes



## Office of Postdoctoral Affairs

The Office of Postdoctoral Affairs (OPdA) is here to help you make the most of your time as a postdoc at Cambridge. We provide information and resources to help with your career development, entrepreneurship, College affiliations, and many aspects of your life and work in Cambridge.

You can find a full listing of events and resources on our website, get in touch with us directly at **contact.opda@admin.cam.ac.uk**, or drop in to see us at one of the Postdoc Centres at the Biomedical Campus, Mill Lane, and Eddington.

We provide:

- free meeting rooms, event venues & quiet working spaces
- events, workshops, networking and career development
- support, advice and representation

We run induction sessions for new postdocs

You will also receive our weekly Postdoc Bulletin email with upcoming opportunities that we hope will be of interest to you.

## Mentoring for Researchers

In June 2016 the OPdA launched a pilot mentoring scheme for postdoctoral staff at the University of Cambridge. The scheme offers an individualised formal academic matching model with a mentor drawn from outside the core discipline area.

*"I thoroughly enjoyed it, I learned more from my mentee than they from me, I think!"*

*"We connected very well and it was clear for both of us what we were expecting from the mentoring programme. I don't have any problems talking to my mentor."*

**Look out for more information on**  
**[opda.cam.ac.uk/further-support/mentoring](https://opda.cam.ac.uk/further-support/mentoring)**  
**in 2017 if you would like to find a mentor through the scheme.**

**To find out more please email**  
**[mentoring.opda@admin.cam.ac.uk](mailto:mentoring.opda@admin.cam.ac.uk)**





UNIVERSITY OF  
CAMBRIDGE

### ACCESS INFORMATION

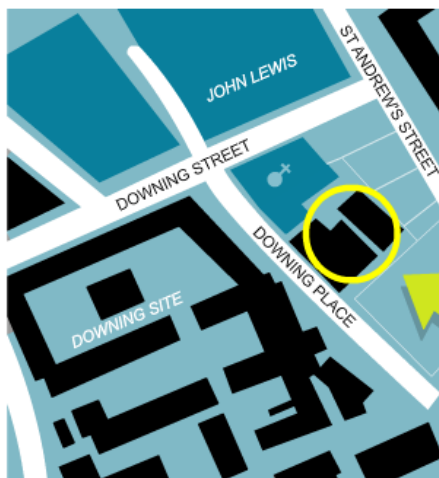
The Language Centre is fully accessible to wheelchair users. If you would like to discuss any other access requirements, please contact Advising Team using the details below.

For more information, visit [www.langcen.cam.ac.uk](http://www.langcen.cam.ac.uk)

Or contact us at:  
Language Centre  
Downing Place  
Cambridge CB2 3EL

Telephone: 01223 335058  
Fax: 01223 763618  
Email: [enquiries@langcen.cam.ac.uk](mailto:enquiries@langcen.cam.ac.uk)

### How to Find Us



John Trim Centre Opening Times:  
(Monday – Friday):  
Full Term and CULP Teaching Weeks:  
9am – 7pm  
Vacation: 9am – 5pm



# Postdocs of Cambridge Society (PdOC) Essential Guide for New Postdocs


## Quick Checklist:

- ☐ Sign up for the [PdOC Newsletter](#)
- ☐ Follow us on Twitter/Like us on Facebook
- ☐ Check your details in the [HR employee self-service](#)
- ☐ Set up your [Hermes email](#)
- ☐ Register for [CAMbensDiscounts](#)
- ☐ Look at your [Pensions](#) options
- ☐ Sign up for updates from [PPD](#), [RDP](#) and [Career Services](#)
- ☐ Subscribe to the [Reporter](#)
- ☐ Subscribe to announcements about [talks](#)

✉ [contact@pdoc.cam.ac.uk](mailto:contact@pdoc.cam.ac.uk)

💻 [www.pdoc.cam.ac.uk](http://www.pdoc.cam.ac.uk)

 Postdocs of Cambridge

 @CamPostdocs



Postdocs of Cambridge

## The Postdoc of Cambridge (PdOC) Society Essential Guide for New Postdocs

### Getting Started in Cambridge

Postdocs of Cambridge (PdOC) Society  
[pdoc.cam.ac.uk](http://pdoc.cam.ac.uk)

✉ [contact@pdoc.cam.ac.uk](mailto:contact@pdoc.cam.ac.uk)

Cambridge University Senior Society for all postdoctoral research staff at the University of Cambridge, its Colleges and Partner Institutions. All Cambridge postdocs are welcome to join activities and events and there is no membership fee. Sign up for our weekly newsletter!

Office of Postdoctoral Affairs (OPdA)  
[opda.cam.ac.uk](http://opda.cam.ac.uk)

In recognition of the importance of postdocs, the University established the OPdA to look after the interests of the community. OPdA hosts two Postdoc Centres at 16 Mill Lane and the Biomedical Campus (with a third opening at North West Cambridge in late 2017) where you can come for information, advice and various events.

Departmental Postdoc Committee Chairs' Network (DPCCN)  
[pdoc.cam.ac.uk/dpccn](http://pdoc.cam.ac.uk/dpccn)

The DPCCN is a joint initiative from the PdOC Society and OPdA. The network meets termly to provide a wide ranging, representative postdoc 'voice' to prioritise needs and contribute to the University wide strategy for postdocs.

Accommodation Service  
[accommodation.cam.ac.uk](http://accommodation.cam.ac.uk)

Register with the accommodation service to rent University owned accommodation, including at North West Cambridge, and search available properties from private landlords.

Newcomers and Visiting Scholars  
[nvs.admin.cam.ac.uk](http://nvs.admin.cam.ac.uk)

The Newcomers and Visiting Scholars (NVS) help newly arrived University members and visitors, along with partners and families, to settle in and find out more about Cambridge.

### Information for new staff

[hr.admin.cam.ac.uk/hr-staff/information-new-starters](http://hr.admin.cam.ac.uk/hr-staff/information-new-starters)

These pages aim to give you a flavour of the University, tell you what's available in terms of personal and professional development and the many benefits of working in Cambridge.

### Understanding the University

#### About the University

[cam.ac.uk/about-the-university](http://cam.ac.uk/about-the-university)

✉ [representation@pdoc.cam.ac.uk](mailto:representation@pdoc.cam.ac.uk)

A description of how the University works, term dates, history and much more.

#### University Lookup Service

[lookup.cam.ac.uk/](http://lookup.cam.ac.uk/)

Search for staff (by CRSid, name, role, phone number, etc) at the University.

#### Cambridge University Reporter

[admin.cam.ac.uk/reporter](http://admin.cam.ac.uk/reporter)

The official journal of the University of Cambridge. The Reporter appears on Wednesday each week during Full Term. It carries notices of all University business, Discussions, and Graces; Council and General Board decisions; as well as brief information on awards, appointments, and job vacancies. Subscribe to receive a weekly email!

#### Postdoc opportunities for College affiliation

[pdoc.cam.ac.uk/guides/PdOC\\_College\\_Affiliation](http://pdoc.cam.ac.uk/guides/PdOC_College_Affiliation)

✉ [college-affiliations@pdoc.cam.ac.uk](mailto:college-affiliations@pdoc.cam.ac.uk)

There are 31 independent and autonomous Colleges which form part of the Collegiate University. The majority of postdocs are not affiliated to a Cambridge College during their time in Cambridge, but there are increasingly many opportunities for doing so. The PdOC Society's guide is the most comprehensive overview.

## Human Resources Support/Information

Staff Guide for academic, academic-related and research staff.

[hr.admin.cam.ac.uk/hr-staff/information-staff/staff-guide](http://hr.admin.cam.ac.uk/hr-staff/information-staff/staff-guide)

Essential guide for research staff on key policies, practices, terms of employment and facilities.

HR Employee self service

[chris.cam.ac.uk/hr\\_live\\_ess/](http://chris.cam.ac.uk/hr_live_ess/)

Update your personal details and view your payslips online.

Pensions

[pensions.admin.cam.ac.uk](http://pensions.admin.cam.ac.uk)

[pdoc.cam.ac.uk/guides/PdOCUSSPensions](http://pdoc.cam.ac.uk/guides/PdOCUSSPensions)

You will be auto-enrolled into a pension scheme when you start, usually the USS. Here you can find information about your benefits and options.

CAMBens (Employee benefits)

[hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits](http://hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits)

University of Cambridge employee benefits includes health care cash plans, child care, bicycle and car hire schemes to shopping and insurance discounts.

Hermes webmail

[webmail.hermes.cam.ac.uk/](http://webmail.hermes.cam.ac.uk/)

All staff have access to a webmail account (CRSid@cam.ac.uk) that can be used on its own and/or forwarded to another institutional email account.

Childcare office

[admin.cam.ac.uk/univ/childcare](http://admin.cam.ac.uk/univ/childcare)

✉ [welfare@pdoc.cam.ac.uk](mailto:welfare@pdoc.cam.ac.uk)

The Childcare Office oversees the facilities and assistance offered to University staff and students with children.

## Health, Welfare and Safety

Occupational health

[oh.admin.cam.ac.uk](http://oh.admin.cam.ac.uk)

This service focuses on the prevention of ill health and promotion of health at work.

Disability Resource Centre

[disability.admin.cam.ac.uk](http://disability.admin.cam.ac.uk)

Provides information and advice on disability issues.

University Counselling Service

[counselling.cam.ac.uk](http://counselling.cam.ac.uk)

The Staff Counselling Service is available free of charge to all staff.

University Chaplaincy

[hr.admin.cam.ac.uk/hr-staff/information-staff/religion-or-belief/chaplaincy](http://hr.admin.cam.ac.uk/hr-staff/information-staff/religion-or-belief/chaplaincy)

The Chaplain to University Staff works in formal partnership with the University's Equality & Diversity Section and has forged links with the other University chaplaincies and faith communities across the city of Cambridge.

## University Research

Information for research staff

[cam.ac.uk/research-staff](http://cam.ac.uk/research-staff)

A guide specific to research staff including Living and working in Cambridge, Employment and Career Management.

Cambridge Enterprise

[enterprise.cam.ac.uk](http://enterprise.cam.ac.uk)

Works with members of the University to help commercialise their research and provide consultancy services to industry.

Talks.cam

[talks.cam.ac.uk](http://talks.cam.ac.uk)

If you want to know about talks in Cambridge that match your interests, talks.cam was created for you! Talks.cam provides a database of talks in Cambridge that anyone can browse and much more. Sign up to receive notifications of talks that you are interested in by email.

## Professional Development and Careers

Researcher Development Programme

[rdp.cam.ac.uk/postdocs](http://rdp.cam.ac.uk/postdocs)

✉ [researcher-development@pdoc.cam.ac.uk](mailto:researcher-development@pdoc.cam.ac.uk)

Include training in teaching, managing research projects, writing and in developing personal strengths in communicating and working with others.

Entrepreneurial Postdocs of Cambridge (EPoC)

[opda.cam.ac.uk/get-involved/epoc](http://opda.cam.ac.uk/get-involved/epoc)

With support from the OPdA, Judge Business School (CfEL), Cambridge Enterprise, and other prominent partners, EPoC aims to create awareness of entrepreneurial opportunities for postdocs.



## University of Cambridge Training Providers

[training.cam.ac.uk](http://training.cam.ac.uk)

This site provides a central point for staff and students of the University and its Colleges to search for and book onto a variety of training courses run by participating University training providers.

## Personal & Professional Development

[ppd.admin.cam.ac.uk](http://ppd.admin.cam.ac.uk)

There are training and development opportunities for all staff, from those new to working at Cambridge to those who are more established on their career pathway.

## Careers service

[careers.cam.ac.uk](http://careers.cam.ac.uk)

The Careers Service provides careers advice and information to all current University of Cambridge postdocs and contract research staff. Register to receive notifications of courses, workshops and events!

## Job opportunities in Cambridge

[jobs.cam.ac.uk](http://jobs.cam.ac.uk)

Listings of current University vacancies. If you are looking for a support staff role, you may be interested in the academic-related and/or assistant staff vacancies. You can also search for opportunities available within the 31 independent Cambridge Colleges.

## Travel

### Universal bus line

[environment.admin.cam.ac.uk/what-are-we-doing/travel/catch-bus](http://environment.admin.cam.ac.uk/what-are-we-doing/travel/catch-bus)

The Universal bus service links Madingley Park and Ride with West Cambridge, the railway station and the Cambridge Biomedical Campus (including Addenbrooke's Hospital). Discounts apply for University card holders; show the driver your card and pay just £1 per journey (price current as of March 2017).

### University Cycle to Work Scheme

[hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/travel/cambens-cycle-work-scheme](http://hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/travel/cambens-cycle-work-scheme)

The "Cycle to Work" initiative enables employers to lease bicycles and associated safety equipment to their employees through what is called salary sacrifice. More information about cycling in Cambridge is also available on this website.

## University discount on train season ticket

[environment.admin.cam.ac.uk/what-are-we-doing/travel/train](http://environment.admin.cam.ac.uk/what-are-we-doing/travel/train)

A 10% discount rate on the purchase of train season tickets and bulk-buy tickets is now available for staff of the University of Cambridge.

## Leisure and Sports

### Cambridge Sports Centre

[sport.cam.ac.uk/facilities/university-cambridge-sports-centre](http://sport.cam.ac.uk/facilities/university-cambridge-sports-centre)

This brand new sports centre contains a vast sports hall, housing two full-size courts for basketball, badminton, boxing, five-a-side football, volleyball, netball and other court games plus much more.

### Frank Lee Centre at Addenbrooke's

[frankleecentre.co.uk](http://frankleecentre.co.uk)

For postdocs based at the Biomedical Campus the Frank Lee offers gym and swimming facilities for staff at Addenbrooke's Hospital.

## Miscellaneous/Other Information

### Cambridge University and College Union

[ucu.cam.ac.uk](http://ucu.cam.ac.uk)

Cambridge UCU deals with issues important to our membership at local and national level. UCU negotiates nationally on pay and conditions and protecting your pensions, improving conditions for contract staff, and restructuring of grades.

### Cambridge AWiSE

[camawise.org.uk](http://camawise.org.uk)

Cambridge AWiSE is a regional network that brings together women with common interests and act as a source of support, information and inspiration. AWiSE members work both in industry and academia, or are women returning to a STEM career after a break.

### Equality and Diversity and Athena SWAN

[equality.admin.cam.ac.uk/](http://equality.admin.cam.ac.uk/)

The University of Cambridge is committed to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity. The University of Cambridge was a founder member of Athena SWAN Charter and the University won its first award in the inaugural round of March 2006.

# How can the **Environment & Energy Section** help you?



Environment team | Energy and Carbon team | Transport team



THE CAMBRIDGE *green*  
**CHALLENGE**

## Environment and Energy Section

**Environment** – waste, sustainable buildings, Green Impact, leaving labs.

**Energy and carbon** – funding and advice on building and lab energy efficiency measures.

**Travel** – travel planning, Universal bus, pool cars and bikes.

## Contact us

**Travel related queries** – [travel@admin.cam.ac.uk](mailto:travel@admin.cam.ac.uk)

**All other queries** – [environment@admin.cam.ac.uk](mailto:environment@admin.cam.ac.uk)



THE CAMBRIDGE *green*  
CHALLENGE



[www.environment.admin.cam.ac.uk](http://www.environment.admin.cam.ac.uk)



@CambridgeSust



[www.facebook.com/CUenvironment](https://www.facebook.com/CUenvironment)



# Group Activities

All members are welcome to join the groups listed below. For further information come along to one of the Tuesday morning meetings or check our website for dates and times.  
Contact [nvs.enquiries@admin.cam.ac.uk](mailto:nvs.enquiries@admin.cam.ac.uk) to register your interest.

**Art & Reading Group** Co-ordinators: Tom Baer & Antonia Schaller  
10 am–12 noon, Graduate Union in 17 Mill Lane, 🧑🏻 for children aged 6 and under with accompanying adult.

**Book Group** Co-ordinators: Lindsey Payne & Marianna Fletcher Williams

**Cambridge Connect** Co-ordinators: Karina Wells & Simone Castello  
How to connect with Cambridge’s professional environment. Email Karina to join: [karina.wells@ntlworld.com](mailto:karina.wells@ntlworld.com).

**Cinema & Drama Group** Co-ordinator: Elfrida Heath  
Meets at a cinema or theatre for chosen performances, followed by informal discussions in a local café.

**Cookery Group** Co-ordinators: Elsa Strietman & Naheed Kandil  
Cooking at home with shared recipes. Cost £5.00–£8.00 depending on ingredients.

**Cultural Discussion Group** Co-ordinator: Samantha Sintes  
Thursday 10 am–12 noon during term time. Discussions on various topics and issues from a multicultural perspective. OPdA Centre, 16 Mill Lane – basement.

**Eddington Group** Co-ordinator: Melendra Sutliff Sanders  
Volunteers and local residents will meet once or twice a month for conversation and English improvement. Children welcome. Meet in the OPdA Centre, 105 Eddington Place.

**English Language Conversation Group** Co-ordinators: Gill Maynard and Christopher Johnson  
Tuesday during term time 9.45-10.45 am. University Centre, Dining Hall, 2nd floor.

**From Spade to Plate** Co-ordinator: Karina Wells  
Sowing, growing and harvesting fruit and vegetables from the garden to create a delicious vegetarian meal to share with the group in Karina’s kitchen. Held twice a week. Cost £5.00.  
Email [karina.wells@ntlworld.com](mailto:karina.wells@ntlworld.com).

**Knitting Group** Co-ordinator: Janet Edwards  
Thursday 10 am–12 noon all year, even outside term time. The Community Room at West Cambridge, Charles Babbage Road, CB3 0FS.

**Pub Walk** Co-ordinator Christopher Johnson  
Walk to a traditional Pub in Cambridge.

**Tea Parties** Co-ordinator: Alice Fleet  
Afternoon Tea. Traditional English tea parties 2 or 3 times a term.

**Walking Group** Co-ordinator: Liz Hodder  
Tuesday during term time. A guided walk around the city centre with an NVS City Blue Badge Guide. Start time varies and is announced during the morning meeting.

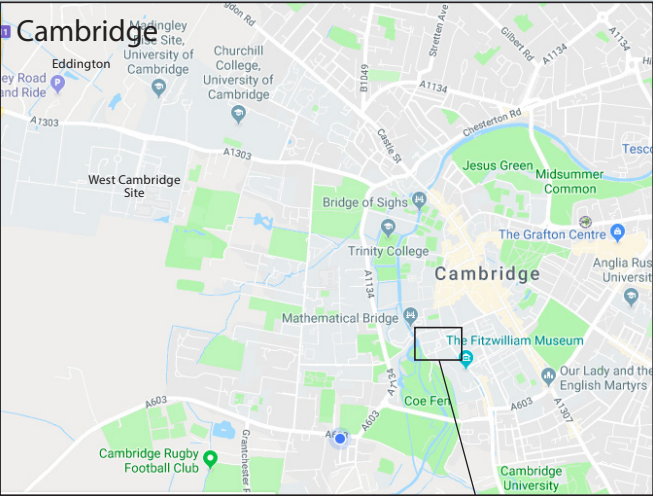
**Yoga Class** Co-ordinator: Margaret Schofield  
Tuesday 2.00 pm–3.00 pm during term time. £3.00 if booked ahead or £4.00 at the class.

# Contact us

Email [nvs.enquiries@admin.cam.ac.uk](mailto:nvs.enquiries@admin.cam.ac.uk) with any queries relating to NVS and its activities.

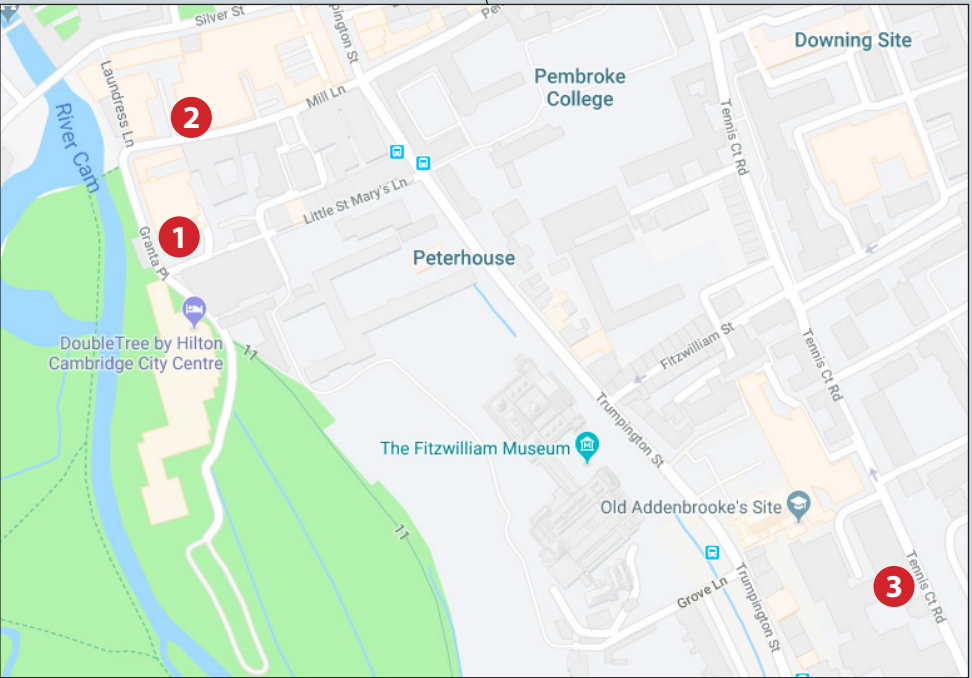
Call **01223 761594**

Visit [www.nvs.admin.cam.ac.uk](http://www.nvs.admin.cam.ac.uk)



## Key locations

- 1 University Centre  
Granta Place  
Cambridge CB2 1RU
- 2 16 Mill Lane  
Cambridge CB2 1SB
- 3 Kellet Lodge  
Tennis Court Road  
Cambridge CB2 1QJ



# Newcomers and Visiting Scholars

## Events Programme – Lent Term 2019 Tuesday 15 January to Friday 15 March



## Join NVS today





# Welcome to Newcomers and Visiting Scholars

## Join today!

We welcome those who are attached formally to the University of Cambridge, including their spouses, partners and family members, especially those who are new to Cambridge.

## How to get involved:

- 1. **Register** with us to become a member and to receive email updates at [www.nvs.admin.cam.ac.uk](http://www.nvs.admin.cam.ac.uk). There is no charge for membership.
- 2. **Join our facebook group** (search: **nvsunicam**)
- 3. **Join us on Tuesday mornings** at the University Centre for coffee, English Language Conversation, and a talk given by a different speaker every week during term time at Granta Place, CB2 1RU. Read more in the programme or on the website.
- 4. **Book a place** on one of our events or group activities, run by our wonderful volunteers. These are listed on our programme and our website. Email [nvs.enquiries@admin.cam.ac.uk](mailto:nvs.enquiries@admin.cam.ac.uk) to register your interest and book tickets.



# Tuesday Welcome Mornings are open for all at the University Centre, Granta Place, CB2 1RU – no booking required

- 09.45 am English Language Conversation group begins.
- 10.30 am **Welcome and Registration: meet the volunteers and group leaders. Refreshments, information stalls, book lending, children’s play area.**
- 11.30 am **Talk begins (see details below).**
- 12.30 or 1 pm **Walking Group – a free guided walk around the city and colleges, the start time will be confirmed on the day. Meet in the main entrance.**

## Tuesday talks 🧑🏫 Children welcome

Talks in the University Centre take place between **11.30 am-12.00 pm** No booking required. Outside term time informal meetings continue every Tuesday from 11.00 am in the Granta Lounge.



**15 January**  
**The Fitzwilliam Museum: A collection of jewellery and metalwork from the turn of the 20th century.**  
An unusual friendship: the jewellery of Charles Ricketts and Michael Field. Helen Ritchie, Fitzwilliam Museum.  
*Enamelled gold pendant designed by Charles Ricketts and made by Carlo & Arthur Giuliano, 1901. ©The Fitzwilliam Museum*

**22 January**  
**The Inclusive Cambridge Experience: How to make your mark!** Collaboration and connection creates success with engagement between residents, employees, academia, business and Government. Faye Holland, Founder & Director, Cofinitive Ltd,

**29 January**  
**Saving the Children: Cambridge and refugees from Spain, 1937-39.** Mike Levy, freelance educator, playwright and journalist.

**5 February**  
**The Port of Cambridge and its Trading History.** Cambridge was a wealthy and thriving port. It was a powerfully rich trading and commercial centre that was more famous than the University. What stopped it? Vanessa Burkitt.

**12 February**  
**My Year in Cambridge.** 剑桥访学时光 . Yunyan He, NVS Visiting Scholar, Post-doc Researcher, Associate Professor & Master Supervisor at Guangxi University for Nationalities.

**19 February**  
**Discover your unique, authentic personal brand.** How gaining clarity on what YOU stand for will enhance your relationships and your life. Jill McCulloch.



**26 February**  
**Dirty Art: How London Fog became more respectable.** Dr C.L. Corton, (Lady Evans) cultural historian.

**5 March**  
**The Empty Common Community Garden.** A green oasis in Cambridge, growing vegetables, fruit and flowers, for people of all ages and abilities. Simone Castello, NVS volunteer.

**12 March**  
**The Office of The High Sheriff of Cambridgeshire.** The ancient Office of High Sheriff is an independent, non-political Royal appointment for a single year dating back over 1,000 years to Saxon times. Mrs Penelope Walkinshaw.

# Special events and trips

Contact [nvs.enquiries@admin.cam.ac.uk](mailto:nvs.enquiries@admin.cam.ac.uk) for details.

**Monday 4 February & Monday 4 March**  
**Art and reading group for accompanied young children.** Creative art, singing and story reading with Tom Baer & Antonia Schaller. Graduate Union Building, 17 Mill Lane CB2 1RX. 10.00 am-12.00 noon. Free. 🧑🏫

**Wednesday 6 February**  
**Visit the Perne Library, with Scott Mandelbrote, Fellow of Peterhouse.** One of the oldest surviving libraries in Cambridge, containing medieval manuscripts and books printed in the fifteenth and sixteenth centuries. They contain a large portion of the libraries of two of the greatest bibliophiles of early modern England: Andrew Perne and John Cosin. [www.pet.cam.ac.uk/perne-library](http://www.pet.cam.ac.uk/perne-library) <https://perneward.wordpress.com> Meet at Porters’ Lodge, CB2 1RD. 2.00 pm. £3.00.



**Saturday 9 February**  
**Train trip to Ely.** Meet Liz Hodder at 10.00 am at Cambridge Station for a day trip to the famous city of Ely. Visit includes a guided history walk by the river (ducks to feed!) and through the city and market, a tour of the Cathedral, lunch together and free time to wander. You will pay for your own train fares, food and entry fees where necessary. 🧑🏫

**Monday 11 February**  
**King’s College Provost’s Lodge and Chapel.** Coffee with Julia Proctor in the Provost’s Lodge and visit the famous Chapel. Meet at the Porters’ Lodge at 10.30 am. £3.00. 🧑🏫

**Wednesday 27 February**  
**Scott Polar Research Institute (SPRI).** The Polar Museum. Explore a wide range of objects from Antarctica. View the Polar Encounters exhibition featuring 200 years of Arctic art by Inuit artists and European travellers. For the communities who have lived in the Arctic for thousands of years, the polar regions are homely, while for European explorers first encounters with the far north felt bleak and difficult. Meet at 1.30 pm. The Polar Museum, Lensfield Road, CB2 1ER. £3.00. 🧑🏫

**Thursday 28 February**  
**Corpus Christi Parker Library with Dr Anne McLaughlin.** A jewel in the Corpus crown. The historic library is a treasure trove of rare medieval and Renaissance manuscripts and early printed books. Meet at the Porters’ Lodge, Trumpington Street, CB2 1RH. 2.00 pm. £3.00. 🧑🏫



**Wednesday 13 March**  
**International Lunch.** Bring a dish to share, preferably from your home country, for a cold buffet. St Columba’s United Reformed Church, Downing Place, CB2 3EL. 12.00 – 2.00 pm. Free. 🧑🏫

**DATE TO BE CONFIRMED**  
**Visit King’s College Chapel for evensong, followed by a pub visit.** 🧑🏫 (must be over 6 years old).

# UPCOMING EVENTS

## JANUARY–MARCH

### 2019

For information and bookings  
[www.equality.admin.cam.ac.uk/events](http://www.equality.admin.cam.ac.uk/events)





## INTRODUCTION TO TRANSFORMATIONAL LIFE COACHING

**17 January | 12.00 – 1.00pm | Norwich Auditorium, Roger Needham Building**



**Nest Coaching** will outline the differences between therapy, counselling and coaching, demonstrating how coaching can be used purposefully and positively in people's lives. Attendees will have the opportunity to experience some of the techniques used in coaching practice.

## WHERE DO YOU DRAW THE LINE?

**24 January | 12.00 – 2.00pm | Lecture Room 5, 8 Mill Lane**



Delivered in a safe and supportive environment, this open session gives individuals the opportunity to learn about the different factors that might create and perpetuate a work environment in which harassment and bullying occur, and strategies for how to address this.

## HOLOCAUST MEMORIAL DAY LECTURE: TORN FROM HOME

**28 January | 12.00 – 1.00pm | Hicks Room, The University Centre**



HOLOCAUST  
MEMORIAL  
DAY 27/1

**Rabbi Mordechai Zeller** will explore the complex issues of identity, faith, and belonging in these somewhat turbulent times. The lecture will provide space to discuss how to progress towards a more inclusive environment where people of different faiths, races, ethnicities and nationalities feel they truly belong.

## WOMEN'S STAFF NETWORK: CAREER CONVERSATIONS

**29 January | 12.00 – 1.00pm | Clinical School**



Join us for another WSN event profiling the careers and progression of Cambridge women. **Dr Litsa Biggs** (Secretary to the Faculty of Clinical Medicine) and **Caroline Newman** (HR Business Manager for Clinical School) will describe their career pathways and the opportunities and challenges they have faced along the way.

## MAKING CHANGES – DEVELOPING AN ENTREPRENEURIAL MIND SET

**5 February | 12.00 – 1.00pm | Lecture Room 1, 8 Mill Lane**



How we view ourselves and the world around us impacts our ability to dream and achieve. This session thinks about how an entrepreneurial mind set can help you identify new opportunities, solve problems and make change in your working and personal life.

## ANNUAL BAME NETWORKING DINNER

**Date TBA | 7.00pm | Selwyn College**



Come to celebrate the ethnic diversity of the University community and connect with the University BAME Staff Network. Meet with colleagues of diverse ethnic backgrounds over an informal networking dinner in Selwyn College, hosted by the Master of Selwyn **Roger Mosey**.

## STRESS IN THE WORKPLACE

**12 February | 12.30 – 1.30pm | Seminar Room 3, Clinical School**



**28 March | 12.45 – 1.45pm | Counselling Service**



What happens in the body when we are stressed and what are the common symptoms that can occur? Attendees will learn how to differentiate between helpful and unhelpful forms of stress and how to identify their own personal work-based sources of stress.

## TRANS AWARENESS

**13 February | 12.30 – 1.30pm | Lecture Theatre 6, Department of Engineering**

This session will set the wider context for trans identities, provide greater understanding of the experience of trans people and explore uses of language and key terms such as cisgender, non-binary and transgender, all in a safe supportive environment.



## REPORTING RACISM AT CAMBRIDGE

**19 February | 12.00 – 1.00pm | Seminar Room B, 17 Mill Lane**

Talking about racism can be difficult, and you might not always know how to report it. Come along to find out about attitudes around racism, case studies about reporting, as well as the Collegiate and University systems in place to support and investigate racial discrimination and harassment.



## ANNUAL LGBT LECTURE: TRANS PEOPLE: FLASHBACK AND BACKLASH

**21 February | 5.30 – 6.30pm | McGrath Centre, St Catharine's College**

**Christine Burns MBE** campaigned for a quarter of a century for the civil rights of transgender people and has been involved with the community for more than 40 years. She is the editor of the recently published book 'Trans Britain: Our Journey from the Shadows' – a comprehensive account of the landmark events which shaped the transgender community over the last five decades.



## POSITIVE THINKING AND MEDITATION

**26 February | 12.00 – 12.45pm | TBC West Cambridge**

A session by **InnerSpace** introducing meditation and how to access the deep reservoir of positive qualities that are in all of us. Meditation can support general wellbeing and develop thinking to its full potential. The session will include short meditations and a chance for discussion and questions.



## FINDING YOUR FEET: RETURNING TO WORK AFTER FAMILY LEAVE

**28 February | 12.00 – 1.00pm | Eastwood Room, PostDoc Centre, 16 Mill Lane**

Coming back into the workplace after a few months off is hard at the best of times, but combined with new caring responsibilities and sleep deprivation, it can feel like a huge step. In partnership with **My Family Care**, this session will signpost tools and tactics for getting back to work, building confidence and balancing career and family.



## GOOD MOOD FOOD: EATING FOR OPTIMUM MENTAL HEALTH

**5 March | 12.00 – 1.00pm | Lecture Theatre 2, Clinical School**

Scientists have now a proven link between what we eat and how we feel. **Rachel Kelly**, journalist, author and mental health campaigner, will share research findings on what to eat for optimum mental health; recipes to boost your mood, keep you calm and help you sleep; and easy, practical ideas to take home to fit into a busy modern lifestyle.



## ANNUAL WiSETI LECTURE: THE ADOLESCENT BRAIN

**12 March | 5.30 – 6.30pm | Wolfson Hall, Churchill College**

Remember being a teenager? So does **Sarah-Jayne Blakemore**, Professor of Cognitive Neuroscience at UCL and winner of the Royal Society Science Book Prize 2018. Her research concentrates on the development of social cognition and decision making in the adolescent brain, and will be the focus of this year's WiSETI Lecture.



## UNDERSTANDING IMPLICIT BIAS

**13 March | 12.30 – 1.30pm | Millstein Room, University Library**

Implicit biases can impact on the decisions we make and how we interact with colleagues and students, but what can we do to mitigate them? This session builds on the Implicit Bias online module and will look at what practical steps can be taken to address implicit biases in the workplace.



## ATHENA SWAN: SMART ACTION PLANNING

**19 March | 12.00 – 1.30pm | Lecture Room 4, 8 Mill Lane**

This workshop will help departments to develop appropriate actions for the issues identified in the self-assessment process, and to make action plans SMART and effective tools for achieving gender balance.



## ANNUAL DISABILITY LECTURE: MENTAL HEALTH CONDITIONS ARE NOT SYNONYMOUS WITH FAILURE

**21 March | 5.30 – 6.30pm | Palmerston Room, St John's College**

**Poppy Jaman OBE**, a mental health advocate who has been instrumental in making mental health a priority for public and private sector employers, will be looking at the factors impacting the mental health of staff and students in Universities. Telling her story, she will describe the support she received during her own recovery.



## Have You Done Your E&D Online Training?



### UNDERSTANDING IMPLICIT BIAS

An introduction to implicit bias and the impact it can have. It will help you identify situations where your own biases might affect your decisions or judgements.

### E&D ESSENTIALS

Improve your knowledge of E&D at the University. This short, interactive module is an essential requirement for many University roles.

**To access the modules, please visit [www.equality.admin.cam.ac.uk/training](http://www.equality.admin.cam.ac.uk/training)**



WellCAM supports the University's goal to improve the health, safety and wellbeing of its staff and to prevent work associated ill health. This encompasses the physical, mental and social health of employees and recognises that employees' values and personal development within the University contribute to their overall wellbeing at work.



*"We believe in the dignity of all people and their right to respect and equality of opportunity. We value the strength that comes with difference and the positive contribution that diversity brings to our community. Our aspiration is for Cambridge and the wider region to be safe, welcoming and inclusive."*



## FAQs

### Where can I find the application form?

The application form is available for download at [www.hr.admin.cam.ac.uk/forms/form-pd35](http://www.hr.admin.cam.ac.uk/forms/form-pd35).

### What happens at the end of the loan repayment?

Bikes can be kept to continue to be used for travelling to work. Annual bus and rail tickets loans will need to be reapplied for each time they are renewed.

### What happens if the loan cannot be repaid or extended leave is taken from the University?

If for any reason the employee leaves the University's employment before the total of the loan has been repaid, any outstanding amount will be deducted from the employee's final pay. Where this is not possible, an invoice for the outstanding balance will be raised which will be payable immediately.

### What happens if the bike purchased is sold before the repayment ends?

If the bicycle is sold before the end of the repayment period, the Payroll Section, Finance Division must be notified and the full balance outstanding will be repayable immediately.

# CAMbens

For full details visit:  
[www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits](http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits)

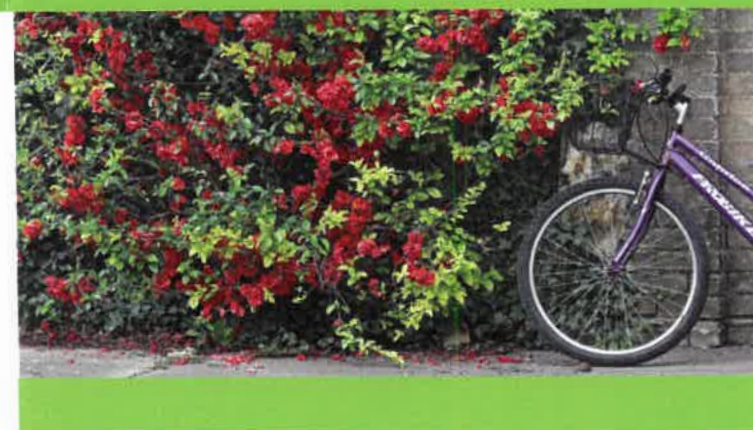
Contact us on:  
[cambens@admin.cam.ac.uk](mailto:cambens@admin.cam.ac.uk)

Follow CAMbens on Facebook and Twitter



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[www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits](http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits)



UNIVERSITY OF  
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# CAMbens

## Travel to Work Loan

The affordable way to travel to work



## Introduction

The University of Cambridge is committed to promoting sustainable travel to reduce the adverse impact of traffic on people, the organisation and the environment.

The aim of the travel to work loan is to help reduce reliance on motorcars and encourage travel by more sustainable modes of transport.

## What is the Travel to Work Loan?

An interest free loan, to the value of the employee's monthly net pay (or a maximum of £2,500, whichever is the lower), available to all staff on appointments of 3 months duration or more.

The loan is available for the purchase of an annual bus or rail season ticket at standard class travel, or the purchase of a bicycle and associated safety equipment.

## What are benefits?

- Spread travel costs over time to make them more affordable.
- No interest is paid on the loan.
- No credit checks.
- Quick and easy approval.

## What can the loan be used toward?



Bicycle and associated safety equipment

Annual rail tickets



Annual bus tickets

## The Loan Process

### Step 1: Application

Complete an application form (PD35) and submit it to the Payroll Section, Finance Division available online at [www.hr.admin.cam.ac.uk/forms/form-pd35](http://www.hr.admin.cam.ac.uk/forms/form-pd35)

### Step 2: Payment

For rail season ticket loans, a rail warrant is issued to the employee who submits it to the relevant rail network operator. The operator then issues the appropriate season ticket. For all other loans, payment is made with the employee's pay.

### Step 3: Repayment

Repayment of the loan is by deduction from the employee's monthly pay, commencing one month after the loan is credited. The repayment period is for no longer than 10 months. For appointments of less than 10 months, the repayment period will be within the appointment period.



## Other benefits

### Pensions

The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and National Insurance savings.



**Payroll Giving** is a simple, tax-efficient way for employees to make monthly donations to any national or local charity or registered good cause directly from their pay.

## Wellbeing support services

### Counselling Service

Confidential personal counselling is available to employees to help address personal or work-related problems away from the work environment.

### Occupational Health

The Occupational Health Service provides support focussed on the prevention of ill health and promotion of health at work.



### Equality and Diversity

The Equality and Diversity section seeks to engage all University members in promoting a positive and fully inclusive work and study environment.

### Internal Mediation Service

The internal Mediation Service is available to employees to provide a supportive structure where needed to help restore a positive and productive working relationship.



### Dignity at Work

The University is committed to protecting the dignity of staff, students, visitors to the University, and all members of the University community in their work and their interactions with others.

## CAMbens

For full details visit:

[www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits](http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits)

Contact us on:

[cambens@admin.cam.ac.uk](mailto:cambens@admin.cam.ac.uk)

Follow CAMbens on Facebook and Twitter



## CAMbens

## Employee Benefits

A summary of benefits for University employees



[www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits](http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits)



## Introduction

CAMbens is the University of Cambridge employee benefits brand. This leaflet summarises the main benefits available to University employees. More details are on our web pages.



## Shopping Discounts

### CAMbensDiscounts

powered by Reward Gateway

**CAMbens Discounts** is a shopping discounts scheme which offers discounts at over 2,000 high-street retailers. Employees

have access to online discounts, cash back on purchases, discounted vouchers and reloadable cards to use in store.

**Local Discounts** are also available for University employees by showing a University Card. Please pick up our Local Discount brochure for a comprehensive list.

### Cambridge restaurants

Use your university ID to receive 10% off food (for tables of up to 4) Monday-Friday at SmokeWorks, St John's Chops House and many more.

CAMBESCULINE

### University Bookshop

Offering a 20% discount on any purchase.



### Scudamore's Punting Company

Concessionary rates available by showing your University Card.



### Parkside Pools

35% discount on gym membership and swimming across Cambridge, including the option of monthly rolling contracts.



### Cotswold Outdoor

Cotswold Outdoor specialise in outdoor clothing and equipment and offer a 15% discount in store.



### Apple

Discounted rates on Apple products are available to University staff.



### Microsoft Software

Eligible employees can download Office 365 ProPlus and at no cost on up to 15 personal devices.



## Family Friendly Benefits

**Two nurseries** and a **holiday play scheme** are available through the Childcare Office to help support University employees with childcare responsibilities.

**Salary exchange schemes for childcare vouchers and workplace nurseries** are available to help employees save money on childcare costs. Under both schemes, some or all childcare costs can be paid directly from an employee's salary before tax and National Insurance contributions are deducted, offering tax and NI savings.



### Flexible working

The University will consider requests for working flexibly to help employees fit in with their dependants' care arrangements.

**Family friendly leave** is also available to aid employee's work-life balance including maternity and adoption leave (with up to 18 weeks full pay) paternity leave, parental leave and emergency leave.

**My Family Care** delivers family-friendly backup care and gives employees access to a network of child, adult and eldercare across the country at short notice.



## Training and Development



**Personal and Professional Development** provides development opportunities and courses for all University employees. These include face to face sessions, online training modules and webinars.

## Transport

**CAMbens Cars** enables eligible employees to lease a fully insured Ultra Low Emission car for two years from around £300 a month. The lease cost is simply deducted from the employee's salary each month, offering convenience and tax efficiency.

**CAMbensCars**

Powered by Tusker



### Cycle shop discounts

University employees have access to a number of discounts from local cycle shops on bicycles, accessories and repairs.

### Cycle to Work scheme

The cycle to work scheme enables employees to lease bicycles and associated safety equipment through a tax efficient salary sacrifice arrangement.

### Travel to work loan

Eligible employees can apply for an interest-free travel to work loan up to their monthly net pay (or a maximum of £2,500) to help with the purchase of an annual bus or rail season ticket, or to assist with the purchase of a bicycle and associated safety equipment.



### Train discount

A 10% discount rate on the purchase of train season tickets and bulk buy tickets is available on certain lines for University employees



### Universal Bus service

Travel for a discounted fare of £1 per journey on presentation of a University Card.





**UNIVERSITY OF  
CAMBRIDGE**



**The Childcare Office**  
**Supporting University Families**  
**University Nurseries**  
**University Holiday Playscheme**  
**Information Service for University Parents**  
**Support with Childcare Costs**

[www.childcare.admin.cam.ac.uk](http://www.childcare.admin.cam.ac.uk)

## Childcare Office Services

### University Workplace Nurseries

#### Edwinstowe Close<sup>1</sup>

[www.childcare.admin.cam.ac.uk/nurseries](http://www.childcare.admin.cam.ac.uk/nurseries)  
[edwinstowe.nursery@childdbse.com](mailto:edwinstowe.nursery@childdbse.com)

#### West Cambridge<sup>2</sup>

[www.childcare.admin.cam.ac.uk/nurseries](http://www.childcare.admin.cam.ac.uk/nurseries)  
[westcambridgenursery@childdbse.com](mailto:westcambridgenursery@childdbse.com)

#### University Workplace Nurseries' Salary Exchange Scheme<sup>3</sup>

[www.childcare.admin.cam.ac.uk/nurseries/workplacesalaryexchangescheme](http://www.childcare.admin.cam.ac.uk/nurseries/workplacesalaryexchangescheme)

### University of Cambridge Holiday Play-scheme

[www.childcare.admin.cam.ac.uk/playscheme](http://www.childcare.admin.cam.ac.uk/playscheme)  
[playscheme@admin.cam.ac.uk](mailto:playscheme@admin.cam.ac.uk)

### Information Service for University Parents

[www.childcare.admin.cam.ac.uk/parents](http://www.childcare.admin.cam.ac.uk/parents)  
[childcare@admin.cam.ac.uk](mailto:childcare@admin.cam.ac.uk)

### Support with Childcare Costs

*(inc. KiddiVouchers<sup>1</sup> and Central Childcare Bursary Scheme<sup>4</sup>)*

[www.childcare.admin.cam.ac.uk/supportwithchildcarecosts](http://www.childcare.admin.cam.ac.uk/supportwithchildcarecosts)

Join us at :

**[www.facebook.com/childcareuniversityofcambridge/](https://www.facebook.com/childcareuniversityofcambridge/)**

## Other Services for Families

### Cambridgeshire Childcare

#### Information Service

[www.familiesandchildcare.org.uk](http://www.familiesandchildcare.org.uk)

### Cambridge City Council

*(inc. housing, leisure)*

[www.cambridge.gov.uk](http://www.cambridge.gov.uk)

### Cambridgeshire County Council

*(inc. children's centres, school admissions, early years funding)*

[www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk)

### NHS (National Health Service)

*(inc. medical advice, GP & dentist listings)*

[www.nhs.uk](http://www.nhs.uk)

### Ofsted

*(inc. school reports and childcare inspection reports)*

[www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted)

<sup>1</sup> For University staff only

<sup>2</sup> For University staff and students only

<sup>3</sup> Only for University staff who use the University's workplace nurseries

<sup>4</sup> For EU and Overseas students only

## Live in a new community designed purposefully for you

700 new homes will be available for rent from June through to September 2017 for University and College staff on a new district called **Eddington** in the north-west side of Cambridge, less than two miles from the city centre. A further 200 homes will be available in March April 2018

The site has been developed principally by the University of Cambridge to assist post-doctoral researchers and other staff members find suitable affordable housing near to Cambridge.

The homes are built to high levels of sustainability. The accommodation is a mixture of one and two bedroom apartments, which will be suitable for single persons, couples and families with one child.

The University Accommodation Service will be managing the process of allocating the homes.

For further information and to make an application, please visit the University's Accommodation Service website at [www.accommodation.cam.ac.uk](http://www.accommodation.cam.ac.uk)

For more information about North West Cambridge please visit <http://www.nwcambridge.co.uk/>

## Careers Service

# Careers support for postdocs

Help with careers inside and outside academia



**Diane Caldwell-Hird**  
Arts, Humanities & Social Sciences



**Liz Simmonds, Madelaine Chapman**  
Physical Sciences & Technology



**Sally Todd, Anne Forde**  
Life Sciences



Specialist postdoc team - see over for details

Register at [www.careers.cam.ac.uk/pdoc](http://www.careers.cam.ac.uk/pdoc)

## Careers Service

# Careers support for postdocs

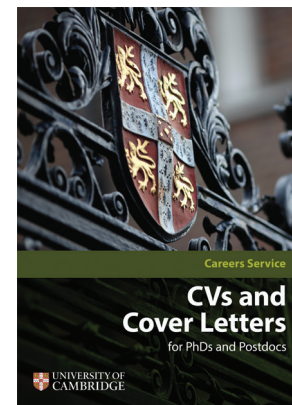
Arts, Humanities & Social Sciences  
PdocAHSS@careers.cam.ac.uk

Physical Sciences & Technology  
PdocPhys@careers.cam.ac.uk

Life Sciences  
PdocLife@careers.cam.ac.uk

## Help with careers inside and outside academia

- One-to-one appointments
- Workshops and speaker events
- Postdoc careers website:  
[www.careers.cam.ac.uk/pdoc](http://www.careers.cam.ac.uk/pdoc)
- Advice on exploring your options
- Interview preparation
- Access to real-life interview questions and feedback
- CV and cover letter checks
- *CVs and Cover Letters* book:  
written for postdocs



Register at [www.careers.cam.ac.uk/pdoc](http://www.careers.cam.ac.uk/pdoc)



## Finding Research Funding: Research Professional

If you are interested to find research funding Research Professional provides with an extensive database of funding opportunities searchable by discipline and funding type. Weekly funding newsletters and updates about developments in Higher Education can be easily set up for individual email accounts.

<https://www.researchprofessional.com/0/rr/home>

Free access is available from a Cambridge University IP address or after registration also remotely.

## Research Integrity – Ethics

The University of Cambridge is committed to achieving excellence in research and scholarship. The pursuit of excellent research and the fulfilment of our responsibilities to participants in research, research users and the wider community require the maintenance of the highest standards of integrity.

<https://www.research-integrity.admin.cam.ac.uk/>

## Creating Research Profiles: Symplectic – Elements

Elements is the University's research information management system, and provides a closed environment within which Cambridge researchers can create a profile and share information within the University of Cambridge community. Symplectic supports the REF and Researchfish submissions.

<https://elements.admin.cam.ac.uk/login.html>

## Costing Research Projects: X5 – University Costing Tool

- The program allows a consistent approach to research costing
- Supports all research projects including complex projects that may involve multiple institutions and funders across the world and their different currencies
- Heads of Department have greater certainty of the costs involved, allowing better management of risks and departmental planning

<http://www.research-operations.admin.cam.ac.uk/costing-and-pricing-research-proposal>

## Research Contracts

Many research projects require the University to negotiate an agreement with the other parties involved, making everyone's rights and responsibilities clear and protecting the interests of all.

The Research Operations Office's role is to negotiate research contracts on behalf of the University and thereby to protect researchers from personal liability, the University's mission and protect PI's research.

Our negotiations generally cover specific contractual issues including:

- price
- intellectual property (IP)
- Publication rights
- Liability

Do not sign any research contract but contact the research contracts team for support. For tenders please contact us as soon as possible and before submitting an application. Applying to a tender confirms acceptance of the terms and conditions which may need negotiation in order to be acceptable for the University.

<http://www.research-operations.admin.cam.ac.uk/research-contracts>

## Supporting Research Impact

Impact is at the heart of the University's mission. Our world-leading research underpins a huge range of innovations which create prosperity, improve quality of life, protect the environment and enrich culture. How we achieve and demonstrate impact is also of great importance to research funders including HEFCE, the Research Councils and charities.

Researchers at the University have access to advice on impact activities, including how to plan, fund, evidence and evaluate these.

<https://www.research-strategy.admin.cam.ac.uk/impact>

Information on impact in the REF is available at

<https://www.ref.admin.cam.ac.uk/impact>

### The Research Office

The Research Office mission is to enable research excellence at the University and to support Principal Investigators, Departments and central offices in this endeavour. The Research Office has an operations and a strategy arm.

### Operations

The Research Operations Office works with departments to:

- negotiate research contracts,
- check research funding applications,
- provide guidance and support for research project management, including audit and compliance, reporting and
- provide training for departmental staff, Principal Investigators and other research project staff.

In many cases departments will directly support Principal Investigators with their queries. Furthermore, each department has a named Research Support Advisor and Contracts Manager.

#### Contact Details:

<http://www.research-operations.admin.cam.ac.uk/about-us/contact-us>

### Strategy

The Research Strategy Office supports the work of the [Pro-Vice-Chancellor for Research](#), the Heads of the Schools and the [Research Policy Committee](#) in

- devising and implementing strategies and policies to maintain and increase the University's research funding,

- shape the University's response to a changing research landscape and the requirements of our funding partners and
- enhance Cambridge's standing as a world-leading institution.

The Research Strategy Office team also works with researchers and research groups to

- help develop collaborative cross-disciplinary research activity,
- facilitate the development of institutional relationships with major research and industrial funders,
- support the University's submission to the REF,
- oversee certain strategically important cross-School grants and
- coordinate the University's restricted calls process.

The Research Office works closely with Schools and Departments, the Strategic Partnerships Office, Human Resources, Finance Division, Development and Alumni Relations (CUDAR).

#### Contact Details:

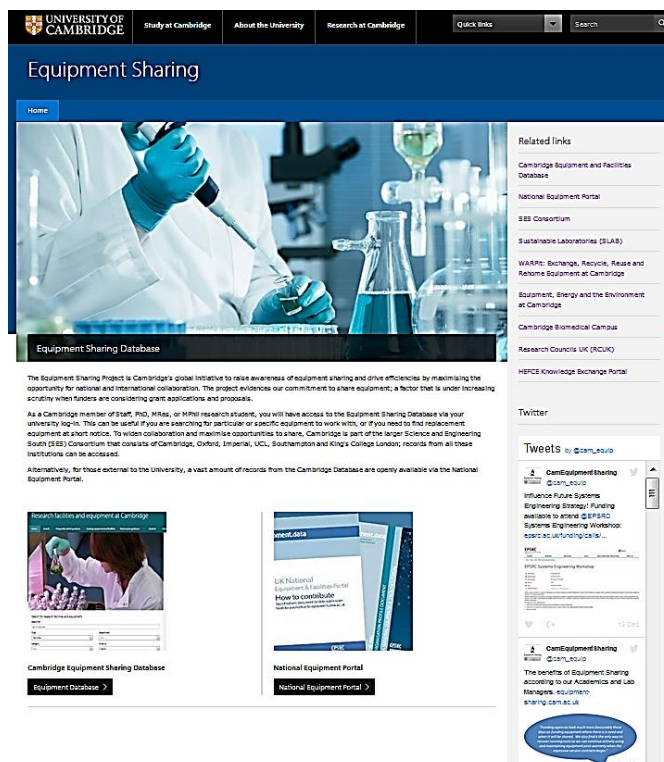
<http://www.research-strategy.admin.cam.ac.uk/contact-us>

## Cambridge Facilities and Equipment Sharing Project 2018

<http://www.equipment-sharing.cam.ac.uk/home>

The University launched a publicly accessible website to increase external awareness and engagement with its universal equipment sharing strategy. The site guides Cambridge staff and students to the Raven-authenticated searchable database of equipment and facilities, whilst members of the public are directed toward the openly accessible National Equipment Portal Database.

Since July 2014 the internal database has been accessed by over 9458 individual users, and there is good reason to engage with the project at an individual, departmental and university level:



**“In an increasingly competitive environment, funding agencies look more favourably on paying for equipment when it will be shared. We also find that sharing is the only way to recover running costs so we can continue using and maintaining equipment post-warranty”**

– Dr Katherine Stott, Facility Manager, Department of Biochemistry.

### Why was the Database Developed?

Since January 2014 a **two-page business case** has been required in applications for items of equipment above the Official Journal of European Union threshold of £138,000 and **Universities must check for opportunities to share** equipment with internal departments and other institutions prior to submission of grant applications.

The database ensures transparency in terms of publicly funded resources, provides evidence of Cambridge's commitment to equipment and facility sharing, **allows students and researchers to determine equipment available within the University whilst planning current and future research projects**, and increases the exposure of facilities used to recover equipment costs within Small Research Facilities:

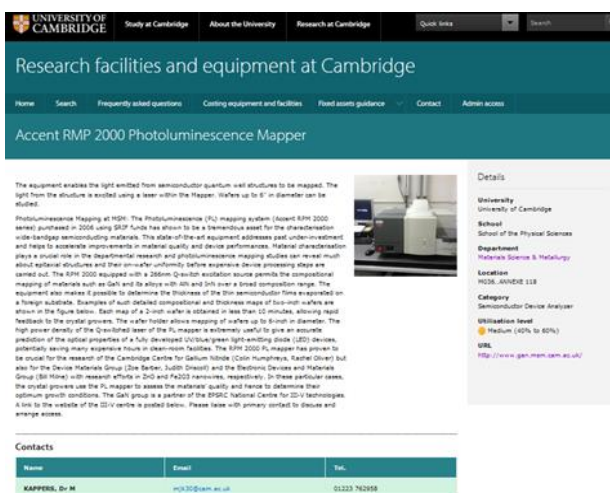
***“The provision of services to users outside of the Department is not compromising research but generates valuable income to the Facility and has resulted in several successful collaborations and authorships in publications”***

- Dr Dima Chirgadze, Department of Biochemistry.

Internal guides are available that suggest how Equipment and Facility sharing can be evidenced in **grant applications**, as well as information on **equipment recycling, disposal, and re-use**, including references to **“WARPit”** – an online tool for exchanging items between departments.

<http://www.equipment-sharing.cam.ac.uk/home>

**To search:** access the site via Raven, enter search terms, select Equipment or Facility, Search


To keep up to date and learn about the **latest funding opportunities**, follow us on twitter:

<https://twitter.com/cam equip>

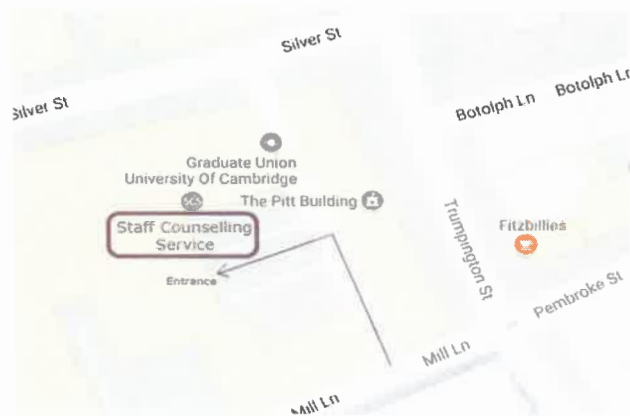


## Opening times

Mondays:	8.45am	-	5.30pm
Tuesdays:	10.30am	-	6.30pm
Wednesdays:	8.45am	-	5.30pm
Thursdays:	10.30am	-	6.30pm
Fridays:	8.45am	-	5.00pm

The Service is open throughout the year except Bank Holidays and for periods at Christmas and Easter.

The Staff Counselling Service is located opposite Fitzbillies on Trumpington Street, in the courtyard behind the Pitt Building.



Staff Counselling Service  
1st Floor, 17 Mill Lane, Cambridge, CB2 1RX

Tel: 01223 762160  
Email: [staffcouns@admin.cam.ac.uk](mailto:staffcouns@admin.cam.ac.uk)  
<https://staff.counselling.cam.ac.uk>

## Staff Counselling Service

Information for University Staff

Occupational Health & Safety Services



## Who is the Service for?

The Staff Counselling Service is available free of charge to all staff who have a University contract of employment: academic, academic-related, assistant, research and technical.

## Who are the Staff Counsellors?

The Service has a team of professionally trained, accredited, and widely experienced counsellors. All are used to helping people from many different backgrounds and cultures and with a wide range of personal issues.

## What is counselling?

Counselling is not the same as giving advice. Rather, a counsellor seeks to help you focus on and understand the issues that concern you. By respecting your own values, choices and lifestyle, the counsellor can work together with you towards changing things in a way that is right for you.

## Does my problem have to be about work?

No. If work is affecting your emotional or psychological health or if your emotional or psychological health is affecting your work, you may find counselling helpful. Staff come with work issues such as stress, bullying, work block or difficult relationships with colleagues. Or they come with personal issues such as bereavement, relationship difficulties, or for support with questions relating to their sexual orientation or gender identity. These are just a few examples.

## What will I be offered?

You are entitled to eight to ten sessions of counselling. This includes an initial consultation lasting 45 minutes which will be offered within three weeks of us receiving your referral.

The initial consultation will be an opportunity to find out if counselling is the best way forward for you. For some, this one session proves sufficient, while others will require more counselling. Should you decide to proceed with counselling after the initial consultation, we will then advise you of the current waiting time.

Where it becomes clear that other support is more suited to your needs, or that additional therapy may be helpful, we will assist with signposting appropriate services.

## Is counselling confidential?

The counselling we offer is confidential, which means we will not discuss your situation with anyone outside the Service, unless we have your consent to do so. Exceptions to this rule apply only if there are legal or statutory obligations to disclose, or if there is a risk of serious harm to yourself or to others.

If your work is being affected by personal problems it can sometimes be helpful for your counsellor to have a liaison role with others on your behalf. We would only make contact with your University Department, Human Resources or Occupation Health with your express agreement.

## Arranging Counselling

If you decide you would like to speak to a counsellor you can apply by completing the Pre-Counselling Form on the secure website: <https://staff.counselling.cam.ac.uk>  
You will need your Raven password to use this facility.

If you prefer to complete the Pre-Counselling Form by hand, please email us at [staffcouns@admin.cam.ac.uk](mailto:staffcouns@admin.cam.ac.uk)

## Additional support

In addition to individual counselling, we now offer two groups to support clients who have had an Initial Consultation and are waiting for ongoing appointments:

- Wellbeing Group
- Stress and Anxiety Management Group

If you are interested in finding out more, please speak to the counsellor at your Initial Consultation appointment, or see our website for further details.

## Further Information

Further information about the service along with a series of leaflets giving strategies to help with many common difficulties is available from the Staff Counselling Service website <https://staff.counselling.cam.ac.uk>



UNIVERSITY OF  
CAMBRIDGE  
enterprise



## Commercialising University research

A guide for postdocs

## Who we are and what we do

Cambridge Enterprise was formed by the University of Cambridge to help students and staff, including postdocs, commercialise their expertise and ideas.

We are here to help you find commercial applications for your research, whether you want to share your knowledge through consultancy projects, licensing intellectual property (IP) or starting a new company.

We work with all of our academic partners, from the fields of science, technology, engineering, maths and medicine, to the arts, humanities and social sciences.

### We offer postdocs:

- a consultancy service to help you share your knowledge
- advice on choosing and developing a commercial path
- expertise in technology licensing and company creation
- guidance and support in building a commercial proposition
- access to experienced mentors and other key advisors
- proof of concept and early stage investment funding
- IP protection and management

## Do you have an idea?

Many postdocs successfully commercialise their research via licensing or by forming a new company.

### We can:

- help you develop your ideas and inventions into opportunities that are attractive to business and investors
- match you with industry mentors, wider community resources and other sources of University support
- advise on next steps and track future development

If you have an idea that you think may have commercial application, you can complete a disclosure form on our website and we'll get back to you. Or get in touch with us directly and we'll talk you through the process.

## Do you want to be a consultant?

If you've been approached by an organisation and asked to be a paid consultant, we can help.

Consultancy Services handle the business negotiations, contracts, arrangements for use of University facilities, invoicing, debt collection, income distribution and all the other administrative tasks that can otherwise distract you from your work.

### Using Consultancy Services offers you:

- a University-approved contract
- advice on how to avoid undervaluing your work
- cover from University insurance policies



**Postdocs  
undertook 26%  
of our consultancy  
contracts from  
2013 to 2015**



## Meet with us and network

Our frequent events for postdocs introduce and explain our services and can provide you with networking opportunities.

More information on our current offering, including collaborative events with the Entrepreneurial Postdocs of Cambridge (EPOC), can be found on the events page of our website.

## Get connected in your department

If you would like to discuss commercialising your research with someone in your department, talk to our Enterprise Champions. A network of academics, researchers, facilitators and co-ordinators, they can act as a first point of contact in your department. They understand our offering and can help put you in touch with the right person.

Details of our Enterprise Champions can be found on our website.

## Contact us

### **Dr Amanda Zeffman**

*Head of Consultancy Services*

[amanda.zeffman@enterprise.cam.ac.uk](mailto:amanda.zeffman@enterprise.cam.ac.uk)

+44 (0) 1223 763756

### **Dr Malcolm Grimshaw**

*Head of Physical Sciences*

[malcolm.grimshaw@enterprise.cam.ac.uk](mailto:malcolm.grimshaw@enterprise.cam.ac.uk)

+44 (0) 1223 765865

Cambridge Enterprise Limited

University of Cambridge

Hauser Forum

3 Charles Babbage Road

Cambridge CB3 0GT

### **Dr Anne Dobrée**

*Head of Seed Funds*

[anne.dobree@enterprise.cam.ac.uk](mailto:anne.dobree@enterprise.cam.ac.uk)

+44 (0) 1223 763718

### **Dr Iain Thomas**

*Head of Life Sciences*

[iain.thomas@enterprise.cam.ac.uk](mailto:iain.thomas@enterprise.cam.ac.uk)

+44 (0) 1223 732830

+44 (0) 1223 760339

[enquiries@enterprise.cam.ac.uk](mailto:enquiries@enterprise.cam.ac.uk)

[www.enterprise.cam.ac.uk](http://www.enterprise.cam.ac.uk)

[@ucamenterprise](https://twitter.com/ucamenterprise)

October 2015



**Join  
UCU**

**the trade union** for  
academic and academic  
related staff in the UK

## Why you should join UCU today

**UCU is the largest trade union and professional association for researchers, academics and academic-related staff in the UK. We negotiate terms and conditions of employment both nationally and locally.**

### **YOU HAVE NEVER NEEDED YOUR UNION MORE THAN NOW**

In the current economic situation it is more important than ever that you join your union. UCU is fighting hard to protect jobs and defend education across the sector.

Every member of staff who joins makes us stronger and better able to look after those employed in our colleges and universities.

### **YOU ARE NOT ALONE**

If you have problems at work you can contact your branch for advice, representation and legal help. Experienced local officers are supported by full-time regional and national officials.

Your union tackles a range of issues – redundancies, reorganisation, fixed-term contracts, bullying, workload and inequalities are just some of the challenges we face on behalf of our members.

As a member you have a say in how to improve your workplace. Your local branch is consulted over a wide

range of issues and policies – just get in touch and let them know your views.

### **AS A UCU MEMBER YOUR VOICE IS HEARD**

UCU gives its members a voice. We represent the profession when speaking with ministers, MPs, professional bodies and other organisations.

We raise issues that are important to members such as professional standards, the need for proper education funding and for equal treatment of part-time and fixed-term employees.

### **YOU'RE BETTER OFF IN A UNION**

Research has shown that union members are likely to get higher pay, more annual leave, better sickness and pension benefits, have safer workplaces and are more likely to be able to take advantage of flexible working.

You will benefit from a range of financial products at discounted rates and you can claim back income tax relief for part of your membership subscriptions.

As a member you also have access to the services of The College and University Support Network which offers 24/7 support by phone or online. However you need to join before encountering a problem – that's why it's important to join us today.

**It's your career. It's your union. Join today: [www.joinonline.ucu.org.uk](http://www.joinonline.ucu.org.uk)**

**Join UCU today.  
The more staff that join us  
the more we can achieve**

**[www.ucu.org.uk](http://www.ucu.org.uk)**

**Join  
UCU**

# Be a part of your local branch



## WE ARE STRONGER TOGETHER



**UCU** is the union in Cambridge for academics, researchers at grade 5 and above, and academic-related staff at grade 6 and above. Its membership is open to postdocs, and postgraduate students intending to work in the HE and FE sectors. Nationally we represent all members of the USS pension scheme and negotiate on pay and conditions. Locally our branch works hard to support and campaign on behalf of our members.

### JOIN UCU ONLINE TODAY

<http://join.ucu.org.uk>

### Building the Union

Branch membership is growing amongst graduate students to professors and there is lots of activism and enthusiasm in departments and working groups. We want to keep up momentum to strengthen our negotiating power. Every member of staff who joins makes us stronger.

**It's your career, it's your union: join today!**

### Exec Committee

Acting President (Vice President): Sam James,  
[vice-president@ucu.cam.ac.uk](mailto:vice-president@ucu.cam.ac.uk),  
[president@ucu.cam.ac.uk](mailto:president@ucu.cam.ac.uk)  
Secretary: Waseem Yaqoob,  
[secretary@ucu.cam.ac.uk](mailto:secretary@ucu.cam.ac.uk)  
Treasurer: vacant  
Membership: Heather Stallard, [membership-secretary@ucu.cam.ac.uk](mailto:membership-secretary@ucu.cam.ac.uk)  
Anti-Casualisation: Sandra Cortijo,  
[casualisation@ucu.cam.ac.uk](mailto:casualisation@ucu.cam.ac.uk)  
Equality reps: Manali Desai, Joe Sutliff Sanders,  
Paulina Sliwa, [equality@ucu.cam.ac.uk](mailto:equality@ucu.cam.ac.uk)  
Postgrad Rep: Rox Middleton, [postgrad-rep@ucu.cam.ac.uk](mailto:postgrad-rep@ucu.cam.ac.uk)  
Pensions: Richard Farndale, [pension-rep@ucu.cam.ac.uk](mailto:pension-rep@ucu.cam.ac.uk)  
Green: Joe Gluza, [green-rep@ucu.cam.ac.uk](mailto:green-rep@ucu.cam.ac.uk)  
Ordinary members: Jana Bacevic, Will Hudson,  
Jennifer Marchant

LA Administrator: Rachel Hayes

Contact: [admin@ucu.cam.ac.uk](mailto:admin@ucu.cam.ac.uk),  
01223 764944, [www.ucu.cam.ac.uk](http://www.ucu.cam.ac.uk)

**Help and Advice:** CUCU has helped hundreds of members with a range of issues at work. Many of these members thought it would never happen to them, but they were able to turn to Cambridge UCU for guidance.

CUCU has a team of experienced caseworkers. If you are being disciplined or taking a grievance against another member of staff you have a legal right to be accompanied by a union rep.

Contact: [admin@ucu.cam.ac.uk](mailto:admin@ucu.cam.ac.uk).

[www.ucu.cam.ac.uk/help-and-advice.html](http://www.ucu.cam.ac.uk/help-and-advice.html)

### Local Working Groups

Cambridge UCU has several vibrant working groups that are active on many fronts:

**Equality and Diversity** With particular interest in the Gender Pay Gap, nursery provision and the University's approach to the Race Equality Charter.

Contact: [equality@ucu.cam.ac.uk](mailto:equality@ucu.cam.ac.uk)

**International Staff** Aiming to secure reimbursement for prohibitive visas and health costs.

**Anti-casualisation and precarity** Pushing back on the growing use of precarious contracts.

Contact: [casualisation@ucu.cam.ac.uk](mailto:casualisation@ucu.cam.ac.uk)

**Graduate Students** Considering pay rates for College supervisions and whether these fairly reflect preparation time.

Contact: [postgrad-rep@ucu.cam.ac.uk](mailto:postgrad-rep@ucu.cam.ac.uk)

**You can claim tax relief on UCU subs.**

See [www.ucu.org.uk](http://www.ucu.org.uk) and search for 'Tax'

To find out more about the work of the branch, email [admin@ucu.cam.ac.uk](mailto:admin@ucu.cam.ac.uk) or follow us:

[facebook.com/cambridgeucu](https://facebook.com/cambridgeucu)

[@CambridgeUCU](https://twitter.com/CambridgeUCU)

As part of its commitment to the principles of the Concordat, the University will support researchers to maintain the highest standards of integrity in research by:

- providing clear policies and procedures, as well as training and guidance to help researchers better understand how to maintain high standards of research integrity
- having suitable mechanisms for reviewing ethical issues raised by research
- using transparent, robust and fair processes to deal with allegations of research misconduct
- defending researchers who live up to high standards in difficult circumstances and any individual who, in good faith, reports research misconduct at the University
- continuing to work to strengthen the integrity of its research through regular review and monitoring of its support, policies and procedures.

Anyone with comments, concerns or questions regarding research integrity at the University of Cambridge should contact the Pro-Vice-Chancellor for Research through the Research Strategy Office.

**Email:** [researchintegrity@admin.cam.ac.uk](mailto:researchintegrity@admin.cam.ac.uk)

This document has been prepared by the Research Strategy Office for the academic year 2018-19.



## Policies and Guidelines

**Researchers should be familiar with the following internal and external policies and guidelines**

### **Policy on the use of animals in research and teaching**

<https://www.cam.ac.uk/research/research-at-cambridge/animal-research/our-policies/policy-on-the-use-of-animals-in-research>

### **'Whistleblowing' Policy**

<https://www.hr.admin.cam.ac.uk/policies-procedures/whistleblowing-public-disclosure-university-employees>

### **Policy against Bribery and Corruption**

<http://www.registraryoffice.admin.cam.ac.uk/governance-and-strategy/policy-against-bribery-and-corruption>

### **ALL European Academies, *The European Code of Conduct for Research Integrity***

<http://www.allea.org/wp-content/uploads/2017/05/ALLEA-European-Code-of-Conduct-for-Research-Integrity-2017.pdf>

### **2nd World Conference on Research Integrity, *Singapore Statement on Research Integrity***

<https://wcrif.org/guidance/singapore-statement>

### **University Financial Regulations**

<https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-regulations>

### **Policy on the Ethics of Research Involving Human Participants and Personal Data**

<http://www.research-integrity.admin.cam.ac.uk/research-ethics>

### **Good Research Practice Policy**

<http://www.research-integrity.admin.cam.ac.uk/research-integrity/good-research-practice>

### **Misconduct in Research**

<http://www.research-integrity.admin.cam.ac.uk/research-misconduct>

### **University of Cambridge Statement on Research Integrity**

<http://www.research-integrity.admin.cam.ac.uk/research-integrity/research-integrity-statement>



UNIVERSITY OF  
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# Research Integrity



UNIVERSITY OF  
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## A message from the Pro-Vice-Chancellor for Research

The University of Cambridge is committed to achieving excellence in research and scholarship. The pursuit of excellent research and the fulfilment of our responsibilities to participants in research, research users and the wider community require the maintenance of the highest standards of integrity and ethics.



Prof. Chris Abell, Pro-Vice-Chancellor for Research

To maintain the high standards of research practice at Cambridge, the University will uphold the commitments outlined in Universities UK's *Concordat to Support Research Integrity*. This pamphlet sets out the principles to which all research and scholarship at the University of Cambridge should adhere and provides guidance on where to seek further information and advice on specific research integrity issues.

The University expects all researchers, be they staff, students or visitors to the University, to abide by national, European and international standards of research integrity.<sup>1</sup>



## Core Principles of Research

### Honesty in all aspects of research, including:

- ⇒ presentation of research goals, intentions and findings
- ⇒ reporting on research methods and procedures
- ⇒ gathering data
- ⇒ using and acknowledging the work of other researchers
- ⇒ conveying valid interpretations and making justifiable claims based on research findings

### Scrupulous care, thoroughness and excellence in research practice:

- ⇒ in performing research and using appropriate methods
- ⇒ in adhering to an agreed protocol where appropriate
- ⇒ in drawing interpretations and conclusions from the research
- ⇒ in communicating the results

### Transparency and open communication:

- ⇒ in declaring conflicts of interest
- ⇒ in the reporting of research data collection methods
- ⇒ in the analysis and interpretation of data
- ⇒ in making research findings widely available, including sharing negative results as appropriate
- ⇒ in presenting the work to other researchers and to the general public

### Care and respect for:

- ⇒ all participants in and subjects of research, including humans, animals, the environment and cultural objects
- ⇒ the stewardship of research and scholarship for future generations.

Researchers should ensure that their research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards. This includes seeking ethical approval for research where appropriate.

Researchers are also expected to treat colleagues with integrity, honesty and collegiality, including the fair provision of references and peer review.

## More information



<http://www.research-integrity.admin.cam.ac.uk/>

**Clinical School Research Governance Information**  
<http://www.medschl.cam.ac.uk/research/research-governance-information/>

**UUK Concordat to Support Research Integrity**  
<http://www.universitiesuk.ac.uk/policy-and-analysis/reports/Documents/2012/the-concordat-to-support-research-integrity.pdf>



<http://www.ukrio.org/>



<http://ori.hhs.gov/>

1. The definition of research integrity used in this document is adapted from Universities UK, *The concordat to support*

## PUBLIC ENGAGEMENT

How can our team support you?



- Advice
- Training
- Festivals and events
- Brokering partnerships
- Cultural development
- Advocacy and policy
- Networking
- Funding
- Awards

*“Public engagement is a cornerstone of the high quality research we do at the University, and is an important route by which we realise our impact on society”*

*Professor Chris Abell  
Pro-Vice-Chancellor for Research*

Find out how our team can support you

Subscribe to our monthly Public Engagement bulletin on our website

- @ [www.cam.ac.uk/public-engagement](http://www.cam.ac.uk/public-engagement)
- ✉ [publicengagement@admin.cam.ac.uk](mailto:publicengagement@admin.cam.ac.uk)
- ☎ +44 (0)1223 766766
- 🐦 @UniCamPublicEng

## ABOUT THE UNIVERSITY CHURCH

Since 1209, Great St Mary's has been the University Church at the heart of Cambridge, providing pastoral care and spiritual formation for everyone at the University of Cambridge. We are an open and inclusive community, and we encourage all who come to explore the Christian faith — and to discover what difference faith makes. We are open every day to welcome visitors from Cambridge and around the world looking to discover this historic house of prayer.

There are worship services open to everyone Sunday through Friday both in Great St Mary's (across from the Senate House) and in Michaelhouse, our chapel, café, and art & performance space on Trinity Street. Contact information for our clergy team is on the back of this Term Card, and the most up-to-date information about services and special events can be found at [gsm.cam.ac.uk](http://gsm.cam.ac.uk), and on social media @GreatStMarys.

### SUNDAY SERVICES

<b>BCP Communion</b>	<b>8am</b>	<i>A spoken service of Holy Communion</i>
<b>Holy Communion</b>	<b>9.30am</b>	<i>A welcoming service of Holy Communion, with choir, hymns, &amp; Children's Church, followed by coffee at Michaelhouse</i>
<b>Choral Mattins</b>	<b>11.15am</b>	<i>A beautiful &amp; traditional choral service of Morning Prayer</i>
<b>Choral Evensong</b>	<b>5.30pm</b>	<i>A candlelit service sung by one of the University Church choirs</i>

### WEEKDAY SERVICES

<b>Morning Prayer</b>	<b>M–F 9am</b>	<i>A service of scripture and prayer, in Great St Mary's</i>
<b>Prayer &amp; Praise</b>	<b>M, W, Th 10.30am</b>	<i>In Michaelhouse, informal worship, prayer &amp; coffee</i>
<b>The Ark</b>	<b>Tue 10.30am</b>	<i>In Michaelhouse, Holy Communion for families</i>
<b>Well of Stillness</b>	<b>W 1pm</b>	<i>In Michaelhouse, meditative prayer and Scripture</i>
<b>Holy Communion</b>	<b>Th 1pm</b>	<i>In Michaelhouse, Holy Communion and Bible Study</i>
<b>Trinity Forum</b>	<b>F 7.45am</b>	<i>In Michaelhouse, last Friday of the month during Term</i>

## UNIVERSITY SERMONS

*The practice of Sermons in the University Church of Great St Mary's dates back to at least 1300 and is recognised in the earliest University Statutes. Each year prominent women and men from many different traditions deliver Sermons on a wide range of topics of particular interest to students. The services are very simple, last about an hour, and are open to everyone.*

*Members of the University are reminded that they should wear academical dress if attending. All are welcome and those present are invited to take refreshments with the Preacher at Michaelhouse after the Sermon.*

14 October    11.15am    The Revd Dr Andrew Davison, Fellow of Corpus Christi College, Starbridge Lecturer in Theology and Natural Sciences.

4 November    11.15am    The Revd Professor Judith Brown, formerly Fellow of Girton College, Beit Professor of the History of the British Commonwealth Emerita, University of Oxford (Lady Margaret's Preacher at Commemoration)



## OUR MINISTRY TEAM

Since 1209, Great St Mary's has been the University Church at the heart of Cambridge, providing pastoral care and spiritual formation for everyone at the University of Cambridge. We are an open and inclusive community, and we encourage all who come to explore the Christian faith – and to discover what difference faith makes. Our doors are open every day to welcome anyone needing a time of rest, prayer or conversation.

Visit our website to find out more about the whole ministry team – from vergers to children's ministers and more – who make the University Church such a very special place to worship, learn, and grow in faith. And stop by to visit: we're open every day from 9am!



**The Revd Canon Adrian Daffern**

Vicar  
[vicar@gsm.cam.ac.uk](mailto:vicar@gsm.cam.ac.uk)



**The Revd Devin McLachlan**

Associate Vicar  
[dm695@cam.ac.uk](mailto:dm695@cam.ac.uk)



**The Revd Helen Orr**

Pioneer Arts Minister  
[helen.orr@michaelhouse.org.uk](mailto:helen.orr@michaelhouse.org.uk)



**The Revd Andrew Day**

Curate  
[acd62@cam.ac.uk](mailto:acd62@cam.ac.uk)



**Shirley Holder**

Licensed Lay Minister  
[LLM@gsm.cam.ac.uk](mailto:LLM@gsm.cam.ac.uk)

## MUSIC AT THE UNIVERSITY CHURCH

Great St Mary's has a long and rich tradition of music, and is blessed to have two pipe organs, six choirs, and an orchestra. There are regular free lunchtime concerts and recitals throughout the year. Visit our website to find out about upcoming concerts and recitals. Enquiries about joining one of our choirs or giving a recital may be directed to Emma Dunn, Music Administrator, at [music@gsm.cam.ac.uk](mailto:music@gsm.cam.ac.uk).



**Mr Sam Hayes**

Director of Music  
[dom@gsm.cam.ac.uk](mailto:dom@gsm.cam.ac.uk)



**Dr Benedict Todd**

Organist  
Assistant Director of Music  
[organ@gsm.cam.ac.uk](mailto:organ@gsm.cam.ac.uk)



@GreatStMarys

[www.gsm.cam.ac.uk](http://www.gsm.cam.ac.uk)

01223 747273



## Getting Started at the University Library

### Always bring your card

You'll need your blue University or white Library card to scan at the entry gate. Forgotten your card? We may be able to accept photo ID – ask staff in the Entrance Hall.

### It's in the bag

You'll need to leave rucksacks, large bags and computer cases in the locker room. Why not splash out on a 20p clear plastic bag available at the Entrance Hall desk?

### Go wireless

Use your Raven log in to access our wireless internet or ask at a helpdesk.

### Get the skills

Free research skills sessions run throughout this term – go to <http://training.cam.ac.uk/cul> for details.

### Looking for something?

Search for resources using iDiscover ([www.idiscover.lib.cam.ac.uk](http://www.idiscover.lib.cam.ac.uk))

### Save it for later

Need to reserve a book you're using for later? Just fill out a reservation slip, leave it in the book and we won't move it for three days. If you've finished with a book just

leave it on any desk and we'll re-shelve it for you!

### Handle with care

Preserve our books for future generations. Use bookmarks rather than gummed notes and leave books unmarked by pen or pencil.

### Let there be light

You'll find light switch dials on the end of each book case on the open floors – just twist for light.

### Phone zones

Please keep your phone on silent in the Library. You can text anywhere, but if you need to make a call please go to the Tea Room, Locker Room, Entrance Hall or Courtyards.

### Printing and copying

Use your card to access photocopying, scanning and printing facilities. Please ask staff on the Reader Services Desk or General Enquiries Desk for details.

### Making an exit

Have your card ready as you leave via the Entrance Hall; you'll need to scan your card to go out. We'll also check any bags or folders that you have.





Handle with care

The Library’s books are valuable and often irreplaceable. Damage to them means that the information they contain may be lost to future readers. Please use bookmarks rather than folding a page corner, inserting a paper clip or gummed note or leaving a book face down.

Electronic and digital resources

Computers are located throughout the building, providing access to the internet (including access to over 400 databases and nearly 50,000 electronic journals to which the Library subscribes) and Microsoft Office. These PCs require a login.

If you are a current member of Cambridge University, your login will be your MCS/Desktop Services username and password. If you do not know your login details, please contact the Computer Officer in your College, Faculty or Department.

If you are alumni or are not a Cambridge University member, a login will be created for you when you join the Library. Please see the Reader Services Desk in the Entrance Hall if you require assistance with your computer login.

Printing can be requested from Multi-Functional Devices in the West Room, Photocopying Room and Commonwealth Room. Before printing you must add credit to your account (see following page).

You will be allocated 20 MB of space, found on the networked ‘O’ drive (additional space can be provided on request, if required). This is the default drive for saving files and can be accessed from any computer on the Library PC network. Do not save to the desktop, *My Documents* or any other location on the PC hard disk, as they are periodically deleted. You are responsible for backing up your own data (for example to a USB flash drive). USB flash drives are available to purchase at the Reader Services Desk.



Please log out when you have finished by pressing the Ctrl, Alt and Delete keys simultaneously, then click *log out* followed by *OK*.

Current members of the University can access electronic resources away from the Library by using a RAVEN password, issued by the University Computing Service.

**Laptops** You can use your own laptop in most parts of the Library. Laptops should be silent; please turn off all start-up and shut-down noises before you visit.

**Wireless** There are wireless hotspots in the Anderson Room, Catalogue Hall and adjacent rooms, Commonwealth Room, Manuscripts Reading Room, Map Room, Reading Room, Rare Books Room, South Wing, Tea Room and West Room.

University members use their RAVEN password to connect. Users from other higher education institutions use their Eduroam password to connect. All other users will need to apply for a password in the Reading Room or at the Reader Services Desk.

For further details please visit [www.lib.cam.ac.uk/dra](http://www.lib.cam.ac.uk/dra)

Photocopying and scanning

Self-service Multi-Functional Devices (MFDs), used for photocopying and scanning are located in the Photocopying Room at the end of the North Wing Corridor and in the Commonwealth and West Rooms (for material restricted to those rooms). To use the MFDs you will first need to add credit to your account (see below).

Log in by entering both your username and password on the touch screen. When you have logged in to your account, your credit balance will be displayed on the screen.

Full instructions on the operation of the MFDs are available adjacent to the machines in the self-service Photocopying Room, Commonwealth Room and West Room. Please log out from the MFD when you have finished using it.

For further details please visit [www.lib.cam.ac.uk/collections/departments/digital-content-unit](http://www.lib.cam.ac.uk/collections/departments/digital-content-unit)

Adding copying and printing credit to your account

Credit can be purchased online at [www.ds.cam.ac.uk/ul/kiosk](http://www.ds.cam.ac.uk/ul/kiosk)

Kiosk computers in the Photocopying Room, Commonwealth Room, West Room and on the first floor balcony, may also be used to credit your account. During office hours, credit may be added to your account at the Reader Services Desk.

Prices excluding VAT (VAT charged at 20% to all except Cambridge students).

**Self-service copying**  
A4 black & white, 8p / sheet  
A3 black & white, 16p / sheet  
A4 colour, 12p / sheet  
A3 colour, 20p / sheet

**Self-service scanning**  
A4 or A3 black & white or  
colour, 4p / scan

**Printing**  
A4 10p / sheet

Security

Large bags and laptop cases are not permitted in the Library. Please use the Locker Room. Clear Library carrier bags can be bought from the Reader Services Desk. Please look after your valuables; don’t leave laptops or personal items unattended.

Still feeling lost?

You can ask any member of staff for further help. We also run a range of Research Skills courses.

For further details please visit [www.training.cam.ac.uk/cul/theme](http://www.training.cam.ac.uk/cul/theme)

Follow us on:  @theUL  Facebook



# Research Facilitation

## for Arts, Humanities and Social Sciences

For more information about research funding, internal peer review, advice on grant writing in the arts, humanities and social sciences, as well as relevant research support contacts across the University, please visit [www.ahssresearch.group.cam.ac.uk/](http://www.ahssresearch.group.cam.ac.uk/) and /or contact the School Research Facilitation team:

Dr Daniel Wunderlich (UK funding) e: [dcw35@cam.ac.uk](mailto:dcw35@cam.ac.uk) t: +44 (0)1223 761365

Dr Andrea Salter (EU& overseas funding) e: [acs87@cam.ac.uk](mailto:acs87@cam.ac.uk) t: +44 (0)1223 764079

### Services offered by School Research Facilitators:

- Broadly, we are a demand-led service which can support research applications and enquiries at individual, Faculty and School levels by:
- Running scheme specific information sessions (e.g. ERC grants; Leverhulme Programme Grants; ESRC Future Research Leaders, ...)
- Finding suitable schemes and providing funder information for large funding applications by UTOs
- Discussing individual research portfolios and funding trajectories
- Discussing research ideas and how to turn these into a research project
- Advising and commenting on drafts of research grant proposals
- Providing examples of successful applications where possible
- Organising mock interviews for grant applicants (e.g. ERC, large Leverhulme or AHRC grants)
- Facilitating Cross-School peer review for large and complex AHRC and ESRC applications
- Reviewing PI responses to peer reviewers' comments
- Organising a *Research Lunchtime Forum* (termly; peer-to-peer; topics on suggestion) and other workshop sessions around specific issues e.g. impact
- Discussion/engagement with Departments/Faculties' research strategy and targeted support for these
- Facilitating links across disciplines, including through engagement with the SRIs and SRNs
- Funder relations and research strategy more generally (assisting with funder visits; servicing the Social Science Research Strategy Group; Arts & Humanities Research Strategy Forum; consultations; etc.)
- Support on RCUK's Pathways to Impact
- Coordination of institutional research support where appropriate (e.g. Public Engagement; Centre for Science and Policy; Cambridge Enterprise; pre-post award liaison with Faculty Administrators and Research Grant Administrators, School Research Grant Administrators and the Research Operations Office)

Open to  
Everyone!

# Health and Fitness

at the University of Cambridge Sports Centre

*Let us help you make changes that will last*

from  
**£8**  
per week\*



Discounts available for University of Cambridge staff and students

\*based on an Off Peak Community membership



### Facilities include:

- Fitness Suite with state-of-the-art Technogym equipment
- Strength and Conditioning room with 8 Olympic lifting platforms
- Yoga and Pilates
- Circuit training
- Indoor Cycling
- BodyPump
- 37m x 34m Sports Hall
- Zumba
- 2 multi-purpose studios
- 5 competition standard Squash Courts
- 3 Eton Fives Courts
- 3 Rugby Fives Courts
- Health Checks
- Personal Training

### The University of Cambridge Sports Centre

is 10 minutes by bike from the city centre. The Centre has 12 accessible car parking spaces, and other members of the Fitness, Strength and Conditioning Suite can use their membership cards to access any car park on the West Cambridge site between the hours of 06:30 - 08:30 and between the hours of 15:30 - 22:30 Monday to Friday. Parking is available all weekend.





# MEDIATION SERVICE

*Are you experiencing difficult relationships at work?*

*The Mediation Service may be able to help*

*Find out more:*

*<http://www.admin.cam.ac.uk/offices/hr/policy/mediation/>*

*Email: [mediation@admin.cam.ac.uk](mailto:mediation@admin.cam.ac.uk) or*

*Call: 01223 765544 / 765821*



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# Dignity @Work

You may never need us , but we are here if you do

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Everyone has the right to be treated with respect at work.  
If you feel you aren't and need to talk about it, please contact  
[dignitycontacts@admin.cam.ac.uk](mailto:dignitycontacts@admin.cam.ac.uk) or call (7)65031 for confidential  
help and advice.





**If you feel that you are experiencing difficult working relationships, including bullying or harassment, have witnessed bullying or harassment or you have been accused of bullying or harassment there are several people whom you can talk to about it:**

- If you feel able to it would be advisable to address your concerns with the individual directly.
- If you feel unable to do this your line manager or Business and Operations manager will be able to talk to you about your concerns.
- Your HR Adviser
- A Dignity @ Work contact.

If you would like to talk confidentially to a **Dignity @ Work Contact**, you should call **(7)65031** which is a confidential voice-mail number and leave your name and contact details, or email [dignitycontacts@admin.cam.ac.uk](mailto:dignitycontacts@admin.cam.ac.uk) with your name and contact details. Your message will be picked up by a Dignity @ Work Co-ordinator who will put you in touch with a Contact, ensuring that there is no conflict of interest. The Contact will then contact you to arrange an appointment.

For more information on the Dignity @ Work policy and what to do if you are experiencing difficult working relationships, including bullying or harassment, have witnessed bullying or harassment or have been accused of it please see the following link <http://www.hr.admin.cam.ac.uk/policies-procedures/dignity-work-policy>



# The Cambridge Ambassador Programme

You, Your Event, Your City



**Are you a member of a society, association or institute?**

**Have you considered bringing one of the meetings to Cambridge?**

Become a conference ambassador for Cambridge and working together we can develop your ideas, help you collate and submit a winning pitch to ultimately host a successful event here in Cambridge.

We'll support you every step of the way, we'll arrange venue visits and hospitality for all decision-makers and we'll assign you a specialist contact to liaise with venues.

**We'll be there for you from the enquiry stage, throughout the event and beyond.**

### **Join the Cambridge Ambassador Programme and you'll benefit from:**



Practical, free help and support to help you to promote Cambridge as a destination to your organisation



Recommendations and help to source a professional conference organiser (PCO)



Assistance with planning, designing and submitting a formal proposal to the organising committee



The opportunity to network with other Cambridge Ambassadors at exclusive events throughout the year



Fully escorted site visits and hospitality for your key decision makers

#### **Meet Cambridge**

12c King's Parade, Cambridge, CB2 1SJ

T: +44 (0) 1223 768740

E: [enquiries@meet-cambridge.com](mailto:enquiries@meet-cambridge.com)

W: [meet-cambridge.com](http://meet-cambridge.com)

*meet*  
CAMBRIDGE





# Meet Cambridge

The Easy Way to Organise Your Next Event



**When you're given the job of planning a meeting, a conference or a dinner, it can sometimes be difficult to know where to start but we're here to help make your job easier and quicker, we'll save you time and resource so that you can get on with your day job!**

Meet Cambridge is a small institution of the University. We're owned and managed by the University and the Colleges. As a not-for-profit organisation our service is free of charge and offered with no obligation.

We're a single point of contact for over 50 venues in and around the city.

## The Benefits of Using Meet Cambridge



Quick, easy and free service



A single point of contact for over 50 venues



Expert help and support



An extensive network of event support services



A free administration service for large events using multiple venues



An online B&B booking facility for visitors and individuals



Free marketing resources to help you promote your event



Specialist help and support to produce conference bids



Access to a range of extra information through our partnership with Visit Cambridge & Beyond

### Meet Cambridge

12c King's Parade, Cambridge, CB2 1SJ

T: +44 (0) 1223 768740

E: [enquiries@meet-cambridge.com](mailto:enquiries@meet-cambridge.com)

W: [meet-cambridge.com](http://meet-cambridge.com)

*meet*  
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CAMBRIDGE



# Policy Impact

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A 'how to'  
guide for  
Researchers

**WHAT**

**WHY**

**HOW**

**HELP**

# Policy Impact

Making your research agenda and research findings relevant to policy-making in a way that has an impact on how policy is formed, implemented or understood. Whether and how this happens is something that researchers (or groups of researchers) can influence and manage.



# Policy

A set of rules or norms governing behaviour in a particular area of activity - established by an organisation (the “policy-maker”) accepted as having authority to set such rules or norms. The basis of this authority is usually, but not universally, statutory in nature. It may also include authority to enforce the rules.

# Who Forms Policy?

Law-makers at a **supra-national** level, such as the European Parliament

Law-makers at a **national** level, such as the UK Parliament

The **bureaucracies** that support law-makers, such as UK Government Departments and DGs of the European Commission

Statutory bodies with **sectoral** responsibilities, such as utility regulators

Statutory bodies with **regional** responsibilities, such as local councils

Statutory bodies with **subject-matter** responsibilities, such as the HSE

# What Shapes Policy?

**Scrutiny of  
policy-makers by  
legislative bodies  
such as Select  
Committees**

**Consultation  
exercises by  
Government  
Departments**

**Debate and  
scrutiny during  
the passage of  
legislation**

**Consultation  
exercises by  
Statutory Bodies**

**Government-  
supported  
enquiries and  
reviews**

**Manifestos of  
political parties**

**Reports from  
think-tanks, lobby  
groups or interest  
groups**

**Legal judgements**

**Crises or high-  
profile events**

# Why do it?

- To promote the value and usefulness of your research
- To strengthen the case for research funding
- To shape further research needs and priorities
- To showcase yourself, and your institution
- To strengthen links with other researchers
- To understand how to make your research more impactful
- To make your role more interesting and challenging



# How can researchers access policy makers?

**Submit research evidence to scrutiny bodies such as parliamentary Select Committees**

**Contribute to public consultation exercises by Government Departments**

**Correspond directly with MPs and Peers about your research**

**Contribute to public consultation exercises by Statutory Bodies**

**Contribute to government-supported enquiries and reviews**

**Contribute to briefing and debating packs for parliament**

**Contribute to reports from think-tanks or interest groups**

**Engage with government research staff such as parliamentary library staff and departmental analysts**

**Be opportunistic – when necessary, engage in debates and campaigns using your research**

**Academic journal publications**

- Civil servants report in surveys that they do read original journal articles
- Open access journals are more likely than subscription-only journals
- Academics may submit a journal publication to government
- Research reports, evidence summaries and Policy Briefs provide synthesis of research

**'Knowledge-brokers'**

- On university side they make links between researchers and civil servants (e.g. Cambridge Uni CSaP)
- NGOs, think-tanks and other third-party organisations provide coalition of support around research
- On civil service side, role of departmental analytical service staff and government researchers who are knowledgeable and commission research

**Dissemination by online resources and social media**

- Using digital communications such as popular blogs (topic-based) and Twitter
- University websites growing in importance
- Social media outlets also link to conventional media such as practitioner publications and print journalism

**Collaborations**

- Networks outside academia (industry, NGOs, think-tanks) whose interests support research and policy recommendations
- Networks can be used to test out analysis and policy recommendations and also lobby policy makers

## How research is used by policy officials

**Parliamentary Select Committee**

- Academics provide written and oral evidence to committee inquiries
- Government is obliged to respond to select committee reports
- There are select committees for each department plus House of Lords
- Parliamentary Office for Science and Technology (POST) seeks research for briefings and speakers for events

**Expert Advisory Role**

- Research expertise becomes known through role on departmental advisory committee and other public bodies
- Advice and follow-up information and analysis is sought as trusted source
- Research circulated through role on prominent expert committees such as international policy committees, award and funding bodies, esteemed societies

**Commissioned research and briefings**

- Open calls to research professionals for original or secondary research around specific topics or policy issues
- Scoping and background research for committees and inquiries
- Independent policy evaluations
- Individual civil servants (and government researchers) seek expert opinion and written advice

**Presentations**

- Civil servants may attend subject-based academic conferences
- Target professional and policy-orientated conferences
- Seminars and events organised by NGOs, think-tanks at which civil servants attend
- Direct presentation to government (or face to face meeting)

# How to Engage with Policy Makers

- **Target** Identify the policy-makers where your research might be relevant, and learn the basics about what their agendas are and how they use research. And keep this knowledge up-to-date. Agendas can change quickly.
- **Timing** Understand the policy-makers' process, and align the timing of your contribution to it.
- **Tailor** Make your input relevant and digestible. Do not “dumb down” – but assume that you are dealing with a non-technical audience. Help them “join the dots” to see how and why your research is relevant to them.

# Target

- **Identify** policy makers in your field
- **Learn** about what their policy agendas are and how they use research evidence (government department, regulator, local or national body etc.)
- **Keep up-to-date** knowledge about relevant policy makers (follow on social media, read reports, attend meetings and conferences)
- **Strategies to engage** policy makers (present at meetings, publicise your research findings, invite them to speak to your group, send written material to them)



# Timing

Understand the ways in which your research could impact policy process:

- **before:** get involved in agenda setting before new policy decisions are taken (look up departmental consultations; select committee enquiries)
- **during:** feed your research into policy decisions (contribute material to departmental reviews, evidence sessions, public meetings)
- **after:** participate in policy review processes (by department, committee) and your focus research findings around addressing current policy agendas

# Tailor

- Make your input **relevant** and digestible
- Think about who you are talking to and what is the **scope** of your output (defining a problem, offering an approach, making specific recommendations)
- Assume you are dealing with a **non-technical** audience
- Write specifically for the **purpose** (e.g. submission to committee, consultation) and explain how and why your research is relevant to them (do not simply forward a copy of an academic paper, although you can provide this as further information)

# Key Tips:

## Early Career Researchers

- Try to **understand the motives and objectives of policy makers**
- Think about contributing to a government body (committee, department) as a **specialist adviser**
- Do some background reading in order to **understand the policy process** better (see further reading and sources)
- **Case studies show how varied impact can be**; remain open-minded as to different approaches and processes
- **Develop your networking skills and contacts, as the policy-making system is complex**
- **Talk to other researchers, NGOs and practitioners about your policy issue – be visible** and persevere

# Engaging with International Policy Makers

- **European Parliament** Researchers can access the European Parliament through its standing committees for specific subject areas. Meeting dates, papers, delegates and support staff are all listed here: [www.europarl.europa.eu/committees/en/parliamentary-committees.html](http://www.europarl.europa.eu/committees/en/parliamentary-committees.html)
- **International NGOs and Think Tanks** Organisations such as the Centre for European Policy Studies (CEPS) ([www.ceps.eu](http://www.ceps.eu)) can help researchers build networks and disseminate their findings. Researchers can also engage with consultancy companies (such as Deloitte, BCG) that undertake government commissions.
- **The Centre for Research on Impact Evaluation (CRIE)** conducts policy evaluations. They also have a remit to make connections between EU policy-makers and the scientific community <https://crie.jrc.ec.europa.eu>
- **The European Science Foundation** publishes reports to influence policy makers which are accessible online by disciplinary area: [www.esf.org](http://www.esf.org) and it has officers looking after these domains that could be contacted by individual researchers or research groups.
- **Professional Bodies** These are important to researchers in terms of building networks with the international policy community. They are interested in research findings related to their portfolio and are likely to be members of overarching international organisations that serve to conduct policy work, engage with policy makers and lobby governments. These bodies may already work with advisory boards and committees that could be of interest to researchers.



# Key Tips:

## Writing for Policy Makers

- **Who am I?**

My expertise, position, organization/institution. What sort of thing will people expect me to say?

- **Who am I talking to?**

Government ministers, other parliamentarians, civil servants, NGO workers, practitioners. In which field?

- **Who else is listening?**

- **What is the scope of the output?**

Defining a problem, offering a general approach, making specific recommendations, a combination. If working to a brief what have you been asked to produce? Have you tested the idea? Has it been applied elsewhere?

- **What else is going on in your world beyond this issue?** (provide context)

- **What else is going on in your audience's world?** (competing priorities)

- **Remember the 'art of the possible'** - what resources, attention, political will is there likely to be for your recommendations (can you adapt? Can you engage other policy groups, NGOs to support your case)

- **What do you want your audience to do?**

This is crucial. You are not simply presenting evidence, you are telling someone what you think they should do (or not do!). Be concise.

- **Consider policy writing to be a conversation.** Policy work is dynamic and integrative, arising from teamwork. It pulls together perspectives from people across disciplines and areas of knowledge and experience. In particular, for your work to be relevant, interesting and useful for policy makers, you need to engage in discussion with them from the very beginning.

(Credit: David Neal, Polygeia, University of Cambridge)

# University Support

University offices and research support:

**Research Impact  
Teams and  
Coordinators**

**REF Impact Team**

**Public Engagement  
Office**

**Centre for Science  
and Policy (CSaP)**

**Public Policy SRI**

**Training  
Opportunities**

# University Support

## Research Impact Teams and Coordinators:

There is a growing body of university-based professionals who work as **'knowledge-brokers'** between academic researchers and external policy makers and practitioners (industrial and commercial partners, NGOs, funders)

At Cambridge, research impact resources are organised around the Research Councils and school-based structure. Key resources are:

- School of the Biological Sciences – **Bioscience Impact Team** Further info: [www.bio.cam.ac.uk/impact](http://www.bio.cam.ac.uk/impact)
- Clinical School – **Office for Translational Research** (OTR) Further info: <http://otr.medschl.cam.ac.uk>
- **EPSRC Impact Acceleration Account** (IAA) Further info: [www.research-strategy.admin.cam.ac.uk/contact-us](http://www.research-strategy.admin.cam.ac.uk/contact-us)
- **ESRC Impact Acceleration Account** (IAA) Further info: [www.research-strategy.admin.cam.ac.uk/research-funding/internal-funding-opportunities/institutional-sponsorship-grants/esrc-impact](http://www.research-strategy.admin.cam.ac.uk/research-funding/internal-funding-opportunities/institutional-sponsorship-grants/esrc-impact)
- School of Humanities and Social Science and Arts and Humanities – Research Facilitators, Further info: [www.ahssresearch.group.cam.ac.uk/Research-support-contacts/SRT](http://www.ahssresearch.group.cam.ac.uk/Research-support-contacts/SRT)
- Department-based research grant administrators, Further info: [www.ahssresearch.group.cam.ac.uk/Research-support-contacts/research-grant-admin](http://www.ahssresearch.group.cam.ac.uk/Research-support-contacts/research-grant-admin)

# University Support

## Centre for Science and Policy (CSaP):

- CSaP works in a number of ways to promote engagement between public policy professionals and academics at Cambridge
- CSaP has established an extensive network of **Policy Fellows**, civil servants and policy makers who have attended a programme of meetings and events at Cambridge, as well as established contacts within Westminster and Whitehall who are interested in engaging with researchers
- The experience and diversity of this unique network provides fresh perspectives and critical challenges to conventional thinking, and helps research from all disciplines
- CSaP also advises academics on completing Pathways to Impact statements on research grant applications
- Researchers interested in engaging with policy makers, and including research impact on research grant applications can contact CSaP at: [www.csap.cam.ac.uk](http://www.csap.cam.ac.uk)



# University Support

## REF Impact Team:

- Based in the university's Research Strategy Office, the team **support** researchers in relation to impact, and compile information for research funders and higher education funding bodies on impact
- The team manage the university's submission to the Research Excellence Framework (REF), which includes research impact
- **Contact** the REF Impact Team at: [impact@admin.cam.ac.uk](mailto:impact@admin.cam.ac.uk)
- You can record and store information relating to your research impact at the university's **Impact Repository**. Access is via Raven login. Contact the REF Impact Team for access details
- Placing copies of impact documents (letters of support, media references, report citations, event details) can help with recording impact for funding and assessment bodies

# University Support

## Public Policy Strategic Research Initiative (SRI):

- One of the university's strategic research initiatives, the Public Policy SRI aims to **support public policy research across Cambridge**, working with colleagues in science, social science, the arts and humanities, to apply new thinking to public policy problems and promote research and analysis into the public policy process
- The SRI undertakes projects in different subject areas, organising policy events and workshops to bring academics together around **important policy issues** and drawing academics attention to policy around their research
- The SRI can also provide advice and support for new grant applications in public policy research
- Contact the SRI Coordinator at [cs738@cam.ac.uk](mailto:cs738@cam.ac.uk) or visit the website at: [www.publicpolicy.cam.ac.uk](http://www.publicpolicy.cam.ac.uk) if you are interesting in joining the initiative or would like to know more

# University Support

## Public Engagement Office

- The Public Engagement office organizes annual events such as the Cambridge Science Festival, Cambridge Festival of Ideas, Open Cambridge and Cambridge Community Knowledge Exchange, which promote public engagement with Cambridge research. It has also organized events for researchers to come together with parliamentarians to discuss the insights from academic research
- As well as organising the University's large-scale public engagement events, at which researchers can connect with communities, citizens, policy makers and NGOs, the office also **offers practical support and training** to University staff and students
- The office also maintains a **network of community contacts** to nurture charitable, educational and voluntary partnerships between the University and its communities. Further information: [www.cam.ac.uk/public-engagement](http://www.cam.ac.uk/public-engagement)

# University Support

## Training Opportunities

- Doctoral Training Centres (subject-based, for example: <http://esrc-dtc.cshss.cam.ac.uk>)
- AHRC Engaging with Government Programme  
[www.ahrc.ac.uk/Funding-Opportunities/Pages/Engaging-with-Government.aspx](http://www.ahrc.ac.uk/Funding-Opportunities/Pages/Engaging-with-Government.aspx)
- CSaP professional development workshops  
[www.csap.cam.ac.uk](http://www.csap.cam.ac.uk)
- OPdA (Office for Postdoctoral Affairs)  
[www.opda.cam.ac.uk](http://www.opda.cam.ac.uk)
- Impact workshops and events organised by Coordinators (school or subject-based)
- Internships (POST, CSaP, Research Council, Government)  
Further info:  
[www.rcuk.ac.uk/skills/policy-internships-scheme](http://www.rcuk.ac.uk/skills/policy-internships-scheme)

## Further Information

- Hill, M. (2012) The Public Policy Process (Sixth Edition) (Routledge)
- Kingdon, J. (1995) Agendas, alternatives and public policy (Boston: Little Brown)
- Sanderson, I. (2002) Evaluation, policy learning and evidence-based policy making, Public Administration 80 (1) 1-22
- Stoker and Evans (2016) Evidence-based policy making in the social sciences: methods that matter (Policy Press)
- LSE Impact Blog  
<http://blogs.lse.ac.uk/impactofsocialsciences>
- What Works Centres  
[www.gov.uk/guidance/what-works-network](http://www.gov.uk/guidance/what-works-network)
- Parliamentary Office for Science and Technology (POST) publications including POST notes and other briefings



Cambridge  
Public Policy

SRI

# Contact

**For more information find us at:**

[www.publicpolicy.cam.ac.uk](http://www.publicpolicy.cam.ac.uk)

@CamPubPolSRI

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E: [cs738@cam.ac.uk](mailto:cs738@cam.ac.uk)