

**Research Mobility Fund Working Group
YERUN Research Workshops
Guidance document**

*Approved by YERUN General Assembly, 26 October 2017, Ulm
(Updated in January 2018)*

YERUN Research Workshops

Following discussion at the YERUN General Assembly¹, it has been agreed that a series of Research Workshops funded by YERUN will be established. The Research Mobility Fund Group discussed the purpose of the workshops and how to operationalise these at their meeting in Brussels, on 9 June 2017.

Promoting research collaboration is a core aim of YERUN. Collaboration in research across YERUN universities will not only help to create critical mass in areas where large scale investment is needed, it will also encourage the cross-fertilisation of ideas and promote the wider dissemination, citation and impact of YERUN institutions' research findings.

The research workshops are a vehicle for YERUN partners to exchange research ideas, gain a better understanding of complementary expertise in the thematic research priorities identified within the network (currently e.g. Health and Ageing, Big Data, Digital Humanities, Migration, and STEM), and to develop ideas for new research projects, collaborations and future research priorities. They will be an opportunity for researchers to work together on ideas that are aligned with EU or international funding opportunities and to build new research relationships across the network. In this way they will help stimulate new research programmes, collaborations and joint funding bids.

Establishing a programme of YERUN Research Workshops

There will be two YERUN Research Workshops per year, one in January/February and a second in June/July/September. YERUN will provide financial support to the organiser, by cancelling the membership fee of the given year. This support is meant to be used for the organisation of the workshop and to cover the participation of YERUN members (not necessarily all participants, but as many of possible).

The University of Essex volunteered to host the first workshop in January 2018 but thereafter there will be an annual call for proposals to YERUN partners. The January 2018 workshop has been on '*Big Data, Data Analytics and the Digital Economy*' and is organised by the University of Essex with the collaboration of Universidad Carlos III Madrid and University of Rome Tor Vergata.

¹ YERUN General Assembly hosted by University Autonomous of Madrid, 17 March 2017, Madrid.

For those putting forward a proposal to host a workshop the following guidance is provided:

Underpinning principles

- Each workshop should be organised by at least three YERUN partners: the host institution plus at least two other supporting institutions. The financial support (cancellation of the membership fee) is only provided to the host institution.
- The proposal should include a preferred date (i.e. January/February or June/July/September).
- The host institution will be responsible for all aspects of the organisation of the workshop, programme, registration, accommodation, catering, etc., in communication with the YERUN Secretary General.
- The workshop aims must support the strategic research objectives of YERUN: **To promote research collaboration in fields of common interest with social and/or economic impact and especially within the scope of EU Research and Innovation Programmes.** In addition, ten minutes of the programme will be allocated to a general YERUN presentation to share information about the other strategic YERUN activities, e.g. support to create Joint Programmes, Joint PhDs, and other educational agreements, so that participants are aware how YERUN can support them with and have time to discuss them with the Secretary General during the workshop.
- Each workshop content must focus on one of the thematic research areas identified as research priorities by YERUN – those identified by the network at present are: Information Technology and Big Data; Migration and Sustainable Societies; Health and Ageing; Digital Humanities and STEM.
- Proposals for organising a YERUN Research Workshop should include a description of the substantive focus on the topic and an outline programme. The workshop should aim to produce specific outputs.
- The workshop should take place over a period of 2 working days, including time for travel (a draft outline programme is provided at the end of the document for reference).
- Workshops should be open to researchers from all disciplinary backgrounds to encourage an interdisciplinary approach to the substantive area.

Call for proposals

A call for proposals will be sent to all YERUN members to apply with a two-week deadline.

Another Research Workshop shall be organised in 2018, two or three other ones in 2019.

The Research Mobility Fund Group will assess the proposals and may ask the proposer for more information if anything is unclear or the proposal does not address YERUN research objectives.

The approval of workshops over the period will be decided by members of the Research Mobility Group, with the approval of the Executive Board.

Proposals should be submitted by email to:

Silvia Gomez Recio

Secretary General

YERUN - Young European Research Universities

secretarygeneral@yerun.eu

APPENDIX 1: Draft Outline Programme

Day 1: Arrival

3.30pm: Tea/coffee

4pm – 6pm: Initial “get to know you” session; 2-minute x 2-slides introduction on research expertise and interests related to the workshop topic by every participating YERUN partner². *There should be a maximum time allowed per institution represented, regardless the number of researchers representing that institution.* Followed by a discussion and setting the agenda for Day 2. *The agenda setting will be facilitated by the chair of the meeting. Beforehand and taking into account the research interests and profiles participants submitted, the chair will have developed a draft to be agreed with the participants.*

7pm: Dinner to facilitate networking opportunities

Day 2:

9.00am: Tea/Coffee

9.30am: Session 1: Presentation of the key research themes from the previous afternoon by the Chair, selection of group leaders and break out groups.

10.30: Session 2: Break out groups with common research interests will think more specifically about potential research projects and what would be needed to achieve them.

11.30am: Tea/coffee

12.00am: Continuation Session 2: Break out groups with common research interests will think more specifically about potential research projects and what would be needed to achieve them.

1pm: Lunch

2pm: Session 3: Funding opportunities including H2020 and international and how research project ideas might align with those opportunities; identify YERUN partners who will take ideas forward and develop projects, funding proposals, publications and other forms of research collaboration. Get some firm plans and commitments in place.

3.30pm: Presentation of commitments and work done by the group leaders (presentation of 1-2 slides per group).

4pm: Conclusions by the chair/facilitator

² As there may be more representatives from some institutions than others, please envisage equal time for presentations by “institutions” and not by researchers. Representatives from each institution should arrange themselves to fit into the allocated time.

APPENDIX 2: Practical considerations for planning the workshop

Selecting attendees

- The number of participants should be around 40-50 attendants to allow active interaction in the group.
- YERUN partners should nominate potential attendees to the organising committee, including brief information about their research interests and how they would support the workshop aims.
- The participation of researchers from as many different YERUN universities as possible should be one of the aims of the organisers. If there are several researchers registering from the same institution, at first, a maximum of 3 researchers per institution should be allowed; the nominating institution should collectively decide which 3 researchers to select.
- A waiting list of interested researchers should be maintained in case of cancellations. If places become available, they should be initially offered to researchers from YERUN partners with fewer workshop participants.
- For logistic reasons, the host institution will be allowed to have a larger number of representatives attending the workshop (ideally no more than 6 to avoid dominance).

Event management

- Participants to the workshop should be requested to provide details of their research profile, a photograph, email address (to circulate), and specific information about how they will contribute to the workshop, eg potential projects for funding proposal, or for other research collaboration activities in support of the specific aims of the workshop.
- Details of the participants' research interests and activities should be circulated in advance of the workshop and be considered when setting up the programme.
- The workshop should facilitate the creation of smaller groups of researchers working on concrete proposals/projects or collaborative activities. Organisers are recommended to identify clear workstreams (eg topics of working groups, or specific funding calls) in the request for nominations.
- Participants should be encouraged in advance of the meeting to indicate their availability to coordinate proposals or working groups in this setting.
- Organisers should designate a chair or consider using an external facilitator to manage discussions, ensure the participants stay focused on the aims and to help achieve the concrete outcomes.
- The organiser in collaboration with the other two institutions, should include information about relevant EU funded calls available which could also be used to determine the clustering of participants in different groups.

Additional advice

- Organisers should make sure that information about all participants is shared with all attendees at an early stage; not all participants within an institution may know who else from that institution is attending.
- Consider organising tours of your university, or the local area, or additional optional events which may be of interest to some attendees.

- Organisers – and any event chair/facilitator – should consider that some participants will be representing only their own interests, and some will be representing the interests of many colleagues.

Post event

- Details of the workshop programme, participants and relevant outcomes will be included on the YERUN website.
- Follow up surveys are recommended to track the level of activity and collaboration which has resulted from the workshop.
- Consider what follow up actions will be needed to support continued engagement between workshop participants, and also the wider network of interested researchers at all YERUN institutions. E.g. creation of an automatic mailing list to exchange information.
- A report of the workshop, including information about the participants, preparatory material and concluding remarks should be sent to the YERUN office a month after the workshop took place. The report will be sent to all institutions for their information and for them to disseminate among expert who couldn't attend the workshop but who could benefit from the collaborations.