**Senior Management Team**

**Head of Faculty Research, PGR and Business Services**  
Darien Rozentals 0161 306 0551

**SBS Research Services Operations Manager (EU Lead)**  
Charlotte Jackson charlotte.jackson@manchester.ac.uk  
0161 306 5422

**SMS Research Services Operations Manager (HInM & CTU Lead)**  
Sarah Fitzgerald sarah.fitzgerald@manchester.ac.uk  
0161 275 1262

**SHS Research Services Operations Manager (Training & Development Lead)**  
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0161 275 2436

**Business Engagement**  
Saq Rasul (Interim Team Lead) Saqab.Rasul@manchester.ac.uk : 07920471453

**Doctoral Academy - PGR Services Manager**  
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**Research Governance Practice Manager**  
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**Research Policy & REF Manager**  
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Faculty of Biology, Medicine and Health (FBMH)  
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BE Contacts

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Divisional Leads
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School of Biological Sciences (SBS)

Cell Matrix Biology & Regenerative Medicine – Kate Meade
Evolution & Genomic Sciences – Effa-Bassey Ettah
Infection, Immunity & Respiratory Medicine – Kate Meade
Molecular and Cellular Function – Simone Wilkes
Musculoskeletal & Dermatological Sciences – Effa-Bassey Ettah
Neuroscience & Experimental Psychology – Effa-Bassey Ettah

School of Medical Sciences (SMS)

Cardiovascular Sciences - Kate Meade
Dentistry – Effa-Bassey Ettah
Developmental Biology & Medicine – Effa-Bassey Ettah
Diabetes, Endocrinology & Gastroenterology - Kate Meade
Cancer Sciences – Saqab Rasul / Simone Wilkes

School of Health Sciences (SHS)

Human Communication, Development & Hearing – Dan Morley
Informatics, Imaging & Data Sciences – Dan Morley
Population Health, Health Services Research & Primary Care – Dan Morley
Nursing, Midwifery & Social Work – Simone Wilkes
Pharmacy & Optometry – Simone Wilkes
Psychology & Mental Health - Effa-Bassey Ettah

Knowledge Exchange Schemes

BBSRC Impact Acceleration Account - Kate Meade
MRC Proximity 2 Discovery – Simone Wilkes

CTU and clinical trial agreements – Saqab Rasul / Dan Morley
Academic Management Team

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PGR Finance & Data Mgmt Officer  
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Student Support Administrators  
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  0161 275 1523  
* Medical Sciences - Beth Taylor  
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  0161 275 1430  
* Health Sciences - Kate McWilliams  
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General email contacts below – ending with @manchester.ac.uk

Admissions  
amissions.doctoralacademy@ 
Financial  
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Student support  
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Research Governance Team

Research Practice Governance Manager
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Research Governance Support Officer
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Research Governance Officer
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Research Governance Support Officer
Vivian Attipoe
Vivian.Attipoe@manchester.ac.uk
0161 275 5106

Shared email (recommended) – FBMHethics@manchester.ac.uk

Providing information and guidance to University staff and students undertaking research involving the NHS.
Areas of support include:

• NHS ethics and HRA Approval processes
• Sponsor review and authorisation of new studies and amendments to ongoing studies
• Research Governance/ Sponsor confirmation for funding applications
• Annual progress and end of study reporting
• Study conduct
• Sponsor contact for NHS Trusts and external agencies
**Research Policy and REF**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Policy and REF Manager</td>
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<td><a href="mailto:Rupa.Lunan@manchester.ac.uk">Rupa.Lunan@manchester.ac.uk</a></td>
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<td>0161 275 5465</td>
</tr>
</tbody>
</table>

**Support for the REF, Research Review Exercise & Impact**

Support will be provided by the Research Policy and REF Manager and the Knowledge Exchange & Impact Officers. For REF & RRE matters, the Research Policy and REF Manager will work closely with the Research Support Managers within Schools and Divisions during these assessment exercises. Support for Knowledge Exchange & Impact will be provided across all 3 Schools.

**Policy development**

The Research Policy and REF Manager will develop policies with the Vice Dean for Research & Innovation and the Head of Faculty Research, PGR & Business Services to support the Faculty’s research strategy and will ensure prompt implementation and monitoring.

**Management Information**

Requests for management information on applications and awards for the Faculty will be provided by the Research Policy and REF Manager and support staff within this team.
Strategic Funding Team
Fifth Floor, Carys Bannister Building, Dover Street SFT@Manchester.ac.uk @RD_UoM

Interim Lead – Strategic Funding Team & Project Co-ordination
Senior Research Project Office to Vice Dean for Research & Innovation/ Interim Lead of Strategic Funding
Katy Boyle
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0161 275 1360

International Relationships
Manager
Helen Li
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0161 306 5734

Strategic Funding Team
Strategic Funding Managers (SFMs)

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Ania Jolly
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Anu Suokas
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Senior Administrator, Strategic Funding
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Administrative Assistant, Strategic Funding
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0161 306 3151

PA to VDR/I/OrBESupport Lorna Tittle
Lorna.Tittle@manchester.ac.uk
0161 306 0529

Advance Materials in Medicine/FBMH Project Manager
Nicola.Telfer@manchester.ac.uk
Part Time – 2 days pw in FBMH

Wellcome Trust Translational Research Facilitators
Currently vacant

Senior Management Team: Manages the Strategic Funding Team and ensures the effective delivery of strategic research services across the Faculty.

Strategic Funding Managers (SFMs): Provide direct support for the FBMH Research Domains and their affiliates. Tailored support for large, strategic funding bids. This may include: supporting the development and project management of large, complex research initiatives, including grant applications and awards; guidance and assistance in preparing scientific and strategic aspects of research grant applications; access to technology and methodology platforms; detailed strategic portfolio analyses and targeting of research ideas to the most appropriate source of funding; developing collaborative research interactions, cross-faculty initiatives and interactions with external partners/funding agencies.

Faculty Fellowship Academy: Our goal is to help bright researchers gain externally-funded fellowships. A personal award from MRC, Wellcome Trust, NIHR or equivalent is the best possible launch pad for a future independent research career. Support includes: 121 clinic sessions with senior academics with funding panel experience, putting you in touch with those who have ‘been there, done that’, peer review assistance, provision of interview skills sessions and mock interviews should you be shortlisted for interview, information/networking events, coordination of Dean’s Prize awards. Whether you currently hold a fellowship and want help with the next step, or are looking to apply for your first, early career fellowship, we can help.

College of Experts: Aims to enhance the quality of research grant applications to major funders by promoting a stronger culture of peer support and peer learning among our research staff. The College members sit on external funding panels, have an established research track record and can be called upon to: provide high quality peer review for high value (~£1m+) prestigious and strategic applications (including cross-faculty initiatives); sit on mock interview panels for shortlisted applications; input into the horizon scanning of major funding initiatives.

Administrative Support: Support for the formation and ongoing management of research networks by coordinating meetings, workshops and large events that help collaborations grow and prosper. Assistance with the planning, coordination and management of projects and initiatives. RBS PA provides support to the Vice Dean for Research & Innovation and Head of Research and Business Engagement.

Faculty of Biology, Medicine and Health (FBMH)
www.bmh.manchester.ac.uk
Each faculty has its own Research Services Team that comprises of multiple sub-teams supporting a different element of the research lifecycle. The breakdown and responsibility of the different sub-teams is shown in the list below:

### Research Services Contacts:
- **School of Biological Sciences (SBS)**
  - Simon Building, Room 1.83
  - **Research Services Operations Manager**: Charlotte Jackson, 0161 306 5422 Charlotte.Jackson@Manchester.ac.uk
  - **Research Management Accountant**: Jamie Flood, 0161 306 4239 Jamie.Flood@Manchester.ac.uk
  - **Research Finance Team**: Carolyn Smith, 0161 275 1456 Carolyn.Smith@Manchester.ac.uk
  - **Research Support Administrator**: Helen Howe, 0161 275 1353 Helen.Howe@Manchester.ac.uk

### Division of Cell Matrix Biology and Regenerative Medicine:
- **RSO**: Emma Hatton, 0161 275 1836 Emma.Hatton@Manchester.ac.uk
- **SRFO**: Steve Birch, 0161 275 1455 Stephen.Birch-3@Manchester.ac.uk
- **RFO**: Rob Sugg, 0161 275 1455 Robert.Sugg@Manchester.ac.uk

### Division of Evolution & Genomic Sciences:
- **RSO**: Frances Conboy, 0161 275 1181 Frances.Conboy@Manchester.ac.uk
- **SRFO**: Yusuf Iqbal, 0161 275 1255 Yusuf.Iqbal@Manchester.ac.uk
- **RFO**: Ashley Jones, 0161 275 2341 Ashley.Jones@Manchester.ac.uk

### Division of Infection, Immunity & Respiratory Medicine:
- **RSO**: Kate Lagan, 0161 275 5073 Kate.Lagan@Manchester.ac.uk
- **SRFO**: Anne Pennington, 0161 275 1256 Anne.Pennington@Manchester.ac.uk
- **RFO**: Clare Calderwood, 0161 275 1607 Clare.Calderwood@Manchester.ac.uk

### Division of Molecular & Cellular Function:
- **RSO**: Jennifer Hockley, 0161 275 1414 Jennifer.Hockley@Manchester.ac.uk
- **SRFO**: Yusuf Iqbal, 0161 275 1255 Yusuf.Iqbal@Manchester.ac.uk
- **RFO**: Ashley Jones, 0161 275 2341 Ashley.Jones@Manchester.ac.uk

### Division of Musculoskeletal & Dermatological Sciences:
- **RSO**: Joanna Jozefiak, 0161 275 5073 Joanna.Jozefiak@Manchester.ac.uk
- **SRFO**: Tom Green, 0161 275 5020 Tom.Green@Manchester.ac.uk
- **RFO**: Eun Baratta, 0161 275 3437 Funkyung.Baratta@Manchester.ac.uk

### Division of neuroscience & Experimental Psychology:
- **RSO**: Ameur.Bayer, 0161 306 2894 Ameur.Bayer@Manchester.ac.uk
- **SRFO**: Faida Austin, 0161 306 8823 Faida.Austin@Manchester.ac.uk
- **RFO**: Glyn Jenkins, 0161 275 1946 Glyn.Jenkins@Manchester.ac.uk

### Research Support Managers (RSM) – The RSMs work in the Division and have responsibility for oversight and reporting on the funding applications submitted in each Division. The RSMs are the link between the Director of Research, Divisional academics and the Head of Division. The RSMs are responsible for escalating funding applications to the Head of Division for authorisation if required. The RSMs each support a Unit of Assessment Lead in preparation for the University submission to REF 2020. The RSMs line manage the RSO in their Division.

### Research Support Officers (RSO) – RSOs support academics in the costing, compilation, review and submission of all research funding proposals. They also provide costing for industry collaborations, in these cases BE will review the costings if deemed necessary. The majority of the work that RSOs do is in the pre-award stage of the research lifecycle, other than any HR related activity and the coordination of recruitment for live research projects.

### Research Support Administrator (RSA) – Provide administrative support to all activity linked with the Schools Research Services Teams.

### Senior Research Finance Officers (SRFO) – SRFOs line manage a number of Research Finance Officers. SRFOs provide financial support and information during the lifecycle of awarded projects, liaising with PIs, funders and other professional services. Responsible for sign-offs as appropriate (eg. claims and PCMs).

### Research Finance Officers (RFO) – RFOs work on the post-award stage of the research lifecycle. The team of RFOs are referred to as Research Finance (RF). They are the go-to contacts for advice on project budgets and funding claims. Each research project has its own cost code and budget that ensures all spend is tracked, the RFOs ensure the latter is accurate for audit purposes and so they can accurately advise academics on what scope they have for further expenditure. RFOs are managed by SRFOs.

### Research Finance Administrator (RFO) – Provide administrative support to all activity linked with the schools Research Finance Services.

**General Research Support Queries**: Should be directed to sbsresearchsupport@manchester.ac.uk.
**General Research Finance Queries**: Should be directed to sbsresearchfinance@manchester.ac.uk.
Each faculty has its own Research Services Team that comprises of multiple sub-teams supporting a different element of the research lifecycle. The breakdown and responsibility of the different sub-teams is shown in the list below:

**Research Services Contacts:**

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FBMH Head of Faculty Research Finance - Service Delivery: Alison Bate, 0161 275 5464  Alison.Bate@Manchester.ac.uk  
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SHS Research Finance Assistant: Adam Rhoden, 0161 275 1250  Adam.Rhoden@Manchester.ac.uk  
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**Research Support Managers (RSM)** – The RSMs work in the Division and have responsibility for oversight and reporting on the funding applications submitted in the Division. The RSMs are the link between the Director of Research, Divisional academics and the Head of Division. The RSMs are responsible for escalating funding applications to the Head of Division for authorisation if required. The RSMs each support a Unit of Assessment Lead in preparation for the University submission to REF 2020. The RSMs line manage the RSO in their Division.

**Research Support Officers (RSO)** – RSOs support academics in the costing, compilation, review and submission of research council, charity and EU / EU commission research funding proposals. They also provide costings for industry collaborations, in these cases BE will review the costings if deemed necessary. The majority of the work that RSOs do is in the pre-award stage of the RL other than the HR related activity that they support with, in brief is the coordination of recruitment for live research projects.

**Research Support Administrator (RSA)** – Provide administrative support to all activity linked with the schools Research Support Services.

**Senior Research Finance Officers (SRFO)** – SRFOs line manage a number of Research Finance Officers. Provide financial support and information during the lifecycle of awarded projects, liaising with PIs, funders and other professional services. Responsible for sign-offs as appropriate (eg. claims and PCMs).

**Research Finance Officers (RFO)** – RFOs work is in the post-award stage of the RL. The team of RFOs are referred to as Research Finance (RF). They are the go-to contacts for advice on project budgets and funding claims. Each research project has its own cost code and budget that ensures all spend is tracked, the RFOs ensure the latter is accurate for audit purposes and so they can accurately advise academics on what scope they have for further expenditure. RFOs are managed by SRFOs, Senior Research Finance Officers.

**Research Finance Administrator (RFO)** – Provide administrative support to all activity linked with the schools Research Finance Services.

**General Research Support Queries**: Should be directed to shsresearchsupport@manchester.ac.uk  
**General Research Finance Queries**: Should be directed to shsresearchfinance@manchester.ac.uk
Each faculty has its own Research Services Team that comprises of multiple sub-teams supporting a different element of the research lifecycle. The breakdown and responsibility of the different sub-teams is shown in the list below:

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FMBH Head of Faculty Research Finance - Service Delivery: Alison Bate, 0161 275 5464 Alison.Bate@Manchester.ac.uk
FMBH Research Support Administrator: Helen Howe, 0161 275 1353 Helen.Howe@Manchester.ac.uk

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RSM: Jane Foulkes, 0161 306 8838 Jane.Foulkes@Manchester.ac.uk  RFO: Rebecca Fielder, 0161 306 4128 Rebecca.fielder@manchester.ac.uk

Division of Diabetes, Endocrinology & Gastroenterology
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Division of Dentistry
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RSM: Mamoona Ahmed, 0161 306 8343 Mamoona.Ahmed@Manchester.ac.uk  RFO: Claire Diggle, 0161 306 8283 Claire.Diggle@Manchester.ac.uk

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Research Support Managers (RSM) – The RSMs work in the Division and have responsibility for oversight and reporting on the funding applications submitted in the Division. The RSMs are the link between the Director of Research, Divisional academics and the Head of Division. The RSMs are responsible for escalating funding applications to the Head of Division for authorisation if required. The RSMs each support a Unit of Assessment Lead in preparation for the University submission to REF 2020. The RSMs line manage the RSO in their Division.

Research Support Officers (RSO) – RSOs support academics in the costing, compilation, review and submission of research council, charity and EU / EU commission research funding proposals. They also provide costings for industry collaborations, in these cases BE will review the costings if deemed necessary. The majority of the work that RSOs do is in the pre-award stage of the RL other than the HR related activity that they support with, in brief is the coordination for recruitment for live research projects.

Research Support Administrator (RSA) – Provide administrative support to all activity linked with the schools Research Support Services. Senior Research Finance Officers (SRFO) – SRFOs line manage a number of Research Finance Officers. Provide financial support and information during the lifecycle of awarded projects, liaising with PIs, funders and other professional services. Responsible for sign-offs as appropriate (eg. claims and PCMs).

Research Finance Officers (RFO) – RFOs work in the post-award stage of the RL. The team of RFOs are referred to as Research Finance (RF). They are the go-to contacts for advice on project budgets and funding claims. Each research project has its own cost code and budget that ensures all spend is tracked, the RFOs ensure the latter is accurate for audit purposes and so they can accurately advise academics on what scope they have for further expenditure. RFOs are managed by SRFOs, Senior Research Finance Officers.

Research Finance Administrator (RFO) – Provide administrative support to all activity linked with the schools Research Finance Services.

General Research Support Queries: Should be directed to smsresearchsupport@manchester.ac.uk.
General Research Finance Queries: Should be directed to smsresearchfinance@manchester.ac.uk.