

# School of Social Sciences Staff Bulletin

May 2018



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[Humanities eNews](#)

Welcome to this month's Staff Bulletin.

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It has been a long and challenging 5 months since Christmas – I expect most, if not all of you who read this Bulletin, will agree. The period of strike action followed and deepened the usual intensive period, from Christmas to Easter, when several weighty items occupy my desk, thoughts and calendar: strategic and operational plans, our budget for the following academic year (and the 5 years thereafter), promotion cases and the review staff on probation. Along with the recruitment of staff, these are probably the most important responsibilities that I have (had) as Head of School.

This last month, however, (promotions and appointment of Presidential Fellows) has reminded of the rewards that “come with job” – giving my “batteries” the re-charge they needed to help see me through to Graduation (a ceremony I always enjoy speaking at, but (this year) my last one) ...

### Promotions

We saw a raft of excellent and justly deserved promotions within the School and I offer my sincerest congratulations again to:

#### *Promoted to Chair (Teaching & Research)*

Stef Jansen – Social Anthropology

Graeme Kirkpatrick - Sociology

Maria Sobolewska – Politics

#### *Promotion to Reader (Teaching & Research)*

Kingsley Purdam - Social Statistics

#### *Promotion to Senior Research Fellow*

Tine Buffel – Sociology/MICRA

#### *Promotion to Senior Lecturer (Teaching & Research)*

Gillian Evans - Social Anthropology

Omer Edhan - Economics

Richie Nimmo - Sociology

Olga Onuch - Politics

Liam Shields - Politics

Nick Turnbull - Politics

Craig Webb – Economics

Xiaobing Wang – Economics

Andreja Zevnik - Politics

### *Promotion to Senior Lecturer (Teaching)*

Andy Lawrence – Social Anthropology

### **Presidential Fellowships**

It has been an incredibly rewarding month sitting on all the interview panels and listening to the presentations of all the shortlisted applicants for our [Presidential Fellowships](#) (and also as “guest” at the same for other Faculties).

In some cases, Social Anthropology and Economics, we were not able to shortlist and these posts will be re-advertised next academic year. Elsewhere SIX offers of appointment have been accepted in the following areas (and where we have truly exceptional applicants I have been able to agree with Heads of Department to make a couple extra appointments within the School’s current 5 year budget plan, which I am extremely pleased about):

- Sociology (Ethnicity/inequalities): two appointments
- Sociology (Social Media/Big Data/Networks): one appointment
- Social Statistics (Social Care/Ageing): one appointment
- Politics: one appointment
- Philosophy: one appointment

At the moment, contracts are being issued and once everything is confirmed we will announce the appointments made.

Thank you to all Heads of Department, and their staff, for their involvement in this recruitment process – it was a HUGE operation which had to be undertaken over a very short period of time. In particular, also to Carla and Alison for helping us process everything with quiet good humour and patience – not always easy I know!

### **Graduation Ceremonies**

The following ceremonies will be my last as Head of School, so don’t miss them! Your students have received strong support at recent ceremonies, with nearly full “platform parties” of staff. I hope for the same, especially, this year and I have asked ALL Heads of Department to ensure another strong showing:

*Tuesday 10th July*

10am:

- BAEcon: Accounting and Finance, Accounting, Economics and Finance, Finance
- BA Philosophy

12.15pm

- BAEcon: Business Studies (and joint with Economics; Politics; and, Sociology)
- BAEcon: Economics (and joint with Politics; Sociology; Philosophy; and, Criminology)
- BEconSc and BSc Economics

2.30pm

- BSocSc: Politics and International Relations; Sociology; Social Anthropology

4.45pm

- BA (Hons) Social Sciences
- BA Politics, Philosophy and Economics
- BAEcon: General; Development Studies (and joint with Economics; and, Politics); Politics
- Postgraduate Students in the School

### **Career Development Allowance and PDRs**

I mentioned this in the last Bulletin and (with thanks to Helen Beebee, Rachel Gibson and Philippa Walker) can now elaborate:

From the start of the next academic year, most fixed-term research staff and all fixed-term teaching-focussed lecturers will have access to a Career Development Allowance, funded by the School. The allowance is £1000 p.a. (pro rata for those on temporary contracts or contracts lasting less than 12 months).

For fixed-term teaching-focussed lecturers, this replaces the current Research Support Allowance, which (for those staff) was supposed to be spent solely on teaching-related activities; the CDA, by contrast, can be used for a much broader range of career development activities — the same as for fixed-term research staff.

All fixed-term research staff will receive a CDA apart from those who have stand-alone research fellowships that come with their own research allowance (e.g. Leverhulme, British Academy and Simon Fellowships).

The CDA can be spent on any career development-related activity, including conference attendance, organising workshops that build research networks, attending training courses, etc.

Further information about what the CDA can be spent on and how to claim your expenses will be available on the SoSS Staffnet/Intranet site before the start of the academic year.

### General Information

Keith Brown's latest [message](#) provides some information about the University's engagement with staff on creating a new vision and changes in the Faculty Governance structures – please take a look. Some Schools have agreed to “move” and align with the Faculty, but this School will for the moment retain its current governance structures.

The Faculty has also reviewing the governance of Faculty committee networks to make clear their purpose, accountabilities and how they link together. The Committee Handbook, which is due to be published in July 2018, will give further guidance on roles and responsibilities of committee members, chairs and secretaries. From the start of the 2018/19 academic year we will have an updated intranet page for each committee. The information given will (hopefully) be consistent, available to all staff in the Faculty.

Review of “Senate Effectiveness” Group will be chaired by [Danielle George](#), and will also be considering the role of School Boards (something I know that Georgina Waylen, Chair of the SoSS Board, is already looking into with Chairs of other School Boards across the Faculty)

### Making A Difference Awards

At the Making a Difference Awards Ceremony which took place on 1<sup>st</sup> May, I am delighted to let you all know that, Tom McCunnie received a special award for his “continued commitment to widening participation” through his management and organisation of the School's pre-University courses - which have been running since 2001. These courses, funded by the Office for Fair Access, now cover Economics, Philosophy, Politics, Social Anthropology and Sociology:

<https://www.socialsciences.manchester.ac.uk/connect/schools-and-colleges/courses/>

Also at the ceremony, “Highly Commended” awards went to:

- ❖ Jackie Carter, for the Manchester Q-Step Centre, which is part of a national initiative to promote a step-change in quantitative social science training.
- ❖ Claire Alexander, for the “Our Migration Story” website which brought together 70 historians, museums and archives to create an accessible public education and teaching resource.

- ❖ Stephen Ashe and James Nazroo, for the Racism at Work Project which documents the nature of contemporary workplace racism in Britain

On behalf of your colleagues in the School, many congratulations!

Full details of the 2018 Awards can be found here:

<http://www.socialresponsibility.manchester.ac.uk/get-involved/awards/award-winners-and-highly-commended-2018/>

## Social Sciences and Law

I cannot sign-off this bulletin without referencing the discussions that are taking place which will determine, one way or another, the future relationship between the Schools of Law and Social Sciences, and of which Keith makes mention in his latest [message](#). Keith and I started a discussion in January about this, prompted by my thoughts about what “Social Sciences at Manchester” meant, and his thoughts about the organisation of Schools within the current University structure. So, we were coming at this from slightly different places. He also had corresponding discussions with Toby Seddon (Head of Law). These proved stimulating (although somewhat abstract) and, in early March, it then seemed natural to draw in a small number other senior colleagues from both Schools to gauge feelings and decide if and how to take anything forward for wider and deeper staff consultation and engagement: which is where we are now. Personally, as I have made clear (and do so again here), I have a very positive disposition to principle of what is being proposed. But, of course, even with that starting point and belief there are obstacles and challenges to face - and we can all, no doubt, make a long list of those: one a has already come in – “our WAM principles are different” for example (thank you). This is where the engagement with staff is important and we are beginning that now. A further correspondent has asked that we properly consider the proposition that large schools are better than small schools. We will, but it should be obvious that part of that evidence base will be my five (and more) years’ experience of being involved in School and Faculty management and leadership. A couple of staff have been critical of the “short notice” given for the staff meeting last week. The meeting itself really “said” nothing more than I’ve said here (and in a previous email) and which can be found [here](#). Had a week or two weeks’ notice been given the meeting would not have said any more, and would not have been able to answer constructively any “prepared” questions that staff will want answers to – that process starts [now](#). But a lengthy time-lag *might have* induced rumour and consequent anxiety especially amongst PSS staff (most of whom, I think, attend the meeting): that I wanted to mitigate as best as we could; and that was also the reason for my “open office” today.



All I ask is that during the next few months we all try to see beyond the process of change itself and open up to the possibility that Social Sciences, with Law, at Manchester could become even more successful.

Turning now to the immediate next steps, the Working Group referred to by Keith yesterday and at the above link has membership:

Head of School (Law/SoSS)

Head of School Admin (Law/SoSS)

Deputy Head of School (Law) and Incoming Head SoSS (Brian)

Director of Research (Law/SoSS)

Director of Teaching and Learning (Law/SoSS)

Chair of School Board (Law/SoSS)

Director of Faculty Operations (Humanities)

Vice-President and Dean (Humanities)

and will meet for the first time on Monday 4th June (and then 25<sup>th</sup> June, 9<sup>th</sup> and 25<sup>th</sup> July): so a busy time for all the above. Please talk with your Head of Department or Line-Manager who can then help me Brian, Alison and I inform the agenda of the Working Group as we move forward.

## TEACHING & LEARNING

School Director, Ken Clark



### NSS Final Response Rates

The NSS closed on 30<sup>th</sup> April and the final University response rate was 50.5%, just over the threshold for reporting. There are often some ex post adjustments to this number so it may change slightly (but hopefully not down by too much). Within the School, at JACS 3 level both Economics and Sociology exceeded the threshold at 52.5% and 54.3% respectively. Philosophy achieved 43.9%, Politics 41.5% and Anthropology 32.5%. With the industrial action and boycott this year, it was perhaps not the most favourable environment in which to be asking our students to rate us and the numbers should be put in that context, as indeed should the scores which will be available in early August. The NSS will, almost surely, remain an integral part of the TEF and it's not clear how low response rates will affect how that exercise rates universities. There is also a sense that, in the current environment, it is much harder to extract an accurate signal from the NSS about what our students really think and a certain frustration that excellent work being done by many colleagues in improving the student

experience is not being validated or recognised. Nevertheless thanks are due to all academic and PSS colleagues who worked very hard to encourage students to give us their views on our teaching.

## University College

The [University College for Interdisciplinary Learning](#) (UCIL) is expanding its offerings with three new exciting modules in development for next academic year. These are:



- “Are we Alone? The search for extraterrestrial life” – led by Physics & Astronomy, Biological Sciences and Centre for History of Science, Technology & Medicine. This will be delivered in semester 1.
- “Mental Health” – colleagues from Health Sciences, Law and Social Sciences. Semester 2.
- “AI: Robot overlord, replacement or colleague?” – Health Sciences, Computer Science and AMBS. Semester 2.

These are being developed in consultation with staff and students. They will all be fully online using UCIL’s successful interactive online model, in which students interact both with each other in interdisciplinary groups and with proactive teaching staff. So there will be no issues with timetable clashes, which has been a problem in the past. All three will be 10 credits next year, but UCIL will look to provide 20 credit versions in the future. Colleagues who advise students on course choices may wish to draw their attention to these modules which can be taken in any year. For those colleagues or indeed anyone who is not sure what UCIL is all about, a [handy guide](#) has been produced.

## Assessment and Feedback Resources

For NSS and TEF reasons assessment and feedback is likely to remain a focus of our efforts in teaching and learning over the near future. Some [interesting resources are available](#) from Napier University on how to improve teaching practice in this area.





## Research Fund Launched with the University of Copenhagen

As part of the Faculty of Humanities' evolving relationship with the University of Copenhagen, a bilateral research fund is being launched to support the development of links between our two institutions.

This initiative will consolidate and enhance our existing engagement and will complement the recently launched postgraduate research exchange agreement.

At the request of the University of Copenhagen, the scheme will be piloted with the Department of Political Science on the Copenhagen side. Here at Manchester, the call is open to all colleagues based in the Faculty of Humanities, with proposals developed in collaboration with partners from the Department of Political Science at Copenhagen. We anticipate that activities outlined in proposals may include, but are not limited to, symposiums, workshops, staff exchanges, research seminars/presentations, the formation or development of a collaborative network and joint research proposals for external funding.

- Read the [full details of the call](#)
- Applications should be submitted using the [template](#).

All applications and enquiries should be submitted to [Alex Gaskill](#), International Project Officer, by 15 August 2018.

## SoSS Colleague Leads on Research into the UK's Gender Pay Gap

Professor Wendy Olsen and team prepared the report for the Government Equalities Office



Professor Wendy Olsen, School of Social Sciences (SoSS), worked with Sook Kim, PhD student in social statistics, Dr Min Zhang, former University colleague, and Dr Vanessa Gash of City University of London, to analyse responses to the latest British Household Panel Survey and the United Kingdom Household Longitudinal Survey. Wendy's analysis found that the UK's gender pay gap is gradually narrowing - but women still have some way to go to match the earning level of their male counterparts.

The team found that the pay gap declined from 19% in 2007 to 13.4% in 2015. The causes of the continuing decline have changed - part-time employment is now found to exert downward pressure on the pay gap, as more men are doing low-wage part-time work than previously (11.9%, up from 9.7% in 2007).

There are also increased levels of women who have managed to negotiate a move to part-time employment with their current employer - their wages are on average higher than those who have a career interruption before starting work on part-time hours with a new employer.

**In spite of progress, UK women still earn an average of £1.62 less per hour.**

Wendy and her team attributed most of this shortfall to women doing fewer years of full-time work. Men in full-time employment were found to have longer full-time work-histories (17.8 years) than women (13.2 years), and tend to have had little exposure to part-time employment or unpaid care work.

However, the report points out, **57p of the gap is 'unexplained'**, and the authors argue that this could be a result of differences in the behaviour of employers toward women which result in a strong bias towards men in male-dominated professional and management roles.

A recent Institute for Public Policy Research (IPPR) report found that women fall behind in seniority and opportunities for promotion due to having children - they call this the 'motherhood penalty' - and suggested that more flexible working should be encouraged to let men share parenting duties more fairly, as well as opening up senior positions to job sharing.

"Women are still hard done by - we know the gender pay gap fell in the UK, but it is still at 17% and women still face a gap after allowing for many other causal factors." said Wendy. "While the most recent declines in the gender pay gap are welcome, they also need to be understood within the context of declining real wages."

### **Research Buyout Policy**

Please note that all costings in research projects should follow FEC rules and the University Policy on costing and pricing:

<https://documents.manchester.ac.uk/protected/display.aspx?DocID=31336>

In particular, note Section 3.1.1, Costing of Academic Time. This is also known as DA (Directly Attributable) Staff Time and, in addition, estates and indirect costs will be added to this.

Different funders will have different arrangements about the implied "buyout". For example, charities do not pay DA Staff time costs, estates or indirects, but may allow a Directly Incurred cost of a replacement Lecturer. ESRC bids, by contrast, are generally costed according to FEC and UoM policy. All FEC consistent costings must

be included under DA staff time. In some cases (usually large and high profile instances, such as research centres) we may chose not to claim back all of this. What we do not claim back, over and above the 20% of the total costs we already pay under FEC, amounts to a UOM contribution to the research project and reduces the research contribution from the funder.

In addition, staff should please consult current SoSS buyout policy :

<http://documents.manchester.ac.uk/protected/display.aspx?DocID=23098>

Paragraph 3 is particularly relevant.



### Research Awards

We are delighted to announce three new research grant awards in the School. Congratulations to:

#### **Dr. William Wheeler (Social Anthropology)**

Leverhulme - Early Career Fellowship

SEEKING ASYLUM IN THE UK: AN ETHNOGRAPHY OF  
DESTITUTE LIVES RULED BY PAPER

#### **Dr Michelle Obeid (Anthropology)**

BA/Leverhulme Senior Research Fellowship

Migrants in Anchorage: an Ethnography of Palestinians in London

#### **Dr Daniel Welch (Sustainable Consumption Institute)**

ESRC New Investigator Grant

Imagined Futures of Consumption

### Research Support Office Success

Congratulations to Jess Naphine-Hodgkinson who has attained Fellowship status with the Association of University Administrators. The AUA's Accreditation Scheme aims to provide formal recognition to its members for their ongoing professional development and in particular the impact this has had on their professional practice and on the professional practice of others

### Politics PGR Student wins Manchester Doctoral College Excellence Award

The Best Contribution to PGR Environment Award was made to a student, who in the opinion of the MDC Committee, made an outstanding contribution towards the enhancement of the postgraduate environment. They noted that by taking seriously the University's commitment to issues of equality and diversity, Jennifer Hobbs had actively enriched the PGR environment in the School of Social Sciences by encouraging the School PGR team to institutionalise Equality and Diversity training for incoming PGRs and in further developing a more robust support system through the development of a School PGR Womens Collective. Jennifer's leadership in these initiatives means that self-identified women in the School's PhD program have a safe space to discuss barriers they face 'as women' in academia and also a forum through which to engender awareness and to work toward more equitable intellectual environments.

### Andrew Kirton Wins the 2017-18 Prize for Best Philosophy PhD Dissertation

The judges were very impressed by the quality of the dissertation and hope that the prize will encourage Andrew to pursue further research in his dissertation area. The prize will officially be presented to Dr Kirton at the Philosophy Department's annual prize giving event this coming September.

## SOCIAL RESPONSIBILITY

Helen Beebee



### ESRC Festival of Social Science

The University of Manchester will again partner with the Economic and Social Research Council (ESRC), the University of Salford and Manchester Metropolitan University for the ESRC Manchester Festival of Social Science in 2018.

The aim of the Festival is to showcase Manchester social science research to a broad non-academic audience. Last year The University of Manchester hosted an eclectic blend of activities designed to celebrate the social sciences.

The call for applications to host events is now open. The Festival will run from 3-10 November and will involve academics working alongside community and cultural partners to create engaging and inspiring research-led events. The Manchester Festival will provide an insight into the many ways in which social science research contributes to social, economic and political life across the city, region and beyond.

Any researcher can apply to hold their event, new or existing, under the Festival banner, and applicants can also apply for up to £1000 of ESRC sponsorship funding. Applications are welcome from all staff and PhD students at the University, but they must have a clear social science focus.

### How to apply

The application form and guidance notes are available from [StaffNet](#), and your application must be submitted to [Clare Canning](#) by **4pm on Thursday, 31 May**.

### Green Impact

The Social Responsibility Committee organises a Green Impact team that is aimed at improving the environmental sustainability profile of parts of the campus occupied by SoSS staff. There is an annual award and last year we achieved silver. We're looking to equal or improve on that in 2018!

For more details about social responsibility in SoSS and the Green Impact award please see:

<http://www.socialsciences.manchester.ac.uk/connect/making-a-difference/environmental-sustainability/>

If you are interested in getting involved in improving the environmental profile of the School, either with the green impact or the SoSS environmental sustainability committee, please contact [Michael.Scott@manchester.ac.uk](mailto:Michael.Scott@manchester.ac.uk).

## HOUSEKEEPING

Head of School Administration, Alison Wilson

### GDPR for Academic Communications, Events & Marketing

*On behalf of: Philippa Walker | Institute Manager| Cathie Marsh Institute| Head of Grant Management and Administration| School of Social Sciences*

**You will probably have been bombarded with emails asking you to re-subscribe to email lists before 25<sup>th</sup> May – that if you are the owner of any academic email distribution lists for research, a project or a subject area, you might also need to ask members of your list to re-subscribe in order to be GDPR compliant. This falls under the storage and use of personal data for marketing purposes that you will have read about in the University communications around data protection and GDPR.**

Do you own or manage any of the following:

- A distribution list?
- A list or database of email contacts saved in Excel, or similar?
- A listserv (such as Manchester listserv or JISCmail)?
- Any other marketing or communications lists?

If you answered yes to the above, you will need to ensure that you comply with the General Data Protection Regulation by 25 May, 2018.

**There are a few simple things you must consider:**

- Do you use any of your contact lists to send information on seminars, events, and courses, or to publicise research and other activities?
- Are there recipients **from outside the University of Manchester** (not staff or students) on any of these lists?
- If the recipients are from outside of the University, are they individuals you are working with or are they just people you think might be interested in your work?
- If the lists contain the details of people from outside of the University and you do not have an existing working relationship with them, then go on to consider these points:
  - Are all recipients aware of what the list is for, and what material they will receive?
  - Do you have proof of unambiguous consent, via opt-in, from all list members, or at least evidence that people asked to receive the information they are being sent to receive communications from you? (See below for the specifics on unambiguous consent and opt-in)

**Consent to the Use of Personal Data for Marketing and Communications**

Unambiguous consent means that anyone receiving mass communications of a kind that are likely to be considered promotional or otherwise a form of marketing from you has been provided with specific details on the content you will be sending, and that they have said yes to receiving that material, and that you have proof of their consent. Proof of consent might include a sign-up sheet where a recipient has ticked “yes” to receiving specified content, or an email or other electronic or paper document showing that the recipient has clearly opted in to receiving specified communications from you or your organisation (such as a newsletter, or information on events). If the individual provided the consent over the phone or in person a record of their approval would be OK, this should contain the date.

**IMPORTANT:** Unambiguous consent does not include an opt-out, such as a box where recipients must tick if they **do not** wish to receive mail from you. You do not have consent if your recipients don’t know what they have signed up for, or if you will be sending content that those on the list did not agree, nor expect to receive.

If you do not have proof of unambiguous consent for some or all of your list members, you must take action now otherwise there is a risk that the continued use of this information will breach the new General Data Protection Regulation (GDPR) which



may carry a large fine from the ICO. Please refer to the attached document for instructions on how to become GDPR compliant.

If you have concerns about this, after you have read the attached instructions, please speak to your administrator, local information governance officer or the [Governance and Records Management office](#)

### **New Posts for SoSS**

Administrative support is to be increased for SoSS from 1 August, most are one year fixed appointments due changes in processes and working practices as a result of SLP and of course now a potential merge with the School of Law.

Details of the posts are as follows:

**Deputy Head of Postgraduate Administration** - to take a lead on welfare, student discipline etc. This post will effectively allow the PG student administration to mirror the structure in the UG student administration to free up Manager's time to work on strategic initiatives.

**Resources Administrator** - This post will support both the HoSA and Resources Manager and will take primary responsibility for TA recruitment and payments as well as supporting departments with HR procedures across SoSS.

**PG Admissions Administrator** – half-time role to support PGT Admissions.

**BA (Econ) Administrator** - additional PSS resource to administer the programme as well as maintaining the black board pages.

**CMI Administrator** - to support Philippa Walker who has now taken on the role of managing and supporting live grants administratively for the School and needs some backfill for the other side of her role as CMI Manager.

**Grad intern UG Admissions** - to allow time for conversion activities as the team do not currently have this capacity.

**Grad intern Student Experience and Engagement** - will offer support to administrative and academic staff, and to students, with a focus on improving the wellbeing and engagement of students on the School's Undergraduate programmes.

**Grad intern Employability, Business Engagement and Internships** - will offer support to administrative and academic staff, with a focus on embedding employability in the School's Undergraduate and Postgraduate Taught programmes.

## IN OTHER NEWS ...



### Keep It On Campus

July 2018 will see the opening of the new 4\* Crowne Plaza hotel and Staybridge Suites hotel, on Booth Street West.

The University of Manchester can book 90% of the rooms in the hotels up to nine months in advance, with a set rate agreed for the hotels. All bookings for both hotels have to be made via the AMBS booking system, which allows for internal recharges to University accounts as well as external payments for visitors funding their own accommodation.

Meanwhile, The University of Manchester's own Grade II listed hotel Chancellors, in Fallowfield, has undergone a recent refurbishment.

### How to book:

- Chancellors offers a preferential rate for staff, has free on-site parking, has enjoyed a recent complete refurbishment and has a range of spaces for both large and small conferences. For extremely competitive exclusive staff DDR and overnight rates please call 0161 907 7414 or e-mail [chancellors@manchester.ac.uk](mailto:chancellors@manchester.ac.uk)

The Crowne Plaza and Staybridge Suites are offering a preferential fixed rate for staff, providing peace of mind for those responsible for large group bookings and making the hotel particularly competitive at peak times. The University has committed to booking a certain number of bedrooms per year at the Crowne Plaza and Staybridge Suites while also supporting our existing hotel facilities at Chancellors. For preferential rates visit [www.mbs.ac.uk/hotel-booking](http://www.mbs.ac.uk/hotel-booking) and for group bookings of six rooms or more, please contact Tracy Moreland at [hotel@manchester.ac.uk](mailto:hotel@manchester.ac.uk)



### **Policy@Manchester Appoints New Academic Co-Director**

Professor Francesca Gains, School of Social Sciences, has been appointed to the role of Policy@Manchester Academic Co-Director

She will commence her new role on 1 September 2018, taking over the role from Professor Diane Coyle who left the University in March to take up a position at the University of Cambridge.

Francesca, a Professor of Public Policy and currently Head of Politics, will work closely with fellow Co-Director, Professor Anna Scaife from the School of Physics and Astronomy, and Policy@Manchester's Head of Communications and Engagement, Alex Waddington, supported by the operational PSS team.

Alex said: "We are delighted to welcome Francesca to the team and we all look forward to working with her over the coming months and years. Her considerable contacts and knowledge of policymaking - particularly in devolved administrations like Greater Manchester - will be a huge asset for us."

## RESEARCH FUNDING OPPORTUNITIES

Country	Funding body	Title	Summary	link	duration months max.	max. budget	deadline
UK - USA	AHRC - Arts & Humanities RC   Smithsonian Institution	Fellowships in the Digital Scholarship	The fellowships will be research-based and enable eligible five scholars from UK institutions to undertake research at the Smithsonian, and for five eligible scholars from US institutions to undertake research at leading museums and cultural / heritage institutions in the UK. Joint fellowship programme seeking to: build digital research expertise in museums and cultural/heritage sectors; facilitate the application of new digital methods and approaches; increase awareness of the impact and value of digitisation and digital collections. Covering salary costs. living stipend, research costs and mentoring costs.	<a href="#">link</a>	6	*	26/07/2018
UK	AHRC - Arts & Humanities Research Council	Cultural Heritage and Sustainable Development in Jordan - workshop	Organised in partnership with The Department of Antiquities in Jordan, the event will bring together academic experts from both countries to explore the role of cultural heritage in developing economic growth and social wellbeing in Jordan. Dates: 27-28 June 2018.	<a href="#">link</a>	*	*	31/05/2018
EU	EC DG for Justice and Consumers (JUST)	JUST-JACC-AG-2018: Call for proposals for action grants to support transnational projects to enhance the rights of persons suspected or accused of crime and the rights of victims of crime	Priorities: implementation of EU Directives on presumption of innocence, safeguards for children, legal aid for suspects and accused persons, arrest warrant EAW.	<a href="#">link</a>	24	*	18/09/2018

EU	EC DG for Justice and Consumers (JUST)	JUST-JACC-EJU-AG-2018: Action grants to support national or transnational e-Justice projects	To support the implementation of a platform for Mutual Legal Assistance requests regarding e-evidence, in line with the Conclusions of the Council of the European Union on improving criminal justice in cyberspace, adopted on 9 June 2016	<a href="#">link</a>	24	*	16/10/2018
EU	EC DG for Justice and Consumers (JUST)	JUST-JCOO-AG-2018: Call for proposals for action grants to support transnational projects to promote judicial cooperation in civil and criminal matters	priorities: better enforcement of judicial decisions, in particular resulting from cross-border disputes; improving the situation of children involved in civil cases, e.g. through better procedures, case-handling and cooperation in the area of family law, in such areas as parental responsibility, international child abduction, protection of children and maintenance; improving and/or building-up data collection and statistics on the application of EU civil justice instruments.	<a href="#">link</a>	24	*	19/06/2018
EU	EC DG for Justice and Consumers (JUST)	JUST-JCOO-EJN-AG-2018: Restricted call to members of the European Judicial Network in civil and commercial matters and to the national authorities, courts and professional association	priority: support setting up and strengthening of national networks under the European Judicial Network in civil and commercial matters in order to ensure better implementation and case-handling under the civil justice legislation	<a href="#">link</a>	24	*	07/06/2018
EU	EC DG for Justice and Consumers (JUST)	JUST-JTRA-EJTR-AG-2018: Action grants to support transnational projects on judicial training covering civil law, criminal law or fundamental rights	priorities: tackle gaps in training (courts, prisons and probation staff); training to professionals via seminars, cross-border training, and other; facilitate the implementation of the Regulation establishing the EPPO.	<a href="#">link</a>	30	*	25/10/2018

EU	EC European Institute for Gender Equality (EIGE)	Institutional Mechanisms for Gender Equality and Gender Mainstreaming. EIGE/2018/OPER/02. 196643	The specific objective of the tender is to improve the technical capacity of institutional mechanisms for gender equality and support the use of gender mainstreaming as the strategy to achieve gender equality and an effective tool to close the gaps between commitments to gender equality and the policies and programmes of the EU and EU Member States.	<a href="#">link</a>	12	€324k + VAT	12/06/2018
UK	Government UK - Department for Education (DfE)	Literature review - What motivates employers to offer family friendly policies?	Understanding what leads employers to offer and promote family-friendly workplace policies, and which interventions are likely to be successful in encouraging this.	<a href="#">link</a>	10	£20k	23/05/2018
UK	Government UK - Department for Education (DfE)	Literature review - Women's progression in the workplace	GEO plans to focus on building the evidence base on key themes around what works to close the gender pay gap. Establishing the extent of the gender divide in women's progression in the workplace, the barriers that contribute to this, and which interventions are likely to be successful in overcoming them.	<a href="#">link</a>	10	£20k	23/05/2018
UK	Government UK - Department for Education (DfE)	Quantitative research on occupational downgrading	Investigating the extent to which women limit their work ambitions after having children, and what drives them to do so	<a href="#">link</a>	10	£22k	23/05/2018
UK	Government UK - Department for International Development (DfID)	Monitoring and Evaluation for the Somalia Humanitarian, Health and Resilience Programmes. 8287	DFID is seeking a Supplier with extensive skills and experience in delivering large-scale monitoring, evaluation and learning programmes in complex environments to deliver the next phase of the Monitoring & Evaluation of DFID's Somalia Humanitarian Programme (MESH II).	<a href="#">link</a>	*	*	01/10/2018



UK	Government UK - Department for International Development (DfID)	Technical Assistance for Support to General Education Quality Improvement Programme for Equity. 8294.	The UK will support the Government of Ethiopia's four-year General Education Quality Improvement Programme for Equity (GEQIP-E) in improving the quality of education children and young people receive using a results-based approach to drive performance.	<a href="#">link</a>	*	*	19/12/2018
UK	Government UK - Food Standard Agency (FSA)	Valuing FSA Research and Development. FS301068	To better understand the range of impacts and economic benefits arising from public funding for Research and Development (R&D) activities within FSA funding activities. Broad spectrum of areas: food eco-systems (consumer/business behaviour); food risks; targeted surveillance and regulation; innovative technologies impact. The FSA has conducted a literature review of existing research evaluation in the food, agriculture and medical spaces, as well as a review of a range of methodologies intended to value R&D investment. This literature review identified multiple possible established methodologies, but it was found that none were suitable to align with the FSA's varied objectives. Specifically, as the FSA's concerns include, but are not limited to: public health; business compliance; scientific advancement and trade facilitation. For that reason, this specification requires that a new tailored framework be developed. In order for the FSA to ensure it is investing public money in R&D to get the greatest return it needs a methodology to measure the impact of its research. Best price tender.	<a href="#">link</a>	12	*	12/06/2018
UK	Government UK - Innovate UK	Open programme	Allocated up to £20 million to the best cutting-edge or disruptive ideas or concepts with a view to commercialisation from any area including	<a href="#">link</a>	36	£2m	11/07/2018

			arts, design, media or creative industries. They can fit into, or be outside of, any one or more of Innovate UK's Challenge Areas. Information events (5 events in June, one in Manchester) from KTN available below worksheet PPE.				
UK	Government UK - Innovate UK - Industrial Strategy Creative Industries	Audiences of the Future Design Foundations	A first wave £16m fund. Innovate UK, as part of UK Research and Innovation, will invest up to £1 million to fund early-stage, human-centred design projects through the Industrial Strategy Challenge Fund (ISCF). These will seek to understand customer needs and create new or better ideas for: <ul style="list-style-type: none"> <li>•immersive audience experiences across the creative industries</li> <li>•products or services used to create, deliver and experience immersive content across the creative industries.</li> </ul>	<a href="#">link</a>	6	£60k	04/07/2018
UK	Government UK - Innovate UK - Industrial Strategy Creative Industries	Audiences of the Future Demonstrators	£16m for 4 large scale creative industries demonstrator projects to transform creative industries by testing large, immersive experiences with mass audiences. Co-financing projects of between £5m to £10m.	<a href="#">link</a>	24	£10m	01/08/2018
UK	Government UK - Innovate UK   SBRI Small Business Research Initiative	Identify, catalogue and analyse terrorist still imagery online	More than 80% of terrorist media shared online by the group's supporters is still imagery. RICU forecast that terrorist propaganda will increasingly be used to exploit local issues in the UK, Europe and North America. This is phase 1 of a 2-phase competition. Phase 2 is dependent on the success of this phase.	<a href="#">link</a>	3	£50k	20/06/2018
USA	Government USA - Department of Labor	From Research to Practice: Using Knowledge to Accelerate Progress in the Elimination of	Notice of Intent. Subject to the availability of funds. One or more cooperative agreements to organizations to carry out actions to accelerate the use of rigorous research by policymakers	<a href="#">link</a>	*	*	31/07/2018

		Child Labor and Forced Labor. NOI-ILAB-18-02	and practitioners in efforts to eliminate child labor and forced labor around the world.				
Netherlands	NWO - Netherlands Organisation for Scientific Research	NWO-WOTRO Security & Rule of Law - Applied research on the political dilemma of legitimate stability	NWO-WOTROs research projects are realised by interdisciplinary teams of researchers from the North and South and in close collaboration with non-academic stakeholders. Consortium of a practitioner and a research organisations plus extended with additional organisations. Two-stages submission, preliminary proposals by 5 June 2018.	<a href="#">link</a>	9	€225k	05/06/2018
UK	Wellcome Trust	Research on Research Awards	For researchers who use a range of interdisciplinary methods to understand and improve how research is funded, practiced and evaluated. Investigating key questions or exploring knowledge gaps. Concept notes by 30 May 2018, full applications by 8 August 2018.	<a href="#">link</a>	24	£250k	30/05/2018
UK	Wellcome Trust	Epidemic Preparedness: Social Science Research Protocols.	£2m fund supporting social science researchers who want to develop new standardised ways to conduct research for epidemic preparedness and response. Joint initiative with DFID. Various stages of application including a first contact with the Trust.	<a href="#">link</a>	24	*	11/06/2018

If you are interested in any funding opportunities please contact your Research Support Officer at least two weeks before the deadline date. A short guide setting out the information that they will need in order to support your application is attached.

[susie.chesher@manchester.ac.uk](mailto:susie.chesher@manchester.ac.uk) for Social Anthropology and Social Statistics (including CMI)

[jessica.napthine-hodgkinson@manchester.ac.uk](mailto:jessica.napthine-hodgkinson@manchester.ac.uk) for Politics and Sociology (including SCI)

[elena.goncharova@manchester.ac.uk](mailto:elena.goncharova@manchester.ac.uk) for Philosophy and Economics

## GDPR Instructions for Email Lists used for Communications and Marketing

In order to become GDPR compliant, you will need to manage your lists carefully (these are the lists you own, not ones you belong to). In some cases, this will require contacting some or all of your list members and seeking their consent to be contacted by you. Below is the suggested content of the email that you will send, and instructions on how to manage your list.

We take your privacy and data protection seriously and on 25th May we're going to remove you from our mailing lists.

If you would like to still receive emails about and from **methods@manchester** at The University of Manchester, please re-confirm your email address before 25th May 2018.

Click the 'Confirm Opt-In' link to verify your email address and let us know that you're happy with the below statement confirming you'd like to continue to hear from us. You can opt out of our emails at any time.

### **Confirm opt-in**

Opting into our mailing list allows us to use your personal data to contact you under the below criteria:

**Methods@Manchester** is part of **Humanities Research Methods Training** at The University of Manchester would like to send you information that keeps you up to date with our work and related activities. This includes e-newsletters, invitations to events held at or by The University of Manchester (**relating to research methods**), details of collaboration opportunities, updates about our activities and details of new publications. Submitting your details tells us that you're OK with this and that you also agree to our [privacy policy and cookie policy](#)

If you don't opt-in by 25<sup>th</sup> May we will not contact you again. You can use the opt-in link above to subscribe to our mailing list at any point in the future.

You can **unsubscribe** from our mailing list at any time.

The above email is an example using list members of methods@manchester. Please edit it to send out to your lists. Edit the sections in **yellow** so that they represent your organisational unit (e.g. your department, research group or project) and then give an example of what the list will be used for if the person chooses to re-subscribe.

The link in **magenta** should be edited to reflect your list name. Right click and edit hyperlink, then paste the subscribe hyperlink to your list in the box and save it.

<http://listserv.manchester.ac.uk/cgi-bin/wa?SUBED1=METHODS-RELATED&A=1>

**Emailing to a List after GDPR should always use this unsubscribe link in every email.**

You can add a banner at the bottom of anything you send out via listserv giving unsubscribe options – this will ensure it goes out on all communications.

If you go to your listserv and click **list management** (top left) and then select **customization** and then **mail templates**. Under template category select **Top and Bottom Banners** and then click **edit template** you can add a bottom banner to your emails for people to unsubscribe using your version of the link above in magenta.

### **Managing you marketing and communications lists**

*If you have:*

- An Excel spreadsheet or other list that you maintain yourself (such as a list of conference participants, an interest group list, a list of institutional contacts)
- An Outlook distribution list
- Any other email or contact list or group that you use to send content out to a number of recipients (for example, Google Groups, Yahoo Groups)
- Remember – your lists might have been set up for academic discussion and this means that you cannot use them for marketing of any kind.
- If you are the owner of a list that is used to send out marketing communications (events/publications) then you are responsible for making that list GDPR compliant and for monitoring what is posted to it so that it falls within the boundaries of what you explicitly state the list will be used for.
- All emails should also always have an unsubscribe option and it is the owners responsibility to ensure this is on every moderated communication.

It is NOT recommended that you continue to manually manage these lists.

We advise that you convert informal lists to a listserv format, either a Manchester Listserv, or a JISCmail or similar free listserv that is GDPR compliant. Instructions on setting up a new listserv are included below.

*If you have:*

- A current Manchester Listserv

It is recommended that you seek unambiguous consent for any recipients who are not University of Manchester staff or students if you do not have existing consent.

You may feel that you already have unambiguous consent from all members, and that they have all opted in (ticked yes, or otherwise agreed to receive communications from you by signing up themselves to the list). If they have done so and you have the necessary evidence, then you don't have to do anything, but you may still wish to take precautions. These could include changing the text of your subscription email or description of the list to ensure that all members know what they are signing up for. You must also ensure that you do not send any marketing or other communications that list members have not consented to receive. If you are happy that your existing consents are valid you may choose to send a passive communication reminding the members of the list what they will be receiving and how they can opt-out.

If do not have this consent, please follow the instructions for managing a listserv (below). Remember this applies to where you are sending information to non-University of Manchester addresses and you have no specific existing relationship with these people.

### **Setting up a new listserv from a list you maintain yourself**

A Listserv is an electronic mail management system that allows list managers and/or list subscribers to easily distribute emails to a large list.

If you have an existing list that you would like to convert into a listserv, you have two options. You can contact IT to ask them to setup a listserv, or you can set up your own list using JISCmail. Both options are managed using a simple online platform.

Manchester Listserv:

[https://supportcentre.manchester.ac.uk/ServiceDesk.WebAccess/ss/object/open.rails?class\\_name=AssetManagement.Service&key=3d8e0770-35cb-46df-b7d9-ce8207204cfe](https://supportcentre.manchester.ac.uk/ServiceDesk.WebAccess/ss/object/open.rails?class_name=AssetManagement.Service&key=3d8e0770-35cb-46df-b7d9-ce8207204cfe)

JISCmail: <https://www.jiscmail.ac.uk/groups/startagroup/grouprequestform.html>

Please also read instructions on the kinds of groups you can have:

<https://www.jiscmail.ac.uk/help/owners/creatingagroup.html>

The benefit of a Manchester Listserv is that you can easily batch-add all of your Manchester-based recipients to the list, and provide a link to all other recipients to opt-in. This list is appropriate for formal communications, and must be managed from within the University.

The benefit of a JISCmail list is that it can be configured so that members can post to the list, and it can be used across different institutions. JISCmail is appropriate for networking, subject specific interest groups, discussion lists, and similar academic communications.

In either case, your list will have a link that you can include in an email (following the template above), to send to the relevant members of your existing list to get them to sign up to your new, GDPR compliant, list.

Keep in mind that Manchester staff and students do not need to specifically opt in. If you wish keep Manchester-based recipients on your list, there are instructions below for how to manage this using the Manchester Listserv

### **Managing an existing Listserv , selecting recipients and uploading emails to listserv in bulk**

Once you have sent out your email to all recipients and given them a chance to re-subscribe, you then need to manage your listserv (by 25th May) to make it GDPR compliant.

If you already own a listserv mailing list (e.g. [list@listserv.manchester.ac.uk](mailto:list@listserv.manchester.ac.uk)) then you can easily manage it so that it becomes GDPR compliant.

**Note:** if you don't have a listserv but you do have an excel database to convert to listserv (see above) then you can **skip to point 3** and it will help you select the

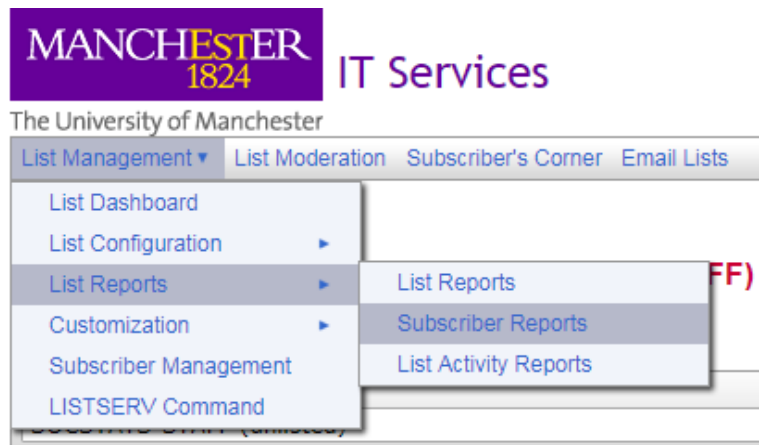


emails you can automatically keep on your list and the ones you have to contact and remove to comply with GDPR.

Step-by-Step Guide:

1. Log into listserv – this will be your university email and password if you are using the [Manchester listserv system](#) or you can log in via an institutional log-in on [JISCmail](#).

Use the drop down menu in the upper left to select list management, then list reports, then subscriber reports.



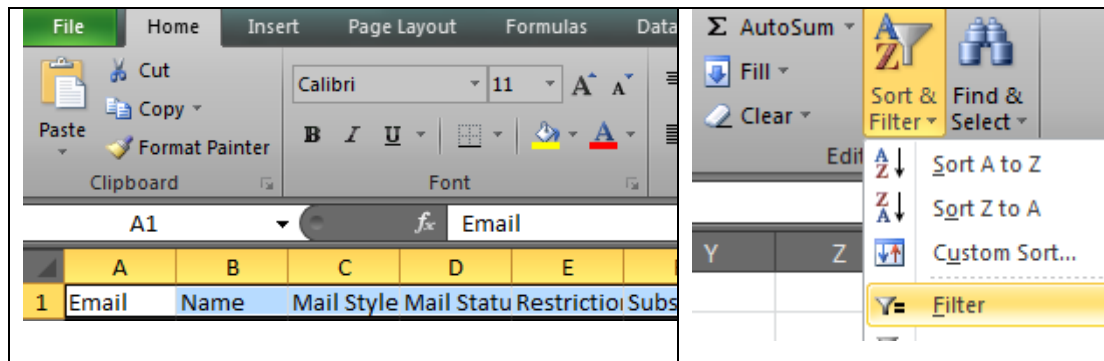
2. In the select list box make sure you use the drop down menu to select the relevant list you want to work with – this will be auto-populated if you only own one list. Then in report format use the drop down to select CSV Format (All)

The screenshot shows the listserv interface. At the top is a 'Select List:' dropdown menu with the text 'NEWS Email addresses of those who are sent the ... newsletter'. Below this is the 'Report Columns (Check All | Uncheck All)' section. It contains two columns of checkboxes: 'Mail Style', 'Ack', 'Conceal' on the left, and 'Mail Status', 'Repro', 'HTML' on the right. Below this is the 'Report Format' section with a 'Report Format:' label and a dropdown menu. The dropdown menu is open, showing 'CSV Format (All)', 'On Screen', 'CSV Format (Subset)', and 'CSV Format (All)'. The 'Search Options' section is at the bottom with a 'Search for Subscribers:' label and a text input field.

This will automatically open a dialogue box that you should save.

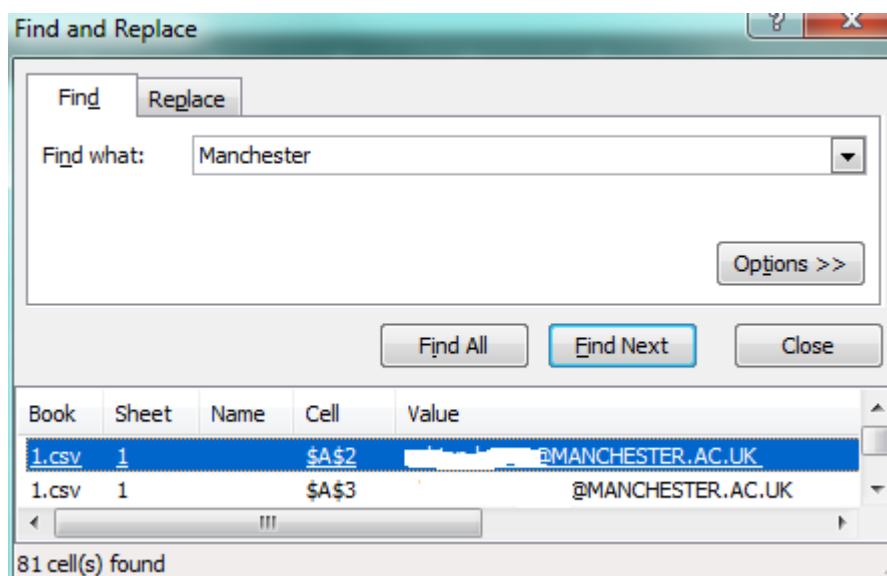
Then you can open the saved CSV file and it will open automatically in excel, which you should then save as an excel file before you make any changes.

3. Select all the cells in row 1, click sort & filter on the far right and then select filter

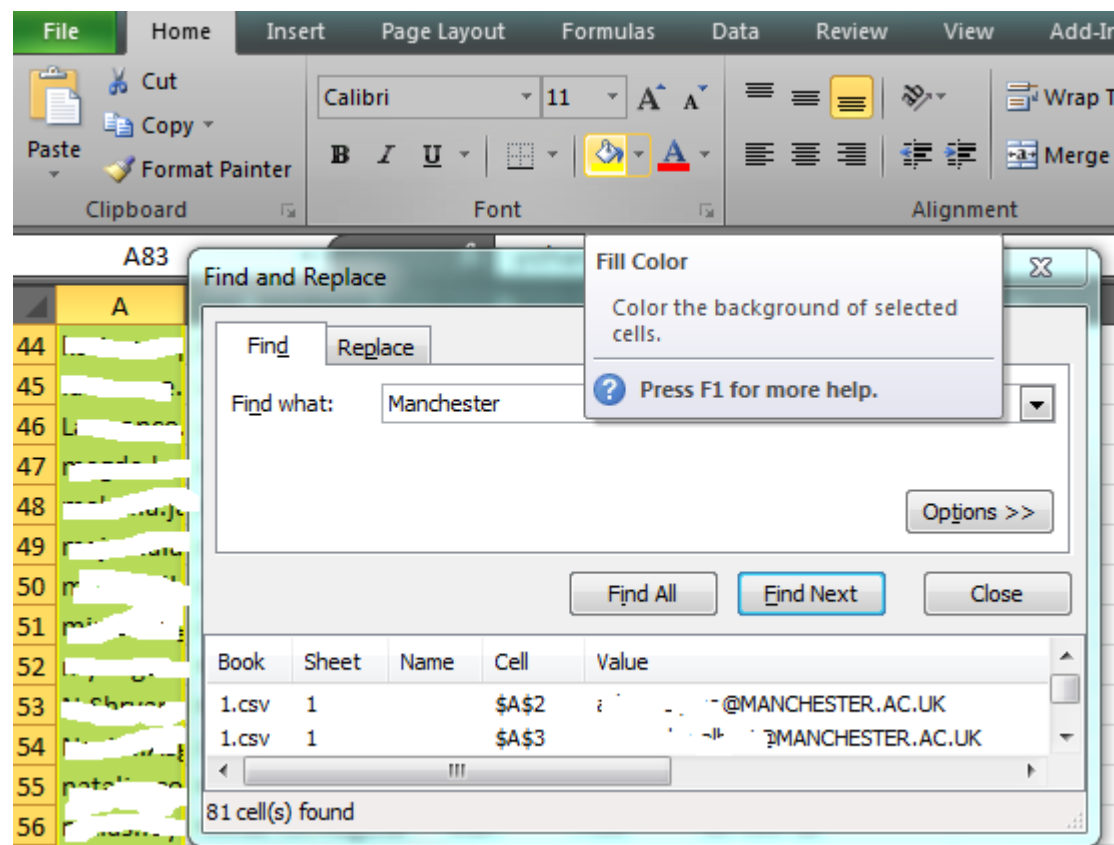


Then click on the first email address, and Ctrl F on your keyboard

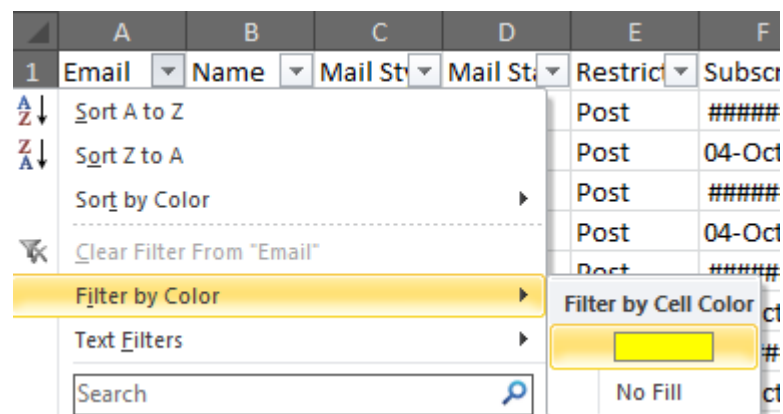
In the 'find and replace' dialogue box type in Manchester and click 'find all'



- Click on the first entry in the 'find and replace' dialogue box and type 'Ctrl A' then click the highlighter option back in your excel sheet to highlight every cell with the word 'manchester'

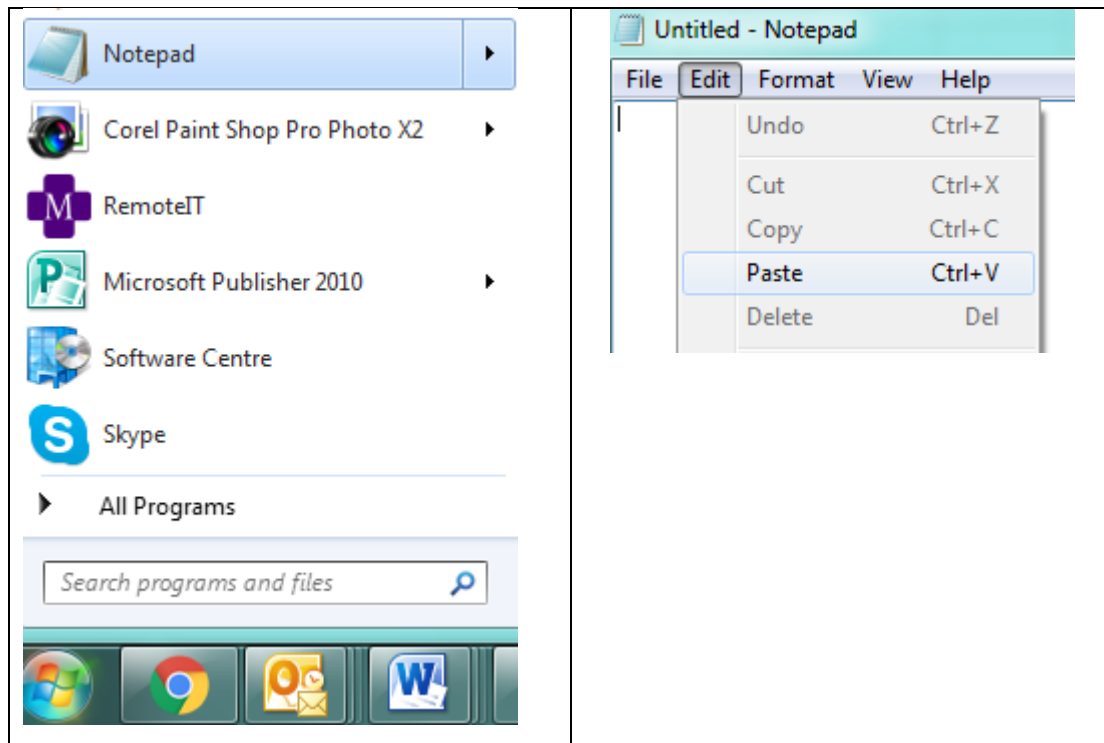


Then close your 'find and replace' dialogue box and select the drop down filter on column A and select 'filter by colour' and click the colour you used as a highlighter



These are all Manchester email addresses and you can legitimately leave them in your mailing list as staff and students in your organisation have consented to receive communications from you in their contracts with the University.

5. Select these emails (click on cell A1, hold the left mouse button down and select all the cells, then right click and copy).
6. Then go to start and open up notepad, click edit and paste:




Save this file to your desktop with an appropriate name.

This will give you a clean list of email addresses in a file format you can upload to listserv.

If you are sending out multiple re-subscribe emails before May 25<sup>th</sup> you should now add the emails of all those who have re-subscribed in the time since you sent out the first email – you will have been sent an email when each person subscribes.

7. Now, in listserv select list management, then subscriber management in the top left, select the list you want to manage in the select list box and then click the 'Bulk Operations' tab and select the radio button 'Remove all Subscribers ... and add the imported addresses'

List Management ▾ List Moderation Subscriber's Corner Email Lists

 **Subscriber Management (CMI-ALL)**

Select List:  
CMI-ALL Communication for all members of the Cathie Marsh Institute ▾

**Single Subscriber** **Bulk Operations**

**CMI-ALL**

Caution: Some of the functions offered through this page will **remove all subscribers** from CMI-ALL. Double-check your selection before submitting.

Function:

- ☐ Add the imported addresses to CMI-ALL; do not remove any subscribers.
- ☒ Remove all subscribers from CMI-ALL, and add the imported addresses (to remove all subscribers, select this option and omit the input file).
- ☐ Remove the imported addresses from CMI-ALL; do not add any subscribers.
- ☐ Remove the imported addresses from all lists.

Input File:  No file chosen

The select 'Choose file' and select the notepad .txt file that you saved in step 6 and click 'import'.

This will import only those email addresses you know have opted in so you know your list is now GDPR compliant.

### **Keeping up with GDPR compliance**

You now need to make sure that when people sign up to your mailing list they know what it will be used for and they specifically opt-in.

Make sure any website with a link to the list has an up to date description of the list uses, using the language from the email above.

Make sure the list details on listserv say what the list is and will be used for

Make sure you always put the unsubscribe link (e.g. in the email above) on every email you send out to the list.

If you have sign-ups at an event make sure there is an opt-in tick box (again, using the information from the sample email above) on any registration platform you are using or on any physical sign-up sheets.

Make sure you keep evidence of the process of becoming GDPR compliant, of the message you use on any link or registration platform and all paper copies of sign-up sheets clearly showing compliance.

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[Staff Bulletins](#)

