

Collaborative Incubators.

We have an exciting opportunity for you to run a research-focussed, collaborative workshop (incubator) in a STEM subject. These are innovative and prestigious events which deliver excellent research outcomes (past events have led to papers, co-funded PhD studentships, and grant proposals). We will provide funding to support the delivery of these workshops. Up to £15,000 is available, which can be used flexibly; for example, to help with accommodation and expenses for students and academics travelling to the event and booking venues.

Key Principles of a Collaborative Incubator

The format of the incubators is based on Integrative Think Tanks (ITT) [<http://www.bath.ac.uk/math-sci/postgraduate/samba/integrative-think-tanks/>] that have been successfully running in the EPSRC Centre for Doctoral Training in Statistical Applied Mathematics (SAMBa) since 2015. The key is finding a research topic within engineering, science, maths etc. that would enable participants to work together on exploring new and interesting real-world challenges within an interdisciplinary research area. The format is typically a series of short talks introducing broad questions on the theme. Participants then work together in small groups of mixed expertise to develop the questions into well-defined research problems and outline potential methods for investigating them.

The key features are:

- A collaborative workshop designed to formulate problems within STEM disciplines.
- Typically we would expect the workshop to last 3-5 days.
- Staff and students work together in collaborative teams to understand exciting new academic research problems.
- Open problems to level the playing field so that students and more senior academic staff work together to tackle the issues.
- Around 40 to 60 participants with as diverse a cast as possible: this includes characteristics such as gender and ethnicity but also career stage (postgraduate students, postdocs, academic staff and industry representatives if appropriate). We understand there may be some constraints based on the demographic profile of departments/institutions, but please keep diversity at the front of your mind when you are planning the workshop.

Examples of currently planned incubators can be found on our website (<https://www.bath.ac.uk/projects/reimagining-recruitment/>) and include

- ✓ **Probability meets biology** - Exploring questions at the interface between probability and biology.
- ✓ **Light@Bath** – Bringing together photonics researchers with those who use light in their research to exchange ideas, solve problems, and generate new research.

About the funding

The funding comes as part of an **EPSRC Inclusion Matters** project, which is aimed at improving equality, diversity and inclusion within the engineering and physical sciences. We have been funded by EPSRC to run 'Reimagining Recruitment' which is a research programme looking at how to drive culture change surrounding academic recruitment, especially at early career stages. Our psychology team will be carrying out research with partner institutions; some of this research will address questions related to the incubators:

- What are the consequences of the collaborative workshop format for diversity and inclusion and why?
- How well does the collaborative workshop format transfer to other disciplines?
- Can we translate these findings into guidance to improve early career recruitment?

However, this should be hidden in the background to a large extent: our team will talk to you about it before the event, but for now you shouldn't worry too much about it and concentrate on running an academic research workshop subject to the guidelines in the previous section.

Contact

We have included a list of FAQs at the end of this document that will hopefully address many questions you have. If you would like further information about the programme, or want to speak to us about your ideas for an incubator then please contact:

- Julie Morton, Programme Manager at incubators@bath.ac.uk, 01225 383346

Information Request

We would like you to complete an information request using the template provided. This will give us some initial information about the incubator event that you are planning and will help us to promote the programme and provide effective support to you. We have included an example of a completed request below.

We understand that you won't know the answers to all of the questions yet, or may only have a rough idea, and that is fine at this stage. Please just fill in as much as you can and we can update the details at a later date when more information is available.

We would like to put some of the information (marked with an asterisk) on our website to give people an idea of what is happening and when. Please let us know if this is a problem.

Host institution*
<i>Provide the name of the institution hosting the event.</i>
Main contact point
<i>Provide the email address and telephone number for the main contact person for the incubator.</i>
Academic lead(s)
<i>Provide the email address and telephone number for the main academic contact for the incubator.</i>
Title of incubator*
<i>Provide the title of the incubator (note a working title is ok at this stage and it can be refined as the planning progresses).</i>
Proposed dates*
<i>Provide an idea of the likely date of the incubator. Ideally we would like an actual date but the month and year is fine and we can update the information when dates are available.</i>
Venue
<i>Provide detail of the venue, including whether it is fully accessible. Ideally this will be the actual venue but at this stage the city/university will be enough.</i>
Possible partners
<i>Please provide detail of any other institutions or industrial partners that you plan to involve in your incubator.</i>
Nature of collaborative work
<i>Provide information about who will collaborate on what and when, and what the likely outputs will be.</i>
Approximate timetable
<i>Provide a rough outline for your event i.e. number of days and a rough schedule for each day.</i>
Participants
<i>Give a rough breakdown of the participants that are likely to be attending, for example the number of students, academics and representatives from other partner organisations.</i>
Budget
<i>Provide a rough breakdown of the requested budget and how it will be used.</i>
Blurb*
<i>Include a few sentences describing the research area and what will be involved.</i>

Example of a completed information request

The information request below has been completed for the upcoming incubator

Host institution*	University of Bath
Main contact point	Matt Roberts (mattiroberts@gmail.com)
Academic lead(s)	Matt Roberts
Title of incubator*	Probability meets biology
Proposed dates*	29 April 2019 – 3 May 2019
Venue (including whether it is fully accessible):	The Edge, University of Bath (fully accessible)
Possible partners	None
Nature of collaborative work	
Approximate outline for the event	Five day event: Monday afternoon, all day Tuesday, Wednesday, Thursday and Friday morning. Talks on open problems Monday afternoon and Tuesday morning. Groups will be formed Tuesday afternoon and then group work will take place Wednesday and Thursday. Talks summing up progress and next steps will be on Friday morning.
Participant breakdown	8 speakers (6 external, 2 Bath), 20 PhD students (roughly half external, half Bath), 15 postdocs and other academics (roughly half external, half Bath).
Budget	Venue and meals £6k, accommodation £1500, travel and other costs £5k Expected total budget £12.5K
Blurb*	There will be a short series of talks, which will outline questions at the interface between probability and biology. Participants will then work together in groups to develop the questions into well-defined mathematical problems and outline potential methods for solving them.

FAQ

<p>What is a collaborative incubator?</p> <ul style="list-style-type: none"> • A collaborative workshop to frame/solve a real-world problem related to STEM disciplines. • Staff and students work together in teams on exciting, new academic research problems. • The format is typically a series of short talks outlining questions on the theme. Participants then work together in groups to develop the questions into well-defined problems and outline potential methods for investigating them. • Open problems to level the playing field so that students and more senior academic staff work together to tackle the issues. • A diverse mixture of around 40 to 60 participants spanning different career stages (postgraduate students, postdocs, academic staff and industry representatives where appropriate).
<p>Why run a collaborative incubator?</p> <ul style="list-style-type: none"> • These are prestigious and rewarding events from an academic perspective which deliver excellent research outcomes (past events have led to papers, co-funded PhD studentships, grant proposals) • Leadership opportunity for an early career academic to be the lead organiser. • Visible leadership in ED&I in your discipline (for example it could be included in your REF, Athena SWAN submissions) • Opportunity to be part of a high profile EPSRC funding programme looking at diversity, equality and inclusion in STEM subjects. • Opportunity for established academics to work with PhD students and early career researchers in inclusive and supportive environment. • Established academics may identify potential candidates for future employment. • Provide alternative routes for academic research candidates to demonstrate skills
<p>Who should attend?</p> <ul style="list-style-type: none"> • We suggest around 40 to 60 participants comprising postgraduate students, postdocs, academic staff and industry partners where appropriate. • Participants from the relevant academic field (s) at your university and nationwide. • It is important that there is a diverse cast of participants spanning career stages.
<p>What has this got to do with Recruitment and ED&I?</p> <ul style="list-style-type: none"> • The aim of the project is to understand the ways in which collaborative (rather than hierarchical) work within a STEM discipline can engender positive culture change • We are interested in how these incubators can be used as a mechanism to facilitate the recruitment and retention of a diverse pool of STEM researchers, as well as empowering senior STEM academics to break historical patterns of over/under-representation of certain groups • The collaborative incubator events <u>are not</u> in themselves ED&I, career development, or recruitment focussed event; the link to ED&I and recruitment is through the participation of our psychology research team (see below).
<p>Do I have to plan specific ED&I activities to be included?</p> <ul style="list-style-type: none"> • No, you only need to do two things: <ol style="list-style-type: none"> I. Ensure you try to recruit a diverse set of participants for the incubator (which we can advise on). II. Give access to our psychology research team. They will be conducting research on the impact of the collaborative incubators by interviewing and surveying participants and observing part or all of some of the incubator events. The researchers will be in touch with you in advance

to give more information about this. They may also consult with you about incorporating one or more interventions.

Will you organise the workshop for us?

- No, you are the experts in your area. We will provide funds and will support you to achieve the aims of the programme.

What can we spend the money on?

- Funds are flexible, allowed costs include: venue booking, accommodation, travel, food, admin support.
- Temporary admin support to help plan the workshop.
- Please note that the funding is provided by EPSRC so all funding requests will need to meet their requirements.
- Postgraduate training is ineligible for funding support (with exception of ED&I activities). We also cannot provide funds to cover expenses for undergraduate students, but they are welcome to participate in the events where appropriate.

When do the incubators have to take place?

- The programme is scheduled to complete by December 2020 so we would like all incubators to be delivered by the end of the summer 2020. Ideally we would like to hold as many as possible during 2019. It is up to you to select a time that works for you, but we do recommend allowing at least 4 months lead time for planning the event, particularly to give speakers enough notice for them to be able to attend.

Does the incubator need to be within the remit of the CDT?

- No, you can do whatever you like as long as it is bringing research ideas together in a collaborative way, the CDTs are being approached as they are already doing good things and have good infrastructure but it can move away from the CDT focal point)