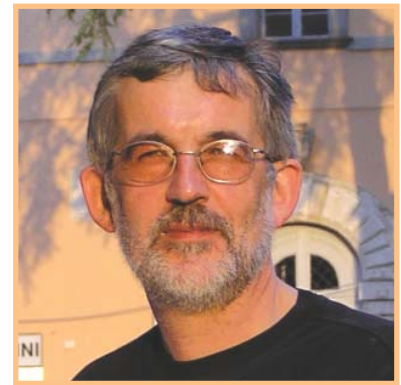




Research funding special

A message from pro-director, Professor George Gaskell



Full Economic Costing (FEC) is vital to LSE's overall financial health (£1m by 2010-11). To qualify for FEC, the School is required to provide a breakdown of the allocation of staff time across teaching, research and other activities, including administration. Hence, we are repeating the time allocation diary. A good response rate in the diary exercise will help to support research initiatives, both by returning funds to departments, centres and institutes and by providing seed funding for research.

Time allocation diary why it is vital for you and the School

To continue receiving the benefits from the full economic costing of research (FEC), the School has to meet quality assurance requirements set by HEFCE. A key requirement is to carry out a survey of academic time allocation every three years and to secure a high response rate (circa 90 per cent) to demonstrate that the results of the survey accurately represent the activities of the academic community over a full year. We recognise that colleagues are busy, so once again we are taking a 'light touch' approach that involves as little data collection as possible. Thus we will be taking six sample weeks across the year.

Full economic costing (FEC) the benefits to LSE

The aim of FEC at the national level is to ensure the sustainability of research volume and quality in the UK and, as opposed to the marginal costing of research, enhance the financial sustainability of LSE's research portfolio. Although not all research sponsors are prepared to pay FEC, or to use the FEC costing methodology to inform their funding strategy, most of the School's largest sponsors of research – research councils, government, the European Commission and the corporate sector – accept that FEC is a robust methodology, and this is reflected in their funding policies. Currently we have 123 'live' FEC grants, a substantial percentage of the total of 252.

The real benefits of FEC to departments, centres, institutes and individual academics

Under a three year pilot scheme, 50 per cent of Principal Investigator (PI) income generated from a successful FEC budgeted bid is returned to the department, centre or institute hosting the research grant, after removal of any buyout costs involved in the project bid (see www.lse.ac.uk/collections/researchAndProjectDevelopmentDivision/internal/staff/fullEconomicCostingGuidance.htm). The aim of the scheme is for funds to be used for the benefit of research across the School. As FEC funded projects increase in number

and value over time, it is expected that substantial sums will be made available. This academic year, £98k will be distributed and by 2010-11 this is forecast to reach £500k per annum. The remaining 50 per cent of PI income is allocated to the Research Committee's Seed Fund scheme (see www.lse.ac.uk/collections/researchAndProjectDevelopmentDivision/researchFundingNews/Default.htm under School Funding Initiatives). This enables any academic to apply to the Research Committee, on a

competitive basis, for seed corn awards to facilitate the development of large scale funding proposals. A large number of awards has already been made, and subject to continued flow of PI income funds, the scheme will become a permanent part of the internal LSE research funding environment. Hence, completed diaries from each and every academic will be in the interests of all.

Timetable

The six diary weeks we will be asking you to provide data for are:
weeks commencing: 22/10/07; 14/01/08; 07/04/08; 12/05/08; 09/06/08; 07/07/08

DO I NEED TO DO THIS?

The vast majority of permanent staff – professors, readers, senior lecturers and lecturers – should participate in the survey. Staff will be contacted individually by the diary project manager Geetha Sugumar. The time diary is web-based and accessed via LSE for You. You will be able to choose whether to record actual hours or the percentage of the total working week devoted to each activity.

Data supplied will be accessible only to the diary project team, and will be used solely for constructing aggregate time distribution estimates. Online help facilities and a help desk will assist staff who have queries about the time diary process (020 7107 5218, email: trac@lse.ac.uk). Below are examples of what the time diary will look like, and on the reverse of this page you will find a set of definitions of the separate categories which you may find useful when you come to fill in your time diary.

LSE for You - Enter Time by Percent - Microsoft Internet Explorer

Address: https://fytest.lse.ac.uk/fy/up/Portal/tag_a9eb291b996b740.render.userLayoutRootNode.uP7uP_sparam=focusedMenuID&focusedMenuID=1066-113

HOME Everyone Staff

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Time Allocation - Enter Time by Percent

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HOURS WORKED			
Please enter total hours worked in the week beginning 22/10/2007.			
0			
CATEGORISE HOURS WORKED			
No.	Category	Activity	Hours
(1)	Research	External sponsor funded research	0
(2)		Unfunded and LSE funded research	0
(3)		Supervision & training PhD students	0
(4)		Support for research	0
(5)	Scholarship	Continuing Professional Development	0
(6)	Teaching	Teaching	0
(7)		Support for teaching	0
(8)	Other services rendered	Consultancy and other income generating activities	0
(9)	Other	Administration and committees	0
(10)		Holiday, sickness, jury service etc	0
TOTALS			
Total %			
FINISH			

LSE for You - Enter Time by Hours - Microsoft Internet Explorer

Address: https://fytest.lse.ac.uk/fy/up/Portal/tag_42ec16a2e8901d57.render.userLayoutRootNode.uP7uP_sparam=focusedMenuID&focusedMenuID=1066-111

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HOURS WORKED				
Please enter total hours worked in the week beginning 22/10/2007.				
0				
CATEGORISE HOURS WORKED				
No.	Category	Activity	Hours	Minutes
(1)	Research	External sponsor funded research	0	0
(2)		Unfunded and LSE funded research	0	0
(3)		Supervision & training PhD students	0	0
(4)		Support for research	0	0
(5)	Scholarship	Continuing Professional Development	0	0
(6)	Teaching	Teaching	0	0
(7)		Support for teaching	0	0
(8)	Other services rendered	Consultancy and other income generating activities	0	0
(9)	Other	Administration and committees	0	0
(10)		Holiday, sickness, jury service etc	0	0
TOTALS				
Total hours and minutes				
FINISH				

Your guide to time allocation tables

Activity	Activities to be included under this heading
1 and 2. Research: sponsored and unfunded	The following activities should be included under research. They must be split between activities 1 and 2 on the basis of whether there is an external sponsor funding the research (1) or if not (2)
	Fieldwork, laboratory, studio, library/desk work
	Management of project, progress reports etc. Recruitment and supervision of research staff
	Attendance at conferences, seminars and society meetings directly connected with specific research projects
	Production of research reports, papers, books
	Collaboration with other departments or institutions in any of the above
	Speculative research undertaken to investigate the potential of ideas before preparing bids; or for publication
3. PhD students	Any time spent training and supervising postgraduate research students
4. Support for research	Drafting/redrafting proposals for new work and supporting bids to external bodies (where bids involve a significant amount of speculative research, that element can be attributed to R
	Refereeing papers
	Blocks of time in other institutions on research exchange schemes, committee work supporting research, etc
5. Scholarship	Scholarship for the maintenance and advancement of own personal knowledge and skills
	Reading literature, courses attended or work done that related to requirements of a professional body to maintain membership
	Private consultancy work carried out during the hours returned in the diary – such as for the maintenance and development of professional skills
6. Teaching	Preparing and giving classes, lectures, seminars and tutorials for all taught courses, including Summer School and General course – BUT ALL PhD research training and supervision time should be under heading 3
	Reading and assessing student dissertations, projects, essays and other work (except PhDs)
	Preparing materials for an agreed new course, lecture, seminar or workshop and editing and updating course materials
	Organising and visiting placements
	Preparing and marking exam papers, including tests, leading discussion groups, mentoring
	Oral examination and vivas (not PhD though). Invigilation of examinations including external examining
7. Support for teaching	Timetabling, examination boards, preparing prospectuses, interviewing prospective students, admissions and induction, developing new courses
	Course and other committee work related to teaching
	Pastoral support (outside timetabled tutorials), counselling, advising, references, Schools liaison
	Work on academic publications that are intended for teaching purposes
	Scholarship to support teaching eg writing books and other publications for teaching purposes, secondment to/academic exchanges with other universities for teaching activities. Promoting teaching facilities and opportunities etc
8. Other services rendered (OSR)	Consultancy and similar contracted to LSE or ELSE. Do not include any private consultancy work
	Negotiation of contract terms and conditions on OSR contracts, time spent on abortive and speculative bids for work
	School related work not connected with teaching or research – eg work for Residences
9. Admin and committees	Membership of/participation in academic board, Senate, Council and other major LSE committees
	Management duties such as head of department, director of admissions, etc
	Staff management; appraisal, department meeting, team briefing (if not related to teaching or research)
	Publicity; fundraising, representative work on behalf of LSE, department or centre
	Information returns, quality assurance, contribution to sector eg (unpaid) committees, RAE panels
10. Holiday, sickness etc	Holiday, sickness, maternity and paternity leave