Outline of the Communications Plan for PGR Open Access Research and Research Data Management Policy

Contents

1. Communications about the Open Access and research data policy

a. Aim

To communicate the new policy on Open Access Research and Research Data Management effectively to the PGR population, PGR supervisors and relevant College and Professional Services staff.

b. Audience

i. ADRs
ii. ACMRs
iii. ACMs for PGRs/Directors of PGRs
iv. Graduate Faculty Board
v. Directors of Research
vi. College Support Staff for PGRs (Via ACMRs/ACMs for PGRs)
vii. PGR Supervisors (Via ACMRs/ACMs for PGRs)
viii. All PGR students (Via designated PGR support staff contact)
ix. PGR office
x. RKT – of special interest to Research Development Managers
xi. Library – of special interest to Subject Librarians
xii. Specific email to RCUK-funded students and their supervisors via the PGR Admin Office (Initial email only)
xiii. LLOs
xiv. Graduate Administration Office
xv. Graduate Research Faculty Office

c. Emails

i. Initial email

To communicate details about approved policy to the audience identified above.

Date: January/February 2013

ii. Follow-up email

A reminder about the elements of the policy which will be implemented from October 2013. This email will be sent to the same recipients as the initial email and will include more detailed information about the process of submitting data to ORE.

Date: August 2013

2. Regular email updates

a. Quarterly updates

To include information on Gold OA spend, statistics on the most downloaded research outputs and on the number of uploads to ORE to:

    i.   ADRs (College-level information)
    ii.   ACMRs (College-level information)
    iii.   Directors of Research (Discipline-level information)
    iv.   LLOs (Discipline-level information)
    v.   Subject Librarians (Discipline-level information)
    vi.   Research Support Staff (College-level information, to designated contact)
    vii.   PGR Support Staff (College-level PGR information, to designated contact)
    viii.   Graduate Administration Office (College-level PGR information)
    ix.   Graduate Research Faculty Office (College-level PGR information)
    x.   RKT Research Development Managers (College-level information)

b. Other email updates

    i.   Regular messages from designated PGR contacts as necessary to PGRs and supervisors.
    ii.   Reminder incorporated into Graduate Administration emails to PGRs.

3. Training

a. Training

OA and RDM are incorporated into 7 sessions of the [Researcher Development Programme](#), as well as the [Doctoral Supervision Workshop](#). The [Open Access and Data Curation team](#) (the team) also offer one-to-one training for researchers and PGRs. College supervisor development training. The team aims to integrate awareness-raising of policy into College-level supervisor training which takes place at least every 2 years.

b. Online guidance

Online guidance on [OA](#) and [RDM](#) is available via the Library webpages. Selected content is mirrored on the [Research Toolkit](#).

c. Presentations

Different groups and disciplines will be targeted and invited to presentations and training sessions on Open Access and research data management, including LLOs, College research support staff, RKT Research Development Managers. Further sessions will be organised as requested by research groups/Colleges.

d. Inductions

College-level PGR inductions now include a section on OA and research data management.

4. Social Media

The team will continue to update the research community on Open Access and research data management via [Twitter](#) and [Facebook](#) as well as via their [blog](#).

5. Promotional Materials

The team will continue to produce promotional materials such as postcards, posters and banners in order to update the research community about developments about Open Access and research data management.

6. Updating Information

a. Website/Research Toolkit

The team will continue to revise the OA and RDM content on the Library website and the Research Toolkit at least every two months and update the information as necessary.

b. College Intranet

The team will liaise with those who update information on College intranets for PGRs to ensure that this is up-to-date. This revision will take place at least annually.

7.   Integration into Library Marketing Strategy

The team will continue to liaise with other members of the Library to ensure the visibility of OA and RDM support as key services provided by the Library and the integration of information about these services into Library communications and marketing.

8.   Further information

This plan will be adapted as needed, and combined with communications about the researcher policy if timelines and messages coincide.