

# THE ACADEMY

*Developing Liverpool*

RESEARCHING

## Appendices for Report on Making an Impact 2020



# Table of Contents

Table of Contents.....	2
Appendix 1: Mapping Making an Impact 2020 across the RDF.....	3
Appendix 2: Participant Profile by Institute or School .....	8
Appendix 3: Sample Planning Email .....	12
Appendix 4: Sample booking form. ....	13
Appendix 5: The Academy’s Communication Strategy .....	16
Appendix 6: Tweet sheet for Making an Impact 2020 .....	19
Appendix 7: Making an Impact 2020 comms and marketing imagery.....	31
Appendix 8: Sample Email to Facilitators .....	34
Appendix 9: Sample Email to Hosts.....	36
Appendix 10: Sample Email to Participants.....	38
Appendix 11: Evaluation (For Participants) .....	40
Appendix 12: Evaluation (For Facilitators).....	41
Appendix 13: Post-MAIW 2019 – post-6 month survey.....	42

# Appendix 1: Mapping Making an Impact 2020 across the RDF

Making an Impact 2020		Domain A: Knowledge and Intellectual Abilities			Domain B: Personal Effectiveness			Domain C: Research Governance and Organisation			Domain D: Engagement, Influence and Impact		
Week	Title	A1: Knowledge base	A2: Cognitive Abilities	A3: Creativity	B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development	C1: Professional Conduct	C2: Research Management	C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact
<b>1</b>	Developing a commercial proposal	A1: Knowledge base				B2: Self-Management		C1: Professional Conduct		C3: Finance, Funding and Resources	D1: Working with Others		D3: Engagement and Impact
	Getting attention -Elevator pitching		A2: Cognitive Abilities				B3: Professional and Career Development	C1: Professional Conduct			D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact
	Impactful Leadership Part I			A3: Creativity	B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development	C1: Professional Conduct			D1: Working with Others		
	<b>Talk from Vice Chancellor: UoL's commitment to the SDGs</b>	A1: Knowledge base	A2: Cognitive Abilities	A3: Creativity			B3: Professional and Career Development	C1: Professional Conduct	C2: Research Management	C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact
	Demonstrating Impact using the UN Sustainable Development Goals	A1: Knowledge base	A2: Cognitive Abilities	A3: Creativity			B3: Professional and Career Development	C1: Professional Conduct	C2: Research Management	C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact
	1:1 Career consultations for Researchers				B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development						
	Managing project delivery			A3: Creativity		B2: Self-Management	B3: Professional and Career Development	C1: Professional Conduct	C2: Research Management	C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact
	Making an Impact on Culture	A1: Knowledge base	A2: Cognitive Abilities	A3: Creativity	B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development	C1: Professional Conduct	C2: Research Management	C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact
	Making Civic Engagement even more important.	A1: Knowledge base	A2: Cognitive Abilities	A3: Creativity	B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development	C1: Professional Conduct	C2: Research Management	C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact

Making an Impact 2020		Domain A: Knowledge and Intellectual Abilities			Domain B: Personal Effectiveness			Domain C: Research Governance and Organisation			Domain D: Engagement, Influence and Impact		
<b>1</b>	Knowledge Transfer Partnerships: unique three way partnerships that create real impact and drive innovation	A1: Knowledge base	A2: Cognitive Abilities	A3: Creativity	B1: Personal Qualities	B2: Self-Management		C1: Professional Conduct	C2: Research Management	C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	
	<b>KEYNOTE: Research Culture: From lab to lobbying</b>	A1: Knowledge base	A2: Cognitive Abilities	A3: Creativity	B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development	C1: Professional Conduct	C2: Research Management	C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact
	Impactful Leadership Part II			A3: Creativity	B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development	C1: Professional Conduct			D1: Working with Others		
	Starting out as a research degree supervisor I: what do supervisors do?						B3: Professional and Career Development				D1: Working with Others		
	Starting out as a research degree supervisor II: how can I be an effective supervisor?						B3: Professional and Career Development				D1: Working with Others		
	Exploring and Sharing Research through poetry		A2: Cognitive Abilities	A3: Creativity			B3: Professional and Career Development					D2: Communication and Dissemination	D3: Engagement and Impact
	Cafe Culture				B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development	C1: Professional Conduct	C2: Research Management		D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact
Emotional intelligence in Leadership				B1: Personal Qualities	B2: Self-Management			C2: Research Management		D1: Working with Others		D3: Engagement and Impact	
<b>2</b>	Alumni- Making an Impact as an Entrepreneur	A1: Knowledge base	A2: Cognitive Abilities	A3: Creativity	B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development	C1: Professional Conduct	C2: Research Management	C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact
	Different not wrong: communicating with impact			A3: Creativity	B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development	C1: Professional Conduct			D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact
	Habits for resilience part 1			A3: Creativity	B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development	C1: Professional Conduct	C2: Research Management	C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact

Making an Impact 2020		Domain A: Knowledge and Intellectual Abilities			Domain B: Personal Effectiveness			Domain C: Research Governance and Organisation			Domain D: Engagement, Influence and Impact		
2	Imposter Syndrome				B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development						D3: Engagement and Impact
	Boosting the impact of your publications						B3: Professional and Career Development					D2: Communication and Dissemination	D3: Engagement and Impact
	Habits for resilience part 2			A3: Creativity	B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development	C1: Professional Conduct	C2: Research Management	C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact
	Attracting your own funding					B2: Self-Management	B3: Professional and Career Development			C3: Finance, Funding and Resources			
	Social media bootcamp			A3: Creativity								D2: Communication and Dissemination	
	Habits for resilience part 3			A3: Creativity	B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development	C1: Professional Conduct	C2: Research Management	C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact
	Entrepreneurial thinking for researchers: startups, innovation & impact						B3: Professional and Career Development						
	<b>KEYNOTE: The impact journey: have we reached the end?</b>	A1: Knowledge base	A2: Cognitive Abilities	A3: Creativity	B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development	C1: Professional Conduct	C2: Research Management	C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact
	Global challenges research for impact in low and middle income countries	A1: Knowledge base					B3: Professional and Career Development			C3: Finance, Funding and Resources	D1: Working with Others		D3: Engagement and Impact
	Habits for Resilience part 4			A3: Creativity	B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development	C1: Professional Conduct	C2: Research Management	C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact
Safeguarding in Research	A1: Knowledge base					B3: Professional and Career Development	C1: Professional Conduct	C2: Research Management	C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact	
Open Research					B2: Self-Management	B3: Professional and Career Development	C1: Professional Conduct	C2: Research Management		D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact	

Making an Impact 2020		Domain A: Knowledge and Intellectual Abilities			Domain B: Personal Effectiveness			Domain C: Research Governance and Organisation			Domain D: Engagement, Influence and Impact		
2							Career Development				with Others		
	More than a job- Former postdocs share their experience beyond academia						B3: Professional and Career Development				D1: Working with Others	D2: Communication and Dissemination	
	Standing out from the crowd												
	Research impact - maximizing and measuring change												
	1:1 career consultations for researchers				B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development						
3	1:1 career consultations for researchers				B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development						
	<b>KEYNOTE: Knowledge exchange concordat: Why, What and when and next steps for the Knowledge Exchange Framework</b>	A1: Knowledge base	A2: Cognitive Abilities	A3: Creativity	B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development	C1: Professional Conduct	C2: Research Management	C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact
	Speeding reading in a digital world				B1: Personal Qualities	B2: Self-Management			C2: Research Management				
	Meet the teams of RPI	A1: Knowledge base					B3: Professional and Career Development		C2: Research Management	C3: Finance, Funding and Resources	D1: Working with Others		
	Ducks, metadata and Impact, yes really!	A1: Knowledge base				B2: Self-Management	B3: Professional and Career Development		C2: Research Management			D2: Communication and Dissemination	D3: Engagement and Impact
	Thriving through change with resilience			A3: Creativity	B1: Personal Qualities	B2: Self-Management			C2: Research Management		D1: Working with Others		
	Who's reading your research? Using Altmetric to track the reach and potential impact of your work	A1: Knowledge base									D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact

Making an Impact 2020		Domain A: Knowledge and Intellectual Abilities			Domain B: Personal Effectiveness			Domain C: Research Governance and Organisation			Domain D: Engagement, Influence and Impact		
<b>3</b>	Remote impact: How to make an impact when you work remotely			A3: Creativity	B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development	C1: Professional Conduct			D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact
	Aim to win your next grant by building impact in from the beginning.						B3: Professional and Career Development		C2: Research Management	C3: Finance, Funding and Resources			D3: Engagement and Impact
	1:1 career consultations for researchers				B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development						
	Inside the Mind of an Enterprising Researcher												
	Find research funding with Research Professional	A1: Knowledge base				B2: Self-Management	B3: Professional and Career Development			C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact
	Consultancy: How to use your expertise to generate impact and help raise your profile											D2: Communication and Dissemination	D3: Engagement and Impact
	Creating Impactful Research Stories			A3: Creativity	B1: Personal Qualities		B3: Professional and Career Development					D2: Communication and Dissemination	D3: Engagement and Impact
	1:1 career consultations				B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development						
	Blogging your research			A3: Creativity	B1: Personal Qualities		B3: Professional and Career Development					D2: Communication and Dissemination	D3: Engagement and Impact
	Engaging with policy makers: practical tips to help you change the world			A3: Creativity			B3: Professional and Career Development			C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact
Prosper Portal							C1: Professional Conduct	C2: Research Management	C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact	

## Appendix 2: Participant Profile by Institute or School

Session	HLS				S&E				HSS				Other			
	LCMS	IVES	PH	ISMIB	Engineering	SoPS	EE	SoES	ULMS	LSJ	HLC	Arts	RPI	Academy	Libraries, Museums and Galleries	Other
<a href="#">Developing a commercial proposal</a>	2	4	2	1	6	3	3	0	0	0	0	1	5	1	0	1
<a href="#">Getting attention - Elevator pitching</a>	6	3	3	3	3	4	2	0	1	1	4	3	1	2	0	3
<a href="#">Impactful leadership Part 1/2</a>	11	7	6	3	5	5	2	0	0	1	3	3	3	3	0	6
<a href="#">TALK: The UN's Sustainable Development Goals, COVID-19 and our research</a>	7	9	7	6	10	3	2	9	7	1	10	9	11	3	0	35
<a href="#">Demonstrating Impact using the UN Sustainable Development Goals</a>	2	6	1	0	10	1	3	0	1	0	4	3	5	0	0	7
<a href="#">1:1 career consultations for researchers</a>	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
<a href="#">Managing project delivery</a>	6	3	5	0	5	5	1	0	0	0	3	1	1	0	0	8
<a href="#">Making an Impact on Culture</a>	0	4	2	2	0	1	1	0	0	1	4	6	3	0	0	3
<a href="#">Making Civic Engagement even more important in a post Covid world: How can we do that?</a>	1	2	3	0	0	2	2	1	1	0	0	2	3	1	0	4
<a href="#">Knowledge Transfer Partnerships: unique three way partnerships that create real impact and drive innovation</a>	2	4	4	0	3	0	9	1	2	1	2	2	3	1	0	3
<a href="#">KEYNOTE: Research culture: From lab to lobbying</a>	12	6	6	1	3	4	3	2	0	2	3	1	3	8	1	7
<a href="#">Impactful leadership Part 2/2</a>	12	6	4	3	6	5	2	2	1	1	4	2	2	2	0	4
<a href="#">Starting out as a research degree supervisor I: what do supervisors do?</a>	9	5	9	2	4	3	1	1	0	0	1	4	0	1	0	0



Session	HLS				S&E				HSS				Other			
	LCMS	IVES	PH	ISMIB	Engineering	SoPS	EE	SoES	ULMS	LSJ	HLC	Arts	RPI	Academy	Libraries, Museums and Galleries	Other
<a href="#">Starting out as a research degree supervisor II: how can I be an effective supervisor?</a>	10	4	12	1	1	4	1	2	0	0	2	5	0	1	0	0
<a href="#">1:1 career consultations for researchers</a>	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
<a href="#">Exploring and Sharing Research Through Poetry</a>	0	3	2	2	0	0	0	0	0	1	3	1	3	3	0	1
<a href="#">1:1 career consultations for researchers</a>	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
<a href="#">Cafe Culture</a>	5	2	2	1	0	2	0	0	0	1	0	1	0	0	1	0
<a href="#">Cafe Culture</a>	0	2	2	0	0	1	2	0	0	1	1	0	0	1	0	1
<a href="#">Emotional intelligence in leadership – why does it matter?</a>	10	10	2	2	4	2	4	0	4	3	0	5	2	1	2	7
<a href="#">Alumni- Making an Impact as an Entrepreneur</a>	8	3	3	5	2	3	1	0	0	0	0	0	1	5	0	6
<a href="#">Different not wrong: communicating with impact</a>	6	2	2	2	1	3	2	1	0	1	1	3	0	0	1	4
<a href="#">Habits for resilience (Part 1)</a>	7	9	5	2	2	7	3	2	4	0	5	5	0	0	1	3
<a href="#">Imposter Syndrome - is it real?</a>	11	10	7	4	2	4	3	2	5	1	4	4	4	2	0	8
<a href="#">Boosting the impact of your publications</a>	9	3	7	2	3	4	2	7	1	1	6	9	0	1	1	2
<a href="#">Habits for resilience (Part 2)</a>	6	8	2	0	2	5	3	1	3	0	5	4	0	0	2	4
<a href="#">Attracting your own funding</a>	6	9	4	4	6	5	2	6	3	0	4	6	1	1	0	2
<a href="#">Social media bootcamp</a>	7	8	13	2	1	3	3	3	1	2	5	4	3	2	0	0
<a href="#">Habits for resilience (Part 3)</a>	5	7	5	0	1	4	3	2	4	0	5	2	0	0	2	2
<a href="#">Entrepreneurial thinking for researchers: startups, innovation &amp; impact</a>	1	3	4	2	3	5	2	4	2	1	2	1	5	4	0	3
<a href="#">KEYNOTE: The impact journey: have we reached the end?</a>	0	2	8	0	0	1	3	0	2	4	3	9	6	3	0	9

Session	HLS				S&E				HSS				Other			
	LCMS	IVES	PH	ISMIB	Engineering	SoPS	EE	SoES	ULMS	LSJ	HLC	Arts	RPI	Academy	Libraries, Museums and Galleries	Other
<a href="#">Global challenges research for impact in low and middle income countries</a>	5	13	5	2	3	3	1	6	2	0	7	11	3	0	0	14
<a href="#">Habits for Resilience (Part 4)</a>	5	8	1	1	1	3	3	2	4	0	4	3	0	0	2	2
<a href="#">Safeguarding in Research</a>	2	1	4	1	3	1	0	0	1	0	6	1	2	0	0	0
<a href="#">Open Research - what does it mean and what is it all about?</a>	3	4	2	1	0	1	1	1	2	4	2	0	4	1	0	1
<a href="#">More than a job</a>	8	6	8	10	5	6	1	4	3	0	3	1	0	3	0	4
<a href="#">Standing out from the crowd</a>	5	7	9	4	2	6	3	4	2	0	5	4	0	1	0	4
<a href="#">Research impact - maximizing and measuring change</a>	3	5	4	0	1	3	1	0	3	2	3	6	3	1	0	3
<a href="#">1:1 career consultations for researchers</a>	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0
<a href="#">1:1 career consultations for researchers</a>	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>KEYNOTE: KEF</b>	1	6	7	0	3	1	2	0	3	3	2	2	15	1	1	9
<a href="#">Speed reading in a digital world</a>	8	8	9	1	3	5	1	1	2	2	5	3	0	0	0	5
<a href="#">Meet the teams of RPI</a>	0	3	4	0	3	0	4	1	1	0	1	5	7	0	0	3
<a href="#">Ducks, metadata and Impact, yes really!</a>	2	4	1	0	0	1	1	1	0	2	4	2	0	1	0	0
<a href="#">Thriving through change with resilience</a>	5	7	3	4	0	3	2	0	2	0	1	1	1	0	0	3
<a href="#">Who's reading your research? Using Altmetric to track the reach and potential impact of your work</a>	3	5	6	1	2	3	2	1	1	1	5	5	2	1	0	1
<a href="#">Remote impact: How to make an impact when you work remotely</a>	2	4	1	0	1	3	0	0	0	2	3	0	1	1	0	0
<a href="#">Aim to win your next grant by building impact in from the beginning</a>	5	5	2	2	2	1	1	1	1	0	4	6	0	0	0	1
<a href="#">1:1 career consultations for researchers</a>	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0
<a href="#">Inside the Mind of an Enterprising Researcher</a>	3	6	4	2	0	1	2	0	1	1	0	0	0	0	0	1

Session	HLS				S&E				HSS				Other			
	LCMS	IVES	PH	ISMIB	Engineering	SoPS	EE	SoES	ULMS	LSJ	HLC	Arts	RPI	Academy	Libraries, Museums and Galleries	Other
<a href="#">Find research funding with Research Professional</a>	5	6	1	3	4	5	4	1	0	0	2	5	1	1	0	1
<a href="#">Consultancy: How to use your expertise to generate impact and help raise your profile</a>	4	6	2	0	3	5	3	2	2	2	6	3	5	2	0	3
<a href="#">Creating Impactful Research Stories</a>	4	6	9	4	2	5	4	6	3	3	5	3	0	3	1	2
<a href="#">1:1 career consultations for researchers</a>	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
<a href="#">Blogging your research</a>	5	6	7	4	3	4	5	2	3	2	8	1	0	3	0	0
<a href="#">Engaging with policy makers: practical tips to help you change the world</a>	3	8	5	1	2	5	1	7	3	2	4	3	3	0	0	4
<a href="#">Prosper Portal</a>	8	10	10	10	10	7	5	4	2	1	5	2	3	4	0	7

Key LCMS – Life Course and Medical Sciences, IVES- Institute of Infection Veterinary and Ecological Sciences, IPH- Institute of Population Health, ISMIB – Institute of Integrative Systems, Molecular and Integrative Biology. SoPS- School of Physical Sciences, EE – School of Electrical Engineering, Electronics and computer science, SoES- School of Environmental Sciences. ULMS- University of Liverpool Management School, LSJ- School of Law and Social Justice, HLC- School of Histories, Languages and Cultures.

# Appendix 3: Sample Planning Email

Dear <<name>>

I hope you're well. Our Making an Impact series involves sessions as part of the University's research staff development programme, giving researchers, particularly early career researchers, the opportunity to meet and engage first hand with key research and industry stakeholders.

Building upon the success of our last two events, Making an Impact 2020 will again be focused on Impact Clusters which will be dovetailed with elements consisting of a Knowledge and Skills Axis, (detailed in the table below)

Impact Clusters	Knowledge and Skill Axis
○ Making an Impact on the digital agenda	A. Research partnerships
○ Making an Impact on the Environment or Quality of Life	B. Working with business
○ Making an Impact on Culture	C. Working with the public and third sector
○ Making an Impact on society or quality of life	D. Skills, enterprise and entrepreneurship
○ Making an Impact on Public Policy or Services	E. Local growth and regeneration
○ Making an Impact on the Economy	F. IP and commercialisation
○ Making an Impact beyond Academia	G. Public and community engagement

Focusing on the impact clusters and the knowledge and skill axis that make up the attached framework, it would be great to have your input as part of the Making an Impact 2020 programme.

**Action required: I would be grateful if you could confirm**

1. Your interest and general availability within the dates 1<sup>st</sup> -19<sup>th</sup> June 2020
2. Topics for potential workshops that you could facilitate (please feel free to propose more than one) along with
  - a. Durations of each session
  - b. Cost per session, including estimated travel costs

Once endorsed, we can then work around the time you need, the days that you could do.

The steering group reports back early March, so if you could let me know by close of play Friday 21<sup>st</sup> February, that would be much appreciated.

I look forward to hearing from you. Many thanks.

Best Wishes

<<name>>

# Appendix 4: Sample booking form.

**Making an Impact 2020 1st 19th June 2020**

**Online Event**

**Session Booking Form**

Please return completed forms to: [angela.midgley@liverpool.ac.uk](mailto:angela.midgley@liverpool.ac.uk) by

**17<sup>th</sup> April 2020**

Please note that all fields are mandatory

<p><b>‘Catchy’ Session Title (15 words max)</b> <i>Due to design constraints on the website and online platforms, <b>only 15 words</b> will be included in the title</i></p>	
<p><b>Description for Eventbrite (100 words max)</b> <i>How will participants benefit from your session? (Try to draw attention to your exciting session. Please see <a href="#">this example</a>)</i></p>	
<p><b>Session Outcomes</b> Please list some bullet points about what participants will be able to do by the end of this session</p>	<p>By the end of this session, participants will be able to:</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Presenter’s name and brief biography (if more than one, please give all presenters’ details)</b> <i>(This will be used to introduce your session, and will also be included on the Eventbrite page)</i></p>	
<p><b>Presenter(s) Twitter Handles</b> <i>(please specify which social media if other than Twitter)</i></p>	
<p><b>Presenter’s contact number (preferably a mobile number)</b> <i>(If more than one presenter, please specify names)</i></p>	
<p><b>Proposed duration of session.</b> Does this include time for a webchat following the session?</p>	
<p><b>Specific questions to be asked of attendees before the session.</b> Are there any questions you would like to be added to the Eventbrite page that you would like to be asked of those that register for your session(s)? (We already ask them what they hope to get from participation, and will share that with you in advance of your session)</p>	
<p><b>Format of Session (i.e. live webinar, pre-recorded video)</b> Can the session be presented live or pre recorded? If pre-recorded, would you be happy to be involved in a 15-30min webchat or Tweet chat at the time that your session is made available? Please give a breakdown if possible, of how you envision the online session will take place.</p>	

<b>Software required (i.e. Gotowebinar, Teams).</b> Please state whether you already have access to this software or would need The Academy to set up a session for you to host.							
<b>Is there any pre-work that you will require us to send to participants?</b> If yes, please give details of how far in advance you might expect the pre-work to be sent, to help us with our planning for this online activity.		<input type="checkbox"/> No <input type="checkbox"/> Yes (I will send the pre-work closer to the session) <b>Details:</b>					
<b>Digital resources that can be provided with this session.</b> We would like to signpost participants to a list of resources (hyperlinks to YouTube videos, TED talks podcasts, other websites, your slides, etc) that accompany your session for reference before, during and after the session. Please let us know any you are currently aware of, and whether you can provide links to further resources in the future.	<b>Resources that can be made publicly available on the Making an Impact website</b>	<b>Resources for the Making an Impact staff intranet (requiring UoL staff login)</b>	<b>Resources only for those who register for the session</b>				
<b>Maximum number of attendees that you recommend for your session</b> Please note that due to the online format, we can't estimate participant engagement levels, so we request higher numbers to be proposed, to account for those working from home who aren't able to engage for various reasons at the last minute.							
<b>Five top tips from your session.</b> We would like to document visually some sessions and are there five words/sentences that describe your session that can be used?							
<b>*Who is the specific target audience that will benefit the most from your session/event? (Please check all that apply)</b>		<input type="checkbox"/> PD: Post-docs <input type="checkbox"/> ECR: Early Career Researchers <input type="checkbox"/> AR: Academic Research Staff <input type="checkbox"/> MCR: Mid-Career Researchers (excluding PDs and ECRs) <input type="checkbox"/> ATR: Academic, Teaching and Research Staff <input type="checkbox"/> RPS: Research-related Professional Services Staff <input type="checkbox"/> Other:					
<b>Relevant Impact Clusters</b>	Making an Impact on the Digital Agenda	Making an Impact on the Environment	Making an Impact on Culture	Making an Impact Society and	Making an Impact on Public Policy or Services	Making an Impact on the Economy	Making an Impact beyond Academia

Please check all that apply				Quality of Life			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Knowledge and Skill Axis elements</b> Please check all that apply	Research partnerships	Working with business	Working with the public and third sector	Skills, enterprise and entrepreneurship	Local growth and regeneration	IP and commercialisation	Public and community engagement
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*The <a href="#">Vitae Researcher Development Framework (RDF)</a> describes the knowledge, behaviours and attributes of successful researchers. Please check all the sub-domains that apply to the skills developed during this session/ event. (Further details about the RDF can be found <a href="#">here</a> )		Domain A: Knowledge and Intellectual Abilities			Domain B: Personal Effectiveness		
		A1: Knowledge base	A2: Cognitive Abilities	A3: Creativity	B1: Personal Qualities	B2: Self-Management	B3: Professional and Career Development
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Domain C: Research Governance and Organisation			Domain D: Engagement, Influence and Impact		
		C1: Professional Conduct	C2: Research Management	C3: Finance, Funding and Resources	D1: Working with Others	D2: Communication and Dissemination	D3: Engagement and Impact
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Presenter Availability (please check the boxes to indicate your availability on all days)</b> We will confirm the final date/time with you before finalising it. If there is anything specific you'd like us to keep in mind regarding the availability you've indicated, please feel free to flag it in the next section.	<b>Making an Impact Week #</b>		<b>Date</b>		<b>Morning (10:00-13:00)</b>	<b>PM (13:00-16:30)</b>	
	1	Monday 1 <sup>st</sup> June		<input type="checkbox"/>	<input type="checkbox"/>		
		Tuesday 2 <sup>nd</sup> June		<input type="checkbox"/>	<input type="checkbox"/>		
		Wednesday 3 <sup>rd</sup> June		<input type="checkbox"/>	<input type="checkbox"/>		
		Thursday 4 <sup>th</sup> June		<input type="checkbox"/>	<input type="checkbox"/>		
		Friday 5 <sup>th</sup> June		<input type="checkbox"/>	<input type="checkbox"/>		
	2	Monday 8 <sup>th</sup> June		<input type="checkbox"/>	<input type="checkbox"/>		
		Tuesday 9 <sup>th</sup> June		<input type="checkbox"/>	<input type="checkbox"/>		
		Wednesday 10 <sup>th</sup> June		<input type="checkbox"/>	<input type="checkbox"/>		
		Thursday 11 <sup>th</sup> June		<input type="checkbox"/>	<input type="checkbox"/>		
		Friday 12 <sup>th</sup> June		<input type="checkbox"/>	<input type="checkbox"/>		
	3	Monday 15 <sup>th</sup> June		<input type="checkbox"/>	<input type="checkbox"/>		
		Tuesday 16 <sup>th</sup> June		<input type="checkbox"/>	<input type="checkbox"/>		
Wednesday 17 <sup>th</sup> June		<input type="checkbox"/>	<input type="checkbox"/>				
Thursday 18 <sup>th</sup> June		<input type="checkbox"/>	<input type="checkbox"/>				
Friday 19 <sup>th</sup> June		<input type="checkbox"/>	<input type="checkbox"/>				
<b>Additional notes for the Academy</b>							

# Appendix 5: The Academy's Communication Strategy

(To be supplemented with comms by ERMIC)

Date of Activity	Prioritised Audience	Tactic/Engagement activity/channel*	Strategy/Focus of Comms/Key message(s)
w/c 17th February  Save the Date	All staff	<ul style="list-style-type: none"> <li>- <b>Staff news article (plus inclusion in Weekly staff newsletter)</b></li> <li>- <b>Tweets</b> from @LivResearcher tagging @UoL_RSA @LivUniAcademy, @livUniPeople and @livuniesthemes (Social media hashtag: #: #unilivimpact20)</li> <li>- <b>RSA mailing list</b> + RSA steering group liaison committee members for dissemination at their local levels) + reminder emails a few days before event</li> </ul>	<ul style="list-style-type: none"> <li>- The Academy offers a comprehensive programme of development opportunities for its research staff to               <ul style="list-style-type: none"> <li>• identify new potential routes to develop and progress their careers</li> <li>• take ownership of and learn how to embed continuous professional development in their work</li> <li>• grow their social and professional networks</li> </ul> </li> <li>- <b>Making an Impact is an annual programme of events which aims to provide rich, varied and high-quality development opportunities for researchers, academics and research-related professional services staff at all stages of their career with opportunities offered across all Faculties.</b></li> </ul>
w/c 23 <sup>rd</sup> March	Academic, research and research-related professional staff	<ul style="list-style-type: none"> <li>- <i>Faculty R&amp;I Managers for inclusion in the Faculty/Institute/School newsletters/bulletins</i></li> </ul>	<ul style="list-style-type: none"> <li>- Promote how research staff can gain hands-on experience in networking, building interdisciplinary collaborations and developing their innovative research ideas to create impact.</li> <li>- Signpost to Researcher pages in particular "Making an Impact pages.</li> </ul>
w/c 27 <sup>th</sup> April  Programme Launch and registration open.	Academic, research and research-related professional staff	<ul style="list-style-type: none"> <li>- <b>Staff news article (plus inclusion in Weekly staff newsletter)</b></li> <li>- <b>Promotional video</b></li> <li>- <b>Update webpage -Programme</b> to be available in week by week table format.</li> <li>- <b>Tweets</b> from @LivResearcher tagging @UoL_RSA @LivUniAcademy, @livUniPeople and @livuniesthemes (Social media hashtag: #unilivimpact20)</li> <li>- <b>RSA mailing list</b> + RSA steering group liaison committee members for dissemination at</li> </ul>	<ul style="list-style-type: none"> <li>- Promote how research staff can gain hands-on, tailored experience in networking, building interdisciplinary collaborations and developing their innovative research ideas to create impact.</li> <li>- Signpost to Researcher pages in particular "Making an Impact pages.</li> <li>- Link to promotional video.</li> <li>- Encourage colleagues register for sessions.</li> <li>- Highlight blended approached/online resources.</li> <li>- Consulted with Disability Network to make sure sessions are accessible for all staff members.</li> <li>- Communicate the need to register soon due to high demand for sessions.</li> </ul>



Date of Activity	Prioritised Audience	Tactic/Engagement activity/channel*	Strategy/Focus of Comms/Key message(s)
		<p>their local levels) + reminder emails a few days before event</p>	
<p>w/c 18<sup>th</sup> May</p> <p>MAI 2020 Launch Highlight blended approach</p>	<p>Academic, research and research-related professional staff</p>	<ul style="list-style-type: none"> <li>- <b>Staff news article (plus inclusion in Weekly staff newsletter)</b></li> <li>- <b>Tweets</b> from @LivResearcher tagging @UoL_RSA @LivUniAcademy, @livUniPeople and @livuniiresthemes (Social media hashtag: #unilivimpact2020)</li> <li>- <b>Update webpage full programme.</b></li> <li>- <b>RSA mailing list</b> + RSA steering group liaison committee members for dissemination at their local levels) + reminder emails a few days before event</li>   <li>- <i>Faculty R&amp;I Managers for inclusion in the Faculty/Institute/School newsletters/bulletins</i></li> </ul>	<ul style="list-style-type: none"> <li>- Promote how research staff can gain hands-on experience in networking, building interdisciplinary collaborations and developing their innovative research ideas to create impact.</li> <li>- Promoting launch of MAI 2020 on the 1<sup>st</sup> June 2020.</li> <li>- Signpost to Researcher web pages in particular Making an Impact and MAI framework.</li> <li>- Highlight Developing practice podcast and MAI takeover.</li> <li>- Link to promotional video.</li> <li>- Highlight livestream keynote</li>   <li>- <b>Remind to register</b> <ul style="list-style-type: none"> <li>o Particularly sessions low in registration numbers</li> </ul> </li> </ul>
<p>w/c 1<sup>st</sup> June</p> <p>1<sup>st</sup> Week of MAI – highlight keynote</p>	<p>Academic, research and research-related professional staff</p>	<ul style="list-style-type: none"> <li>- <b>Staff news article (plus inclusion in Weekly staff newsletter)</b></li> <li>- <b>Tweets</b> from @LivResearcher tagging @UoL_RSA @LivUniAcademy, @livUniPeople and @livuniiresthemes (Social media hashtag: #unilivimpact2020)</li> <li>- <b>RSA mailing list</b> + RSA steering group liaison committee members for dissemination at their local levels)</li> </ul>	<ul style="list-style-type: none"> <li>- Signpost to Researcher web pages in particular Making an Impact and MAI framework.</li> <li>- Share programme link</li> <li>- MAI takeover podcast.</li> <li>- Link to promotional video.</li> <li>- Remind to register</li> <li>- Competition (Twitter?)</li> </ul>
<p>w/c 8<sup>th</sup> June</p> <p>2<sup>nd</sup> week of MAI</p>	<p>Academic, research and research-related professional staff</p>	<ul style="list-style-type: none"> <li>- <b>Staff news article (plus inclusion in Weekly staff newsletter)</b></li> <li>- <b>Tweets</b> from @LivResearcher and @UoL_RSA tagging @LivUniAcademy,</li> </ul>	<ul style="list-style-type: none"> <li>- Promote how research staff can gain hands-on experience in networking, building interdisciplinary collaborations and developing their innovative research ideas to create impact.</li> <li>- Signpost to Researcher web pages in particular Making an Impact and MAI framework.</li> </ul>

Date of Activity	Prioritised Audience	Tactic/Engagement activity/channel*	Strategy/Focus of Comms/Key message(s)
Highlight of week 2		<ul style="list-style-type: none"> <li>@livUniPeople and @livuniresthemes (Social media hashtag: #UoLRSA)</li> <li>- <b>RSA mailing list</b> + RSA steering group liaison committee members for dissemination at their local levels)</li> <li>- Faculty R&amp;I Managers for inclusion in the Faculty/Institute/School newsletters/bulletins</li> </ul>	<ul style="list-style-type: none"> <li>- Share programme link</li> <li>- Highlight podcasts</li> <li>- Remind to register</li> <li>- Winner of competition</li> </ul>
Monday 15 <sup>th</sup> June 2020  3 <sup>rd</sup> Week of MAI Highlight of week 3 Last chance to be involved	Academic, research and research-related professional staff	<ul style="list-style-type: none"> <li>- <b>Staff news article (plus inclusion in Weekly staff newsletter)</b></li> <li>- <b>Tweets</b> from @LivResearcher (tagging other Faculties and Institutes) and @UoL_RSA @LivUniAcademy, @livUniPeople and @livuniresthemes and @livuninews if possible (Social media hashtag: #unilivimpact2020)</li> <li>- RSA (mailing list + meetings + RSA steering group liaison committee members for dissemination at their local levels)</li> </ul>	<ul style="list-style-type: none"> <li>- Promote how research staff can gain hands-on experience in networking, building interdisciplinary collaborations and developing their innovative research ideas to create impact.</li> <li>- Signpost to Researcher web pages in particular Making an Impact and MAI framework.</li> <li>- Share programme link</li> <li>- Highlight podcasts</li> <li>- Remind to register</li> <li>- Winner of competition</li> </ul>

\* To be supplemented by additional Comms and PA support where possible with web content being updated and promoted using central mechanisms

# Appendix 6: Tweet sheet for Making an Impact 2020

## #unilivimpact20

Thinking up tweets can take time, so we've come up with a few for you to paste or adapt. If you do tweet, please share your images and thoughts with us using our official Making an Impact 2020 hashtag: [#unilivimpact20](#) and feel free to tag us [@LivResearcher](#) and [@LivUniAcademy](#). We have suggested some hashtags that you might like to include, but you could use additional #hashtags and @usernames.

### Developing individuals' professional profile

- Is your #CV doing its job? Spruce it up by showing off the research impact that you have. Lots of courses on offer in #unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher
- Skills and approaches that increase your chances of a successful research impact: Lots of sessions to choose from: #unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher
- Build the skills you need to make #researchimpact#unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher
- Develop your research impact on & off-line – essential for every successful researcher. Dip in and out during #unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher
- Useful resources from #unilivimpact20 for strengthening your CV, funding, raising your profile #unilivimpact19 <https://bit.ly/MAI20info> @LivResearcher
- Aspire to be a leader in research impact? Dip in to #unilivimpact20 to learn and reflect on how you can be effective <https://bit.ly/MAI20info> @LivResearcher

### Consider and plan professional development



- Reflect on the skills, knowledge and expertise needed for research impact - your choice of 57 sessions during #unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher
- Zone in on skills and knowledge needed to enhance research impact in your context. Check out #unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher
- Identify and articulate your professional skills and knowledge in relation to research impact #unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher
- Kick-start your professional development by mapping a development pathway of your choice during #unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher
- The sessions during #unilivimpact20 will help broaden your research impact outlook whatever your career plans #unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher
- Love research? Gain top tips and more for inspiring research impact and networking #unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher
- Does talking research impact take you outside your comfort zone? Try advice from #unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher
- Actions for all: 57 sessions that you can dip in and out of to address research impact and your career development #unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher

### Areas of knowledge and skill for researchers

- Get the tips for 'doing research impact' that you didn't know you needed: #unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher

- Is it possible to create the opportunities you need in your career? Why not check out #unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher
- Best ways to approach and manage #researchimpact #unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher
- Developing & leading research impact can be a time-consuming business. Learn how you can #unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher
- Researchers – how do you stack up against the research impact checklist? #unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher
- Responsiveness to change and opportunity are amongst skills needed for #researchimpact #unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher
- Know what drives #researchimpact? 57 sessions to choose from across 3 weeks. Learn how to optimise research impact #unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher
- Tools to optimising research impact and broadening your professional network: #unilivimpact20 <https://bit.ly/MAI20info> @LivResearcher

**Specific sessions (with suggested images that can be saved and included in the tweet)**

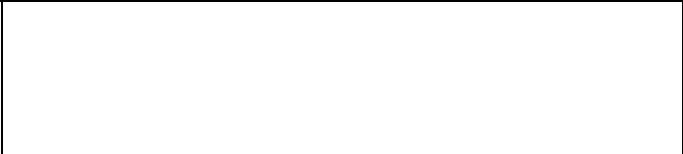
Tweet	Image
<p>Understand what makes a compelling proposal for an investor or a customer with the #unilivimpact20 session on Developing a commercial proposal, 1<sup>st</sup> June. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	
<p>Learn the principles of effectively presenting yourself to start conversations with the #unilivimpact20 session on Getting Attention: Elevator Pitching, 1<sup>st</sup> June. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	
<p>Focus on authentic leadership and dealing with conflict with the unilivimpact20 session on Impactful leadership on 1<sup>st</sup> June. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	






Learn more about the University’s commitments to the Sustainable Development Goals and how these relate to research activities with #unilivimpact20 Talk by Vice Chancellor Prof Dame Janet Beer, 2<sup>nd</sup> June. Visit: <https://bit.ly/MAI20info> @LivResearcher

Understand the UN Sustainable Development Goals and how they relate to the University of Liverpool at the #unilivimpact20 session on 2<sup>nd</sup> June. To book this or others visit: <https://bit.ly/MAI20info> @LivResearcher

If you are thinking about your next steps, a personal development and career consultation with an experienced academic career coach can help provide clarity. To book this or others visit: <https://bit.ly/MAI20info> @LivResearcher #unilivimpact20

Recognise and avoid many of the common pitfalls of project delivery within HE-business collaborations with the #unilivimpact20 session on Managing Project Delivery, 2<sup>nd</sup> June. To book this or others visit: <https://bit.ly/MAI20info> @LivResearcher



<p>How can the cultural resources of the university help us to cope with a global pandemic, found out more at #unilivimpact20 session on Impact on culture on 3<sup>rd</sup> June. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	 <p>UNIVERSITY OF LIVERPOOL</p> <h1>Making an Impact 2020</h1> <p>1 – 19 June</p> <p>Register for sessions at <a href="http://www.liverpool.ac.uk/researcher/making-impact">www.liverpool.ac.uk/researcher/making-impact</a> Brought to you by The Academy</p> <p>#unilivimpact20 @LivResearcher @LivUniAcademy</p>
<p>Civic University Agreements can help the people and places of our city region emerge in a more resilient and more equitable way. Learn more at #unilivimpact20 session on Making Civic Engagement even more important in a post COVID world. Visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	 <p>UNIVERSITY OF LIVERPOOL</p> <h1>Making an Impact 2020</h1> <p>1 – 19 June</p> <p>Register for sessions at <a href="http://www.liverpool.ac.uk/researcher/making-impact">www.liverpool.ac.uk/researcher/making-impact</a> Brought to you by The Academy</p> <p>#unilivimpact20 @LivResearcher @LivUniAcademy</p>
<p>How to create real impact and drive innovation through Knowledge Transfer Partnerships. Learn more at #unilivimpact20 session on Knowledge Transfer Partnerships on 3<sup>rd</sup> June. Book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	
<p>Hear more about Beth Thompson’s journey from researcher to research advocate, #unilivimpact20 2<sup>nd</sup> Keynote on 3<sup>rd</sup> June, a reflection on what needs to change to make the UK one of the best places in the world to be a researcher. Visit <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	 <p>W wellcome</p>
<p>Focus on authentic leadership and dealing with conflict with the unilivimpact20 session on Impactful leadership on 4<sup>th</sup> June. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	 <p>UNIVERSITY OF LIVERPOOL</p> <h1>Making an Impact 2020</h1> <p>1 – 19 June</p> <p>Register for sessions at <a href="http://www.liverpool.ac.uk/researcher/making-impact">www.liverpool.ac.uk/researcher/making-impact</a> Brought to you by The Academy</p> <p>#unilivimpact20 @LivResearcher @LivUniAcademy</p>

<p>The roles supervisors find themselves fulfilling, mentor, teacher, project manager, coach and counsellor are discussed at #unilivimpact20 session on Starting out as a research supervisor on 4<sup>th</sup> June. Book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	 <p>UNIVERSITY OF LIVERPOOL</p> <p><b>Making an Impact 2020</b> 1 – 19 June</p> <p>Register for sessions at <a href="http://www.liverpool.ac.uk/researcher/making-impact">www.liverpool.ac.uk/researcher/making-impact</a></p> <p>Brought to you by The Academy</p> <p>#unilivimpact20 @LivResearcher @LivUniAcademy</p>
<p>Explore the responsibilities of supervisors; managing the 1st few weeks of supervision; and how to work effectively in supervisory teams in #unilivimpact20 session on research supervision on 4<sup>th</sup> June. Book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	 <p>UNIVERSITY OF LIVERPOOL</p> <p><b>Making an Impact 2020</b> 1 – 19 June</p> <p>Register for sessions at <a href="http://www.liverpool.ac.uk/researcher/making-impact">www.liverpool.ac.uk/researcher/making-impact</a></p> <p>Brought to you by The Academy</p> <p>#unilivimpact20 @LivResearcher @LivUniAcademy</p>
<p>Use poetry to get to grips with your own research area and to share your findings with the world. To learn more book #unilivimpact20 session on Exploring and Sharing Research Through Poetry on 5<sup>th</sup> June. Book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	 <p>A hand is shown writing on a notepad. The text on the notepad is a poem: "I might tell you a story but she won't let you see it / I'll tell you even though I know you won't see it / I'll tell you even though I know you won't see it / I'll tell you even though I know you won't see it"</p>
<p>Café Culture, an opportunity to talk about the challenges faced in research culture, reflect and propose solutions for how Wellcome and other parts of the system could change. Join our @UoL_RSA at #unilivimpact20 session on 5<sup>th</sup> June. <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	 <p>wellcome UoL RSA</p> <p>The image shows the Wellcome logo (a large white 'W' on a black background) and the UoL RSA logo (a stylized head profile containing icons for a microscope, gears, a book, and the equation E=mc², with the text 'UoL RSA' below it).</p>






<p>Explore the elements that define emotional intelligence and examine in detail how you can grow and further develop into becoming an effective research or academic leader at #unilivimpact20 session on 5<sup>th</sup> June. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	
<p>#unilivimpact20 session on 8<sup>th</sup> June provides advice for researchers at Liverpool who wish to go on to pursue a career in the pharmaceutical industry. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	
<p>Different not wrong: Communicating with Impact. This #unilivimpact20 seminar on 8<sup>th</sup> June, will consider how your preferred communication style can impact others. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	
<p>Resilience for researchers looks at 4 habits, #unilivimpact20 session on 8<sup>th</sup> June focuses on Habit 1 Recognising progress (and being comfortable with not knowing the answer). To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	
<p>Do you suffer from 'imposter syndrome'? #unilivimpact20 session on 8<sup>th</sup> June is aimed at anyone who wants to consider how feeling like an impostor may impact their work and explore various ways of dealing with it. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	








<p>Build your own publication and communication strategy to enhance the impact of your research &amp; raise your profile with the #unilivimpact20 session Boosting the impact of your publications 9<sup>th</sup> June. To book this or others visit: <a href="https://bit.ly/MAI20info">@LivResearcher</a></p>	
<p>Resilience for researchers looks at 4 habits, #unilivimpact20 session on 9th June focuses on Habit 2 Managing your inner-voice. To book this or others visit: <a href="https://bit.ly/MAI20info">@LivResearcher</a></p>	
<p>Learn how to demonstrate that you can propose innovative projects that attract research funding with the #unilivimpact20 session on Attracting your own funding, 9<sup>th</sup> June. To book this or others visit: <a href="https://bit.ly/MAI20info">@LivResearcher</a></p>	
<p>Design an individual social media strategy and explore legal considerations, privacy and openness with the #unilivimpact20 session Social Media Bootcamp, 10<sup>th</sup> June. To book this or others visit: <a href="https://bit.ly/MAI20info">@LivResearcher</a></p>	
<p>Resilience for researchers looks at 4 habits, #unilivimpact20 session on 10th June focuses on Habit 3 - Accepting help. To book this or others visit: <a href="https://bit.ly/MAI20info">@LivResearcher</a></p>	

<p>Gain an understanding of entrepreneurship and the fundamentals of starting a business by attending #unilivimpact20 session on Entrepreneurial thinking for researchers; startups, innovation &amp; impact on 10<sup>th</sup> June. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	
<p>Gain insight into the ESRC's experience of understanding and enabling impact in the social sciences at #unilivimpact20 3<sup>rd</sup> Keynote on 11<sup>th</sup> June. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	
<p>Gain an understanding of the international development research landscape, the requirements and criteria for global challenges funding at #unilivimpact20 session on Global Challenges research for impact in low and middle income countries on 11<sup>th</sup> June. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	
<p>Resilience for researchers looks at 4 habits, #unilivimpact20 session on 11th June focuses on Habit 4 Being kind to your present and future self. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	
<p>Understand how safe guarding principles can be applied to your research at #unilivimpact20 on Safeguarding in Research on 11<sup>th</sup> June. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	



<p>How can advance performance in Knowledge exchange be facilitated? Learn more at #unilivimpact20 4<sup>th</sup> keynote on 15<sup>th</sup> June with Prof Trevor McMillan and Dr Hamish McAlpine. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	 <p>UNIVERSITY OF LIVERPOOL</p> <h1>Making an Impact 2020</h1> <p>1 – 19 June</p> <p>Register for sessions at <a href="http://www.liverpool.ac.uk/researcher/making-impact">www.liverpool.ac.uk/researcher/making-impact</a> Brought to you by The Academy</p> <p>#unilivimpact20 @LivResearcher @LivUniAcademy</p>
<p>Speed reading helps to read &amp; understand a text more quickly. Join #unilivimpact20 interactive online session on 15<sup>th</sup> June and learn the key techniques &amp; methods of speed reading to help you master this skill. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	
<p>Research, Partnerships and Innovation (RPI) “Helping academics and partners to change the world”. Meet the RPI team #unilivimpact20 session on 15<sup>th</sup> June. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	 <p>UNIVERSITY OF LIVERPOOL</p> <h1>Making an Impact 2020</h1> <p>1 – 19 June</p> <p>Register for sessions at <a href="http://www.liverpool.ac.uk/researcher/making-impact">www.liverpool.ac.uk/researcher/making-impact</a> Brought to you by The Academy</p> <p>#unilivimpact20 @LivResearcher @LivUniAcademy</p>
<p>How can you increase your impact by being more findable and accessible, attend #unilivimpact20 session on Ducks, metadata and impact, yes really! on 16<sup>th</sup> June. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	
<p>For guidance on developing a higher level of resilience as researchers in order to thrive through change attend #unilivimpact20 session on 16<sup>th</sup> June on Thriving through change with resilience. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	 <p>UNIVERSITY OF LIVERPOOL</p> <h1>Making an Impact 2020</h1> <p>1 – 19 June</p> <p>Register for sessions at <a href="http://www.liverpool.ac.uk/researcher/making-impact">www.liverpool.ac.uk/researcher/making-impact</a> Brought to you by The Academy</p> <p>#unilivimpact20 @LivResearcher @LivUniAcademy</p>

<p>Identify the challenges associated with remote working and how to overcome them at #unilivimpact20 session Remote impact: How to make an impact remotely on 16th June. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	
<p>Identify the range of options available for getting your research into the public domain from the #unilivimpact20 session entitled "Aim to win your next grant by building impact in from the beginning" on 17th June. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	
<p>Inside the Mind of an Enterprising Researcher is a #unilivimpact20 informal, informative virtual session on 17th June that will help researchers to understand more about how to manage themselves and their minds. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	
<p>Learn more about using Research Professional - an online database for research funding opportunities at #unilivimpact20 session on 18th June. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	
<p>Learn more about how consultancy can help broaden your network, raise your profile and establishing you as an expert in your area at #unilivimpact20 session on 18th June. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	

<p>Increase your impact beyond academia by using creative storytelling techniques to describe your research with the #unilivimpact20 session on Creating impactful research Stories, 18th June. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	 <p>UNIVERSITY OF LIVERPOOL</p> <h1>Making an Impact 2020</h1> <p>1 - 19 June</p> <p>Register for sessions at <a href="http://www.liverpool.ac.uk/researcher/making-impact">www.liverpool.ac.uk/researcher/making-impact</a> Brought to you by The Academy</p> <p>#unilivimpact20 @LivResearcher @LivUniAcademy</p>
<p>Increase your research impact by drawing attention to your work online for audiences beyond your own field and academia with the #unilivimpact20 session Blogging for Research, 19th June. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	
<p>Understand how to engage with policy makers effectively with the #unilivimpact20 session on Engaging with policy makers: practical tips to help you change the world on 19<sup>th</sup> June. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	
<p>The final session #unilivimpact20 on 19<sup>th</sup> June is an interactive webinar which will showcase the key features of the @Prosperpostdoc Portal and explore how it can be used to enhance career development. To book this or others visit: <a href="https://bit.ly/MAI20info">https://bit.ly/MAI20info</a> @LivResearcher</p>	

# Appendix 7: Making an Impact 2020 comms and marketing imagery

Used on digital signage across the University, Eventbrite and Twitter



Image used for Podcast and playlist



[Click here for more information](#)

Brought to you by The Academy

Image used for "Save the date" email that linked to promotional video



Image used for webpages and Eventbrite pages.

# Making an Impact 2020

1 – 19 June

This is to certify that

-----  
**has attended**  
-----

-----  
Date

-----  
Dr James Howard,  
Director of the Academy



# Making an Impact 2020

## Did you know?

Liverpool's feathered friends who sit on top of the Royal Liver Building are named Bella and Bertie. Bella looks out to sea to ensure the boats arrive safely into port while Bertie keeps his watchful eye on the city, protecting the citizens of Liverpool.

## Colour me in!



How many liver birds can you spot?



I spotted \_\_\_\_\_ liver birds.

How many flowers can you spot?



I spotted \_\_\_\_\_ flowers.

How many trees can you spot?



I spotted \_\_\_\_\_ trees.

How many ladybirds can you spot?



I spotted \_\_\_\_\_ ladybirds.

How many frogs can you spot?



I spotted \_\_\_\_\_ frogs.

Colouring sheet designed for children of participants and facilitators.

## Appendix 8: Sample Email to Facilitators

Dear <<name>>

**\*\*PLEASE READ CAREFULLY: This is a very long email but contains important information and actions required of you in relation to your session, so please read until the end\*\***

Thank you again for your upcoming contribution to [Making an Impact 2020](#). There has been wonderful feedback about the content of our programme and we look forward to your session(s).

**Running the session/Joining instruction:** A link to your session (via Zoom) will be emailed to everyone that has registered an hour before your session begins.

This invitation will also be sent out to you at **least 1 week** before your session(s), we will also provide a link to a Zoom guide for further information and FAQ on hosting a session via Zoom.

- A holding slide detailing your session will be in the specific Zoom waiting room and we recommend that you join the meeting **10 mins before your session** so that we can meet you there and can assign you as co-host.
- At least one member of the Academy will be attending every session and therefore will be on hand to support if required.
- We will take 1-2mins to introduce your session and provide some “housekeeping rules” If appropriate for the style of your session, one of the academy team will be available to monitor and manage the chat. At the end of the session, we will take a few minutes to close the session and help respond to any questions if required.

We have set up 3 drop in sessions on Zoom on Tuesday 19<sup>th</sup> May (11:30-12:00), Thursday 21<sup>st</sup> May (15:00-15:30) and Monday 25<sup>th</sup> May (14:00-14:30) so that you can discuss how the sessions will run/provide advice/answer any questions. The links are below and you are welcome to attend any of them.

<< Zoom links added >>

We have attached the programme to give you an overview of the wide and varied sessions that will be delivered by a mix of internal and external colleagues.

Making an Impact 2020 will also include a weekly [#unilivimpact20 Twitter](#) competition and thank you if you recommended a song to be added to the playlist. Tweeting images and thoughts using our official Making an Impact 2020 hashtag: #unilivimpact20 is encouraged. If you or your colleagues are on social media and would like to tweet about the session that you are facilitating, please do use the hashtag #unilivimpact20 and feel free to tag us @LivResearcher so that we can continue to help spread the word.

**Reminder:** While many appreciate having their name, photograph and associated work shared via social media, others would prefer their work not be shared. Participants will be specifically requested to respect the presenters’/facilitators’ preferences and only share if permission has been given to do so. **As a presenter, we would like you to state clearly at the beginning of your session whether or not you give permission for parts of your presentation to be shared on social media.**

**Information about the sessions** which you are facilitating, including registrants’ responses to the question “What do you hope to learn or how do you hope to benefit from this session?”:

Session (and Eventbrite link)	Date	Time	Current registrations (as of today)	Comments/questions for speakers/facilitators
			Out of which: <ul style="list-style-type: none"> <li>- Faculty of Health and Life Sciences:</li> <li>- Faculty of Humanities and Social Sciences:</li> <li>- Faculty of Science and Engineering:</li> <li>- Professional Services Staff:</li> </ul>	

**Accessibility Adjustments and Alternative Format requests:** Everyone that registers for a session has been asked if they request any accessibility reasonable adjustments for the session, to be provided 7 days before the session. Any questions/requirements regarding accessibility that have been requested for your session will be emailed to you as soon as possible. We would be grateful if these can be actioned by you. Please let us know asap if you have any concerns.

**Publicity and Tweet Sheet:** There are still some registration spaces open for your session, therefore we would appreciate it if you could help to promote this event through your channels using the hashtag [#unilivimpact20](#). Feel free to tag us [@LivResearcher](#) so that we can continue to help spread the word. We have attached again our Tweet sheet that includes some sample general tweets for you to use and edit, as well as specific ones to promote individual sessions. The Academy will continue to publicise Making an Impact 2020 across various media.

**Guidance to facilitators:** Reminder that advice and guidance about recommended practice for digital delivery for online sessions & workshops is available [here](#). It includes top tips for both preparing and delivering session as well as links to further resources that provided detailed guidance for facilitating sessions on Zoom.

**Evaluation:** The Academy is keen to continually improve the services that it is providing for the research community and feedback is important to us. **Therefore we again request that you please encourage those that attend to complete the evaluation survey that will be emailed to them at the end of your session. We would also be grateful if you can also complete a short evaluation form that will be provided by The Academy to yourself via email following your session(s).**

If you would like any further clarification or like to discuss the details in this email further please let me know.

On behalf of the Academy, I look forward to seeing you virtually soon during Making an Impact 2020.

Best Wishes

## Appendix 9: Sample Email to Hosts

Dear <<name>>,

I hope you are well. In preparation for the Making an Impact keynote session you are chairing for us on Monday, I have attached a copy of \*\*\*\* presentation.

We now have **54** people registered for the Keynote and information regarding the participants is in the table below.

Just a few quick notes:

- A reminder that we have created a Teams channel (Making an Impact KEF keynote) for yourself and those of us in the Academy team who will be supporting you, as we discussed it's been handy for us to have off-Zoom chats behind the scenes during the keynote. We will use this channel to post any questions that come through the chat for your reference and to save you from needing to focus on both areas.
- We will access the Zoom link for the keynote from **9.30am** on Monday so please feel free to join us as early as you can before the session so that we can answer questions you may have and to also have a run through on how you would prefer to use the Teams channel. We have found this to be very useful with our other chairs Bruce Gibson and Phil Sykes.
- We are still expecting Hamish to be on the Zoom call from 09:45am, ready to run through operational aspects of his talk and Trevor has advised us that due to a meeting, he will be joining us just before 10am.

### Information about the participants for the keynote:

I paste below registrants' responses to the question "What do you hope to learn or how do you hope to benefit from this session?" that have been received to date (These have also been shared with Melanie):

Session (and Eventbrite link)	Date	Time	Current registrations (as of today)	Comments/questions for speakers/facilitators
<a href="#">The Knowledge Exchange Concordat: What, Why &amp; When - Next Steps for KEF</a>	Monday 15 <sup>th</sup> June 2020	10:00-11:00	<b>54 total registrations</b> Out of which: Central Professional Services Health and Life Sciences Humanities and Social Sciences Other Science and Engineering <b>Grand Total</b>  <b>A more detailed breakdown, in case of interest is:</b> <b>Central Professional Services</b> Professional Services Staff <b>Health and Life Sciences</b> Academic, Teaching and Research PGR Student Post-Doctoral Researcher	• • • • • • • • • •

Session (and Eventbrite link)	Date	Time	Current registrations (as of today)	Comments/questions for speakers/facilitators
			Principal Investigator	2
			Professional Services Staff	5
			<b>Humanities and Social Sciences</b>	<b>12</b>
			Academic, Teaching and Research Staff	1
			Mid-Career Researcher	1
			Other	1
			PGR Student	1
			Post-Doctoral Researcher	4
			Professional Services Staff	4
			<b>Other</b>	<b>2</b>
			Other	2
			<b>Science and Engineering</b>	<b>5</b>
			Academic, Teaching and Research Staff	1
			Early Careers Researchers (excluding post-docs and academic research staff)	2
			PGR Student	1
			Professional Services Staff	1
			<b>Grand Total</b>	<b>54</b>

I have attached again also to this email the operational and script that Saneeya sent to you on Monday for your reference and the Zoom link is also below.

<<add zoom link>>

Please let us know if you have any queries and very many thanks once again for supporting Making an Impact 2020.

# Appendix 10: Sample Email to Participants

Dear All,

**\*\*PLEASE READ CAREFULLY: This email contains important pre-session information\*\***

Thank you for engaging with '[Making an Impact 2020](#)'. A printable version of the whole programme can be found [here](#). Registration is still open for sessions in the coming weeks, which you can access [here](#).

**\*\*Important** – Our programme (of interactive workshops, seminars, etc) has proven popular with hundreds of staff across the University, resulting in very large numbers on waiting lists. Can we ask you to carefully consider whether you will be able to attend and engage with all the sessions you have registered for? If you identify any sessions(s) that you feel you may not be able to fully participate in, we would encourage you to cancel your registration so that we can reallocate these places to your colleagues as soon as possible. If needed information on how to cancel your registration is [here](#) as well as information below on how you can access all online resources linked to many sessions. **It is a priority of the Academy that the development opportunities we provide can be accessed by as many individual staff members as possible and we appreciate your support in helping this happen. By cancelling any registrations you are not able to participate in, in plenty of time, you will help to ensure that places can be made available to those that can.**\*\*

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Pre-session information from facilitator:

(if given)

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**Joining instructions:** For each session you have registered for joining instructions will be emailed to you, via the email you registered with, 1 hour before the session begins. Most sessions will be via Zoom, all you will need to use the University's Zoom licence is your MWS username (in the format [username@liverpool.ac.uk](mailto:username@liverpool.ac.uk)) and password. When you join the session, you will be in a waiting room, the host will be able to see you are there and will admit you when the session begins. You will be informed in the waiting room of each session if it will be recorded.

Basic instructional materials for Zoom, including [how to log in](#), can be found in the [CSD Knowledge Base](#) or via our [webpages](#).

**Social Space** - A Team channel has been set up as a social space for you to network and chat informally throughout the whole of Making an Impact 2020 and will be available [here](#). A member of the Academy will be on hand during 1<sup>st</sup> -19<sup>th</sup> June to answer any technical questions you may have.

**Competition and awards:** Tweeting thoughts general images and Gifs using our official Making an Impact 2020 hashtag: #unilivimpact20 is encouraged as we will have weekly prizes for the [Making an Impact 2020 Twitter competition](#). All you have to do to enter is:

1. Tweet a thought (text or video) on how a session during Making an Impact 2020 has inspired your development or a gif that represents your engagement with any of the sessions.
2. Use the hashtag [#unilivimpact20](#)

3. Follow [@LivResearcher](#) Tag [@LivResearcher](#) in your tweet.

Gifs have been designed to recognise and value individuals who engage with #unilivimpact20 on Twitter between 1-19th June and to those individuals that fully engage with a number of different sessions.

**Tweets may be used to help publicise future Making an Impact events.** Don't forget that you must tag @LivResearcher in your tweets.

- Bronze – Tell us what session or sessions you've registered for. Tag @LivResearcher in the Tweet!
- Silver – Tell us what session or sessions you've registered for and what you hope to learn from each of them. Tag @LivResearcher in a Tweet!
- Gold - Tell us what session or sessions you've attended and share a tip about what you have learnt or an action that you will take as a result of your participation. Tag @LivResearcher in a Tweet!
- Diamond – Tell us what session or sessions you've attended and record a share a video testimonial about the impact on your practice.

Further information about entering and competition rules are available [here](#).

**Reminder:** While many appreciate having their name, photograph and associated work shared via social media, others would prefer their work not be shared. We therefore ask you to respect the presenters'/facilitators' preferences and only share if permission has been given to do so.

**Evaluation:** The Academy is keen to continually improve the services that it is providing for the research community and your feedback is important to us. Therefore we request that you please complete, for all sessions that you attend the evaluation survey that will be emailed to you at the end of each session. We would greatly appreciate your comments and suggestions which will help support The Academy's commitment to provide renewed staff developmental opportunities. As part of the evaluation you will also have the opportunity to provide a testimonial (further details below).

**Testimonial:** Once you have attended any sessions for Making an Impact 2020, if you would be happy to provide a testimonial that can be used for advertising future Making an Impact events, please click the link on the evaluation survey to provide the testimonial and to be entered into a **prize draw** to win an Independent Liverpool card- Enjoy discounts at over 100 of Liverpool's best independents to eat, drink and shop. Save money, support locals and unearth Liverpool's hidden gems.

**Resources:** All online linked resources for all sessions including podcasts are available [here](#). This page will be updated throughout Making an Impact 2020 and will be available as a permanent resource after the programme ends.

If you have any queries or additional needs that we can support you with, please email [theacademy@liverpool.ac.uk](mailto:theacademy@liverpool.ac.uk)

We look forward to seeing you virtually during Making an Impact 2020.

# Appendix 11: Evaluation (For Participants)

## Making an Impact 2020: Session Evaluation

Session Title.....

Faculty (please circle):      HLS                      S&E                      HSS                      Other

School/Institute/Department: .....

- Role (please tick):
- ECR: Early Career Researchers
  - MCR: Mid-Career Researchers (excluding PDs and ECRs)
  - ATR: Academic, Teaching and Research Staff
  - RPS: Research-Related Professional Services Staff
  - PGR: Post-Graduate Researchers
  - Other (please specify): \_\_\_\_\_

*For the questions below, please circle:*

**1= Not at all      and      5 = Definitely**

- |  |          |          |          |          |          |            |
|--|----------|----------|----------|----------|----------|------------|
| <b>1. Was the pre-session information useful?</b>                          | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>N/A</b> |
| <b>2. Did the session meet your expectations?</b>                          | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |            |
| <b>3. Was the session relevant to your <u>current</u> needs?</b>           | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |            |
| <b>4. Was the session useful to your <u>future</u> needs/career plans?</b> | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |            |

**5. Please give any further details that would help us evaluate this session. For instance, why was it useful/ not useful; what would you change/preserve in the content, way of presentation, etc?**

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As part of The Academy’s commitment to provide renewed developmental opportunities in the ongoing enhancement of research practice, we value your feedback.

Thank you for taking the time to complete this evaluation.



# Appendix 12: Evaluation (For Facilitators)

## Making an Impact 2020: Evaluation (For Facilitators)

Session Title.....

*For the questions below, please circle:*

**1= Not at all**

*and*

**5 = Definitely**

- |   |          |          |          |          |          |
|---|----------|----------|----------|----------|----------|
| <b>1. Was the pre-session information adequate?</b>   | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
| <b>2. Did the venue meet the needs of your session?</b>   | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
| <b>3. Did the facilities meet the needs of your session?</b>  | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
| <b>4. Please give any further details that would help us prepare better for future events. For instance, what would you change/preserve in the support/information that was provided in relation to Making an Impact 2019? Please outline any expectations that were not met and what could be done to address these in the future. We also welcome any positive feedback that you may also have.</b> |          |          |          |          |          |

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As part of The Academy’s commitment to provide renewed developmental opportunities in the ongoing enhancement of research practice, we value your feedback.

Thank you for taking the time to complete this evaluation.

# Appendix 13: Post-MAI 2019 – post-6 month survey

## Making an Impact (Mal) 2019: Phase 2 Evaluation

Faculty (please circle):      HLS                      S&E                      HSS                      Other \_\_\_\_\_

School/Institute/Department: .....

- Role (please tick):       post-doc and early career academic research staff  
 academic and research staff (excluding post-doc & ECRs)  
 academic teaching and research staff  
 research-related professional services staff  
 postgraduate student  
 other (please specify): \_\_\_\_\_

Since attending Mal 2019, (please circle the answers as follows: 1= Not at all and 5 = Definitely)

1. I have become more aware of my own professional development needs	1	2	3	4	5
<i>Comments:</i>					
2. I am more mindful of the potential for knowledge transfer in and out of Higher Education	1	2	3	4	5
<i>Comments:</i>					
3. I have applied the skills/knowledge from MalW2018 in my professional setting	1	2	3	4	5
<i>Comments:</i>					
4. I have done something differently in my research-impact related practice	1	2	3	4	5
<i>Comments:</i>					
5. I have more understanding about the importance of research impact as a process	1	2	3	4	5
<i>Comments:</i>					
6. I have more confidence in relation to delivering research impact	1	2	3	4	5
<i>Comments:</i>					
7. I have engaged in more enterprising activities	1	2	3	4	5
<i>Comments:</i>					
8. I have broadened my network across the University	1	2	3	4	5

**Comments:**

**9. Please give any further details about how you have applied the knowledge, skills and expertise gained during Mal 2019 in your respective work environments.**

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**10. What would success one year after Mal 2019 look like for you?**

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**If you would be willing for your research career achievements to be showcased as part of a case study, please email <<email address>> to discuss this opportunity further.**

As part of The Academy's commitment to provide renewed developmental opportunities in the ongoing enhancement of research practice, we value your feedback.

Thank you for taking the time to complete this evaluation.

# Appendix 14: MAIW 2019 – post-6 month survey results



Online surveys

## MAIW2018 Phase Two Evaluation: Have your say in Making an Impact Activity 2019!

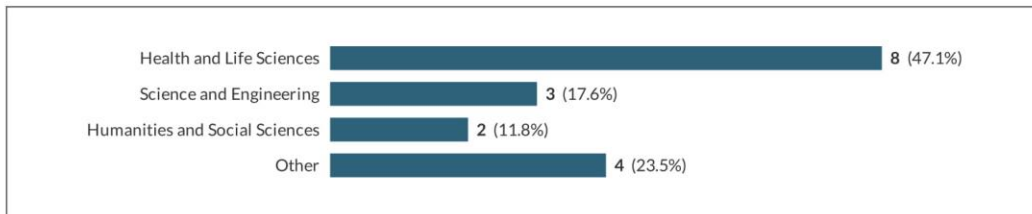
Showing 17 of 17 responses

Showing **all** responses

Showing **all** questions

Response rate: 17%

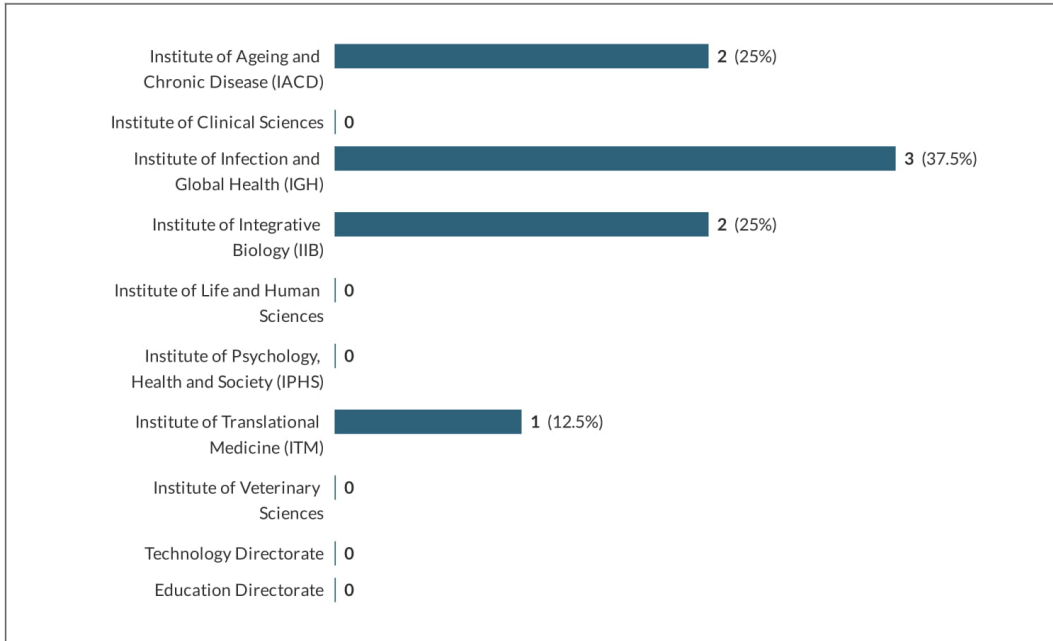
### 1 Which Faculty are you based in?



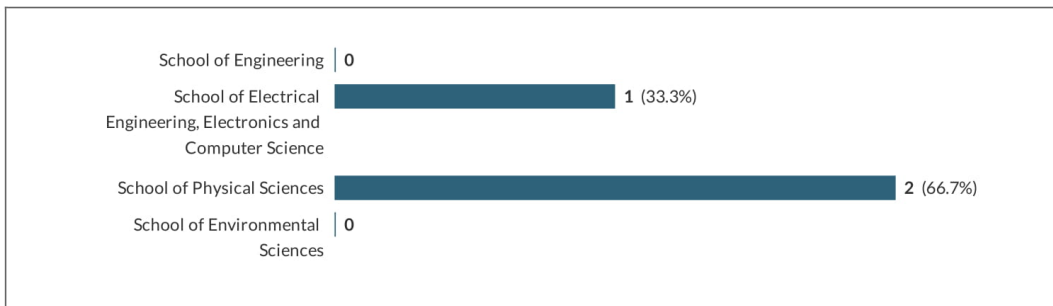
#### 1.a If you selected Other, please specify:

Showing all 4 responses	
Research, Partnerships and Innovation	412565-412556-42800110
Professional Services	412565-412556-42799630
Professional Services	412565-412556-42820695
Research Partnerships & Innovation	412565-412556-42821396

#### 1.b Which Institute are you based in?



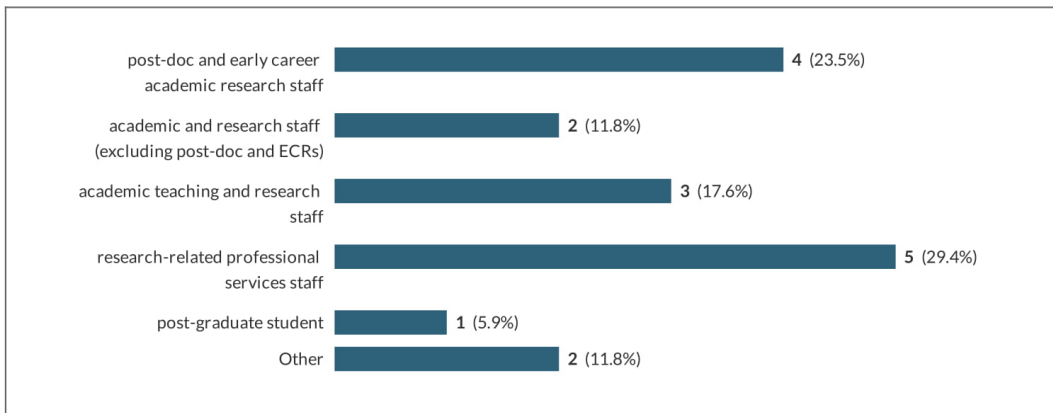
1.c Which School are you based in?



1.d Which School are you based in?



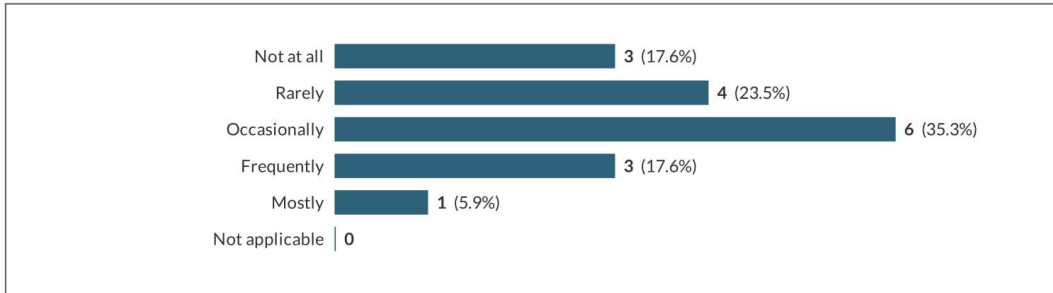
**2** What is your role?



**2.a** If you selected Other, please specify:

Showing all 2 responses	
Technical Services	<a href="#">412565-412556-42799569</a>
Professional services staff in external relations	<a href="#">412565-412556-42820695</a>

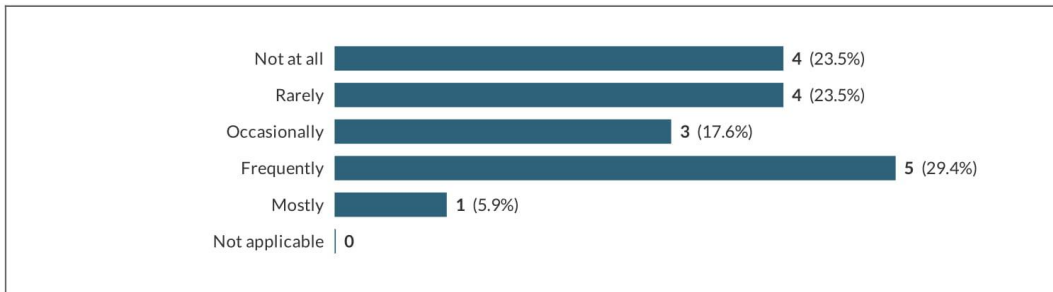
**3** I have become more aware of my own professional development needs.



3.a Please explain your answer to Q3 above.

Showing first 5 of 10 responses	
The question above doesn't directly correlate to the relevance of the answer I have provided as the MaIW did not directly contribute to awareness of my own professional development needs. I have become more aware through general awareness of the University and my own working area.	<a href="#">412565-412556-42799569</a>
work has been quite busy...	<a href="#">412565-412556-42799630</a>
My awareness has not changed as a result of Making an Impact Week 2018.	<a href="#">412565-412556-42800698</a>
I am already quite aware on my professional development needs as it has always been important to me	<a href="#">412565-412556-42820695</a>
Impact already a major part of the role. Development need linked to wider management of institutional impact processes.	<a href="#">412565-412556-42821396</a>

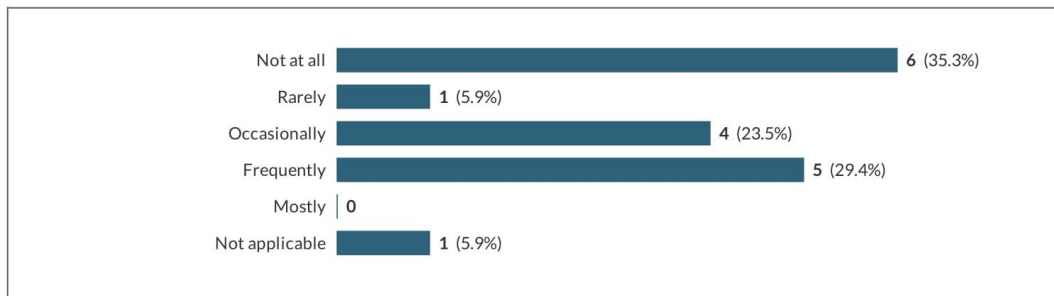
4 I am more mindful of the potential for knowledge transfer in and out of Higher Education.



4.a Please explain your answer to Q4 above.

Showing first 5 of 11 responses	
This has always been the case and again not a directly related output from the event, although the event itself did provide a highlight of the relevance and importance of knowledge transfer.	412565-412556-42799569
Attended session on Liverpool City Region so more aware of the immediate impact of our research, especially in economic terms.	412565-412556-42799630
My awareness has not changed as a result of Making an Impact Week 2018.	412565-412556-42800698
This is already my main role	412565-412556-42817364
Again I am already aware of this	412565-412556-42820695

5 I have applied the skills/knowledge from Making an Impact Week 2018 in my professional setting.

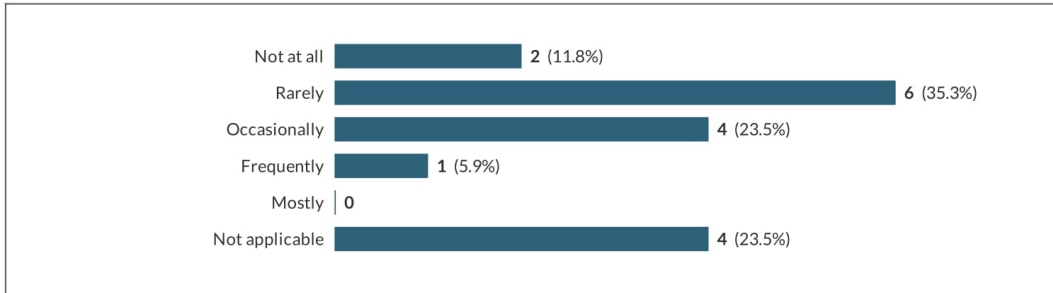


5.a Please explain your answer to Q5 above.

Showing first 5 of 7 responses	
My role falls into the category of 'Other' as defined by the questionnaire and the focus of MaIW seemed principally towards academic colleagues, although it did provide an opportunity for the participation of Professional Services staff and to visit other areas across the University.	412565-412556-42799569
I only attended 1 session (LCR)	412565-412556-42799630
I am more aware of relevant resources and people on campus	412565-412556-42800698
Ongoing part of the role.	412565-412556-42821396
Yes, mainly the knowledge of networking with others at the university	412565-412556-42855138

6 I have done something differently in my research-impact related practice.

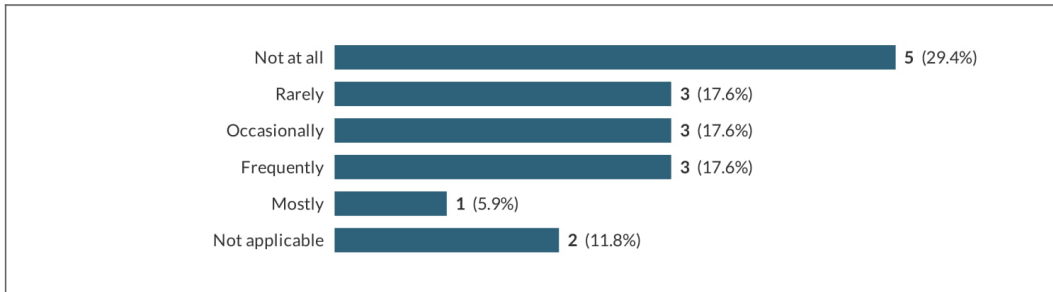




6.a Please explain your answer to Q6 above.

Showing first 5 of 6 responses	
My role falls into the category of 'Other' as defined by the questionnaire.	<a href="#">412565-412556-42799569</a>
When discussing possible pathways to impact with applicants.	<a href="#">412565-412556-42799630</a>
System and process improvement for developing impact.	<a href="#">412565-412556-42821396</a>
Not really had opportunity to change my practice yet	<a href="#">412565-412556-42855138</a>
But this was not related to impact week - we carried out activites we had planned to do anyway.	<a href="#">412565-412556-43150136</a>

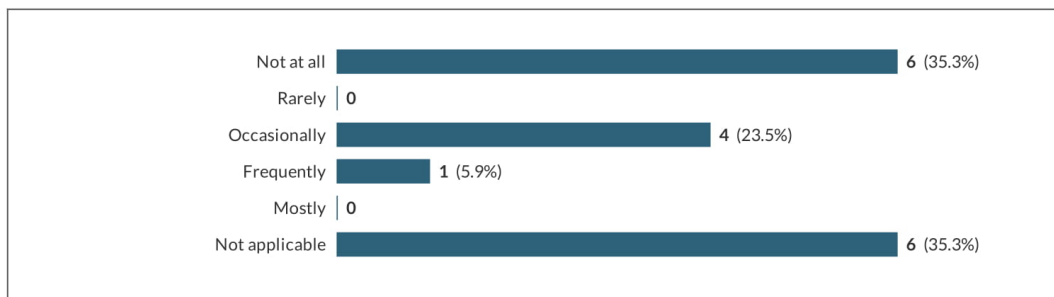
7 I have more understanding about the importance of research impact as a process.



7.a Please explain your answer to Q7 above.

Showing first 5 of 8 responses	
My role falls into the category of 'Other' as defined by the questionnaire.	412565-412556-42799569
In terms of knowledge exchange the session was very insightful.	412565-412556-42799630
This is already my main role. I would describe impact as a process, it is (hopefully) the result of a process.	412565-412556-42817364
Already aware.	412565-412556-42821396
Yes, especially with REF looming	412565-412556-42855138

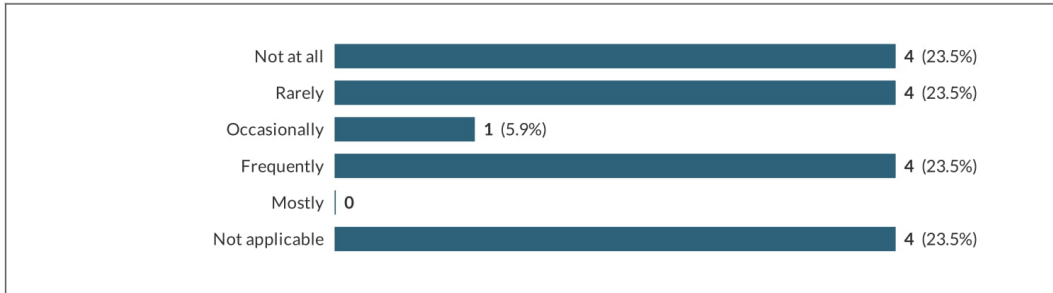
**8** I have more confidence in relation to delivering research impact.



**8.a** Please explain your answer to Q8 above.

Showing first 5 of 6 responses	
My role falls into the category of 'Other' as defined by the questionnaire. I understand the importance of this factor as it is applied across the University but my role has limited direct capacity to engage in an influential way to inform and contribute directly towards the direct delivery.	412565-412556-42799569
Sadly I don't do research but I can explain impact to researchers.	412565-412556-42799630
Role involved development not delivery	412565-412556-42821396
Have ideas, but not sure we are encouraged by PIs to think outside the box in terms of making impact	412565-412556-42855138
The session I attended was informative but not related to confidence.	412565-412556-43150136

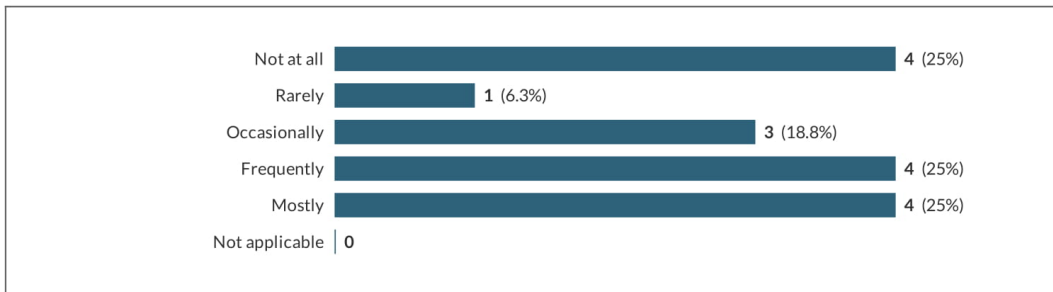
**9** I have engaged in more enterprising activities.



9.a Please explain your answer to Q9 above.

Showing first 5 of 9 responses	
The MaIW was useful in providing opportunities to see the diverse range of activities undertaken in the University. This contributed in a way towards engagement in enterprising activities, although my role requires the application of initiative and resourcefulness as part of the expected work practices.	<a href="#">412565-412556-42799569</a>
too busy unfortunately.	<a href="#">412565-412556-42799630</a>
What is an enterprising activity?	<a href="#">412565-412556-42800698</a>
This is already my main role	<a href="#">412565-412556-42817364</a>
This is core to my role in development	<a href="#">412565-412556-42820695</a>

10 I have broadened my network across the University.



10.a Please explain your answer to Q10 above.

Showing first 5 of 8 responses	
The MaIW contributed towards this but it is also a normal and key part of my work and role.	412565-412556-42799569
my co-presenter invited me to speak in his School about the subject. Met a lot of HSS professional services staff.	412565-412556-42799630
Again this is a core requirement to my role	412565-412556-42820695
events like MAIW help to increase the network of impact people	412565-412556-42821396
Yes, was great opportunity to meet others	412565-412556-42855138

- 11 Please give any further details about how you have applied the knowledge, skills and expertise gained during Making an Impact Week 2018 in your respective work environments. Where possible, please indicate specific sessions which supported your development.

Showing first 5 of 7 responses	
The tour of the MIF was excellent and it was good to see a building designed around the functional delivery requirements of users. It was also great to see industry partnerships integrated into the space.	412565-412556-42799569
Trevor Macmillan talk was very useful	412565-412556-42817364
It has acted as a reminder for what I am aware of already	412565-412556-42820695
Delivery of sessions to relevant groups assisting impact leads with their local needs / sessions Developing institutional processes / procedures for impact development	412565-412556-42821396
Elevator pitch for starting conversations with people	412565-412556-42855138

- 12 What would success one year after Making an Impact Week 2018 look like for you?

Showing first 5 of 9 responses	
Everyone knowing what impact is and agreeing that it's great and worth the effort. Followed by global shift in the use of plastic and drastic reduction in consumption/production of throwaway clothing.	412565-412556-42799630
Being able to apply Impact Week resources to my specific research area (basic science), with the support of the University	412565-412556-42800698
That I am making an improved contribution to the University	412565-412556-42820695
Greater awareness / understanding More local level drive via the dedicated leads Greater interdisciplinary activity	412565-412556-42821396
A repeat event, the fact the University is willing to invest in these sorts of training exercises for us is really encouraging	412565-412556-42855138

- 13 Please give suggestions of the types and topics of sessions for Making an Impact 2019 and wider development activity that would be useful to support your continuing professional development.

Showing first 5 of 10 responses	
<p>Something for people who think their work won't ever have impact - on the various alternative ways they can get involved in the wider vision of why universities exist for the greater good.</p> <p>How to set up your own podcast or blog (and sustain it).</p> <p>Impact retreat - a relaxation or mutual support session for anyone involved in writing Impact Case Studies</p>	412565-412556-42799630
<p>More time for feedback and discussion among participants--especially from different departments/faculties.</p> <p>Include impact / professional development resources relevant to basic science research</p>	412565-412556-42800698
<p>Career opportunities in KE and Impact</p>	412565-412556-42817364
<p>The impact of continued professional development to both the individual and the organisation</p>	412565-412556-42820695
<p>More practical examples of brining impact networks together</p> <p>Focus on different areas of impact development - policy, health, economic, cultural etc.</p> <p>Better recording / reporting / showcasing of impact activity</p> <p>specific cross discipline 'sandpits' for impact idea development</p>	412565-412556-42821396

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