Guidelines for Annual Follow-Up of Research Projects[1]

These guidelines were finalised by the Faculty Board on the 4th of December 2024, and take effect on the same date.

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[1] This is a translation of the Swedish version (Riktlinjer för årlig uppföljning av forskningsprojekt, registration number 2024/705). In the event of any discrepancy, the Swedish version of this document shall prevail.

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1   Introduction

The annual follow-up of research projects is part of the University of Skövde's (the University) quality assurance work in research. The follow-up aims to contribute to:

- increasing the quality of research
- strengthening the connection of research and education
- enhancing the utilization of research
- facilitating operational planning and development at the Schools

The purpose of the annual follow-up is to support the project leader and promote the project's development through a systematic approach. An annual systematic follow-up with the same content across the entire University also contributes to providing a comparable basis for both continued operational planning and development. This applies primarily within each School, but also between Schools and across the university. This is achieved, among other things, by using the documentation as a basis for the School's self-evaluation during the six-year follow-up of research environments (Guidelines for Six-Year Follow-Up of Research Environments). The Head of School should, for example, also use the documentation to formulate activities in the School's operational plan.

At the annual follow-up, the project status is summarized. The follow-up may lead to changes or time shifts in activities in the project plan, or new activities may be added to develop and improve the quality of the project. Any changes are made within the framework of the approved research funding.

The annual follow-up serves as a basis for the project leader in the work to:

- assess whether the goals according to the project description have been met or have the potential to be met
- implement/propose possible changes to the project's implementation during the course of the project
- improve the implementation of future research projects (especially during the follow-up conducted at the end of the project)

2   Implementation

The follow-up is conducted once a year in the operations system ELIN in the Operational Reports module. The Office for Service, IT and

Security (SITS) administers the process. SITS sets up the projects to be followed up in ELIN during January.

The criteria for follow-up are that the projects being followed up have:

- started no later than the previous year

- an externally funded research component

- a total budget of at least 300,000 SEK

- a purpose other than just purchasing equipment or recruiting personnel

The follow-up process looks like this:

- SITS sets up the projects to be followed up in ELIN during January.

- The project leader for the research project conducts the follow-up in ELIN. The follow-up must be completed by December 31 of the current year at the latest.

- The School reviews the results and incorporates them into its ongoing operational development.

3   Follow-up Content

The follow-up focuses on the project's fulfillment of scientific goals, and where applicable, co-production goals. The follow-up should also highlight the extent to which the project's organization contributes to achieving the set goals. Any changes from the previous year's follow-up should also be commented on.

The following areas are included in the follow-up[2]:

- Achieved results and effects in relation to the project's goals

- Project staffing

- Collaboration with external partners (where relevant)

- Support activities and infrastructure at the University

- The project's contribution to the educational and research environment at the University

- Concluding general reflections on the course of the project

At the end of the project, the following points are added to the follow-up:

For all projects:

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[2] In ELIN, there are instruction texts that provide guidance to the project leader about what is requested under each heading.

- The societal benefit of the research

- Plans after project completion

- List of publications

For projects involving external partners:

- The goal of collaboration

- Mutual knowledge transfer between the University and external partners

4 Utilising the Results of the Follow-Up

The results from the annual follow-up should be used for operational development at the concerned Schools. Primarily, the result for the individual project should be used by the project leader as a tool for continued development of the project. The Head of School should also use the combined results as a basis for formulating activities in the School's operational plan.

The Vice-Chancellor, Dean, and the Managing Group of the School should also address the combined results in connection with the annual quality dialogue[3]. In addition to this, the School can also use the results when formulating the self-evaluation for the six-year follow-up of its research environment, which is conducted based on the Guidelines for Six-Year Follow-Up of Research Environments.

5 Division of Responsibilities

In the annual follow-up of research projects, the following responsibilities can be distinguished:

Office for Service, IT and Security:

- Initiates and administers the follow-up in the operations system ELIN

- Provides support to users of the operations system ELIN.

- Ensures that the follow-up reports are stored correctly

Project Leader:

- Conducts the follow-up via the operations system ELIN

- Works to further strengthen the project's quality based on what emerges from the follow-up

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[3] Quality dialogues are conducted annually in connection with the Vice-Chancellor's first dialogue meetings with the Schools and the Support Services.

- Contributes to the School's work with operational development

School:

- Follows up on the results with concerned project leaders

- Incorporates the results in its continued operational development

- Communicates the results of the follow-up in connection with the annual quality dialogue

Faculty Board (Dean, Pro-Dean):

- Develops and quality assures the follow-up process

- Provides the follow-up template for the operations system ELIN

- The Dean and Pro-Dean follow up on the results in connection with the annual quality dialogue, focusing on university-wide quality work

University Management (Vice-Chancellor, Pro-Vice-Chancellor, University Director):

- Requests information about the results of the follow-up in connection with the annual quality dialogue for strategic university-wide quality work

6   Communication

Communication of the results from the annual follow-up primarily takes place within the School. If necessary, the follow-up can be communicated to external funding agencies that finance the current project.

7   The Document Applies from

These guidelines were decided by the Faculty Board on December 4, 2024, and are effective from the same date. This document replaces the Guidelines for Annual Follow-up of Research Projects from June 9, 2021 (reg. no. HS 2021/542).