# Welcome

to the Leiden Research Support Network

"A good support network is necessary to do every aspect of my job well."

Eiko Fried, clinical psychologist and Associate Professor Leiden University

Universiteit Leiden
The Netherlands

# Leiden Research Support Network

Welcome to the Leiden Research Support Network! We are happy that you have come to strengthen our network. This onboarding brochure tells you what you need to know to get off to a good start in your first weeks.

## New challenges call for new ways of working

We work in an increasingly competitive world: budgets are limited and the rules and requirements of legislators, regulators and funders are becoming stricter and more complex. Researchers have to produce, maintain and preserve their research findings such as data and software in a sustainable way. Their research findings also have to be reproducible and the underlying data reusable (FAIR). At the same time we must retain funding from research organisations and third parties while also tapping into new sources of funding. These developments mean an extra burden for researchers and research support professionals who already have a high workload.

## A strong Research Support Network

Excellent support in and knowledge of, among other areas, research funding, legal advice, data management, privacy and ethics, financial control and project management are very important. It is only by working together and sharing knowledge that we can meet the challenges and make sure that researchers are given the best possible advice. By working together, we can build a strong Research Support Network.

## What is the Leiden Research Support Network?

The Leiden Research Support Network is the network for research support professionals within Leiden University. The network makes it easy to get in touch with research support professionals from other domains, share knowledge and information, and work together on researchers' questions. As a research support professional, you are invited to actively participate in the Leiden Research Support Network.

## How is the network organised?

The Leiden Research Support Network comprises all the research support professionals at Leiden University. There are currently five active communities, each of which has a community manager who facilitates the group and promotes knowledge exchange. A community is a group of research support professionals in a particular domain. The network is still growing and new communities are being formed. See on the next page how the network is organised.

## Join the network

If you are curious about what the network means for you, send an email to lrs@bb.leidenuniv.nl asking to join the network. You will then receive more information from the community manager(s) of your domain(s).

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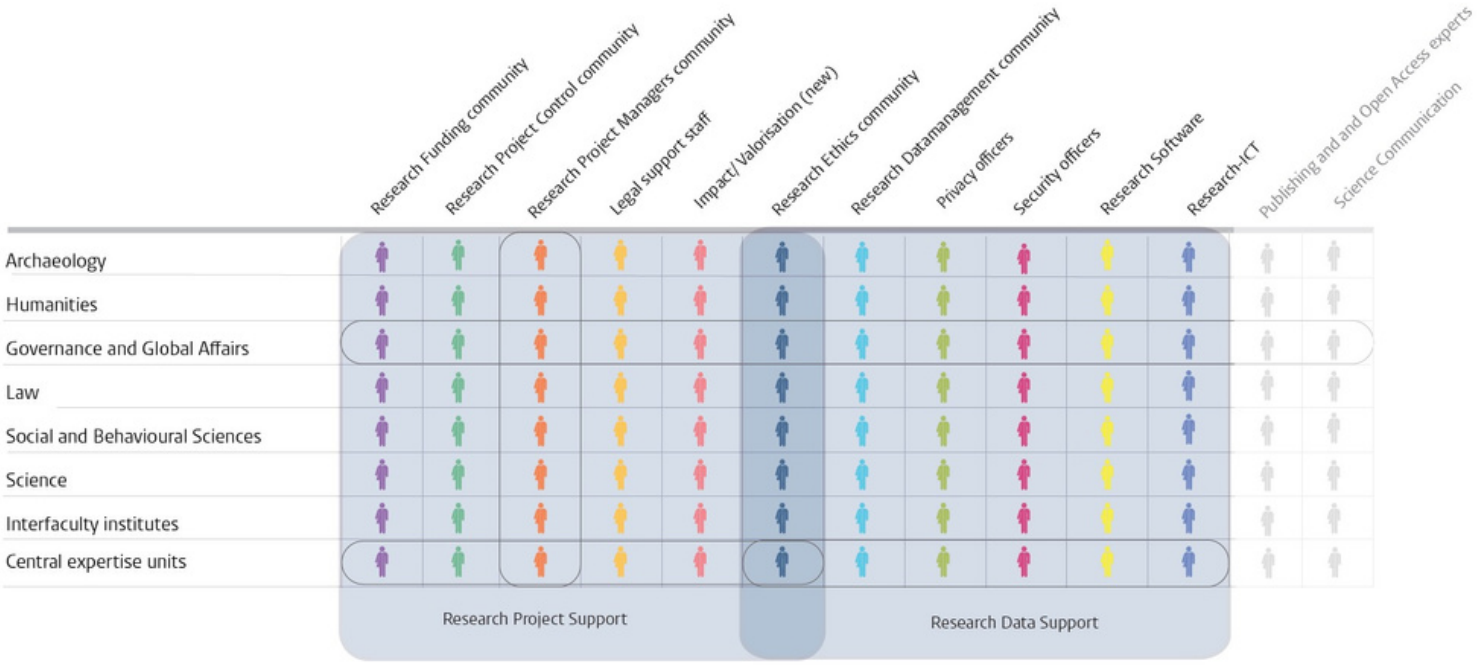
"We can only achieve this if we work together."

Rector Magnificus Hester Bijl - LRS Conference 2022

# Leiden Research Support Network




Vertical: communities of research support professionals working within a domain.
Horizontal: multidisciplinary collaboration of research support professionals.

## 1st and 2nd line

First line research support professionals are usually the first points of contact for researchers and are employed in the faculties and institutes. Second line research support professionals work university wide and provide, among other things, expert knowledge, back-up to the first line, acting as a link across faculties and to external organisations and agencies.

# WHAT CAN YOU EXPECT?

## YOUR FIRST WEEKS AS A MEMBER OF THE LEIDEN RESEARCH SUPPORT NETWORK.

### New job!

Congratulations and welcome to the Leiden Research Support Network.

### Join the Leiden Research Support Network

Send an e-mail to lrs@bb.leidenuniv.nl telling us you have just started to work at the university and would like to join the network.

### Introductory meeting

The community manager of your specific domain will invite you to an introductory meeting.

### Access to the Teams and SharePoint environment

You will receive access via your community manager.

### Introduction within the network

Introduce yourself in the MsTeams environment and check out the calendar to see what events are planned in the coming period.

Challenges
Community
Conclusion
Work
Universiteit Leiden
The Netherlands
2950018746880
www.edding.com
MÅLA

# Platform & Tools

## Teams and SharePoint environment

This online environment is where you get in contact, share knowledge and work with others. You can also ask any questions you might have about research support. Each community has its own channel. Your community manager will give you more information about the possibilities and provide you with access to the MsTeams and SharePoint environment.

## Research Support Portal (RSP)

The Research Support Portal is where you will find information on research support at Leiden University. Whether you are at the start of your research or have nearly completed it, the portal contains valuable information for every phase of your research. For example, this could be tips about finding funding, ethical considerations relating to your research, data management or knowledge transfer.

## Events

A range of different events are held every year – such as webinars, live events, knowledge sessions, work sessions and the annual Research Support Conference – and as a member of the network you can take part in these free of charge. You can find the calendar with all the coming events in the MsTeams and SharePoint environment.

> "It's great to meet colleagues who have the same questions. You realise you're not alone."
>
> LRS Conference 2021 participant

# Contact

If you have any questions, the community manager within your domain will be happy to help.

## Community Managers

Manon Osseweijer
Research Ethics Community
m.osseweijer@fgga.leidenuniv.nl

Petra Kamer
Research Project Control Community
p.m.kamer@bb.leidenuniv.nl

Maribel Adame Valero
Research Project Managers Community
i.m.adame.valero@biology.leidenuniv.nl

Sieger van den Aardweg
Research Funding Community
s.i.van.den.aardweg@bb.leidenuniv.nl

Joanne Yeomans
Research Data Management Community
c.j.yeomans@library.leidenuniv.nl

## Leiden Research Support Network

Dennis Janssen
Leiden Research Support Network
lrs@bb.leidenuniv.nl

# Basic elements of the network

## Collaboration between domains

The different research support domains work together to exchange information and best practice.

## Collaboration within domains

Research support professionals in 1st and 2nd line exchange information and insights and provide peer support.

## (Virtual) Support offices

Our faculties and institutes - where applicable - will aspire to support researchers through (virtual) research support offices or desks.

## Decentralised point of contact

Point of contact is decentralised where possible, and easy to reach for the researcher. Collaboration between 1st and 2nd line is key.

## Knowledge exchange

Workshops and Webinars encouraging sharing expertise and best practices.

## Professional Development

Workshops and trainings focussing on the strengthening of personal and professional skill-sets.

"If you don’t know who to turn to for what, simple questions can soon become an enormous quest."

Marian Csillag - Leiden Research Support
Conference 2022 participant

# Onboarding CheckList

- [ ] Registration: sign up as a member of the Leiden Research Support Network via lrs@bb.leidenuniv.nl.
- [ ] Network: get to know a colleague better over a cup of coffee or tea.
- [ ] Event: take part in your first network event.
- [ ] First post: introduce yourself in the Teams environment.
- [ ] Community: get to know the community manager of your domain.