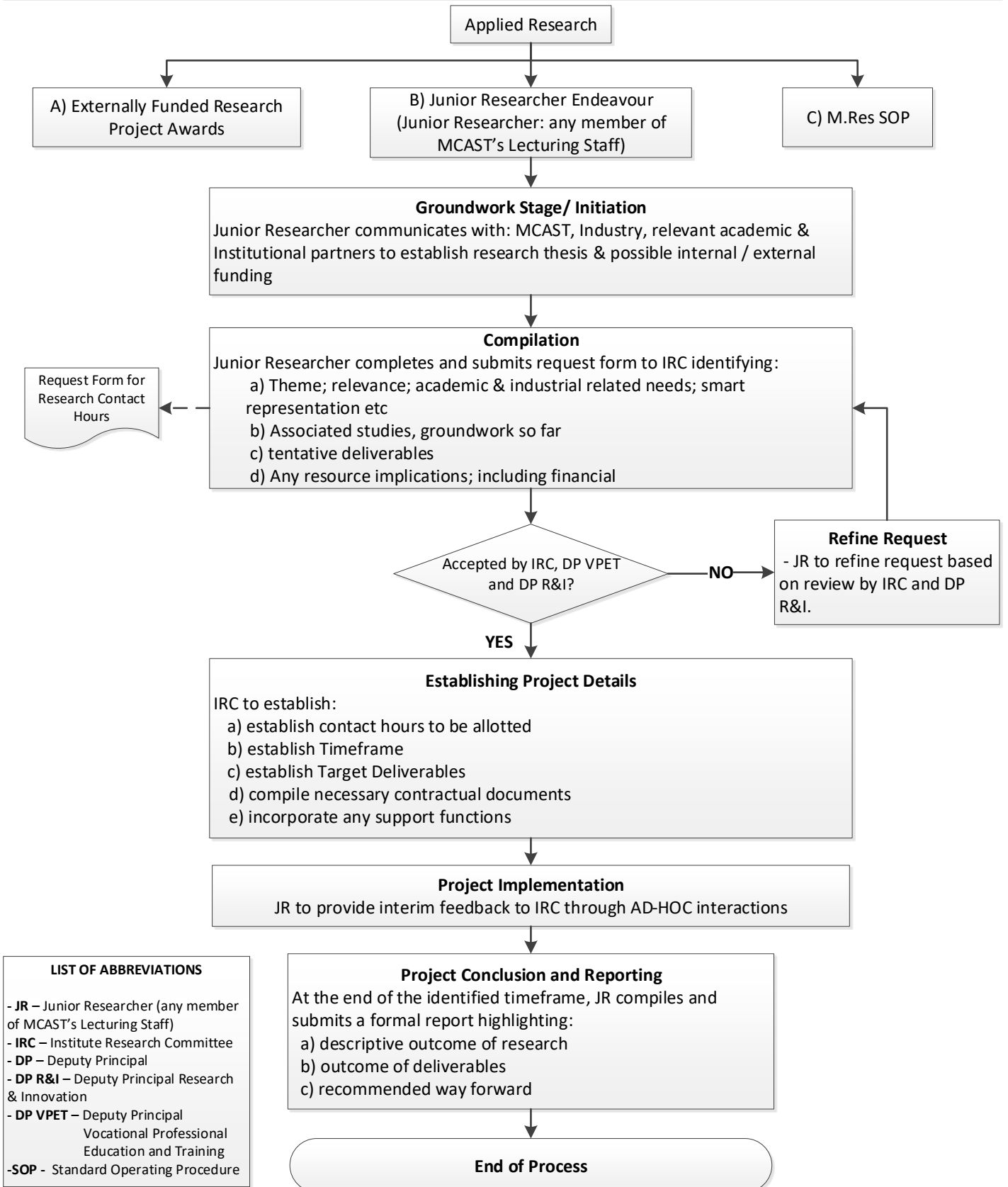


NOTES ON PROCEDURE:

This Standard Operating Procedure (SOP) provides guidance to academics who seek to apply for research hours as part of their contact load. The objectives is to allow lecturers to have a contact load that is part related to lecturing and part related to research. Whilst the teaching component will always be a main factor, the research component will greatly add learning and innovation value to the outputs of lecturers. The SOP primarily looks at the stages that a lecturer needs to go through to prepare a request for research hour, and to evidence the research that is ultimately carried out.



- LIST OF ABBREVIATIONS**
- JR – Junior Researcher (any member of MCAST’s Lecturing Staff)
 - IRC – Institute Research Committee
 - DP – Deputy Principal
 - DP R&I – Deputy Principal Research & Innovation
 - DP VPET – Deputy Principal Vocational Professional Education and Training
 - SOP - Standard Operating Procedure