

WELCOME TO THE

LEIDEN RESEARCH SUPPORT NETWORK



Universiteit
Leiden
The Netherlands

Onboarding guide for
research support professionals

Leiden Research Support Network

We are delighted that you have joined our network. This onboarding guide provides essential information to ensure a successful start during your initial 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

Comprehensive expertise in domains such as research funding, legal advice, data management, privacy, ethics, financial control, and project management is crucial. By collaborating and sharing knowledge, we can effectively address challenges and provide optimal guidance to researchers, ultimately building a robust Research Support Network.

What is the Leiden Research Support Network?

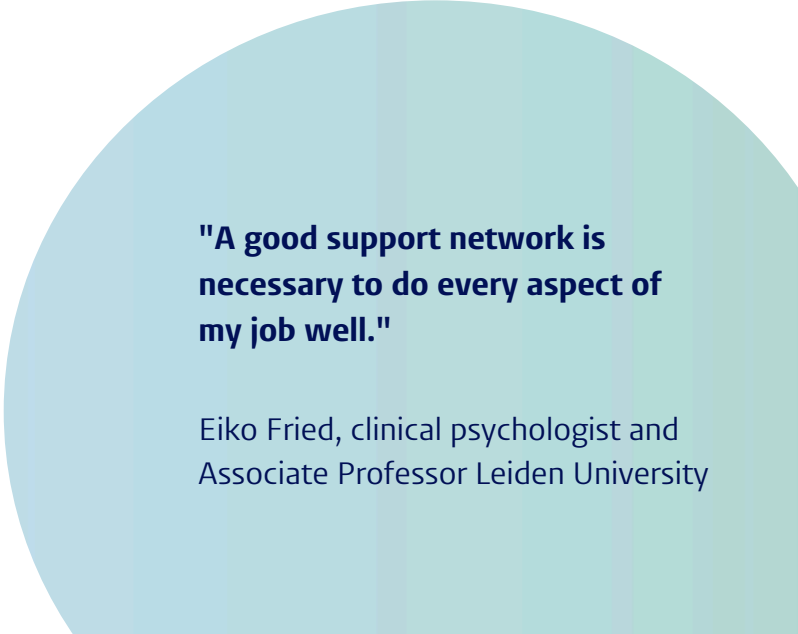
The Leiden Research Support Network is the network for research support professionals within Leiden University. The network makes it easy to get in touch with research support professionals from other domains, share knowledge and information, and work together on researchers' questions. As a research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

How is the network organised?

The network currently consists of six active communities in the domains of grant advice, project controlling, project management, data management, ethics and knowledge transfer. Research support professionals can be part of several domains / communities. Each community has a community manager who facilitates the group and promotes knowledge exchange. 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).



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

Eiko Fried, clinical psychologist and Associate Professor Leiden University

Leiden Research Support Network



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

Horizontal: multidisciplinary collaboration of research support professionals.

First and second 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



RESEARCH
ARCHIVE
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Challenges
Community
Conclusion
Work



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 2023 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
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Petra Kamer

Research Project Control Community
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Maribel Adame Valero

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Leiden Research Support Network



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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) Research 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

Onboarding checkList



- Sign up as a member of the Leiden Research Support Network via lrs@bb.leidenuniv.nl
- Get to know a colleague better over a cup of coffee or tea
- Take part in your first network event
- Look around in the Teams environment of the network
- Get to know the community manager of your domain

