

Faculty of Media, Arts and Humanities Research Centre Review & Planning Guidance

Background

The annual review of MAH Research Centres is part of the support we provide for [Research Centres in the Faculty](#) without substantial external funding or already supported by Sussex Research Initiatives. It is informed by [central university guidelines](#)

Planning your Centre programme

If approved...

- The Research Professional Services team will contact you in the autumn, requesting further details on your proposed activities (timeframes, speakers etc);
- You'll receive a budget code for your Centre expenditure, and guidance on how to spend from it;
- The team will provide essential guidance to be followed (e.g. [planning your event](#), visiting speaker policy) and offer support where appropriate;
- **Please familiarise yourself now with (and continue to refer to) the information below on support for Centre events, webpages etc.**

Decisions will be made by the Associate Dean for Research in review with the Research Portfolio team.

Further information and guidance on Centre activities

Research Centre Events

Further to the new SLT-approved principles and processes for MAH events (see Education newsletter June 2024), followed by the University's announcement that budgets will be substantially reduced for 2024/25, *Centres will be limited to hosting two events per term, including a maximum of 1 event featuring an external speaker/artist, per term.*

A 'Research Centre event' is typically defined as an event...

- requiring **funds from the Centre's budget** – and/or logistical support from MAH Professional Services – for booking rooms, catering, speaker fees etc, and/or
- organised by Research Centre members,

Research Centre communications (webpages)

It is increasingly important (for student recruitment, accessibility, among many reasons) that the University's webpages prioritise the needs of its users. The recently-launched '[New Web Estate Project](#)' includes a 'Less is More' imperative from the Digital Content team who manage the website, and – in response – the MAH Research team is currently auditing content and refining/refreshing Faculty research pages. This includes reviewing webpage analytics (to understand which pages are visited more/less frequently) and transferring content to the 'new' template (e.g. [Centre for Modernist Studies](#)).

As part of this work, we have reviewed the content currently hosted across the [Faculty's Research Centre](#) webpages, and have agreed the following principles and corresponding processes for supporting their maintenance.

Principles:

1. Centres' 'static' (e.g. landing, **About us**) **pages** should present an accurate, up-to-date and succinct overview of the Centre's work. This is the first (and potentially only) interaction that a new visitor will encounter, and it will need to engage their interest in reading further.
2. **'People' pages** should clearly distinguish and prioritise Sussex staff (and link to their Elements profiles, which should be kept up-to-date), in contrast to non-Sussex 'members'. While it's important to acknowledge the multi-institutional/collaborative nature of our Centres' work, the primary/target users of these pages (e.g. prospective students or non-academic collaborators) will likely be more interested in exploring the work of Sussex staff.
3. **Content relating to Centre outputs and impacts** (e.g. publications, videos, case studies, media coverage etc) should be highly curated – a representative selection of the Centre's best and most

1, 2, 3, 5: Centres should review these pages periodically (at least once per year, as part of the Review process; at most, once per term), including checking hyperlinks and noting out-