

LSST Research Centre Terms and Conditions 2025/26

In the pursuit of the School's strategy to achieve excellence in research, the LSST Research Centre provides opportunities and encourages all LSST staff to become researchers actively publishing in the field.

LSST Research Centre will have three roles:

1. It will be sponsoring research and publication in reputable academic journals (Indexed in Scopus, Elsevier, Emerald, Sage, Wiley, Science Web, etc.). The Centre will be supporting other activities, on a case-by-case basis, that include (but are not limited to): presentation of papers at conferences, workshops, and summer schools, participation in (or organization of) thematic workshops and multidisciplinary conferences in LSST or outside, and external engagement events. Sponsorship is subject to LSST business needs.
2. It will aim to maximize manuscript quality helping the authors by reviewing the drafts according to strict criteria of research excellence.
3. The Centre's membership will approve of research and its applicants. All research will go through Ethics and Peer reviews. Once approved within the reviews, the applicants will receive research funding.

Primary Principles

1. **Eligibility:** LSST staff from all campuses and central services who have obtained their Bachelor's degree. HR record should reflect this: you must provide your enrolment letter or certificate of award.
2. **Priority will be given to projects that will:**
 - a. Contribute to the "impact" and "public engagement" of LSST delivered courses in the Health and Social Care, Business Administration, Management, Finance, Information Technology, etc.
 - b. Explore and promote interdisciplinary research collaboration and LSST based conferences.
 - c. Explore and promote international collaboration.
 - d. Promote innovative research that crosses disciplines that is internationally excellent in terms of originality, significance and rigour and has considerable impacts.
3. **Review of manuscripts:**
 - a. LSST Research Centre will have a peer review council with subject experts.

- b. The peer review council will provide support on draft manuscript and ensure a constructive assessment of the manuscripts' validity and quality.
- c. The peer review council will recommend several journals based on their relevance to the submissions/drafts and based on academic association.
- d. The ethics council will provide approval and feedback for ethics application.

4. Reimbursement:

- a. Costing should be reasonable for the project or activity proposed.
- b. Reimbursement of expenses can only be made after submitting the necessary claim forms on time to enable invoices to be processed by the end of the financial month/year. Note that only pre-approved expenditure will be reimbursed.
- c. Successful applicants will undertake to write a concise informative report of the submission within 2 months from acceptance to a journal, explaining research outputs in abstract that acknowledges LSST support that will be submitted to the Marketing and PR teams for promotion.
- d. Successful applicant should log this activity as a continuous professional development on the CPD record available on the LSST Staff Portal.
- e. Failure to use the funds as specified in the application or without being re-negotiated with the Editorial Group will result in LSST Research Centre taking action to recoup the money from the applicant's personal allowances.
- f. The author owns the copyright in the material they have created. LSST owns copyright of some intellectual property arising from work undertaken by staff in the course of their employment, while copyright in 'scholarly output' produced by staff usually belongs to the staff themselves. Once a work has been published, the copyright often passes to the publisher.
- g. Rights in copyright shall remain with the creator unless the work is supported by a direct allocation of funds through LSST for the pursuit of a specific project, is commissioned by LSST, makes significant use of LSST's resources or personnel, or is otherwise subject to contractual obligations.

Process for Manuscript Submission and Reimbursement

Applications may be made by individuals or small teams (Co-Authorship). You may apply for up to a maximum of £250 per activity/application (please, note that this is the maximum amount per activity/application; applications for lower amounts, depending on the type of activity proposed, are also welcome - costing should be reasonable for the type of activity proposed). You may also apply for the reduction of teaching hours if your project contributes to the aims and goals of the School.

Where the activity is a conference or scholarly seminar attendance, the call for papers that has conference links, along with the power point presentation, should all be made on one document (Word or PDF) and then uploaded to the manuscript submission portal (below).

Any activity or publication should clearly state the affiliation and sponsorship institution as:

London School of Science and Technology, Memo House, London, England, W3 0XA.

All publication applications have to made on the LSST Research Centre Manuscript platform at this link: <https://forms.office.com/Pages/ResponsePage.aspx?id=eQCfNyUfLEafzHBw70-vxvZ5ylnZQuZHtRrBH5ysFEtUMzZSRVgyS1FLSEpLM1EzQ0ZVRjITWkIMNC4u>

Or scan the QR code:



Process for Review of Manuscript

Following every submission, a group of peer reviewers will assess the manuscript and advise next steps as per the following options:

1. Accepted and recommended to submit to a journal: The authors can apply for a sponsorship and once this is approved, authors could claim the approved sponsorship fee towards payment for a publication.
2. Review and Resubmit: this means the manuscript requires further editing and corrections. The Editorial Board will attach comments and recommendations.
3. Rejected: This is a direct rejection due to quality, standard, topic appropriateness, or adequacy. Editors might, or might not, attach comments at this stage but will justify the rejection decision.

Every accepted manuscript should have the payment request (below) sent to Research.Centre@LSST.ac.



Research and Publication Support Application Form

Name	
Campus/Role and Job Title	
Project Title	
Amount Requested	
Outline of the research project/ activity (maximum 500 words)	
Breakdown of costings	



How the application will benefit LSST (Stakeholders, Strategy and Outreach)

Suggestions/Additional Information