This document lays out the more detailed Exeter deadlines over the next two years as we approach the REF submission deadline of noon on 27th November 2020. It is specifically focused on preparations relating to:

[Staff submissions 2](#_Toc531281387)

[Output submissions 3](#_Toc531281388)

[Impact case study submissions 4](#_Toc531281389)

[Environment template submissions 4](#_Toc531281390)

This is **Version 1.1** of the document, published on **29th November 2018**. When amendments are made to this document we will note any substantive changes made within Annex A.

**Key formal REF2021 dates and deadlines**

**2019**

Final guidance published January 2019

Exeter Code of Practice submitted to REF June 2019

Exeter Code of Practice published by REF December 2019

Response to Intentions to Submit submitted December 2019

 **2020**

Staff census date/impact activity deadline/PGR award deadline 31st July 2020

Full REF2021 submission deadline 27th November 2020 (noon)

Outputs publication deadline 31st December 2020

 **2021**

Impact evidence submission 29th January 2021

REF2021 results shared December 2021

**Key University of Exeter REF preparation dates**

**September 2019 Research Monitoring 2019 (RM19) meetings**

**June 2020 Research Monitoring 2020 (RM20) meetings**

**30th September 2020** Submission of final list of staff and outputs (with contextual data), final drafts of impact case studies and final drafts of environment templates.

## Staff submissions

**w/c 10 Dec. 2018** Information request (see below) for UoAs/DoRs sent via the Research Services and Doctoral College (RS&DC) Business Partners and co-ordinated by the RS&DC Business Partners.

**January 2019** Final guidance published.

**Monday, 21 Jan. 2019 (noon)** Deadline for information requested from the UoAs/DoRs via the RS&DC Business Partners.

**By 1 Feb. 2019** Research Services to share modelled Staff FTE with DoRs, i.e. min/max numbers of FTE, outputs, case studies and environment page numbers (see below).

**Information request from UoAs/DoRs via the Research Services College Business Partners by 21 January 2018 to include**

* List other possible UoAs for E&R staff and R-only staff.
* List all R-only staff *who should* be considered independent staff.
* Note additional FTE likely to be recruited, where known.
* Confirm ECR and potential retirement status; note other known retirements/leavers/possible reductions in FTE below 0.3FTE.
* Approx. number of known outputs needing to be reviewed externally in 2019 and in 2020.
* Note notional number of outputs which might be cross-referred and to which UoA for each E&R and R-only staff marked independent.

**Data shared by Research Services in December** via the Research Services College Business Partners to DoRs/UoAs:

* List of E&R staff by current UoA alignment; marking ECR/potential retirement status, where known.
* List of R-only staff with contextual information.

**Data shared by Research Services by 1 February 2019** to DoRs/UoAs

* List of E&R staff and R-only independent staff as assigned by the DoR.
* List of E&R staff and R-only independent staff that other UoAs suggest might be considered.
* Modelling tool to allow DoRs to explore requirements depending on staff FTE included.
* Number of outputs which could be cross-referred into a UoA; to support discussion between DoRs if these should be included in the review process.
* Number of outputs by other UoA which the UoA would like cross-referred; to support discussion between DoRs if these should be included in other UoAs’ review processes.

**July – Sept. 2019** DoRs with ADRs (incl. DVC R&I where required) to agree which staff will be returned to which UoA; agree which cohorts of staff/individual members of staff on boundaries of UoAs require discussion at RM19. *Issues relating to independence, complex circumstances will be handled by processes established through the Code of Practice.*

**At RM19** Outstanding decisions to be finalised regarding staff on UoA boundaries.

**November 2019** HESA submission for 2018/19 to include tagging of all E&R and R-Only staff against REF2021 UoAs for REF planning purposes.

**December 2019**  Submission of responses to Intention to Submit survey which is likely to include FTE by research areas.

**By RM20** Decisions on where new members of staff (who are on the boundaries of UoAs) are to be returned.

## Output submissions

**January 2019** Final guidance published.

**1 February 2019** *As above, Research Services to return the list of E&R staff and R-only to be invited for nominations; allowing DoRs to discuss approach to nominations with individual members of staff.*

**11 February** Outputs nominations to be opened until **Friday, 1 March 2019.** Nominations in Symplectic with active involvement of DoR; noting cross-referral, double-weighting, interdisciplinary outputs.

**March and April** External review process for outputs; Research Services is happy to discuss supporting external reviews starting before March 2019.

**30th April 2019** DoRs to confirm which outputs to include for REF2021 consideration from outputs nominated from previous RMs and the 2019 nominations process.

**From w/c 13May** REF Team to share analyses/different output submission models.

**May to July** DoRs with ADRs to consider and shape different submission shape(s), identify key concerns and/or models to discuss at RM19.

**Sept. 2019** Discussion of merits/concerns of output submission models at RM19.

**Oct. 2019 – April 2020** *Further external ad-hoc reviews as required.*

**Dec.2019** Intention to submit survey - each UoA confirm research areas and no. of outputs for cross-referral; *further ad-hoc reviews.*

**30th April 2020**  Confirm near-final listof REF outputs *with the draft additional information required e.g. 100 word descriptors etc.*

**June/July 2020** RM2020 to discuss any specific concerns and considerations.

**30th Sept. 2020** Confirm final listof REF outputs with final version of additional information.

## Impact case study submissions

**Nov. 2018 – Jan. 2019** Impact writing workshops.

**w/c 10 Dec. 2018** Research Services to re-issue template guidance with additional resources.

**January 2019** Final guidance published.

**28th Feb 2019** Case study authors to submit first drafts to DoIs.

**March & April 2019** IIB staff to work with DoIs and Impact Case Study (ICS) authorson evidence gaps, remaining actions etc.

**30th April 2019**  Submission of ICS to the REF team.

**May/June 2019** Case study review by internal panel.

**July – Sept. 2019** DoIs with ADRs to consider feedback from review panels,take some initial decisionsand identify key concerns for discussion at RM19.

**Sept. 2019** Discussion of merits/concerns/feasibility/choices of ICS at RM19; where possible to agree on ICS to be submitted.

**Dec 2019** Intention to submit survey- for each UoA to note REF different impact types featured in the ICS and list of ICS requiring special security measures. The impact types are required for REF2021 planning purposes and to recruit relevant assessors.

**30th April 2020**  Submit near-finalcase studies for RM20.

**July 2020** RM20 meetings

**30th Sept. 2020** Submit final versions of case studies.

## Environment template submissions

**January 2019** Final guidance published.

**By 1 Feb 2019** Research Services todisseminate environment templates with guidance on indicators and modelled min/max. page lengths.

**30th April 2019**  DoRs to prepare first draftof the Environment statement.

**From w/c 13May** Share income and PGR data alongside outputs data to allow DoR view research income and PGR data alongside the staff and output models.

**May/June 2019** Environment statement workshops.

**31st July 2019**  Submit draft environment statements for RM19.

**Oct. 2019 – April 2020** Revise environment statementsbased on RM19 feedback.

**30th April 2020** Submit revised draftenvironment statement for RM20.

**30th September 2020** Revise environment statements based on RM20 feedback and submit near-final/final environment statement.

**30th Oct. 2020** *If**further time required after RM20 feedback, submit final version of the environment statement.*

**Annex A**

|  |  |  |
| --- | --- | --- |
| Version | Date | Amendments made |
| V 1.0 | 28/11/18 | n/a |
| V 1.1 | 29/11/18 | Addition of text relating to the staff submissions timeline: the HESA 2018/19 staff submission in November 2019 will require a listing of all E&R and R-only members of staff against REF2021 UoAs. |