This document lays out the more detailed Exeter deadlines over the next two years as we approach the REF submission deadline of noon on 31st of March 2021. It is specifically focused on preparations relating to:

[1. Research Monitoring deadlines, documentation and dates 2](#_Toc47705828)

[Research Monitoring deadlines – 2019, 2020 and REF submission meetings in 2021 2](#_Toc47705829)

[Research Monitoring documentation –REF/University Research Monitoring Panel meeting 2](#_Toc47705830)

[Research Monitoring dates – February 2021 3](#_Toc47705831)

[2. Staff eligibility 3](#_Toc47705832)

[General 3](#_Toc47705833)

[Independent Researcher Eligibility 3](#_Toc47705834)

[3. Output submissions 4](#_Toc47705835)

[Ongoing review for outputs of new staff/newly eligible staff/new outputs 4](#_Toc47705836)

[Finalising output selections 4](#_Toc47705837)

[Potential reductions to total number of outputs/min. requirement waiver**\*New\*** 4](#_Toc47705838)

[4. Impact case study submissions 5](#_Toc47705839)

[Impact Review Panels dates – October/November 2020 5](#_Toc47705840)

[5. Environment template submissions 6](#_Toc47705841)

This is **Version 2.2** of the document, published on **6th August 2020**. When amendments are made to this document we will note any substantive changes made within Annex A.

**Key formal REF2021 dates and deadlines**

 **2020/2021**

Staff census date 31st July 2020

Research income/PGR income cut-off date 31st July 2020

Outputs publication deadline 31st December 2020 (with exceptions)

**Full REF2021 submission deadline 31st March 2021**

Impact evidence submission**\*New\*** 1st June 2021

**2021/2022**

REF2021 Audit period**\*New\*** May 2021 – February 2022

REF2021 results shared**\*New\*** April 2022

## **Research Monitoring deadlines, documentation and dates**

**Key University of Exeter REF preparation dates**

**18th December 2020** Deadline for full REF Submission

**2nd – 18th February 2021** REF University Research Monitoring Panel submission meetings

**1st March 2021** Deadline for any final changes to the submission

**First week of March 2021** Final Submission meetings (for UoAs where substantive changes were required in February)

### Research Monitoring deadlines – 2019, 2020 and REF submission meetings in 2021

* **Research Monitoring 2019**: completed
* **Research Monitoring 2020:** moved
* **REF/University Research Monitoring Panel meetings:** 2nd – 18th February 2021
* **Final submission meetings:** 1st week of March 2021 (for UoAs where substantive changes were required after the February meetings)

### Research Monitoring documentation –REF/University Research Monitoring Panel meeting

|  |
| --- |
| **2021** |
| **Provided by UoA** | **Produced by the REF team** |
| **General** |
| **UoA overview document** (max. 2 pages) – key remaining opportunities, risks, concerns and decisions requiring discussion | **UoA predicted quality profile –** with quality profiles and key information for each section of **outputs**, **environment** and **impact**.**Category A Eligible Staff** |
| **Environment** |
| **Final draft of UoA Environment Template** | **Environment-related data:** Income per FTE and PGR per FTE**Draft Institutional-level Environment Statement incl. the 500-word Covid-19 statement** |
| **Outputs** |
| **Output selection:** within the Symplectic REF submission module  | *Final selection of outputs**Citation data for relevant UoAs* |
| **Impact** |
| **Final draft Impact case studies** | *Final selection of case studies* |

### Research Monitoring dates – February 2021

|  |
| --- |
| **Pre-submission Research Monitoring** meetings |
| UoAs | Colleges | Panel | Date |
| **1** | **CMH** | A | 11th February 2021 – 13:00-17:30 |
| **2** | **CMH** | A | 11th February 2021 – 13:00-17:30 |
| **3** | **CMH** | A | 11th February 2021 – 13:00-17:30 |
| **4** | **CLES** | A | 18th February 2021 – 09:00-17:00 |
| **5** | **CLES** | A | 18th February 2021 – 09:00-17:00 |
| **7** | **EMPS/CLES** | B | 18th February 2021 – 09:00-17:00 |
| **9** | **EMPS** | B | 3rd February 2021 – 09:00-15:30 |
| **10** | **EMPS** | B | 3rd February 2021 – 09:00-15:30 |
| **11** | **EMPS** | B | 3rd February 2021 – 09:00-15:30 |
| **12** | **EMPS** | B | 3rd February 2021 – 09:00-15:30 |
| **14** | **CLES** | C | 18th February 2021 – 09:00-17:00 |
| **15** | **HUMS** | C | 9th February 2021 – 09:00-15:30 |
| **16** | **UEBS** | C | 10th February – 09:00-12:00 |
| **17** | **UEBS** | C | 10th February – 09:00-12:00 |
| **18** | **SSIS** | C | 4th February 2021 – 09:00-17:00 |
| **19** | **SSIS** | C | 4th February 2021 – 09:00-17:00 |
| **21** | **SSIS** | C | 4th February 2021 – 09:00-17:00 |
| **23** | **SSIS** | C | 4th February 2021 – 09:00-17:00 |
| **24** | **CLES** | C | 18th February 2021 – 09:00-17:00 |
| **25** | **SSIS** | D | 4th February 2021 – 09:00-17:00 |
| **26** | **HUMS** | D | 2d February 2021 – 09:00-13:30 |
| **27** | **HUMS** | D | 2d February 2021 – 09:00-13:30 |
| **28** | **HUMS** | D | 2d February 2021 – 09:00-13:30 |
| **29** | **HUMS** | D | 9th February 2021 – 09:00-15:30 |
| **31** | **HUMS** | D | 9th February 2021 – 09:00-15:30 |
| **33** | **HUMS** | D | 9th February 2021 – 09:00-15:30 |

## **2. Staff eligibility**

### General

**June-September 2020** Decisions on where new members of staff (who are on the boundaries of UoAs) are to be returned.

 Ensure information on Symplectic is correct and College administrative checks are completed.

### Independent Researcher Eligibility

**January – September 2020** Independent Researcher open process. DoRs with ADRs 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.

REF team to review lists of new staff monthly and to send invitations to complete the form from January 2020.

**5th March 2020** Staff to return the completed form.

**5th May 2020** Staff to return the completed form.

**6th July 2020**Staff to return the completed form.

**4th September 2020**Staff to return the completed form.

## **3. Output submissions**

### Ongoing review for outputs of new staff/newly eligible staff/new outputs

**Oct.2019 – November 2020**

* Further external ad-hoc reviews as required
* Outputs nomination for new E&R staff
* Outputs nomination of new outputs and review processes to be completed
* Ensure information on Symplectic is correct and complete administrative checks on outputs
* Ensure outputs with delayed publication dates are identified/will use the supporting statement**\*New\***

### Finalising output selections

**18th December 2020** Confirm near-final listof REF outputs *with the draft additional information required e.g. 100 word descriptors etc.*

UoAs to enter all indicative grades from internal and external review.

**2nd – 18th February 2021**REF University Research Monitoring Panel to discuss specific concerns/decisions and sign-off on submission

**1st March 2021** Confirm final listof REF outputs within the Symplectic REF module with the final version of additional information.

**September - March 2021\*New\*** Submission ofhard or electronic copies of outputs.

### Potential reductions to total number of outputs/min. requirement waiver**\*New\***

**August 2020– December 2020** Individual Circumstances form available for colleagues to complete

**Late September 2020** Initial set of information shared with UoAs on potential reduction which might be requested and where the minimum requirement of one might be waived. The Eligibility Review Group Secretariat will discuss with UoAs where a case can be made for the total number of outputs to be reduced.

**October – January 2021** Further Eligibility Review Group decisions relayed to the UoAs with discussions if reductions to the total number of outputs can be made.

## **4. Impact case study submissions**

**1st August 2020 Interim deadlines for selected UoAs and selected case studies**

**26th August 2020\*New\*** Cross-College Impact Review meeting for CLES, CEMPS, SSIS

**3rd September 2020\*New\*** Cross-College Impact Review meeting for HIMS, CMH, CLES (UoA 4)

**1st October 2020** All draft ICS expected for internal review; and for impact evidence and contextual data to be submitted.

**October/November 2020** ICS are reviewed by Impact Review Panels (please see below).

### Impact Review Panels dates – October/November 2020

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| --- |
| **Impact Review** meetings |
| UoAs | Colleges | Panel | Date |
| **1** | **CMH** | A | 18th November 2020 – 10:20-11:10 |
| **2** | **CMH** | A | 18th November 2020 – 08:30-09:20 |
| **3** | **CMH** | A | 18th November 2020 – 09:25-10:15 |
| **4** | **CLES** | A | 18th November 2020 – 13:35-14:25 |
| **5** | **CLES** | A | 18th November 2020 - 12:40-13:30 |
| **7** | **EMPS/CLES** | B | 27th October 2020 – 16:40-17:25 |
| **9** | **EMPS** | B | 27th October 2020 – 13:00-14:35 |
| **10** | **EMPS** | B | 27th October 2020 – 13:00-14:35 |
| **11** | **EMPS** | B | 27th October 2020 – 14:55-15:40 |
| **12** | **EMPS** | B | 27th October 2020 – 15:50-16:35 |
| **14** | **CLES** | C | 13th November 2020 – 15:40-16:45 |
| **15** | **HUMS** | C | 4th November 2020 – 11:00-11:35 |
| **16** | **UEBS** | C | 13th November 2020 – 13:30-14:30 |
| **17** | **UEBS** | C | 13th November 2020 – 14:35-15:35 |
| **18** | **SSIS** | C | 5th November 2020 – 10:55-11:45 |
| **19** | **SSIS** | C | 5th November 2020 – 11:50-12:40 |
| **21** | **SSIS** | C | 5th November 2020 – 10:00-10:50 |
| **23** | **SSIS** | C | 5th November 2020 – 13:10-14:00 |
| **24** | **CLES** | C | 18th November 2020 – 11:15-12:05 |
| **25** | **SSIS** | D | 5th November 2020 – 14:05-15:00 |
| **26** | **HUMS** | D | 4th November 2020 – 09:00-09:35 |
| **27** | **HUMS** | D | 4th November 2020 – 09:40-10:15 |
| **28** | **HUMS** | D | 4th November 2020 – 10:20-10:55 |
| **29** | **HUMS** | D | 4th November 2020 – 11:40-12:15 |
| **31** | **HUMS** | D | 4th November 2020 – 12:20-12:55 |
| **33** | **HUMS** | D | 4th November 2020 – 13:25-14:00 |

**18th December 2020\*New\* Submit final drafts of case studies** – except for cases where impact will complete on 31st Dec, for which near complete drafts to be submitted (to be discussed and agreed with REF team beforehand).

**2nd – 18th February 2021\*New\*** REF University Research Monitoring Panel to sign-off on impact selection for submission.

**1st March 2021**Finaldeadline for any further changes after the February meetings; deadlines for submission of specific case studies where a later deadline was pre-agreed.

**4th May 2021\*New\*** Final deadline for redacted case studies and impact evidence *but* *finalisation of March is preferred*

## **5. Environment template submissions**

*Text relating to the institutional environment statement is in blue*

**5th October 2020\*New\* Institutional Environment Statement** - Further draft to be circulated for comments if needed.

**2nd November 2020**Deadline for current UoA level template drafts to be saved onto the REF2021 Documents [SharePoint folder](https://universityofexeteruk.sharepoint.com/sites/ResearchMonitoringandREF/REF2021Docs). *Please do ensure that your ADR and/or CEG have read the draft prior to submission.*

**25th and 23rd November 2020\*New\*** UoA level templates review meeting. *Feedback from meeting shared with DoRs will be shared no later than w/c 30th November 2020.*

**14th December 2020\*New\* Institutional Environment Statement** – Final version to be circulated.

**18th December 2020\*New\* Deadline for final UoA level templates to be uploaded onto the REF2021 Documents** [SharePoint folder](https://universityofexeteruk.sharepoint.com/sites/ResearchMonitoringandREF/REF2021Docs).

**January 2021\*New\*** Informal review of UoA level templates where relevant by REF team and other colleagues (incl. the DVC Research and Impact). *The REF team may liaise with UoAs on specific queries*.

**2nd – 18th February 2021\*New\*** REF University Research Monitoring Panel to sign-off documents.

**1st March 2021**Finaldeadline for any further changes to the Environment templates after the February meetings.

**Annex A**

|  |  |  |
| --- | --- | --- |
| Version | Date | Amendments made |
| V2.1. | 30/06/2020 | Updating timelines – Helene Prestat |
| V2.2. | 06/08/2020 | Updating timelines and removal of all activities which will have been completed by 1st August – Helene Prestat/Sumi David |
| V2.3. | 09/09/2020 | Updating timelines for Environment section – Helene Prestat |
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