

The University of Northampton's REF2014 Code of Practice

1. Aims and ambitions

1.1. It is proposed that the University shall enter the REF2014 exercise in a selective number of Units of Assessment chosen and verified by rigorous internal and external review.

1.2. In RAE 2008 the University submitted 9 UoAs and 84 staff; 55% of our research was rated as Internationally Recognised, Internationally Excellent or World Class (2*/3*/4*), however 45% was seen as being of only National or Local Importance (1*/0*). For REF 2014, we aim to significantly improve the quality of our submission, eliminating 1* and lower, and increasing the proportion in the top two categories.

2. Purpose

The purpose of this Code of Practice is to ensure that the manner in which the University participates in the REF2014 exercise is lawful and to ensure that no member of staff is discriminated against on the grounds of equality or diversity.

3. Principles

3.1. Transparency

3.1.1. This Code of Practice will be made available to all staff via the University's REF web pages in formats that comply with accessibility standards. This will be publicised via the University's weekly all staff email, the Research and Strategic Bidding Office's monthly news bulletin and by the Research Leader for each academic School.

3.1.2. The Code of Practice will be sent to all eligible staff (see 5.4.1.) who are taking a period of extended leave from the University by Human Resources to home addresses.

3.2. Consistency

This Code of Practice will be implemented uniformly within and across all Units of Assessment and academic Schools. All decisions made at each stage of the process to submit to REF2014 will be based on the principles of fairness and equality to ensure a consistency of experience for all staff eligible to be submitted.

3.3. Inclusivity

The University of Northampton is committed to developing a vibrant and sustainable research community and therefore encourages all academic staff to produce purposeful research. In accordance with this, the University aims to submit all eligible staff (see 5.4.1.) with the requisite number of excellent research outputs (see 5.3.1.).

4. Senior Management

4.1. Staff

4.1.1. The strategic responsibility for REF2014 falls within the remit of Professor Kamal Bechkoum, Executive Dean for Research and Chair of the University's Research and Enterprise Committee. This Committee reports directly to Senate. Professor Bechkoum will lead the strategic decision making to ensure the maximum reputational and financial return to the University. Professor Bechkoum will report progress on the REF2014 submission process to the University Executive Team.

4.1.2. Professor Bechkoum will be supported by Professor Jon Stobart, Academic Director for REF2014 and the Research and Strategic Bidding Office, particularly the REF2014 Manager and Administrator. Professor Stobart will Chair the REF2014 Working Group, which will report to Research and Enterprise Committee, and lead the University's preparations for submission. He will ensure that the University is compliant with REF guidance and processes. The REF2014 Manager will implement the decisions made by Professor Bechkoum, Professor Stobart and the REF2014 Working Group, in addition to supporting Units of Assessment with their submission preparation.

4.2. **REF2014 Working Group**

The REF2014 Working Group is a working group of the University's Research and Enterprise Committee. This Working Group meets approximately every 8 weeks to facilitate and monitor progress, consider institution-wide issues and disseminate University and REF policy and information.

It is comprised of the Research Leader for each academic School, who represents the Units of Assessment within their School, plus relevant members of professional staff;

- Professor Jon Stobart, Social Sciences, Chair
- Ms Jayne Bingham, Arts
- Professor Carol Phillips, Health
- Professor Richard Rose, Education
- Professor Richard Sanders, Business
- Professor Jeff Ollerton, Science and Technology
- Dr Miggie Pickton, Research Support Librarian
- Mrs Katie Jones, REF2014 Manager
- Mrs Tricia Powell/Miss Lynn Hodgkiss, REF2014 Administrator

As the REF2014 submission deadline draws nearer, all Unit of Assessment Leaders (see 5.2) will be invited to join the REF2014 Working Group.

4.3. **REF2014 Equality and Diversity Advisory Group**

The REF2014 Equality and Diversity Advisory Group is a subgroup of the University's REF2014 Working Group, with responsibility for advising on and monitoring equality and diversity related issues during the University's preparation for REF2014. This Group meets as required, for example when new information is published by REF, to manage staff disclosure of Complex Circumstances (see 5.5.2) or to review Equality Impact Assessments (see 8).

This Group will consist of:

- Professor Andrew Pilkington, Chair
- Professor Jon Stobart, REF2014 Academic Director
- Mrs Katie Jones, REF2014 Manager
- Miss Julie Rees/Mrs Claire Cross, HR Manager

Professor Andrew Pilkington, who has significant research expertise in Equality and Diversity and experience of previous research assessment exercises, will Chair this Group to ensure impartiality from the University's REF2014 Working Group. Responsibility for communication between the two will be taken by Professor Jon Stobart.

4.4. **School REF Working Groups**

4.4.1. Each of the University's academic Schools has formed a REF Working Group to:

- Conduct the internal review to identify the Units of Assessment to which the University will submit (see 5.1);
- Monitor and report the progress of the Units of Assessment within that School to the University's REF 2014 Working Group (see 4.2);
- Disseminate information from the University's REF2014 Working Group (see 4.2); and
- Oversee the selection of individual staff members (see 5.4) to ensure the principles of transparency, consistency and inclusivity are being complied with fairly and equitably.

4.4.2. Each of the Schools' Working Groups will be chaired by the School representative on the University's REF2014 Working Group (see 4.2). The membership of each School Working Group can be found at Appendix 1.

4.4.3. The School Working Groups will be governed by the same principles and processes detailed in this Code of Practice.

4.5. **Training**

4.5.1. All members of staff involved in the selection of eligible staff to be submitted (see 5.4.6.), the management of individual staff circumstances (see 5.5.4-6.), or the management of the appeals process (see 7.5-6.) will be required to participate in Equality and Diversity training, which will be tailored to the specific requirements of the REF2014. This training will ensure that all those involved in preparing the University's submission are fully informed of the University's moral, ethical and legal responsibilities regarding Equality and Diversity in the REF2014 process.

4.5.2. This training will be led by Professor Andrew Pilkington, Chair of the University's REF2014 Equality and Diversity Advisory Group (see 4.3) and supported by Miss Julie Rees, HR Manager. Materials for this training will be drawn from the case study examples provided by the Equality Challenge Unit specifically for this purpose.

5. **Mode of Operation**

5.1. **Unit of Assessment Selection**

The Units of Assessment to which the University intends to submit have been identified according to rigorous internal and external review, verified by the REF Working Group. Each Unit of Assessment has been selected according to the following criteria:

- A critical mass of research active academic staff, each with the requisite number of excellent research outputs;
- A vibrant and sustainable research environment; and
- At least two independently verified case studies that demonstrate the impact of research conducted within that Unit of Assessment.

5.2. **Unit of Assessment Leadership**

The submission to each Unit of Assessment will be led by a nominated senior academic from within the submitting Unit:

UoA Number	UoA Name	UoA Leader
A3	Allied Health Professions, Dentistry,	Prof. Carol Phillips

	Nursing and Pharmacy	
A4	Psychology, Psychiatry and Neuroscience	Prof. Chris Roe
B12	Aeronautical, Mechanical, Chemical and Manufacturing Engineering	Prof. Phil Picton, Prof. Stefan Kaczmarczyk
C17	Geography, Environmental Studies and Archaeology	Prof. Jeff Ollerton
C19	Business and Management Studies	Prof. Richard Sanders
C25	Education	Prof. Richard Rose
D29	English Language and Literature	Prof. Janet Wilson
D30	History	Prof. Jon Stobart
D34	Art and Design: History, Practice and Theory	Mr. Ian Kirkwood

5.3. **Quality Threshold**

A quality threshold will be applied to ensure that only excellent research outputs are submitted by eligible staff. This will not affect the inclusion of staff in the Environment or Impact sections of the REF submission.

5.3.1. The criteria used to define excellence will be relative to each Unit of Assessment. It will be based on:

- External review of outputs to give a guide for the likely overall quality profile of the Unit of Assessment;
- How the Unit of Assessment would perform in relation to previous performance in RAE2008, the top 50 universities in that discipline (based on RAE2008 scores), and the University's comparator set (based on RAE2008 performance); and
- How the Unit of Assessment would affect the University's overall quality profile.

5.3.2. This will mean that each Unit of Assessment will have a different quality threshold. This will ensure that factors such as disciplinary differences and maturity of the submitting Unit of Assessment can be taken into account, thus ensuring parity.

5.3.3. The quality threshold for each Unit of Assessment will be communicated by the Unit of Assessment Leader or School Research Leader to staff eligible to submit to that Unit of Assessment as soon as a decision has been approved by Research and Enterprise Committee, based on recommendation from the REF2014 Working Group.

5.3.4. The Unit of Assessment Leader or School Research Leader will also communicate to each member of eligible staff the impact of the quality threshold on their inclusion in the Outputs section of the REF submission (see 7.1.).

5.4. **Individual Staff Selection**

5.4.1. The University aims to submit all eligible staff with the requisite number of excellent research outputs. Eligibility is determined by the REF2014 Guidance on Submissions (REF 02.2011):

- Category A: Academic staff with a research-only or teaching and research contract of more than 0.2FTE on the 31st October 2013;

- Category C: Individuals employed by an organisation other than a HEI, whose role includes the undertaking of research, and whose research is primarily focused within the remit of the submitting unit on the 31st October 2013.

5.4.2. Staff with fixed-term contracts who will be in post on 31st October 2013 will be treated the same as staff on substantive contracts, as per the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

5.4.3. The following staff are not eligible for submission:

- Staff on non-academic contracts;
- Academic staff on teaching-only contracts on the 31st October 2013;
- Academic staff employed on contracts of less than 0.2FTE on the 31st October 2013;
- Research Assistants, unless, exceptionally, they are able to demonstrate research independence; or
- Visiting Professors, Fellows or lecturers employed by other HEIs both in the UK and overseas.

5.4.4. Eligible staff will be selected for submission according to the following criteria:

- The fit of their research with one of the Units of Assessment identified (see 5.2.). This may mean that some staff are submitted to Units of Assessment outside of their academic School, department or discipline if there is a better fit elsewhere;
- The quality of their research outputs, as determined by rigorous external review and quality thresholds set for their Unit of Assessment (see 5.3.);
- The requisite number of outputs, as determined by their individual staff circumstances (see 5.5.);
- Their involvement in the Research Environment or Impact Case Studies.

It must be noted that inclusion in the Outputs, Environment or Impact sections may not be consistent; a staff member may be included in one, all or a combination of sections so long as their research fits with one of the Units of Assessment to which the University intends to submit.

5.4.5. External Reviewers will be appointed by Unit of Assessment Leaders to give an impartial opinion on the quality of research outputs of each eligible member of staff within Units of Assessment identified for submission to REF2014. This external review will be used to inform decisions regarding the selection of research outputs, if the individual has more than 4 eligible outputs from which to choose; support that might be required to ensure an individual's research outputs can be submitted; and inclusion of staff in the Outputs section of the Unit of Assessment's submission.

Unit of Assessment Leaders will approach Reviewers who are highly regarded within their discipline and ideally have experience of Panel membership from a previous research assessment exercise. The names of External Reviewers will be kept confidential to protect professional relationships that may exist between Reviewers and individual staff.

5.4.6. Staff will be selected for submission by the Unit of Assessment Leader and the School Research Leader, overseen by the School REF Working Group, according to the criteria set out above. This selection will be approved by the University's REF2014 Working Group. Confidentiality will be strictly observed during this process.

5.4.7. The Unit of Assessment Leader or School Research Leader will communicate to each member of eligible staff their inclusion in the submission, the impact of the quality threshold on their inclusion, feedback from the External Reviewer, and will clarify to which parts they will be submitted. Wherever possible, this will be conducted on a one to one basis to allow staff the opportunity to discuss their inclusion and any support that may be given to ensure their inclusion.

5.4.8. If any individual feels that their exclusion from REF2014 is unfair in any way they have the right to appeal (see 7.4-7.7).

5.5. **Individual Staff Circumstances**

5.5.1. Eligible staff will normally be expected to produce 4 excellent research outputs, except where outputs could be counted as double-weighted, that meet the quality thresholds set for their submitting Unit of Assessment. However, some staff may have circumstances that prevent them from completing 4 research outputs. The University takes seriously its commitment to Equality and Diversity (see the University's Statement of Compliance with the Equality Act 2010). This extends to the University's preparation to submit to REF2014 and no member of eligible staff will be directly or indirectly discriminated against on the grounds of the Equality Act's (2010) protected characteristics.

5.5.2. REF has identified certain circumstances under which eligible staff could be submitted with fewer outputs:

Clearly Defined Circumstances

- Qualifying as an Early Career Researcher, as defined in the REF2014 Guidance on Submissions (REF 02.2011)
- Part-time working
- Maternity, paternity or adoption leave
- Secondments or career breaks outside of the higher education sector, during which the individual did not undertake academic research.

Complex Circumstances

- Disability, as defined by the Equality Act 2010
- Ill health or injury
- Mental health conditions
- Constraints related to pregnancy or maternity, in addition to a period of clearly defined period of maternity leave
- Childcare or other caring responsibilities
- Gender reassignment
- Other circumstances related to the protected characteristics as listed in the Equality Act 2010.

As long as staff with mitigating circumstances meet the University's selection criteria (see 5.4.4.), they will be submitted.

5.5.3. The reduction in the number of research outputs to be submitted will vary for each individual staff circumstance. REF has provided a tariff system to allow HEIs to calculate the appropriate number of research outputs to be submitted by staff with Clearly Defined Circumstances. This tariff system will also be used as a guide for staff with Complex Circumstances, but the reduction of research outputs will be reviewed by the REF2014 Equality and Diversity Advisory Panel. Further guidance on how the

number of research outputs will be reduced will be provided by the Equality Challenge Unit. The University of Northampton will use this tariff system and the guidance from the Equality Challenge Unit to ensure all excellent research is submitted to REF2014, regardless of an individual's circumstances.

5.5.4. To ensure individual staff circumstances can be taken into consideration, they need to be declared to the REF2014 Manager and/or the Chair of the University's REF2014 Equality and Diversity Advisory Group. The University will take a robust and proactive approach to declaration; a form prepared by the Equality Challenge Unit will be sent to every eligible member of staff within the Units of Assessment identified (see 5.2.). These forms should be returned to the REF2014 Manager to be dealt with in confidence, according to the procedures below, and ensure that they are managed and stored according to Data Protection Act 1998.

5.5.5. In the case of Clearly Defined Circumstances only the REF2014 Manager and the Chair of the University's REF2014 Equality and Diversity Advisory Group will know the circumstances for reduction. The REF2014 Manager will communicate directly with the individual concerned regarding the appropriate number of outputs to be submitted. The Unit of Assessment Leader will be notified that Clearly Defined Circumstances exist and the appropriate number of research outputs to be submitted.

5.5.6. In the case of Complex Circumstances the information will be shared in confidence with the University's REF2014 Equality and Diversity Advisory Group. This Group will consider the Complex Circumstances presented within the guidance from the REF2014 Equality and Diversity Advisory Panel and the Equality Challenge Unit. The Group will make a judgement on the appropriate reduction in the number of research outputs to be submitted and ensure an appropriate case is made to the REF2014 Equality and Diversity Advisory Panel in the submissions process.

The REF2014 Manager will communicate directly with the individual concerned regarding the appropriate number of outputs to be submitted. The Unit of Assessment Leader will be notified that Complex Circumstances exist and the appropriate number of research outputs to be submitted.

If the individual concerned is line managed by a member of the University's REF2014 Equality and Diversity Advisory Group or a member is the Leader of the Unit of Assessment to which the individual will be submitted, the Executive Dean for Research will be asked to deputise.

5.5.7. The University's REF2014 Equality and Diversity Advisory Group will provide evidence for all decisions made and actions taken regarding individual staff circumstances in case of appeal or audit. The Group will formally monitor the inclusion of eligible staff with reduced numbers of research outputs to ensure they are not being discriminated against on these grounds.

6. Timescale for selecting staff

A detailed timeline of activities required for the selection of staff, including full external review and REF2014 requirements, has been prepared. This can be found at Appendix 2.

7. Feedback and Appeals

7.1. All eligible staff will receive detailed feedback from their Unit of Assessment Leader or School Research Leader regarding their inclusion in the submission. This will include discussion regarding the impact of the quality threshold on their inclusion, feedback from the External Reviewer, and will clarify those parts to which they will be submitted. Wherever possible, this will be conducted on a one to one basis to allow staff the opportunity to discuss their inclusion and any support that may be given to ensure their inclusion.

7.2. All existing eligible staff will receive this feedback on their inclusion by 1st May 2013. Staff recruited after the 1st May 2013 will be given feedback on their inclusion within 12 weeks of their initial consideration.

7.3. Records of the decisions to include or exclude eligible staff from each area of the Unit of Assessment's submission and the feedback meeting will be kept by the Unit of Assessment Leader or School Research Leader to be used in the case of appeals. The Unit of Assessment Leader or School Research Leader will be required to adhere to the requirements of Data Protection and Freedom of Information in these records.

7.4. Any individual who feels that they have been unfairly excluded from any part of a Unit of Assessment's submission, after detailed discussion with their Unit of Assessment Leader, has the right to appeal.

7.5. In the first instance all complaints will be addressed in writing to the Executive Dean of School within 5 days of receiving the feedback from the Unit of Assessment Leader. A copy should be sent to the REF Manager for audit and procedural purposes.

The Executive Dean will meet with the School's Research Leader and an impartial School's Research Leader to consider each case on its merit, plus a representative of HR if required. The complainant and the Unit of Assessment Leader will be invited to meet with the convened panel and present their cases. Where the Unit of Assessment Leader is also the School's Research Leader, or feedback on exclusion has been given by the School Research Leader, the Executive Dean will appoint an appropriate Research Leader from another School.

This meeting will be held within three working weeks of the Executive Dean receiving the complaint. At the end of the meeting the panel arrive at a decision and will explain their decision to the complainant.

7.6. If the complainant remains dissatisfied with the outcome s/he has the right of appeal to the REF Appeals Panel, consisting of the Executive Dean for Research, the Chair of the University's REF2014 Working Group and the Chair of the University's REF2014 Equality and Diversity Advisory Group.

The appeal should be made in writing to the Executive Dean for Research within 5 days of the School Panel meeting and a copy sent to the REF Manager for audit and procedural purposes.

The Panel shall convene to consider the matter within three working weeks of receipt of the appeal and invite the Executive Dean of School and appellant to attend. Prior to its meeting with the appellant, the Panel may seek advice from a subject expert external to the University. The decision of the Panel will be final.

7.7. Staff who are to be included within a Unit of Assessment based within another School shall be bound by the practices and processes of the host School.

8. Equality Impact Assessments

8.1. A thorough and systematic Equality Impact Assessment will be conducted by the University's REF2014 Equality and Diversity Advisory Group to ensure the Code of Practice does not have a differential impact on any particular staff group.

8.2. Human Resources will provide available data on all eligible staff to be submitted in regard of all the protected characteristics (as stated in the Equality Act, 2010). This data will be analysed and a commentary provided by the Unit of Assessment Leader or School Research Leader to ensure that no group of staff is being discriminated against in their inclusion in the University's submission to REF2014.

8.3. If an unjustified imbalance is perceived within any Unit of Assessment, an Equality Impact Assessment will be undertaken on that Unit of Assessment.

8.4. Wherever possible, consultation with staff within protected groups will be undertaken to inform the Equality Impact Assessment.

8.5. The University's REF2014 Equality and Diversity Advisory Group will keep the Equality Impact Assessment under review as the University's submission is prepared. For example, the Assessment will be considered in the context of the results of any mock review exercises undertaken. A final Equality Impact Assessment will be conducted on the final submission.

8.6. Any changes required to prevent discrimination or promote equality will be taken prior to the submission deadline.

8.7. If potential discrimination is identified, this will either be justified within the constraints of the law or action will be taken to change policy.

9. Monitoring

The implementation of this Code of Practice will be monitored by the REF2014 Working Group on a quarterly basis to ensure that the principles of transparency, consistency and inclusivity are being complied with and the processes it details adhered to within and across Units of Assessment.

10. Approval

This Code of Practice was approved by The University's Research and Enterprise Committee on 25th January 2012.



Professor Kamal Bechkoum
Executive Dean for Research



Professor Nick Petford
Vice Chancellor

Appendix 1: Membership of School REF Working Groups

(* indicates members as at November 2013)

Arts

Paul Middleton, (Chair)*
Professor Jane Bacon
Ms Jayne Bingham*
Mr Ian Kirkwood*
Mr Andrew Langford
Professor Lawrence Phillips
Professor Vida Midgelow
Professor Janet Wilson*

Business

Dr Ian Brooks (Chair)*
Dr Mairi Watson*
Professor Simon Burtonshaw Gunn*
Dr Mark Cusiter*
Mr Christopher Cook
Professor Nada Korac-Kakabadse
Professor Richard Sanders*

Education

Professor Richard Rose, Chair*
Professor Philip Garner*
Professor Andy Pilkington*
Dr Cristina Devecchi*

Health

Professor Carol Phillips, Chair*
Professor Susan Corr
Professor Judith Sixsmith*
Professor Jorg Huber*

Science and Technology

Dr Jeff Ollerton, Chair*
Professor Kamal Bechkoum*
Dr Margaret Bates*
Professor Tony Covington*
Dr Robin Crockett*
Professor Ian Foster*
Professor Stefan Kaczmarczyk*
Professor Ian Livingstone*
Professor Paul Phillips*
Professor Phil Picton (Chair)*
Dr Scot Turner*

Social Sciences

Professor Jon Stobart, Chair *
Dr Sarah Armstrong-Hadley *
Dr Jane Callaghan *
Dr Glyn Daly *

Dr John Horton *
Dr Jim Davies *
Dr Kelly Hall
Dr Paul Jackson *
Dr Chris Roe *
Dr Matthew Seligmann

Appendix Two: REF2014 Timeline

University preparations	Key dates	REF outcomes
University submitted response, following discussions at Research Committee.	2009	REF consultation launched.
	September 2009	Initiate impact pilot exercise launched.
REF Working Group Established under Chair of Director R&KT. REF leads identified for each School. REF Manager and Office in place. Exercise to identify prospective UoAs launched.	February 2010	
	March 2010	Summary responses on consultation published.
14 prospective UoAs identified (circa 106 staff). Draft Codes of Practice established for university and for each School. Complaints and appeals procedures agreed. REF webpage established.	May 2010	
Report to Research Committee	June 2010	
Attendance at various conferences providing feedback on pilot impact assessments.	July 2010	Main Panel Chairs Designate appointed. Announce panel structure and start recruitment of expert panels.
Internal exercise on identifying case studies on impact launched. Impact tool (UNIT) established.	September 2010	Deadline for applications for sub panel chairs.
Names of staff being nominated for panel membership collated – 6 identified.	8 October 2010	Deadline for nominating panel members.
	October 2010	Sub-panel chairs appointed.
Impact assessment refined in response to guidelines.	November 2010	Reports from the impact pilot exercise.
	December 2010	Panel members appointed.
24 studentships in place.	February 2011	Panels begin meeting.
Review of prospective UoAs completed, informed by published guidelines.	July 2011	Panels consult on Working Methods and Criteria. Guidance on submissions published.
REF Investment Fund awarded to Units of Assessment	1 August 2011	
	5 October 2011	Consultation on Panel Working Methods and Criteria closes.
First External Review of Outputs concludes.	December 2011	

Unit of Assessment quality thresholds and University's REF Strategy approved. Equality and diversity processes reviewed.		
	Jan 2012	Panel criteria and methods published.
REF upgrade for NECTAR implemented.	February 2012	
Impact Case Studies and Statements fully drafted for monitoring. Equality and Diversity Training delivered.	April 2012	Optional deadline to submit Code of Practice: 27 th April.
	May 2012	HESA data for 2008-9 to 2010-11 provided.
	June 2012	Supplementary guidance provided on: <ul style="list-style-type: none"> • Details about HESA data and other sources of 'income-in-kind' data, to be used in the REF • Data verification and audit procedures • Data protection arrangements, including a model staff data collection notice
Submission of Code of Practice to HEFCE. REF Investment Fund allocations to be spent. Final reports required. Send out disclosure forms again	31 July 2012	Deadline for submission of Code of Practice.
Environment Statements drafted.	September 2012	Pilot of Submissions System.
Full (Outputs, Environment and Impact) external review of UoAs starts.	October 2012	
	November 2012	Supplementary guidance provided on arrangements for collecting research outputs.
Submit to survey of submissions intentions.	December 2012	Deadline for survey of submissions intentions.
Full mock review concludes.	31 January 2013	Submission system operational.
Final selection of UoAs, eligible staff and impact case studies. (Feedback to staff must be given by 1 st May 2013.)	April 2013	HESA data for academic years 2008-09 to 2011-12 provided.
Deadline for staff with conditions to prove that they will have met these by 31 st December.	1 st July 2013	
Internal appeals deadline.	31 July 2013	End of assessment period

		for research impacts, research environment and data.
Impact Statements, Case Studies and Environment Statement drafts ready for internal critical review.	13 September 2013	
<ul style="list-style-type: none"> Academics: Physical outputs sent to RSB Office for processing. RSB Office: All outputs uploaded to submission system. UoA Leaders: Final versions of Impact Statement, Case Studies and Environment Statement ready for upload. 	31 October 2013	Census date for eligible staff.
Submit.	29 November 2013	Submissions deadline.
	31 December 2013	End of publication period for all outputs including underpinning outputs for research impact.
	2014	Panels assess submissions.
	31 January 2014	Missing data requirements deadline.
	28 February 2014	Code of Practice and Equality Impact Assessment deadline.
	18 December 2014	Outcomes published.
	Spring 2015	Publication of submissions, panel overview reports and sub-profiles.