

As we digest the postponement of the REF2021 submission timeline due to COVID-19, this document lays out some of the known milestones and deadlines in the coming months and some *likely* deadlines. These deadlines are dependent on Research England's consultation process and final decisions. We have removed all 2019 deadlines and milestones which have been completed and this document is specifically focused on preparations relating to:

1. Research Monitoring deadlines, documentation and dates	2
Research Monitoring deadlines – 2019, 2020 and pre-REF Research Monitoring	2
Research Monitoring documentation – Pre-submission Research Monitoring meeting	2
Research Monitoring dates - tbc	3
2. Staff eligibility	3
General	3
Independent Researcher Eligibility	3
3. Output submissions	4
Ongoing review for outputs of new staff/newly eligible staff/new outputs	4
Finalising output selections	4
4. Impact case study submissions	4
5. Environment template submissions	5

This is **Version 2.0** of the document, published on **9th April 2020**. When amendments are made to this document we will note any substantive changes made within Annex A.

This document will be updated when new REF2021 deadlines are published. Recognising that some UoAs have been particularly impacted by COVID-19, some UoAs may be exempt from deadlines in 2020.

Key formal REF2021 dates and deadlines	
	2020/2021
Staff census date	31 st July 2020
Research income/PGR income cut-off date	tbc
Outputs publication deadline	tbc
Impact evidence submission	tbc
Full REF2021 submission deadline	tbc
REF2021 results shared	tbc

Key University of Exeter REF preparation dates	
18 th December 2020	Submission for REF/Research Monitoring meetings; <i>some UoAs will be exempt from this date.</i>
February 2020	Research Monitoring 2020 (RM20) meetings
TBC	INTERNAL SUBMISSION DEADLINE
TBC	Final Submission meetings

Research Monitoring deadlines – 2019, 2020 and pre-REF Research Monitoring in 2021

- **Research Monitoring 2019:** completed
- **Research Monitoring 2020:** cancelled
- **Pre-submission Research Monitoring meetings:** Early February 2021, potentially only for some UoAs.¹
- **Final submission meetings:** tbc

Research Monitoring documentation – Pre-submission REF/Research Monitoring meeting

2021	
General	
UoA overview document (max. 2 pages) – key remaining opportunities, risks, concerns and decisions	UoA predicted quality profile – with quality profiles and key information for each section of outputs, environment and impact. Category A Eligible Staff
Environment	
Near final draft of UoA Environment Template	Environment-related data: Income per FTE and PGR per FTE Draft Institutional-level Environment Statement
Outputs	
Output selection: within the Symplectic REF submission tool	<i>List of outputs for each scenario</i> <i>Citation data for relevant UoAs</i>
Impact	
Near final draft Impact case studies	

¹ This will be dependent on the final REF2021 timetable. Other UoAs might

Research Monitoring dates – February 2021

Pre-submission Research Monitoring meetings			
UoAs	Colleges	Panel	Date
1	CMH	A	<i>Likely to be exempt from February 2021 meetings</i>
2	CMH	A	<i>Likely to be exempt from February 2021 meetings</i>
3	CMH	A	<i>Likely to be exempt from February 2021 meetings</i>
4	CLES	A	tbc
5	CLES	A	tbc
7	EMPS/CLES	B	tbc
9	EMPS	B	tbc
10	EMPS	B	tbc
11	EMPS	B	tbc
12	EMPS	B	tbc
14	CLES	C	tbc
15	HUMS	C	tbc
16	UEBS	C	tbc
17	UEBS	C	tbc
18	SSIS	C	tbc
19	SSIS	C	tbc
21	SSIS	C	tbc
23	SSIS	C	tbc
24	CLES	C	tbc
25	SSIS	D	tbc
26	HUMS	D	tbc
27	HUMS	D	tbc
28	HUMS	D	tbc
29	HUMS	D	tbc
31	HUMS	D	tbc
33	HUMS	D	tbc

2. Staff eligibility

General

June-December 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 – October 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.
7th September 2020 ^{*NEW*}	Staff to return the completed form.

3. Output submissions

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

By end of April 2020^{*NEW*} DoRs to nominate further members of the Output Selection Panel and to have shared with new members of the UoA/Department, the UoA's Output Selection Panel approach and process.

Oct.2019 – November 2020^{*NEW*}

- 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

Finalising output selections

18th December 2020^{*NEW*} Confirm near-final list of 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

Early February 2021^{*NEW*} REF/RM meetings to discuss any specific concerns and considerations.

TBC Confirm final list of REF outputs within the Symplectic REF module with the final version of additional information.

4. Impact case study submissions

30th April 2020^{*NEW*} All draft ICS expected for internal review; and for impact evidence and contextual data to be submitted. Those requiring greater flexibility due to e.g. caring responsibilities, a need to focus on teaching or clinical and health-related work, adjusting to the COVID-19 situation or due to health concerns should please inform their Director of Impact and their impact case study will not be expected by that date.

11th May 2020^{*NEW*} Deadline for DoI overviews and for ICS reviews.

May 2020 ICS are reviewed by Impact Review Panels.

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

November 2020	ICS are reviewed by Impact Review Panels.
February 2020 *NEW*	REF/RM meetings.
TBC	Submit <u>final versions</u> of case studies within the REF Submission system.

5. Environment template submissions

Text relating to the institutional environment statement is in blue

1st November 2020 *NEW*	Deadline for final UoA Level Templates for RM20.
Late November/Dec 2020 *NEW*	Environment Review Panel meeting
February 2020	REF/RM meetings
TBC	submit near-final/final environment UoA Level template incorporating feedback RM20 feedback
TBC	<i>If further time required after RM20 feedback, submit <u>final version</u> of the environment statement.</i>

Annex A

Version	Date	Amendments made