1 PROGRESS REPORT

Thanks to all UoA Coordinators and Administrators for their significant commitment of time and effort to produce first draft submissions. Following detailed review of these by the University’s RAE Steering Group, feedback has now been provided, to inform the further revision/refinement of the textual parts of submissions. The next steps in the RAE preparation process are as follows:

RA1 – Cited Staff Details [Central Input]
Colleagues in HR Services are currently augmenting the basic information on cited staff in the RAE software, by adding dates of birth, contractual details etc. Once complete, departments will be asked to have the information verified by the named staff; and to notify any anomalies to Jen Shearer, RAE 2008 Coordinator, for correction/discussion with HR colleagues. Similarly, requests for addition/deletion of individuals’ details, or for change of Category; or flagging of ‘individual staff circumstances’ should be referred to Jen for action.

RA2 – Cited Outputs (Publications) [Dept input]
Most departments have now completed the input of publications details to the RAE Web-based data collection system. The aim is to have this information complete by the end of June 2007. Those who need guidance on manual input of the data should contact Jen Shearer. Those who need assistance with importing the data from either Excel or Reference Manager should contact Alison Giles or Eddie Brennan in Information Services in the first instance. For difficulties with any of the bibliographic details (such as Digital Object Identifiers (Dols), Colin Sinclair in the Library will be pleased to advise. Clearly, as the submission takes shape, RA2 data will be subject to ongoing revision and substitution. However, UoA Administrative and Clerical colleagues are advised to VALIDATE the entries periodically, as this will highlight errors for correction and help to avoid future recurrences, when new items of output are entered.

RA3 – Registered Eligible Research Students, Funded Research Studentships, Higher Degrees awarded, 2001-2006 [Central Input]
All the above RPG student datasets are currently being re-checked by Registry colleagues. It is now anticipated that these will be issued to UoA Coordinators by the end of May, for final agreement. The remaining year’s data will be available after 31 July 2007, the date for the 2006-07 academic year RPG count.

Note: All RPG student FTES will normally be shared between the supervisors, if both are included in the RAE submission, even if cited in different UoAs.

RA4 – Research Grants 2001-2008 [Central Input]
Final data on eligible research grant expenditure are currently being issued to departments, reflecting the outcome of discussions about draft submissions. The final year’s data will be issued in Aug/Sept 07.

If a UoA Coordinator believes that there may be additional items of eligible research expenditure for inclusion, which have not been run through the University’s research accounts for some reason, these can be verified by presentation of an acceptable “audit trail” to Sally Dimeo, Research Accountant, who will be happy to advise on the requirements (and on the eligibility of items).

RA5 – Textual Commentary [Dept input]
The textual part of submissions should now be in the process of further editing by UoA Coordinators in response to feedback provided by the RAE Steering Group, and with due reference to the specific criteria published by each Panel. It is intended that all RA5 narrative should be inserted in the RAE Web-based data collection system by the end of June. (For this, the ‘Edit Live’ word-processing function should be enabled, to permit text formatting.) The software will apply a word limit, relative to the number of Cat A staff cited in RA1. (For details, refer to Annex 6 of the relevant criteria statement.)

Individual Circumstances /Early Career Researchers
If a researcher has been flagged as having ‘individual staff circumstances’ in RA1, their name will appear in RA5b, with an invitation to enter a max of 300 words to explain the circumstances (eg ill health, family events, Early Career Researcher, etc). All claims for “Early Career Researcher” status should be referred to Jen Shearer, enclosing a copy of the individual’s CV, for confirmation of eligibility.

Category C Staff
Similarly, if an individual is cited as Category C in RA1, their name will appear, for the entry of max 300 words explaining their status as Category C staff. This should be completed with due reference to RAE 2008 Guidance on Submissions, paras 89-91. Selection of Eligible Staff for Inclusion in RAE 2008
In line with the University’s published “Code of Practice Governing the Selection of Staff for RAE 2008”, Heads of Department have been invited to consider the situation of all staff eligible for inclusion in the University’s RAE submission, and to make proposals to the RAE Steering Group, giving reasons for the non-inclusion of any individuals. The Deputy Principal will use these proposals to recommend the submission strategy to the Principal, who will make final decisions by the end of April. The outcome will be notified in writing to all eligible staff by the end of May 2007 (with a right of appeal up to the end of June 2007).
2 RAE TEAM PUBLICATIONS

All guidance published by the National RAE Team is available on their website (www.rae.ac.uk). The ‘rules’ are articulated in RAE03/2005 Guidance on Submissions, which, together with the individual Criteria Statements published by each RAE Panel, should be used as the primary sources of reference when drafting submissions.

The two guides on the use of the RAE software application – the Data Collection User Guide and the Data Collection Release Guide are subject to ongoing update, and it is important to ensure that the most recent version is used as the source of reference when using the RAE Data Collection System. The latter of these also contains details of known problems and ‘work-arounds’, ongoing ‘bug-fixes etc.

The RAE Team has recently published guidance on the processes for Verification & Audit of the data and information contained in submissions – via data comparison (eg with HESA data); Routine Checking; Targeted Audit or Panel Instigated Audit. Details can be seen at: http://www.rae.ac.uk/aboutus/policies/verify/.

3 SURVEY OF SUBMISSION INTENTIONS

The University was recently invited to indicate its preliminary intentions to submit, to assist the RAE Panels to scope the assessment phase of their work. While not a binding commitment at this stage, the University anticipates citing approx 300 members of Cat A staff in the following 18 Units of Assessment (UoAs):

UoA 11: Nursing & Midwifery
UoA 16: Agriculture, Veterinary & Food Science
UoA 17: Earth Systems & Environmental Sciences
UoA 23: Computer Science & Informatics
UoA 34: Economics & Econometrics
UoA 35: Accounting & Finance
UoA 36: Business & Management Studies
UoA 38: Law
UoA 39: Politics & International Studies
UoA 40: Social Work, Social Policy & Administration
UoA 44: Psychology
UoA 45: Education
UoA 46: Sports-Related Studies
UoA 50: European Studies
UoA 57: English Language & Literature
UoA 60: Philosophy
UoA 62: History
UoA 66: Communication, Cultural & Media Studies.

4 KEY DATES : REMINDER

31 JULY 2007: Final count date for RPG students, Research Assistants, Research grant expenditure and esteem indicators. It will be important, therefore, to maximise expenditure on all existing grants, to aim at maximum numbers of Research Assistants in post and RPG student registrations; and to complete all research degree award processes by that date.

31 OCTOBER 2007: Final Census date, when all cited Cat A staff require to be on min 0.2FTE contract to the University. Also, a further count of RPG students and Research Assistants supervised by each cited individual.

NOTE: Departmental access to the RAE Software will be discontinued at this time, with any further amendments being subject to agreement with the RAE Steering Group (contactable via Jen Shearer)

30 NOVEMBER 2007 (noon): Submission deadline

31 DECEMBER 2007: Deadline for the final publication of cited outputs, according to RAE rules. Note, however, that, in the light of the potential consequences of non-appearance of anticipated cited items, the University’s RAE Steering Group is unlikely to sanction the inclusion in the submission of any items which are not publicly available at the 30th November submission deadline.

JANUARY/FEBRUARY 2008: Anticipated request for delivery of all outputs to RAE Headquarters (except journal articles which are accessible via Digital Object Identifier, as cited in submissions.) Note, however, that for all journal articles without a DoI, the creation of a pdf file will be required. Assistance with this process can be provided on request.

SOURCES OF ADVICE & HELP – Simply email: General queries, strategic issues, interpretation of guidance etc: JEN SHEARER, or, in her absence, JOHN ROGERS, JOHN FIELD or WILMA ELLIS

Assistance with access to RAE Software: JEN SHEARER, or, in her absence, JENNIFER BENYON (Research & Enterprise Office)

Assistance with RA2 data entry: ALISON GILES or EDDIE BRENNAN, Info Services OR for bibliographic details, Digital Object Identifiers etc: COLIN SINCLAIR, Library