

REF TIMELINE TO 2021	
1 August 2013 – 31 July 2020	Start/ end of period for income, impacts and research doctoral degrees awarded
1 January 2014 – 31 December 2020	Start / end of period for outputs
	Keep records of planned and published All journal articles and conference proceedings with an ISSN to be deposited in UWL repository as soon as possible after the point of acceptance , and no later than 3 months of the earliest date of publication.
Summer 2016	Mock Audit (outputs, impact case studies and environment)
Autumn 2016	Publications plans
September 2017	REF 2021 Initial Decisions on REF published
November 2017	REF 2021 Decisions on staff and outputs published
Autumn 2017	Review of 2017 outputs and plans for 2018
Late 2017-early 18	Appoint panels
November 2017	Review of impact case studies with Impact Adviser
January 2018	To provide Impact Adviser with revised impact case studies
February 2018	All outputs in Excel database (master)
Feb-May 2018	Impact leads to rework impact case studies for internal audit in June
Spring 2018	Panels meet to develop criteria
Late Spring 2018	Review integrity/ethics policy
June 2018	Internal audit of impact case studies
June 2018	Internal audit of environment data to go to URSEC
June 2018	URSEC PhD data collected
Mid-2018	Guidance and template on a REF Code of Practice to be issued to HEIs
31 June 2018	Outputs for period 16-18 are collated and sent to external reviewers to be returned early September
Summer 2018	Draft guidance and consultation on criteria

September 2018	Outputs plans with all UoAs
Sept-Oct 2018	Summary of grades per UoA and eligible staff estimation 1 to URSEC Management of portability paper to URSEC
Autumn 2018	Revised Research Governance policy to URSEC and AB
Autumn 2018	Draft mapping of outputs to relevant UoAs, identifying individuals who will be submitted outside of their UoA Final list of eligible staff to be submitted Guidance for next steps for staff (also on website)
Late Autumn 2018	Update on all impact case studies
Winter 2018	Final guidance and criteria are published
Winter 2018	Review timeline in light of REF guidance
January 2019	Revised code of practice (on selection of staff)to URSEC with reference to final guidance on submissions, with reference to requirements and timetable for submission Assessment of special circumstances, management of portability to go to URSEC
Spring 2019	Full internal audit of REF system –repository, quality control processes, eligibility processes, budget, REF Code of Practice (via on-going Equality Impact Assessments) Audit of impact case studies sensitive/confidential issues according to guidance
June 2019	Internal audit of environment data to URSEC using REF template
June 2019	PhD Data to URSEC
June 2019	Audit of all impact case studies to Saskia on REF full length templates
July 2019	Code of practice to go to REF
2020	HEIs submission phase
September 2019	Review of outputs plan
September 2019	URSEC to consider individual staff circumstances
Sept - October 2019	REF preparations for final year – final decisions; planning for final submission of all aspects
November 2019?	Survey of submission intentions
January 2020	Final internal and external audit of outputs – inform staff who will not be submitted?

	<p>Finalise approach to selection document</p> <p>To include first drafts of all required output characteristics: double-weighted outputs, abstracts for non-English outputs, co-authored outputs submitted to the same UOA</p> <p>Deadline for REF system to go live?</p>
March 2020	Produce final outputs list + online repository check + hard copies required for specific items
April 2020	Identify final 'special case' individuals and write special case letters
June 2020	Final update of case studies – final collection of testimonials
June 2020	Appeals to URSEC re selection decisions?
Summer 2020	<p>Check of repository, scanning of hard copies as per guidelines</p> <p><u>Final</u> PhD awards 31 July 2020</p> <p>Review of all templates and outputs</p>
31 July 2020	End of assessment period (for research impacts, the research environment, research doctoral degrees awarded, research income and related data)
September 2020	<p>Final data for research income</p> <p>Outputs data with a publication date of Dec 2020 need written confirmation from publisher</p>
October 2020	<p>Impact and environment templates are signed off and uploaded on REF system</p> <p>Outputs finalised with final check on repository</p>
November 2020	Closing date for submissions
31 December 2020	End of publication period for all outputs (incl. those underpinning impact case studies)
2021	Assessment phase
December 2021	Publication of REF outcomes
Spring 2022	Publication of submissions and reports