# Independence Template

Record of details for identifying ‘research only’ staff **as independent researchers**.

**DEADLINE FOR APPLICATIONS - 30 JUNE 2020\***

Following the process set out in the Lancaster University REF 2021 Code of Practice, Part 3, this form should be used by ‘research only’ staff who consider they meet the definition of independent researchers on the REF census date 31.07.20.

| **Department and UOA** |  |
| --- | --- |
| **Individual** |  |

## Details considered as per the definition of an independent researcher

| To be completed by the individual:  Provide details for consideration as to why you meet the Lancaster University definition of an independent researcher (refer to Lancaster University Code of Practice (Part 3) before completing this form. |
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|  |

## Conclusion

| To be completed by the HoD:  Provide a statement and reasoning confirming either (delete as appropriate):   1. The individual named above **does meet** the definition of an independent research, or: 2. Following consideration of the information provided, the individual **does not meet** the definition for an independent researcher as set out in our Code of Practice. | |
| --- | --- |
|  | |
| Name |  |
| Signature of HoD |  |
| Date |  |

Following completion by the HoD this form should be sent to the Faculty REF Committee (F-REF-C) for review and calibration to ensure that decisions are consistent with the criteria and in keeping with the four principles of the CoP. The F-REF-C will reject and return any cases to HODs that it does not agree with and will provide feedback on this decision.

For cases where the F-REF-C agrees with the HoD recommendation, HoDs will inform the individual who will be asked to acknowledge the decision on this template form below and then the completed form will be returned to the F-REF-C for further review.

## Acknowledgment of staff member

| I acknowledge that for the reasons stated above (delete as appropriate):   1. I currently do meet the definition of an independent researcher and will be returned as Category A submitted staff for REF2021, or 2. I currently do not meet the definition of an independent researcher and therefore do not meet the eligibility criteria for REF 2021. | |
| --- | --- |
| Name |  |
| Signature of individual |  |
| Date |  |

## Faculty REF Committee

| Faculty REF Committee recommendation to REFSG |  |
| --- | --- |
| Date |  |

**Following F-REF-C review the final completed form should be returned to Allie Clifton, Research Services (**[**a.k.clifton@lancaster.ac.uk**](mailto:a.k.clifton@lancaster.ac.uk)**) for referral to the REFSG and as a record of the decision as it may be required in case of appeal by the individual or audit by the Research England REF team.**

**\*In some exceptional cases the deadline will be extended to 31 July 2020**