

Indicative timetable for REF 2021

Year/Month	External	Actions and deadlines
2019		
January		HESA data provided by Research Services for UoA (up to 17/18 financial year)
		REFMG meeting (21 Jan)
		Base line Equality Impact Assessment (EIA) undertaken by HR
January	External	Publish final guidance and panel criteria (31 January)
February		REFSG meeting (2 Feb)
		Institutional environment statement - preparations begin
March		REFMG meeting (27 Feb)
		Information events for Code of Practice and ongoing consultation with special groups e.g. UCU
		Lancaster's Code of Practice consultation period
April		Unit level environment statements - preparations begin
		REFSG meeting (2 Apr)
		Lancaster's Code of Practice to VC for approval
May		Faculty - revised drafts of impact case studies compiled
		REFMG meeting (28 May)
June		Equality Impact Assessment (EIA) undertaken by HR
		Lancaster's Code of Practice finally approved for submission to EDAP (deadline 7 June)
		Faculty REF Committees provide report on preparations for REF including an update on output reviews report
	External	Submission of the Code of Practice for approval by the REF Equality and Diversity Advisory Panel (7 June)
		Request permission to submit impact case studies requiring security clearance
July		Staff informed if likely to be returned to REF
September		REFSG meeting (12 Sep)
	External	*HEIs invited to make submissions through survey on submission intentions for the REF 2021 and launch of the pilot REF submission system, proposed date for reduction of output requests (Autumn 2019)
October		REFMG meeting (16 Oct)
		Research income and PhD data (for FY 18-19) provided to UOAs.
November	External	*HESA data provided by REF Team
		Environment writing workshop
		Faculty REF Committees provide report on preparations for REF to REFSG (including the latest output rating exercise and the first draft of each unit environment statement)
		REFSG meeting (27 Nov)
December		Individual circumstances - deadline for voluntary disclosure
		Faculty - output reviews updated report submitted (1 December)
		Equality Impact Assessment (EIA) undertaken by HR
		Meeting with Lancaster REF panel members
	External	Deadline for multiple submission requests, case studies requiring security clearance and exceptions to submission for small UOAs. Institutional Codes of Practice published by REF Team.
2020		
January		REFSG meeting
		UOAs to review draft output submission taking into account staff circumstances and preparing request for reduction of outputs at unit or individual levels as appropriate
February		Meetings to review draft submission with UOA coordinators and HoDs
		REFSG meeting
March		Meetings to review draft submission with UOA coordinators and HoDs
		REFSG meeting
	External	Deadline for submitting staff circumstances reduction requests - March 2020
April		Meetings to review draft submission with UOA coordinators and HoDs
		REFSG meeting
	External	Nominate two authorised submitters for Lancaster
May		Faculty REF Committees provide report on preparations for REF
		REFSG meeting
June		Equality Impact Assessment (EIA) undertaken by HR
		Meeting with Lancaster REF panel members
July		REFSG meeting
		Faculty REF Committees provide near final draft of full submissions (for July meeting) including output reviews updated report
	External	31 July: Staff census date and end of the REF assessment period for research impacts, research environment, research income and research students.
August		REFSG feedback to UOAs
September		REFSG meeting
		Research income and PhD data (for FY 19-20) provided to UOAs.
		Staff informed of final status with regards submission to REF (if necessary)
October		Final checking of internal submissions begins
		Faculty REF Committees provide final version of full submission to REFSG (30 Sept)
		Transfer of data from Pure to REF submission system continues and validation of submission begins
		REFSG meeting
		FINAL DEADLINE 31 Oct: PURE will close for editing at 5pm - ALL information/documents should be uploaded, validated and confirmed.
November		REF data and documents in Pure will be uploaded into the REF Submission System(REFSS)
		Thorough Checking of data in REFSS needed. Collection of hard copy outputs in departments
		REFSG meeting
		Proposed date of submission to REF by Lancaster University (20 Nov)
	External	27 November - Closing date for submissions (at noon)
December		Transfer of hard copy outputs to Research Services
		Provide a hard copy of submission for University Archive

	External	End of the REF assessment period for research outputs (including research outputs underpinning impact case studies)
2021/ 2022		
January	External	Submission of hard copy outputs and submission of impact evidence to REF (29 Jan)
	External	REF Audit period begins
		Provide copy of the equality impact assessment (EIA) that will be published to REF Team
Through 2021	External	Panels assess submissions; audit queries submitted to HEIs
December 2021	External	REF outcomes published
Spring 2022	External	Publication of submissions, institutional Codes of Practice, panel overview reports and sub-profile data REF 2021 outcomes used to inform QR allocations from 2022/2023 onwards

**Estimated timing based on previous REF period*

REF Periods for impact, outputs and income

1 Jan 2000 - 31 Dec 2020	Publication period of research outputs used to underpin impacts claimed in REF 2021.
1 Aug 2013 - 31 July 2020	Assessment period for REF 2021 impact, research income and PhDs awarded
1 Jan 2014 - 31 Dec 2020	Publication period for outputs for REF 2021
01-Apr-16	Initial Open Access requirements come into force for journal articles and conference contributions accepted as of this date.