 **DRAFT REF 2029 Operational Timetable **

*(This timetable represents the current project plan; it will be updated as the exercise progresses).*

| **NATIONAL TIMELINE** | **ULSTER’S TIMELINE** | **R&I Lead/Team** |  |
| --- | --- | --- | --- |
| **2025 Spring** |  |
|  | * Develop first draft of the Code of practice
* REF2029 CoP Working Group initial meeting
* University wide consultation on the processes within Code of Practice
 |  Head of Research Performance (ND) |  |
| * PCE Pilot project:
	+ submission deadline (19 March 25)
	+ pilot panels assessing submissions
 | * Preparation of Institutional PCE Statement (FC)
* Preparation of UoA Level PCE Statements (RDs)
* Completion of Feedback forms (RP Staff and RDs) (30 May 2025)
 |  Research Performance team with Relevant RDs. |  |
| * Application closes for joining the REF panels (28 April)
 | * ADRIs/RDs to encourage applications
 |  ADRIs/RDs |  |
| **2025 Summer** |  |
|  | * REF Reviews to discuss the progress of the submission for each UoA, chaired by PVCR (May/June)
 | Research Performance/RDs |  |
|  | * 1st Equality Impact Assessment of SRR/Non-SRR Staff

  | Head of Research Performance & EDI Team |  |
| * Publication of Guidance on Contribution to Knowledge and Understanding Policy and Associated Codes of Practice
 | * Code of Practice - internal consultation with RDs
 | Research Performance & RDs |  |
| * Publication of Guidance on Engagement and Impact Policy
 |  |  |  |
| * Full panel membership announced
 |  |  |  |
| * PCE pilot project: sub-profile results provided to HEIs
 |  |  |  |
|  | * PCE Workshop
 | Research Performance/RDs |  |
|  | * Launch of internal REF website
 | Research Performance (BW) with MarComms Team |  |
| **2025 Autumn** |  |
| * Onboarding of sub-panels
 |  |  |  |
| * HESA Staff Data 2024-25 to be used as part of pilot to calculate Volume Measure
 | * HESA Data on Staff for period 1st August 2024 – 31st July 2025 to be used to calculate UU’s Volume Measure as

 part of pilot | * Research Performance (BW and SH) will work with RDs to confirm SRR Status and ensure PeopleXD is up-to-date for the HESA Return
* Research Performance to work with P&C for the HESA Staff return
 |   |
|  | * Code of Practice – University wide consultation
 | * Research Performance
 |  |
| * + PCE Pilot Report and Indicators Report published
	+ PCE community engagement and feedback
	+ PCE criteria and definitions published
 |  |  |  |
| **2025 Winter** |  |
| * Expert panels meet to begin development of guidance and criteria
 |  |  |  |
|  | * REF Reviews to discuss the progress of the submission for each UoA, chaired by PVCR (Jan 26)
 |  Research Performance/RDs |  |
|  | * 2nd Equality Impact Assessment of SRR/Non-SRR Staff
 |  Head of Research Performance/EDI |  |
| **2026 Spring** |  |
| * Guidance on Submissions published for consultation
 |  |  |  |
| **2026 Summer** |  |
|  | * REF Reviews to discuss the progress of the submission for each UoA, chaired by PVCR
 |  Research Performance/RDs |  |
| **2026 Autumn** |  |
| * Final full guidance is set
 |  |  |  |
| **2026 Winter** |  |
| * Special requests open
 |  |  |  |
|  | * REF Reviews to discuss the progress of the submission for each UoA, chaired by PVCR
 |  Research Performance/RDs |  |
|  | * 3rd Equality Impact Assessment of SRR/Non-SRR Staff
 |  Head of Research Performance/EDI |  |
| **2027 Spring** |  |
| * Survey of submission intentions opens
 |  |  |  |
| **2027 Summer** |  |
|  | * REF Reviews to discuss the progress of the submission for each UoA, chaired by PVCR (May/June)
 |  Research Performance/RDs |  |
| * Survey of submission intentions closes
 |  |  |  |
| * Special requests closes
 |  |  |  |
| **2027 Autumn** |  |
| * HESA Staff Data 2025-26 and 2026-2027 to be used to calculate the final Volume Measure
 | * HESA Data on Staff for the two year period 1st August 2025 – 31st July 2027 to be used to calculate UU’s final Volume Measure
 | Research Performance (BW and SD) will work with RDs to confirm SRR Status and ensure CoreHR is up-to-date for the HESA Return |  |
| * Submission window opens
 |  |  |  |
| * Additional recruitment for assessment phase panels
 |  |  |  |
| **2027 Winter** |  |
|  | * REF Reviews to discuss the progress of the submission for each UoA, chaired by PVCR (May/June)
 |  Research Performance |  |
|  | * 4th Equality Impact Assessment of SRR/Non-SRR Staff
 |  Head of Research Performance/EDI |  |
| **2028 Spring** |  |
|  | * REF Reviews to discuss the progress of the submission for each UoA, chaired by PVCR (May/June)
 |  Research Performance/RDs |  |
|  | * Final Equality Impact Assessment of SRR/Non-SRR Staff
 | Head of Research Performance/EDI |  |
| **2028 Autumn** |  |
| * Submission deadline
 |  |  |  |
| * Assessment phase begins
 |  |  |
| **2029 Winter** |  |
| * Publication of results (December)
 |  |  |  |