 **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) |  |  |  |