

# Pure REF2021 module guidance for departments, module administrators and Unit of Assessment Coordinators

Please take into consideration the following when using the REF module to monitor your department's REF potential:

- Currently the REF module is a carbon copy of the REF2014 module, and until we know more about the REF, it will remain this way. The module will be revised and updated by the software developers Elsevier in conjunction with a UK User Group as firm details about REF2021 become available and Research Services will seek consultation as appropriate when these developments are being made.
- It is the department's responsibility to add additional staff following the initial set up by RES.
- This module was not intended to be used for continuous research assessments but to collect information for the REF2021.
- Feedback is welcome but please understand there is no current timeline for updates or alterations.

## 1. Configuring the staff shown in the REF module

Staff automatically populates each UoA based on their previous submissions and some employment categories. This is not meant to be a definitive list, but a starting point. Some staff will be missing and will need adding, and some staff will need removing.

As the criteria for REF2021 is not yet defined any staff in support or administration roles should be removed from the REF2020 module, and PDRA's/teaching only staff should be inactivated. It is the department's responsibility to liaise with Research Services and provide a list of staff that should be included in the REF module. Initial set up will be done by Pure Support but maintaining the staff list inside the module will be the responsibility of the department. This will include adding new staff member's as they join the institution. Appropriate guidance and training will be provided by Pure Support.

## 2. Roles within the REF module

There are numerous roles within the module, which can be assigned by Pure Support. These include reporting roles and administration roles. Access can only be granted on a UoA basis, not by department, so agreements must be made across HoD's who will have access. Where peer reviewing is necessary several people may have access to allow the reviewing to occur.

In order to restrict the number of people who have access during periods of internal assessment reviewers can be given access for a defined period (i.e. 1 month) after which their rights will be removed.

Note: should you need to give access to your UoA please email Pure Support. Email confirmation from the HoD or ADR of the department needing access *will* be needed. Rights will not be given without it.

*Please note: this guidance will be updated as information about the REF is released, and Lancaster University determines its strategy. This document is intended to be developed and remain agile to the situation. If you believe information or guidance is missing please contact [Pure Support](#).*

**REF 2021 Decisions on staff, Outputs and Eligibility can be found [here](#)**

**See Lancaster University Research Services REF resources and internal contacts [here](#)**