## Annex B – PCE Pilot Submission Template

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| **REF People Culture and Environment Submission Template** |
| **Submitting institution:** |
| **Unit of assessment/Institution level statement:** |
| 1. **Context (provided to inform assessment – will not be rated in itself)**
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| *This section should provide evidence of the size and structure of the unit, as relevant to understanding the unit’s People, Culture and Environment submission. Evidence may include (but is not limited to):** *How research is structured across the submitted unit (including research groups or sub-units), and how this relates to departmental or other administrative structures within the institution.*
* *An overview of the research culture(s) and environment(s), including:*
	+ *The staff and research student profile(s), including technical and research-enabling staff who support research within the submitting unit.*
	+ *Operational and scholarly infrastructure supporting research within the submitting unit, including estate and facilities, advanced equipment, IT resources or significant archives and collections.*
	+ *The nature, quality, provision and operation of specialist research infrastructure and facilities, including cross-HEI shared or collaborative use of research infrastructure and the use of major research facilities both in the UK and overseas.*
	+ *Any other factors that affect what the unit needs to achieve and what it is likely to be able to achieve.*
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| Sources to corroborate0.10.2 etc. (indicative maximum of ten sources) |
| 1. **Strategy**
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| *This section should provide evidence relating to relevant strategies for enhancing the vitality and sustainability of the research culture and environment during the assessment period and for the next five-year period. This should provide the strategic context for understanding the evidence provided in the following sections, but is not limited to these aspects of research culture and environment. The indicative word limit for this section is 1,000 words. Evidence should be supplemented with supporting data as appropriate. Please focus your submission on addressing the following questions:** ‘What plans have you developed during the assessment period to enhance research culture and environment across the unit?
	+ *How do they relate to the unit’s plans described in REF 2021?’*
	+ *What organisational infrastructure is in place to support research?*
	+ *What are the unit’s areas of significant focus, activity and investment (e.g. has the unit developed research clusters)?*
* What plans have you developed for enhancing research culture and environment across the unit over the next five years? What steps have been developed towards their achievement and for monitoring, evaluation and learning?
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| Sources to corroborate1.1 1.2 etc. (indicative maximum of ten sources) |
| 1. **Responsibility**
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| *This section should provide evidence relating to promoting and supporting a culture of responsible research, including research integrity and ethics, and social responsibility. Assessors will be looking for consideration of what is relevant and appropriate to the disciplinary area, the rationale for the activities and interventions, evidence of what has changed as a result, issues and challenges faced and how these have been addressed / will be addressed. The indicative word limit for this section is 1,000 words. Evidence should be supplemented with supporting data as appropriate. Please focus your submission on addressing the following questions:** *What strategies and initiatives do you have in place to support staff and research students to pursue research and research activities responsibly, with integrity, and to the highest standards?*
* *How do you demonstrate socially responsible leadership of research and research activities?*
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| Sources to corroborate2.1 2.2 etc. (indicative maximum of ten sources) |
| 1. **Connectivity**
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| *This section should provide evidence relating to promoting and supporting a culture of openness and collaboration in research and research outcomes. Assessors will be looking for consideration of what is relevant and appropriate to the disciplinary area, the rationale for the activities and interventions, evidence of what has changed as a result, issues and challenges faced and how these have been addressed / will be addressed. The indicative word limit for this section is 1,000 words. Evidence should be supplemented with supporting data as appropriate. Please focus your submission on addressing the following questions:** *How do staff and research students share research, knowledge and expertise widely, including through open research practices?*
* *How do staff and research students collaborate and co-create with others, both within and beyond higher education?*
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| Sources to corroborate3.1 3.2 etc. (indicative maximum of ten sources) |
| 1. **Inclusivity**
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| *This section should provide evidence relating to the unit’s approach to ensuring the research environment is inclusive, accessible and equitable for all staff and research students involved in research. Assessors will be looking for consideration of what is relevant and appropriate to the disciplinary area, the rationale for the activities and interventions, evidence of what has changed as a result, issues and challenges faced and how these have been addressed / will be addressed. The indicative word limit for this section is 1,000 words. Evidence should be supplemented with supporting data as appropriate. Please focus your submission on addressing the following questions:** *What strategies and initiatives do you have in place to ensure staff and research students have equitable access to research, progression and promotion opportunities, including recognition of the diversity of experiences, skills, competencies and outputs?*
* *How does the Institution ensure it takes fair and transparent approaches to employment, including addressing precarity and bullying and harassment?*
* *What strategies and initiative doe you have in place to ensure the unit recognises and values a diversity of experiences, skills, competencies and outputs, including through responsible research assessment approaches?*
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| Sources to corroborate4.1 4.2 etc. (indicative maximum of ten sources) |
| 1. **Development**
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| *This section should provide evidence relating to the unit’s approach to the development and support of all staff and research students involved in research. Assessors will be looking for consideration of what is relevant and appropriate to the disciplinary area, the rationale for the activities and interventions, evidence of what has changed as a result, issues and challenges faced and how these have been addressed / will be addressed. The indicative word limit for this section is 1,000 words. Evidence should be supplemented with supporting data as appropriate. Please focus your submission on addressing the following questions:** *What strategies and initiatives do you have in place to ensure that staff and research students can access relevant and meaningful support at all career stages?*
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| Sources to corroborate5.1 5.2 etc. (indicative maximum of ten sources) |