

**REF PREP AWARD APPLICATION POLICY**

1. **Overview.** The School is offering a one-time commitment of resource designed to assist investigators “over the line” with papers that will be REF returnable to at least a 3\* level.

2. **Process.** Applicants will be Principal Investigators with papers where the star rating can be improved to at least 3\* level in time to be published or accepted for publication before by 31.7.20 with additional resource; for example hiring a Post Doc for a few months, acquisition of some new data or similar. For many journals this will require submission before the end of 2019.

The applications will describe how the changes would increase the standard of the paper and what resource is needed.

The award is a maximum of £5,000 per application, with a maximum of 1 award per PI.

Applications will be considered against the Ref criteria. pp 42-3

<https://www.ref.ac.uk/publications/panel-criteria-and-working-methods-201902/>

Applications will be considered by the REF panel and approved by Ops Group.

The application window is time limited; the School will consider applications on 15 October and 17 December. The deadlines for submission are 10 October and 12 December. Applicants will be informed as quickly as possible after those dates.

**SCHOOL OF MEDICINE REF PREP AWARD APPLICATION FORM**

To be used by staff when applying for REF Prep Awards. Paste the headings into a Word Document, complete all sections and send to the School Manager by the submission deadline (10 October and 12 December 2019)

1. **Type.** REF Prep Award
2. **Applicant Name** and position / role / appointment / job title
3. **Date application submitted.**
4. **Application details/proposal:**
  - a. Name of paper/project
  - b. Any details of submissions to journals to date and referees comments
  - c. Proposal/justification
5. **Budget.** Outline of costs (up to £5,000)

**SCHOOL OF MEDICINE REF PREP AWARD LETTER**

**COMPLETED BY THE OPS GP**

**6. Reference:**

- a. Name
- b. Type of award: REF PREP AWARD
- c. Date of Application

**7. Approval by Ops Gp:**

- a. Budget commitment (total):
- b. Caveats:
- c. Cost centre:
- d. Date of approval:
- e. Date of communication of decision:

<b>Author:</b>	School Manager	<b>Approval Committee:</b>	
<b>Consultees:</b>			
<b>Location/s (Med Handbook):</b>	School Organisation > Personnel Policies> Staff Personal Development		
<b>Location of source file:</b>			
<b>Access Level: (Public/University/School Staff)</b>	Public		
This document <b>may</b> be released under the Freedom of Information Act without prior discussion.			

**Version Control Record** (*expand table as required*)

Date	Revision Description	Major Changes
03/09/2019	draft version	