**University of Cambridge**

**Declaration of Individual Staff Circumstances**

The University of Cambridge is committed to supporting and promoting equality and diversity in research careers. This commitment is reflected in University policies and practices as referenced in paragraph 7 of the University’s [Code of Practice for REF2021](https://www.ref.admin.cam.ac.uk/sites/www.ref.admin.cam.ac.uk/files/university_of_cambridge_ref2021_code_of_practice.pdf).

The University does not consider the REF to be an assessment of individual staff members. Accordingly, collective academic judgement must determine the optimal presentation of the University’s research capabilities for REF purposes. Nonetheless, in line with guidance provided by Research England, the University recognises the effect that individuals’ circumstances may have on research productivity.

We have therefore put in place safe and supportive structures for staff to declare information about any equality-related circumstances that may have affected their ability to research productively during the assessment period (1 January 2014 – 31 July 2020), and particularly their ability to produce research outputs at the same rate as staff not affected by such circumstances. Further information on the University’s approach to recognising staff circumstances is available in paragraphs 43-50 in the Code of Practice. The purpose of collecting this information is twofold:

* To enable **staff who have not been able to produce one REF-eligible output during the assessment period** to be submitted without an output into REF where they have;
	+ circumstances that have resulted in an overall period of 46 months or more absence from research during the assessment period, due to equality-related circumstances (see below)
	+ circumstances *equivalent* to 46 months or more absence from research due to equality-related circumstances
	+ two or more qualifying periods of family-related leave.
* To establish whether the impact of declared circumstances on the productivity of researchers within any Unit of Assessment is sufficiently high[[1]](#footnote-1) to warrant a request to the higher education funding bodies for a reduction to the number of outputs required within the submission.

If your ability to research productively during the assessment period has been constrained due to one or more of the following circumstances, you are invited to complete this form. Further information can be found in paragraph 160 of the [Guidance on Submissions](https://www.ref.ac.uk/media/1092/ref-2019_01-guidance-on-submissions.pdf) (REF 2019/01).

Completion and return of the form is entirely voluntary, and individuals who do not choose to return it will not be put under any pressure to declare information if they do not wish to do so. If you feel that you are being put under undue pressure and wish to raise it as a concern you can do so in confidence by the HR Equality and Diversity team via e-mail to Gina.Warren@admin.cam.ac.uk.

Completion and submission of the form is the only means by which the University will be gathering information; we will not be consulting HR records, contract start dates, etc. to make requests on behalf of any staff member.

**Applicable circumstances**

* Qualifying as an ECR (started career as an independent researcher on or after 1 August 2016)
* Absence from work due to secondments or career breaks outside the HE sector
* Qualifying periods of family-related leave
* Junior clinical academics who have not gained a Certificate of Completion of training by 31 July 2020
* Disability (including chronic conditions)
* Ill heath, injury or mental health conditions
* Constraints relating to family leave that fall outside of the standard allowances
* Caring responsibilities
* Gender reassignment
* COVID-19 related circumstances (REF6a only)[[2]](#footnote-2)

**Ensuring Confidentiality**

If the University of Cambridge decides to apply to the funding bodies for either form of reduction of outputs (as above and for more information see Code of Practice, paragraph 40),we will need to provide UKRI with data that you have disclosed about your individual circumstances, to show that the criteria have been met for reducing the number of outputs. Please see the [‘Guidance on submissions’](http://www.ref.ac.uk/publications/guidance-on-submissions-201901/) document (paragraphs 151-201) for more detail about reductions in outputs and what information needs to be submitted.

Submitted data will be kept confidential to the REF team, the REF Equality and Diversity Advisory Panel, and main panel chairs. All these bodies are subject to confidentiality arrangements. The REF team will destroy the submitted data about individuals’ circumstances on completion of the assessment phase.

**Changes in circumstances**

The University recognises that staff circumstances may change between completion of the declaration form and the census date (31 July 2020). If this is the case, then staff should contact REF2021staffcircumstances@admin.cam.ac.uk to provide the updated information.

Staff wishing to voluntarily declare circumstances that have had an impact on their research productivity are invited to do so by completing this form. Please submit any completed form via email to REF2021staffcircumstances@admin.cam.ac.uk.

**Name:** Click here to insert text.

**Department:** Click here to insert text.

Do you have a REF-eligible output published between 1 January 2014 and 31 July 2020?

Yes [ ]

No [ ]

Please complete this form if you have one or more applicable equality-related circumstance (see above) which you are willing to declare. Please provide requested information in relevant box(es).

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| --- | --- |
| **Circumstance** | **Time period affected** |
| **Early Career Researcher (started career as an independent researcher on or after 1 August 2016).***Date you became an early career researcher.* | Click here to enter a date. |
| **Junior clinical academic who has not gained Certificate of completion of Training by 31 July 2020.** | Tick here [ ]   |
| **Career break or secondment outside of the HE sector.***Dates and durations in months.* | Click here to enter dates and durations. |
| **Family-related leave;*** statutory maternity leave
* statutory adoption leave
* Additional paternity or adoption leave or shared parental leave lasting for four months or more.

*For each period of leave, state the nature of the leave taken and the dates and durations in months.* | Click here to enter dates and durations. |
|  |
| **Disability (including chronic conditions)***To include: Nature / name of condition, periods of absence from work, and periods at work when unable to research productively. Total duration in months. Please also consider the impact of any reduction in FTE as a result of disability.* | Click here to enter text. |
| **Mental health condition***To include: Nature / name of condition, periods of absence from work, and periods at work when unable to research productively. Total duration in months.**Please also consider the impact of any reduction in FTE as a result of condition.* | Click here to enter text.  |
| **Ill health or injury***To include: Nature / name of condition, periods of absence from work, and periods at work when unable to research productively. Total duration in months. Please also consider the impact of any resultant reduction in FTE.* | Click here to enter text.  |
| **Constraints relating to family leave that fall outside of standard allowance***To include: Type of leave taken and brief description of additional constraints, periods of absence from work, and periods at work when unable to research productively. Total duration in months. Please also consider the impact of any resultant reduction in FTE.* | Click here to enter text.  |
| **Caring responsibilities***To include: Nature of responsibility, periods of absence from work, and periods at work when unable to research productively. Total duration in months. Please also consider the impact of any resultant reduction in FTE.* | Click here to enter text.  |
| **Gender reassignment***To include: periods of absence from work, and periods at work when unable to research productively. Total duration in months. Please also consider the impact of any resultant reduction in FTE.* | Click here to enter text.  |
| **COVID-19** (Applicable only where requests are being made for the removal of the minimum of one requirement)*To include: periods of absence from work, and periods at work when unable to research productively. Total duration in months.* *The overall impact of the COVID-19 effects will be considered in combination with other applicable circumstances affecting the ability to research productively throughout the period.*  | Click here to enter text.  |
| **Any other exceptional reasons e.g. bereavement.***To include: brief explanation of reason, periods of absence from work, and periods at work when unable to research productively. Total duration in months. Please also consider the impact of any resultant reduction in FTE.* | Click here to enter text. |

Please confirm, by ticking the box provided, that:

* The above information provided is a true and accurate description of my circumstances as of the date below;
* I realise that the above information will be used for REF purposes only and will be seen by the University Staff Circumstances Committee as outlined in the Code of Practice, paragraph 46. Note that this may include consultation with professional advisors;
* I realise it may be necessary to notify the UoA Committee that I may be returned to the REF without the requirement of the minimum of one output. No other information about the circumstances will be shared;
* I realise that it may be necessary to notify the University’s Open Access team that an exception for staff circumstances should be applied to any output(s) that have been affected and do not meet the REF open access criteria. No other information about the circumstances will be shared;
* I realise it may be necessary to share the information with the REF team, the REF Equality and Diversity Advisory Panel, and Main Panel Chairs.

I agree [ ]

**Name:** Print name here

**Signed:** Sign or initial here

**Date:** Insert date here

Staff are reminded that, as noted in the Code of Practice, paragraph 44, the REF is not considered by the University to be an assessment of individual staff members. Accordingly, collective academic judgement must determine the optimal presentation of the University’s research capabilities for REF purposes. As such, the University supports efforts towards the decoupling of staff and outputs in REF2021. Nonetheless, the University recognises the effect that individuals’ circumstances may have on research productivity.

The following two statements are intended to enable the University to put in place appropriate support for your individual circumstances should this be required. Agreeing (or otherwise) to either statement will not have an impact on the application being made for the purposes of the REF.

[ ]  I give my permission for an HR colleague to contact me to discuss my circumstances, and my requirements in relation to these.

[ ]  I give my permission for the details of this form to be passed on to the relevant contact within my department.

I would like to be contacted by:

Email [ ]  Insert email address

Phone [ ]  Insert contact telephone number

1. In line with the Code of Practice (paragraph 45) requests for reductions will be made where the impact of declarations is equivalent to 20% of the total number of outputs required to be submitted to the output pool [↑](#footnote-ref-1)
2. As well as effects due to applicable circumstances (such as ill health, caring responsibilities), this includes other personal circumstances related to COVID-19 (such as furloughed staff, health-related or clinical staff diverted to frontline services, staff resource diverted to other priority areas within the HEI in response to COVID-19); and / or external factors related to COVID-19 (for example, restricted access to research facilities). [↑](#footnote-ref-2)