**Annex B:**

**Request for an exception from submission for small units**

*This form is for information only and should not be submitted to the REF team. All requests for exceptions for small units must be made via the REF submission system (from 11 April).*

*Please see the* [*‘Guidance on submissions’ (REF 2019/01)*](http://www.ref.ac.uk/publications/guidance-on-submissions-201901/)*, paragraphs 68-72 for further details.*

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| --- |
| **Unit of assessment** |
| **Previous submission**□ Did submit to REF 2014 □ Did not submit to REF 2014 |
| **FTE** *(less than 5.0FTE)* |
| **Headcount** |
| **HESA staff identifiers** *List 1 for each staff member included in the headcount* |
| **Staff identifier***Where no HESA ID is available, list 1 identifier per staff member included in the headcount* |
| **Supporting statement (max. 300 words)** |