

# Research income-in-kind for REF 2021

## Definitions

**‘income-in-kind’:** Income-in-kind must have a present value that can be audited. Examples of income-in-kind may include staff resource as well as time allocated to use equipment, spaces and other resources. Only income which has not been reported in the HESA Finance Record as research income may be counted as income-in-kind for the REF; HEIs rather than the funders will be responsible for assuring this.

**‘facility’:** A facility should be wholly or partly owned by, or directly commissioned through a peer review process on behalf of a research council or health research funder. Time to use these facilities should be allocated through peer review and the funder should be able to attach a value to this time and usage. Facilities may include physical infrastructure such as buildings and equipment, but may also include access to and use of staff time and support. A list of facilities can be found at Annex A.

## Methodology

1. The following points describe how funders should collect and provide data on research income-in-kind to HEIs. This methodology is intended to ensure consistency between data from different funders and to enable HEIs to make best use of this data. There is no obligation to follow all elements of this methodology if it does not fit with any given income-in-kind facility. Whenever some features of the data or facility make it hard to follow these guidelines funders should return the data that most closely aligns with our requirements and describe your data definitions or methods clearly in the guidance notes to institutions.
2. Data on research income-in-kind should be provided to HEIs in an academic year format (1 August to 31 July) rather than in financial years (1 April to 31 March). To convert values from financial year to academic year, please divide the value by three and allocate two thirds to the current year and one third to the previous year.
3. All monetary values should be measured in units of pounds (and not in thousands).
4. We recommend that funders calculate the value of the income-in-kind by dividing the subscription cost of the facility per annum by the total number of shifts provided to PIs. We recognise that this may not be the most appropriate calculation method for all facilities, and therefore recommend that funders provide guidance to HEIs on the calculation methods used for research income-in-kind for each facility.

HEIs require income-in-kind data at PI level to enable them to assign the income-in-kind to the relevant REF units of assessment. Please provide guidance notes with your data to inform HEIs on how you have calculated the income-in-kind.

5. Funders should base their calculations on awarded value rather than actual value.

6. For cases where time or usage has been awarded but not yet utilised we recommend that, where possible, funders include a guidance note explaining whether the data includes or excludes this awarded but not yet utilised time.

7. Funders should provide data against institution codes to identify HEIs. These codes can be found in Annex B.

8. We recommended that funders provide data against relevant grant numbers where these grant numbers are available. The template for providing income-in-kind data to HEIs allows these grant numbers to be recorded.

9. Providing ORCID data is optional.

10. Where funders convert income-in-kind values between different currencies the exchange rate on a specific day should be used for all conversions to minimise burden and ensure consistency. We recommend using the exchange rate on a specific day as close as possible to the date on which you will submit the data to HEIs. Please provide a guidance note alongside the data to indicate the exchange rate used.

11. For projects or allocations across multiple HEIs, funders need only provide data to the lead HEI. It will be the responsibility of the lead HEI to: calculate the proportions of the income-in-kind that apply to partner HEIs, inform partner HEIs of the proportions, and not include the proportions attributed to other HEIs in their own submission. These calculations may be subject to audit to ensure there is no double counting of income-in-kind.

12. UKRI should provide a single data set to each HEI covering all income-in-kind from all of its constituent councils. Research Councils should not provide individual data sets to HEIs. All other funders should provide data sets to HEIs individually.

13. Funders should provide income-in-kind data directly to HEIs in accordance with the timetable below. Funders **must** also provide research income-in-kind data as a single database covering all institutions to the REF team at the same time that they provide data to institutions. Please send this data to [info@ref.ac.uk](mailto:info@ref.ac.uk).

14. All funders should provide key contact information to both the REF team and to HEIs. UKRI should provide both central contact information and contact information for each relevant research council.

## Timeframes

15. The table below outlines the timeframes for funders to provide income-in-kind data to HEIs and to the REF team.

<b>Data required</b>	<b>Deadline</b>
AY 2013-14 to AY 2017-18	September/October 2019
AY 2018-19  <i>Please also include data covering up to 31 March 2020 where available</i>	March 2020

## Annex B: List of institution UKPRN codes

### UK HEIs eligible for the 2021 REF

Prepared by Research England on 04/04/2019

UKPRN	Institution name
10000163	AECC University College
10000291	Anglia Ruskin University Higher Corporation
10000385	Arts University Bournemouth, the
10007162	University of the Arts, London
10007759	Aston University
10007850	The University of Bath
10000571	Bath Spa University
10007152	University of Bedfordshire
10007760	Birkbeck College
10006840	The University of Birmingham
10000712	University College Birmingham
10007140	Birmingham City University
10007811	Bishop Grosseteste University
10006841	The University of Bolton
10000824	Bournemouth University
10007785	The University of Bradford
10000886	University of Brighton
10007786	University of Bristol
10000961	Brunel University London
10007787	The University of Buckingham
10000975	Buckinghamshire New University
10007788	University of Cambridge
10001143	Canterbury Christ Church University
10007141	University of Central Lancashire
10007848	University of Chester
10007137	The University of Chichester
10001478	City, University of London
10001653	The Conservatoire for Dance and Drama
10007761	Courtauld Institute of Art
10001726	Coventry University
10007822	Cranfield University
10006427	University for the Creative Arts
10007842	The University of Cumbria
10001883	De Montfort University
10007851	University of Derby
10007143	University of Durham
10007789	The University of East Anglia
10007144	University of East London
10007823	Edge Hill University
10007791	The University of Essex
10007792	University of Exeter
10008640	Falmouth University
10007145	University of Gloucestershire

10002718	Goldsmiths' College
10007146	University of Greenwich
10007825	Guildhall School of Music & Drama
10040812	Harper Adams University
10007147	University of Hertfordshire
10007148	The University of Huddersfield
10007149	The University of Hull
10003270	Imperial College of Science, Technology and Medicine
10003324	Institute of Cancer Research: Royal Cancer Hospital (The)
10007767	University of Keele
10007150	The University of Kent
10003645	King's College London
10003678	Kingston University
10007768	The University of Lancaster
10007795	The University of Leeds
10003854	Leeds Arts University
10003861	Leeds Beckett University
10003863	Leeds Trinity University
10007796	The University of Leicester
10007151	University of Lincoln
10006842	The University of Liverpool
10003956	Liverpool Hope University
10003945	The Liverpool Institute for Performing Arts
10003957	Liverpool John Moores University
10003958	Liverpool School of Tropical Medicine
10007784	University College London
10007797	University of London
10007769	London Business School
10007812	University of London Institute in Paris
10004048	London Metropolitan University
10004063	The London School of Economics and Political Science
10007771	London School of Hygiene and Tropical Medicine
10004078	London South Bank University
10004113	Loughborough University
10007798	The University of Manchester
10004180	Manchester Metropolitan University
10004351	Middlesex University
10004511	National Film and Television School(The)
10007799	University of Newcastle upon Tyne
10007832	Newman University
10007138	University of Northampton, The
10001282	University of Northumbria at Newcastle
10004775	Norwich University of the Arts
10004797	Nottingham Trent University
10007154	University of Nottingham, The
10007773	The Open University
10007780	The School of Oriental and African Studies
10000936	University College of Osteopathy (The)
10007774	University of Oxford
10004930	Oxford Brookes University

10007801	University of Plymouth
10005127	Plymouth College of Art
10007155	University of Portsmouth
10007775	Queen Mary University of London
10005389	Ravensbourne University London
10007802	The University of Reading
10003331	Regent's University London
10007776	Roehampton University
10005523	Rose Bruford College of Theatre and Performance
10007835	The Royal Academy of Music
10005545	The Royal Agricultural University
10007816	The Royal Central School of Speech and Drama
10007777	Royal College of Art(The)
10007778	Royal College of Music
10005553	Royal Holloway and Bedford New College
10007837	Royal Northern College of Music
10007779	The Royal Veterinary College
10007156	University of Salford, The
10007157	The University of Sheffield
10005790	Sheffield Hallam University
10006022	Solent University
10007158	University of Southampton
10037449	University of St Mark & St John
10007843	St Mary's University, Twickenham
10007782	St. George's Hospital Medical School
10006299	Staffordshire University
10014001	University of Suffolk
10007159	University of Sunderland
10007160	The University of Surrey
10007806	University of Sussex
10007161	Teesside University
10008017	Trinity Laban Conservatoire of Music and Dance
10007163	The University of Warwick
10006566	The University of West London
10007164	University of the West of England, Bristol
10007165	The University of Westminster
10003614	University of Winchester
10007166	University of Wolverhampton
10007139	University of Worcester
10007657	Writtle University College
10007167	University of York
10007713	York St John University
10007783	University of Aberdeen
10007849	University of Abertay Dundee
10007852	University of Dundee
10007790	University of Edinburgh
10007772	Edinburgh Napier University
10007794	University of Glasgow
10007762	Glasgow Caledonian University
10002681	Glasgow School of Art.

10007764	Heriot-Watt University
10007114	University of the Highlands and Islands
10005337	Queen Margaret University, Edinburgh
10005500	The Robert Gordon University
10005561	Royal Conservatoire of Scotland
10005700	SRUC
10007803	University of St Andrews
10007804	University of Stirling
10007805	University of Strathclyde
10007800	University of the West of Scotland
10007856	Prifysgol Aberystwyth
10007857	Bangor University
10007854	Cardiff Metropolitan University
10007814	Cardiff University
10007793	University of South Wales/Prifysgol De Cymru
10007855	Swansea University
10008574	University of Wales Prifysgol Cymru
10007858	University of Wales: Trinity Saint David
10007833	Glyndwr University
10005343	Queen's University of Belfast
10008026	St Mary's University College
10008010	Stranmillis University College
10007807	University of Ulster
R9000001	Institute of Zoology

*\*For this institute there is no UKPRN but please use the corresponding identifier*