REF 2021 Submission system fields and permitted corrections

January 2021

1.   This document details the fields in which corrections may be made after the submission deadline on 31st March 2021, where an institution identifies errors in its submitted data. Information on the data type and validation rules for the fields are provided to support institutions in ensuring submitted corrections are made in line with these requirements.

2.   Corrections are permitted in accordance with the following principles:

- Where the correction will not require the submission to be substantially reconfigured (for example, as would result from a change in the submitted staff FTE).
- Where the correction will not amount to the replacement of staff or any individual submission items (outputs, case studies or environment templates), which would not be in keeping with a corrections process.
- Where the later provision of corrected data will not risk delays or material effects to the assessment of submissions. As the assessment schedule commences with the assessment of outputs, and staff circumstances for EDAP, there are a more limited number of fields in which corrections may be made for the REF2 and REF6 forms.

3.   For some text fields, only the correction of typographical errors ('typos') is permitted. In these instances, no material changes to the text content may be made.

4.   The notes indicate where for some fields it will be possible to provide a placeholder value at the submission deadline, where the real value is not yet held. In these cases, the real data **must** be provided after submission through the corrections process. Further technical guidance will be provided to institutions on the placeholder values that should be used.

Research groups

Name	Data type	Validation rules	Corrections notes
code	Text (1)	Save Mandatory.	None allowed

		Any single letter or digit (a lower case letter will be stored in upper case). Must not be duplicated in the submission.	
name	Text (128)	Save Mandatory. Must not be duplicated in the submission.	None allowed

Research staff (REF1a)

Name	Data type	Validation rules	Corrections notes
hesaStaffIdentifier	Text (13)	Save Must not be duplicated within the submission. Submission Must not be duplicated within the institution. Must be in the form XXDDDDDDDDDDC (X=any digit or X, D = any digit, C = check digit) and the check digit must be valid; see HESA website for more detail.	None allowed
staffIdentifier	Text (24)	Save Mandatory if hesaStaffIdentifier is not provided. Only collected for staff where there is no HESA identifier at the point of submission. Must not be duplicated within the submission.	None allowed
surname	Text (64)	Submission Mandatory.	Can amend or replace existing value only
initials	Text (12)	Submission Mandatory.	Can amend or replace existing value only
dateOfBirth	Date	Submission Mandatory Must be between 01/01/1920 and 01/08/1999 inclusive.	Can amend or replace existing value only
Orcid	String (37)	Submission The ORCID should not begin with **https://orcid.org/**, as the submission system will add the prefix. Must be a valid ORCID with correct checksum.	Can amend or replace existing value; can provide as new; can delete
contractedFte	Number (0 to 9.99, Save) (0.20 to 1.00, Submission)	Submission Mandatory	None allowed

researchConnection	Text (7,500)	Submission Mandatory if FTE is between 0.2 and 0.29	Can correct typo only
reasonsForNoConnectionStatement	Text	Submission Mandatory if researchConnection is not completed and FTE is between 0.2 and 0.29 One or more of CaringResponsibilities, PersonalCircumstances, ApproachingRetirement, DisciplinePractice	Can change selected reason only
isEarlyCareerResearcher	Boolean	Submission Mandatory if no HESA ID provided.	Can change selection
isOnFixedTermContract	Boolean	Submission Mandatory	Can change selection (if changed to true, contract start and end dates to be provided)
contractStartDate	Date	Submission Mandatory if isOnFixedTermContract set to true. Must not be provided if isOnFixedTermContract set to false. Must be on or before 31/07/2020.	Can amend or replace existing value; can provide as new
contractEndDate	Date	Submission Mandatory staff if isOnFixedTermContract set to true. Must not be provided if isOnFixedTermContract set to false. Must be on or after 31/07/2020. contractEndDate cannot be before the contractStartDate.	Can amend or replace existing value; can provide as new
isOnSecondment	Boolean	Submission Mandatory	Can change selection (if changed to true, start and end dates to be provided)
secondmentStartDate	Date	Submission Mandatory if isOnSecondment set to true.	Can amend or replace existing value; can provide as new

		Must not be provided if isOnSecondment set to false. Must be between 31/07/2018 and 31/07/2020 inclusive. Must not be more than two years before secondmentEndDate.	
secondmentEndDate	Date	Submission Mandatory if isOnSecondment set to true. Must not be provided if isOnSecondment set to false. Must be between 31/07/2020 and 31/07/2022 inclusive. Must not be more than two years after secondmentStartDate secondmentEndDate must not be before the secondmentStartDate.	Can amend or replace existing value; can provide as new
isOnUnpaidLeave	Boolean	Submission Mandatory	Can change selection (if changed to true, start and end dates to be provided)
unpaidLeaveStartDate	Date	Submission Mandatory if isOnUnpaidLeave set to true. Must not be provided if isOnUnpaidLeave set to false. Must be between 31/07/2018 and 31/07/2020 inclusive. Must not be more than two years before unpaidLeaveEndDate.	Can amend or replace existing value; can provide as new
unpaidLeaveEndDate	Date	Submission Mandatory if isOnUnpaidLeave set to true. Must not be provided if isOnUnpaidLeave set to false. Must be between 31/07/2020 and 31/07/2022 inclusive. Must not be more than two years after unpaidLeaveStartDate. unpaidLeaveEndDate must not be before unpaidLeaveStartDate.	Can amend or replace existing value; can provide as new
ResearchGroup1	Text (1)	Save Must match the code for a research group in the same submission as the staff member, otherwise the value will be ignored. Submission The research group must not be repeated in the same staff member.	None allowed
ResearchGroup2	Text (1)		None allowed
ResearchGroup3	Text (1)		None allowed
ResearchGroup4	Text (1)		None allowed

Former staff(REF1b)

Field name	Data Type	Validation rules	Corrections notes
staffIdentifier	Text (24)	<u>Save</u> Mandatory. Must not be duplicated within the submission.	None allowed
Surname	Text (64)	<u>Submission</u> Mandatory.	Can amend or replace existing value only
Initials	Text (12)	<u>Submission</u> Mandatory.	Can amend or replace existing value only
dateOfBirth	Date	<u>Submission</u> Mandatory Must be between 01/01/1920 and 01/08/1999 inclusive.	Can amend or replace existing value only
Orcid	Text (37)	Submission The ORCID should not begin with **https://orcid.org/**, as the submission system will add the prefix. Must be a valid ORCID with correct checksum.Must be 37 characters	Can amend or replace existing value; can provide as new; can delete
excludeFromSubmission	Boolean	<u>Submission</u> Must be set to false before submission.	N/A

Former staff employment record (contract)

Field name	Data Type	Validation rules	Corrections notes
hesaStaffIdentifier	Text (13)	<u>Save</u> Must not be duplicated within the submission. <u>Submission</u> Must not be duplicated within the institution. Must be in the form XXDDDDDDDDDDC (X=any digit or X, D = any digit, C = check digit) and the check digit must be valid; see <u>HESA website</u> for more detail.	None allowed

contracedtFTE	Number (0 to 9.99, Save) (0.20 to 1.00, Submission)	**Submission** Mandatory	None allowed
researchConnection	Text (7,500)	**Submission** Mandatory if FTE is between 0.2 and 0.29	Can correct typo only
reasonsForNoConnection Statement	Text	One or more of CaringResponsibilities, PersonalCircumstances, ApproachingRetirement, DisciplinePractice	Can amend selected reason only
startDate	Date	**Submission** Mandatory Must be before the endDate	Can amend or replace existing value only
endDate	Date	**Submission** Mandatory Must be between 1/1/2014 and 30/07/2020 (inclusive). endDate cannot be before the startDate.	Can amend or replace existing value only
isOnSecondment	Boolean	**Submission** Mandatory	Can change selection (if changed to true, start and end dates to be provided)
secondmentStartDate	Date	**Submission** Mandatory if isOnSecondment set to true. Must not be provided if isOnSecondment set to false. Must not be more than two years before secondmentEndDate.	Can amend or replace existing value; can provide as new
secondmentEndDate	Date	**Submission** Mandatory if isOnSecondment set to true. Must not be provided if isOnSecondment set to false. Must be between 1/1/2014 and 30/07/2020 (inclusive). Must not be more than two years after secondmentStartDate secondmentEndDate must not be before the secondmentStartDate.	Can amend or replace existing value; can provide as new

isOnUnpaidLeave	Boolean	<u>Submission</u> Mandatory	Can change selection (if changed to true, start and end dates to be provided)
unpaidLeaveStartDate	Date	<u>Submission</u> Mandatory if isOnUnpaidLeave set to true. Must not be provided if isOnUnpaidLeave set to false. Must not be more than two years before unpaidLeaveEndDate.	Can amend or replace existing value; can provide as new
unpaidLeaveEndDate	Date	<u>Submission</u> Mandatory if isOnUnpaidLeave set to true. Must not be provided if isOnUnpaidLeave set to false. Must be between 1/1/2014 and 30/07/2020 (inclusive). Must not be more than two years after unpaidLeaveStartDate. unpaidLeaveEndDate must not be before unpaidLeaveStartDate.	Can amend or replace existing value; can provide as new
ResearchGroup1 ResearchGroup2 ResearchGroup3 ResearchGroup4	Text (1) Text (1) Text (1) Text (1)	<u>Save</u> Must match the code for a research group in the same submission as the staff member, otherwise the value will be ignored. <u>Submission</u> The research group must not be repeated in the same staff member.	None allowed

Research outputs (REF2)

Name	Data type	Validation rules	Corrections notes
outputIdentifier	Text (24)	<u>Save</u> Mandatory. Must not be duplicated within the submission.	None allowed
webOfScienceIdentifier	Text(20)		None allowed
outputType	Text (A-V)	<u>Save</u> Mandatory.	None allowed
title	Text (7,500)	<u>Submission</u> Mandatory.	Can amend typos only

place	Text (256)	<u>Submission</u> Mandatory if outputType is one of: L, P, I, M, S and isPendingPublication is false. <u>Warning</u> Should not be provided if outputType is one of: A, B, C, R, D, E, U, F, N, O, K, J, H, G, V If not supplied for a COVID-19 delayed output, a Warning will be displayed.	Can amend or replace existing value; can provide placeholder value at submission deadline where real value not yet held – real value **must** be provided by 14th May 2021
publisher	Text (256)	<u>Submission</u> Mandatory if outputType is one of: A, B, C, U, N, O, G, T. <u>Warning</u> Should not be provided if outputType is one of: D, E, L, M, I, F, K, J, S, H. If not supplied for a COVID-19 delayed output, a Warning will be displayed.	Can amend or replace existing value; can provide placeholder value at submission deadline where real value not yet held – real value **must** be provided by 14th May 2021
volumeTitle	Text (256)	<u>Submission</u> Mandatory if outputType is one of: C, R, D, E. <u>Warning</u> Should not be provided if outputType is one of: A, N, U, L, P, M, I, F, O, K, J, Q, S, H, G, T. If not supplied for a COVID-19 delayed output, a Warning will be displayed.	None allowed
volume	Text (16)	<u>Submission</u> Mandatory if outputType is D. <u>Warning</u> Should not be provided if outputType is not D or E. If not supplied for a COVID-19 delayed output, a Warning will be displayed.	Can amend or replace existing value; can provide placeholder value at submission deadline where real value not yet held – real value **must** be provided by 14th May 2021
issue	Text (16)	<u>Warning</u> Should not be provided if outputType is not D or E. Not required for a COIVD-19 delayed output	Can amend or replace existing value; can provide as new; can delete

firstPage	Text (8)	**Submission** Mandatory if outputType is D, isPendingPublication is false and articleNumber is not provided. Mandatory if outputType is E. **Warning** Should not be provided if outputType is not D or E. If not supplied for a COVID-19 delayed output, a Warning will be displayed.	None allowed
articleNumber	Text (32)	**Submssion** Mandatory if outputType is D, isPendingPublication is false and firstPage is not provided. **Warning** Should not be provided if outputType is not D. If not supplied for a COVID-19 delayed output, a Warning will be displayed.	None allowed
isbn	Text (24)	**Submission** Mandatory if outputType is A, B or C and isPendingPublication is false. **Warning** Should not be provided if outputType is one of: D, E, U, L, P, M, I, F, N, O, K, J, Q, S, H, G, T. Should be in one of the following forms (any dashes or spaces included will be ignored): DDDDDDDDDX DDDDDDDDDDDDD (X=any digit or X, D = any digit). The final character is a check digit; a warning will be produced if it is not valid. See http://isbn-information.com/10-digit-isbn.html for details of how the check digit is calculated for a 10 digit ISBN and http://isbn-information.com/isbn-check-digit.html for a 13 digit ISBN.	Can amend or replace existing value; can provide placeholder value at submission deadline where real value not yet held – real value **must** be provided by 14th May 2021

		If not supplied for a COVID-19 delayed output, a Warning will be displayed.	
issn	Text (24)	<u>Submission</u> Mandatory if outputType is D and isPendingPublication is false. <u>Warning</u> Should not be provided if outputType is not D or E. Should be in the following form (any dashes or spaces included will be ignored): DDDDDDDX (X=any digit or X, D = any digit). The final character is a check digit; a warning will be produced if it is not valid. If not supplied for a COVID-19 delayed output, a Warning will be displayed.	Can amend or replace existing value; can provide placeholder value at submission deadline where real value not yet held – real value **must** be provided by 14th May 2021
doi	Text (1024)	Please do not include a prefix i.e. http://dx.doi.org/ <u>Submission</u> Must be in the form: 10.DDDDD/anycharacter (D = any digit, anycharacter = any number of characters that can be used in a URL). <u>Warning</u> Should not be provided if outputType is one of: U, L, P, M, I, F, O, K, J, Q, H, G. Should be provided if available and outputType is D or E.	None allowed
openAccessStatus	Text	Submission <u>Mandatory for type D.</u> <u>Mandatory for type E if ISSN entered</u> Warning <u>Must not be supplied for outputTypes F, G, H, J, N, O, Q, S, V</u> <u>Values from:</u>	Can amend selected value (NOTE: this may affect the tolerated proportion/number of non-compliant in-scope outputs)

		Compliant NotCompliant DepositException AccessException TechnicalException OtherException OutOfScope ExceptionWithin3MonthsOfPublication	
patentNumber	Text (24)	<u>Submission</u> Mandatory if outputType is F and isPendingPublication is false. <u>Warning</u> Should not be provided if outputType is not F. If not supplied for a COVID-19 delayed output, a Warning will be displayed.	Can amend or replace existing value only
month	Text (One of 1 – 12 or January – December or Jan – Dec)	<u>Submission</u> Mandatory for outputs linked to former staff members <u>Warning</u> Not required if output is linked to former staff member	Can replace existing value only
year	Text (Submission): • 2014 • 2015 • 2016 • 2017 • 2018 • 2019 • 2020 • 2021	<u>Submission</u> Mandatory Must be 2021 or blank if isDelayedByCovid19 is checked <u>Warning</u> If Year is not provided for a COVID-19 delayed output	None allowed
url	Text (1024)	<u>Submission</u> Mandatory if outputType is H and isPendingPublication is false. <u>Warning</u> Should start with one of: http://, https://, ftp://. Not required for output type O	None allowed

		If not supplied for a COVID-19 delayed output, a Warning will be displayed.	
isPhysicalOutput	boolean	**Submission** Mandatory for all types, default choice is: TRUE Must be FALSE if URL has been provided **Warning** Not required for output types D	Can change FALSE to TRUE (but not the other way)
numberOfAdditionalAuthors	Integer (0 to 9999, Submission) (-32768 to 32767, Save)		None allowed
isPendingPublication	Boolean	**Submission** Must not be provided. Pending publication provisions no longer apply	N/A
pendingPublicationReserve	Text (24)	**Submission** Must not be provided. Pending publication provisions no longer apply	N/A
isForensicScienceOutput	Boolean		None allowed
isCriminologyOutput	Boolean		None allowed
isNonEnglishOutput	Boolean		None allowed
englishAbstract	Text (7,500)	**Submission** Mandatory if isNonEnglish is true Maximum 100 words.	Can correct typo only
isInterdisciplinary	Boolean		None allowed
proposeDoubleWeighting	Boolean		None allowed
doubleWeightingStatement	Text (7,500)	**Submission** Mandatory if proposeDoubleWeighting is true. Must not be provided if proposeDoubleWeighting is false. Maximum 100 words.	Can correct typo only

doubleWeightingReserve	Text	<u>Save</u> Output identifier must match an output in the same submission. <u>Submission</u> Must not be provided if proposeDoubleWeighting is false. Must not identify a double-weighted or pending publication output. Must not identify an output that is a reserve for another double-weighted or pending publication output.	None allowed
conflictedPanelMembers	Text (512)	<u>Warning</u> Should not be provided if outputType is not O.	None allowed
crossReferToUoa	Integer (1 to 34, Save)	<u>Submission</u> Must identify a different unit of assessment to the one that the output belongs to.	None allowed
additionalInformation	Text (7,500)	<u>Submission</u> 100 additional words allowed if doesIncludeSignificantMaterialBefore2014 is true 300 additional words allowed if . doesIncludeResearchProcess 100 additional words allowed if doesIncludeFactualInformationAboutSignificance is true (UOAs 11 and 12 only)	Can correct typo only
isDelayedByCovid19	Boolean		None allowed
covid19Statement	Text (100)	<u>Submission</u> Maximum 100 words.	Can correct typo only
doesIncludeSignificantMaterialBefore2014	Boolean		None allowed
doesIncludeResearchProcess	Boolean		None allowed
doesIncludeFactualInformationAboutSignificance	Boolean	<u>Save</u> Must not be checked for any UOA outside of 11 & 12	None allowed
outputAllocation1	Text(128)	<u>Submission</u>	None allowed

		Must be provided for UOAs 7, 10, 11, 12, 26, 27, 28, 29, 33 and 34. Must not be provided for any UOA other than 7,10, 11, 12, 26, 27, 28, 29, 33 and 34. Must be one of the expected output allocation categories for UOAs 7, 11, 12, 26, 27, 28, 29, 33 and 34.	
outputAllocation2	Text(128)	<u>Submission</u> Must be provided for UOA 26. Must not be provided for any UOA other than 10, 12 and 26. Must be one of the expected output allocation categories for UOA 12 or 26. Must not be the same as outputAllocation1 or outputAllocation3 for UOA 12.	None allowed
outputAllocation3	Text(128)	<u>Submission</u> Must not be provided for any UOA other than 12. Must be one of the allocation categories for UOA 12. Must not be the same value as outputAllocation1 or outputAllocaiton2.	None allowed
outputSubProfileCategory	Text(128)	<u>Submission</u> Must not be provided for any UOAs other than 3 and 12. Must be one of the output sub-profile categories.	Can amend or replace existing value; can provide as new; can delete
IsSensitive (Exclude this output from publication)	Boolean		Can amend
SupplementaryInformation	Text(1024)	<u>Warning</u> Can only be supplied for output types D and E Must be a URL or a DOI If DOI, must be in the form: 10.DDDDD/anycharacter (D = any digit, anycharacter = any number of characters that can be used in a URL). If URL, should start with one of: http://, https://, ftp://.	Can amend or replace existing value; can provide as new; can delete
mediaOfOutput	Text(256)	Must be used to describe the version of electronic output being returned where not possible to submit the final version in electronic form. E.g. "Proof", "Author Accepted Manuscript".	Can amend or replace existing value; can provide as new; can delete

		Save Must not exceed 264 characters in length	

Link between staff and outputs

Field name	Type	Validation	Corrections notes
hesaStaffIdentifier	Text(13)	Save Must be one of the stored hesaStaffIdentifer from REF1a or REF1b in the same submission Must not be provided if staffIdentifer provided.	None allowed
staffIdentifer	Text (24)	Save Must be one of the stored staffIdentifer from REF1a or REF1b in the same submission Must not be provided if hesaStaffIdentifer provided.	None allowed
outputIdentifier	Text (24)	Save Must be one of the stored outputIdentifers from REF2	None allowed
researchGroup	Text (1)	Save Must exist in the submission Submission Must be one of the research groups the staff member belongs to	None allowed
authorContributionStatement	Text (7,500)	Submission Must not exceed 100 words.	Can correct typo only
isAdditionalAttributedStaffMember	Boolean		None allowed

Impact case studies (REF3)

Field name	Type	Validation	Corrections notes
caseStudyIdentifier	Text (24)	Save Mandatory	None allowed

		Must be unique in the submission	
Title	Text (256)	<u>Submission</u> Mandatory	Can correct typo only
redactionStatus	Text	<u>Submission</u> Mandatory. One of: NotRedacted, RequiresRedaction, NotForPublication	Can change selected value
conflictedPanelMembers	Text (512)	<u>Warning</u> Should not be provided if redactionStatus is NotRedacted.	None allowed
caseStudyPdf	Binary	<u>Save</u> Must be a PDF file no larger than 10Mb. <u>Submission</u> Mandatory. Must not contain more than five pages.	None allowed (Case studies with an extension to the upload deadline should be provided directly through the submission system; any case studies uploaded by the 31st March cannot be amended).
redactedCaseStudyPdf	Binary	<u>Save</u> Must be a PDF file no larger than 10 Mb. <u>Warning</u> Must be provided by 01 June 2021 if redactionStatus is RequiresRedaction. Should not be provided if redactionStatus is not RequiresRedaction.	Remains editable until 1st June.
caseStudyDocument	Binary	<u>Save</u> Must be a Word file no larger than 10 Mb. <u>Submission</u> Mandatory unless redactionStatus is'NotForPublication' <u>Warning</u> Must be provided by 01 June 2021	Remains editable until 1st June

crossReferToUoa	Integer (1 to 34, Save)	Submission Must identify a different unit of assessment to the one that the case study belongs to.	Can replace existing value; can provide as new; can delete
corroboratingEvidence	Binary	<u>Save</u> Must be a zip file no larger than 100MB. <u>Warning</u> Must be provided before 01 June 2021	Remains editable until 1st June
IsCovid19StatementNotForPublication	Boolean	Submission <u>Must not be true if Covid19Statment is blank</u>	Can change selection
Covid19Statement	Text (100)	<u>Submission</u> Maximum 100 words	Can correct typo only (Where the case study has an extension in place, field remains editable directly in the submission system until agreed extended deadline)

Impact case study additional contextual data

Field name		Type	Validation	Corrections notes
grants Funding	number	Text (256)		Can amend or replace existing value; can provide as new; can delete
	amount	Integer (0 to 150,000,000, Submission) (-2,147,483,648 to 2,147,483,647, Save)		
nameOfFunders		Text (256)		Can amend or replace existing value; can provide as new; can delete
globalResearchIdentifiers		Text (256)		Can amend or replace existing value; can provide as new; can delete
fundingProgrammes		Text (256)		Can amend or replace existing value; can provide as new; can delete
researcherOrcids		Text (37)	Submission The ORCID should not begin with **https://orcid.org/**, as the submission system will add the prefix. Must be a valid ORCID with correct checksum.Must be 37 characters	Can amend or replace existing value; can provide as new; can delete
formalPartners		Text (256)		Can amend or replace existing value; can provide as new; can delete
Countries		Text (256)		Can amend or replace existing value; can provide as new; can delete

Impact case study contacts

Field name	Type	Validation	Corrections notes
Number	Number (1-5)	<u>Save</u> Mandatory Between 1 and 5	Can provide new only where impact case study has agreed extension
Name	Text (64)	<u>Submission</u> Mandatory	Can correct typo only
jobTitle	Text (64)	<u>Submission</u> Mandatory	Can correct typo only
emailAddress	Text (128)	<u>Save</u> Must be structured as a valid e-mail address. <u>Submission</u> Mandatory if no Phone number Must not match the alternateEmailAddress	Can correct typo only
alternateEmailAddress	Text (128)	<u>Save</u> Must be structured as a valid e-mail address. <u>Submission</u> Must not match the emailAddress	Can correct typo only
Phone	Text (24)	<u>Submission</u> Mandatory if no email Address	Can correct typo only
Organisation	Text (128)	<u>Submission</u> Mandatory	Can correct typo only

Research doctoral degrees awarded (REF4a)

Name	Data type	Validation rules	Corrections notes
year	One of the values (Save): • 2013	<u>Save</u> Mandatory.	None allowed

	• 2014 • 2015 • 2016 • 2017 • 2018 • 2019		
degreesAwarded	Number (0.00 to 9999.99, Submission) (-9999.99 to 9999.99, Save)		Amendments allowed within validation limit

Research income (REF4b)

Name	Data type	Validation rules	Corrections notes
source	Integer (1 to 15, Save) 1 : BEIS Research Councils, The Royal Society, British Academy and The Royal Society of Edinburgh 2 : UK-based charities (open competitive process) 3: UK-based charities (other) 4 : UK central government bodies, local authorities, health and hospital authorities 5: UK central government tax credits for research and development expenditure 6 : UK industry, commerce and public corporations 7: UK other sources 8 : EU government bodies	<u>Save</u> Mandatory. 15 is only valid within Main Panel A (UOAs 1 to 6).	Can provide source(s) where data is to be amended for particular years (see below). Where income is being moved from one source to another, **both** income sources must be provided with amended figures for the relevant year(s).

	9 : EU-based charities (open competitive process)		
	10 : EU industry, commerce and public corporations		
	11 : EU (excluding UK) other		
	12 : Non-EU based charities (open competitive process)		
	13: Non-EU industry, commerce and public corporations		
	14 : Non-EU other		
	15: Health research funding bodies		
Income2013	Integer (-10,000,000 to 150,000,000, Submission) (-2,147,483,648 to 2,147,483,647, Save)		Amendments allowed within validation limit
Income2014	Integer (-10,000,000 to 150,000,000, Submission) (-2,147,483,648 to 2,147,483,647, Save)		Amendments allowed within validation limit
Income2015	Integer (-10,000,000 to 150,000,000, Submission) (-2,147,483,648 to 2,147,483,647, Save)		Amendments allowed within validation limit
Income2016	Integer (-10,000,000 to 150,000,000, Submission) (-2,147,483,648 to 2,147,483,647, Save)		Amendments allowed within validation limit
Income2017	Integer (-10,000,000 to 150,000,000, Submission) (-2,147,483,648 to 2,147,483,647, Save)		Amendments allowed within validation limit
Income2018	Integer (-10,000,000 to 150,000,000, Submission) (-2,147,483,648 to 2,147,483,647, Save)		Amendments allowed within validation limit
Income2019	Integer (-10,000,000 to 150,000,000, Submission) (-2,147,483,648 to 2,147,483,647, Save)		Amendments allowed within validation limit

Research income in kind (REF4c)

Name	Data type	Validation rules	Corrections notes
source	Integer (16 to 17, Save) 16 : Research Councils income-in-kind	Save Mandatory.	Can provide source(s) where data is to be amended for particular years (see below).

	17: Health research funding bodies income-in-kind	17 is only valid within Main Panel A (UOAs 1 to 6).	Where income-in-kind is being moved from one source to another, **both** income-in-kind sources must be provided with amended figures for the relevant year(s).
Income2013	Integer (-10,000,000 to 150,000,000, Submission) (-2,147,483,648 to 2,147,483,647, Save)		Amendments allowed within validation limit
Income2014	Integer (-10,000,000 to 150,000,000, Submission) (-2,147,483,648 to 2,147,483,647, Save)		Amendments allowed within validation limit
Income2015	Integer (-10,000,000 to 150,000,000, Submission) (-2,147,483,648 to 2,147,483,647, Save)		Amendments allowed within validation limit
Income2016	Integer (-10,000,000 to 150,000,000, Submission) (-2,147,483,648 to 2,147,483,647, Save)		Amendments allowed within validation limit
Income2017	Integer (-10,000,000 to 150,000,000, Submission) (-2,147,483,648 to 2,147,483,647, Save)		Amendments allowed within validation limit
Income2018	Integer (-10,000,000 to 150,000,000, Submission) (-2,147,483,648 to 2,147,483,647, Save)		Amendments allowed within validation limit
Income2019	Integer (-10,000,000 to 150,000,000, Submission) (-2,147,483,648 to 2,147,483,647, Save)		Amendments allowed within validation limit

Institutional level environment template (REF5a)

Name	Data type	Validation rules	Corrections notes
requiresRedaction	Boolean		Can change selected value
statement	Binary	Save Must be a PDF file no larger than 10Mb. Submission Mandatory. Must not contain more than the allowed word limit based on Category A submitted staff FTE in the Institution.	None allowed (Where there is an agreed extension to the upload deadline, the template should be provided directly through the submission system; any templates uploaded by the 31st March cannot be amended).
statementDocument	Binary	Save Must be a Word file no larger than 10 Mb.	None allowed (Where there is an agreed extension to the upload deadline,

		Submission Mandatory	the template should be provided directly through the submission system; any templates uploaded by the 31st March cannot be amended).
redactedStatement	Binary	<u>Save</u> Must be a PDF file no larger than 10 Mb. <u>Warning</u> Must be provided before 01 June 2021 if requiresRedaction is true. Should not be provided if requiresRedaction is not provided or false.	Remains editable until 1st June
covid19Statement	Text (500)	<u>Submission</u> Maximum 500 words	Can correct typo only (Where the template has an extension in place, field remains editable directly in the submission system until agreed extended deadline).

Environment template (REF5b)

Name	Data type	Validation rules	Corrections notes
requiresRedaction	Boolean		Can change selected value
statement	Binary	<u>Save</u> Must be a PDF file no larger than 10Mb. <u>Submission</u> Mandatory. Must not contain more than the allowed word limit based on Category A submitted staff FTE in the submission.	None allowed (Where there is an agreed extension to the upload deadline, the template should be provided directly through the submission system; any templates uploaded by the 31st March cannot be amended).
statementDocument	Binary	<u>Save</u> Must be a Word file no larger than 10 Mb.	None allowed (Where there is an agreed extension to the upload deadline,

		Submission Mandatory	the template should be provided directly through the submission system; any templates uploaded by the 31st March cannot be amended).
redactedStatement	Binary	Save Must be a PDF file no larger than 10 Mb. Warning Must be provided before 01 June 2021 if requiresRedaction is true. Should not be provided if requiresRedaction is not provided or false.	Remains editable until 1st June

Requests to remove the minimum of one requirement (REF6a)

Name	Data type	Validation rules	Corrections notes
hesaStaffIdentifier	Text (13)	Save Mandatory Submission Must not be duplicated within the institution. Must be in the form XXDDDDDDDDDDC (X=any digit or X, D = any digit, C = check digit) and the check digit must be valid; see HESA website for more detail.	None allowed
staffIdentifier	Text (24)	Save Mandatory if hesaStaffIdentifier is not provided. Only collected for staff where there is no HESA identifier at the point of submission. Must not be duplicated within the submission.	None allowed
circumstances	Text	Submission Mandatory	None allowed

Field name	Type	Restrictions	Corrections notes
		One of ECR, SecondmentsOrCareerBreaks, FamilyRelatedLeave, JuniorClinicalAcademic, RequiringJudgement	
supportingInformation	Text (7,500)	<u>Submission</u> Mandatory	None allowed

Unit reduction requests (REF6b)

Field name	Type	Restrictions	Corrections notes
hesaStaffIdentifier	Text (13)	<u>Save</u> Mandatory <u>Submission</u> Must not be duplicated within the institution. Must be in the form XXDDDDDDDDDDC (X=any digit or X, D = any digit, C = check digit) and the check digit must be valid; see <u>HESA website</u> for more detail.	None allowed
staffIdentifier	Text (24)	<u>Save</u> Mandatory if hesaStaffIdentifier is not provided. Only collected for staff where this no HESA identifier at the point of submission. Must not be duplicated within the submission	None allowed
typeOfCircumstance	Text	<u>Submission</u> Mandatory One of ECR, SecondmentsOrCareerBreaks,	None allowed

		FamilyRelatedLeave, JuniorClinicalAcademic, RequiringJudgement	
tariffBand	Integer (0-3, Save)	<u>Submission</u> Mandatory	None allowed
supportingInformation	text (7,500)	<u>Submission</u> Mandatory if typeOfCircumstance is RequiringJudgement	None allowed

Unit rationale statement

Field name	Type	Restrictions	Corrections notes
unitRationaleStatement	Text (7,500)	<u>Submission</u> Mandatory Maximum length 300 words	None allowed