

# Call for nominations to REF 2021 expert sub-panels: a guide for nominating bodies

# REF 2021

## Why do we need to make further nominations?

Some REF 2021 panel members are already in place. These panel members were nominated and appointed in 2017 for the criteria phase of REF 2021.

We are now looking to appoint further panel members as well as output and impact assessors for the assessment phase of REF 2021.

We need to appoint panel members and assessors to ensure the sub-panels have the necessary expertise on each panel to assess expected submissions. We are also seeking to appoint diverse members to the sub-panels.

Nominees appointed in this round will take up their roles later in 2020.

## What are the roles being appointed to the REF 2021 panels?

1. **Sub-panel members** who will predominantly be practising researchers of suitable personal standing. Collectively they will have appropriate research breadth and carry the confidence of the community. They will also include some members from the private, public or third sectors with expertise in commissioning, applying or using research.
2. **Output assessors** who will predominantly be practising researchers with specific expertise, who will contribute to the assessment of research outputs.
3. **Impact assessors** who will predominantly be individuals with professional experience of making use of, applying or benefitting from academic research. They will contribute to assessment of the elements of submissions relating to the impact of research.
4. **Specialist advisers** who can provide expertise where there are particular gaps in language skills or expertise in sub-panels. Specialist advisers will provide specialist advice on particular outputs.

## What is a nominating body?

- Any association or organisation with an interest in the conduct, quality, funding or use of research
- Cannot be individual UK HEIs, groups within or subsidiaries of individual HEIs, or HE mission groups
- Associations or organisations with an interest in research who want to be added to the list of nominating bodies should contact [admin@ref.ac.uk](mailto:admin@ref.ac.uk)

## Who appoints panel members and assessors?

- Sub-panel executives (the sub-panel chair, deputy and adviser) and main panel chairs will recommend appointments from the list of nominations to the Chief Executives (or equivalent) of the four UK funding bodies.
- Appointments will be made by the Chief Executives of the four UK funding bodies (the Department for the Economy Northern Ireland, the Higher Education Funding Council for Wales, Research England and the Scottish Funding Council).

## What further information is available for this round of nominations?

The following information about submitting nominations in this round can be found at <https://www.ref.ac.uk/panels/nominating-panel-members/>:

- Updated criteria for appointments to sub-panels
- Guide to REF 2021 for research users
- Information on the specific expertise required in each of the sub-panels
- Dates for sub-panel meetings in 2021
- Summary of the information required in the nominations form
- Equality and diversity template for completion by nominating bodies making nominations in this round

Further detailed information on the roles of panel members can be found here:

<https://www.ref.ac.uk/publications/roles-and-recruitment-of-the-expert-panels-ref-201703/>

## How do we make nominations?

All nominations should be submitted by nominating bodies according to the following process:

- **Seek consent from nominees** to put forward their details to the REF team. Nominees should be available to attend the relevant panel meetings. The dates of these meetings are available at <https://www.ref.ac.uk/panels/nominating-panel-members>
- **Complete the equality and diversity template** where applicable. The template is available at <https://www.ref.ac.uk/panels/nominating-panel-members>
- **Submit nominations** and the completed equality and diversity template using the online nominations form at <https://www.cognitofirms.com/Research/England1/REF2021NominationsForm> by **noon on Friday 3 April 2020**.

## Why do nominating bodies need to submit an equality and diversity template?

- Diversity of perspective and experience contributes fundamental insight and value to REF 2021.
- To help achieve diversity in the pool of nominated candidates, we expect nominating bodies to consider equality and diversity (E&D) when identifying nominees.
- All nominating bodies making nominations must provide information about how E&D issues were taken into account in making nominations. This will be reviewed by the REF Equality and Diversity Advisory Panel.
- If a nominating body fully completed the template when making nominations for in 2017, they do not need to complete the template again.
- Nominating bodies that did not make nominations in 2017 or did not fully complete the template at that time **must** complete and submit the template alongside their nominations in 2020.

## Do we need to re-nominate people that were nominated as part of the first call for nominations in 2017?

Individuals that were nominated in 2017 do not need to be re-nominated in this round of nominations. Sub-panels will consider the 2017 nominations – where they opted to remain in consideration – alongside nominations made in 2020 in order to appoint further panel members with the necessary expertise.