

Research Excellence Framework 2021 Information for Research Users and collaborators

We would like to thank you for any evidence you provide us with in relation to the use/benefit of research from the Royal Holloway University of London for submission to REF2021. Please find more information below about the REF and how the information you provide will be used and stored.

What is the Research Excellence Framework (REF)?

The [Research Excellence Framework \(REF\)](#) is a quality assessment of universities and allows [Research England](#) to rank and distribute funding to universities accordingly. It is therefore vital that institutions are able to submit the best possible portfolio of their research. This includes demonstrating how the research undertaken impacts on activities outside of academia. To this end, impact case studies are submitted by universities to the REF in order to demonstrate real-world changes occurring as a result of research. You can read more about your role in the [REF2021 Guide for research users](#).

What is impact evidence?

Universities are required to submit evidence documents to Research England, alongside each impact case study. This evidence serves to corroborate the impact generated from research and may be in the form of letters of support, sales figures, survey results, media coverage etc. In [REF2014, impact case studies](#) were made available to the public via the Research England website, and where sensitive information was included (e.g. financial or personal details) this information was redacted, with the submitting university taking responsibility for identifying this information. You may wish to look at an [example of a REF2014 case study with redacted confidential information](#). In this example, the name of the manufacturer and the product have been redacted.

How will your testimonial or supporting evidence be handled by Royal Holloway?

For the purposes of REF, any information supplied to support an impact case study will be held in accordance with the Royal Holloway [REF 2021 privacy notice](#). Evidence provided for impact case studies will be stored by the University for as long as required.

How will your testimonial or supporting evidence be handled by Research England?

The purpose of the Research Excellence Framework 2021 (REF2021) is to assess the quality of UK research and to inform the selective distribution of public funds for research by the four UK higher education funding bodies. The REF is managed by the REF team, based at Research England (RE), on behalf of the four UK higher education funding bodies. RE is part of UK Research and Innovation (UKRI), and under this arrangement UKRI has the role of 'data controller' for personal data submitted by us to the REF.

Sharing information about you

UKRI will use the information to analyse and monitor the REF2021. This may result in information being released to other users including academic researchers or consultants (commissioned by the funding bodies), to carry out research or analysis, in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679). Where information not previously published is released to third parties, this will be anonymised where practicable.

UKRI will require that anyone who has access to your data, held in UKRI's records, paper or electronic, will respect its confidentiality and will only process it in accordance with instructions issued for the purposes specified by UKRI.

Publishing information about your part in our submission

The results of the assessment exercise will be published by UKRI, on behalf of the four UK higher education funding bodies, in December 2021. Those parts of submissions that contain factual data and textual information about research activity will also be published by UKRI, on behalf of the four UK higher education funding bodies, and will be made available online. Published information is likely to include textual information including impact case studies in which you may be referenced. Your name and job title may be included in this textual information.

Accessing your personal data

Under the Data Protection Act 2018 and the GDPR, you have the right to see and receive a copy of any personal information that UKRI holds about you. Further information about the Act and GRPR, and guidance on making a subject access request, can be found on the [Freedom of Information and Data Protection page of the REF website](#).

If you have any concerns about your information, being used for these purposes, please contact:

Data Protection Officer
UK Research and Innovation
Polaris House Swindon,
SN2 1FL
Email: dataprotection@ukri.org

Who can be contacted at Royal Holloway to discuss this further?

For general queries regarding the supplying of impact case study evidence, please contact:

Professor Helen Nicholson- Vice Principal Research *Impact* and Interdisciplinarity

Email: H.Nicholson@rhul.ac.uk

Email: REFadmin@rhul.ac.uk