

## Guidance on Submissions Impact Template Guidance:

### Impact template (form REF3a)

1. Submissions must include a completed impact template, describing the submitted unit's approach during the assessment period (1 January 2008 to 31 July 2013) to supporting and enabling impact from research conducted within the unit. This information is intended to enable a more holistic and contextualised assessment of impact than would be possible from case studies alone, through the provision of:
  - context for the individual case studies (though panels will recognise that case studies are underpinned by research over a timeframe that is longer than the assessment period, and that individual case studies may therefore not relate directly to the approach set out in the impact template)
  - additional information about a wider range of activity within the submitted unit and its capacity for impact, than may be captured in the case studies.
2. The inclusion of the impact template also provides a mechanism for the assessment to take account of particular circumstances of a unit that may have constrained its selection of case studies (for example where it is a new department, or where the focus of its research may have limited opportunities for application).
3. The impact template will seek information on each of the following:
  - a. context
  - b. the unit's approach to impact during the period 2008-2013
  - c. strategy and plans for supporting impact
  - d. the relationship between the unit's approach to impact and the submitted case studies (recognising that individual case studies may not relate directly to the approach).
4. The impact template recognises that the submitted unit may not have had a specific strategy for impact in place during the REF assessment period, and therefore enables submissions to describe their approach to impact during the assessment period as well as their development of a strategy and plans for the future.
5. Panel criteria statements will provide further guidance on the kinds of information and evidence expected within each section of the impact template. Panels will assess the impact template in terms of the extent to which the unit's approach is conducive to achieving impacts of reach and significance.
6. The completed impact template should:
  - a. Focus primarily on the approach taken by the submitted unit to achieving impact from its research – not the approach of the HEI as a whole. However, part of the submitted unit's approach could include a statement of how it has made use of institutional resources and infrastructure, and aligned with a wider HEI strategy.
  - b. Not repeat detailed evidence that is included in case studies, though the completed impact template could refer to submitted case studies.
  - c. Include evidence and specific details or examples of the submitted unit's approach, rather than broad general statements.
7. Completed impact templates must be submitted according to the guidance on formatting and page limits, set out in Annex F.