

To: Heads of higher education institutions in Wales

Reference: W03/32HE
Date: 21 August 2003
Response By: 25 July 2003
Further Information: Emma Morris (Tel: 029 2068 2292, Email: Emma.Morris@hefcw.ac.uk)

ACCOUNTABILITY FOR RESEARCH FUNDING (QR): 2003/04

You will be aware from previous years that the Council requires an annual report from institutions on their internal allocation of the recurrent funding for research which is made available through the QR element of the Council's research funding method. I am now writing to request the report covering the allocation of QR funding for 2003/04.

The report should follow the same general format as in previous years, and the Council will again expect institutions:

- to account for the distribution, as opposed to the expenditure, of the QR element of their recurrent grant for research
- to account on the basis of the budgetary units they use for allocation purposes and to show how these units relate to those used by the Council
- to indicate the relationship of the allocation method to the institution's research strategy
- to report on the level and purpose of deductions for overheads, and the extent to which funding is top-sliced to support strategic developments
- to explain instances where internal allocations are, or seem to be, significantly at variance with the pattern of the Council's allocations
- to report on arrangements for monitoring the use of QR funding by budgetary units.

A pro forma has been prepared to assist you with the presentation of the information required. A copy is enclosed, together with some notes of guidance on completion.

The completed report should be returned to the Council by **Friday, 25 July 2003**. Please address it to Emma Morris, to whom any enquiries should also be directed (029 2068 2292; Emma.Morris@hefcw.ac.uk).

Yours sincerely

Philip Gummett
DIRECTOR OF HIGHER EDUCATION

Enclosure sent to institutions only