

Research Activity Survey 2003/04

To: Heads of higher education institutions

Summary: This Circular requests institutions to provide information for use in the calculation of funds for research for 2004/05

Reference: W03/66HE

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■ INTRODUCTION

- 1 This Circular requests higher education institutions (HEIs) to provide information for use in the calculation of funds for research for 2004/05.

■ SURVEY DATA

- 2 Information is requested on:
 - the full-time equivalent (FTE) numbers of research assistants;
 - the FTE numbers of research fellows;
 - the numbers of full-time research students;
 - the numbers and FTE numbers of part-time research students;
 - external income from UK based charities.
- 3 Quality Research (QR) allocations will be calculated using the information returned on this survey and on the 2002/03 Research Activity Survey (RAS), in conjunction with the FTE number of research active academic staff and the research ratings from the 2001 Research Assessment Exercise (RAE). Research active academic staff are in general the proportion of Category A and incoming Category A* staff paid from general funds returned on form RA1/2 of the 2001 RAE.
- 4 Consistent with the position established in the 2000/01 review of research funding, from this year onwards the funding associated with the minor volume measures will be calculated on the basis of a two year rolling average of the figures reported.

■ CHANGES FOR 2003/04

- 5 Copies of Tables 4 and 6 of the Higher Education Statistics Agency (HESA) Finance Record are no longer requested as part of this survey. Data required from these two tables will be taken directly from the 2002/03 HESA Finance Record supplied to HEFCW in March 2004.

■ CONTENTS

- 6 A series of annexes is included with this document to assist institutions in the completion of this survey. These annexes are:

Annex A:	Notes of Guidance
Annex B:	Research Assistants
Annex C:	Research Fellows
Annex D:	Research Students
Annex E:	External Research Income from UK Based Charities
Annex F:	Workbook Notes
Annex G:	Printed Tables for Completion

■ RETURN OF DATA

- 7 The completed workbook should be returned by e-mail to hestats@elwa.ac.uk no later than **6 January 2004**. A corresponding set of tables in hard copy should be sent to:

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- 8 When data are returned, they go through a validation and credibility checking process. Once any subsequent queries have been resolved, data are sent out to institutions for verification. The process will follow the timetable outlined below.

6 January 2004	RAS return deadline
15 January 2004	RAS verifications sent to institutions
30 January 2004	RAS verifications return deadline

- 9 It is important that returns are made on time if funding allocations for 2004/05 are to be determined by March 2004. HEFCW reserves the right to enter its own estimates of

research data for institutions which fail to return the survey on time.

- 10 Each subsequent deadline should be met regardless of any delay in meeting the preceding deadline or any renegotiation of that deadline.
- 11 In the event of a deadline being missed by more than a week, a reminder will be faxed to the head of the institution concerned warning them that HEFCW reserves the right to enter its own estimates of research data for institutions which fail to return the survey on time and indicating that HEFCW intends to do this if immediate action is not taken. Failure to return the data or verification report within two days will result in a letter from the Director of HE to the head of the institution stating the figures that will be used in place of the institution's own data.
- 12 Any queries about the return should be directed to Hannah Falvey (telephone 029 2068 2240, e-mail hestats@elwa.ac.uk).

HEFCW Research Activity Survey 2003/04
 Form R1: Research Assistants, Research Fellows and Research Students

Institution:
 Code:

Validation: All checks passed

Unit of Assessment	1 FTE Number of Research Assistants (at 31 March 2003)		2 FTE Number of Research Fellows (at 31 March 2003)	3 Number of Research Students (at 1 December 2002)		4 FTE number of Part-time Research Students (at 1 December 2002)
	a) Postdoctoral	b) Postgraduate		a) Full-time	b) Part-time	
1 Clinical Laboratory Sciences						
2 Community-based Clinical Subjects						
3 Hospital-based Clinical Subjects						
4 Clinical Dentistry						
5 Pre-clinical Studies						
6 Anatomy						
7 Physiology						
8 Pharmacology						
9 Pharmacy						
10 Nursing						
11 Other Studies and Professions Allied to Medicine						
13 Psychology						
14A Biological Sciences						
14B Biological Sciences						
15 Agriculture						
16 Food Science and Technology						
17 Veterinary Science						
18 Chemistry						
19 Physics						
20 Earth Sciences						
21 Environmental Science						
22 Pure Mathematics						
23 Applied Mathematics						
24 Statistics and Operational Research						
25 Computer Science						
26 General Engineering						
27 Chemical Engineering						
28 Civil Engineering						
29 Electrical and Electronic Engineering						
30 Mechanical, Aeronautical and Manufacturing Engineering						
31 Mineral and Mining Engineering						
32 Metallurgy and Materials						
33 Built Environment						
34 Town and Country Planning						
35 Geography						
36 Law						
37 Anthropology						
38 Economics and Econometrics						
39 Politics and International Studies						
40 Social Policy and Administration						
41 Social Work						
42 Sociology						
43 Business and Management Studies						
44 Accounting and Finance						
45 American Studies						
46 Middle Eastern and African Studies						
47 Asian Studies						
48 European Studies						
49 Celtic Studies						
50 English Language and Literature						
51 French						
52 German, Dutch and Scandinavian Languages						
53 Italian						
54 Russian, Slavonic and East European Languages						
55 Iberian and Latin American Languages						
56 Linguistics						
57 Classics, Ancient History, Byzantine and Modern Greek						
58 Archaeology						
59 History						
60 History of Art, Architecture and Design						
61 Library and Information Management						
62 Philosophy						
63 Theology, Divinity and Religious Studies						
64 Art and Design						
65 Communication, Cultural and Media Studies						
66 Drama, Dance and Performing Arts						
67 Music						
68 Education						
69 Sports-related Subjects						
Total	0.00	0.00	0.00	0.00	0.00	0.00

Data should be returned for units of assessment rated 3b and above in the 2001 RAE only.
 All data should be returned to no more than 2 decimal places.
 The total number of research students by mode of study should equal a whole number.

HEFCW Research Activity Survey 2003/04
Form R2: External Research Income from UK based Charities

Institution:
Code:

Validation: All checks passed

Unit of Assessment	Financial Year 2002-03 Income from UK based Charities (£)
1 Clinical Laboratory Sciences	
2 Community-based Clinical Subjects	
3 Hospital-based Clinical Subjects	
4 Clinical Dentistry	
5 Pre-clinical Studies	
6 Anatomy	
7 Physiology	
8 Pharmacology	
9 Pharmacy	
10 Nursing	
11 Other Studies and Professions Allied to Medicine	
13 Psychology	
14A Biological Sciences	
14B Biological Sciences	
15 Agriculture	
16 Food Science and Technology	
17 Veterinary Science	
18 Chemistry	
19 Physics	
20 Earth Sciences	
21 Environmental Science	
22 Pure Mathematics	
23 Applied Mathematics	
24 Statistics and Operational Research	
25 Computer Science	
26 General Engineering	
27 Chemical Engineering	
28 Civil Engineering	
29 Electrical and Electronic Engineering	
30 Mechanical, Aeronautical and Manufacturing Engineering	
31 Mineral and Mining Engineering	
32 Metallurgy and Materials	
33 Built Environment	
34 Town and Country Planning	
35 Geography	
36 Law	
37 Anthropology	
38 Economics and Econometrics	
39 Politics and International Studies	
40 Social Policy and Administration	
41 Social Work	
42 Sociology	
43 Business and Management Studies	
44 Accounting and Finance	
45 American Studies	
46 Middle Eastern and African Studies	
47 Asian Studies	
48 European Studies	
49 Celtic Studies	
50 English Language and Literature	
51 French	
52 German, Dutch and Scandinavian Languages	
53 Italian	
54 Russian, Slavonic and East European Languages	
55 Iberian and Latin American Languages	
56 Linguistics	
57 Classics, Ancient History, Byzantine and Modern Greek	
58 Archaeology	
59 History	
60 History of Art, Architecture and Design	
61 Library and Information Management	
62 Philosophy	
63 Theology, Divinity and Religious Studies	
64 Art and Design	
65 Communication, Cultural and Media Studies	
66 Drama, Dance and Performing Arts	
67 Music	
68 Education	
69 Sports-related Subjects	
Total	0.00

Data should be returned for units of assessment rated 3b and above in the 2001 RAE only.
All data should be returned to no more than two decimal places.