Revised audit timetable for REF 2021

Revised January 2021

31 March 2021	Closing date for submissions
April – 14 May 2021	Adjustments to HESA staff data; corrections to errors identified in submitted data
May – mid July 2021	Audit period for staff sample data (may begin in early May for individual HEIs by agreement)
Mid May – October 2021	Audit period for staff circumstances (REF6a/b)
June 2021	Audit of small unit exception requests
June – July 2021	Audit period for verification of output eligibility; further verification of staff eligibility following data comparison; first audit period for panel-instigated audit queries
August 2021	Internal audit processes
September – November 2021	Audit of open access process for selected HEIs; sample audit of open access status of outputs; raise REF4 queries with HEIs; random sample of impact case studies; random sample of unit-level environment templates
September – December 2021	Second audit period for panel-instigated audit queries

Notes

1.   Responses to panel-instigated audit queries will be required within 10 working days, as set out in the Audit guidance. Where HEIs require additional time for individual audit queries, they should indicate this within 5 working days of the date the query is raised.

2.   For all other audit queries, responses will initially be sought within the timescales stated in the audit guidance. However, we recognise there may be challenges meeting these timescales in current circumstances, and we intend to take a flexible approach. We will work with HEIs on an appropriate response period where they require additional time for specific audit queries raised.