**Instructions for completion of IIRP application form 2017-18**

* The IIRP form for 2017-18 is colour coded.
* **Applicants should only complete boxes which are highlighted in pink.**
* White boxes are questions/instructions, yellow boxes are for completion during the awarding process and greyed out boxes are to provide clarity in completing/reading the form.
* Character limits include spaces
* **To swap between tabs please click on the title of the tab at the bottom of the page (some titles are abbreviated).**

**Completed outputs**

* **Please note that all completed outputs up to between 1st January 2014 and 31st March 2017 should be obtained from DORA directly** 
  + A report containing a list of these outputs should be **attached to your submission email along with the forms.**
  + Go to [www.dora.dmu.ac.uk](http://www.dora.dmu.ac.uk) and click on reporting tool at the top of the page to produce a report (as a PDF) (your username and password are as for the DMU single sign-on)
  + Staff who have started at DMU in the last 12 months may include a list of outputs published/produced since 1st January 2014 from another repository as appropriate
  + Please note that all outputs to be included on DORA should be submitted to DORA by **15th March 2017** to enable them to be made live in time for them to be included on your reports by the IIRP deadline.
  + Please contact [acope@dmu.ac.uk](mailto:acope@dmu.ac.uk) if you are having difficulties

**Personal Information and Allowance**

* Please provide the information as indicated by completing the pink box directly below the question/instruction in the white box.
* Title – a drop down list is provided here:
  + Please click on the relevant pink box and an arrow will appear to the right.
  + Click on the arrow and choose from the list provided.
* Unit of Assessment (UoA) – a drop down list is provided here:
  + Please click on the relevant pink box and an arrow will appear to the right.
  + Click on the arrow and choose from the list provided. Up to 2 UoAs can be chosen.
  + *Please be aware that this is an indication only and does not constitution a final selection for REF2021.*
* Individual Circumstances - a drop down list is provided here:
  + Please click on the relevant pink box and an arrow will appear to the right.
  + Click on the arrow and choose yes or no from the list provided.
  + *If you choose yes please talk to your Head of School or Faculty Head of Research and provide them with information which may be relevant to the assessment process.*
  + *Individual Circumstances include any issue/information which may affect your application and your past, current or future ability to deliver on the objectives which you include in this form.*
* Current Allowance – this was band from A – G (or none if you do not have an allowance for academic year 2016-7). If you are unsure as to your current band please contact your Head of School
* Requested Allowance - please indicate if you wish to apply for 320, 640 or 960 hours. (for details see information in the guidance document under IIRP Allowances for 2017-18)

**Research and Innovation Objectives**

* Please summarize your objectives from last year in the top pink box and provide a commentary on the progress made.
  + Note: the panel will take information regarding published and accepted outputs from 1/1/2014 up to 31st March 2017 from DORA.
  + Character limit: 3000
* Please describe how you plan to use your requested research and innovation allowance for the next academic year in the lower pink box
  + Make reference to how the allowance supports relevant research and innovation group/school/faculty priorities and strategies (*note that planned outputs and funding should be detailed on the relevant tabs*).
  + You should include information about both on-going and new projects, and should clearly articulate the stage of the research/innovation activity.
  + Character limit: 3000

**Planned outputs**

* Please list full details of your outputs and outcomes that are **expected to be completed between 1st April 2017 and 31st August 2018** in the pink boxes following the instructions given in the white boxes at the top of each column**.** 
  + If your intended output is for a journal, please identify the **specific journal** you plan to target.
* Output type – a drop down list is provided here.
  + Please click on the relevant pink box and an arrow will appear to the right.
  + Click on the arrow and choose one output type from the list provided.

**Research and Innovation Funding**

* Please give full details of any **internal** and **external** submitted or anticipated funding applications and agreements related to **research and innovation** for the time periods indicated in each section in the appropriate pink boxes following the instructions given in the white boxes.
  + Include (likely) funder/source details, (draft) project title, role in project (e.g. Principal Investigator, Co-Investigator etc), estimated start date, estimated end date, status (e.g., submitted, under review, funded etc.), estimated project value to DMU and percentage of your time to be bought-out and details of any collaborators.
  + These data will be shared with the Research Support Team in the RBI and BDMs, to ensure appropriate support.
  + *Where applications have already been submitted, these data should be validated with the faculty research and innovation office before submission*

Research for this purpose includes:

* Research covers basic and applied research and experimental development activity irrespective of sponsor type (publicly funded and non-publicly funded) and normally includes activities such as fieldwork, laboratory, studio, desk/library work, supervision of research staff, management of externally funded research projects, production of research outputs, drafting and redrafting of proposals for new work and supporting bids to external funding bodies etc.

Innovation for this purpose includes:

1. Knowledge Exchange broadly covers activities aimed at developing partnerships between businesses and the university and includes a wide range of funding activities such as: Knowledge Transfer Partnerships, Knowledge catalyst and knowledge transfer fellowships, Partnerships in Knowledge Transfer, and Knowledge Exchange Projects.
2. Consultancy typically involves the provision of expert advice and work that is dependent on a high degree of intellectual input from the institution to the client (commercial or non-commercial) without the creation of new knowledge.
3. Commercial activities which have their origin in research e.g. commercialisation of intellectual property, spin-out companies, licencing deals, materials testing. This does not include the provision of teaching or CPD activities.

**Innovation Activity:**

* Please provide a brief summary of any innovation activities that have arisen from your research since 1st April 2016 in the top pink box
  + For definition of Innovation please see above under Research and Innovation Funding
  + Character Limit: 2000
* Please provide a brief summary of any innovation activity that is anticipated to arise from your research from 1st April 2017 to 31st August 2018 in the lower pink box.
  + For definition of Innovation please see above under Research and Innovation Funding
  + Character Limit: 2000
* These data will be shared with your faculty BDM/IEM (whom you should liaise with in order to receive specialist support)

**Impact**

* Please provide a brief summary of any non-academic impact that has arisen from your research since 1st April 2016 in the top pink box.
  + Please also outline any activities that you have undertaken since 1st April 2016 to generate impact from your research, which can include: organising public events, giving evidence to inquiries, writing newspaper articles or producing policy/research briefings.
  + You may also outline activities undertaken with the aim of measuring the impact of your research (for example stakeholder surveys).
  + Character Limit: 2000
* Please provide a brief summary of any non-academic impact that is anticipated to arise from your research from 1st April 2017 to 31st August 2018 in the lower pink box.
  + Please also outline any activities that you plan to undertake in this period to generate impact from your research, which can include: organising public events, giving evidence to inquiries, writing newspaper articles or producing policy/research briefings.
  + You may also outline activities to be undertaken with the aim of measuring the impact of your research (for example stakeholder surveys).
  + Please indicate how much time you expect these activities to require.
  + Character Limit: 2000
* These data will be shared with the REF Officer (Research Impact) in the RBI, whom you should liaise with in order to receive specialist support

**Further details**

* Please provide details of any training and development needs identified as part of your research and innovation activities in the top pink box.
  + This information will be used by the RBI and faculties to contribute to changes in training and development programmes.
  + Character limit: 2000
* Please answer the yes/no questions - a drop down list is provided here.
  + Please click on the relevant pink box and an arrow will appear to the right.
  + Click on the arrow and choose yes or no from the list provided.
* Please outline your longer term (5 year/ until 2023) research objectives in the relevant pink box.
  + You may wish to include the major research questions you seek to answer, the partnerships you may wish to develop, and your key objectives and milestones, and to reflect on the sustainability of the plan.
  + Highlight, where relevant, the expected impact of your work both within academia and more widely.
  + Character limit: 3000
* Please include any comments you have about previous allowance in the bottom pink box
  + Include any issues you may have had in taking up your allowance and any changes which have been made after the start of the academic year.

**Comments –** please do not complete this tab