Heriot-Watt University is currently preparing for our REF21 submission. As part of that process we are encouraging staff to disclose individual circumstances that may have had an impact on an individual's ability to work productively between 1 January 2014 and 31 December 2020.

Declaration of individual circumstances is confidential and is not related to the selection or eligibility of staff to be submitted to the REF.

Declaration of individual circumstances does require some verification. As a new member of staff (i.e. joined between the period 01/01/14 to 31/12/2020) it would be helpful if you could provide supporting documentation alongside your declaration of individual circumstances. This information will be treated with the strictest confidence, in line with the fair processing notice.

Queries about the declaration process can be directed to: equality@hw.ac.uk

**Fair processing**

Heriot-Watt University is a public authority with a number of legal duties placed upon us to ensure that we eliminate unlawful discrimination and promote equal opportunities. To help us meet these duties we are collecting information about our service users to help us plan activity for improving our services. Under the Data Protection Act the information you give us is voluntary and Heriot-Watt University will keep your personal details safe and secure with strict limits on who has access to the information and you may ask us to stop processing this data at any time. By filling in the form and returning it, you are consenting to your data being processed and looked after in this way. If you have any questions or queries about this please contact equality@hw.ac.uk.

**SECTION 1**

**Please select any of the following that apply**:

🞎 I have no individual circumstances that I wish to be taken into consideration for the purposes of the Research Excellence Framework, REF.

🞎 I have individual circumstances that I wish to make known

🞎 I would like my declaration to be recorded in my HR file\*

\* recording your circumstances may help with future funding, or equality and diversity initiatives that the University is leading such as the EPSRC-funded Inclusion Matters project, or University Innovation Fund (funded by the Scottish Funding Council). All information will be treated with the strictest confidence, in line with the fair processing notice.

**SECTION 2**

**Please select as appropriate**:

🞎 I would like to be contacted by the Equality and Diversity Partner to discuss my circumstances and requirements and/or the support provided by Heriot-Watt University.

🞎 I do **not** wish to be contacted by the Equality and Diversity Partner

🞎 I wish to make the University aware of the following circumstances which have had an impact on my ability to produce four outputs or work productively between 1 January 2014 – 31 December 2020.

**SECTION 3**

🞎 Details relating to my disclosure are contained in my HR file

**If details are not held centrally please provide information required on relevant circumstance/s and continue onto a separate sheet of paper if necessary.**

|  |  |
| --- | --- |
| **Circumstance** | **Information required**  |
| Early career researcher (started career as an independent researcher on or after 1 August 2016) | Date on which you became an early career research |
| **Information** |
| Maternity leave, statutory adoption leave, or additional paternity leave (taken by partners of new mothers or co-adopters) | For each period of leave state which type of leave was taken and the dates and duration in months |
| **Information** |
| Career break or secondment outside of the higher education sector  | Dates and duration in months |
| **Information** |
| Disability (including conditions such as cancer and chronic fatigue) | Impact on ability to fulfil contractual hours and other impacts on ability to undertake research. Duration in months |
| **Information** |
| Mental health condition | Impact on ability to fulfil contractual hours and other impacts on ability to undertake research. Duration in months |
| **Information** |
| Ill health or injury  | Impact on ability to fulfil contractual hours and other impacts on ability to undertake research. Duration in months |
| **Information** |
| Constraints relating to pregnancy, maternity, breastfeeding, paternity, adoption or childcare **in addition to** the period of maternity, adoption or additional paternity leave taken.  | Impact on ability to fulfil contractual hours and other impacts on ability to undertake research. Duration in months |
| **Information** |
| Other caring responsibilities (including caring for an elderly or disabled relative) | Impact on ability to fulfil contractual hours and other impacts on ability to undertake research. Duration in months |
| **Information** |
| Gender reassignment | Impact on ability to fulfil contractual hours and other impacts on ability to undertake research. Duration in months |
| **Information** |
| Junior clinical academic staff who have not gained Certificate of Completion of Training by 31 October 2013 **[Delete as appropriate: applies to specific units of assessment within Panel A]** | Please place a tick in this box if the circumstance applies: |
| Part time employee | FTE and duration in months |
| **Information** |
| Other exceptional and relevant reasons, not including teaching or administrative work | Impact on ability to fulfil contractual hours and other impacts on ability to undertake research. Duration in months |
| **Information** |

**SECTION 4**

Signature

Please select as appropriate:

**🞎 I confirm that the information provided is a true and accurate description of my circumstances.**

**🞎 I recognise that the information provided will be used for REF purposes and may be used to support future funding proposals.**

**🞎 I realise that it may be necessary to share information with the UK funding bodies’ REF team, who may make the information available to REF panel chairs, members and secretaries and/or the REF Inclusion Group.**

**🞎 I recognise that if a joint submission is made, information may be shared with another institution.**

**Where permission is not provided Heriot-Watt University will be limited in the action it can take.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
|  | (Staff member) |  |  |

Completed forms should be marked as 'Confidential' and sent in hard copy to Equality and Diversity, room 1.07, Lord Balerno Building, Edinburgh Campus or by email to: equality@hw.ac.uk

OFFICIAL USE ONLY

|  |  |
| --- | --- |
| Date received  |  |
| Verification of circumstances received/Additional Documentation  |  |