**Staff Circumstances Form**

**Name:**

**Department/Institute/Centre:**

**Unit of Assessment:**

The following disclosures will be treated in the strictest confidence. The information provided will only be seen by a dedicated staff circumstances panel, and will be used exclusively for the purposes of the REF 2021 submission. Where an output reduction is agreed, information relating to an individual and the rationale as to why the reduction was granted will be confidential and will not be passed on to the faculty, line manager or UoA Co-ordinator. UoA Co-ordinators will be informed of the combined output reduction across the UoA, and will only be informed of reductions relating to individuals where it involves a zero output return.

**Part A - Circumstances**

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| --- | --- |
| **Circumstance** | **Time period affected** |
| **Early Career Researcher (started career as an independent researcher on or after 1 August 2016).**  *Date you became an early career researcher.* | Enter a date |
| **Career break or secondment outside of the HE sector lasting 12 months or more.**  *Dates and durations in months.* | Enter dates and durations |
| **Family-related leave lasting four months or more;**   * statutory maternity leave * statutory adoption leave * Additional paternity or adoption leave or shared parental leave lasting for four months or more.   *For each period of leave, state the nature of the leave taken and the dates and durations in months.* | Enter dates and durations |
|  | |
| **Disability (including chronic conditions)**  *To include: Nature / name of condition, periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Enter text |
| **Mental health condition**  *To include: Nature / name of condition, periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Enter text |
| **Ill health or injury**  *To include: Nature / name of condition, periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Enter text |
| **Constraints relating to family leave that fall outside of standard allowance**  *To include: Type of leave taken and brief description of additional constraints, periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Enter text |
| **Caring responsibilities**  *To include: Nature of responsibility, periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Enter text |
| **Gender identity / gender reassignment**  *To include: periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Enter text |
| **Any other exceptional reasons e.g. bereavement.**  *To include: brief explanation of reason, periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Enter text |

**Part B - Support and Disclosure**

If you feel you would benefit from more support relating to any ongoing circumstance(s), please discuss this with your line manager.

Alternatively, if you would like general advice, please contact the HR Operations team (x4264, '! HR Operations') for a confidential discussion.

Please confirm, by ticking the box provided, that:

* The above information provided is a true and accurate description of my circumstances as at the date I am submitting it
* I realise that the above information will be confidential, and will be made available to just the University's staff circumstances panel (consisting of the Head of Equality and Diversity, Senior HR Business Partner, Head of Research Services, Research Development Manager, and the Dean of Research), for REF purposes only
* A member of that panel may contact me for further information relating to this declaration
* I realise it may be necessary to share information with the Research England Equality and Diversity Advisory Panel (EDAP) and members of the Research England REF team, for the purpose of audit

I agree ☐

Please select the appropriate response:

I would like my line manager and local research lead to be notified of the impact of my circumstances, so that this can be taken into account when reviewing my performance, and setting my workload and research objectives, as part of my PDR (the nature of the circumstances will not be disclosed).

Yes ☐, or

No ☐

Decision

Tariff Reduction ☐ Tariff Reduction …..

Return with Zero Outputs ☐, or

No Tariff Reduction ☐

Date of decision: