



important news items and reminders below. You can view previous newsletters on our [Updates from the RQI team page](#).

News

Welcome new Research Impact Manager

[Chris Machell](#) joined the team on 1 October, following his previous role in pre-award bid development at SOAS, University of London. Chris has previously worked in impact development at Birkbeck, supporting the submission of impact case studies for REF2021. He joins the RQI team alongside [James Morland](#) as Research Impact Manager, supporting impact preparations for the REF and reporting to Dominic Dean.

Revised list of school allocation for Research Impact Managers

With Chris joining the team, there have been some slight changes to the allocation of schools/departments between both Research Impact Managers. Please see below the new list of schools/departments assigned to Chris or James as the main contact and make a note if there are any changes to your main contact for impact matters in RQI.

Chris Machell
BSMS
Economics
Global Studies
Life Sciences (excluding Chemistry)
MAH (initially shared with James across all UoAs)
MPS

James Morland
Chemistry

Business School (excluding Economics)
Engineering and Informatics
ESW
LPS
MAH (initially shared with Chris across all UoAs)

Reminders

Engagement and Impact Review

A reminder that the 2024 Engagement and Impact Review is due on the 31 October 2024. All relevant review documents (including the review template) can be found in your collaborative RQI/UoA folders. If you need any additional access to these folders, please let us know.

If you have any queries about the review, do email us on the RQI email. We will also be available for some further drop-in sessions relating to the review in the lead up to the due date. If you'd like to talk through any aspect of the review or have any queries, do sign up for a slot here:

<https://calendly.com/jm2147-sussex/engagement-and-impact-review-drop-ins>

Contributions to Knowledge and Understanding Review

A reminder that the 2024 Contributions to Knowledge and Understanding Review is due on the 15 November 2024. This will be a light-touch review of output profiles as uploaded into the Elements Assessment Module. UoA Leads are asked to ensure that a defined pool of outputs has been through a full review process by that stage. UoA Leads themselves will have the option to define this pool and are encouraged to take into consideration the overall volume of outputs they will need to take through their review process during the REF period when determining an appropriate and achievable volume of outputs for this review.

The main focus of the review is to check that all UoAs have an active process for reviewing outputs and that they are uploading this data into Elements, and that they have a plan in place to continue uploading review data into Elements.

If you have any questions about the review, or need assistance uploading your data into Elements, please email us at rqi@sussex.ac.uk.

Review Meetings

After the 15 November deadline (see above), we plan to hold some review discussion meetings, to be chaired by Seb Oliver. In a change to the previous approach to such REF meetings, the plan is to make these extended faculty-based meetings, to cover all UoAs within a given faculty, including both overarching discussion of priorities and deeper dives into the Contribution to Knowledge and Understanding and the Engagement and Impact elements for each UoA. Hopefully, this format will better enable sharing of good practice and ideas for next steps across each faculty. We will be in touch further regarding the scheduling and format for these meetings.

We are developing fuller guidance for the topics to be covered in the discussion of Contribution to Knowledge and Understanding (outputs), but indicatively we expect this to cover -

- The parameters (period-based or otherwise) that have been applied to each UoA's assessment data uploaded on Elements by this point, and the likely timescales involved for each UoA in bringing the dataset more fully up-to-date.
- The type and form of review undertaken in each UoA (e.g. mix of internal and ERA review, involvement (or not) of individual self-reviews, etc) and any plans for further evolution of this.
- The UoA Lead's impression of the overall emerging profile in their UoA, in terms of its quality and subject coverage, any noticeable clusters of excellence or gaps in the profile, etc.

If you do not wish to be included in this distribution list or would like an individual or team to be added, please reply to this email with details.

[Research Quality and Impact Team](#)

Research and Innovation

Falmer House

rqi@sussex.ac.uk

<https://twitter.com/SussexUniRQI>