

Annexe 1 – Correct Validation Conditions

(1) Research Groups


Code	<ul style="list-style-type: none"> • Single letter (A-Z) unique for combination of institution, unit of assessment and multiple submissions. • Mandatory
Name	<ul style="list-style-type: none"> • 64 characters, • unique to a submission • Mandatory

(2) RA0

Research Assistants	<ul style="list-style-type: none"> • 0 - 9999.99
Research Officers	<ul style="list-style-type: none"> • 0 - 9999.99
Other	<ul style="list-style-type: none"> • 0 - 9999.99

(3) RA1

HESA Staff Identifier Mandatory for: <ul style="list-style-type: none"> ▪ Category A ▪ Category B 	<ul style="list-style-type: none"> • UoA Co-ordinators have been sent a list of HESA Staff identifiers for staff included in their UoA. This list dates back to Aug 05, if you require details for a staff member that has left before Aug 05 then please contact Anne Copley ext: 4046, email: a.c.copley@bradford.ac.uk, and she will locate the information from the HR Archive system. Where UoA's are including a staff member from a different UoA and therefore do not have any HR information for them please contact Sue Taylor s.m.taylor4@bradford.ac.uk in the first instance.
Staff Identifier	<ul style="list-style-type: none"> • UoB Payroll number • Mandatory for all categories of staff • UoA Co-ordinators have been sent a list of UoB Payroll numbers for staff included in their UoA. This list dates back to Aug 05, if you require details for a staff member that has left before Aug 05 then please contact Anne Copley ext: 4046 email: a.c.copley@bradford.ac.uk, and she will locate the information from the HR Archive system. Where UoA's are including a staff member from a different UoA and therefore do not have any HR information for them please contact Sue Taylor s.m.taylor4@bradford.ac.uk in the first instance.
Last Name	<ul style="list-style-type: none"> • Up to 64 characters • Mandatory for all categories of staff
Initials	<ul style="list-style-type: none"> • Up to 12 characters • Mandatory for all categories of staff • Initials can either be entered with spaces or without spaces
Birth Date	<ul style="list-style-type: none"> • State in the following format 31/10/1986. • Mandatory for all categories of staff
Staff Category	<ul style="list-style-type: none"> • Mandatory for all staff • 4 Categories to choose from (A, B, C or D). Please refer to the Guidance on Submission pages 17 and 18 paragraph 76 a,b,c, and d and paragraph 85-88) for detailed definitions of each staff category • UoA Co-ordinators will be able to advise on the appropriate category. • Visiting Professors, Fellows and Lecturers, or other short term visiting staff may not be returned as category C or D.
FTE Mandatory for: <ul style="list-style-type: none"> ▪ Category A 	<ul style="list-style-type: none"> • 0.2-1.00 , required if Staff Category is A • Must be 0 if Staff Category is identified as B, C or D
Is A Research Fellow Mandatory for:	<ul style="list-style-type: none"> • Only required if Staff Category is A, C or D • UoA Co-ordinators will identify staff members classified as Research Fellows • Should only be listed as such if they hold a specific fellowship awarded on the basis of

<ul style="list-style-type: none"> ▪ Staff classed as Research Fellows 	<p>their own research record/proposal. The fellowship award must be to a named individual in recognition of independent research they have undertaken/proposed, must contain a significant element of external funding and must follow a process of expert review in accordance with the RAE Guidance on Submission (page 18, paragraph 79-82).</p>
<p>Fellow Finance Source</p> <p>Mandatory for:</p> <ul style="list-style-type: none"> ▪ Research Fellows 	<ul style="list-style-type: none"> • Must be supplied if staff member is a Research Fellow
<p>In Post Throughout</p> <p>Mandatory for:</p> <ul style="list-style-type: none"> ▪ Category A staff 01/01/2001 –31/10/2007 ▪ Category C staff 01/01/2001 –31/10/2007 	<ul style="list-style-type: none"> • Only required if staff category is A or C • For Category A staff that have been in post throughout the whole assessment period from 01/01/2001 – 31/10/2007 • For Category C staff whether individual's research has been demonstrably focussed in the department from 01/01/2001 – 31/10/2007
<p>Year of Entry</p> <p>Important for:</p> <ul style="list-style-type: none"> ▪ Early Career Staff 	<ul style="list-style-type: none"> • 1930-2007 • Software validation will not allow you to enter a date before the Birth Date Defined as year of entry individual gains an academic post in a HEI that allows individual to be returned as Category A staff • This should be determined / confirmed by the UoA Co-ordinator to ensure that the start  genuinely reflects the first 'academic' appointment. • Not a mandatory field, but completion of this field will allow you to identify Early Career staff, state just the year in this field and full start date in RA5b
<p>Start Date</p> <p>Mandatory for</p> <ul style="list-style-type: none"> ▪ Category A staff not in post throughout period ▪ Category B staff 	<ul style="list-style-type: none"> • 01/01/2001 to 31/10/2007 • Only required if Staff Category is A or B. • Not required if Staff Category is A and the box indicating that the staff member has been In Post Throughout has been checked. • Must be before any Leave Date. • Must not be after any Contract Start Date.
<p>Leave Date</p> <p>Mandatory for:</p> <ul style="list-style-type: none"> ▪ Category B staff 	<ul style="list-style-type: none"> • 01/01/2001 to 31/10/2007. • Only required if Staff Category is B and must fall within the dates noted above. • Must be later than any Start Date. • Must be equal to any Contract End Date.
<p>Contract Start Date</p> <p>Mandatory for:</p> <ul style="list-style-type: none"> ▪ Category A staff on a fixed term contract ▪ Category B staff that were on a fixed term contract 	<ul style="list-style-type: none"> • 01/01/1996 to 31/10/2007. • Not required if Staff Category is C or D. • Must be supplied for fixed term contracts. • Must be before Contract End Date. • Must not be before any Start Date and after any Leave Date.
<p>Contract End Date</p> <p>Mandatory for:</p> <ul style="list-style-type: none"> ▪ Staff on a fixed term contract 	<ul style="list-style-type: none"> • Between 01/01/2001 and 1/11/2012. • Must be supplied for fixed term contracts. • When used, must be equal to any Leave Date. • Must be after Contract Start Date. • If Staff Category is A, must be on or after 31/10/2007 and before 1/11/2012. • Not required if Staff Category is C or D.
<p>Status Changed Indicator</p> <p>Mandatory for:</p> <p>Staff that have had a change in status</p>	<ul style="list-style-type: none"> • The status of "from Category A to Category C within the same institution" may only be used if Staff Category is C. • Required if Status Change Date is supplied.
<p>Status Change Date</p> <p>Mandatory for:</p> <ul style="list-style-type: none"> ▪ Staff that have had a change in status 	<ul style="list-style-type: none"> • 01/01/2001 to 31/10/2007. • Required only if Status Changed Indicator is supplied. • Only required if Staff Category is A or C. • If change of status is "released on unpaid leave or secondment, still on leave/secondment on the census date, and contracted to return within two years", then this must not be before 01/11/2005.

Research Assistant FTE	<ul style="list-style-type: none"> • 0 - 9999.99 • Only required if Staff Category is A or C • This field indicates the FTE of Research Assistants associated to an individual member of staff included in the return and should be confirmed by the UoA Co-ordinator to ensure consistency within the return
Research Student FTE	<ul style="list-style-type: none"> • 0 - 9999.99 • Only required if Staff Category is A or C • This field indicates the FTE of supervision undertaken by an individual member of staff included in the return and should be confirmed by the UoA co-ordinator to ensure consistency within the return
RA5b Circumstances Mandatory for: <ul style="list-style-type: none"> ▪ Where individual circumstances have been flagged 	<ul style="list-style-type: none"> • Required if individual circumstances have been flagged. 300 words maximum.
RA5c Circumstances Mandatory for: <ul style="list-style-type: none"> ▪ Where individual is classed as Category C 	<ul style="list-style-type: none"> • Only required if Staff Category is C. • 300 words maximum.
Research Group 1-4	<ul style="list-style-type: none"> • Maximum of four different research groups can be specified. • They must have been entered in the corresponding Research Group form.

(4) RA2

Research outputs must be assigned to a Category A or C member of staff included in the submission.

HESA Staff Identifier or Staff Identifier	<ul style="list-style-type: none"> • Must exist in RA1 • HESA Staff identifier mandatory for category A and B staff • Staff Identifier mandatory for all staff categories
Output Identifier	<ul style="list-style-type: none"> • Up to 24 characters • Unique for each output within a UoA • Must be supplied in order to save the RA2 record • Number sequentially for each UoA as follows: 001, 002, 003, 004, 005 and so on
Output Number	<ul style="list-style-type: none"> • Mandatory for all outputs • Usually allocated 1 to no higher than 4 for each member of staff • Unique for each (HESA) Staff Identifier • HESA Staff Identifier and/or Staff Identifier must be supplied with this in order to save the RA2 record if no Output Id is supplied
Year Mandatory for: <ul style="list-style-type: none"> ▪ Books ▪ Chapters ▪ Scholarly editions 	<ul style="list-style-type: none"> • 2001-2007 • Full four figure year e.g. 2004 • Must match year in Publication Date when both fields are supplied
Output Type	<ul style="list-style-type: none"> • Mandatory for all outputs • Choose from a drop down list e.g. Authored Books
Title	<ul style="list-style-type: none"> • Title of output and brief description • Up to 4096 characters • Mandatory for all outputs
Co Author(s) 1-3	<ul style="list-style-type: none"> • Must be supplied if Number of Additional Authors is >0 • Must be supplied if corresponding External flag is set
Number of Additional Author(s)	<ul style="list-style-type: none"> • 0-32767.

	<ul style="list-style-type: none"> • Can only be >0 if three co-authors have been supplied.
Location of Output Mandatory for: <ul style="list-style-type: none"> ▪ Chapters ▪ Journal articles ▪ Conferences ▪ Patents/published patent applications ▪ Performances ▪ Artefacts ▪ Exhibitions ▪ Research reports for external bodies ▪ Confidential reports for external bodies ▪ Scholarly editions ▪ Research datasets/bases ▪ Other assessable outputs (if applicable) 	<ul style="list-style-type: none"> • Up to 512 characters • Need to provide volume / issue / part number for Journal article • Need to provide title of book if chapter then book • Need to provide name of conference and published proceedings if conference • Need to provide patent registration number for patent • Need to provide place of performance if performance • Need to provide location of artefact for an artefact • Need to provide location of exhibition for exhibition • Need to provide commissioning body for research reports and confidential reports for external bodies • Need to provide title of scholarly edition for scholarly edition • Need to provide location for any other output classification
Pagination Mandatory for: <ul style="list-style-type: none"> ▪ Books (authored and edited) ▪ Chapters ▪ Journal articles ▪ Conferences ▪ Exhibitions ▪ Research reports for external bodies ▪ Confidential reports for external bodies ▪ Scholarly editions ▪ Research datasets/bases ▪ Other assessable outputs (if applicable) 	<ul style="list-style-type: none"> • Up to 64 characters • This field must be completed for conferences, if the Editors field is blank • Need to provide number of pages for authored or edited book, research report and confidential reports for external bodies, scholarly edition and conference contribution if applicable • Need to provide page numbers for chapter in book and journal articles • Need to provide number of pieces if an exhibition • Need to provide size of dataset/base
Publisher Mandatory for: <ul style="list-style-type: none"> ▪ Books (authored and edited) ▪ Chapters ▪ Journal articles ▪ Software 	<ul style="list-style-type: none"> • 256 characters • Need to provide publisher for authored or edited books, internet publication (if available), external research report (if available), digital or visual media (if available) and scholarly edition (if available). • Need to provide title of journal if journal article • Need to provide name of software house if software • Need to provide manufacturer if device or product
Editors Mandatory for: <ul style="list-style-type: none"> ▪ Chapters ▪ Conferences ▪ Software ▪ Performances ▪ Composition ▪ Design ▪ Artefacts ▪ Exhibitions ▪ Digital or visual media ▪ Scholarly editions ▪ Research datasets/bases ▪ Other assessable outputs 	<ul style="list-style-type: none"> • 256 characters • Need to provide name of editors for chapter in book and scholarly edition • Need to provide media of output for following output types: conference contribution (if not published), software, performance, composition, design, artefact, exhibition, digital or visual media and scholarly edition (if applicable) • If conference, this field must be supplied if Pagination field is blank • A warning is shown if unrecognized media is entered into this field, possible entries may include: <ul style="list-style-type: none"> ➢ VHS ➢ CDROM ➢ CD-ROM ➢ DVD ➢ Audio tape ➢ Photographic record
ISBN /ISSN Mandatory for: <ul style="list-style-type: none"> ▪ Books (authored and edited) ▪ Chapters ▪ Journal articles ▪ Conferences ▪ Internet publications ▪ Scholarly Editions 	<ul style="list-style-type: none"> • 24 characters, or 7 numbers followed by a number or 'X' (ISSN) OR <ul style="list-style-type: none"> ➢ (Old format ISBN) seven numbers followed by two numbers followed by a number or 'X' OR ➢ (New format ISBN) seven numbers followed by two numbers followed by four numbers) • To recognise that some ISBNs/ISSNs have been allocated that do not follow the guidelines, we do not allow an incorrect ISBN/ISSN to fail validation (a warning is shown). The check digit (last character) is checked by using information from: www.isbn-international.org/

	<ul style="list-style-type: none"> • Need to provide ISBN number for authored and edited books, chapter in book and scholarly edition (if available) • Need to provide ISSN for journal article, internet publications (if available) and conference proceeding (if available) 																				
<p>Publication Date</p> <p>Mandatory for:</p> <ul style="list-style-type: none"> ▪ Journal articles ▪ Conferences ▪ Patents and published patent applications ▪ Software ▪ Internet publications ▪ Performances ▪ Composition ▪ Design ▪ Artefacts ▪ Exhibitions ▪ Research reports for external bodies ▪ Confidential reports for external bodies ▪ Device and products ▪ Digital or visual media ▪ Scholarly editions ▪ Research datasets/bases ▪ Other assessable outputs 	<ul style="list-style-type: none"> • 01/01/2001 to 31/12/2007 • State in the following format 01/012001 • Must not be later than any End Date • Must match Year when both fields are required • Where an output is expected to be published within the period i.e. before 31st December 2007, but is not published at the time of the return you must supply a December 2007 date • You must supply a December 2007 date exclusively for research outputs which are pending • If the journal issue is not denoted by the month of publication, you should enter your best possible estimate of the month of publication. If it gives a season, nominate a month for each season, and keep to that standard. We suggest the following <ul style="list-style-type: none"> ➢ 1=winter (beginning of the year) ➢ 4=spring ➢ 7=summer ➢ 10=autumn ➢ 12=winter (end of year) • If absolutely no information on season or month of publication is available, enter 1 as a nominal month and enter 1 for a nominal day of the month if necessary. Please note that all data are subject to audit. • Month and year of publication must be provided for journal articles and scholarly edition (if available) • Need to provide date for patents/ published patent applications, software, internet publication, performance, composition, design, artefact, research and confidential reports for external bodies, devices and products, digital or visual media, research dataset/base and any other forms of assessable output. • Need to provide opening date for exhibition 																				
<p>End Date</p> <p>Mandatory for:</p> <ul style="list-style-type: none"> ▪ Performances ▪ Exhibitions 	<ul style="list-style-type: none"> • 01/01/2001 to 31/12/2012 • State in the following format 31/10/2007 • Cannot be earlier than Publication Date • Need to provide end date for performance • Need to provide to provide closing date for exhibition 																				
<p>Pending Publication</p> <p>Mandatory for:</p> <ul style="list-style-type: none"> ▪ Outputs that have not been published yet ▪ Outputs to be published after Nov 2007 but before 31 December 2007 	<ul style="list-style-type: none"> • Required if publication date is in December 2007. Please check with RAE Support Team if you are unsure. RAE Helpline Shamaila Anwar ext 3416 • If an output has not been published yet then the following data requirements take precedence <table border="1" data-bbox="639 1570 1386 1982"> <thead> <tr> <th><u>Output type</u></th> <th><u>Fields affected</u></th> </tr> </thead> <tbody> <tr> <td>Authored book</td> <td>Pagination, ISBN</td> </tr> <tr> <td>Edited book</td> <td>Pagination, ISBN</td> </tr> <tr> <td>Chapter in book</td> <td>Pagination, ISBN</td> </tr> <tr> <td>Journal article</td> <td>Pagination, ISSN, DOI</td> </tr> <tr> <td>Patent/published patent application</td> <td>In Location of Output – Patent registration number</td> </tr> <tr> <td>Internet publication</td> <td>In URL - URL of publication</td> </tr> <tr> <td>Performance</td> <td>End Date</td> </tr> <tr> <td>Exhibition</td> <td>Pagination and End date</td> </tr> <tr> <td>Research report for external body</td> <td>Pagination</td> </tr> </tbody> </table>	<u>Output type</u>	<u>Fields affected</u>	Authored book	Pagination, ISBN	Edited book	Pagination, ISBN	Chapter in book	Pagination, ISBN	Journal article	Pagination, ISSN, DOI	Patent/published patent application	In Location of Output – Patent registration number	Internet publication	In URL - URL of publication	Performance	End Date	Exhibition	Pagination and End date	Research report for external body	Pagination
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URL	<ul style="list-style-type: none"> • 1024 characters • Must include resolver, either: http:, https: or ftp: • Need to provide URL of internet publication • Optional for all other output types • Not applicable to confidential reports for external body 																																
DOI	<ul style="list-style-type: none"> • Must be supplied for all journal articles unless the research output does not have a DOI. • If no DOI, article must be made available in electronic form i.e. pdf • Optional for authored and edited books, chapters in book, conferences, internet publications, research report for external body, scholarly editions, research dataset/bases and any other forms of assessable output • Not applicable for patent/published patent applications, software, performances, compositions, designs, artefacts, exhibitions, confidential reports for an external body, devices and products and digital or visual media. 																																
Other Details	<ul style="list-style-type: none"> • Information such as identifying a keynote address, invited conference paper, it indicate significance of impact of applied research outcome, to identify research content or authors contribution etc... Please check the relevant Panel Criteria for further details • Word limit specific to each UoA <table border="1"> <thead> <tr> <th>UoA</th> <th>Word Limit</th> </tr> </thead> <tbody> <tr><td>11</td><td>50</td></tr> <tr><td>12</td><td>50</td></tr> <tr><td>13</td><td>50</td></tr> <tr><td>23</td><td>300</td></tr> <tr><td>24</td><td>100</td></tr> <tr><td>27</td><td>100</td></tr> <tr><td>28</td><td>100</td></tr> <tr><td>33</td><td>50</td></tr> <tr><td>36</td><td>50</td></tr> <tr><td>38</td><td>50</td></tr> <tr><td>39</td><td>100</td></tr> <tr><td>40</td><td>100</td></tr> <tr><td>43</td><td>200</td></tr> <tr><td>62</td><td>300</td></tr> <tr><td>66</td><td>300</td></tr> </tbody> </table>	UoA	Word Limit	11	50	12	50	13	50	23	300	24	100	27	100	28	100	33	50	36	50	38	50	39	100	40	100	43	200	62	300	66	300
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Interest Conflicts	<ul style="list-style-type: none"> • Up to 512 characters. • Can only be supplied if output is a confidential report for an external body 																																
Dates Conflict Explanation	<ul style="list-style-type: none"> • Up to 512 characters • 30 words maximum 																																
English Abstract	<ul style="list-style-type: none"> • Up to 4096 characters • 300 words maximum 																																
Research Group	<ul style="list-style-type: none"> • Must be supplied in corresponding RA1 																																

(5) RA5

RA5a	Word limit depends on the Category A staff FTE total (may need to check if this varies between Panels)
RA5b	300 words maximum for each staff member (may need to check if this varies between Panels)
RA5c	300 words maximum for each staff member (may need to check if this varies between Panels)