#### RE-P-2020-03-Annex B

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# HEIF accountability statement

#### Narrative return template for HEIF funding period 2021-22 to 2024-25

#### Return date: 21 May 2021

Return as Microsoft Word file to: [KEPolicy@re.ukri.org](mailto:KEPolicy@re.ukri.org)

Queries to: [KEPolicy@re.ukri.org](mailto:KEPolicy@re.ukri.org)

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| HEIF contact information **The contact provided here is responsible for ensuring that the head of institution has approved this HEIF Accountability Statement submission to Research England[[1]](#footnote-2)** | |
| **Institution name:** |  |
| **Contact name:** |  |
| **Position:** |  |
| **Email:** |  |
| **Phone:** |  |
| **Additional email addresses to be CC’d into correspondence (optional):** |  |
| **Has this KE strategy been approved for submission to Research England by the head of institution?** | Yes / No  (delete as appropriate) |

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| Question 1 – Strategic objectivesSummarise the institutional strategic objectives that relate to knowledge exchange and guide your plans for HEIF. |
| We expect institutions’ plans for HEIF to be guided by strategic objectives for knowledge exchange. However, there is no requirement for institutions to submit or maintain a standalone knowledge exchange strategy document.  We appreciate that KE objectives may be found in a specific KE strategy document or they may be contained as part of other strategic documents such as teaching, research or overarching institutional strategies.  Whatever form your knowledge exchange objectives are in, please provide a precis of the main objectives here so that we can see the strategic context that guides your plans for HEIF and forms the basis for your monitoring and delivery of intended benefits.  We welcome the inclusion of hyperlinks to published strategies and plans that may be referenced in the summary. |
| In answer to this question, you are free to use text or tabular format but please ensure that the question response is contained in no more than two pages of A4. |
| (max 2 pages of A4) |

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| Question 2 – Use of HEIFHow do you intend to use your 2021-22 to 24-25 HEIF allocations? |
| As detailed in [RE-CL-2020-04](https://re.ukri.org/sector-guidance/publications/circular-letter-knowledge-exchange-revised-timetable-covid/) and RE-P-2020-03., in order to enable institutions to effectively respond to the Covid-19 pandemic, we will use the 2019-20 HEIF Annual Monitoring Statement submitted in February 2021 to gather information about the use of HEIF during 2020-21,  In this accountability statement return we would like to know about your plans for HEIF for the remainder of the funding period 2021-22 to 2024-25. Please include indication of the planned timescale of the activity e.g. 2021-22 only; ongoing or 2022-23 onwards.  Please use the response layout grid provided overleaf, to provide the following information:   1. Describe the key activities supported by your HEIF allocation. 2. Include specific reference to how you expect HEIF to support these activities – i.e. specific expenditures: funded posts, academic staff buy out, internal competitive projects; and the proportion of the activity that is supported by HEIF (e.g. x1 business development post 50% HEIF funded). 3. How these activities relate to the government priorities and RE-OfS strategic objectives outlined in paragraphs 9 and 10 of RE-P-2020-03. Where student benefits are achieved, please include an indication of the number of students benefiting. 4. Which strategic KE objective, as outlined in question 1, does each activity relate to. 5. Indication of the timescale for each activity (e.g. 2021-22 only, ongoing or to be confirmed) |
| In answer to this question, please use the response grid provided and ensure that the entire question response is contained in no more than six pages of A4 or A3. |

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| **Planned areas of HEIF supported KE activity**  Please provide an overview of planned KE activities or projects that will be supported by your 2021-22 and onwards HEIF allocations. | **HEIF support**  How HEIF will be used to support the project? | **HEIF priorities**  How does this relate to govt priorities and RE-OfS strategic objectives? (Including note of scale where student benefits are achieved.) | **Strategic objectives**  Which institutional strategic KE objective does this relate to? | **Indication of timescales** |
| ***Example response – delete from your completed return***  *Programme to support SMEs in our region to boost their productivity through access to consultancy equipment and students. Target to engage 200 over 3 years.* | *e.g. x1 business development post 50% HEIF funded* | *e.g. “supports ‘ideas’ pillar of IS, by enabling SME business growth” and “RE/OfS objective for students to benefit, anticipate circa 200 students will be directly involved”…* | *e.g. “Objective 3: work with regional business to boost productivity and prosperity in our region”.*  *Objective 4: graduate employability* | *e.g.…*  *2019-20 onwards* |
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| Question 3 – Monitoring successHow do you manage your HEIF funding and monitor the success of your activities against the strategic objectives set out in question 1, and in line with delivering Government priorities? |
| Describe the policies, procedures and approach you have in place in the context of your strategic objectives to:   * + 1. manage your HEIF spending     2. measure progress     3. evaluate outcomes and     4. identify lessons learned. |
| In answer to this question, you are free to use text or tabular format but please ensure that the entire question response is contained in no more than four pages of A4. |
| (Max 4 pages of A4) |

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| Case studies (optional) |
| Purpose of the case studies  We would like to use this opportunity to identify institutional case studies that will demonstrate the value of HEIF to creating economic and societal impact in the UK through knowledge exchange activities that meet Government priorities.  We intend to use these case studies to inform policy development and demonstrate the value of HEIF to a range of stakeholders, including UKRI, BEIS and DfE. As such they will be used in isolation from the rest of the accountability statement and so the text should be of publication quality, include all relevant information and not cross refer to other questions or documents.  The provision of case studies is optional. The activities detailed in your case studies may duplicate descriptions provided elsewhere such as KEF narrative statements. |
| **Case study content**  Reflect on your successes and provide up to two case studies of exemplar KE projects or activities that have been supported by HEIF.  Please include:   1. Brief description of activity. 2. In what way the activity was supported by HEIF, e.g. KE staff posts, academic staff buy out etc.'? 3. In what way did this activity achieve societal, economic or student benefit? 4. How the work has supported a government priority area and RE-UKRI and OfS strategic objective.   You are free to use any format you wish, but please ensure that each case study is no more than 500 words. |
| *Optional case study photograph*  *If you wish to provide an accompanying photograph, please ensure you own full copyright and are able to grant permission to be used in Research England and Office for Students publications or websites for use alongside your case study. Please provide this as a high resolution image file and cross reference the image along with copyright information.* |

#### HEIF Case study 1

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| **Institution name:** |  |
| **Case study title:** |  |
| Related image file name and copyright information (if applicable) |  |
| *(Max 500 words)* | |

#### HEIF Case study 2

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| **Institution name:** |  |
| **Case study title:** |  |
| Related image file name and copyright information (if applicable) |  |
| *(Max 500 words)* | |

1. We would normally expect this to be the nominated KE contact held by Research England, for confirmation of who is currently held as the nominated KE contact email [KEPolicy@re.ukri.org](mailto:KEPolicy@re.ukri.org) [↑](#footnote-ref-2)