



Staff Circumstances Form REF2021

All Staff identified as having a significant responsibility for research and research independence should complete this form to voluntarily declare any individual circumstances.

Individual circumstances are personal circumstances, applying to you, which may impact on your outputs eligible for Metanoia Institute's submission to REF2021. To enable individuals to disclose circumstances in confidence and avoid any undue pressure regarding disclosure, this process will be managed centrally, through the Head of Human Resources.

Please complete this form and mail to toyin.allen@metanoia.ac.uk no later than 30th November 2020.

Individual staff circumstances may include (but are not be limited to):

- Identifying as an early career researcher
- Maternity, paternity or adoption leave
- Secondments or career breaks outside of the higher education sector, and in which the individual did not undertake academic research.
- Disability
- Ill health or injury
- Mental health conditions
- Childcare or other caring responsibilities
- Gender reassignment.
- Other circumstances relating to protected characteristics.

Name:

Faculty:

Job title:

Brief description of individual circumstances (if you would prefer to discuss with HR in person, please state this below and return the form accordingly).