**Declaration of Individual Staff Circumstances**

Please refer to the guidance available at <https://researchsupport.admin.ox.ac.uk/ref/equality> before completing this form.

**Name:** Click here to insert text.

**Department:** Click here to insert text.

Have you produced a REF-eligible output[[1]](#footnote-1) which has been made publically available since 1st Jan 2014?

Yes

No

Please complete this form if you have one or more applicable equality-related circumstance (see above) which you are willing to declare. Please provide requested information in relevant box(es).

|  |  |
| --- | --- |
| **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.* | Click here to enter a date. |
| **Junior clinical academic who has not gained Certificate of completion of Training by 31 July 2020.** | Tick here |
| **Career break or secondment outside of the HE sector.**  *Dates and durations in months.* | Click here to enter dates and durations. |
| **Family-related leave;**   * 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.* | Click here to 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.* | Click here to 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.* | Click here to 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.* | Click here to 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.* | Click here to 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.* | Click here to enter text. |
| **Gender reassignment**  *To include: periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Click here to 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.* | Click here to enter text. |

Please confirm, by ticking the box provided, that:

* The above information provided is a true and accurate description of my circumstances as of the date below
* I realise that the above information will be used for REF purposes only and will be seen by the University’s REF Equality Committee, Research Services REF team, and the Equality and Diversity Unit.
* I realise it may be necessary to share the information with the Funding Bodies’ REF team, the REF Equality and Diversity Advisory Panel, and main panel chairs.

I agree

**Name:** Print name here

**Signed:** Sign or initial here

**Date:** Insert date here

I give my permission for an HR partner or equivalent personnel officer to contact me to discuss my circumstances, and my requirements in relation this these.

I give my permission for the details of this form to be passed on to the relevant academic UOA Coordinator or REF Coordinator. (Please note, if you do not give permission your department may be unable to adjust expectations and put in place appropriate support for you).

I would like to be contacted by:

Email  Insert email address

Phone  Insert contact telephone number

**Where to send the form**

Completed forms should be submitted by email to [refcircs@admin.ox.ac.uk](mailto:refcircs@admin.ox.ac.uk); or a hard copy can be returned to Kirsty Allen, REF Programme Manager, Research Services REF team, University Offices, Wellington Square.

1. For the purpose of REF, an output is defined as the product of a process of investigation leading to new insights, effectively shared. In addition to printed academic work, outputs may include, but are not limited to: new materials, devices, images, artefacts, products and buildings; confidential or technical reports; intellectual property, whether in patents or other forms; performances, exhibits or events; and work published in non-print media. Outputs do not need to have been produced whilst employed by the University of Oxford. [↑](#footnote-ref-1)