# Annex I: Unit-level environment template (REF5b)

1. This annex provides the template for REF5b. The template for use in preparing submissions will be provided in Word, along with templates for REF3 and REF5a, on the REF submission system.
2. Guidance on completing the template is available in Part 3, Section 5 of the main document, and in Part 3, Section 4 of the ‘Panel criteria’.
3. In providing evidence in the REF5b template, institutions should draw on supporting quantitative indicators where applicable. In identifying additional indicators for inclusion, submitting units are strongly advised to refer to the advice and examples based on work carried out by the Forum for Responsible Research Metrics, available at [www.ref.ac.uk](http://www.ref.ac.uk/), under Guidance. Further guidance is provided in Part 3, Section 4 of the ‘Panel criteria’.
4. Each completed template must be submitted according to the guidance on formatting and word limits set out at Annex F of this document.

### Unit-level environment template (REF5b)

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| **Institution:** |
| **Unit of assessment:** |
| **Section 1. Unit context and structure, research and impact strategy**  This section should provide evidence of the submitted unit’s achievement of strategic aims for research and impact during the assessment period, and details of future strategic aims and goals for research and impact; how these relate to the structure of the unit; and how they will be taken forward. |
| **Section 2. People**  This section should provide evidence about staffing strategy and staff development within the submitted unit; support mechanisms for, and evidence of the training and supervision of, PGR students; and evidence of how the submitting unit supports and promotes equality and diversity. |
| **Section 3. Income, infrastructure and facilities**  This section should provide information about the submitted unit’s income, infrastructure and facilities pertaining to research and research impact. |
| **Section 4. Collaboration and contribution to the research base, economy and society** This section should provide information about the submitted unit’s research collaborations, networks and partnerships, including relationships with key research users, beneficiaries or audiences; and the wider activities and contributions to the research base, economy and society. |