GUIDANCE FOR COMPLETION OF THE WEB BASED DIARY

- Complete daily for each survey week. Totals populate automatically as you enter the number of hours for activities each day.
- Please tick the Annual leave box if you are on annual leave during the survey week.
- Check that overall total hours do not exceed the max 168.0 hours per week.
- Before starting the web diary please read the notes below - they give illustrative examples of TRAC definitions and of how to allocate time to T, R, O and S.
- A link to all current research grants will be provided to help you identify the Research funding source.

TCH - TEACHING: From Undergraduate to Postgraduate Taught Masters (PGT), including non-credit bearing classes and Evening Degree. Do not include training of Research Postgraduates (PGRs)

- Holding lectures, seminars, tutorials and laboratory classes, and preparing/updating materials for these teaching activities. Preparation and design of approved new courses and modules.
- Reading and assessing student dissertations, reading and marking essays, exam scripts, invigilation of examinations, including external examining (both at own and other institutions), but excluding Research Postgraduate vivas.
- Student contact time for teaching purposes, e.g. supervision of projects, dissertations and remedial classes, organising and visiting placements, supervising fieldwork, mentee meetings.
- Miscellaneous activity that directly relates to teaching, including travel to events related to Teaching, outreach or Knowledge Transfer where Teaching is the underlying activity.

TSUP - SUPPORT TO TEACHING: Administration and tasks which indirectly relate to Teaching

- Timetabling, examination boards, preparing prospectuses, module reviews (subsequent updates and editing etc. is Teaching), general administration related to Teaching.
- Interviewing undergraduate and taught postgraduate students, admissions and induction, pastoral support/mentoring (outside timetabled tutorials), and counseling of students and schools liaison.
- Writing books etc. for teaching purposes, preparation and initial course development - where the future of the course is not certain or has not been approved. Preparation for approved courses counts under Teaching.
- Attending courses, committees, quality assurance related to teaching, e.g. QAA. Continued Professional Development, advancement of knowledge and skills related directly to teaching, secondment to/academic exchanges with other universities for teaching activities.
- Publicity for teaching facilities and opportunities.

RPG to ROO - RESEARCH: For the purposes of TRAC research should have a source of funding (Institutional, Research Council or any other external source), and/or should potentially lead to the production of outputs and/or should relate to training and supervision of PGR students.

- Basic, or applied research - undertaken to acquire new knowledge, or towards a specific practical aim, within this institution or in collaboration with other institutions.
- Fieldwork, laboratory, studio, desk/library work related to an output or research project.
- Clinical trial, where the NHS considers them to be Research, otherwise they are Other.
- For the purposes of TAS, Routine Testing is not considered to be Research and should be classified as Other.
- Writing journal articles, chapters, books etc. directly related to your research.
• Time on research sabbatical or research leave
• Management of research projects, informal discussions, progress reports etc. including recruitment and supervision of research staff
• All training and supervision of research students (PGR) including training in research methodology, review of drafts and preparation of thesis, and external examining
• Attendance at conferences, seminars and society meetings that are directly connected with specific research projects, including travel to these events
• Outreach or knowledge transfer where Research is the underlying activity

RSUP - SUPPORT TO RESEARCH: Administration and tasks which indirectly relate to research

• Writing grant applications and proposals
• Refereeing papers
• Quality assurance related to Research e.g. panel membership related to the RAE/REF
• Unpaid work advising government departments or committees professional bodies or agencies in relation to research matters
• Peer Review
• School research committee work
• Time in other institutions on research exchange schemes, external liaison or publicity for research facilities and opportunities
• Publicity for research facilities and opportunities.

OTH - OTHER (income generating): Please note this has a specific meaning under TRAC. It does not mean ‘other’ as in ‘miscellaneous’ but refers to activity which is not Teaching or Research but generates, or could potentially generate income for the Institution as described below

• Consultancy (excluding private) i.e. that is contracted to the institution and carried out during institution time, including advisory work, journal editing, feasibility studies
• Routine testing or clinical trials that are not classified as Research, work carried out through trading/commercial companies that is not Teaching or Research
• Outreach where the work is not Teaching or Research

OSUP – OTHER SUPPORT: Administration related to consultancy, routine testing, clinical trials or technology transfer

• Drafting proposals for new work and supporting bids to external bodies for consultancy and other services rendered (where bids involve a significant amount of speculative research, that element can be attributed to institution own-funded R)
• Negotiating contract terms and conditions with external bodies;
• Technology transfer work this is not private, nor undertaken commercially by the institution. (e.g. supporting patent applications, license negotiations, formation of start-up companies)

SUP - GENERAL SUPPORT AND SCHOLARSHIP: Administration and tasks which cannot be linked specifically to your research or teaching, but which are of value to your personal development and/or to the functioning of the institution. Scholarship, under this category relates to: maintenance and advancement of own personal knowledge and skills. This activity does not relate to support “student Scholarships”
- Membership of/participation at faculty boards, senate etc. institution committees etc. (where these relate to Teaching or Research this time could alternatively be recorded as Support for Teaching or Support for Research.)
- General management and administration e.g. Admissions officer, Head of School, Faculty, Senate meetings, institutional committees
- Management of staff, not specifically related to teaching or research including careers advice.
- Publicity or representative work on behalf of the University
- Information returns e.g. HESA
- Continued Professional Development (CPD) - courses or training which adds to your general skills and experience, unrelated to Teaching or Research. Secondment, exchanges etc. not attributable to either Teaching or Research

**LEAV** – Please tick the Annual leave box for each of the survey days if you are on annual leave.

**Guidelines - Activities That May Be Difficult To Classify**

**FREE TIME** – the purpose of the survey is to gain robust estimates of the time spent on Teaching, Research, Support, and Other. **We do not propose to gather data on private or free time.**

**TRAVEL** – **this should be allocated according to the reason for the travel,** e.g. if it is to a meeting related to a research project then travel is included under Research. If it is to attend a conference of general interest not related to either teaching or research then this should be included under general support.

**CONFERENCE ATTENDANCE** – **this should be allocated according to the main reason for attending the conference.** If you are presenting a research paper at a conference then it is classified as Research. See also guidelines for Travel.

**ABSENCE FROM WORK** - ‘Normal’ (i.e. not long term) periods of absence due to illness, holidays and other leave are excluded from the time recorded in the Survey. Where you are on annual leave, please can you tick the Annual leave box for each of the survey days if you are on annual leave.

**CONSULTANCY** – Private work which does not bring income to the University is excluded from the Survey. If it is undertaken formally on behalf of the institution and brings in income then it is recorded under OTHER.