

Internal PBRF Timelines

Date	Tasks
August 2020	Documentation to be developed by the Research Office
September/October 2020	Documentation tabled at the URC meeting
March 2021	Forms and process documentation drafted
April 2021	URC consultation and comment
May 2021	Panels are constituted
June 2021	All PBRF research eligible staff are identified, as well as those who should be included. PBRF Internal Review publicised to these staff.
25 th June 2021	Forms are released for completion by staff
3 rd September 2021	Due date for forms
20 th to 24 th September 2021	Mock portfolios are distributed to panels
4 th October to 15 th October 2021 (mid semester break)	Panels met to assess mock portfolios
18 th to 29 th October 2021	Written feedback compiled and distributed to staff.
November 2021	Staff to meet with HoD/panel member/both to discuss portfolio