

Revised Template – Format for the Research Groups Self-assessment Report – Version 2

Version: 2017-08-28

The self-assessment report cannot exceed 15 pages, excluding appendices and tables. It should consist of the following:

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0. An executive summary of the self-assessment

Max 1 page. The executive summary should summarize the main reflections and conclusions from section 1-9.

1. A brief description of the research profile of the research group

Describe the main research agenda for the research group. What are the key research themes (and sub themes). Describe the research group's history in brief including major breaks in research focus and/or important events in the research group's history. A timeline should be considered as supplement to the description especially for research groups with a long history but is not a requirement.

2. A description of the research groups organization, composition and financing

Describe how the research group is organized including the responsibility of the research group leader, if the research group includes sub-groups, and other relevant information in order for an outsider to understand the organization and characteristics of the research group.

The description of composition should also include reflections on diversity in terms of age, gender, and nationality. Data on age, gender and nationality will be provided by the department and should be included as appendix to the self-assessment report.

The description should include reflections on the degree on internationalization e.g. if the research group consider themselves as internationally oriented.

The description of the research group should include and reflect on the following tables. E.g. if the development is in accordance with the research group strategy, if the generational change is an issue, if the composition is part of a recruitment strategy etc.

Table 1: Research Staff (split on FTE and heads) – Table provided by the department

	2012	2013	2014	2015	2016	2017 pr. 30. July
Name of Research Group						
Scientific Staff						
PhD students						
Total Research Staff						
Visiting fellows/Adjoint Professors						
Total Staff						

3. The Research Groups strategies, Activities, Output and Academic Impact

As part of the external evaluation we would ask the evaluation panel to evaluate the strategies and how they are used as guidance for decisions in the research groups. Hence we ask the research groups to present their current strategy in brief e.g. what have been the main focus areas the past five years (2012-

2016) and what are the strategic focus areas/your development plan for the coming five years period (2017-2021). For each of the following sub-sections 1) Publication, 2) Research Training, 3) External Funding, 4) Research collaboration outside the research group, 5) Third Leg mission activities and collaboration outside research, and 6) Research and teaching coherence, the group should describe their strategy, goals and what the groups have done to achieve the goals?

For each section we ask the research group to reflect on what they see as their most important contribution to academia – the academic impact¹.

Citation analyses are provided by the department (see section 3.1 on publication), but academic impact could also be relevant in other sections.

3.1. Publication

The Department provides each research group with statistics on no. of publications, publication patterns and citation analysis based on the available information in VBN. Based on the material the research groups should reflect on their own data. What are the possible causes for changes over time? Has the research group faced any challenges/obstacles? What initiatives have been taken to change/improve the publication pattern? What would be the ambition/strategy for publication the next five years?

Table 2: The research group’s publication pattern – Tables provided by the Department

Table 3: Citations – Table provided by the Department

3.2. Research Training (PhD)

Reflect on the development in Research training. How is the group working on securing a good PhD environment? Where do our PhD students come from (Master from AAU, Master from other Danish Universities, Master from European Universities, Master from other countries), and where do they go after the PhD (Employment at 1. the Department, 2. Other Universities, 3. Private Sector – including starting own business or 4. Public sector? Is the PhD students primarily financed from external sources e.g. working on externally funded research projects or financed by the Department as part of an overall recruitment strategy for the research group?

Table 4: PhD students (Table provided by the Department)

	2012	2013	2014	2015	2016	2017 pr. 30. July
Name of Research Group						
No. of enrolled PhD students in total – of which						
• Industrial						
• Joint/double						
No. of PhD degrees						

3.3. External Funding

What are the level, ambitions, successes and challenges in terms of external funding? To what degree

¹ Academic impact is defined as uptake of research outputs by other scholars within academia.

are activities within the research group depended on external funding and collaboration? How important is external funding for activities in the group e.g. how does external funded projects influence the publication pattern and the research focus in the group?

Table 5: External Funding (Amount granted in DKK/year and used in DKK/year) – Table provided by the Department. (The figures for amount granted would also be divided on FTE – research staff)

	2012	2013	2014	2015	2016	2017 pr. 30. July
<i>Name of Research Group</i>						
Research Grants (FIK)						
Contract research (IV)						
Other						
Total funding						

Table 6: Overview of research grants DKK (Provided by the Department)

	2012	2013	2014	2015	2016	2017 pr. 30. July
<i>Name of Research Group</i>						
Danish Research councils						
EU						
Private Foundations						
Regional Foundations						
Other Government Institutions						
Industry						
Other						

3.4. Research collaboration outside the research group

List the external² research collaborators that have been most important to the research group the last five years including explanation on why this collaborator has been important (e.g. financing (partner in research project), publication, access to broader network etc.).

Name of Collaborator	Type of collaborator/Why is this of strategic importance to the group?

List the collaborators the group considers to be of most importance for the next five year including why these collaborators are important.

Name of Collaborator	Type of collaborator/Why is this of strategic importance to the group?

² "External to the Research Group" could be other research groups within the department or the university, or research collaborators from other universities or research institutions.

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Is the research group involved in cross-disciplinary research and what is the strategy for cross-disciplinary research?

3.5. Third Mission Activities and collaboration outside research

How does the group work on third mission activities? What type of activities – in any – are the group involved in? Are there established procedures for research communication to society? What are the plans for third mission activities? Are there any challenges/obstacles in order to achieve the plans?

If the research group has examples of good practices please include a box with a brief case story/example that can be used as learning purpose for other research groups.

3.6. Research and teaching coherence

Maximum one page. Although this is not an evaluation exercise for teaching activities and the educations offered by the Department we ask the research groups to describe the coherence between the research profile of the group and the teaching obligations in the group. How are teaching activities related to the specific research profile in the group? Are there any aspects of research not currently reflected in teaching that the group would like to include in teaching activities?

4. Societal Impact

In the following section we ask the research group to reflect on how they see their own societal impact and how they think it can be measured.

For impact outside academia (societal impact) we use the definition by REF in UK:

Societal impact is 'an effect on change or benefit to the economy, society, culture, public policy or services, health, the environment or quality of life beyond academia'.

The research group should include at least one case story/example on societal impact as appendix to their self-assessment report. The case should explain how the group sees that research from the research group have had impact outside academia. For all cases we suggest that a brief programme theory is presented in connection with the case so it is clear for people outside the group why the case could be an example of impact. It should also be clear if the impact case is describing short, middle or long term impact.

Examples on how to measure impact will be placed on the Department intranet and impact will also be a theme for the Department Seminar in September where time will be allocated for the research groups to work on their impact case stories. The different case stories will be placed on the department intranet for mutual inspiration and learning.

At this stage no fixed format is set for the case stories. REF has set the following criteria's for impact case stories which could be used as inspiration.

Details of the impact (indicative maximum 750 words). This section should provide a narrative, with supporting evidence, to explain:

- *how the research underpinned (made a distinct and material contribution to) the impact*
- *the nature and extent of the impact.*

The following should be provided:

- *A clear explanation of the process or means through which the research led to, underpinned or made a contribution to the impact (for example, how it was disseminated, how it came to influence users or beneficiaries, or how it came to be exploited, taken up or applied).*
- *Where the submitted unit's research was part of a wider body of research that contributed to the impact (for example, where there has been research collaboration with other institutions), the case study should specify the particular contribution of the submitted unit's research and acknowledge other key research contributions.*
- *Details of the beneficiaries – who or what community, constituency or organisation has benefitted, been affected or impacted on.*
- *Details of the nature of the impact – how they have benefitted, been affected or impacted on.*
- *Evidence or indicators of the extent of the impact described, as appropriate to the case being made.*
- *Dates of when these impacts occurred.*