



Keele
University

fEC Diary Exercise

User Guide

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Activity definitions (continued)

Other

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Background on the fEC Diary Exercise

All UK universities are required to provide an annual Transparent Approach to Costing (TRAC) return to their Higher Education Funding Council disclosing the costs and income of Teaching, Research & Other Activities. The guidelines relating to the provision of the TRAC return can be found on the following web page:-

http://www.hefce.ac.uk/funding/finsustain/trac/#TRAC_Guidance

Wherever possible pay and non-pay costs should be directly attributed to Teaching, Research & Other Activities. However, the majority of costs incurred by universities cannot be directly attributed to these activities since staff and resources are employed across a range of activities. Consequently the guidelines require all universities to maintain robust time allocation systems to provide appropriate cost driver information that will enable staff and related costs to be allocated to the appropriate activity.

Keele has developed its time allocation system through the fEC Diary Exercise.

All staff in Schools and Research Institutes are requested to provide an overview of their working week in four different weeks during each Academic Year. A bespoke database has been written for this purpose, to provide staff with a method of easily entering their diary records. This system can be found at the following Keele web page:-

<https://dfec.admin.keele.ac.uk/index.php>

How to Use the fEC Diary System


1. Login

On loading the web page, a participant will be presented with the login screen which asks for their Keele computer

Username

and

Password

being the same username and password used to access the participant's Keele e-mail account. After entering these two items click the  button.

2. Affiliation and Contract Information

The participant will then be asked to record their affiliation to

- School/Directorate
- Research Institute
- Contract Hours
- Job Type

Affiliation is split between Schools/Directorates and Research Institutes and dropdown lists for both these areas provide the selections available. Participants should either select the school they belong to, their research institute if they belong to one of the Health Faculty research institutes or one of the Faculty Research Offices. For research active academics it is no longer necessary to select both a school and a research institute to record research activities.

This information is only mandatory for the initial login. For subsequent logins a participant will be presented with this information and has the opportunity to either accept or change their affiliation details.

Click the button to accept the affiliation information and go to the Diary Menu.

3. Diary Menu

This screen give the participant the opportunity to enter a new week, retrieve a previous week to edit or copy to another week, or view a previous entry.

Please select a week to enter, edit or display your diary activities:

Enter new diary activities, or edit entries made previously for the week commencing:
select.. Enter

Display your saved fEC data for the week commencing:
select.. Display

fEC Diary Help

Log Out

- Create new week or edit a previous week.
Select required week from 1st drop down menu and click enter
This takes you to the Input Form screen
- Display previous week
Select required week from 2nd drop down menu and click display

4. Input Form

This screen is where the participant enters their diary data for the selected week.

Input form

Store this input as that for the week starting: 05-MAR-07

Enter hours as a decimal number (e.g. 0.75 for 45 mins) for one or more selected activities. When complete, click on this button.

Activity	Week Days	Weekends
select...	<input type="text"/> hours	<input type="text"/> hours
select...	<input type="text"/> hours	<input type="text"/> hours
select...	<input type="text"/> hours	<input type="text"/> hours
select...	<input type="text"/> hours	<input type="text"/> hours

- Select the appropriate activities from the drop down list.
- There are 26 categories available categorised into Teaching, Research, Citizenship and Other. Appendix 1 gives the definitions of each activity in detail.
- Click on/tab to the weekdays or weekends box to enter the relevant number of hours for each activity.
- Each activity can only be selected once for each week.
- Click the button at the top or bottom of the screen

Creating a new week based on an existing week.

- The date drop down box at the top of the screen will show the date as chosen from the Diary menu. Click on this box and choose the new week you wish to create.
- Make the relevant amendments and click the button.

5. Confirm or Resubmit

This screen offers the opportunity to review your entry and confirm or amend and re-submit.

You must click the button to save your entry. This takes you back to the Diary



Menu where you can click the button to exit.

Appendix 1 - Diary Exercise Activities; Definitions & Guidance

TEACHING

Undergraduate Courses

Preparing and delivering undergraduate courses including:-

- lectures, seminars, tutorials
- project, workshop and laboratory supervisions
- Supervision contact time relating to literature and laboratory projects and dissertations, reading and marking essays, tutorial and laboratory work.
- Invigilation and marking of examinations & external examining
- Organising and visiting student placements, and fieldwork including travel time

Postgraduate Courses

Preparing and delivering postgraduate taught courses including:-

- lectures, seminars, tutorials
- project, workshop and laboratory supervisions
- Supervision contact time relating to literature and laboratory projects and dissertations, reading and marking essays, tutorial and laboratory work.
- Invigilation and marking of examinations & external examining
- Organising and visiting student placements, and fieldwork including travel time

Short Courses

Preparing and delivering courses that are not award- bearing or credit-bearing, including:-

- lectures, seminars, tutorials
- project, workshop and laboratory supervisions
- Supervision contact time relating to literature and laboratory projects and dissertations, reading and marking essays, tutorial and laboratory work.
- Invigilation and marking of examinations & external examining
- Organising and visiting student placements, and fieldwork including travel time

Widening Participation

- Preparation, administration and delivery of Widening Participation activities
- Mentoring Widening Participation students at Keele

Other teaching activities, administration & support

All other teaching and teaching administration activity

- Timetabling, examination boards, Schools liaison
- Involvement in committees related to teaching
- Quality assurance, course reviews, accreditation visits
- Preparing prospectuses and publicity material for taught programmes and other publicity activities related to teaching, teaching facilities and opportunities
- Preparing applications for funding for teaching
- Writing books and other publications related to teaching
- Interviewing students, admissions and induction
- Pastoral support (outside timetabled tutorials), and counselling of students
- General administration & support of Teaching.

Scholarship for Teaching & Development of course material

- Development of new and existing modules and courses
- Advancement of knowledge and skills relating to teaching
- Preparing materials (including CAL and distant learning materials) for teaching sessions including lectures, seminars, tutorials, practicals and laboratory classes

RESEARCH

Work on Research Council grants as PI, CI, fellow, PDRA or data manager

All aspects of research work relating to grants funded by Research Councils and the British Academy including;

- Research work in libraries, archives, laboratories, studios, computer suites, and fieldwork.
- Management of research projects, supervisions and discussions, progress reports etc.
- Specific research project staff (excluding PGR students) recruitment and supervision
- Conference attendance funded by a sponsor
- Testing directly relating to research grants; non-routine testing including design of new testing procedures
- Production of research reports and delivery of presentation required under the terms of specific research grants/contracts
- Preparing academic research papers, reviews, books etc. for publication
- Presenting results at conferences, media publications etc
- Research Fellowships or Leave funded by such sponsors

Importantly this must **exclude** completed or closed grants (QR/unfunded category) and new grant applications (Applying for research grants)

Work on Gov Depts, NHS, & NIHR grants as PI, CI, fellow, PDRA or data manager

All aspects of research work relating to grants funded by government departments and the Royal Society including;

- Research work in libraries, archives, laboratories, studios, computer suites, and fieldwork.
- Management of research projects, supervisions and discussions, progress reports etc.
- Specific research project staff (excluding PGR students) recruitment and supervision
- Conference attendance funded by a sponsor
- Testing directly relating to research grants; clinical trials relating to NHS or other health funders, non-routine testing including design of new testing procedures
- Production of research reports and delivery of presentation required under the terms of specific research grants/contracts
- Preparing academic research papers, reviews, books etc. for publication
- Presenting results at conferences, media publications etc
- Research Fellowships or Leave funded by such sponsors

Importantly this must **exclude** completed or closed grants (QR/unfunded category) and new grant applications (Applying for research grants)

Work on European Commission grants as PI, CI, fellow, PDRA or data manager

All aspects of research work relating to grants funded by European Commission including;

- EC Framework grants & Marie Curie awards
- Research work in libraries, archives, laboratories, studios, computer suites, and fieldwork.
- Management of research projects, supervisions and discussions, progress reports etc.
- Specific research project staff (excluding PGR students) recruitment and supervision
- Conference attendance funded by a sponsor
- Testing directly relating to research grants; non-routine testing including design of new testing procedures
- Production of research reports and delivery of presentation required under the terms of specific research grants/contracts
- Preparing academic research papers, reviews, books etc. for publication
- Presenting results at conferences, media publications etc
- Research Fellowships or Leave funded by such sponsors

Importantly this must **exclude** completed or closed grants (QR/unfunded category) and new grant applications (Applying for research grants)

Work on UK Charities grants as PI, CI, fellow, PDRA or data manager

All aspects of research work relating to grants funded by UK Charitable Bodies including;

- Research work in libraries, archives, laboratories, studios, computer suites, and fieldwork.
- Management of research projects, supervisions and discussions, progress reports etc.
- Specific research project staff (excluding PGR students) recruitment and supervision
- Conference attendance funded by a sponsor
- Testing directly relating to research grants; non-routine testing including design of new testing procedures
- Production of research reports and delivery of presentation required under the terms of specific research grants/contracts
- Preparing academic research papers, reviews, books etc. for publication
- Presenting results at conferences, media publications etc
- Research Fellowships or Leave funded by such sponsors

Importantly this must **exclude** completed or closed grants (QR/unfunded category) and new grant applications (Applying for research grants)

Work on Any Other Research grants as PI, CI, fellow, PDRA or data manager

All aspects of research work relating to other grants funders e.g. UK & Overseas companies, Overseas Governments, Overseas Charities including;

- Research work in libraries, archives, laboratories, studios, computer suites, and fieldwork.
- Management of research projects, supervisions and discussions, progress reports etc.
- Specific research project staff (excluding PGR students) recruitment and supervision
- Conference attendance funded by a sponsor
- Testing directly relating to research grants; non-routine testing including design of new testing procedures
- Production of research reports and delivery of presentation required under the terms of specific research grants/contracts
- Preparing academic research papers, reviews, books etc. for publication
- Presenting results at conferences, media publications etc
- Research Fellowships or Leave funded by such sponsors

Importantly this must **exclude** completed or closed grants (QR/unfunded category) and new grant applications (Applying for research grants)

Training & supervising research students; Research Councils, Gov Depts, EC & NHS

Training & Supervision of postgraduate research students funded by Public Bodies including;

- Training in research methodology
- Review of drafts and preparations of theses and annual reports.

Training & supervising research students; Other sponsors

Training & Supervision of postgraduate research students funded by Charities and other Non-Public Bodies including;

- Training in research methodology
- Review of drafts and preparations of theses and annual reports.

QR funded, unfunded & speculative Research

Research activities not funded directly by an external sponsor including;

- Research and work funded by the QR grant income
- Speculative research undertaken to investigate the potential of ideas before preparing research grants and contract bids or for publication
- Publicity for research facilities and opportunities
- Advancement of knowledge and skills relating to research
- All other research activity not specified above

Research Fellowship funded by Keele Research Institutes

Research leave funded by the Keele Research Institutes including;

- Sabbaticals
- Leave from teaching

Applying for Research Grants

Preparing an application to any Research sponsor

- Writing a bid proposal & costing of resources
- Completing proposal forms, Je-s/EAA submissions, approval of applications

Research administration, management & support

Administration & support not funded by external sponsors including;

- Research Institute management and administration
- Managerial and general administrative support work associated with research
- Refereeing papers, reviews, books
- Secondments to RAE panels and preparation of RAE returns
- Examination of higher degrees both as Internal and External Examiner
- Advising government departments or committees, professional bodies or agencies about research matters
- University, School & Research Institute committee work supporting research

CITIZENSHIP & GENERAL SUPPORT

General scholarship & professional development

- Maintenance and advancement of own personal knowledge and skills, that cannot be directly attributed to either Teaching or Research support (reading literature, attending conferences, maintaining professional skills, acquiring new skills etc.)

University representation with external bodies

Representation on external panel and bodies not directly relating to teaching or research including

- Primary Care Trusts
- Hospital Trusts
- Medical Agencies
- Government Departments
- Other professional bodies

Other support & citizenship activity

- Consultancy that is carried out in University normal working hours, with the agreement of the university, but is NOT contracted to the University
- All other tasks not attributable to teaching or research

General administration, management & support

- School management and administration – includes membership of, participation in faculty boards (Senate, University Committees etc.)
- Management roles such as Pro Vice-Chancellors, Deans, Chairs of Faculty Boards, Directors of Graduate and Undergraduate studies
- School and Departmental staff recruitment and management, appraisals (including mentor meetings with probationary lecturers) etc.
- Publicity; representative work on behalf of the University or School
- Careers advice
- Information returns
- Contribution to sector, e.g. (unpaid) committees

OTHER

Clinical services

- Time spent for the NHS on clinical services, administration, management and non University teaching under the terms of the honorary contract

Holidays, illness & other absence

- Official leave from the University
- Other absences such as paternity leave and special leave for urgent domestic, personal and family reasons
- Prevented from working either at the University or elsewhere by illness

Consultancy

- Consultancy (excluding private) that is contracted to the University, including advisory work, journal editing, feasibility studies etc. (Continuing education should be classified as teaching)

Other services rendered & routine testing

- Other services rendered, including routine testing and testing using existing methods

Other commercial work & enterprise activity

- All work carried out through trading units/commercial companies