

Email Subject Line: Important Time Allocation Survey requiring action

Dear All,

I am writing with request that you complete the Time Allocation Survey (TAS). As many of you will know, the Time Allocation Survey is mandated by Government as part of the TRAC (Transparent Approach to Costing) and the questions framed by them for all Universities. Crucially, the collective response to this survey **impacts directly on the funding received by the University for our research and teaching**. So, while I recognize that this will be a further burden on your time, it is essential that all staff complete the survey. Rest assured, all submitted data is handled with **complete anonymity and confidentiality**, and returns are aggregated to demonstrate how our staff are using their time.

An accurate and timely submission to the TAS is a tangible way in which we can all contribute to our University mission, especially when we are facing financial headwinds.

To calculate and justify significant funding for the University from Government and other funders, it is essential that we all record the time we spend on teaching, research and other University activities. We are all assigned a random week each year to record these activities in the TAS. It is absolutely essential that everyone takes the time to fill in the survey accurately and completely. Recording time spent on research directly informs our fEC (Full Economic Costing) rates that are used to cost grants in the University. Significant income in support of your research therefore depends upon getting this right. Please take this aspect of the return particularly seriously and think carefully about the true amount of time invested in conducting your research – any underestimation of these costs will result in the University receiving less money to support our research.

An accurate and thoughtful recording of teaching time is also very important as it informs our teaching returns to the Office for Students. The analysis of teaching costs is increasingly being used by the Office for Students (formerly HEFCE) to inform its funding rates, and its advice to the Government on appropriate fee rates, which has significant financial impact on Cambridge. While the main purpose of the survey is to calculate University academic costs for the TRAC (Transparent Approach to Costing) statutory return that does not include activities paid for by Colleges, the University recognises the importance of College work in the wider context of understanding how an academic may spend their time.

Access to the online form is by PIN through the following link: <http://www.admin.cam.ac.uk/tas>.

To ensure that our return is robust, a high response rate to the TAS across all areas of the University is essential. A low response rate makes the University vulnerable when audited by the Research Councils and OfS. Ultimately, the Research Councils could substitute their own much lower rates of indirect cost funding if they consider the calculation of the University's rates to be insufficiently robust. **This would have a major detrimental impact on our income.**

More information about how to complete the Time Allocation Survey on the following link:
<http://www.tas.admin.cam.ac.uk/>

Please accept my thanks in advance for your cooperation in completing this year Time Allocation Survey.

Yours sincerely,

Anna Philpott
Pro-Vice-Chancellor for Resources and Operations