

**UNIVERSITY RESEARCH INSTITUTE (URI) REVIEW PROCESS**

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|  | **The following documents should be sent to the Review Panel members 3 weeks in advance of the visit[[1]](#footnote-1):** | Provided by | When? | To Whom? |
| 1 | Self-evaluation document (SED) to include:* A list of URI staff and their roles and responsibilities
* Relevant material that the URI thinks would be useful to the Review Panel, for example, the URI strategy, action plan, APR documentation, indications of future plans including on research, international engagement and entrepreneurship, and financial projects.
* Information under the subheadings outlined in the URI Review Guidelines (see ‘Guidance on Writing the SED’).
* The URI’s own SWOT analysis

Note: For more information about what to include in the SED, please see URI Review Guidance. | URI | 4 weeks prior to the review | Review Co-ordinator |
| 2 | Data for inclusion alongside and in reference to the SED.  | Planning & Business Intelligence team | For/shortly after the kick- off meeting. | Review Co-ordinator |
| 3 | SWOT analysis of the URI by the PVC Research[[2]](#footnote-2) | PVC Research | 4 weeks prior to the review | Review Co-ordinator |
| 4 | Report and follow-up from previous URI review (if available) | Governance team & URI | 3 weeks prior to the review | Review Co-ordinator |
| 5 | Any other information requested by the Chair/Panel members in the preparatory period ahead of the Review. |  Various | No later than two weeks before the Review | Review Co-ordinator |
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**CHECKLIST OF DOCUMENTS TO BE PROVIDED TO THE REVIEW PANEL**

1. The Review Co-ordinator is responsible for requesting, collating and sending out all Panel Documentation three weeks before of the Review visit. [↑](#footnote-ref-1)
2. N.b. this is for the Panel only: not to be shared with the URI. [↑](#footnote-ref-2)