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Time Allocation Survey Presentation for all staff



Why is the survey important?

The survey data enables us to:

- Calculate research charge out rates
- Calculate costs per taught student by subject
- Understand costs and income for each activity

The OfS requires us to supply this data

So, completion of the survey is compulsory



How often is the survey?

- The survey takes place every year
- This is a requirement of our funders (OfS and UKRI)
- Staff working in academic departments will receive three requests per academic year

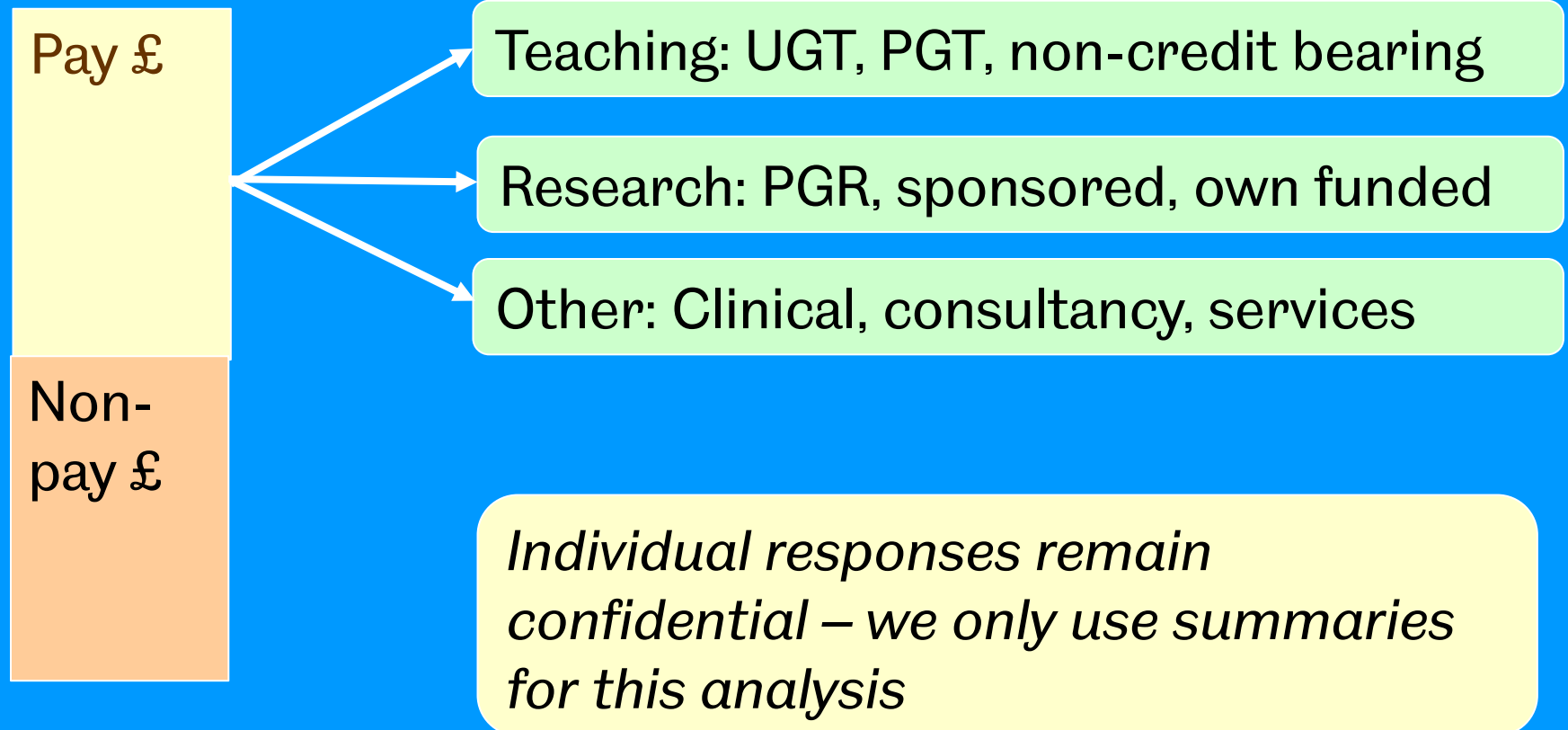


Statistical validity

- The survey is conducted by the University's Statistical Service Unit (SSU)
- The SSU sets the sample sizes to achieve:
 - Width of 95% confidence interval within $\pm 2.5\%$
 - Ratio of the width of 95% confidence interval to the size of the estimate to be < 1



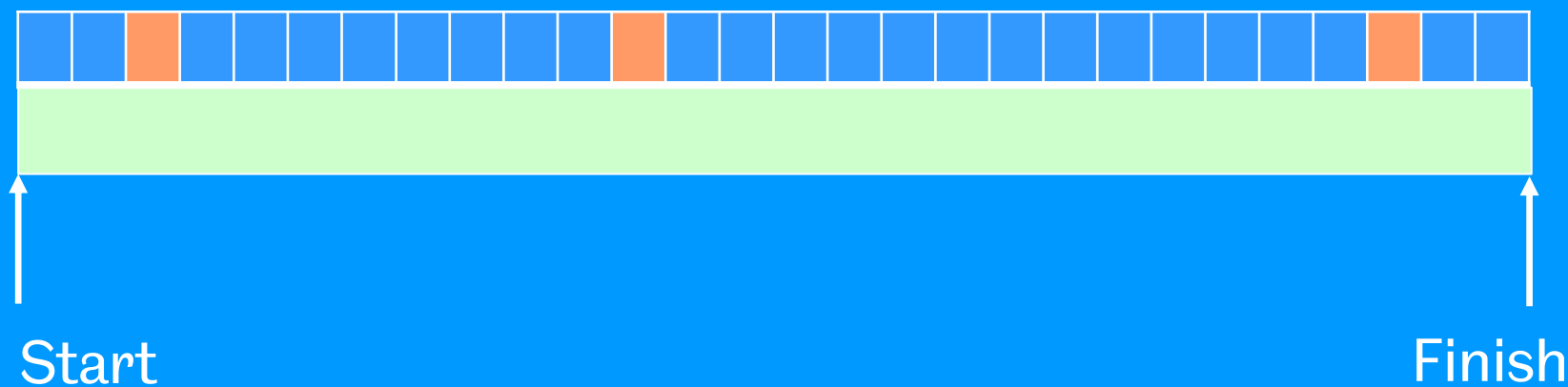
How is the survey data used?





Survey timeline

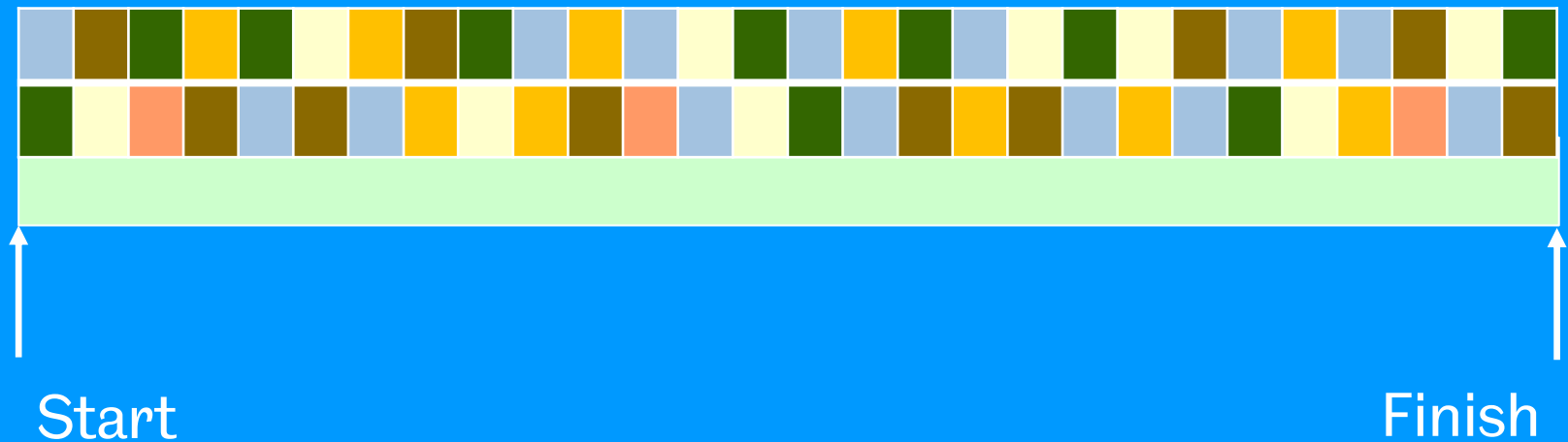
- You will complete 3 sample weeks





Survey timeline

- You and your colleagues will make the sample representative overall





Survey process

- You will receive an email in advance of your week
- Including a direct link to your online data entry form
- If you do not respond your line manager will be informed



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Time Allocation Survey

You may find it useful to read the [General Guidance Notes](#) before completing the Time Allocation Survey - [click here](#)

Information on categorising activities can be found within the form below or in the (searchable) [frequently asked questions](#), or [contact the TAS team](#).

If you have queries regarding using the website or accessing your survey please email [Statistical Services Unit](#).

Please note that it is important that you complete this survey as accurately as possible

Please enter the date of the first day of your survey week

(DD-MM-YYYY)

(You may begin the survey on any day in your allocated week, but please record data for a full week)

[See notes](#)

Do you work full time or part time?

If Part Time, add the approximate % time (%FTE)

 %

OR your weekly contracted hours:

 hrs

Please enter any annual leave, bank holidays or sick leave taken during your survey week.

 days

(Working from home should be counted as work time, not holiday.)



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Example activities for each category below will appear in roll over boxes as you move your cursor over the categories. You can view more detailed notes via the links on the right hand side of the form.

Please scroll down to enter the number of hours which you spent during your survey week on each of the following University activities:

TEACHING

T1 [Support and administration for Teaching](#)

hrs

[See note](#)

T2 to T5: activities associated with the preparation, delivery and assessment of Teaching materials.

T2 [Teaching of Undergraduate courses](#)

hrs

[See note](#)



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Any questions or feedback?

Please contact the TAS team by email:

timeallocationqueries@sheffield.ac.uk

If you want to Google Chat or Meet with us just email a request and we will respond.