

Activity Categories - TOAST 2021-22

Ref	Activity	Examples
1	Teaching	
1A	Undergraduate	<i>Lectures, tutorials, classes, fieldwork, supervision, preparation for the above, preparing material for existing courses or an agreed new course, marking, assessment, examining (internal and external)</i>
1B	Taught Postgraduate	<i>Lectures, tutorials, classes, fieldwork, supervision, preparation for the above, preparing material for existing courses or an agreed new course, marking, assessment, examining (internal and external). This excludes MRes courses which are classified as Research Postgraduate.</i>
1C	Other Teaching	<i>Providing Continuing Professional Development, short courses, distance learning, paid lectures, supervision, preparing for the above, preparing material for existing such courses or an agreed new course, marking, assessment, examining (internal and external)</i>
1D	Teaching Support	<i>Initial course development (where the future of the course is not yet certain), timetabling, admissions, prospectus preparation, pastoral support outside tutorials, examination boards, committees/meetings related to teaching, QAA preparation</i>
2	Research	
2A	Unfunded (i.e. institution/own funded)	<i>Performance of Unfunded Research including lab work and unfunded collaborations, conference presentations and directly relevant sessions of unfunded research. Speculative research. Production of research reports, papers and books for unfunded research.</i>
2B	Research Councils	<i>Performance of Research Council Funded Research including lab and fieldwork, recruitment and supervision of RC funded staff. Research collaborations, conference presentations and directly relevant sessions associated with RC Funded projects. Production of research reports, papers and books for RC funded research. Negotiating RC grant terms and conditions.</i>
2C	UK Government (including health, hospital authorities and the BRC)	<i>Performance of UK Government Department funded Research including lab and fieldwork, recruitment and supervision of government funded staff. Research collaborations, conference presentations and directly relevant sessions associated with UK Government Funded projects. Production of research reports, papers and books for UK government funded research. Negotiating contract terms and conditions with UK government departments. Specific for clinicians: specialised clinic, ward rounds and operations in a research clinical trial.</i>
2D	European Union (EU) government bodies, including the European Commission (EC)	<i>Performance of EU government (including EC) funded research including lab and fieldwork, recruitment and supervision of EU government (including EC) funded staff. Research collaborations, conference presentations and directly relevant sessions associated with EU government (including EC) Funded projects. Production of research reports, papers and books for EU government (including EC) funded research. Negotiating contract terms and conditions with the EU government (including EC).</i>

2E	UK Charities	<i>Performance of UK Charity Funded research including lab and fieldwork, recruitment and supervision of UK Charity funded staff. Research collaborations, conference presentations and directly relevant sessions associated with UK Charity Funded projects. Production of research reports, papers and books for UK Charity funded research. Negotiating contract terms and conditions with UK charities.</i>
2F	UK Industry, Commerce, and Public Corporations	<i>Performance of UK Industry funded research including lab and fieldwork, recruitment and supervision of Industry funded staff. Research collaborations, conference presentations and directly relevant sessions associated with Industry Funded projects. Production of research reports, papers and books for Industry funded research. Negotiating contract terms and conditions with UK Industry.</i>
2G	Other Funders (Including EU industry, other overseas industry, European governments (excluding EU and EC), other overseas government departments, EU charities and other overseas charities etc.)	<i>Performance of Other Funded research including lab and fieldwork, recruitment and supervision of Other funded staff. Research collaborations, conference presentations and directly relevant sessions associated with Other Funded projects. Production of research reports, papers and books for Other funded research. Negotiating contract terms and conditions with Other Funders.</i>
2H	PhD Supervision	<i>Training and supervision of PhD/MPhil/MRes students, seminars and orals. Preparation for the above.</i>
2I	Research Support	<i>Preparation of proposals to any sponsor, refereeing papers, unpaid advisory work, Divisional or Departmental Research committees, writing publicity material for research facilitates and opportunities, conferences and sessions not directly related to your research area.</i>
3	Professional Activities	
3A	NHS Clinical Activities & Internal NHS Management	<i>“Named Sessions”, Non-research Clinical Trials, reading x-rays, ward rounds in a non-research clinical trial and other services provided to the NHS under knock-for-knock. NHS committees, working groups, meetings, board. NHS quality assurance, information returns, non-research review, recruitment and appraisal panels, staff management.</i>
3B	Commercial Activities (including support for commercial activities)	<i>Work for outside bodies (WoB Jobs), Testing, Consultancy for College benefit (i.e. not private), work carried out through trading companies that is not teaching, research, technology transfer work if remunerated through the university (e.g. spin-out and other company directorships, patent applications, license negotiations). Drafting bids for consultancy and WOB jobs, negotiating contracts with external bodies, technology transfer work that is not private nor remunerated through the College (e.g. formation of start-up companies, patent applications, license negotiations)</i>
3C	Teaching related Scholarship/CPD	<i>Reading literature, receiving Continuing Professional Development, maintaining / acquiring professional skills, private consultancy if carried out during normal working hours with institutional agreement (but not consultancy contracted to the institution)</i>

3D	Research related Scholarship/CPD	<i>Reading literature, receiving Continuing Professional Development, maintaining / acquiring professional skills, private consultancy if carried out during normal working hours with institutional agreement (but not consultancy contracted to the institution)</i>
4	General Support	
4A	Public Service	<i>Government and Professional bodies, Research Council and charity committees, secondments to RAE panels.</i>
4B	Internal College Management	<i>Departmental/divisional/central college committees, working groups, meetings and boards. Internal college information returns. Staff management, publicity work on behalf of the institution, careers advice. Review, recruitment and appraisal panels not falling into Teaching or Research.</i>
4C	Support Related Travel	<i>Travel time where the purpose of the trip cannot be directly related to teaching, research, NHS clinical activities or commercial activities (in these cases it should be allocated to the activity in question)</i>

5	Non College-Related Activities	<i>Sleeping, holidays, sickness, private time, meal-times etc. Private consultancy undertaken in private time</i>
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