

Academic Time Allocation Survey 2024/25 – Frequently Asked Questions

A. TRAC Issues

A1. What is TRAC all about and how does the Time Allocation Survey fit into this?

Please refer to the 'Why should staff bother completing' document.

B. Technical Issues

B1. What should I do if I cannot log in to the system?

Firstly – please ensure that you are logged into the School's Intranet. You can double check this by looking at the top right of the survey system where you should be able to see your username. You can also check that you can access <http://intra.lshtm.ac.uk/> without any difficulties. If the username is not displayed or you have no access to the School Intranet, then you will need to complete a manual form available by contacting the Finance Business Partner (FBP) for your area.

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B2. What should I do if I can log in to the system but cannot see a survey available for me to complete?

This is likely to be a system setup issue and so if you cannot see a survey for you but you have received an email asking you to complete a survey, then please either hit reply on the email you have received explaining that you cannot see any surveys available to complete or send a short note to your FBP for further assistance.

C. Survey Issues

C1. I am a part time member of staff – how do I enter my percentages?

The survey relates to your time spent conducting duties in the 'time managed by the institution' therefore the percentages should be entered as the percentage of the time you spend on each activity during the hours that you actually work. The percentages entered are **not** related to contractual FTE as account is taken of this during the data aggregation process. Therefore, percentages must still add up to 100% to reflect 100% of your time for the survey to be submitted.

Example: A member of staff works on a 0.2 FTE (one day a week) contract and spends 10% of that time on Teaching, 80% of it on Research Council work and 10% on Support for Research. The percentages should be entered as 10%, 80% and 10% into the relevant categories respectively.

C2. I only started at the School recently – do I still need to complete the survey?

If an email asking you to complete the survey has been received then at some point you have received payment through the School's payroll and a survey response is therefore needed to help the School comply with the requirements of the exercise. Account will be taken of start and end dates during the aggregation process.

C3. How is the information I am asked to complete stored and shared?

The information is stored securely on ITS supported systems. Aggregated data is provided to Heads of Department and Deans of Faculty to perform a reasonableness check on the data, for example, to eliminate as far as possible elements of statistical bias caused by a variety of factors. Faculties and Departments will receive data on who has completed the survey and who has not but this will not include the details of individual submissions.

C4. How often do surveys get sent to staff?

Surveys are sent to all academic staff three times per year covering varying time periods. Reminders will be sent during the completion window for the survey. There will be 3 reminders generally per survey.

C5. How do specific research activities need to be categorised?

- Writing journal articles: within the same research category as the project leading to the journal article being written was funded from
- Writing grant applications: within support for research
- Booking and organising travel related to the project: within support for research
- Administration of Research Degree students: within training and supervision of research students
- Working with learned societies: within support for research
- Attending conferences: within the same research category that the conference relates to

C6. I am not based in London and only infrequently visit London – do I still need to complete the survey?

Yes. All academic staff receiving payment through the School's payroll need to complete the survey, irrespective of location in the field or being based overseas. If you have difficulties accessing the School's Intranet please refer to the answers to Section A above.

C7. I am on long term absence from the School or duties overseas, do I still need to complete the survey?

Please inform your FBP if you fall into one of the above categories.

They will provide further instructions.