



TRAC Time Allocation Survey Application 2019/20:

Guide for Academic Staff

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1 TRAC Time Allocation Survey Application

1.1 What is the TRAC Time Allocation Survey Application?

The TRAC Time Allocation Survey Application is an LSE application by which members of academic staff submit the number of hours spent on teaching, research and other activities during six separate weeks of the 2019/20 academic year. These records are required to comply with the Transparent Approach to Costing (TRAC) procedures that will qualify the School for additional funding for Research Grants.

1.2 Who will access my data?

Any data you supply will be accessible to you and the TRAC project team within the Finance Division only. Heads of Department, of course, have been briefed about the survey and have been asked to stress the importance of it to their staff. They will be informed if you do not complete the survey, but they will not see your individual data.

The TRAC project team will use the data submitted for the purposes of conducting the surveys and constructing aggregate time distribution estimates to allocate costs to a range of University activities (teaching, research, and other). The information will not be used at an individual level but will be aggregated and anonymised at School level.

1.3 When does it run?

The survey is run every three years, specifically for six selected weeks in the academic year 2019/20. The surveys will cover the seven days of the weeks listed.

25/11/2019 - 01/12/2019
20/01/2020 - 26/01/2020
06/04/2020 - 12/04/2020
04/05/2020 - 10/05/2020
25/05/2020 - 31/05/2020
20/07/2020 - 26/07/2020

1.4 How long do I have to answer the survey?

Sample weeks for Academics to complete	Available for completion on app
25/11/2019 - 01/12/2019	25/11/2019 - 15/12/2019
20/01/2020 - 26/01/2020	20/01/2020 - 09/02/2020
06/04/2020 - 12/04/2020	06/04/2020 - 26/04/2020
04/05/2020 - 10/05/2020	04/05/2020 - 24/05/2020
25/05/2020 - 31/05/2020	25/05/2020 - 14/06/2020
20/07/2020 - 26/07/2020	20/07/2020 - 09/08/2020

You have two weeks from the end of a survey's week to submit your records. For instance, for the survey week 25 November to 1 December, the deadline is 15 December.

2 SUBMITTING A SURVEY

2.1 Log onto the App

Follow the App link- <https://apps.lse.ac.uk/trac/>

You should be able to login using your usual LSE username and password.

2.2 Pick an available survey

2.2.1 Available surveys

The available surveys appear underlined in red on the box at the end of the page. Just click on the red survey link to start answering it. Its initial status should be 'Not Started'.

Survey	Status
<u>25/11/2019 – 01/12/2019</u>	Not Started
20/01/2020 - 26/01/2020 (unavailable)	Not Started

2.2.2 Closed surveys

Once the deadline has passed, the link will display '(closed)'. You can still open it, but your survey results (if submitted) will be read-only.

Survey	Status
<u>25/11/2019 – 01/12/2019 (closed)</u>	Submitted
20/01/2020 - 26/01/2020 (unavailable)	Not Started

2.2.3 Unavailable surveys

Although not yet available, these are the forthcoming surveys that will become available on the date indicated by the survey.

2.3 Completing the survey

The main survey completion screen is as below

- a) Selected survey
- b) Total inserted hours from all activities
- c) Total inserted hours per week day
- d) Total inserted hours per activity

a) Time allocation for 25/11/2019 - 01/12/2019

b) Total Hours: 0.0 (Mon: 0.0 Tue: 0.0 Wed: 0.0 Thu: 0.0 Fri: 0.0 Sat: 0.0 Sun: 0.0)

c) expand all Save Submit

Teaching

2.3.2 Undergraduate Teaching (0.0 hours)

Postgraduate Teaching (0.0 hours)

Summer School and Short Courses (0.0 hours)

Support For Teaching (0.0 hours)

Research

Research Councils Funded Research (0.0 hours)

Other Government Departments Funded Research (0.0 hours)

Charities Funded (Sponsored) Research (0.0 hours)

European Commission Funded Research (0.0 hours)

Industry/Overseas Funded Research (0.0 hours)

School Funded PGR Student Activity (PhD students) (0.0 hours)

School Funded Personal Activity Research (0.0 hours)

School Funded Research (0.0 hours)

School Funded Research in support of Teaching (0.0 hours)

Support for Research (0.0 hours)

Continuing Professional Development (CPD)

Continuing Professional Development (CPD) (0.0 hours)

Other Services Rendered

Consultancy and other income generating activities - Academic (0.0 hours)

Consultancy and other income generating activities - Non-Academic (0.0 hours)

Other

Administration and Committees (0.0 hours)

Holiday, sickness, jury service etc (0.0 hours)

Save Submit

2.3.1

2.3.1 Time allocation

The time allocation tables will allow you to record the number of hours spent in every activity.

2.3.2 Inserting hours

Click to expand an activity. A table will open with every day of the week, where you should insert the time worked per day.

Teaching

▼ Undergraduate Teaching ⓘ	(0.0 hours)
Mon:	0.0
Tue:	0.0
Wed:	0.0
Thu:	0.0
Fri:	0.0
Sat:	0.0
Sun:	0.0

> Postgraduate Teaching ⓘ	(0.0 hours)
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> Summer School and Short Courses ⓘ	(0.0 hours)
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> Support For Teaching ⓘ	(0.0 hours)
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Time should be entered in **hours** (1.0) or **half hours** (0.5). If not, the system will automatically round the entry, for example from 1.2 hours to 1, or from 1.8 hours to 2.

Mon:	1.2	×
Tue:	0.0	
Wed:	0.0	
Thu:	0.0	
Fri:	0.0	
Sat:	0.0	
Sun:	0.0	




Mon:	1.0	×
Tue:	0.0	
Wed:	0.0	
Thu:	0.0	
Fri:	0.0	
Sat:	0.0	
Sun:	0.0	

Repeat for each category of activity undertaken during the survey week.

Please note; input is not limited to 7 hours a day or between Monday to Friday; you should input the hours worked on each category.

2.3.3 Guide to time allocation categories

More information about each category of time is available by selecting the [link](#) on the home page, or by clicking on the activity within the survey.

	
Your guide to time allocation tables	
Category	Activities to be included under this heading
TEACHING	
Undergraduate Teaching	Holding Lectures, seminars and tutorials. Preparing materials for lectures and tutorials. Preparing materials for an agreed new course. Editing and updating course materials. Organising and visiting placements. Supervision / contact time relating to projects and dissertations. Other student contact time relating to educational matters, including remedial classes. Preparing and marking examination papers, including re-sits, oral examinations, reading and assessing student dissertations, reading and marking essays and other student work. Invigilation of examinations including external examining (both at own and other institutions). Mentor meetings.
Postgraduate Teaching	Holding Lectures, seminars and tutorials. Preparing materials for lectures and tutorials. Preparing materials for an agreed new course. Editing and updating course materials. Organising and visiting placements. Supervision / contact time relating to projects and dissertations. Other student contact time relating to educational matters, including remedial classes. Preparing and marking examination papers, including re-sits, oral examinations, reading and assessing student dissertations, reading and marking essays and other student work. Invigilation of examinations including external examining (both at own and other institutions). Mentor meetings. <i>Note: Any of the above duties relating to PhD students should be under PGR student activity in the Research category.</i>
Summer School and Short Courses	Holding Lectures, seminars and tutorials. Preparing materials for lectures and tutorials. Preparing materials for an agreed new course. Editing and updating course materials.

2.4 Saving your progress

Use the 'Save' button to save the hours that you have entered.

You can return and amend later if required; it does not mean that your survey has been submitted, only that it has been started.

expand all

2.4 Save2.5 Submit

Teaching

Undergraduate Teaching ⓘ (6.0 hours)

Mon: 1.5
Tue: 1.5
Wed: 0.0
Thu: 3.0
Fri: 0.0
Sat: 0.0
Sun: 0.0

Postgraduate Teaching ⓘ (0.0 hours)

Summer School and Short Courses ⓘ (0.0 hours)

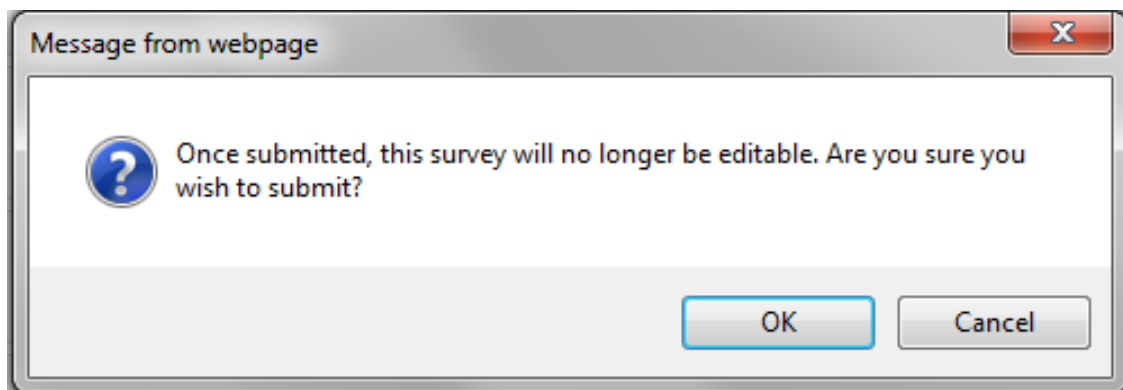
Once saved, you will see a message informing you of the status.

Survey saved

Total Hours: 15.0 (Mon: 5.0 Tue: 1.5 Wed: 7.0 Thu: 0.0 Fri: 0.0 Sat: 1.5 Sun: 0.0)

2.5 Submitting a survey

Once you have completed all hours worked in a survey week, use the 'Submit' button to submit your completed survey. You will be prompted to confirm that you want to submit it.



Once submitted, you will no longer be able to edit it. If you wish to amend the data returned, please email Trac@lse.ac.uk with the amendments required.

As mentioned above, you have two weeks from the end of a survey's week to submit your records. For instance, for the survey week 25 November 2019 to 1 December 2019, the deadline is 15 December 2019.

3 After Submitting a Survey

After submitting the survey, you will automatically be redirected to the main page.



3.1 Understanding the status of the survey

After submitting a survey, its status should change from 'Not Started' (or 'Started' if you already saved some progress) to 'Submitted'.

If not, go back to the survey and click 'submit'. All of your surveys will appear on this list even when submitted.

Survey	Status
→ 25/11/2019 – 01/12/2019	Submitted
20/01/2020 - 26/01/2020 (unavailable)	Not Started

If you click on a submitted or closed survey, you will open a read-only copy of the survey.

3.2 Editing a submitted survey

It is not possible for you to edit a survey after it is submitted or the deadline has passed. However, following submission, if you wish to change your data then email trac@lse.ac.uk with your correct details, we will update your records.