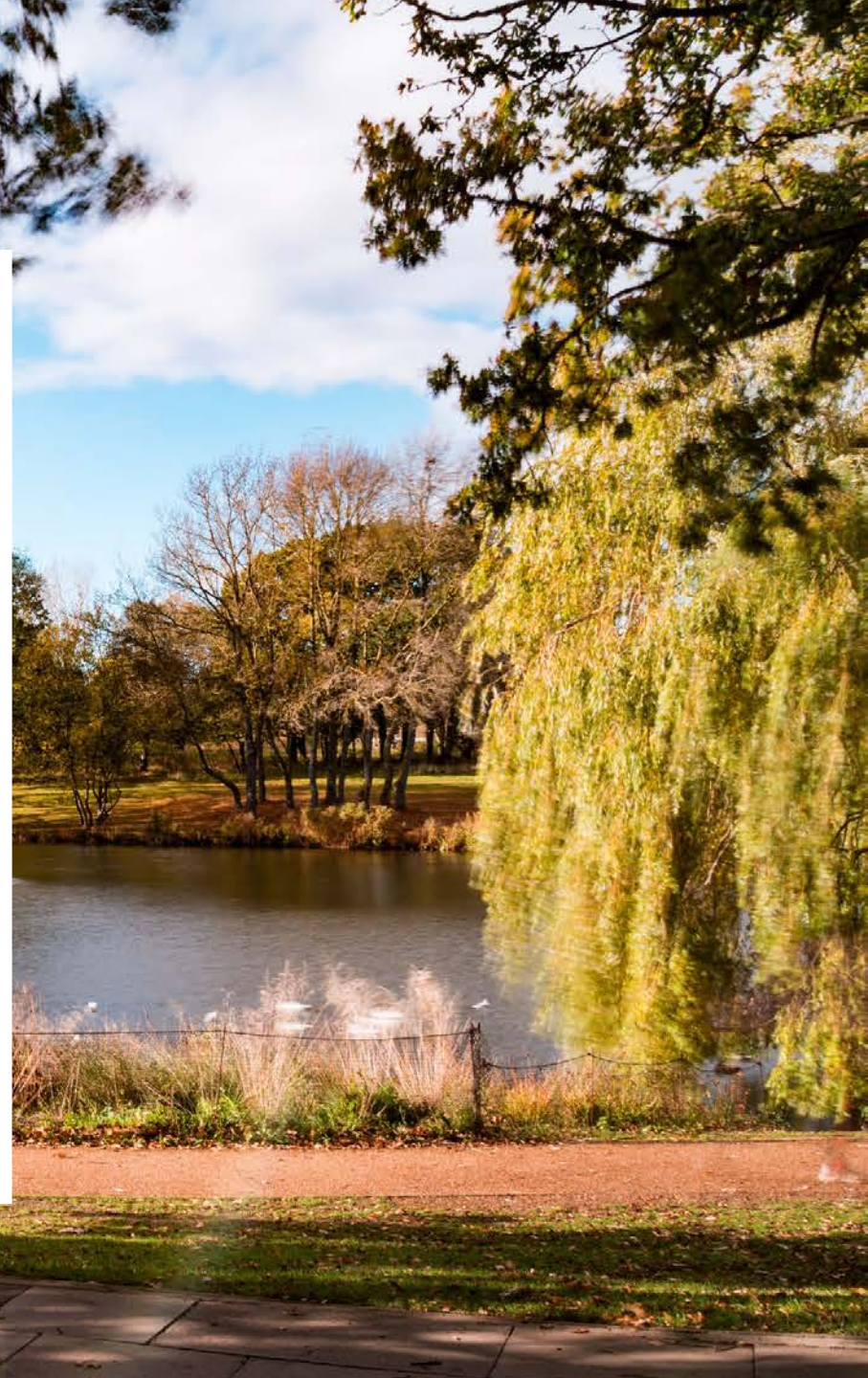
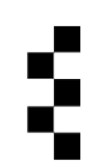


RIS IMPACT MODULE

Introduction

September 2022





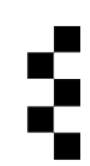
About the RIS Impact Module

The Impact Module of the Research Information System (RIS-IM) is a *confidential* repository for academic staff to store and track information about their engagement and knowledge exchange activities and the impact of their research outside of the academy.

The RIS-IM enables you to create *different types* of records, link them to users or outputs, and attach evidence. You can plan and record your impact activities and capture evidence from the beginning of projects, progressively linking outputs, outcomes and impact as they are delivered.

By linking the impact to related publications, grants or conference proceedings you can build links between research inputs (funding), outputs and outcomes (publications, conference proceedings), impact activities (engagement and knowledge exchange activities) and resulting impact.

The RIS-IM helps to capture the entire research life cycle and over time, a portfolio of evidence is built, which can be used to create narratives or case studies of the measurable impact.



Impact The demonstrable contribution that excellent research makes to society and the economy, of benefit to individuals, organisations and nations (UKRI)

Engagement A two-way exchange of ideas between a researcher and a stakeholder for mutual benefit

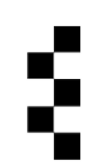
Knowledge Exchange (KE) Activities facilitating a two-way exchange between researchers and stakeholders or research users to share ideas, research and expertise

Routes/Pathways to Impact The activities through which your research could achieve impact *i.e.* the knowledge exchange or engagement activities

Impact Evidence Sources external to the University that provide corroboration of your impact claim

Further Resources

[Research Impact Toolkit](#)



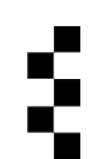
By the end of the guide you should be able to:

Login to the System

Create records to capture impact plans, impact activities and impact

Upload evidence of impact and supporting documentation

Link records to publications and other records within RIS



Login at: <https://ris.essex.ac.uk>

You don't need the VPN to access the RIS. It works from anywhere with an internet connection and in most browsers (Microsoft Edge, Chrome, Firefox, Safari)

University of Essex

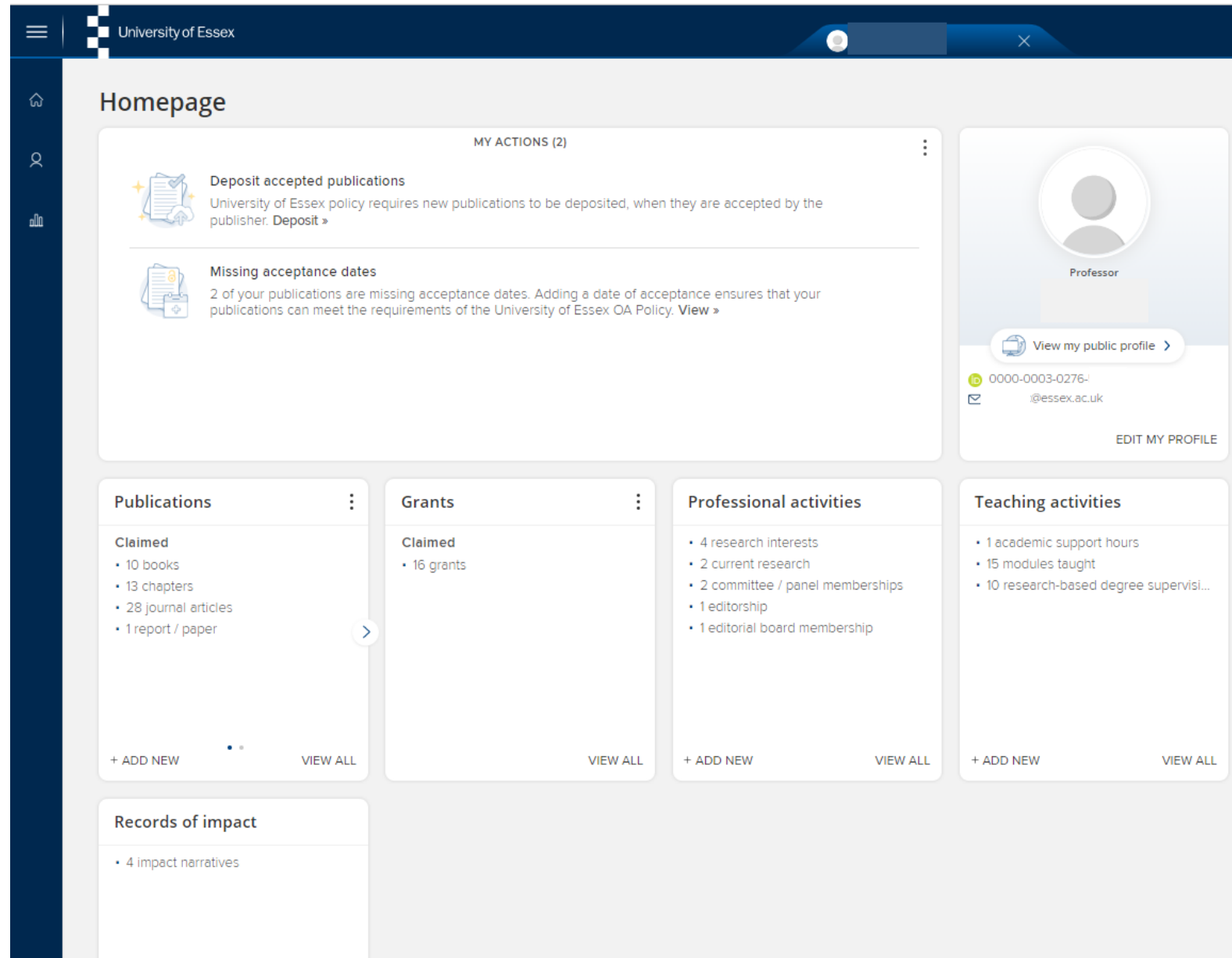
Essex Research Information System Development Server Login

Enter your University of Essex credentials and click Login:

LOGIN

Please login using your normal university login.
Do not add @essex.ac.uk to the username.

For support please email reors@essex.ac.uk

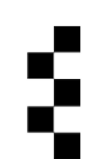


The screenshot shows a user's homepage dashboard with a dark blue header and a vertical navigation bar on the left. The main content area is titled "Homepage" and features several sections:

- MY ACTIONS (2)**:
 - Deposit accepted publications**: University of Essex policy requires new publications to be deposited, when they are accepted by the publisher. [Deposit »](#)
 - Missing acceptance dates**: 2 of your publications are missing acceptance dates. Adding a date of acceptance ensures that your publications can meet the requirements of the University of Essex OA Policy. [View »](#)
- Profile Card**:
 - Avatar placeholder
 - Role: **Professor**
 - [View my public profile >](#)
 - ORCID ID: 0000-0003-0276-
 - Email: @essex.ac.uk
 - [EDIT MY PROFILE](#)
- Publications**:
 - Claimed**:
 - 10 books
 - 13 chapters
 - 28 journal articles
 - 1 report / paper
 - [+ ADD NEW](#) [VIEW ALL](#)
- Grants**:
 - Claimed**:
 - 16 grants
 - [VIEW ALL](#)
- Professional activities**:
 - 4 research interests
 - 2 current research
 - 2 committee / panel memberships
 - 1 editorship
 - 1 editorial board membership- [+ ADD NEW](#) [VIEW ALL](#)

- Teaching activities**:
- 1 academic support hours
- 15 modules taught
- 10 research-based degree supervisi...- [+ ADD NEW](#) [VIEW ALL](#)
- Records of impact**:
- 4 impact narratives

When you first log in the **Home Page** will be displayed, looking something like this



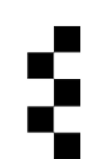
You can create one of three types of impact record in the RIS-IM:

Impact plan - Capture information about the intended impact of a piece of research and the activities planned to reach those goals.

Impact engagement activity - Record your engagement and knowledge exchange activities as they occur.

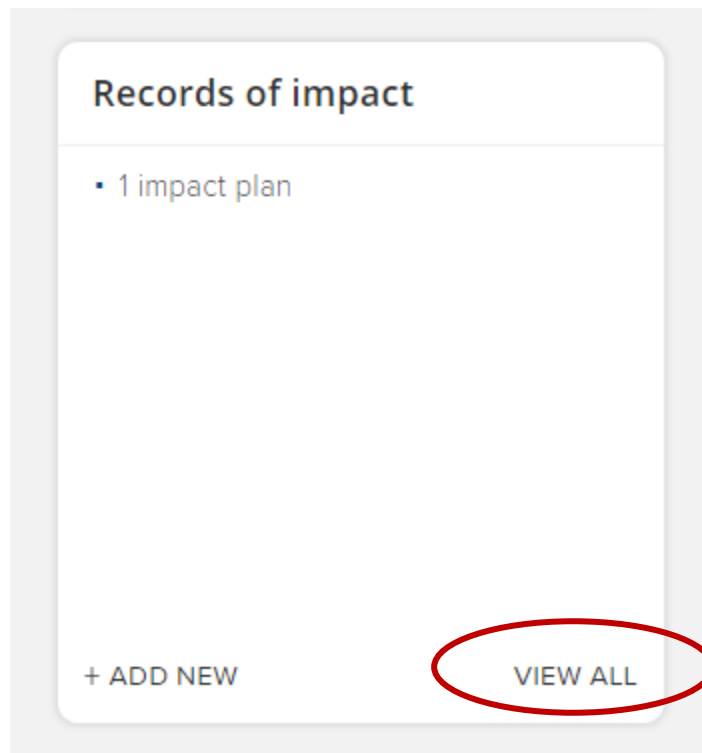
Impact narrative - Record a narrative of events describing the impact of a piece of research. Impact narratives may link to an impact plan and can link together multiple engagement activities.

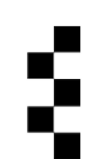
NOTE: Existing 'Records of impact' will default to the new 'Impact narrative' type



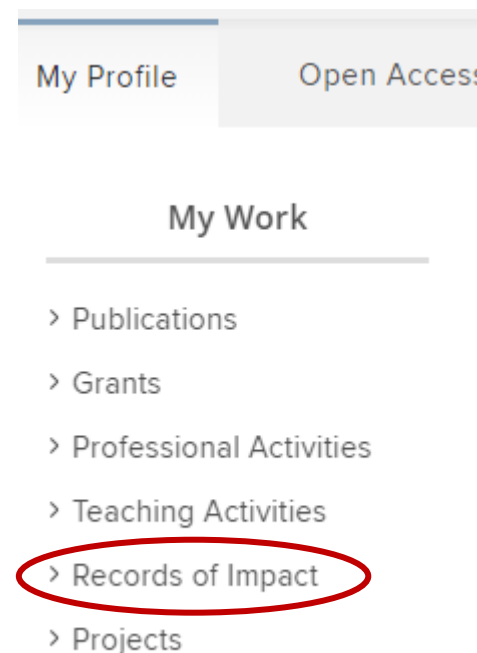
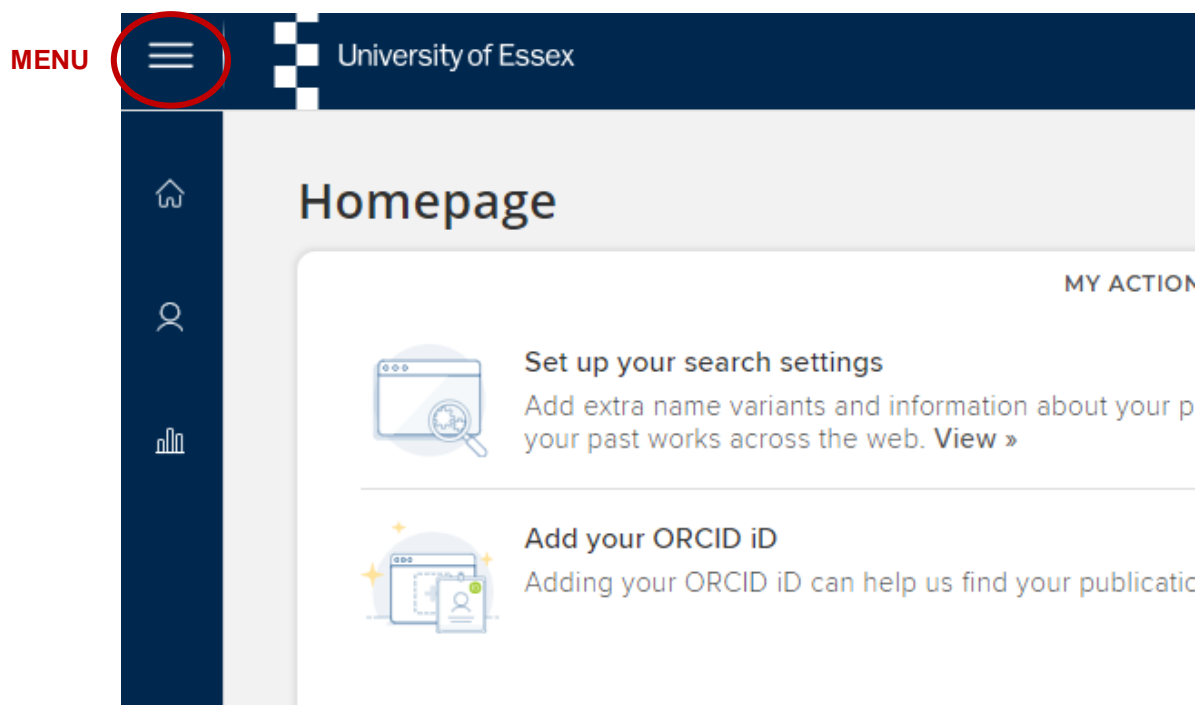
Viewing Impact Records

You can view your existing impact records on your Homepage by clicking **'View all'** in the **'Records of Impact'** box





Alternatively from your **Homepage** go to your **Menu** drop down and choose **'Records of Impact'**.



Viewing Impact Records

University of Essex

Pamela Cox

MY WORK

My records of impact

showing 1 - 4 out of 4

view: 10 per page

sort by: Reporting date (newest first)

focus on: summary

EXPORT

- Widening Participation at PGR level
- Victims Commissioner proposal for a Victims Law
- REF2021 ICS Recurrent Care Proceedings.

IMPACT NARRATIVE

Reporting Dates: -

SUMMARY LABELS (0) RELATIONSHIPS (2) SOURCES (1) HISTORY (2)

SUMMARY LABELS (0) RELATIONSHIPS (2) SOURCES (1) HISTORY (1)

SUMMARY LABELS (0) RELATIONSHIPS (13) SOURCES (1) HISTORY (5)

Activity type

- Impact plan
- Impact engagement activity
- Impact narrative

Relationship type

- Lead contributor of
- Contributes to

Title

Impact type label

Favourite status

Any

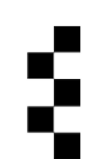
Linked user

Your existing records of impact will appear as a list. You can filter the records by a number of fields in order to search your impact records for something specific.

♥ Favourite the record so it shows at the top of your impact records.

🔒 Manage your privacy settings.

⋮ More options – ‘view details’ of the impact record or ‘remove relationship’ to delete it from your profile.



Add new record - 1

University of Essex

MY WORK

My records of impact

showing 1 - 4 out of 4

view: 10 per page

sort by: Reporting date (newest first)

focus on: summary

EXPORT

- Widening Participation at PGR level
 - IMPACT NARRATIVE
 - Reporting Dates: -
 - SUMMARY | LABELS (0) | RELATIONSHIPS (2) | SOURCES (1) | HISTORY (2)
- Victims Commissioner proposal for a Victims Law
 - IMPACT NARRATIVE
 - Reporting Dates: -
 - SUMMARY | LABELS (0) | RELATIONSHIPS (2) | SOURCES (1) | HISTORY (1)
- REF2021 ICS Recurrent Care Proceedings.
 - IMPACT NARRATIVE
 - Reporting Dates: -
 - SUMMARY | LABELS (0) | RELATIONSHIPS (13) | SOURCES (1) | HISTORY (5)

Filters

Activity type

- Impact plan
- Impact engagement activity
- Impact narrative

Relationship type

- Lead contributor of
- Contributes to

Title

Impact type label

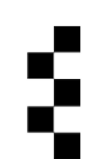
Favourite status

Any

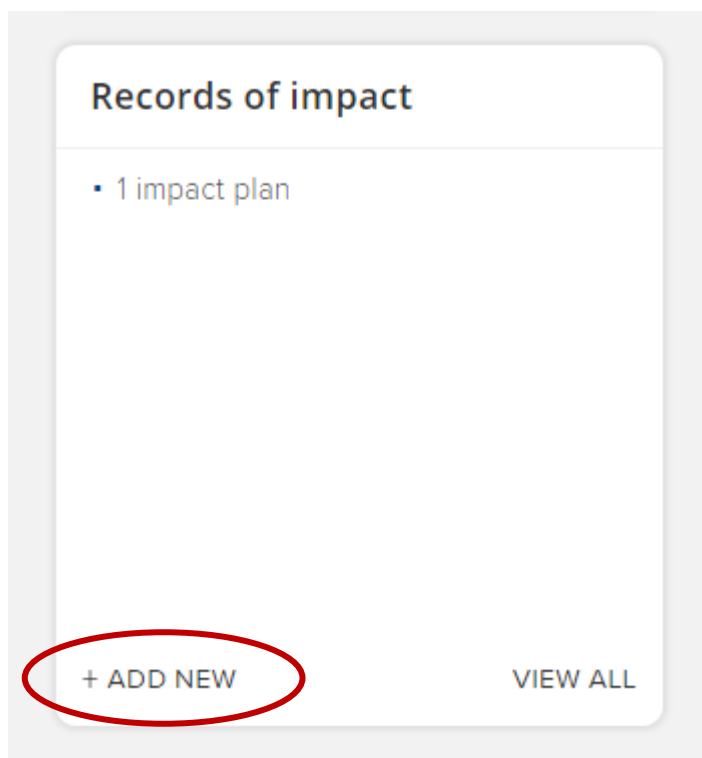
Linked user

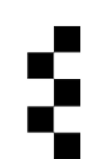
There are two ways that you can add an impact record to your profile:

1. In 'my records of impact' click on the + to 'add a new activity'.



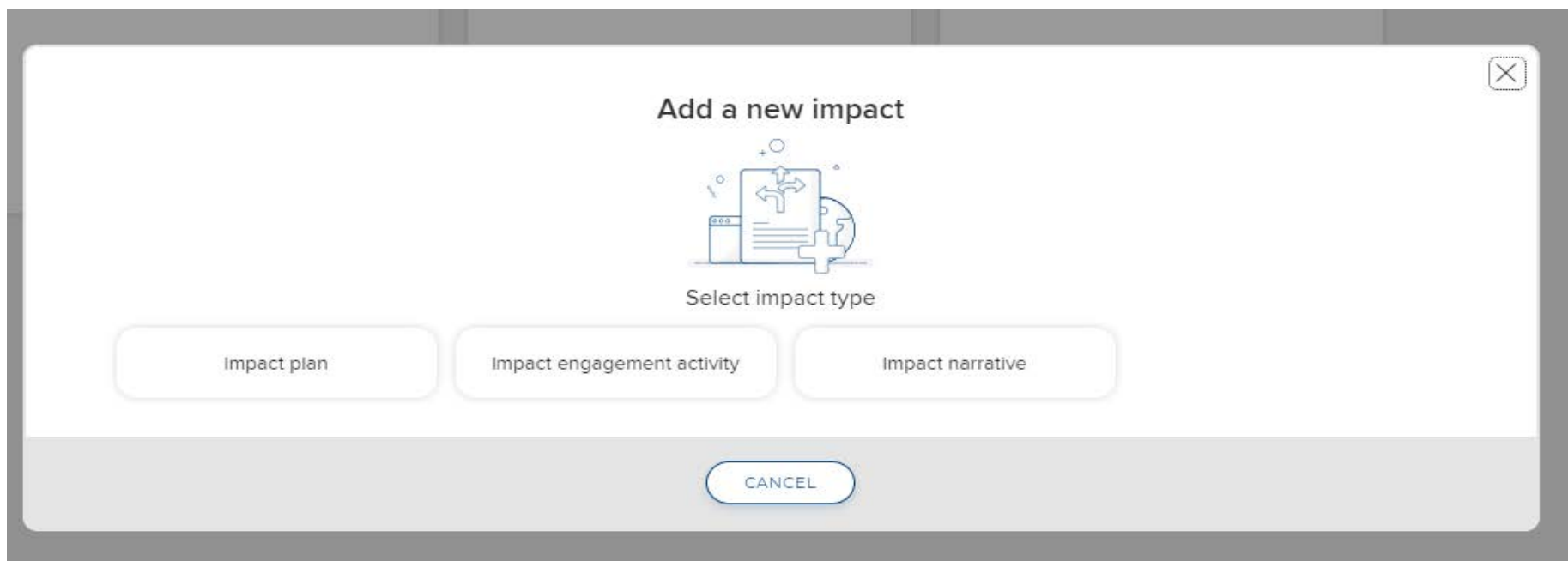
Alternatively, on your **Homepage** go to **'Records of impact'** box and **'Add new'** to start the impact workflow



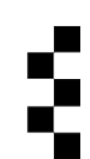


Choose impact record type

Whichever route you take to add a new record you will be taken to a window where you will need to choose the type of impact record that you'd like to add.



When creating records, the sections marked * must be completed otherwise the record will not save. Help for each section can be found by clicking on ?



Add impact plan – create record

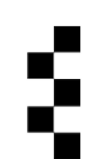
Title: Add a title that will allow others to find this impact plan from within a longer list.

Lead Contributors/Contributors: Add the names of the people contributing to this impact plan. Click ‘**Add a person**’ after each contributor.

Planned activities: Add an overview of steps in your impact plan. You can add further entries at any point. 'Evidence' can be recorded separately. + **Add** to save.

‘**Save**’ to move to next step.

Access tools and resources to help you develop an impact plan in the [Research Impact Toolkit](#)



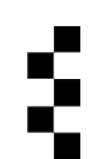
Add impact plan – link other users

The screenshot shows a web interface for linking users to an impact plan. At the top, there are three tabs: 'Tell us more', 'Link to additional users' (which is active), and 'Attach evidence'. Below the tabs, there is a blue box with an information icon and the text 'Link users to this impact' and 'Use the filters to search for users to associate with this impact. Once selected, you can use the dropdown on the Link Selected button to select which type of relationship should be created.' To the right of this box is a 'Filters' section with a search input field labeled 'Name'. Below the filters, there is a 'Sort by:' dropdown set to 'Last name (A to Z)', a 'results per page' dropdown set to '10', and a pagination indicator '1-10 of 5941'. In the center, there are three buttons: 'Select all on page', 'Link Selected' (with a dropdown arrow), and 'Unlink Selected' (with a dropdown arrow). To the right of these buttons is a blue 'Done' button. Below the buttons is a list of users, each with a checkbox, a profile picture, and their name and department. The first user, 'AASKOVEN, Lasse CM', has their checkbox selected. The list includes: AASKOVEN, Lasse CM (Social Sciences), ABAZARI KIA, Mahsa (Science & Health), ABBAS, Nasir (Social Sciences), ABBASZADEH MARZBALI, Mohsen CW (Social Sciences), ABBOTT, Joanne E (Science & Health), ABBOTT, Kay (Science & Health), ABBOTT, Maurice D (Arts and Humanities), and ABBS, Luke SB (Social Sciences).

The next step is to link other users that are associated with this impact plan. You can use the **'Filter'** at the side and enter the last name of the person.

When you have found the user you want to link, click the box next to their name and **'Link Selected'** and choose the relationship the user has with your impact plan. This will result in the impact record being also shown on the other user's profile.

Once you have finished linking users click **'Done'** to go to the next step.



Add impact plan – attach evidence

Attach evidence

test plan

Add new evidence:

Add new evidence:

* File

Choose File No file chosen

Date of testimonial

Nature of evidence

The final step is to attach evidence. You can upload documents, links to webpages, and contact details here. At the planning stage this will not be evidence of impact *per se*, but you can use this section to attach supporting information related to your impact plan.

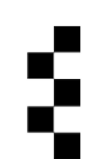
- To upload a document ‘Attach a document’, then ‘Choose File’ and choose your document in Windows Explorer.
- To provide a web link ‘Provide a link’ and add the URL. There is also an option to add a file, which could be a screenshot of the webpage or a pdf copy of the webpage (in case the link breaks).
- ‘Add contact details’ will enable you to record contact details of individuals and their relationship to the ‘evidence’ (may not be required for impact plan record).

For each of these different types of evidence entries you should add:

Date of testimonial: Add a date for the document if relevant.

Nature of evidence: Details about the document and ‘Save’.

Once you have completed this page click ‘Done’.



Add impact engagement activity – create record

Add impact engagement activity

Tell us more | Link to additional users | Attach evidence

* What is your relationship with this impact engagement activity?
 Lead contributor of Contributes to

Essential Information

* Title ?

Summary

Lead contributors No Lead contributors - please add...
 ?

Contributors No Contributors - please add...
 ?

Details of engagement activity No Details of engagement activity - please add...
 ?

Start date

End date

URL

DOI

Underpinning research ?

Organisations No Organisations - please add... ?

Organisation

Department

Street address

City State or province

Country Zip code/postcode

?

Title: Add a title that will allow others to find this engagement/KE activity from a longer list.

Lead Contributors/Contributors: Add the names of the people contributing to this engagement/KE activity. ‘Add a person’ after each contributor.

Details of engagement activity: Give details of your engagement/KE activity (eg. who’s involved, what the aim of the activity is etc.). You can add further entries at any point. + Add to save.

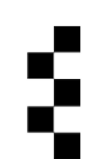
Underpinning Research: Outline the key research or insights that this engagement/KE activity is linked to or draws upon, if appropriate.

Organisations: Add details of organisations involved with this activity. + Add to save.

‘Save’ to move to next step.

Next step - Link other users, as outlined for the impact plan record (page 15)

Access tools and resources to learn more about different types of engagement and knowledge exchange activities in the [Research Impact Toolkit](#)



Add impact engagement activity – attach evidence

Attach 'evidence' as outlined for the impact plan record (page 16).

At this stage this will not be evidence of impact, but you can provide evidence about the activity and its outcomes, which can help to show attribution of any *resulting* impact to you/ your research.

For each of the different types of evidence entries you should add:

- **Date of testimonial:** Add a date that the evidence was made available. For a document this would be when it was created, for a website or URL the date it was made accessible.
- **Nature of evidence:** Add details about the document and 'Save'.

Once you have completed this page click 'Done'.

Find out more about different types of impact evidence in the [Research Impact Toolkit](#)

Add impact narrative – create record

Add impact narrative

Tell us more | Link to additional users | Attach evidence

* What is your relationship with this impact narrative?
 Lead contributor of Contributes to

Essential Information

* Title:

Summary:

Lead contributors: [Add a person](#)

Contributors: [Add a person](#)

Description of impact achieved: [Add](#)

? Underpinning research
?
?
?

Start date:

End date:

URL:

DOI:

Organisations: [Add](#)

Organisation:

Department:

Street address:

City: State or province:

Country: Zip code/postcode:

Impact Type

- Health, wellbeing of people and animal welfare
- Creativity, culture and society
- Social welfare
- Commerce and the economy
- Public policy, law and services
- Production
- Practitioners and delivery of professional services, enhanced performance or ethical practice
- Environment
- Understanding, learning and participation

?

Title and Lead Contributors/Contributors: As for other records.

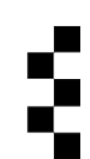
Description of impact achieved: Provide a description of the impact achieved (the effect, change or benefit beyond academia) and a brief summary of activities which led to the impact. You can add further entries at any point. + Add to save.

Underpinning Research: Outline the key research or insights that underpinned this impact. This work may be a body of work or project that underpins this impact. Relevant research outputs can be linked separately afterwards.

Organisations: Add details of organisations involved with this impact. + Add to save.

Impact Type: Select the type(s) of impact achieved (see [Annex A of the REF2021 Guidance on Submissions](#)). Multiple types can be selected.

Next step - Link other users, as outlined for the impact plan record (page 15)



Add impact narrative – attach evidence

Attach evidence

test plan

Add new evidence:

Attach 'evidence' as outlined for the impact plan record (page 16).

For the impact narrative record you will need to record *evidence of impact* by **attaching a document**, providing a **link** or **contact details**. Examples of impact evidence could include testimonials, reports, webpages etc. Find out more about different types of impact evidence in the [Research Impact Toolkit](#).

For each of the different types of evidence entries you should add:

Date of testimonial: Add a date that the evidence was made available. For a document this would be when it was created, for a website or URL the date it was made accessible.

Nature of evidence: Describe how this evidence confirms or demonstrates the impact. In the case of contact details you could provide details of why this contact is important to the impact record e.g. they held a particular role that provided testimonial evidence to support your impact claims. Click **'Save'**.

Add new evidence:

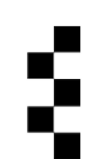
* File

No file chosen

Date of testimonial

Nature of evidence

Once you have completed this page click **'Done'**.



Consent for testimonials/confidential evidence

Attach evidence

test plan

Add new evidence:

Attach a document Provide a link Add contact details

Done

Add new evidence:

Attach a document Provide a link Add contact details

* File

Choose File No file chosen

Date of testimonial

Nature of evidence

Cancel Save

Done

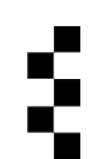
Providers of testimonial/confidential evidence must understand how their data and the information they provide will be used by the University and give consent for this. A [consent form](#), completed by the evidence provider should be attached to the impact narrative record alongside the evidence item.

Date of testimonial: The date on the signed consent form.

Nature of evidence: Should state which evidence item the consent form relates to. Click 'Save'.

Once you have completed this page click 'Done'.

Find out more about confidentiality and consent in the [Research Impact Toolkit](#).



Edit an impact record and add links

Energy policy workshop with OFGEM

Impact engagement activity

[Labels](#)
There are no labels on this impact. [Add labels](#)

Data sources

Manual

[Edit record](#)

ID: 4866D984-3BD7-4844-B147-3F995D6D4F08

Title Energy policy workshop with OFGEM

Summary Energy policy workshop on 08.7.22. Participants included University of Essex academics from Law and Economics, representatives from OFGEM and BEIS.

Lead contributors [Wilkinson, Beverley](#)

Supporting evidence

No supporting evidence has been provided for this impact.

[Attach evidence](#)

Links (1)

Users

Lead contributor is [WILKINSON, Beverley](#)

Link RIS DEV users to this impact

Add a user by typing their name in the textbox below (type their surname first and then their first name). Then, select the relationship type and click on the add button (+) to associate a user with this impact.

Create links ▾

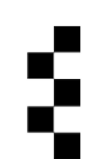
- Publication
- Grant
- Professional activity
- Project
- Teaching activity
- Impact

To select an impact record to edit, go to 'Records of impact' (see page 9) and click on the title to open the record. You can 'Edit record' and 'Attach evidence'.

From this page you can also create links to other records in RIS e.g. grants, underpinning outputs, professional activities, other RIS users etc.

Importantly, you can link to other impact records e.g. you could link an **impact plan** to an **impact engagement activity** record and the **impact narrative** record to create a story about the impact activities that were planned and carried out and the resulting impact.

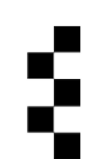
Once you have chosen the type of item to link, it will open a new screen.



Edit an impact record and add links

The screenshot shows a web interface for editing an impact record titled "Energy policy workshop with OFGEM". A blue information box at the top left explains that users can link records of impact to this impact and use filters to search for records. Below this, there are sorting options (Sort by: Title (A to Z)), a results per page selector (10), and a page indicator (1-10 of 973). A list of items is displayed, with the first item, "The Researcher as the Catalyst for Policy Change" - mentioned in paper by Colin Gault, Professor Wayne Martin, selected with a checkbox. To the right of the list are buttons for "Link Selected", "Unlink Selected", and "Done". A dropdown menu is open under "Link Selected", showing "Associated with" as the selected option. On the right side of the interface, there is a "Filters" section with a "1 filter has been set" message and a "Reset filters" link. Below the filters are input fields for "Title", "Type" (set to "Impact narrative"), "Linked user", "Lead contributor", and "Contributor".

Use the **filters** to find the items you want to link to. Tick the items and then click on the dropdown item (e.g. associated with, underpins etc.) under '**Link Selected**'. Click '**Done**' when complete. This returns you to the previous page and you can link other items such as grants, publications etc.



Edit an impact record and add links

- My Profile
- Open Access
- Reporting
- Category Admin
- System Admin

- My Work
 - > Publications
 - > Grants
 - > Professional Activities
 - > Teaching Activities
 - > Records of Impact
 - > Projects
- About Me
 - > Edit Profile
- Settings
 - > Automatic Claiming
 - > Name-based Search
 - > Account Settings
 - > Configure Homepage
 - > Manage Delegates
- Tools
 - > Import Publications
 - > Create Links
 - > Workspace
- Guidance
 - > Help Guide
 - > Login Announcement
 - > Privacy Information

You can also create links from the **Menu** on your homepage (see page 10).
Under **'Tools'** select **'Create Links'**.

< RETURN TO THE PREVIOUS PAGE

Create links

Create links between...

Publications Grants Publications Grants
 Professional activities Projects Professional activities Projects
 Teaching activities Records of impact Teaching activities Records of impact

Records of impact

Current filters: Change

- Linked to: Me
- Date range: from 07/09/2019

We've found 5 matching results:

[Select all](#)

- Energy policy workshop with OFGEM [View](#)
Existing links (to a user)
- Test [View](#)
Existing links (to a user)
- xx [View](#)
Existing links (to a user)

Publications

DOI:

Or:

Title:

Linked to:

Type:

Journal:

Published after:

Published before:

Go!

This takes you to a new page where you can create links between different items/records.

Select the items/records you wish to link then click **'Go!'**

My Profile | Open Access | Reporting | Category Admin | System Admin

My Work | About Me | Settings | Tools | **Guidance**

- My Work
 - > Publications
 - > Grants
 - > Professional Activities
 - > Teaching Activities
 - > Records of Impact
 - > Projects
- About Me
 - > Edit Profile
- Settings
 - > Automatic Claiming
 - > Name-based Search
 - > Account Settings
 - > Configure Homepage
 - > Manage Delegates
- Tools
 - > Import Publications
 - > Create Links
 - > Workspace
- Guidance**
 - > **Help Guide**
 - > Login Announcement
 - > Privacy Information

You can access help and guidance resources from the **Menu** on your homepage (see page 10). Under **'Guidance'** select **'Help Guide'**.

Help

Information

If you have any comments or suggestions, or are experiencing problems with the system, please contact Research Systems in the Research and Enterprise Office. E: reors@essex.ac.uk T: 4147

Help Guides for Users

How to Manage Publications and Search Settings. Download the [publications guide](#) (Adobe PDF, 1.2MB)

How to deposit to the Essex Research Repository from the RIS. Download the [Deposit Guide](#) (Adobe PDF, 880kb)

How to manage your profile. Download the [Profile Guide](#) (Adobe PDF, 757kb)

How to record impact. Download the [Impact Guide](#) (Adobe PDF, 898kb)

How to manage grants. Download the [Grant Guide](#) (Adobe PDF, 669kb)

How to complete your Annual Research Plans and Outcomes Monitoring. Download the [Review Guide](#) (Adobe PDF, 680kb)

How to Delegate and Impersonate. Download the [Delegate Guide](#) (Adobe PDF, 321kb)

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