About the RIS

The Research Information System delivers important benefits which include:

- The automatic searching of publications from a range of external sources and a simple process to deposit them into the Research Repository.
- A single place where researchers can manage grants, professional activities, teaching responsibilities and supervision, publications and impact.
- A way to manage and edit external web profiles.
- A platform in which REF submission and annual research review can be managed with minimal re-keying of data or completing of forms.
About this guide

This guide describes the process completing your Annual Research Review in the RIS.

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

- Login to the System
- Complete your monitoring form
- Submit for review by your department
Your Submission

For this review you will be asked to:

• Confirm you are aware of the University’s Code of Good Research Practice, Policy and Procedure for managing and storing security-sensitive research material and the Open Research Position Statement.

• Check that RIS holds details of your published and deposited outputs since 1 January 2021 and select and order all those that are eligible for submission in the REF, i.e. outputs that are the product of research, briefly defined as a process of investigation leading to new insights, effectively shared.

• List any other outputs, including working papers, or projects that are likely to result in publications and that you would like to bring to your Department and the University’s attention.

• Check your list of research funding Awards and tell us about any grant applications made, pending or planned.

• Check your list of Professional Activities and select any indicators of peer esteem and national and international recognition that you have received since 1 August 2020.

• Select Impact items, in particular ones that may support an impact case study for the next REF.

• List any knowledge exchange activities that you are currently undertaking or have planned.
Log In

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

Your normal university login is all you need.

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).
How to begin

To begin Select from:
Menu > Assessment > My Assessments > Review Processes

You will also be prompted to start, complete or take action on an exercise from My Actions on the home page
Start your submission

Review the guidance and click Start or Continue review process

Note: You can work on the submission over time and stop and return at any point.
Start your submission

Refer to the guidance text for instructions if you need help.

The Summary on the right hand side of the page will alert you to which sections need to be completed.

Your first task will usually be to select or add items.

At the completion of any task, refer to the "What Next?" on the right hand status panel.
Completing Sections

The form contains lists for you to manage items.

Select the list you want to work with to add and manage items.
Completing Sections

Some sections will allow you to select information already held in the RIS.

- Research Publications for REF
- Research Grants and Contracts Awarded
- Evidence of Esteem/Recognition and Other Achievements
- Research Impact

Choose *Select items* to choose new items for the list.
Completing Sections

To add or remove items on a list click **Select for…** or **Unselect for…**

Click **Done** when you are finished.
Remove items

You can also delete or remove items from the list using the red cross.
Ordering items

For some sections you may be required to order items. Click the Order items button.
Ordering items

Use the ordering controls to set the order you require:

- Move to the top
- Up
- Down
- Move to the Bottom

The order is numbered/ranked in the top left hand corner.

Click Done when you are finished ordering.
Navigating sections

The Summary Panel on the right will always be visible to help you navigate. It will tell you:

- **What Next?** (for that section)
- **Where Next?** (for the next section)

At any point you can return to the summary screen to access other parts of the submission by clicking **Back up**...
Export your submission

If you want to a copy of the completed submission you can export it to a pdf or word document.

Click Export to Word or PDF
Complete a submission

Once all your sections are complete you can **Mark as done** your submission.

At this point you can still edit the form if you want.

**Finally, when you are finished editing please Move to ‘Departmental Review’**

Once you do this you can no longer make changes. It is important that you do this, otherwise your department can’t access your submission to start reviewing it.
What happens next?

Your submission will be reviewed by your department.

They may pass it back to you for updates or changes in which case your submission will become available for you to edit again.

When you have made changes mark it as complete and move it to departmental review again.
Need help?

Contact REO Research Systems

reors@essex.ac.uk
www.essex.ac.uk/staff/research-systems