RIS Impact Module

INTRODUCTION

Version 2.1 – October 2017
The Impact Module of the Research Information System (RIS-IM) is a repository for academic staff to store and track information about the impact of their research outside of the academy. The Impact module of the RIS will deliver important benefits which include:

- The linking of impact and impact activities to underpinning research (publications) already stored on the RIS.
- A single place where researchers can manage the connections (links) between grants, projects, professional activities, teaching responsibilities, publications, and impact to generate a narrative around the reach and relevance of their work.
- A platform in which REF submission and Impact Case Study monitoring can be managed with minimal re-keying of data or completing of forms.
By the end of the guide you should be able to:

• **Login** to the System
• **Review** your Home page summary
• **Create** impact records and impact narratives
• **Upload** evidence of impact
• **Link** impact records to publications and other records within RIS
Login at:
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 (IE, Chrome, Firefox, Safari)

Welcome to the University of Essex Research Information System.

Please login using your normal university login. The username does **not** need @essex.ac.uk

Please claim your publications and personalise the publication search terms. Remember to add your ORCID and Scopus IDs to help the RIS find your publications.

For support please email reors@essex.ac.uk
HOME PAGE

When you first log in the Home Page will be displayed, looking something like this.
You will see on the menu that you are at the Home page (the first tab on the menu).

You will also be able access > Menu for other functions.

No other menus should be available to you at this stage.
My Actions area will tell you things that need attention.

When you get started this will include adding your ORCID and SCOPUS IDs.

Note: you should attend to any outstanding actions at this point.
MY RECORDS OF IMPACT

You can access your Records of Impact from the Manage section located in the Menu drop-down options.
MY RECORDS OF IMPACT

Your existing records of impact appear in a list here.

From this screen you can add a new impact record.

You can also filter the records by a number of fields in order to search your impact records for something specific.
ADD A NEW IMPACT

Clicking Add a new Impact opens this screen.

This section asks several questions, the first being whether you are the Lead Contributor (e.g. the Principal Investigator) or Contributing to the impact. You can add other contributors later.
ADD A NEW IMPACT

Subsequent questions relate to the detail of the impact.

**Working Title** is a mandatory field. Here you should give enough detail to easily identify the impact.
ADD A NEW IMPACT

Details of the activity and its impact (if known) should be populated within the Narrative of events field.

**NB:** On completion, click Add to save. The narrative field will not save if you do not click Add.
ADD A NEW IMPACT

You can add more than one narrative entry.

Where possible, include details of the outcome, result, or impact of your activity.

Evidence to demonstrate this impact can be added later.
ADD A NEW IMPACT

Details of relevant partner organisations or individuals should be added within the **External Contributors** field. If not applicable, leave this blank.

Internal (University of Essex) contributors can be added later.

**NB**: On completion, click **Add** to save. **The field will not save if you do not click Add**
ADD A NEW IMPACT

Once all relevant fields are complete, click **Save & Continue** to move to the next screen.
The next screen allows you to link other university staff to the impact record.

To add an Essex user, begin by typing their surname – you should then select the relevant member of staff from the drop-down list, click the + icon before clicking continue.
ATTACH EVIDENCE

The next screen allows you to input evidence that demonstrates the details of the activity and its impact.

You can upload documents, links to webpages, and contact details for supporting testimonial statements.

(If you would like more guidance on what counts as appropriate evidence of impact, please contact your Faculty’s Research Impact Officer.)
ATTACH EVIDENCE

To upload a document click Attach a document, followed by Choose File, and choose your document in Windows Explorer.

The Date of testimonial should be the either the date of the document or of the relevant activity.

The Nature of evidence field should state what this document confirms or demonstrates.

NB You must click Save to upload the document.
ATTACH EVIDENCE

To **Provide a link**, paste the webpage **URL** into the field

URLs will not work forever. For a more permanent record, take a screen shot of the webpage and upload this as a document by clicking **Choose File**

The **Date of testimonial** should be the date the website information was captured

The **Nature of evidence** field should state what this webpage confirms or demonstrates

**NB You must click** **Save** to upload the document
ATTACH EVIDENCE

To **Add contact details**, complete all mandatory fields marked with *. 

At the bottom of this screen is an area where the **nature of the evidence** is captured. Include details of why this contact is important to the impact record e.g. they held a particular role or office that provided testimonial evidence to support your impact claims.

**NB You must click** Save to upload the contact details

Click done when all your evidence is uploaded
LINKING MY IMPACT

Once you have populated your impact record, you can Create links to your impact within RIS to your publications, or Link other users to your impact.

You can also view and edit your impact records by clicking View your impact details.
Create links will take you to this screen where you have the option to link to Publications or Records of Impact to your impact activity. You are encouraged to do this when you upload a new record.

The menu at the top allows you to choose what kind of records to link.

The menus to the left and the right allows you to choose one or more records to link.

Once you have selected the records, click “Create one new link” to save the link.
You should now be able to:

- **Login** to the System
- **Review** your Home page summary
- **Create** impact records, impact narratives, and new contacts
- **Upload** evidence of impact
- **Link** impact records to publications and other records within RIS

You can find extra help, including video guides on common tasks, by clicking the help button in the RIS.

If you have questions please email reors@essex.ac.uk