RIS

Annual Research Review – Reviewers Guide

September 2022
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 internal research monitoring can be managed with minimal re-keying of data or completing of forms.
About this guide

This guide describes the process of reviewing submissions made in the Annual Research Review exercise in the RIS.

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

• Login to the System
• Review completed information
• Mark your reviews as complete
Your Submission

For this review you will be asked to:

- Review and Score publications for the REF, i.e. publications published since 1 January 2021

You may also be asked to:

- Consider any other working papers or projects that are likely to result in publications
- Consider Awards and any grant applications made and pending or planned.
- Consider any indicators of peer esteem and national and international recognition
- Review Impact, in particular impact which that may support an impact case study
- Consider any knowledge exchange activities undertaken 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 the Review Process from **Menu > Assessment > My Reviews > Review Processes**.

You will also be prompted to start Reviews in **My Actions (Home)**.
How to begin

If you have more than one process to participate in they will be listed here

Click Start or Continue review process
List of reviews

For a particular exercise the list of researchers requiring review will be presented on the page according to the filter options.

Click Start review to review the person (or Continue review if you have incomplete reviews)

If you have a lot of individuals to review, or you have been asked to review only specific staff then the filtering options on the right of the page will assist you to identify and prioritise your work.

Note: If you are not seeing what you expect you may need to Clear filters
Individual reviews

A review “To-Do List” makes clear exactly what you are required to complete. A Review can contain three different components: Reviews of Items, Reviews of Sections and Overall Exercise Review.

The 'To-Do' list shows the sections in yellow/orange are outstanding.
Details of reviews

A ‘Detailed List’ section displayed in an indented view according to the review level is next to the To do list.

You will not normally be able to see reviews submitted by other reviewers and other stages unless you have permissions to see these.
Review items

To Review items either select from the detailed list or use the To-Do list via the Summary box on the right hand side.
Review items

Enter text and scores as required and Save your review when complete. You can edit your review if you make a mistake or need to add more details.

The Item Summary area on the right will guide you through the next steps.

If you completed a review of an item last year, your old review and score will be available and amendable.

You can jump back to the review overview at any point.
Review items

A note about reviewing Publications for REF.

When you view the publication details, if a full text is available in the repository it will be visible in the Full Text area.

You will be able to download it if it is publicly accessible. If the output is embargoed then you can ask the repository team on repository@essex.ac.uk or someone in your department with permission to access such as a Director or Research.
Completing your review

When you have completed the review, the colour of the To-Do list box will change from yellow/orange to green.

When all the aspects of the review you are required to do are completed you can press the Mark my review as complete button.

You can also move the Stage to “Submission” to return it to the researcher if you need them to add additional information. You should contact the person directly to let them know what is required.
Completing your review

When you have marked the review as complete you can move to your next review. You will be promoted to check you have reviewed all sections.

If you are only reviewing REF outputs for example, you can safely Mark as complete.

If necessary you can re-open the review to make changes.
Completing more reviews

Use the top navigation or Menu > My Reviews > Review Processes to return to the list of reviews.

The overview screen will indicate completed reviews (subject to the correct filter settings) and those still needing attention.
Need help?

Contact REO Research Systems

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