ABOUT THIS GUIDE

This guide describes the process Reviewing submissions made in the Annual Research Plans and Outcomes Monitoring exercise in the RIS.

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

• **Login** to the System
• **Review** completed information
• **Move** your reviews to the Institutional Review Stage
LOG IN

Login at:
ris.essex.ac.uk

Your normal university login is all you need.

The username does not need @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 (IE, Chrome, Firefox, Safari)
THE REVIEW

This guide explains how to complete a Review Process in the RIS. The Annual Research Plans and Outcome Monitoring exercise is completed as a Review Process.

For this review you will be asked to:
- Review details of up to six publications for the REF2021, i.e. publications to be published by 30 November 2020
- 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
- Move the Review to Institutional Review stage
HOW TO BEGIN

To begin Select the Review Process from the Menu > Review > 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 “Review review processes”.

Reviews of review processes

The following review processes have been made available to you for review.

- On-screen guidance text is available to guide through the 'what' and 'how' for each section.
- Once you have finished, either create an export of your completed response or mark as ready for the next stage (if there is one).
- To get started, select an assessment below.

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[Review review processes]
LIST OF REVIEWS

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

If you have a lot of individuals to review, the filtering options on the right of the page will assist you to identify and prioritise your workflow. *Note:* If you are not seeing what you expect you need to clear filters.
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.

A 'To-Do' list shows the sections in yellow/orange are outstanding.

Select the item to open the review entry area and "Save your review" when complete. You can edit your review if you make a mistake.
A 'Detailed List' section displayed in an indented view according to the review level is below the To do list.

You will be able to see reviews submitted by other reviewers and other stages if you have permissions to see these.

An Export to Word or PDF for an offline copy and a navigation button if you need to return to the review list page is available.
Review items appear with text entry and scores for some sections.

"Save your review" when complete. You can edit your review if you make a mistake.

The summary bar 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.
COMPLETING A REVIEW

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

When all the reviews are completed, the "Mark as done" status bar reflects this.

You can also move the Stage to “In Draft” to return it to the researcher or to Institutional Review for the final Stage of the process.
Once you have marked the review as done (and any updates have been added if you needed to pass it back to the draft stage) you CAN move it to the final ‘Institutional Review’ Stage.

**NOTE:** If you move to ‘Institutional Review’ no other reviews at the Departmental stage will be possible. If more than one person needs to review please check if their review has been added with your Department Research Director.
You should now be able to:

- **Login** to the System
- **Review** completed information
- **Move** your reviews to the Institutional Review Stage

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

For support contact the Research Systems Team in the REO
reors@essex.ac.uk

If you have queries about your publications, what to deposit or Open Access please email repository@essex.ac.uk