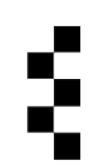




RIS

Research Plans and Outcomes Monitoring

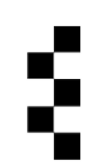
September 2022



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.

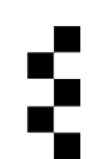


About this guide

This guide describes the process completing your Annual Research Plans and Outcomes Monitoring in the RIS.

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

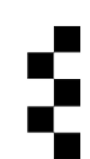
- **Login** to the System
- **Complete** your monitoring form
- **Submit** for review by your department



Your Submission

For this review you will be asked to:

- Confirm you are aware of the [University's Policy and Procedure for managing and storing security-sensitive research material](#) and the [University Research Data Management Policy](#) available via these links.
- 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 January 2021.
- 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.



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.

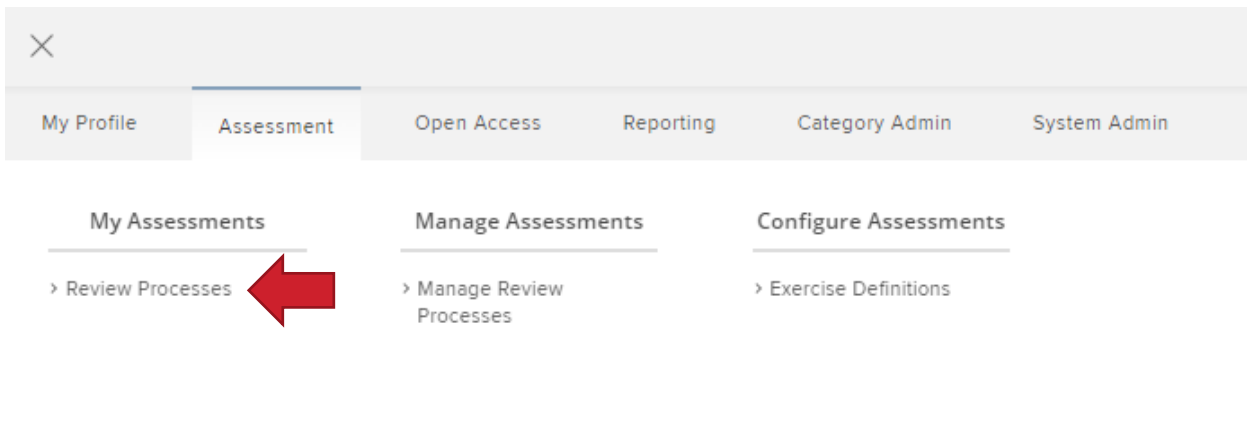
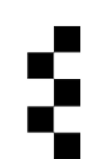
For support please email reors@essex.ac.uk

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

My review processes

- i** The following review processes have been made available to you for completion.
- 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 from the list below.

Current Review Processes

Annual Research Plans and Outcomes 2021/22

In draft

The University is required to submit 100% of our 'independent researchers' (ASER staff and ASR staff on Grade 9 or above) to the REF. As a means of assessing progress towards this, Senate and Council approved a set of norms that all ASER staff and staff on ASR contracts at Grade 9 or above should have the equivalent of three published research outputs assessed at a minimum of 3* by the end of the REF assessment period (subject to the normal allowances for individual staff circumstances such as ECR status; maternity leave; part-time contract; certificated sickness absence; etc).

It is important to have an accurate record of your preparedness for REF submission. This helps to ensure that support is provided in a timely fashion when necessary. In addition, departments have said they find the reports very helpful as a means of keeping in detailed touch with what colleagues were doing and intending to do, and of gathering information that they might otherwise not have.

Continue review process



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.

REVIEW PROCESSES >

Annual Research Plans and Outcomes 2021/22

In draft



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Guidance

- You need to be aware of the [University's Policy and Procedure for managing and storing security-sensitive research material](#) and the [University Research Data Management Policy](#) available via these links. Please use the 'Add policy confirmation statements' button below to complete the statements to confirm that you are aware of the policies. This enables the University to comply with Government guidance to HEIs.
- Check that RIS holds details of your published and deposited outputs since 1 January 2021 and select 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.
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- List any knowledge exchange activities that you are currently undertaking or have planned.

Policy Confirmation Statements

- | | |
|---|------|
|  I am aware of the Policy / Procedure for managing and storing security-sensitive research material: | True |
|  I am aware of the Research Data Management Policy: | True |

[Edit](#)

[Research Publications for REF](#)

1 item added - Please check the list of your research outputs and select all published research outputs which you believe are eligible to be submitted in the next REF. These are details of your published outputs since 1 January 2021 which are held in the University's Research Information System. If any of your research outputs which have been published since 1 January 2021 are missing, please add them to the RIS (Menu > Publications). They will then be available for you to select should you wish to do so.

[View list](#)

[Other working papers or projects](#)

3 items added - Please 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's and the University's attention.

Summary

[\(view details\)](#)

Policy Confirmation Statements added

Research Publications for REF: 1 item added (0 or more required)

Other working papers or projects: 3 items added (0 or more required)

Research Grants and Contracts Awarded: 1 item added (0 or more required)

Research Funding Plans: 2 items added (0 or more required)

Evidence of Esteem/Recognition and Other Achievements: 5 items added (0 or more required)

Research Impact: 1 item added (0 or more required)

Knowledge Exchange Activities: 2 items added (0 or more required)

What next?

[Export to Word or PDF](#)

[Move to 'Departmental Review'](#)

[Mark as done](#)

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.

REVIEW PROCESSES >

Annual Research Plans and Outcomes 2021/22

In draft

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- Select Impact items, in particular ones that may support an impact case study for the next REF.
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Policy Confirmation Statements

- | | |
|---|------|
| ⚠ I am aware of the Policy / Procedure for managing and storing security-sensitive research material: | True |
| ⚠ I am aware of the Research Data Management Policy: | True |

[Edit](#)

Research Publications for REF

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[View list](#)

Other working papers or projects

3 items added - Please 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's and the University's attention.

Summary

[\(view details\)](#)

✓ Policy Confirmation Statements added

✓ Research Publications for REF: 1 item added (0 or more required)

✓ Other working papers or projects: 3 items added (0 or more required)

✓ Research Grants and Contracts Awarded: 1 item added (0 or more required)

✓ Research Funding Plans: 2 items added (0 or more required)

✓ Evidence of Esteem/Recognition and Other Achievements: 5 items added (0 or more required)

✓ Research Impact: 1 item added (0 or more required)

✓ Knowledge Exchange Activities: 2 items added (0 or more required)

What next?

[Export to Word or PDF](#)

[Move to 'Departmental Review'](#)

[Mark as done](#)

Completing Sections

The form contains lists for you to manage items.

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



REVIEW PROCESSES > ANNUAL RESEARCH PLANS AND OUTCOMES 2021/22 >
Research Publications for REF
In draft

1 item added - Please check the list of your research outputs and select all published research outputs which you believe are eligible to be submitted in the next REF. These are details of your published outputs since 1 January 2021 which are held in the University's Research Information System. If any of your research outputs which have been published since 1 January 2021 are missing, please add them to the RIS (Menu > Publications). They will then be available for you to select should you wish to do so.

Guidance

Please click the "Select items" button and select all published research outputs which you believe are eligible for submission to the next REF, i.e. outputs that are the product of research, briefly defined as a process of investigation leading to new insights, effectively shared. A full definition of research for the REF can be found in Annex C of the [REF2021 Guidance on Submissions](#). Once you have selected your outputs, please order them according to quality, from the highest quality to the lowest quality, using the "Order items" button in the List Summary on the right-hand side of the screen. It is important that you use the "REF indicators of quality" in ordering your outputs, not relying simply on the impact factor or ranking of the journal. If you are in any doubt about how to rank your outputs, you should seek guidance from your Director of Research or other Departmental/School nominee.

***REF indicators of quality**

4*: Quality that is world-leading in terms of originality, significance and rigour.

3*: Quality that is internationally excellent in terms of originality, significance and rigour but which falls short of the highest standards of excellence.

2*: Quality that is recognised internationally in terms of originality, significance and rigour.

1*: Quality that is recognised nationally in terms of originality, significance and rigour.

List Summary
(Research Publications for REF)

1 item added
(0 or more required)

What next?

Select items

Where next?

Go to Other working papers or projects

Back up to Annual Research Plans and Outcomes 2021/22

#1 **Research Publications for REF**

The Celebrity Icon Mask: The Multi-Institutional Masking of Sir Jimmy Savile
Greer C; McLaughlin E (10.1177/1749975520985385)

Journal article: Cultural Sociology 15(3):364-385 Article number ARTN 1749975520985385 01 Sep 2021

In OA policy | OA compliant | Exception: Deposits

01 Sep 2021

Altmetric	EPMC	Scopus	WoS	SNIP	SJR
41	-	0	0	113	0.73

View item

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.

Select Items 3 items selected (0 or more required) Cancel Done

Sort by: Title (A to Z) 1-10 of 13 10 results per page 1 2

Select all for Research Publications for REF

Artificial Intelligence in the Capitalist University Academic Labour, Commodification, and Value
Preston J (10.4324/9781003081654)
Book : 208 pages. Routledge, London 05 Nov 2021
06 Nov 2021
Unselect for Publications

Building underground and protected schools to survive nuclear war and desegregation in the 1960s
Preston J
Other
<No eligibility date>
Select for Publications

Class and Race Strategies in Adult Education
Preston J (10.1007/978-1-4020-6108-0_3)
Chapter : In Whiteness and Class in Education. 59-79. Springer Netherlands
<No eligibility date>
Select for Publications

Concluding Remarks
Preston J (10.1007/978-1-4020-6108-0_8)
Chapter : In Whiteness and Class in Education. 189-198. Springer Netherlands
<No eligibility date>
Select for Publications

Eligible items only
From: 01 Jan 2021
Allowed types: Books, Chapters, Conferences, Journal articles, Reports / Papers, Exhibitions, Other, Scholarly editions, Datasets, Media
0 filters have been set.

Filters
Title
Type
Selected status
Label
Favourite status
DOI
Journal
Published after
Published before
Has verified manual record
In Open Access policy

Completing Sections

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

Click **Done** when you are finished

Research Publications for REF

In draft

1 item added - Please check the list of your research outputs and select all published research outputs which you believe are eligible to be submitted in the next REF. These are details of your published outputs since 1 January 2021 which are held in the University's Research Information System. If any of your research outputs which have been published since 1 January 2021 are missing, please add them to the RIS (Menu > Publications). They will then be available for you to select should you wish to do so.

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1*: Quality that is recognised nationally in terms of originality, significance and rigour.

List Summary
(Research Publications for REF)

✓ 1 item added
(0 or more required)

What next?

Select items

Where next?

Go to Other working papers or projects

Back up to Annual Research Plans and Outcomes 2021/22

#1 Research Publications for REF ✕

The Celebrity Icon Mask: The Multi-Institutional Masking of Sir Jimmy Savile
Greer C, McLaughlin E ([10.1177/1749975520985385](#))

Journal article: Cultural Sociology 15(3):364-385 Article number ARTN 1749975520985385 01 Sep 2021

[In OA policy](#) [OA compliant](#) [Exception: Deposit0](#)

01 Sep 2021

Altmetric	EPMC	Scopus	WoS	SNIP	SJR
41	-	0	0	113	0.73

View item



Remove items

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

Research Publications for REF

In draft

3 items added - Please check the list of your research outputs and select all published research outputs which you believe are eligible to be submitted in the next REF. These are details of your published outputs since 1 January 2021 which are held in the University's Research Information System. If any of your research outputs which have been published since 1 January 2021 are missing, please add them to the RIS (Menu > Publications). They will then be available for you to select should you wish to do so.

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1*: Quality that is recognised nationally in terms of originality, significance and rigour.

#1 Research Publications for REF 

Artificial Intelligence in the Capitalist University Academic Labour, Commodification, and Value
Preston J ([10.4324/9781003081654](#))

Book: 208 pages. Routledge, London 05 Nov 2021

OA policy not applicable

06 Nov 2021

Altmetric	EPMC	Scopus	WoS
-	-	0	-

[View item](#)

List Summary

(Research Publications for REF)

3 Items added
✓ (0 or more required)

What next?

[Select items](#)

[Order items](#)

Where next?

[Go to Other working papers or projects](#)

[Back up to Annual Research Plans and Outcomes 2021/22](#)



Ordering items

For some sections you may be required to order items.

Click the **Order items** button

REVIEW PROCESSES > ANNUAL RESEARCH PLANS AND OUTCOMES 2021/22 >
Research Publications for REF
In draft

3 items added - Please check the list of your research outputs and select all published research outputs which you believe are eligible to be submitted in the next REF. These are details of your published outputs since 1 January 2021 which are held in the University's Research Information System. If any of your research outputs which have been published since 1 January 2021 are missing, please add them to the RIS (Menu > Publications). They will then be available for you to select should you wish to do so.

Order Items Cancel Done

#1 **Research Publications for REF**

Artificial Intelligence in the Capitalist University Academic Labour, Commodification, and Value
Preston J ([10.4324/9781003081654](https://doi.org/10.4324/9781003081654))
Book: 208 pages. Routledge, London 05 Nov 2021
06 Nov 2021

Altmetric	EPMC	Scopus	WoS		
-	-	0	-	Move to the top	Move to the bottom

Up Down

#2 **Research Publications for REF**

Where did the learning go? Artificial Intelligence, 'use sovereignty' and 'Pixarification' in factories of the future
Preston J
Chapter: In SAGE Handbook of Learning and Work. Editors: Malloch, Marg, Cairns, Len, Evans, Karen, O'Connor, Bridget. Nov 2021
01 Nov 2021

Altmetric	EPMC	Scopus	WoS		
-	-	-	-	Move to the top	Move to the bottom

Up Down

#3 **Research Publications for REF**

Development of Space Weather Reasonable Worst-Case Scenarios for the UK National Risk Assessment
Haggood M, Angling M, Attrill G, Bisi M, Cannon P, Dyer C, Eastwood J, Elvidge S, Gibbs M, Harrison R et al. ([10.1029/2020SW002593](https://doi.org/10.1029/2020SW002593))
Journal article: Space Weather 19(4) Article number ARTN e2020SW002593 Apr 2021
01 Apr 2021

Altmetric	EPMC	Scopus	WoS	SNIP	SJR		
70	-	6	5	1.03	0.99	Move to the top	Move to the bottom

Up Down



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

pending or planned.
onal and international recognition that you have

REF.
i.

[Edit](#)

rch outputs which you believe are eligible to be
which are held in the University's Research
ary 2021 are missing, please add them to the
so.

[View list](#)

Research Funding Plans: 1
✓ item added
(0 or more required)

Evidence of
Esteem/Recognition and
Other Achievements: 0 items
added (0 or more required)

Research Impact: 2 items
added (0 or more required)

Knowledge Exchange
Activities: 0 items added
(0 or more required)

What next?

[Export to Word or PDF](#)

[Move to 'Departmental Review'](#)

[Mark as done](#)

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**

pending or planned.
onal and international recognition that you have
REF.
i.

[Edit](#)

rch outputs which you believe are eligible to be
which are held in the University's Research
ary 2021 are missing, please add them to the
so.

[View list](#)

Research Funding Plans: 1
✓ item added
(0 or more required)

Evidence of
Esteem/Recognition and
Other Achievements: 0 items
added (0 or more required)

Research Impact: 2 items
added (0 or more required)

Knowledge Exchange
Activities: 0 items added
(0 or more required)

What next?

[Export to Word or PDF](#)

[Move to 'Departmental Review'](#)

[Mark as done](#)

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.

REVIEW PROCESSES >

11:28 Review process moved to 'Departmental R

Annual Research Plans and Outcomes 2021/22

Departmental Review

i This review process cannot currently be edited. 

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Policy Confirmation Statements

▲ I am aware of the Policy / Procedure for managing and storing security-sensitive research material:	True
▲ I am aware of the Research Data Management Policy:	True

[Research Publications for REF](#)
2 items added. Please check the list of your research outputs and select all published research outputs which you believe are eligible to be

Summary
[\(view details\)](#)

- Research Publications for REF: 3 items added (0 or more required) ✓
- Other working papers or projects: 3 items added (0 or more required) ✓
- Research Grants and Contracts Awarded: 0 items added (0 or more required) i
- Research Funding Plans: 1 item added (0 or more required) ✓
- Evidence of Esteem/Recognition and Other Achievements: 0 items added (0 or more required) i
- Research Impact: 2 items added (0 or more required) ✓
- Knowledge Exchange Activities: 0 items added (0 or more required) i

What next?

[Export to Word or PDF](#)

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