RIS
Research Plans and Outcomes Monitoring

Version 2.0 – December 2018
ABOUT THIS GUIDE

This guide describes the process completing your Annual Research Plans and Outcomes Monitoring form 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
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)
This guide explains how to complete Monitoring Form in the RIS.

For this review you will be asked to:

• Confirm that 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](#). 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 2014 and select **up to six** published research outputs.

• List any other 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 and 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 2014.

• Select Impact items, in particular ones that may support a REF2021 impact case study.

• List any knowledge exchange activities that you are currently undertaking or have planned.
HOW TO BEGIN

To begin Select your Assessment Exercise from the Build (Menu)

You will also be prompted to start, complete or take action on an exercise from My Actions (Home)
START YOUR SUBMISSION

Review the guidance and click Start

Annual Research Plans and Outcomes 2018/19

The University’s Research Strategy commits us to having 100% of our ‘Independent researchers’ (ASER staff and ASR staff on Grade 9 or above) submitted to the REF2021. As a means of assessing progress against this goal, 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 31 July 2020 (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 the 31 July 2020 deadline and REF submission in November 2020. 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.

Start

Note: You can work on the form over time and stop and return at any point. At the end of the process you will be able to mark the form as Done and then Move to Departmental Review.

If you completed a submission last year then the form will all ready contain last years information. You may not see the ‘Start’ box above.
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. Be sure to note the number required.

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.

Some sections will require supporting information.

- Policy Awareness
- Research Impact
COMPLETING SECTIONS

Some list pages will be pre-populated with your eligible items.

- Research Publications for REF2021
- Research Grants and Contracts Awarded
- Evidence of Esteem/Recognition and Other Achievements
- Research Impact

Choose Eligible items and select Done when you are finished
COMPLETING SECTIONS

Some lists will require you to add free text information.

- Other working papers or projects
- Research Grant Applications and Plans
- Knowledge Exchange Activities

Complete the form and choose “Save and Exit” (or Save and Continue” to add another item)
COMPLETING SECTIONS

Where you have items from a previous years submission you can remove them using the red cross.
NAVIGATING SECTIONS

The Summary Panel on the right will always be visible help you navigate.

It will tell you “What Next?” And “Where Next?”
If you want to take a copy of the completed submission you can export it to a pdf or word document.
Completing the submission

Once all your sections are complete please mark your form as Done.

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. Your department can’t access your form until you do this.
WHAT HAPPENS NEXT?

Your submission will be reviewed by your department.

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

When you have made changes mark it as complete and move it to departmental review.
NEED HELP?

You should now be able to:

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

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