

PURE GUIDANCE

SELECTING RESEARCH OUTPUTS FOR POTENTIAL REF2014 SUBMISSION IN PURE

The University will be using the Pure REF2014 Module to coordinate and submit the output element of the REF2014 submission.

In order to collect this data, we need all research active staff to enter/update details in Pure of all research outputs that they have produced or are currently working on since 1 January 2008 (the start of the REF2014 assessment period). This will enable your Head of School and Director of Research to see what outputs are available for each researcher for possible selection to REF. Researchers will have the functionality within Pure to indicate which outputs they think should be considered for submission to REF2014.

Please note that researchers can nominate more than four research outputs for consideration to REF2014, although only a maximum of four outputs will be submitted (less if there are individual staff circumstances). Nominating outputs does not mean that the University will use these outputs in the submission, or that a researcher will be included in the final submission.

Proposing Outputs for REF2014

Selecting your research output candidates for REF: All research active staff who are potentially eligible for REF will now see a new tab in their Personal Overview called 'Propose outputs for REF2014'

The screenshot shows the 'Personal overview' page for a user named Joe Bloggs. The page is divided into several sections:

- Personal overview:** A sidebar menu with options: Research output, Activities, Projects, Funding, and Impacts.
- User Profile:** Displays the user's name (Joe Bloggs), title (Prof), email (joe.bloggs@st-andrews.ac.uk), and affiliation (Professor, School of Art History, 1/03/12 – present). There is an 'Edit profile...' button.
- Navigation:** Tabs for 'My research', 'My CVs and profile', and 'Propose outputs for REF2014' (which is currently selected).
- Research outputs in the period 2008 to 2013 (6):** A section with a 'Propose research output' button and instructions: 'Click the button below and select the research output you want to propose for REF2014.'
- Proposed for REF2014 (0):** A section for outputs currently proposed for submission.
- Research output list:** A list of outputs with their titles and types:
 - 2012:** 'Pure and its many uses' (Research output: Contribution to journal > Article)
 - 2011:** 'A brief history of RAE submissions' (Research output: Book/Report > Book) and 'A test chapter for REF' (Research output: Chapter in Book/Report/Conference proceeding > Chapter)
 - 2010:** 'Test Ref article for Bloggs' (Research output: Contribution to journal > Article)
- Right sidebar:** Includes an 'Add new' button and a 'My messages' section showing 0 messages.
- Pop-up:** A 'Highlight content on portal' dialog box with instructions and a 'Highlight content...' button.

To see your research outputs within the REF submission period, click on the tab 'Propose outputs for REF2014'. You will see an overview of the outputs which fall within the collection period. 'In press' and 'In preparation' outputs will also show in this list, as long as they have been given an estimated publication date within the REF period (1 Jan 2008 – 31 Dec 2013).

To make proposals:

1. Click the blue **'Propose research output'** button.
2. This will open your Person window listing all the period eligible outputs by date.
 - Please choose 5 outputs and rank them 1-4 with one as an **'unranked reserve'**

The screenshot shows a user interface for a person named Joe Bloggs (ID: 17385148). The main heading is "Research outputs in the period 2008 to 2013". Below this, there are sections for each year from 2012 to 2010. Each section lists research outputs with their titles, dates, and publication details. A "Propose for REF2014" button is provided for each output. The sidebar on the left contains navigation options: "EDIT" (with sub-items: Metadata, Proposed research output for REF2014, Associated user, Setup scan for publications in online sources), "OVERVIEW" (with sub-items: Relations, Display), and "HISTORY AND COMMENTS" (with sub-item: History and comments). At the bottom of the page, there is a "Last saved: 5/04/12 10:00" timestamp and a "Save" button.

3. For each output you wish to select, click the **'Propose for REF2014'** button below the output title.
4. You will then be prompted to complete a number of fields to support your choice, including:

The screenshot shows a 'Propose output' dialog box. At the top, it identifies the user as 'Joe Bloggs' and the period as 'Research outputs in the period 2008 to 2013'. The selected output is 'Pure and its many uses' by 'Bloggs, J.' from 'Journal of the Decorative Arts Society'. The 'Proposed for REF2014' checkbox is checked, and a 'Rank this output' dropdown is set to 'Select ranking'. Below this is a text area for 'Give your reason for proposing this output.' with a '0 words' indicator. A list of checkboxes follows: 'Has this output arisen from interdisciplinary research?', 'Co-authored output?', 'Would you like to propose this output for double-weighting?', 'Do you feel any REF panel members have a conflict of interests with this output?', 'Do you feel that this output should be cross-referred to another UoA panel?', and 'Is this output sensitive, in that it should be excluded from publication of the REF2014 submission?'. At the bottom right are 'Cancel' and 'Apply' buttons. The bottom of the window shows 'Last saved: 2014/12/10/09' and a 'Save' button.

- A ranking for the output you have selected, 1 to 4 and unranked reserve (where 1 is your strongest candidate).
 - Your reason for proposing this output
 - Has this output arisen from interdisciplinary research?
 - Co-authored output?
 - Would you like to propose this output for double-weighting?
 - i. All panels require a supporting statement to justify the request
 - Do you feel any REF panel members have a conflict of interests with this output?
 - Do you feel that this output should be cross-referred to another UoA panel?
 - Is this output sensitive, in that it should be excluded from publication of the REF2014 submission?
5. Once you are happy with the information, click '**Apply**'.
 6. You can then repeat the process from step 3 for all the outputs you wish to select.
 7. Once you have chosen all the outputs you need and have returned to the person window, click '**Save**'.

NOTE: If you do not 'save' before closing the Person window, your REF output selections will not be saved .

Updating your Profile in Pure

A short guide to Pure can be accessed at: <http://www.st-andrews.ac.uk/staff/research/pure/help/>. You can also view a number of screencasts exploring Pure functionality by logging into Pure and hovering your pointer over the 'Help and support' section in the bottom right of your Pure window.

If you have any queries, please contact helpdesk@st-andrews.ac.uk including 'Pure' in your subject heading.

Any Questions?

If you have any queries regarding Pure functionality, please contact helpdesk@st-andrews.ac.uk, including 'Pure' in your subject heading. If your query more broadly relates to your REF eligibility, please contact your school/department Director of Research in the first instance.

Kind Regards