University of Essex

RIS

Annual Research Review – Reviewers Guide

November 2024

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 Reviews

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.
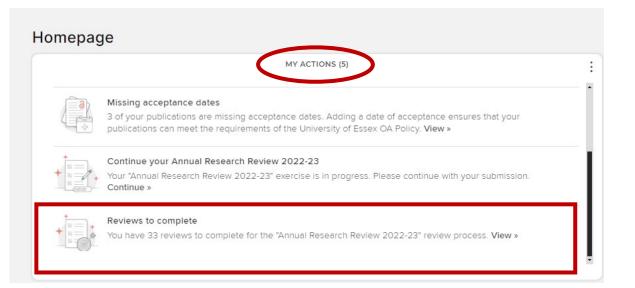
You don't need the VPN to access the RIS. It works from anywhere with an internet connection and in most browsers (Microsoft Edge, Chrome, Firefox, Safari).

How to begin

To begin Select the Review Process from **Menu > Assessment > My Reviews > Review Processes**
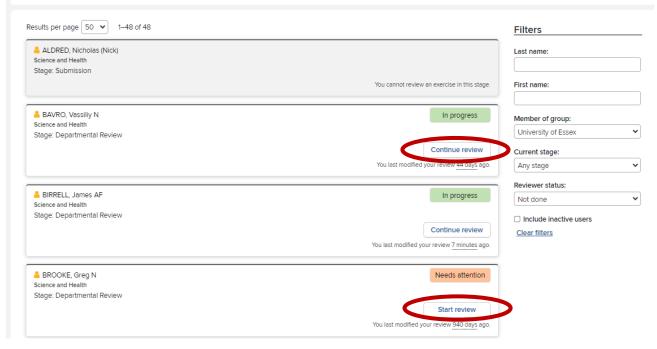
You will also be prompted to start Reviews in My Actions (Homepage)

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

Start reviews

The **Overview tab** shows a list of how many reviews are required within each section. Any section requiring review will be marked with a warning.

To start a review click Requires *x* Reviews

Review items

To review an item click Add a Review

You will not normally be able to see reviews submitted by other reviewers and other stages in the review process unless you have permissions to see these.

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.

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

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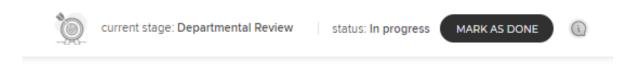
Review items

A note about reviewing Publications for REF.

To view the publication details, click View Item Details, then click on View Journal Article Details. If a full text is available in the repository it will be visible in the Repository area (scroll down for Repository 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 by emailing repository@essex.ac.uk.

current stage: Departmental Review | status: In progress **MARK AS DONE**

Completing your review

When you have completed the review, click Mark as Done in the right hand corner of the screen.

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 Complete

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

University of Essex

Need help?

Contact REO Research Systems

reors@essex.ac.uk

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