

# 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

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Essex	Research Information System Development
	Server Login
	Enter your University of Essex credentials and click Login:
	Username
	Password
	LOGIN
	Please login using your normal university login. <u>Do not</u> 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).

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# 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)

#### REVIEW PROCESSES > Reviews for Annual Research Review 2022-23

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 are doing and intending to do, and of gathering information that they might otherwise not have. The information can help not only with other elements of the REF, i.e. Impact Case Studies and the Environment Statements, but also with work allocation and incentives.



# **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

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	<b>Overview</b>	
PREVIOUS		NEXT >
	Professor Vassiliy Bavro Professor (R)   Science and Health	10 academic appointments
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	Supporting Information O supporting information fields	>
	Research Publications for REF 4 items, 0 supporting information fields	Requires 2 reviews >

# **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

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1

2

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		VIEW ITEM DETAILS ->
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	Trampari E, Zhang C, Gotts K, Savva G, Microbiology Spectrum 10(3) 29 Jun 2022	<u>Bavro V</u> , Webber M

# **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.

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(2020) 1 label	8 labels	4 labels	and Disease Categorization	0 labels
Haber			0 labels	
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Reviews		• •		
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Reviews Star Rating: No score	• 0		s	stage: Departmental Review
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# **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.

	(1) There is 1 warning show ~
	VIEW ITEM DETAILS $\rightarrow$
	Cefotaxime Exposure Selects Mutations within the CA-Domain of envZ Which Promote Antibiotic Resistance but Repress Biofilm Formation in Salmonella
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	FIRST DEPOSIT: 22 APR 2021
	s42003-021-01997-3.pdf     Last refreshed: 04 Oct 2024 13:49:24     Live     View

# **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 <u>repository@essex.ac.uk</u>.



# **Completing your review**

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

Summary
You are about to mark this review process as done.
Exercise Information
Review process has no outstanding reviews
Research Publications for REF
Research Publications for REF
O List has 1 item which needs review.
Other working papers or projects
Other working papers or projects
<ol> <li>List needs review</li> </ol>
Research Grants and Contracts Awarded
Research Grants and Contracts Awarded
List has no items selected     List needs review
Research Funding Plans
Research Funding Plans
<ol> <li>List needs review</li> </ol>
Tuidance of Fatoam /Decompition and Other Achievements
CANCEL

# **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.



# Need help?

### **Contact REO Research Systems**

reors@essex.ac.uk

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