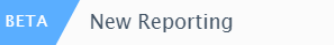


REF Reporting

This feature is only available to certain Editors and Reporters.

Contents

Create New Workspace.....	1
Saved Workspaces > Created by Me.....	2
Saved Workspaces > Shared with Me.....	2
REF2 open access.....	2
REF2: associated & attributed authors & co-authorship.....	2
REF2: peer comments.....	2
REF1: REF2 associations & attributions.....	2
Saved Workspaces > Shared by Institution.....	2
Attribution profile.....	2
REF1a summary.....	3
REF1b summary.....	3
Individual profile.....	3
REF2 attribution.....	3

- To access reports, click  in the left-hand side menu in the REF2021 area. A new window will open.
- If you do not have that menu option, [click here](#). Log in as normal if prompted.
- General information on the reporting module is available on [our user guides web page](#).

Create New Workspace

- We have shared reports with you (see below) to reduce the need for you to create your own, but you are welcome to create new ones.
- There are two ways you can create a report:
 - o Create a new one from the start.
 - o Adapt a report that another user has shared with you.
 - Nothing you do to a report shared with you will affect the original version; saving changes will create a new version in your *Created by Me* section.

Saved Workspaces > Created by Me

- This is where reports you save are located.

Saved Workspaces > Shared with Me

- We have created some key reports and shared them with all Editors of REF2.
- While all Editors of REF2 will see the same report structure, each of you will only see data relating to the UoA(s) assigned to you in Pure.
- At the time of writing, we have shared the following reports:

REF2 open access

- Open access information on each REF2, the underlying output in Pure, and the associated and attributed REF1s (staff).

REF2: associated & attributed authors & co-authorship

- Which REF1s are associated & attributed to each REF2 record, and the total number of internal authors on the output in Pure.

REF2: peer comments

- The grade predicted by the UoA, peer reviewer names, reviewers' grades and comments, the REF2 selection status for the UoA, its Pure workflow status, and the number of associated and attributed REF1s (staff).

REF1: REF2 associations & attributions

- The number of REF2s associated with and attributed to each REF1 record, and each REF1's inclusion status on the submission.

Saved Workspaces > Shared by Institution

- This section is a misnomer: reports here have been shared by Elsevier.
- You can use these reports in the same way as those shared by us.
- Elsevier-defined reports are:

Attribution profile

- Information on REF2.
- UoA level
 - Information on number of outputs:
 - Required for submission
 - In the UoA pool
 - Attributed/not attributed
 - Divided by predicted grade and staff category
- REF1 level
 - Information on:
 - Staff category
 - Total FTE
 - Number selected for the UoA pool

- Attributed
- Outputs divided
- Calculated GPA

REF1a summary

- UoA level
 - o Number of:
 - Eligible REF1a
 - Submitted (included) REF1a divided by headcount and FTE
- REF1 level
 - o Inclusion (submitted) status
 - o Eligibility
 - o Number of outputs in the REF period
 - o Attribution

REF1b summary

- UoA level
 - o Number of eligible REF1b divided by headcount and FTE
- REF1 level
 - o Inclusion status
 - o Eligibility
 - o Number of outputs in the REF period
 - o Attribution

Individual profile

- Information on REF1 and an overview of their REF2, divided by predicted grade and selection status.

REF2 attribution

- An overview of REF2 in the UoA pool and their attribution status
- UoA level
 - o Number of outputs needed
 - o Number of allowed non-compliant outputs attributed
 - o GPA
 - o Number locked attribution
- REF1 level
 - o FTE
 - o Number attributed/non-attributed REF2 in the pool divided by predicted grade
 - o GPA

Guide updated 12/12/2019