

# REF2021: Propose Your Outputs



This feature is available to all personal users who are eligible for and still included in the REF submission, as per the University's REF code of practice.

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This guide explains how to propose outputs to be considered by your REF unit of assessment (UoA). Only outputs that are attached to you in Edge Hill's Pure can be proposed.

Always click  or  or  where you see them before you close a window or section, or your changes will not be saved.

## Propose an output for the REF

- To reach the  screen in the profile editor window, either:
  - Click on  Propose new research outputs or modify existing selections, found on your [personal user overview screen](#), or
  - Click  Edit profile and find it in the left-hand side menu.
- Find the output you want to propose and click .
  - Assign a ranking to this output e.g. your first choice for the REF, second choice, alternate, etc. This is required.
  - Provide a reason for proposing this output. This is required.
  - Indicate whether it is interdisciplinary, co-authored or should be double-weighted. These are optional, but an explanation is needed if selected.
- Your UoA co-ordinator will receive a notification that there is a new REF output for their attention and the UoA review can begin.
- The output will also be proposed for all co-authors also included in the REF submission. The ranking will appear as 'alternate' for them.

## View your proposed outputs

- Simply go to your personal user overview and find *Outputs proposed for REF2021 by you (or on your behalf)*.

- Clicking on an output title will open the **Propose research outputs for REF2021** screen, as above.
- You can see the details you proposed.
- You cannot delete a proposal. Your UoA Co-ordinators can mark it as not selected for the UoA pool but it will still appear in your list of proposals.

## Edit your proposals

- Simply locate your proposal, as above.
- In the list of proposals, the edit button lets you edit the proposal information (reason, checkboxes) but only if the UOA has not yet started its review of your proposal in Pure.
- Even if the edit button is no longer available, you can edit the ranking using the drop-down menu provided at any time.

The screenshot displays the 'Propose research outputs for REF2021' interface. On the left, a sidebar contains navigation links under 'EDIT' (Metadata, Propose research outputs for REF2021, Portal profile, etc.), 'OVERVIEW' (Relations, Fingerprints, Display), and 'HISTORY AND COMMENTS' (History and comments). The main area shows the user 'Staff Test' and a search for 'Research outputs in the period 2014 to 2020'. It lists 'Proposed 1' and 'All 1' results. The selected output is 'Test Article REF 2021' by 'Staff Test', with a reason for proposing: 'Groundbreaking stuff.' Below this, a 'Rank this output' dropdown menu is open, showing options: 'Alternate', '1st', '2nd', '3rd', '4th', '5th', and 'Alternate'. An 'Edit' button is visible below the dropdown. At the bottom, there is a 'Save' button and a timestamp 'Last saved: 3/12/20 9:47'.

- After you save the changes, they should take immediate effect under *Outputs proposed for REF2021* by you (or on your behalf) on your personal user overview screen.