Pure

Edge Hill
University

Pure and the REF

This guide is aimed at REF UoA Co-ordinators & others with REF reporter rights

Edge Hill's version of Pure includes a REF module, allowing us to manage the submission within the system.

> At the time of writing, the REF module is still being developed by Elsevier so some features and functionality will change between now and the final submission.

Access to REF data

The only users who can view REF data in Pure are Pure Administrators and those with REF-specific roles in the system (applicable only to their own UoA):

- REF reporter rights grant read only access to REF1, 2, 3, 4 and 5.
- UoA Co-ordinators have reporter rights but can also edit REF2 records.

Without one of these roles, the **only** REF information the researcher will ever see in Pure is which outputs have been proposed by/for them, the information in that proposal and any overall predicted grade entered against each of their REF2s.

> Editor and reporter rights may grant you access to personally or commercially sensitive information, so you must ensure you handle the data responsibly, accessing, using or sharing internally only where necessary and appropriate. Stringent conditions apply to the re-use and sharing of data from Pure with those outside the University and requires authorisation from the Director of the Research Office.

Sections in the REF module

REF1 (staff details)

Each staff member eligible for the REF has a REF1 record – if you or a colleague do not have a REF1, please let the Research Office know via pure@edgehill.ac.uk.

The REF1 record is not the person's profile but an associated record that draws some information from their profile. Other details in REF1 are maintained by the Research Office.

REF2 (research outputs)

An academic staff member (or someone with person profile edit rights on their behalf) can propose research outputs for consideration in the REF, provided:

- A REF1 record exists for the researcher, and
- Their REF1 is **not** marked either *not eligible* or *not submitted*.

When someone proposes an output for the REF, Pure creates a REF2 record associated to that output. It is this REF2 that you can view (and edit if you have the rights) – it is separate to the associated research output in Pure.

A single REF2 is created per output per UoA. This means that, as soon as one Edge Hill author proposes the output:

- A single REF2 is created for that output in that UoA,
- It is automatically associated to all co-authors in the same UoA who also have REF1s,
- If there are co-authors with REF1s in another UoA at Edge Hill, a separate REF2 is also created in that UoA and associated with those authors. You will not see this REF2.

Details on editing REF2 in Pure can be found in the [REF2 for UoA Co-ordinators user guide](#).

REF3 (research impact)

Research impact case studies in the REF module are simply PDF uploads although they should also exist as records in the content type *Impacts*.

REF4 (doctoral awards, research income)

The Research Office is investigating the possibility of including detailed data in REF4. In the meantime, it will contain only summary data i.e. total numbers per year, which means reporting or exporting the figures from Pure may not be possible at present.

REF 5 (environment)

This section will simply contain PDF uploads towards the end of the REF period.

Reporting

With reporting rights you will be able to view the data in each of the REF section summary screens but you may find you cannot filter or sort the summaries how you would like to.

Instead, you can do this in the reporting module to use reports shared with you by others, or to create your own. You can even share those you create. Select 'Reporting' at the bottom of the menu on the left-hand side of your screen.

While you can create your own reports, we aim to provide you with pre-configured reports to save you time, so please [let us know if you have suggestions on how to improve the existing REF reports](#).

Elsevier have provided useful [video guides on reporting in general](#) as part of their Pure Academy.

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