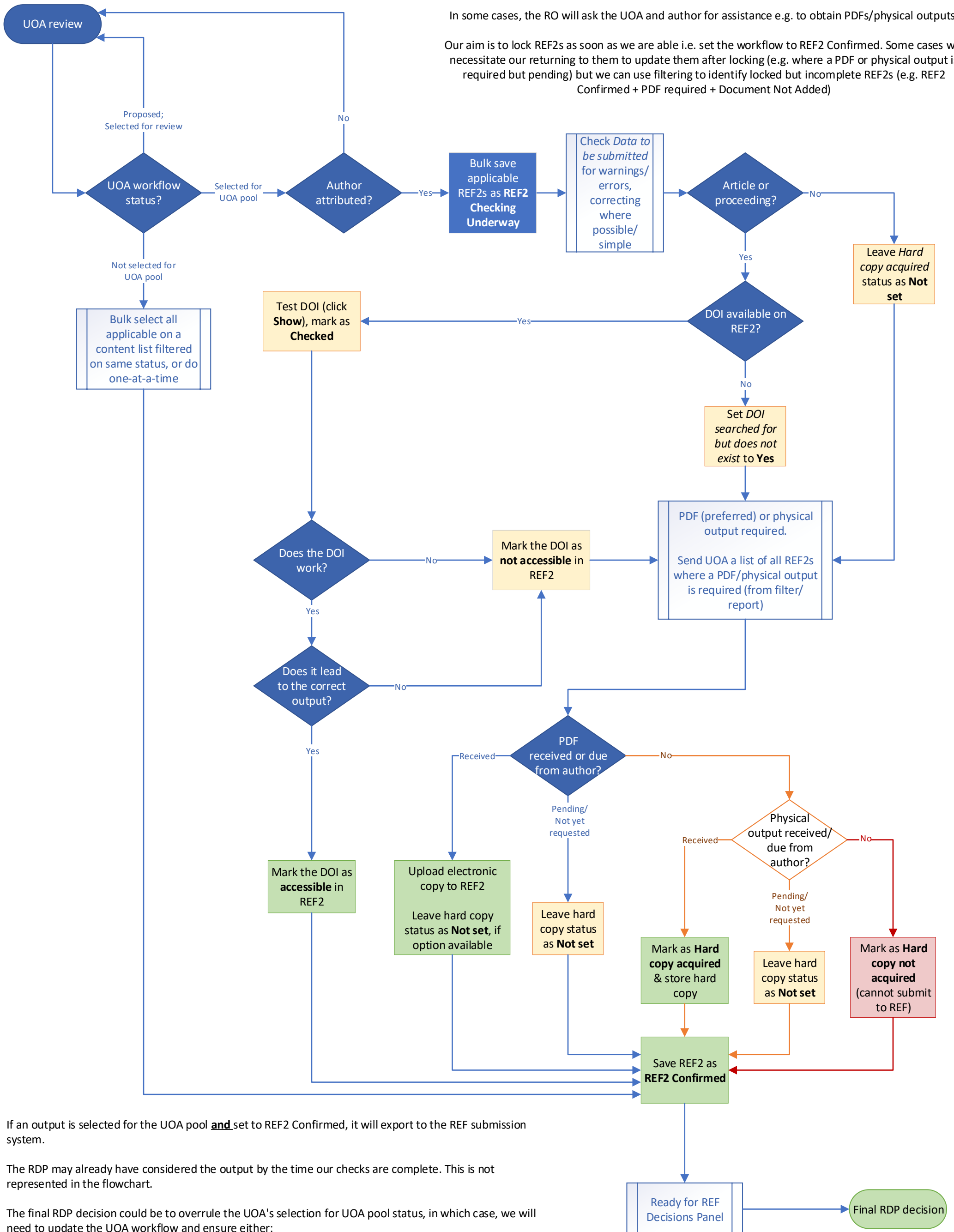


REF2 DOI/PDF/physical output tracking in Pure

This task will be carried out by the Research Office after the UOA completes its review and updates the selection status and author attribution, as required (see the Pure user guide: REF2021 - REF2 workflows).

In some cases, the RO will ask the UOA and author for assistance e.g. to obtain PDFs/physical outputs.

Our aim is to lock REF2s as soon as we are able i.e. set the workflow to REF2 Confirmed. Some cases will necessitate our returning to them to update them after locking (e.g. where a PDF or physical output is required but pending) but we can use filtering to identify locked but incomplete REF2s (e.g. REF2 Confirmed + PDF required + Document Not Added)



If an output is selected for the UOA pool and set to REF2 Confirmed, it will export to the REF submission system.

The RDP may already have considered the output by the time our checks are complete. This is not represented in the flowchart.

The final RDP decision could be to overrule the UOA's selection for UOA pool status, in which case, we will need to update the UOA workflow and ensure either:

1. REF2s to be changed to excluded but which are already exported are removed from the REF system during/after the next export, or
2. REF2s to be changed to included appear in the REF system after the next export.

In both cases, we should add a suitable note to the REF2's history and comments section so it is clear the UOA's original recommendation has been overridden.