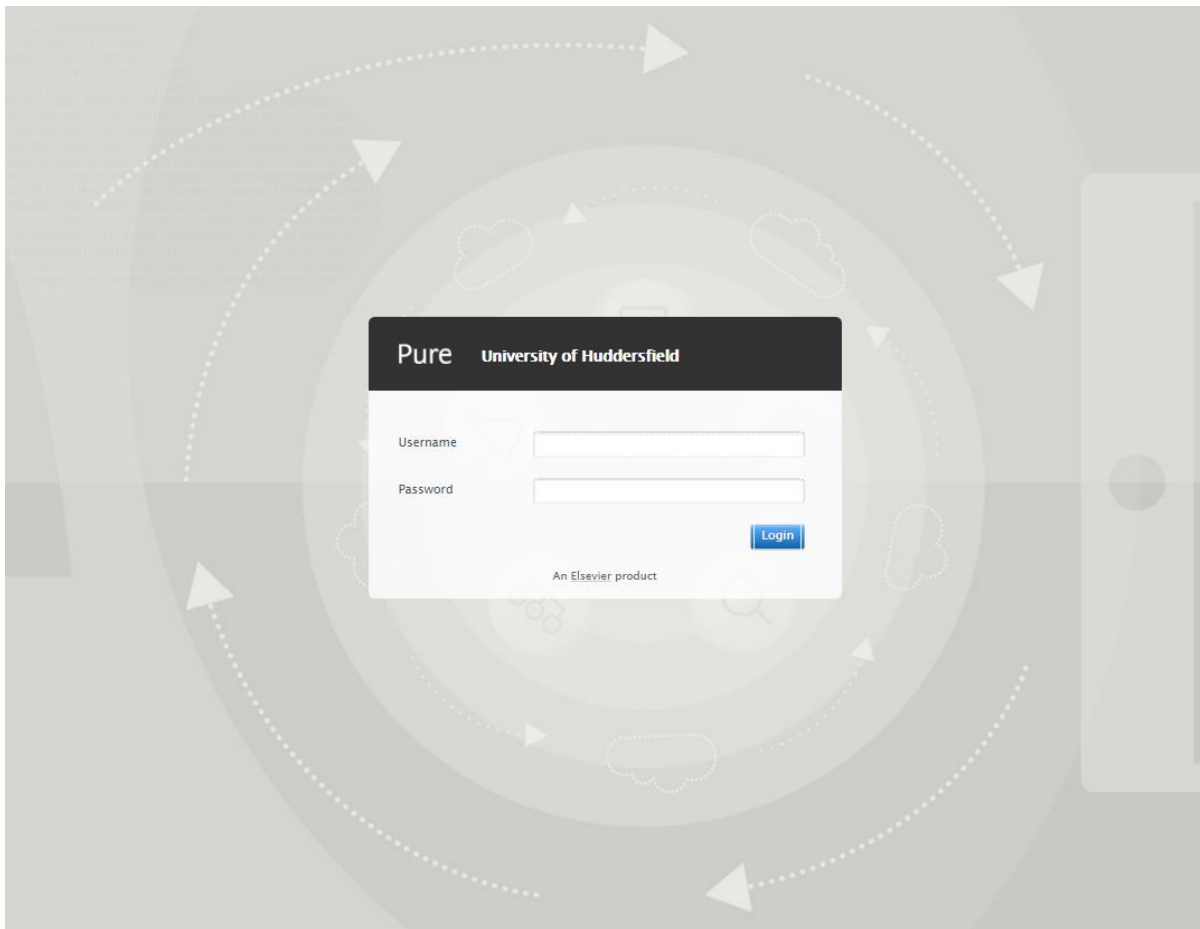**University of Huddersfield**

REF2021
Propose Research Outputs

REF2021 Outputs nomination

All academics have been assigned to their relevant Unit of Assessment and they can propose up to 5 outputs, and no more than 2 alternates for consideration for the REF.

An additional tab on your personal overview page called "Propose outputs for REF2021" will be available and will list all research outputs, automatically limited to the publication period, 1 January 2014 to 31 December 2020.

Once you have nominated the outputs the UoA Coordinators will be assessing the quality of outputs for 'originality, significance and rigour'. Outlined below is the current star rating criteria being used which you should take into consideration when nominating outputs

Four star	Quality that is world-leading in terms of originality, significance and rigour
Three star	Quality that is internationally excellent in terms of originality, significance and rigour but which falls short of the highest standards of excellence.
Two star	Quality that is recognised internationally in terms of originality, significance and rigour.
One star	Quality that is recognised nationally in terms of originality, significance and rigour.
Unclassified	Quality that falls below the standard of nationally recognised work. Or work which does not meet the published definition of research for the purposes of this assessment.

The following instructions include:

1. **How to propose outputs**

2. **How to make changes to your proposed outputs**

3. **Missing outputs**

1. How to propose an output

Login into your Pure account https://pure.hud.ac.uk/admin/

On your Pure account you will see a tab called Propose outputs for REF2021

The left-hand side of the screen lists all the outputs you are able to propose for consider for the REF, and once you have completed the process the proposed outputs will appear on the right.

Please Note: The REF2021 submission may include more of your research outputs if they were proposed by your co-authors. In the column to the left these outputs are marked by the 'Proposed by co-author' label. Depending on their workflow state, you may be able to alter their ranking and add proposal text (your reason for proposing, your contribution as co-author etc.).

You can nominate up to 5 outputs plus no more than 2 alternates for the Mock REF exercise.

Select the 'Propose research outputs for REF2021' go down the list of outputs and select the output you want by clicking 'Propose for REF2021'

The following screen will appear:

Please follow the next steps of guidance, if these are not followed you will be contacted to complete the proposal correctly or your output will not be reviewed.

Rank this output

You need to select the rank order in which you wish to have your outputs considered 1st, 2nd, 3rd, 4th, 5th or alternate (max of 2).

Please note that this is **not** the star rating of your output but rank order of what you consider to be your most appropriate output.

If you propose more than 5 and 2 alternates you will be contacted to amend your proposals.

Give your reason for proposing this output

UoA 11 (Computing) and 12 (Engineering) **ONLY**:

The REF panels for 11 and 12 consider that the nature of their disciplines is such that the significance of an output may not be fully evident within the output itself. They therefore request factual information to be provided (**maximum 100 words**) that could include, for example, additional evidence about how an output has gained recognition, impacted the state of the art, led to further developments, or has been applied.

This information much be succinct, verifiable, and externally referenced where appropriate. Where claims are made relating to the industrial significance of the output, the name and contact details of a senior industrialist must be given to allow verification of claims. Information provided should not comprise a synopsis of the output, a volunteered opinion as to the quality of the output or citation data, and information provided that is of this nature will be disregarded.

All other UoA's:

Please provide a rationale (**max 100 words**) of why you have chosen each proposed output, if unsure what to write please contact your UoA Co-ordinator.

Has the output arisen from interdisciplinary research?

Tick this box if your research output was the outcome of interdisciplinary research.

Co-authored output?

This only needs to be completed for UoA's:

> 3 Allied Health, Nursing and Pharmacy
> 5 Biological Sciences
> 8 Chemistry

And if you are **not** the lead author or corresponding author **and** the output has more than 15 authors.

Would you like to propose this output for double-weighting?

You may request that outputs of extended scale and scope be double-weighted (count as two outputs) if you are in the following UoA's:

> 13   Architecture and Built Environment
> 17   Business and Management
> 18   Law
> 20   Social Work and Social Policy
> 23   Education
> 24   Sport Science
> 26   Linguistics
> 27   English Language and Literature
> 28   History
> 32   Art and Design
> 33   Music and Drama
> 34   Media and Journalism

You should also provide a statement of **up to 100 words** explaining how the scale and scope of the output satisfies the criteria for double weighting. Which should cover the following characteristics:

- the production of a longer-form output (e.g. book, long-duration creative work or multi-component output) demonstrating sustained research effort
- the generation of an extended or complex piece of research
- the collection and analysis of a large body of material
- the use of primary sources which were extended, complex or difficult to access

- the presentation of a critical insight or argument which was dependent upon the completion of a lengthy period of data collection or investigation of materials
- the undertaking of a complex, extended and/or multi-layered process of creative investigation (individual or collective)
- the investigation of a given theme in considerable depth, from different perspectives, and/or in relation to different contexts.

If you do request double weighting you **must** also nominate a 'reserve' output which you should propose as an alternate and explain that this is the reserve output.

Remember to click 'Update'

Continue the above process until you have made all your choices. Once you have selected all the relevant outputs for consideration, you must remember to click the Save button at the bottom of the screen.

Then the list of outputs will appear on the right hand side of the screen under the following heading.

Proposed for REF2021 (0)

2. How to make changes to your proposed outputs

Once you have proposed an output you will not be able to delete that output from the proposed list, this can only be carried out by the Pure REF administrator within R&E.

If you need an output deleting from your list you need to email REF2021@hud.ac.uk outlining the title of the output you wish to delete from your proposed list.

If you just want to amend the rank order listing of already proposed outputs you can do this by going to the Propose outputs for REF2021 tab and selecting the outputs on the left-hand side this will open a new window:

All you need to do is click the Edit button on any of the proposed outputs and amend the rank order. You must remember to click update and then the Save button, if you do not click Save your changes will not be made.

3. Missing Outputs

If you have a missing output that does not appear in Pure you must make sure you enter this into the system in order to be able to nominate it. Instructions are available at the following url https://staff.hud.ac.uk/portal/informationforresearchers/crissystempure/training/

Please contact REF2021@hud.ac.uk with any questions.