Proposing an output for the REF

The REF might seem a long way away, but by starting to think about our high quality outputs now we hope to reduce the burden on everyone as we move closer to the submission.

1 Make sure you publication meets the REF open access rules.

For all journal articles and conference proceedings with an ISSN, the REF rules state that the output must be made open access (free to read) at the point of acceptance for publication.

Info on how to do this on Pure can be found at: https://intranet.birmingham.ac.uk/collaboration/pure/openaccess/

If you don't think you can meet these rules please contact us at pure@contacts.bham.ac.uk

2 Open the Propose output for REF2020 tab

On your staff profile page in Pure you'll notice a new tab called **Propose outputs for REF2020.**

This will show you a list of outputs that fall into the current REF assessment window and allows you to propose some of these for review.

Click on the **Propose research outputs** button and a pop-up window with your outputs will appear.

Propose research outputs for REF2020

3 Propose an output

Select an output you want to propose for REF and fill in the details requested. Once complete, click **update** and the output will be added to the list.

Repeat this step for as many outputs as you want to propose.

Once you have finished selecting outputs remember to click **save**.

What happens next?

Outputs that have been proposed for REF will be reviewed by your School/College REF leads as part of the annual outputs review process.

Find out more

Pure:
Pure@contacts.bham.ac.uk
https://intranet.birminhgham.ac.uk/pure

REF:

https://intranet.birmingham.ac.uk/planning/rpt

? Frequently asked questions

1. **Can I edit my proposed outputs?**
    Yes, before the output has been set for review you can "unselect" outputs for REF as well as edit the text you submitted

2. **I've tried to edit a proposed output but I can't**
    The proposed output may have been set for review by the REF lead, so you are unable to edit the information. Contact your local REF lead if you want to make changes.

3. **Can I propose more than 4 outputs?**
    Yes, you can propose more than 4 outputs for review, or you can deselect an output you no longer want to put forward.