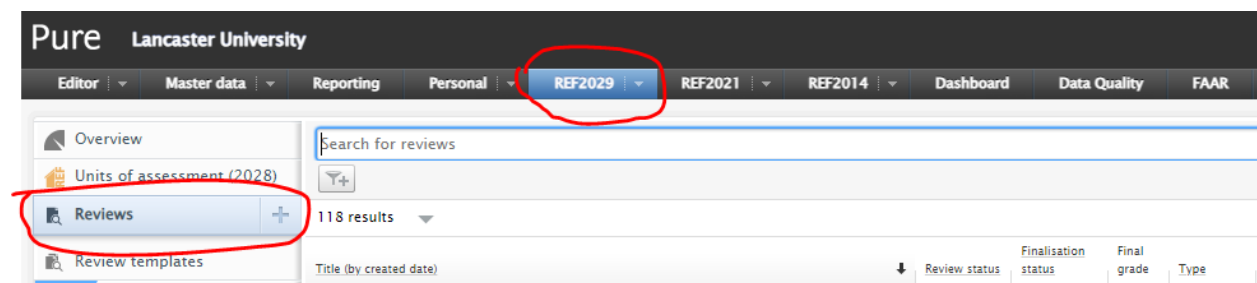


# Assigning outputs to a reviewer (2029)

This guidance is to REF administrators to help them assign someone to review an output that may be considered for REF or other assessments. If you require any assistance, please contact [rso-systems@lancaster.ac.uk](mailto:rso-systems@lancaster.ac.uk).

Step 0: Ensure that the output has been proposed. If it has not been proposed yet, please see document: [Selecting your output for review \(2029\).docx](#)

Step1: Open Pure (<https://pure.lancs.ac.uk/>) and open the “REF2029” tab. Then Click “Reviews”



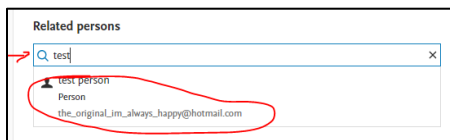
Step 2: Select the review you wish to assign:



Step 3: Click “+Add reviewer”

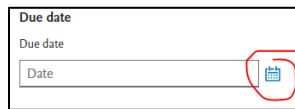


Step 4. Type the name of the reviewer then click on their file. Note this must be a user in Pure and internal to Lancaster University.



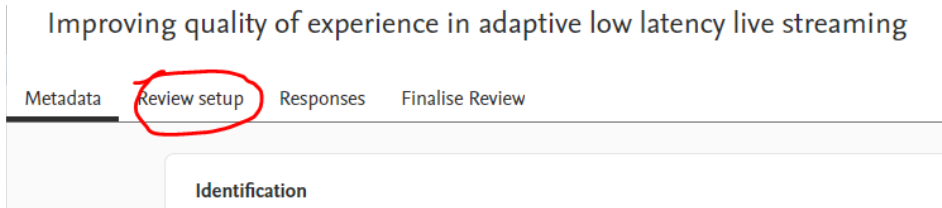
# Assigning outputs to a reviewer (2029)

Step 5: Select a due date:



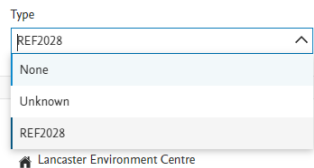
A screenshot of a 'Due date' form. It contains a text input field with the placeholder 'Date' and a calendar icon to its right. The calendar icon is circled in red.

Step 6: Select “Review setup” at the top of the page:



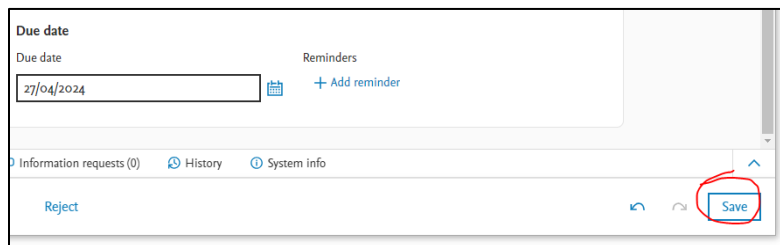
A screenshot of a navigation menu. The title is 'Improving quality of experience in adaptive low latency live streaming'. The menu items are 'Metadata', 'Review setup', 'Responses', and 'Finalise Review'. 'Review setup' is circled in red. Below the menu is a section titled 'Identification'.

Step 7: Select the REF2029 template.



A screenshot of a 'Type' dropdown menu. The selected option is 'REF2028'. Other options are 'None', 'Unknown', and 'REF2028'. The Lancaster Environment Centre logo is visible at the bottom.

Step 8. Click “Send to reviewer”, if you are not ready to send to reviewers click “save” to store the current settings.



A screenshot of a form. It includes a 'Due date' field with the value '27/04/2024' and a calendar icon. There is a 'Reminders' section with a '+ Add reminder' button. At the bottom right, there is a 'Save' button circled in red.

Step 9: the Reviewers complete their review as per the “Guidance for Completing Reviews in Pure”.

Step 10: Once all reviewers have been completed their reviews and returned them. Click on the Review:



A screenshot of a review card. The card has a 'REQUESTED' status at the top, a 'testing' label in the middle, and a 'REPLIES RECEIVED' status at the bottom. The 'testing' label is circled in red.

# Assigning outputs to a reviewer (2029)

## Step 11: Review the responses:

Metadata Review setup **Responses** Finalise Review

Summary test person

1  
Completed

All responses [Export as](#)

Name	Which UOA should this be assigned to?	Reviewer	Predicted grade	Reviewer Comments	Includes factual information about significance	Includes significant material before 2014	Includes research process	Additional information	Is the output submitted in a language other than English?	Is it interdisciplinary research?	Is it Forensic science?	Criminology identifier	Request for cross-referral?	This output is confidential and should be excluded from the published submission	Does this output have a DOI?
test person	3	test	4	4	No	No	No	test	No	No	No	No	No	No	No
<b>Average/Most selected</b>	-	-	-	-	<b>No (100%)</b>	<b>No (100%)</b>	<b>No (100%)</b>	-	<b>No (100%)</b>	<b>No (100%)</b>	<b>No (100%)</b>	<b>No (100%)</b>	<b>No (100%)</b>	<b>No (100%)</b>	<b>No (100%)</b>

## Step 12. Finalise the Review: Add any additional comments and select the final grades:

**Finalise Review**

Summary

test

Summary visible to requester

Make summary visible to review requester

Make final grade visible to review requester

Final status

Approved

Final grade

4 - Quality that is world-leading in t...

## Step 13: Click “Finalise Review” and “Confirm” to complete the process.

Save **Finalise Review**

Are you sure you want to finalise the Review now?

Cancel **Confirm**