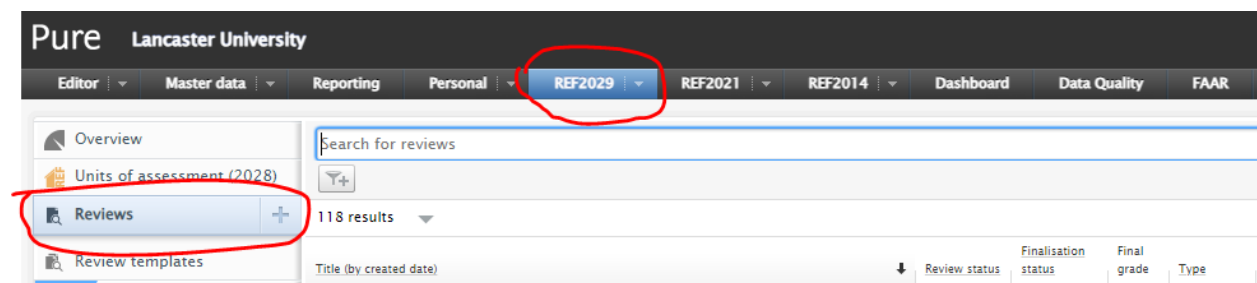# Assigning outputs to a reviewer (2029)

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.

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"
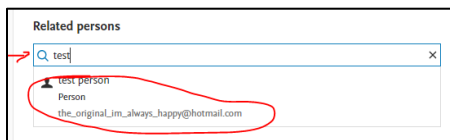

Step 2: Select the review you wish to assign:
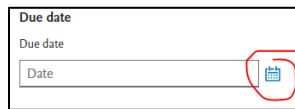

Step 3: Click "+Add reviewer"

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.
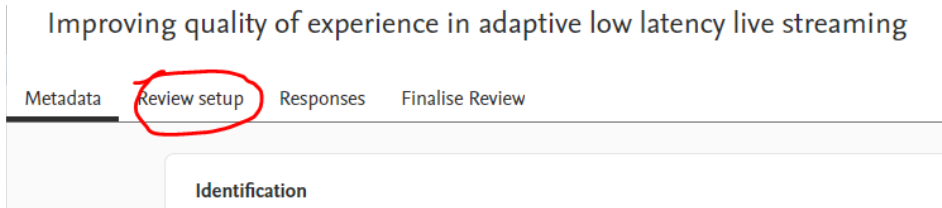
Assigning outputs to a reviewer (2029)
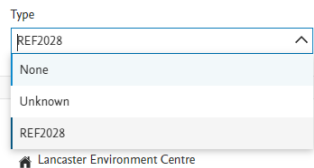
Step 5: Select a due date:

Step 6: Select "Review setup" at the top of the page:
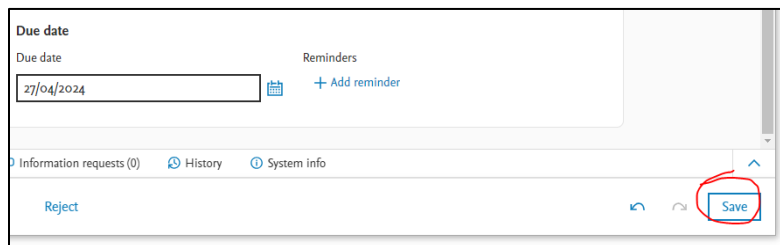
Step 7: Select the REF2029 template.

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

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:

Assigning outputs to a reviewer (2029)

Step 11: Review the responses:

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

Step 13: Click "Finalise Review" and "Confirm" to complete the process.