1. Research Outputs

The list of publications provided at Appendix A has been sourced from Enlighten, the University’s research publications service, and should effectively list the publications as provided by you to the database in the period from 1 January 2010. The Library has worked extensively with staff across the University to ensure that publications coverage is as comprehensive as possible.

For the purposes of this year’s PDR process, you will be required to extract the following information from this list:

- total number of items you have published in the last 12 months (1 May 2015 – 30 April 2016)
- details of up to four of your most significant publications in the last 12 months
- details of your four most significant publications since 1 May 2010

This information should be recorded under section 1i) the research outputs section of the form.

The citation author listing taken from Enlighten has been set to display only the first author and "et al" where there are more than 10 authors.

Please note that impact factors cannot currently be provided in an automated manner.

Guidance on how to update Enlighten is available here – Managing your Research Publications.

Any enquiries regarding publications or impact factors should be sent to deposit@lib.gla.ac.uk.

2. Applications and Awards

The financial and related information in respect of applications and awards is based on the period 1 May 2015 to 30 April 2016. Section 1: Research & Scholarship covers projects classified as research grants and contracts. Other grants and contracts such as Scottish Funding Council Horizon Fund Strategic Research Development Grants/Pooling Investments, service contracts, consultancies, and knowledge transfer partnerships are included in section 2: Knowledge Exchange and Impact.

Applications submitted within the review period:
A full list of all applications, based on the above definitions, submitted to funding bodies within the period under review; data extracted from the Research System.

Awards active within the review period:
A full list of all active projects, based on the above definitions, in Agresso as at 30 April 2016.

The award value is the income (price) budget, and should match the latest award letter (after adjusting for amounts due to external partners).

The total value of the award is shown alongside the percentage academic ownership attributable to the individual investigator.
3. Research Supervision/Management

PGR Students:
Information pertaining to student details and percentage ownership is derived from MyCampus.

Data is provided for all PGR students who were actively supervised by an individual in the last 12 months (1 May 2015 – 30 April 2016). The information provided includes the start date of the individual’s supervisory period, the supervisor’s status as “principal supervisor” or “second supervisor” and the percentage supervisory load for the individual supervisor. Where students are "writing up" (i.e. Thesis Pending) this is also indicated.

If the information has changed during the 12 month period, the most recent record will be provided.

Please note that students will not appear in the data, in the period under review, if their status is:
- "Not registered"
- "Graduate only"
- “Withdrawn"

Separately, data is provided on the number of PGR students supervised by the individual during the period under review. This is broken down as follows:

- Number of PGR students undertaking research
- Number of PGR students writing up (i.e. Thesis Pending)

These totals are broken down according to whether the individual was Principal or Second Supervisor.

Research Associates/Assistants and Technicians
Information relating to Research Associates/Assistants and Technicians will require to be completed by individual staff members as the information cannot readily be accessed currently through central systems.

4. Data Correction

If you have any concerns about the validity or accuracy of the data provided in your form please e-mail pdrdata@glasgow.ac.uk. It is important that any inaccuracies are highlighted so that they can be addressed. This will help the University move towards a goal of accurate data management systems allowing staff to enter data once and the reuse for a variety of purposes including PDR and the REF. Any issues will be passed to the appropriate data owners team for investigation and you will receive a response within 10 working days outlining what action has been taken regarding your concerns.