



# **Auto-population of Data on CoreHR PDR Form – Guidance 2018-19**

# Auto-population of Data on CoreHR PDR Form Guidance 2018-2019

## 1. Research Outputs

The list of publications has been provided from Enlighten, the University's research publications service, and lists outputs that have been published since 1 January 2014.

For the purposes of this year's PDR process, you will be required to:

- Select and provide details for up to six of your most significant publications since 1 January 2014. When explaining your choice of publication, please refer to indicators of quality as appropriate to your discipline. Examples include: reference to the REF panel criteria, citation metrics, or quality indicators highlighted in internal calibration exercises.

Starting from the 2018/2019 PDR cycle, publications are marked according to whether they comply with the REF Open Access policy; this information is provided for Research & Teaching staff only.

Publications that are not compliant with the [REF Open Access Policy](#) may not be eligible for submission to REF2021.

REF Open Access status is indicated as follows:

- GREEN = Fully compliant;
- AMBER = Action Required;
- RED = Potentially not Eligible.

If your publication falls into the AMBER or RED categories, please contact the library at [research-enlighten@glasgow.ac.uk](mailto:research-enlighten@glasgow.ac.uk).

Staff should note that REF Open Access status been introduced as a means to increase visibility of this important funder and REF agenda; it is not a means to select outputs for REF2021.

Where an output has more than 10 co-authors, the author listing is set to display only the first author and "et al".

Please note that indicators, including citation counts, are not included in the listing of publications. Further information about identifiers and managing your publications can be found at: [Managing Your Publications](#)

### Enquiries:

All enquiries regarding any of the information included in this section, including REF Open Access status and publications should be sent to [research-enlighten@glasgow.ac.uk](mailto:research-enlighten@glasgow.ac.uk).

## 2. Applications and Awards

The financial and related information in respect of applications and awards is based on the period 1 July 2018 to 30 June 2019.

Research covers projects classified as research grants and contracts.

Commercial covers other grants and contracts such as Scottish Funding Council Horizon Fund Strategic Research Development Grants/Pooling Investments, service contracts, consultancies, and knowledge transfer partnerships.

### **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 June 2019.

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.

#### Enquiries:

All enquiries regarding any of the information included in this section regarding research application awards should be sent to [researchpdr@glasgow.ac.uk](mailto:researchpdr@glasgow.ac.uk)

## **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 July 2018–30 June 2019). 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 average percentage supervisory load for the individual supervisor within the review period. 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.

#### Enquiries:

All enquiries regarding any of the information included in this section regarding research supervision should be sent to your College Graduate School.

## **4. Data Correction**

For all other queries please e-mail [hrphelp@glasgow.ac.uk](mailto:hrphelp@glasgow.ac.uk)

Should the PPR team be required to pass on your enquiry to the appropriate data owners' team for investigation you will receive a response within 10 working days outlining what action has been taken regarding your concerns.