REF Open Access Reports Checklist

Please ensure:

1. Items that are marked as 'Not Submitting' are correct:
   a. If any item is currently marked as ‘Not Submitting’ and the College has decided it is required for REF please notify research-openaccess@glasgow.ac.uk and we will liaise with author on next steps.
   b. Note: if the item hasn't complied with the REF Open Access policy it will require an exception or, if no exception applies, it will be moved the non-compliant category.

2. Any exceptions that have been applied are robust:
   a. The university will be audited by Research England as to the robustness of our exceptions procedure.
   b. If you think an item has been wrongly assigned an exception, please notify research-openaccess@glasgow.ac.uk in the first instance and we can review on a case-by-case basis.

3. Items marked as 'Non-Compliant' are required for REF:
   a. Each Unit of Assessment can submit a maximum of 5% non-compliant outputs, or one non-compliant output, whichever is higher.
   b. If items that are currently marked as non-compliant are not required for REF we can move them into a different category so that the 5% only contains items required for REF.

4. Items on 'At REF risk' are dealt with - further info here:
   https://www.gla.ac.uk/media/media_640822_en.pdf

Please contact research-openaccess@glasgow.ac.uk if you have any further questions or if you would like us to come and discuss open access requirements with your group or school.