

## Research Councils UK Research Outcomes System Frequently Asked Questions

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### **1. What is the Research Outcomes System (ROS)?**

The ROS is a website that allows users to provide information about research outcomes to four Research Councils – AHRC, BBSRC, ESRC and EPSRC. Outcomes are categorised into nine areas: Publications, Other Research Outputs, Collaboration/Partnership, Further Funding, Staff Development, Dissemination/Communication, IP and Exploitation, Award/Recognition, Impact.

The Research Councils will use the information to inform their analysis of research investments. ROS can be used by Research Council grant holders and by HEI research offices to manage research outcomes information on behalf of grant holders and/or access the outcomes information of grant holders.

### **2. Who will be affected?**

All Principal Investigators (PIs) with one or more grants from AHRC, BBSRC, EPSRC or ESRC that have started since 1 April 2006 will be asked to use the Research Outcomes System.

### **3. Who can submit information to the ROS?**

PIs can use their existing Je-S user name and password to log into the ROS to submit their information. A PI can also give someone else permission to submit their outcomes information by nominating them as a “delegate”.

Any Co-Investigator (Co-I) who is registered with Je-S will also have access to their grants through the ROS.

### **4. Who can be a delegate?**

It is for the PI to decide whether they have one or more delegates within the ROS. The Research Councils only requirement is that the person(s) are registered with Je-S and have their own username. PIs should remember they are ultimately accountable for all the research outcomes associated with their grants.

### **5. How do users access the ROS?**

Please visit <http://www.rcuk.ac.uk/researchoutcomes> and use your Je-S user name and password to log into the system.

### **6. Who do I contact if I have a problem trying to access the ROS?**

Please contact the Je-S helpdesk on 01793 444164 or email: [JeSHelp@rcuk.ac.uk](mailto:JeSHelp@rcuk.ac.uk). The Je-S Helpdesk is staffed Monday to Friday 9:00 – 17:00 (excluding bank holidays and other holidays). Please leave a voice mail message if you are phoning out of hours.

### **7. How are outcomes inputted to the ROS?**

All users can submit individual outcomes using the ROS through a series of simple web forms, or by filling in a bulk upload spreadsheet template to submit multiple outcomes against individual grants.

### **8. How can Research Offices and Higher Education Institutions (HEI) use and access the ROS?**

Research Office managers and administrators who manage research grants within HEIs and have access to ROS are referred to as Institutional Users. When an Institutional User logs into the ROS, they will be able to view all grants for all PIs based at their organisation from all four Research Councils.

An Institutional User can use the ROS in the same way as a PI, so they can submit outcomes on behalf of PI's and manage the setup of delegates. In addition, this user has the ability to bulk upload multiple outcomes for multiple grants.

This flexibility allows HEIs to submit centrally collected research outcomes information to ROS on behalf of their PI's

#### **9. What does the bulk upload option include?**

Users can bulk upload multiple outcomes against multiple grants, and in the case of Institutional Users, for multiple PIs.

A spreadsheet with outcomes for up to 1,000 grants can be completed by users and submitted to the ROS. These bulk upload spreadsheets will be processed on a weekly basis.

#### **10. Does the ROS have quick 'look-up' features?**

Yes, there are several lookup fields to help users automatically populate the bibliographic fields on outcomes. For example, if a user enters an ISBN from a book then the fields for title, publish date etc will be automatically populated.

The look-up feature is available for ISBN, ISSN, DOI and PMID references.

#### **11. Does this include the PMID number from PubMed?**

Yes. If a journal article is already in PubMed then ROS can retrieve the necessary information through the PMID reference.

#### **12. What if I receive (or have received) funding from MRC or STFC and a Research Council using the ROS?**

The MRC and the Research Councils involved with ROS have agreed to work on a process for sharing output data between the two systems. Our priority is to address the issue of research groups that will be asked to report outputs to both ROS and MRC e-Val to avoid duplication of effort. Following completion of the MRC e-Val 2011 data collection in December 2011, relevant data held in e-Val will be migrated to ROS. We will aim to notify researchers who have already reported, or are in the process of reporting outputs via MRC e-Val, and whose data will be transferred to ROS, as soon as possible. The aim is to avoid the need for researchers to enter this data twice. In future we will develop a process to easily transfer data between the two systems (ROS and e-Val).

If you think this affects you, then please contact [researchoutcomes@rcuk.ac.uk](mailto:researchoutcomes@rcuk.ac.uk)

#### **13. What if I receive funding from NERC and a Research Council using the ROS?**

If NERC is the lead funder, the ROD system should be completed as normal. The Research Councils using ROS are working with NERC to look at ways in which information can be shared between ROD and the ROS.