UNIVERSITY OF EXETER

RESEARCH OUTPUTS AND OPEN ACCESS

GUIDANCE FOR NEW STAFF

We warmly welcome you into the researcher community here at the University of Exeter (UoE).

This guidance has been prepared to help you as a new member of staff, introducing you to the **key things to do now that you have accepted your new role** at the University.

The checklist will help you to ensure that your publications record and digital identity are up to date in all our systems and that you will be able to comply with the University s Open Access Research and Research Data Management Policy, our funders and the next Research Excellence Framework (REF 2021) exercise.

COMING FROM ANOTHER INSTITUTION?

Does your previous institution have a Current Research Information System (eg. Symplectic, PURE)? Are your publications/outputs up-to-date in that system?

YES: Ask for advice on downloading your set of outputs to upload in UoE's Symplectic. Contact your previous institution (eg. Library, Research Office) and our Research Services (researchoutcomes@exeter.ac.uk).

NO: Upload your outputs in Symplectic as soon as you have access to the system. Access here: How to use Symplectic?

REF Open Access (OA) policy: exceptions can be made for those coming from overseas, but our preference is to avoid placing exceptions if we can. We appreciate your effort helping us going over and above OA's requirements.

WHEN YOU START YOUR NEW ROLE

Be sure that your Symplectic profile is up-to-date.

Attend the **Open Research induction for new staff**.

WHEN YOU PUBLISH

UPON SUBMISSION

Check if the journal is compliant with the open access (OA) requirements of your research funder (use SHERPA/ROMEO), the UoE's policy and REF 2021 OA policy (use SHERPA REF tool) or contact Open Research team.

Acknowledge funding in your publication, including grant references.

Include a data access statement.

Use your ORCID ID. Further details about ORCID iDs can be found on the Research Toolkit.

UPON ACCEPTANCE

Upload your accepted manuscript upon (within three months of) acceptance via Symplectic to ORE, our institutional repository, ensuring compliance with University policy and REF 2021 open access policy.

Check your funder open access requirements. If the publisher-imposed embargo on access to your accepted manuscript in ORE exceeds your funder allowed maximum, consider paying for open access.

To request Article Processing Charges (APC) funding from the UK Research Councils open access block grant, Wellcome Trust or Institutional open access fund, submit an open access funding request. If paying from your research grant, raise a Purchase Order in T1.

Request paid immediate "gold" open access from the publisher. Select licence in compliance with funder eg CC BY (only) required by UK Research Councils, Wellcome Trust.

OPEN ACCESS FUNDS MANAGED CENTRALLY

To apply to one of these funds, <u>submit an open access funding request</u> upon acceptance:

UK Research Councils open access block grant - for research funded by the UK Research Councils.
Wellcome Trust open access funds
Institutional open access fund - for outputs that have **no other funding** to pay for open access.

ENSURE YOUR PUBLICATION COMPLIES WITH UNIVERSITY AND REF OA POLICY

The output must be deposited in a repository, no later than three months after acceptance.

The output deposited should be the accepted manuscript (following peer review)

REF 2021 open access policy applies to all journal articles and conference contributions (with an ISSN) accepted for publication after 1 April 2016 and published on or before 31 December 2020.

Monographs, book chapters or other long-form publications, working papers, creative or practice-based research outputs or data are eligible for REF but don't need to comply with REF OA policy.

REF2021: WHAT INFORMATION IS REQUIRED REGARDING THE OUTPUTS YOU WISH TO NOMINATE ON SYMPLECTIC?

Speak to your Director of Research first to <u>confirm if you are required</u> to nominate outputs for REF2021.
Was it published in an open access (OA) journal? Was it made OA in a hybrid journal – gold OA?
What was the date of acceptance?
What was the date of publication?
Was it deposited in your previous repository within three months of the date of acceptance?
Was it deposited in your previous repository within three months of the date of publication?
What is the url for the item on that repository?

KEY INFORMATION

As soon as you accept your new role at the University, please ensure that your publications record and digital identity are up-to-date in all our systems. This will save time and effort.

The **Research Toolkit** provides University of Exeter academics with easy access to the support available to carry out their research.

Contact UoE's Open Research team (openaccess@exeter.ac.uk) based in the Library, if you have any questions.