

The database can be found at <http://ref.cam.ac.uk> using your CrsID and RAVEN password.

To nominate your top 6 research outputs (i.e., 4 nominated outputs and 2 reserves):

Click on the link 'assessment' on your home screen.

Click on 'items eligible for assessment'.

To select an item, click on the yellow star that appears in the header bar of that research output.

The selected item will then appear grey with the text 'Nominated REF output' or 'Selected as a reserve output'.

To change which are nominated outputs and which are reserve outputs:

Click on the link 'assessment' on your home screen.

Click on 'items selected for assessment'.

Drag the blue four-headed arrow to move an output up or down in the list. The top four items are your nominated outputs, the remainder are your reserves.

Once you are happy with the order, click the 'save order' button (top right).

To write a justification statement for each nominated output:

Click on the link 'assessment' on your home screen.

Click on 'items selected for assessment'.

To add a statement, click on the downward facing arrow.

Click 'edit', then add text.

Once complete, click 'update'.

To deselect a research output:

Click on the link 'assessment' on your home screen.

Click on 'items selected for assessment'.

To remove output, click on the red star that appears in the header bar of that research output.

A message will appear asking if you would like to proceed with the removal of that selection, click 'OK'.

To review selections and justification statements:

Click on the link 'assessment' on your home screen.

Click 'my summary'.

Under the heading 'Selections' click 'Export selection contents' to view as a PDF or Word document.