### Workflow of the Annual Reporting Exercise 2014/2015 to the RGC

**RO** initiates the Annual Reporting Exercise:

- 1. Issues memo.
- 2. Prepares relevant information and documents.

### Dean of School & Head of Department/ELC/GEC:

- 1. Receives relevant information and documents from the RO.
- 2. Reminds staff members to input research output items into the Research Output System (ROS) on or before **14 August 2015**.
- 3. Prepares and submits the following to the SB/FRC for approval before its deadline:
  - (a) list of research outputs (2014/2015 Report and 2013/2014 Not Reported to RGC)
  - (b) list of prizes/awards
  - (c) Departmental Research Report
  - (d) list of research projects not recorded in the RIS

**Staff members/Departmental General Offices (DGO)** input research output items into the ROS (academic staff version) on or before **14 August 2015**. DGO are also requested to input research outputs produced <a href="wholly">wholly</a> by students at all levels [except MPhil/PhD theses] via the ROS (General Office version), if applicable, on or before **14 August 2015**.

## **RO** (after **14 August 2015**):

- Loads data for research outputs of categories 51, 52
  53, 54 and 63 (see Annex D), as well as the prizes and awards administered by the IfE
- Generates records for cost centres that have produced co-authored research outputs with other cost centres in accordance with the records already inputted by the coauthoring cost centres.
- 3. Informs Schools/Departments when the above tasks (1 & 2) are completed (by **24 August 2015**).

# **DGO** (after **14 August 2015**) uses the ROS (General Office version) to:

- Verify records, particularly check/remove duplicated records.
- 2. Input the <u>prizes/awards other</u> than those administered by the IfE.

[Please note that the ROS (Academic Staff version) will cease to accept the entry of records for the reporting year 2014/2015 after 14 August 2015, but it will start accepting the entry of records for the next reporting year 2015/2016.]

### RO:

- Receives the submissions approved by the DoS/FRC on 4 September 2015.
- Checks the submissions and contacts the DoS/FRC if necessary (by 23 September 2015).
- 3. Compiles and finalises the lists, and liaises with the ITS to map the figures into the CDCF Tables (by 8 October 2015).
- 4. Converts and binds the reports and lists, and submits them to the RGC (by end October 2015).

DGO (after 24 August 2015) uses the ROS (General Office version) to:

- 1. Verify the records loaded/generated by the RO, if necessary.
- 2. Generate the complete lists of research outputs (in PDF format) and prizes and awards (in PDF format).
- Send the following to the Deans of School(DoS)/FRC for approval before its deadline:
  - (a) List of research outputs for 2014/2015 and 2013/2014 Not Reported to RGC (in both hard and soft copies)
  - (b) List of prizes/awards
  - (c) Departmental Research Report (in both hard and Word soft copies)
  - (d) List of research projects not recorded in the RIS (in both hard and  $\underline{Excel}$  soft copies)

#### DoS/FRC:

Considers the submissions from Schools/Departments and sends them to the RO on or before **4 September 2015**.