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

**Annex A**

**RO initiates the Annual Reporting Exercise:**
1. Issues memo.
2. Prepares relevant information and documents.

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**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

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**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 wholly by students at all levels [except MPhil/PhD theses] via the ROS (General Office version), if applicable, on or before 14 August 2015.

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**RO (after 14 August 2015):**
1. 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 I/E.
2. 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 co-authoring 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:**
1. Verify records, particularly check/remove duplicated records.
2. Input the prizes/awards other than those administered by the I/E.

[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.]

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**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).
3. 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 Excel soft copies)

**RO:**
1. Receives the submissions approved by the DoS/FRC on 4 September 2015.
2. 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).

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