

Solution home Elements Getting Started

Records of Impact - Quick Start Guide

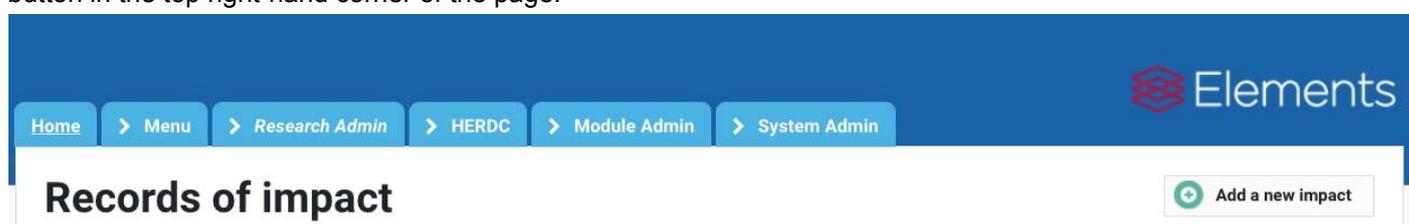
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This guide shows you how to add and edit Records of Impact, link them to users, and attach evidence. You will also learn how to collect evidence, build a narrative based on qualitative outcomes, and enable the creation of statements/case studies around your research impact.

Create a new record

End users can begin by navigating to **Records of Impact (Menu)**.

The Impact Officer can navigate to **Records of Impact (Research Admin)** and then click the **Add a new impact** button in the top right-hand corner of the page.



Add Impact

Fill in the details on the data entry screen using the ? symbol for guidance on the content you should create. Each item needs the following details:

1. Relationship: Select based on whether you are the lead or making a contribution (Not displayed if you are an Impact Officer).
2. Title: Give your Record of impact a title. This can be a working title or the title for a case study. Unique titles will be easier to locate and retrieve.
3. Narrative: Capture significant events of your impact in the narrative. Over time, you can add additional entries to show progress.
4. External Contributors: List individuals outside your organisation who contributed to this impact. The Organisation field is pre-populated with Institutional Names from the GRID database. Only a few letters typed into the text box will bring up an auto-suggestion list.
5. Save the details to move to the next step.

Tell us more
Link to users
Attach Evidence

***What is your relationship with this impact?**

Academic champion of
 Contributes to

Essential Information

*** Title:**

Narrative: Add a narrative entry

External Contributors: No External Contributors - please add...

Add a person:

Last name (required)	Initials
<input style="width: 95%;" type="text"/>	<input style="width: 30%;" type="text"/>
Organisation	
<input style="width: 100%;" type="text"/>	

[Cancel](#)

Link Users

Add additional users from your institution in order to create relationships and give attribution to your colleagues. This is similar to how co-authors are added on a publication, thereby creating one shared record and avoiding duplication of effort.

Tell us more
Link to users
Attach Evidence

Title of Impact

Existing relationships:

Championed by:

REDDY, Christopher M

Add LU user:

Add a user by typing their name in the textbox below (type their surname first and then their first name). Then, select the relationship type and click on the add button to associate a user with this publication.



Attach Evidence

Attach evidence in the form of documents, links or contact details. Each piece of evidence can be annotated with additional detail to explain the nature of the evidence. Some examples of evidence are:

1. Documents: News Articles, Commentary, Reviews, Editorials, Blogs, Tweets, TV and Video etc
2. Links: Check whether the link is correct by using the Preview (This will open in a new window so you don't lose any data). Be aware that links can break and content can be removed or archived from websites and social media. Look for permanent links like DOI's, Handles, Official Websites or Repositories. Alternatively, consider capturing details in Digital Image, PDF or Print and Scan, and then attach the files on the link screen. Ask for advice from your Elements team on the best way to do this.
3. Contacts: Names of Journalists, Reviewers, Commentators, Colleagues, Government Representatives, Experts, and etc.

Attach evidence

Environmental Impact of Oil Spills

 Attach a document

 Provide a link

 Add contact details

At the end of the data entry process, you are presented with the option to do more with your Record of impact. If you need to add a label, select the "View your impact details" icon.

Do more with this impact:



View your impact details



Attach evidence to your impact



Create links to your impact

Edit or Update existing records

Manage Labels for Categorisation

Add a label if required by your institution, to meet the criteria for an assessment exercise like REF(UK) or PBRF(NZ), or to classify according to a specific discipline ontology.

Impact

[Labels](#)

There are no labels on this impact. [Add labels](#)

Edit record

Select the "Edit record" icon to Add/edit fields such as narratives. Use the "Attach evidence" button to add or remove evidence, as well as connections to other people.

Data sources

 **Manual**

ID: 32220E3F-D188-4A63-A9B4-44BB4CCB6783 [Edit record](#)

Title	Environmental Impact of Oil Spills
Narrative	News outlets <i>Created by Dr Christopher Reddy on 18 Dec 2015</i>
External Contributors	Cohen J , University of California, Santa Barbara

Supporting evidence

▼  Deepwater Horizon spill- Much of the oil at bottom of the sea -- ScienceDaily.pdf

[Attach evidence](#)

Specific problems that are mitigated when you keep a record of your impact

- Finding, collecting and storing evidence of impact is an arduous task for researchers and can exist in many forms and in many places (e.g. media mention on New York Times).
- The task is made much more difficult when the evidence has to be collected after the fact. Impact can often take years to develop and is created, shaped and driven by those conducting the research.
- Time is ticking to the next Assessment exercise, be that an Annual Faculty Review in the US, the REF in the UK, the ERA in Australia, or PBRF in NZ. The timely capture of this information will help you to prepare.

Some tips:

- As soon as evidence is obtained, capture it so it is ready to be used again for reporting or assessment within Elements. It also brings evidence out of silos and stores it in a secure, central location!
- Write short or long narratives as they arise. They can be developed or revisited at a later stage. By capturing qualitative impact as early as possible you have an ongoing narrative to which you can refer.

- Link the impact to related publications, grants or conference proceedings. This helps to build links between research inputs (funding), the activities, as well as the resulting outputs and outcomes (publications, conference proceedings). Elements helps to capture the entire research life cycle - input, activities, output, outcome to IMPACT!