



Introduction to IRIS - This guide is for anyone who is new to IRIS. It describes the system, how to access it, where the information in IRIS comes from and what to do if you come across information you believe is incorrect. Information about how to change access, obtain training or make suggestions for future developments is also given.

- 1. What is IRIS?** - IRIS is the Institutional Research and Impact System. It has been developed by IT TS&D on behalf of RIS and builds on the success of the Submission Planner designed by the same team to support the University's 2014 Research Excellence Framework (REF) submission. IRIS will also support the University's submission to REF2021. IRIS displays information from University core systems. The "Review and Nomination" and "School Nomination" modules support the review of outputs while the "Impact" module provides the facility to report impact and supporting evidence. Information may be viewed on screen and via reports.
- 2.** IRIS and the data contained in it should be used in accordance with the University's IT policies and information security guidance (see <http://it.leeds.ac.uk/info/116/policies>). Appropriate information security awareness training should be completed (http://it.leeds.ac.uk/info/273/information_security_training)
- 3. How do I access IRIS?** IRIS is at iris.leeds.ac.uk . Use your normal university username and password to log in. If you have difficulties logging in please contact the [IT Service Desk](#) or email helpdesk@leeds.ac.uk or telephone +44 (0)113 343 3333
- 4. Can I access IRIS if I am not on campus?** Yes, via "Desktop Anywhere".
- 5. Who has access to IRIS?** Since IRIS focusses on research and impact all University academic and research staff have access to their own information on IRIS. IRIS administrator roles and roles designed for Heads of School, for example, provide wider access. IRIS is not available to non-University members.
- 6. How do I change my level of access?** Please see overleaf for a description of the IRIS roles and how to request different access.
- 7. Where does the information in IRIS come from?** IRIS displays information from Banner, SAP HR, Symplectic and KRISTAL. In the "Review and Nomination" and the "Impact" sections some information is input and edited in IRIS. Click the  icon on each screen to find out where information comes from and how often it is updated.
- 8. How do I correct information in IRIS?** Information must be corrected in core systems feeding IRIS. Information from core systems cannot be corrected in IRIS.
Click the  icon to find out what to do if information in core systems is not correct
- 9. Further information and Training** – There is an extensive user guide in IRIS. If you would like training please contact RIS_QualityandPolicy@Leeds.ac.uk We are happy to attend local meetings to demonstrate IRIS.
- 10. Suggestions** – If you have suggestions for improvements to IRIS please email RIS_QualityandPolicy@Leeds.ac.uk. We will consider suggestions when we draw up plans for future developments, all of which would be subject to approval by the University's Information Systems Prioritisation Group.
- 11. Reports** – Subject to the appropriate permissions information can be viewed via standard and customisable reports. If you wish to **suggest a new report** or a **small modification to an existing**

report please contact RIS_QualityandPolicy@Leeds.ac.uk in the first instance. We will then arrange to discuss your requirements with you and determine whether they can be fulfilled within existing resources.

12. Roles in IRIS

All staff in academic or research roles (classified in the SAP HR system as “ACAD” or “RESE”) automatically have access to IRIS.

Users with this basic role can view their own information (only) in IRIS, can nominate outputs for review and record and edit examples of impact.

Additional administrator roles cover the operation of the internal outputs review process (including the creation of reviewers), the University Annual (external) Outputs Review and the management of impact records. In addition Heads of School, for example, can have access to information for all staff in their School.

13. Requests to amend roles or wider access

Requests for additional roles or wider access should be sent to RIS_QualityandPolicy@Leeds.ac.uk and should state the role(s) required, the scope (ie which Institutes/Schools/Faculty) and why access is needed. Requests should be accompanied by confirmation from the head of the relevant unit (School/Institute) depending on the level of access required. For Faculty-wide access the approval of the Pro-Dean for Research and Innovation or the Executive Dean will be required. For the Faculty of Engineering (only) RIS will liaise with the Faculty to obtain the necessary confirmation.

As mentioned above all academic or research staff should automatically have access to their own data in IRIS. No further permission is required for this level of access.

Please provide the information requested in the form below (or provide the same information in an email)

Name	Email address	Role(s) requested				Institute/School/Faculty for which access is required and reason access is required
		Admin – view information via reports	Nominate outputs for other users	Administer the internal and external outputs review process (including the creation of reviewers and the allocation of outputs to reviewers)	Record impact on behalf of other users	