

REF 2021, PaR Centre of Excellence Guidelines for Figshare Portfolio Layout

*For more guidance, please see our 'Guidance for Creating Practice Research Outputs' doc and for technical information on creating your portfolio on Figshare and depositing it on USIR, please see 'Figshare/USIR process' doc. Until the output is visible on USIR, it will not be peer reviewed or counted as one of your REF outputs.

A. READ FIRST contents document: *lays out the contents of the portfolio and proposes the order in which the items should be read/experienced.* Remember that you want to guide the reviewer to essential information first and that further writing and broader context for the research can be offered as an appendix to the core output and contextual information

B. 300 word statement: *provides overview of output, and includes supporting information:*

- Research question(s)/aims/imperatives
- Location/lineage of research (could be expanded upon in portfolio where relevant) – pointing to its contribution to knowledge
- A brief sense of how the research was conducted - methodology/methods - with reference to portfolio, where relevant/useful, pointing to rigour of process
- Findings/outcomes of the research, including where and when it was put in the public domain or distributed
- Be clear about the output's *research significance*, not its artistic significance

C. Timeline – use this to attest to the PaR output's development, tracking significant moments of discovery and directing the assessor outwards to other contextual information (the central 300 word statement, audiovisual documentation, critical writing, outline of methodology) from here. This timeline should serve as both a chronological record of the project's scope and an inventory of the portfolio's contents. ***Remember to include only information that directly attests to the output's significance, rigour and/or originality – more is not always better!***

D. The output or outputs themselves: performance/composition/exhibition/play/film/piece of creative writing OR multi-component output, which may combine elements

C. Contextual Information: The entirety of the material submitted (the output and the 300-word statement where provided) should provide the panel with coherent evidence of the research dimensions of the work in terms of:

- **The research process** – the question and/or issues being explored, the **process of discovery, methods and/or methodologies**, the **creative and/or intellectual context or literature review** upon which the work draws, or challenges or critiques
- **The research insights** – the **findings, discoveries or creative outcomes** of that process. Evidence and highlight of findings, new arguments/interpretations/insights or innovation - this might be proven through audience response (written/visual), reviews, the work itself
- **The dissemination** – **how and where the insights or discoveries were 'effectively shared'**. This needs to satisfy the REF requirements around the dates at which work first entered the public domain. The principle that no output will be privileged or disadvantaged on the basis of the publisher, where it is published or the medium of its publication, will also apply in relation to the broad range of modes through which practice outputs enter the public domain.