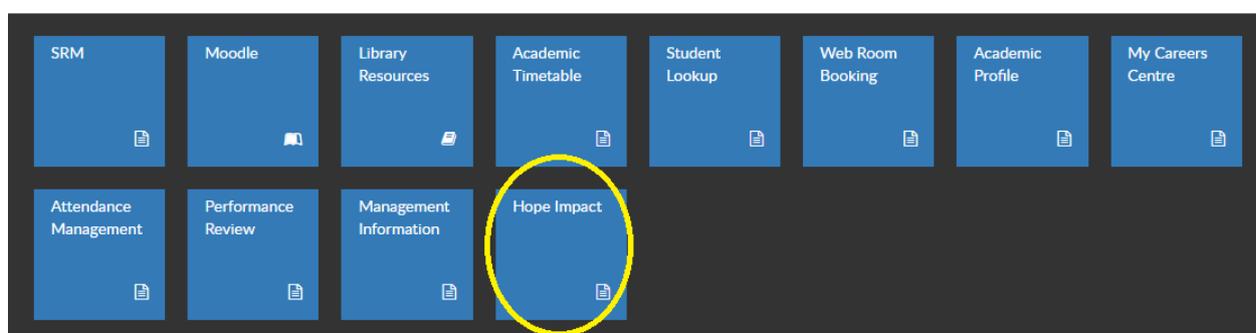


Hope Impact 1.0: User Guide

Hope Impact version 1.0 is a new resource, developed within the university (by Prof Atulya Nagar and Dr Neil Buckley), to keep accurate records of Research Impact, activities relating to them, and to store evidence of Impact. It intelligently gives you advice based on your publication titles, and features tools to write and store your case study, as well as maintain your ideas and thoughts, while sharing them with your collaborators. This document will guide you through the features of the system.

Accessing Hope Impact

You can access Hope Impact by logging in to your My Hope portal and clicking on the button.



The Menu

On the left is the main menu, which will change depending on where you are in the system. It allows you to easily navigate through the system.

Home

Add or Edit Impact

Request UoA Access

Edit your Impact Record

Edit your Case Study Draft

Organise Your Thoughts

Add and Edit your Research Impact

After entering Hope Impact, the first screen you see allows you to add a new impact reference to your profile, or edit/view an existing one. There are two tabs for you to click into: **Add new Record** and **Edit or View Records**.

Add Research Impact

Add new impact or edit existing details.

Add New Record

Edit or View Records

First, please enter a reference code for your new impact record. You can use the default code if you wish, or change it to anything you like, for example the research paper title. Once it's added, you can return to it any time you want by selecting it from the drop-down list in the Edit or View Records tab. You may optionally give access to other collaborators on your project by listing their Hope usernames (or student codes) separated by semicolons or commas. Those users will then have the same access as you do to the entire impact record. You can withdraw this access at any time.

New reference code

NB281016132848

Enable access for collaborators

e.g., smithj;09001234;doej

Add Impact Reference

Under the Add New Record tab, there are two boxes to fill in:

- **Impact reference code:** This is automatically filled in for you, generated from your initials and the current date/time. You can change this to something more meaningful, if you wish, for example something relating to the title or nature of your research. The only restriction is that you cannot create two identical reference codes.
- **Enable access for collaborators:** Type the usernames (for example, bucklen or nagara) of your collaborators, separated by either commas or semicolons (not spaces). Those people, when they log in to Hope Impact, will then have the same access rights to your impact record as you do.

Under the Edit or View Records tab, you can similarly either select an existing reference from a drop-down list, or edit the list of collaborators. (Each of your impact references has a different set of collaborators.) If you have been given access to an impact record as a collaborator, you will see its title listed with the username of its creator.

Click the button under the boxes to save and enter your impact record.

The Impact Record

When you are inside your impact record, you will see four tabs. Each tab contains a form to fill out. In the first three tabs, you do not need to click any buttons to save your work; as you tab out of a box, it automatically saves it for you.

These first three sections also allow you to add multiple instances (i.e., publications, activities or impacts), by clicking the **Add Another...** button below the form. You can add up to 10 instances of each.

Impact Record 'testing1'

View or edit its details here.

Add or select another code

Edit your case study draft

There are four sections to complete. Information is automatically added as you progress through the sections. Click a section below to enter information for that category.

Publications  Events or Activities  Impact Details  Evidence 

Please give details about your publications(s). This is the research on which the impact is being claimed.

Publication #1

Panel association:

Funding received for research? none internal external

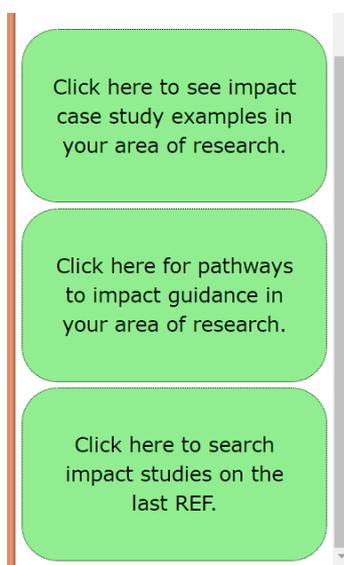
The four sections are:

- **Publications:** Your impact is backed by research output, so this section allows you to input information about your publications.
- **Events or Activities:** This is for you to record information about your events and activities you have engaged in to purposely bring about impact from your research.
- **Impact Details:** Your activities should bring about real-world impact, which you record here.
- **Evidence:** You need evidence to back up your impacts, so this section allows you to upload files and display tweets and YouTube videos, which are added to your evidence feed. You can also give evidence for your activities. You can delete a piece of evidence from your feed by clicking its **Remove** button.

After completing all the available fields in a section, its red cross turns to a green tick, giving you a visual cue to indicate your progress.

The Advice Boxes

After you have typed in your publication title and keyword list, the system will, behind the scenes, semantically analyse your input. It determines which (up to) three of the 36 units of assessment your research impact most likely fits into. After the analysis is complete, three buttons appear in the left-hand sidebar.



The First Advice Box: Example Case Study Drafts

If you click the first of the three buttons, you'll see those three unit titles. Under each title are links to all case studies of the UK institution that achieved the highest average 4* rating for the respective unit. You can download any of them as PDF files.

HIDE THIS ADVICE BOX

Case Study Examples

We have semantically analysed your title and keywords, and estimated that it falls within the following REF units of assessment.

For each of these units, we have retrieved a list of the best case studies in the previous REF for you to use as examples within your area. You can download or view them as PDFs.

(You may keep this box open, if you wish, and scroll down to continue filling out your impact record.)

These results are, by default, based on the highest percentage of 4* ratings across the UK. You can alternatively view different star ratings.

Recalculate these lists based on different rating combinations: 4* 3* 2* 1* U/C [Recalculate](#)

Most likely unit is number 11 - 'Computer Science and Informatics'

Is this the correct unit of assessment for your research? somewhat

3D body scanning in clothing manufacturing and retail, and healthcare

A clinical management service for stroke prevention

Camino diffusion MRI toolkit: microstructure imaging and connectivity mapping to avoid cognitive deficits after neurosurgery

Enhanced photo and special effects processing for professional and amateur photographers

Human-centred security in government and commercial applications

You can hide this box at any time by clicking its **Hide** button.

If you wish the system to instead pull out case studies for the institution that achieved the highest percentage for 3* case studies, or other rating, or combination of ratings, simply change the tick boxes and click the **Recalculate** button.

The semantic analysis will not necessarily be perfect, so feel free to tell the system how accurate it fit your research into the units, and click the **Give Answer** buttons. This will automatically train the system.

The Second Advice Box: Pathways to Impact Guidance

If you click into the second advice box, you can access pathways to impact guidance. Based on the three units of assessment, the guidance from the relevant UK research councils is summarised here.

(The content of this box will improve in future development of the system.)

The screenshot shows a green interface with a 'HIDE THIS ADVICE BOX' button at the top left. The main heading is 'Pathways to impact guidance'. Below it, text explains that the guidance is based on REF units of assessment and lists UK Research Councils. A specific section for the 'Engineering and Physical Sciences Research Council (EPSRC)' is highlighted with a blue bar. This section includes a note that information is derived from the EPSRC website, a quote from researchers about identifying impact, and a visualisation of impact areas. The visualisation consists of two overlapping circles: a blue one labeled 'Knowledge' and an orange one labeled 'Scientific Advances'. Inside the 'Knowledge' circle are 'Industry' and 'Society', and inside the 'Scientific Advances' circle are 'Academia' and 'Policy'.

The Third Advice Box: Search Impact Case Studies

If you click into the third advice box, you can search the previous REF for case studies based on your keywords, or any search term.

Scroll through the list of results and click on the title of any case study to view more details about it. (It will display in a separate browser tab). Alternatively, after carrying out a search, you can click the link to open the search results on the REF website.

The screenshot shows a green interface with a 'HIDE THIS ADVICE BOX' button at the top left. The heading is 'Search for Case Studies based on Keywords'. Below it, text instructs users to use the facility to search the REF for impact case studies. There are four buttons for 'computer security', 'secret sharing', 'cryptography', and 'testing'. A search input field with a 'Search' button is present. Below the search area, there is a link 'View these results in a new tab.' and a result for 'REF impact found 1451 Case Studies for: computer security'. The result title is 'Security Economics' and it includes a 'Summary of the impact' section. The summary text describes Professor Ross Anderson's research at the University of Cambridge and its influence on public policy and industry practice, mentioning reports for ENISA, the European Commission, and the Blackett Review.

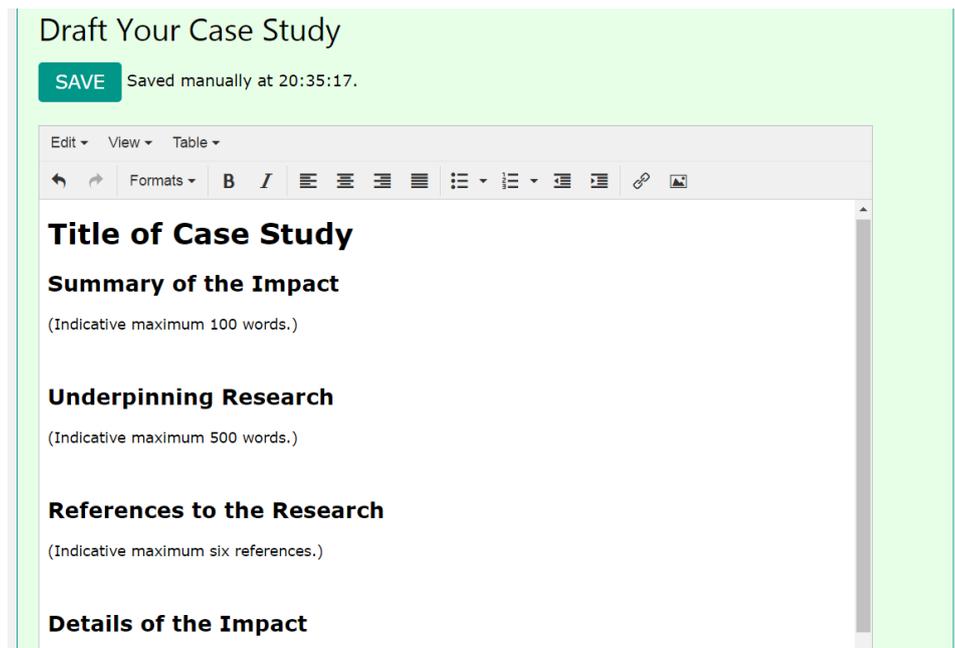
The (Planned) Fourth Advice Box: View Related Hope Case Studies

There will be a fourth advice box in the near future, which will display the details of other case studies entered into Hope Impact, from other researchers at LHU. This is aimed at fostering collaboration across the university.

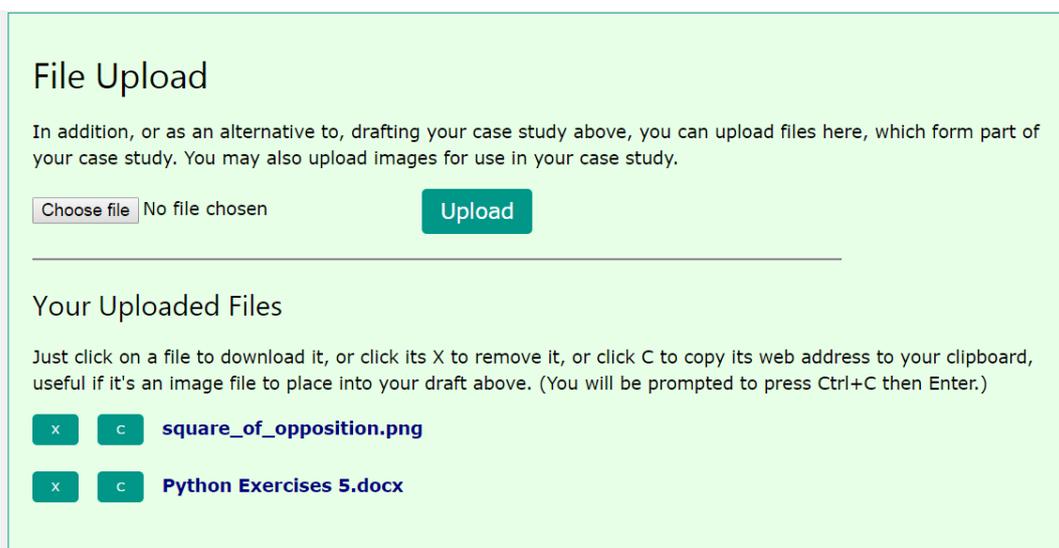
Edit Your Case Study Draft

Here, you will condense the information in your impact record into your case study for REF. There is a word processor available, with the case study template available for you to populate. Much of the functionality of a normal word processor is available here, i.e. headings, tables, images, etc.

Your draft saves automatically every minute, but you can save it manually at any time by clicking the **Save** button. (Please be careful to make sure any changes you have just made have been saved, before you navigate away from this screen.)



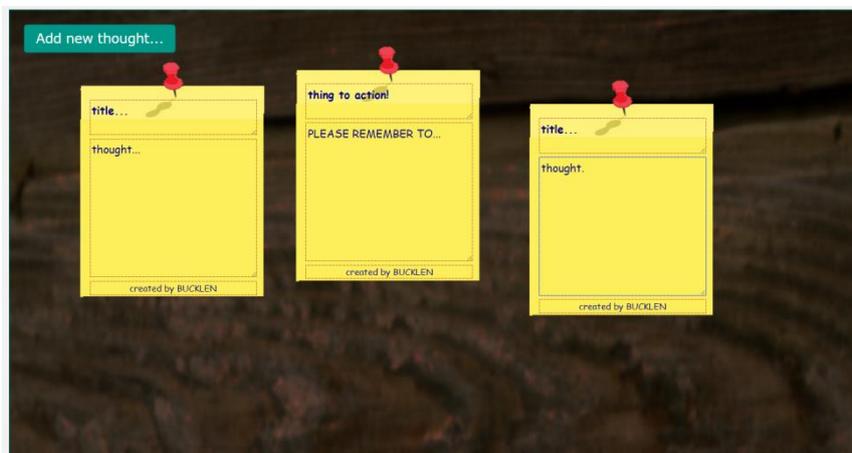
There is also a tool on this screen to upload your own files related to your case study draft.



Note that each file you have uploaded has an **X** and a **C** button. Clicking **X** removes the file, and **C** is used to copy the address of the file into memory. The latter can be used to insert images into your case study draft. As it is an online word processor, you cannot insert images from your computer as normal, but you can upload an image first, copy its address into memory, and paste it into your draft.

Organise Your Thoughts

On this screen, you can informally organise your thoughts and/or to-do list as pin-up notes on a noticeboard. To add a new note, click the **Add New Thought** button, and it will appear. You can then drag its pin to move it anywhere on the board. Click its title or text to edit the note. All changes you make save automatically.



Everyone you have given access to your impact record will see and be able to leave notes on this board, and the username of the researcher who created the note is displayed in its footer.

To remove a note, click anywhere in its title or text areas, and press the **Escape** key. You will be prompted to confirm you intend to remove it.

Request UoA Access

Please use this tool (only) if you are a UoA Coordinator and wish to apply to the Chair of REFSG for access to a small subset of units. Please also provide a reason in the box near the end of the form.

Request UoA Access

Request access to view impact records for selected units of assessment.

Please only use this facility if you're a UoA Coordinator or otherwise require access to researchers' full impact records for a given subset of subject units.

Tick the unit(s) you need to access:

Please tick only the unit(s) you require. These can be edited by the chair, and you'll receive a response after the chair has looked at your request.

Tick	Unit	Group	Subject
<input type="checkbox"/>	1	A	Clinical Medicine
<input type="checkbox"/>	2	A	Public Health, Health Services and Primary Care
<input type="checkbox"/>	3	A	Allied Health Professions, Dentistry, Nursing and Pharmacy
<input type="checkbox"/>	4	A	Psychology, Psychiatry and Neuroscience
<input type="checkbox"/>	5	A	Biological Sciences

The Chair can then consider your request, if necessary amend it, and grant access.

This will give you full access to all impact records that fall under those units. Note however that this functionality is not yet implemented, but in the near future, the UoA Coordinator will be granted full access to all impact records that fall under units under his/her remit.

Please also note that the Chair of REFSG has full access to all units.