Impact case study – REF 2021 template where to find fields in Vertigo Ventures

Log into VV with your Kent login credentials
Click on My projects (top ribbon or left-hand site ribbon)
Click on the ‘edit pen’ under Action for the Project/Case study you would like to work on
Follow the instructions below, which should help you to navigate in VV so that once you print your case study out in the REF 2021 export, all the fields will be displayed accordingly

Key:
Green – Project information, Blue - Impact information, Red – Research Outputs/Underpinning information

Section A The fields in this section are mandatory.

Institution: No need to fill this field in VV, University of Kent automatically appears in the REF 2021 export template

Unit of Assessment: No need to fill in this field in VV. RET team does it for you.

Title of case study: This field is within Project Overview section (click on the pen icon to edit project details) A

Period when the underpinning research was undertaken: This field is within Research Outputs section (click on the pen icon to edit project details) A (next page)

Details of staff conducting the underpinning research from the submitting unit:
This field is within Project Overview section B

Name(s): Role(s) (e.g. job title): Period(s) employed by submitting HEI:

Period when the claimed impact occurred: This field is under Impact/Storyboard section A (next page)

Is this case study continued from a case study submitted in 2014? Y/N This field is within Project Overview section, see a checkbox ‘Submitted to Previous Assessment’ C

The Research Excellence Team will select the UOA
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**Section B**

1. **Summary of the impact** This field is under *Impact/Storyboard* section

2. **Underpinning research** This field is under *Research Outputs* section

3. **References to the research** This field is under *Research Outputs* section

4. **Details of the impact** This field can be found under the *Impact/Storyboard* section

Create one storyboard for each different strand of impact. Each storyboard title will be shown in bold while exported. Storyboards order can be changed before exported.

5. **Sources to corroborate the impact** This field can be found under either the *Impact/Activity* or *Impact/Indicator* section. Only evidence attached to a specific activity or indicator is exported to this section.