Annex B

Summary of the submission process

1.   The process for submitting is in two stages.

2.   First, an individual in the institution who has administrator rights to the REF submission system should perform a 'submit validation'. This must be done before the institution is able to submit. The submit validation attempts to validate the entire submission set as one job. If the submit validation is successful, all individual submissions within the set are locked and the option for an authorised submitter to submit becomes available.

3.   Once this process is complete, the administrator should inform the authorised submitters, who may then make the institution's overall submission. The submitter may then access the submit page of the REF submission system.
    a.   On the submit page click **declare and submit**. A confirmation page is displayed, which contains terms and conditions regarding submitting data to REF for assessment and a prompt to confirm submission.
    b.   Click **submit to the REF2014** to confirm submission. An e-mail notification will be sent to each authorised submitter and to the institutional REF contact, to confirm that the institution has submitted to the REF.

4.   Submitters can unsubmit the submission until the submission deadline. Each submitter and the institutional REF contact are notified if this function is used. Note that there is no access to the submit function after the deadline, so no changes can be made to submission data after this date, with the exception of:

    a.   Uploading redacted impact templates, case studies or environment templates.
    b.   Uploading outputs that have been flagged as pending publication.

5.   Further information is available in the REF2014 Submission system user guide at www.ref.ac.uk/pubs/subsysuserguide/.