



Appendix 1

RPS for CS Research Notes (Technical Reports)

Using RPS for CS RNs/Technical Reports:

- *Some CS staff are already or have in the past uploaded details of technical reports or research notes to RPS. However, the manner in which this is done and the data inputted is not always complete and they often do not link to the full-text of the report, merely showing the abstract.*
- We have the choice of uploading RNs to RPS under two headings: either as 'working papers' or 'reports'. Erica McLaren of RPS and Discovery advised that 'working papers' may be best but so far staff who have uploaded RNs to RPS already have done so under the heading of 'report'.
- All CS researchers, including PhD students would need to be set up on RPS and have an 'active' account.
- Non-UCL members of staff can be listed as an author, and can get access to the pdf of the report through UCL Discovery.
- The fact the RNs are not peer-reviewed is not an issue.
- Possible advantages:
 - Maintenance of data by RPS Support team.
 - Searchable anywhere and available for public viewing via UCL Discovery.
 - Technical reports/research notes included in statistics about department's research output REF impact would not be great, but the extra visibility can only be a bonus.

We have two options for how much we use RPS:

1. Only input metadata into RPS (basic details - name, title, unique reference number, date), but continue to 'house' the pdfs of RNs themselves on the CS website. Links to the RNs can be inputted to RPS so people searching for them via Discovery know where to access the full-text.
2. Use RPS to not only upload the metadata about RNs, but also the full-text of the reports too. If we also upload the pdfs of reports these would be sent to Erica McLaren's team for review before going live. They would be available for download via UCL Discovery and accessible through this interface rather than via the CS website.

If we were to use RPS for all RNs and no longer use the CS website to 'house' them:

- Researchers would continue to ask PG Admin for a unique reference number for their RNs and PG Admin would continue to be responsible for uploading the RNs, only now using RPS rather than onto the CS website.
- PG Admin would 'impersonate' the authors of the report to input the details of the RN into RPS and to approve it in each author's profile once 'pending'.
- Details inputted to RPS under the 'working paper' type would be: author's names, title, date, the unique reference number - RN/11/??; and also we could give the RNs a particular series heading, such as 'CS Research Note/Technical Report'.
- We would ensure that an embedded list of research notes produced each year would be available on the CS research pages (as is done with the list of publications in the department).