Using IRIS to depositing your research output in Leicester Research Archive

Note: Institutional Research Information System (IRIS) is used internally by the University of Leicester to gather information about current research. Information within IRIS is not shared with the public, but is used by the University for a wide range of reporting (e.g. to funding bodies or HEFCE).

Please go to IRIS and log in with your University ID and current password.

The main screen has multiple sections:
- ‘My summary’ allows you to view your current publications as well as Claim or Reject items where you are listed as co-author.
- You can add teaching and professional activities as well as update information on grants.
- Going through ‘My actions’ you can also add your ORCID to improve your research identity.

If the publication you wish to upload is not already listed in your publication list and is not present in ‘Pending’ list, please use one of the three buttons to ‘Deposit your work’.

1. We are happy to take any form of research output – journal articles, conference proceedings, manuscripts, posters, presentations, etc. However, the system was designed to help achieve the eligibility for the REF2021, therefore by default you will be asked to choose from the two types of research outputs.
If you wish to submit other research output rather than journal article or conference proceeding, please go to ‘My Publications’ and use the ‘Add a new publication’ menu on the right hand side. Then choose from drop-down menu appropriate type of publication.

2. In the next step you will be prompted to search the title or DOI (if present) of your publication against existing IRIS records and External Databases. If your publication is listed in any of the searches you can claim it and proceed. If no matching results were found, please press Skip to move on to the next step.
3. Please fill in all the mandatory fields (marked with red asterisk) with information about your publication.

Please note there is help available for some of the fields marked with blue question mark symbol next to the answer box.

4. Please note that although you can deposit publications at various stages, in order to be eligible for the REF2021 submission you need to deposit the final accepted manuscript. Accepted manuscript (also referred to as post-print) is the version which contains all changes suggested by the peer review, but it is before the formatting and type-setting by the publisher.
5. If applicable you can also add information about research grants linked with the publication.

6. In the file upload stage you will be prompted to identify what is the version of the publication is being submitted.

7. To submit your publication please tick the licence agreement and choose ‘Deposit my publication’.
If the publication record already exists:

If the publication you wish to deposit is listed in ‘Pending’, you can review it and either ‘Accept’ or ‘Reject’. If you accept it will be added to ‘Your Publications’.

If the publication already appears on the list of your publications, you can review and add files by clicking ‘Go to my deposit page icon’.

Please note that if there is a LRA icon next to newly accepted publication, the publication was already deposited to LRA by University of Leicester author.

What’s next?

Your publication will not be shared with the public immediately. Our LRA team will first check the version of the file, journal policy, copyright and set the embargo period if applicable. We will always link, wherever possible, to the version of record on the publisher’s web site as an additional service.

Help & advice

If you run into any problems or have any questions or suggestions please contact us. The LRA team in the library provide advice and support and we can arrange to visit your office to go through depositing the full text of your publications with you. Contact us by email at: openaccess@le.ac.uk or phone: 0116 252 2310.