School of Geography (Faculty of Environment) overview of responsibilities

University of Leeds compliance: HEFCE Policy for open access in the post-2014 Research Excellence Framework

Responsibility is with the author to ensure their outputs comply with HEFCE's OA (Open Access) requirements for the next REF. Support systems are in place within the Library, RIS and the named School/Faculty, as detailed below.

HEFCE Open Access Requirements	HEFCE Open Access Responsibility				
Establish local processes to ensure authors are aware of HEFCE policy and to support compliance	Director of Research and Innovation				
Consider most appropriate place for publication in light of OA requirements		Author			
As soon as possible after manuscript acceptance					
Notify School/Faculty of an output accepted for publication (State if N/A)		N/A			
Record output details in the University publications database (Symplectic)		Author			
Deposit author accepted manuscript via University publications database		Author			
Notify Library of known policy exceptions using comments box during deposit		Author			
Respond to author queries regarding deposit/OA requirements			School OA Contact	Library	
Following manuscript deposit					
Check date of acceptance and appropriate file version have been supplied. Contact author, copying to OA contact, where necessary.				Library	
Check accuracy of bibliographic details and amend where necessary				Library	
Verify and lock record				Library	
Check copyright and embargo periods				Library	
Make output OA / set to become OA when embargo expires				Library	
Contact author/OA contact for more information in the case of possible exception					RIS (central)
Report status of validated exceptions in OA Monitor and retain evidence				Library	RIS (central)
Monitoring and reporting					
Provide training and ongoing support for School/Faculty OA contacts on using the OA Monitor or equivalent systems				Library	RIS (central)
Monitor / support author compliance	Director of Research and Innovation		School OA Contact		
Generate reports as required by School / Faculty			School OA Contact		
Produce twice yearly compliance reports for Scholarly Communications / Research and Innovation Board				Library	

More information and support available from the Library webpages including local OA contact information.
Adapted from LOCH: Open Access Implementation Responsibility Matrix.