

## Open access responsibilities for REF: LICTR (Leeds Institute of Clinical Trials Research)

It is the author's responsibility to ensure their outputs comply with the OA (Open Access) requirements for the next Research Excellence Framework. Here are the details about the support systems in place within the Library, RIS and the Faculty.

OPEN ACCESS REQUIREMENT	OPEN ACCESS RESPONSIBILITY				
Establish local processes to ensure authors are aware of REF policy and to support compliance	DoRI				
Consider most appropriate place for publication in light of OA requirements		Author			
<b>As soon as possible after manuscript acceptance</b>					
Notify School/Faculty of an output accepted for publication (State if N/A)		Author			
Record output details in the University research outputs database (Symplectic)		Author			
Deposit author accepted manuscript via University research outputs database		Author			
Notify Library of known policy exceptions using comments box during deposit		Author			
Respond to author queries regarding deposit/OA requirements			Institute OA Contact	Library	
<b>Following manuscript deposit</b>					
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	
Apply rights retention or 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)
<b>Monitoring and reporting</b>					
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	DoRI		Institute OA Contact		
Generate reports as required by School / Faculty			Institute OA Contact		
Produce regular compliance reports for Faculty Research and Innovation Committees/Research and Innovation Board				Library	

More information and support available from the [Library REF requirements webpages](#) including local [OA contact information](#). Adapted from LOCH: [Open Access Implementation Responsibility Matrix](#).

