

PRO RECORDING TOOL (REDCAP) GUIDANCE

In this guide you will find the following information

- 1 – [INTRODUCTION](#)
- 2 – [ACCESSING THE RECORDING TOOL TO ADD A NEW OUTPUT FOR PRO](#)
- 3 - [COMPLETING PART 1 \(POST PRP\)](#)
- 4 – [OUTPUT PRO ID](#)
- 5 – [COMPLETING PART 2 \(POST FEEDBACK\)](#)
- 6 – [ACCESSING/REPEATING PRO PARTS](#)

1. INTRODUCTION

The University's PRO Recording Tool (PRT) is the central recording system for outputs put through the PRO process, this tool uses REDCap to collect this information.

The PRO Recording Tool is split into two parts:

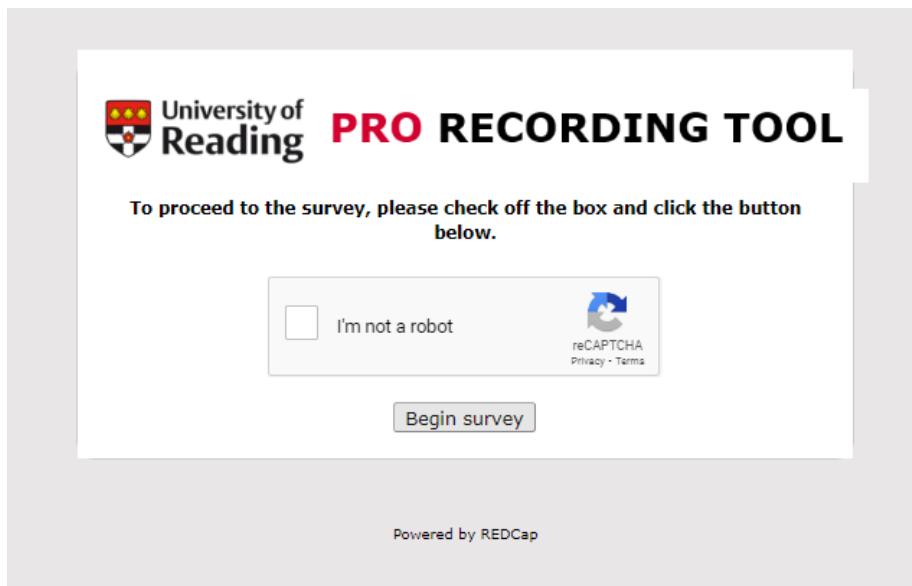
- **Part one** records information on PRO output after PRP discussions have taken place but before the feedback process has been initiated.
- **Part two** collects information after feedback has received.

More information on the PRO process, including FAQs, can be found here <[LINK](#)>.

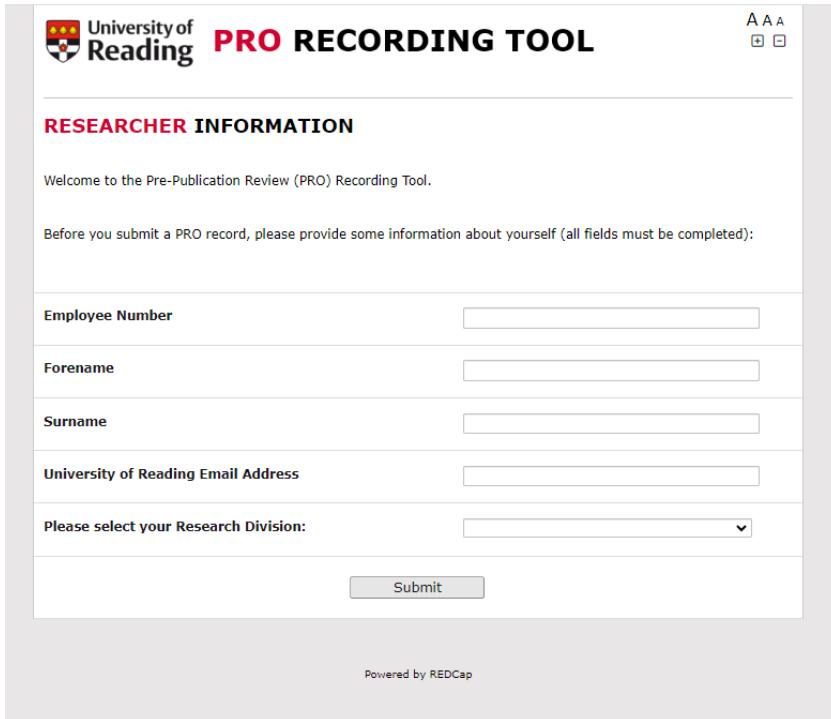
The following sections outline how to access the PRO Recording Tool, and how to navigate and use both parts of the PRT.

2. ACCESSING THE RECORDING TOOL TO ADD A NEW OUTPUT FOR PRO

The Tool uses REDCap to record PRO information. A generic access link is available [here](#). This link should be used when adding a new output. You will be asked to complete a reCAPTCHA before you can access the PRT



Once in the system, you will be asked to provide some information about yourself. Please complete this section and ensure that information is correct.



The screenshot shows a web form titled "PRO RECORDING TOOL" with the University of Reading logo. The form is titled "RESEARCHER INFORMATION" and contains fields for Employee Number, Forename, Surname, University of Reading Email Address, and a dropdown for Research Division. A "Submit" button is at the bottom. The form is powered by REDCap.

Welcome to the Pre-Publication Review (PRO) Recording Tool.

Before you submit a PRO record, please provide some information about yourself (all fields must be completed):

Employee Number

Forename

Surname

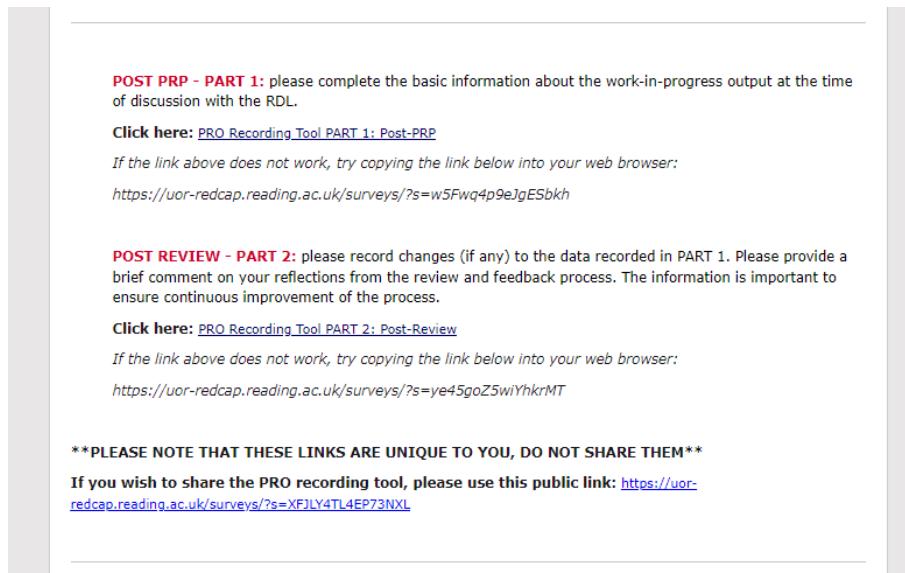
University of Reading Email Address

Please select your Research Division:

Powered by REDCap

Once this section is completed, you will be presented with a page with links to part one and two of the PRT, these can be found about midway down the page. **The links to PART 1 and PART 2 are now UNIQUE TO YOU. Please do not share these.**

You may click the blue highlighted links to open part one or two of the PRT in a new window in your internet browser. Alternatively, you may copy the address into your browser's search bar.



POST PRP - PART 1: please complete the basic information about the work-in-progress output at the time of discussion with the RDL.

Click here: [PRO Recording Tool PART 1: Post-PRP](#)

If the link above does not work, try copying the link below into your web browser:

<https://uor-redcap.reading.ac.uk/surveys/?s=w5Fwq4p9eJgE5bkh>

POST REVIEW - PART 2: please record changes (if any) to the data recorded in PART 1. Please provide a brief comment on your reflections from the review and feedback process. The information is important to ensure continuous improvement of the process.

Click here: [PRO Recording Tool PART 2: Post-Review](#)

If the link above does not work, try copying the link below into your web browser:

<https://uor-redcap.reading.ac.uk/surveys/?s=ye45goZ5wiYhkrMT>

****PLEASE NOTE THAT THESE LINKS ARE UNIQUE TO YOU, DO NOT SHARE THEM****

If you wish to share the PRO recording tool, please use this public link: <https://uor-redcap.reading.ac.uk/surveys/?s=XFJLY4TL4EP73NXL>

3. COMPLETING PART 1

Part 1 of the tool records information on PRO output after PRP discussions have taken place but before the feedback process has been initiated.

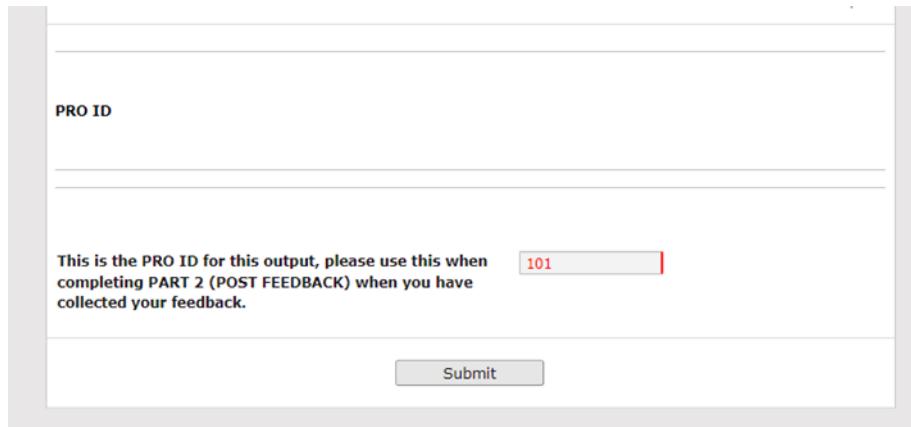
This section will ask you for basic information regarding the work in progress output (working title, target venue, timings, type – e.g. book, article, chapter, performance, etc.); and information about agreed feedback mechanisms and any other support. I

If your local implementation of PRO requires additional documentation for the process (e.g. 300 words statements; monographs plans, or any other) you are able to upload this documentation here. Please note that any requirement for additional documentation will be part of local implementation of PRO. Information about these requirements will therefore be available through local guidance or your RDL.

Once you have completed and submitted PART 1, you will receive an automatic email with a copy of your responses. **Please retain this email as you will need it to complete part 2 (see 4 below)**

4. PRO ID

At the end of part one to the PRT (before you click submit), you will be presented with your PRO ID. This is a numerical ID unique to you and unique to this output and is used to identify your output between parts one and two of the PRT.



PRO ID

This is the PRO ID for this output, please use this when completing PART 2 (POST FEEDBACK) when you have collected your feedback.

101

Submit

Once you have completed part one and hit submit, you will be **emailed a copy** of your submission, which will include your PRO ID. **Please, retain this email for future reference. You will need the PRO ID to proceed with PART 2 of the recording tool.**

If you have issues with this please contact Research Intelligence Unit (researchintelligence@reading.ac.uk) who will be able to assist.

5. COMPLETING PRO PART 2

Part two collects information after feedback has been received. The first step to complete this part is to provide the **PRO ID** for the work in progress output. This was included in the confirmation email you received after completing PART 1 (see 4 above).

YOUR PRO ID

In PART 1, you were provided with a PRO ID for the output you submitted. You need to provide this PRO ID in order to complete PART 2. If you have not kept your PRO ID from PART 1, please check your University of Reading Emails for your receipt to PART 1 - otherwise, please contact the PRO Tool Administrator at the email above.

Please provide the PRO ID for this output

* must provide value

This was provided to you at the end of survey 1

Part 2 will then ask you to input some basic information about the review and feedback process (date of process completion, primary review mechanism and reflections on the feedback received). It will also ask you to update information on target venue, publication date, etc.

In this part you have the option to provide your reflections on changes you intend to make as a result of the process, as well as comments on the usefulness of feedback and/or issues you faced with the process. These questions are optional.

6. ACCESSING/REPEATING THE PRO TOOL PARTS

Once you have completed Part 1, a specific record for you AND the output will have been created. You can access this record (and the linked Part 2) in two ways:

- By clicking on the link included in the email confirmation of Part 1 submission.
- By using the [PRO Recording Tool public access link](#). In this case, you will need to resubmit your researcher information to access the record.