



# Impact Module

## Introduction to the Impact Module

The Impact module can be found on your Elements homepage.

Impact can broadly be thought of as an opportunity to make a change – to individuals, to certain groups, to a way of thinking or a way of working and can be measured in terms of REACH (the people who will benefit) and SIGNIFICANCE (what the change will be).

Consider

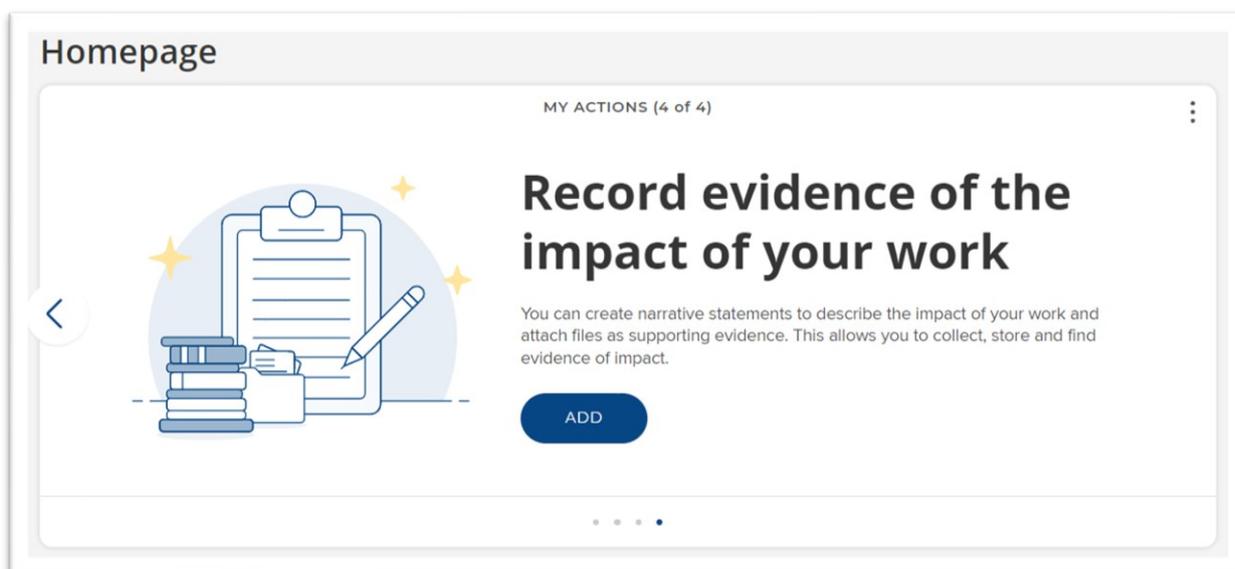
- WHO is ultimately going to benefit from your research activity,
- or WHAT change will it make?
- and HOW will this change take place? (i.e., will stakeholders be attending these events to learn from you?).
- Also think about HOW the change can be tracked, measured, and evidenced.

Examples could include: evidencing the need for changes in policy which lead to structures and practices which reduce exclusion of community groups; activity to recognise the relevance of an artistic practice on social engagement leading to a wider uptake of regional cultural activities; the development of a new product or process which has a beneficial effect on industry; artistic activity and mentorship leading to the sharing of skills and the creation of new works; or activities which encourage wider participation in education.

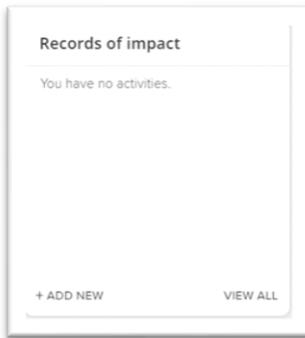
Elements allows activity to be logged, linked with other users, and evidence to be attached to the record, building up a picture of how your research has had benefit outside of academia.

## Adding Impact

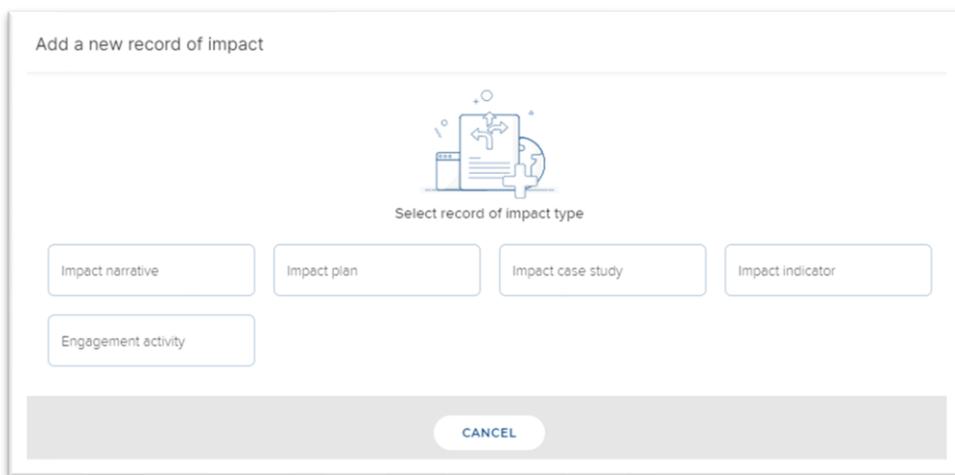
There are two ways that you can add impact to your profile. You may see the 'record evidence of the impact of your work' appear in the Action log as shown below. You can click on add impact to start the impact workflow.



Alternatively, you can add records of impact by visiting your homepage and clicking on +add New in the **Records of Impact** box.



Once selecting +add, you will need to choose the Impact Type.



You will then be presented in a form for you to complete. Please note all sections with a red asterisk must be completed otherwise the record will not save.

Tips for completing the form;

- When entering text into the Narrative of Events, after each record you create remember to click on the +add button to add your entry.
- When adding External Contributors, remember to click the +add button after each contributor, else you won't be able to save your record of impact.
- Remember to click the blue save button at the bottom of the form to proceed to the next step.

## Add impact narrative

Tell us more

Link to additional users

Attach evidence

Record of impact privacy



This record of impact will be hidden from most users of Symplectic Elements and should not be displayed publicly.

\* What is your relationship with this impact narrative?

Lead contributor of  Contributes to

Relationship privacy



This record of impact and its relationship to you will be hidden from most users of Symplectic Elements and should not be displayed publicly.

### Essential information

\* Working title

?

Summary

Lead contributors

No Lead contributors - please add...

[Add a person](#)

?

Contributors

No Contributors - please add...

[Add a person](#)

?

Narrative of events

No Narrative of events - please add...

Add an entry:

[Add](#)

?

Start date

End date

URL

DOI

Underpinning research

Organisations

No Organisations - please add...

Organisation

Department

Street address

City  State or province

Country  Zip code/postcode

## Linking users

The next step is to link users that are associated with this impact. You may have a large list here so best to use the Filter at the side and enter the last name of the person you wish to link to your impact. This will result in the impact being also shown on the other user's profile.

When you have found the user you want to link to your impact, you need to click the box next to their picture to select them and then click on **link selected** and choose the relationship the user has with your impact.

Tell us more | **Link to additional users** | Attach evidence

**i** Link users to this record of impact

Use the filters to search for users to associate with this record of impact. Once selected, you can use the dropdown on the Link Selected button to select which type of relationship should be created.

Sort by: Last name (A to Z) ▼

1-3 of 3

Select all on page

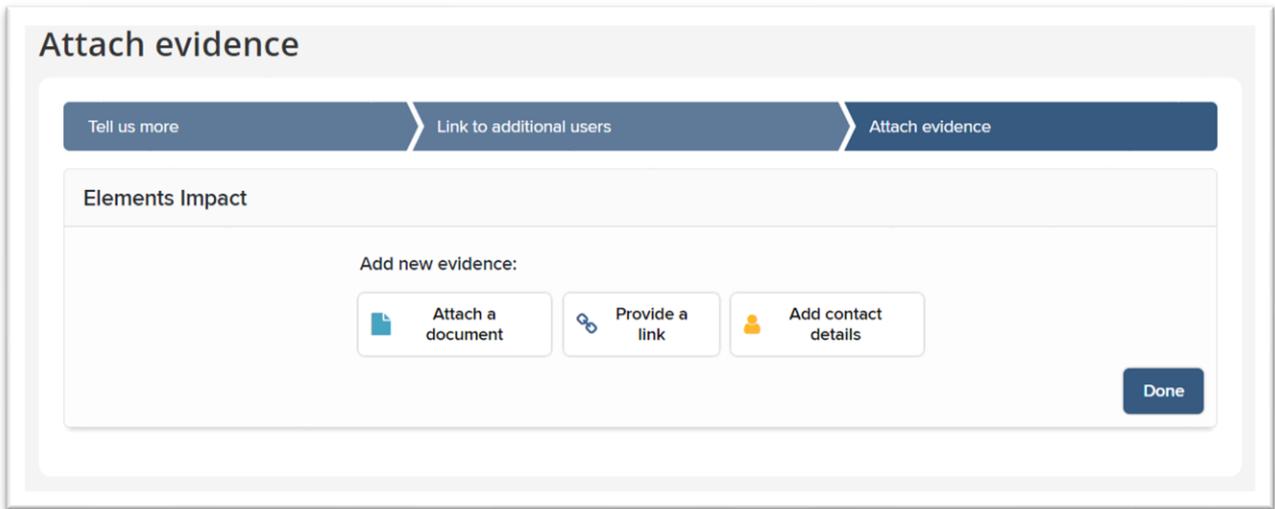
Link Selected ▼  Unlink Selected ▼

MILLS, Joanne PGR Students

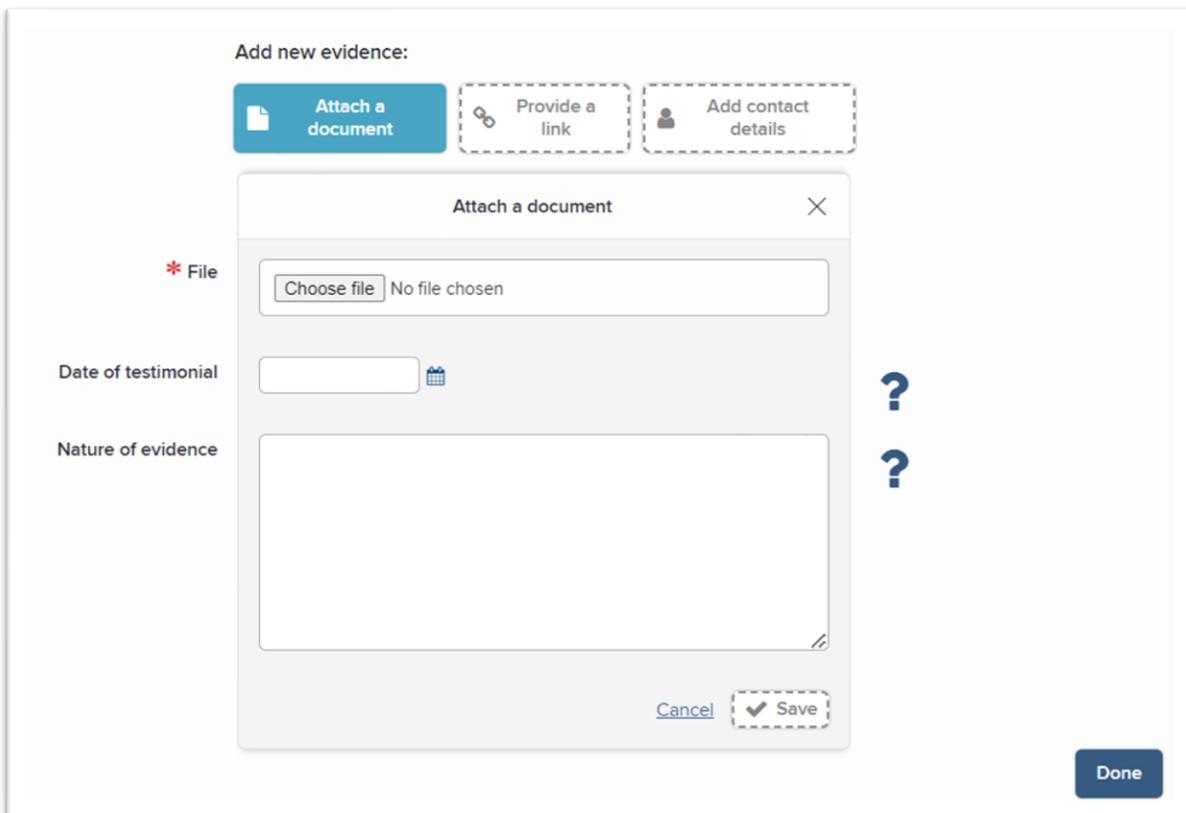
You will then see the relationship listed next to their name.

Once you have finished linking users click the **Done** button to go to the next step.

The next step is to attach some evidence, Elements offers three ways of evidencing records of impact. These are attaching a document, provide a link or add contact details.



To attach a document, complete the below fields and remember to click save. If you need some guidance on what to include in the text boxes, you can hover over the blue question marks.



If you wish to provide a link in addition or instead of an attached document, you will need to complete the below fields:

**Add new evidence:**

Attach a document   Provide a link   Add contact details

**Provide a link** [X]

\* URL

Choose a file  No file chosen  
Why should I upload a file?

Date of testimonial

Nature of evidence

Cancel

Done

?

?

Alternatively, you can also add contact details by completing the below fields.

Attach a document   Provide a link   Add contact details

**Add contact details** [X]

\* Title

\* Name

\* Position

\* Email Address

Phone Number

\* Organisation

Department

Street Address

City

Zip code / Postcode

State / Province

Country

Nature of evidence

Cancel

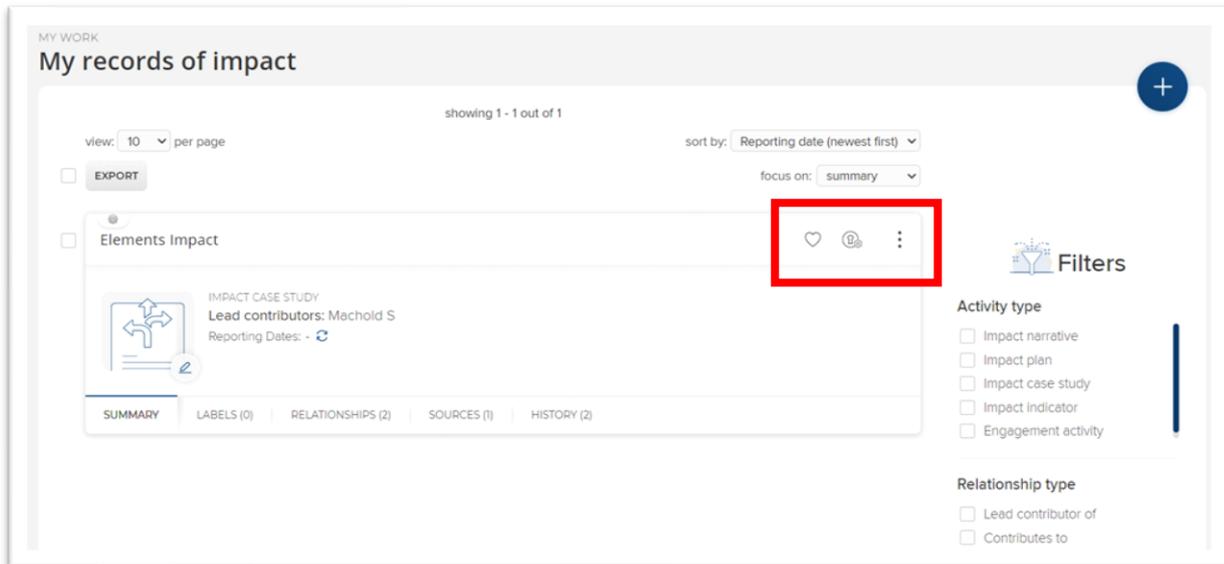
Done

?

When you have completed submitting your supporting evidence click the blue **Done** button.

## Viewing Records of Impact

If you want to review your records of impact, scroll down on the homepage and then click on **View All** under **Records of Impact**. You will be presented with a list of your impact records.

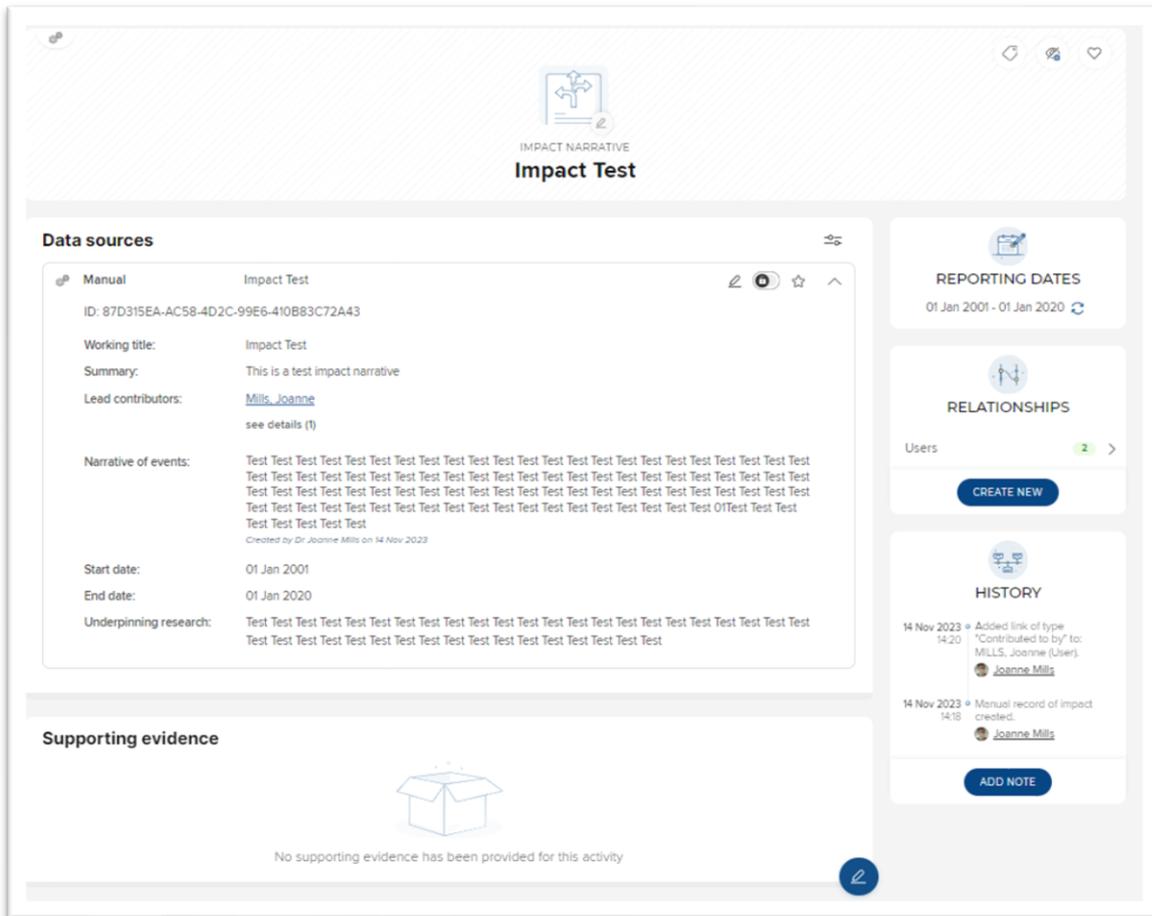


As per the other modules within Elements, you will see the action area. Clicking the 3 dots reveals more options.

- The **heart** is to mark the impact activity as a favourite. This will appear at the top of your Elements profile within the Impact section.
- The **Globe** icon is to manage privacy settings. You can set the item to 'private', 'internal', or 'public'.
- Click **View details** to view the full details of the impact activity.
- **Remove relationship** will disassociate yourself with the item (delete it from your profile).

## Editing Records of Impact

If you want to edit a record of impact, to add further evidence or some more narrative. Click on the impact you wish to edit by selecting the title.



Click on the **pencil/edit record** button to add a narrative of events.

Alternatively, you can add more supporting evidence by clicking on the **pencil/edit** button in the corresponding section.

You can also link other users to this record of impact using the **create new** button under **relationships** (Remember when searching for another elements user, always enter surname first), or add notes, under the **history** section.