

Research Outputs – O: Non-Traditional

This guide shows Publications staff how to enter data within Research Master in relation to Non-Traditional Research Outputs.

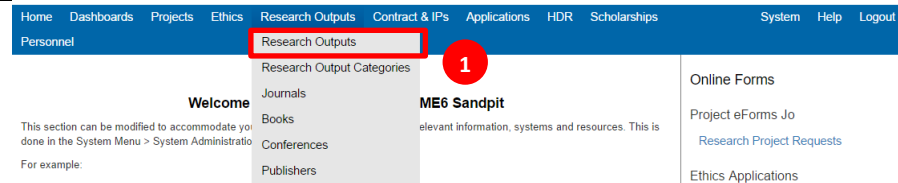
Guidelines and rules

- A Research Master login is required to complete this task.
- **Commissioned Reports**
 - Must comply with ERA Criteria for Research Reports for an External Body [4.4.9.6]
 - When reporting via ROC forms, author must provide: a copy of the published report (or web address where the report is freely available.)
 - Reports must be reported via the ROC forms (they must not be entered from lists of publications.)
 - Once marked eligible, Reports are to be deposited in the Research Repository using the relevant significant event Deposited in Research Repository.
- **Creative Works**
 - Must comply with relevant ERA Criteria sections [4.4.9 NTROs]
 - When reporting via the ROC forms, the submission must be accompanied by: 1. A copy of the creative work itself (even if the work is a video or audio file – if necessary, such files can be submitted separately to pubs@rmit.edu.au via GoogleDrive or Dropbox); 2. Evidence of peer review (unless the publisher/outlet is on the list of Approved Venues); and 3. A research statement (<http://mams.rmit.edu.au/ipwmn1v34ugb.pdf>).
 - Creative outputs must be reported via the ROC forms (they must not be entered from lists of publications.)
 - Creative Works are not deposited in the Research Repository so we do not need to add a Significant Date to this effect. A feed is yet to be built by the Research Systems team.
 - Where RMIT affiliation is not present on the output or in the supporting documents folder, we request confirmation from the author, using the sigdate email template RMITAFFIL.
 - All creative works are reviewed at school level prior to acceptance. If the record is otherwise complete, the Status will be changed to 'In progress - School review' until eligibility is confirmed.

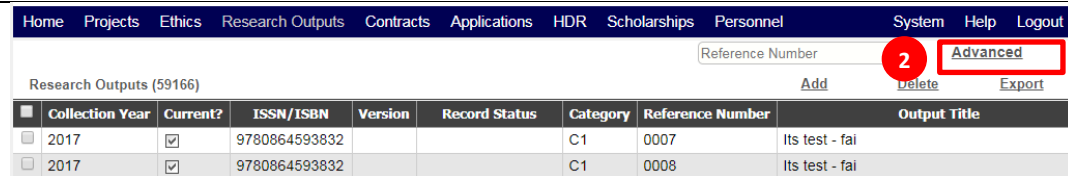
Search for existing Publications

- From the home screen, mouse over **Research Outputs** from the top menu and then select **Research Outputs** again from the drop down menu

Copy a unique part of the publication title (2-4 words) and paste into Publication Title search field. Make sure you don't copy too much of the title as it will not fit and may result in false results. Also avoid copying parts of the title with hyphens or dashes.



- Before creating a new publication record ensure the record does not exist. Click on the **Advanced** link to display the advance search feature.



Collection Year	Current?	ISSN/ISBN	Version	Record Status	Category	Reference Number	Output Title
2017	<input checked="" type="checkbox"/>	9780864593832			C1	0007	Its test - fai
2017	<input checked="" type="checkbox"/>	9780864593832			C1	0008	Its test - fai

- By default the search results will only show current records. You need to search for all records:
 - Click **+** to add another search criteria
 - Click **x** to remove the 'Current' search criteria
 - Select 'Output Title' in the **Field** dropdown list
 - Copy a unique part of the publication title (2-4 words) and paste into **Title** field. Avoid copying parts of the title with hyphens or dashes.

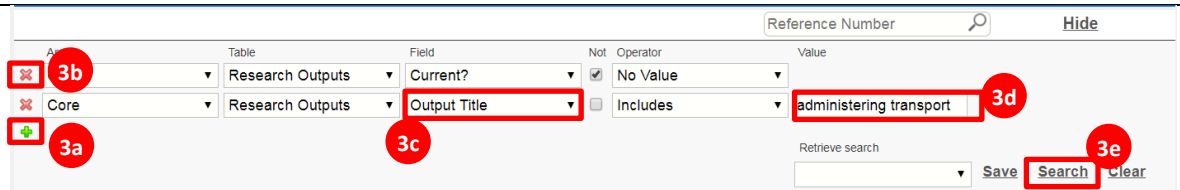
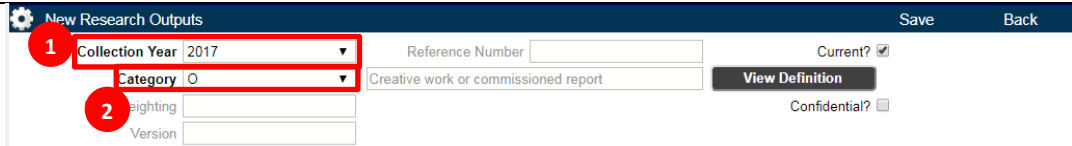
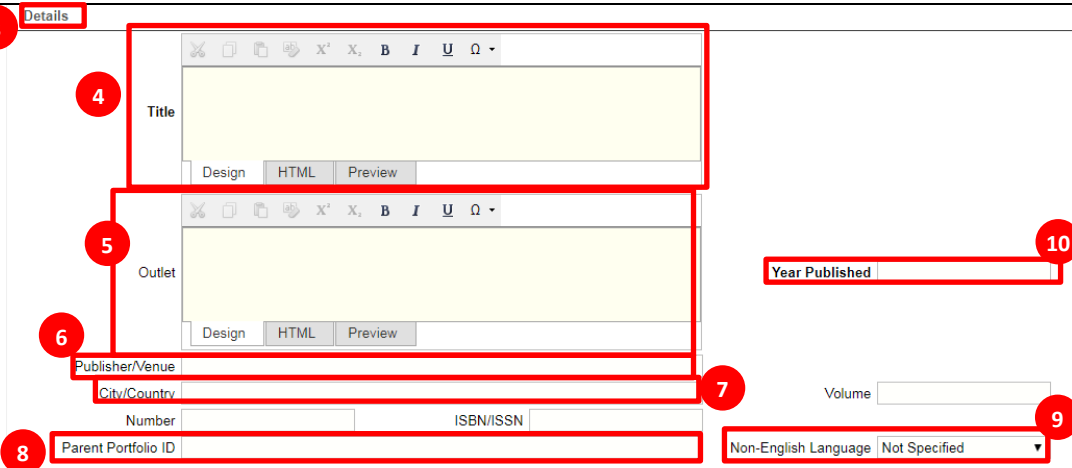


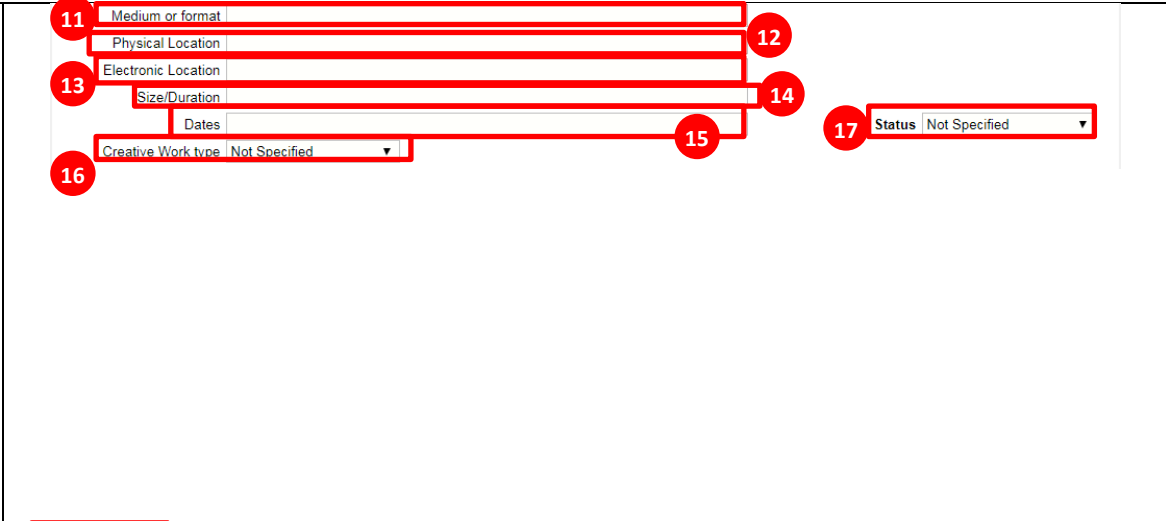

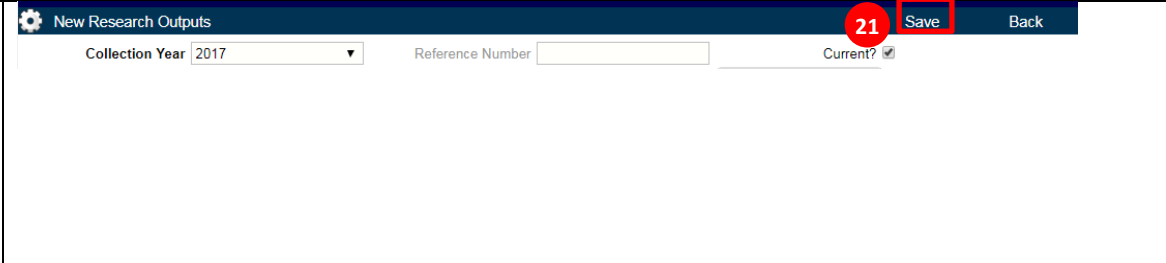
Table	Field	Not	Operator	Value
Research Outputs	Current?	<input checked="" type="checkbox"/>	No Value	
Core	Output Title	<input type="checkbox"/>	Includes	administering transport

Retrieve search: Save

<p>e. Click Search</p>																																					
<p>4. If the research output is found, click on the row to modify the record, otherwise click Add to create a new record.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="font-size: small; margin: 0;">Research Outputs (59166) Add Delete Export</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 5%;"></th> <th style="width: 10%;">Collection Year</th> <th style="width: 5%;">Current?</th> <th style="width: 15%;">ISSN/ISBN</th> <th style="width: 5%;">Version</th> <th style="width: 10%;">Record Status</th> <th style="width: 10%;">Category</th> <th style="width: 10%;">Reference Nu</th> <th style="width: 30%;">Output Title</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2017</td> <td><input checked="" type="checkbox"/></td> <td>9780864593832</td> <td></td> <td></td> <td>C1</td> <td>0007</td> <td>Its test - fai</td> </tr> <tr style="border: 2px solid red;"> <td><input type="checkbox"/></td> <td>2017</td> <td><input checked="" type="checkbox"/></td> <td>9780864593832</td> <td></td> <td></td> <td>C1</td> <td>0008</td> <td>Its test - fai</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2017</td> <td><input checked="" type="checkbox"/></td> <td>9780864593832</td> <td></td> <td></td> <td>C1</td> <td>0009</td> <td>Its test - fai</td> </tr> </tbody> </table> </div>		Collection Year	Current?	ISSN/ISBN	Version	Record Status	Category	Reference Nu	Output Title	<input type="checkbox"/>	2017	<input checked="" type="checkbox"/>	9780864593832			C1	0007	Its test - fai	<input type="checkbox"/>	2017	<input checked="" type="checkbox"/>	9780864593832			C1	0008	Its test - fai	<input type="checkbox"/>	2017	<input checked="" type="checkbox"/>	9780864593832			C1	0009	Its test - fai
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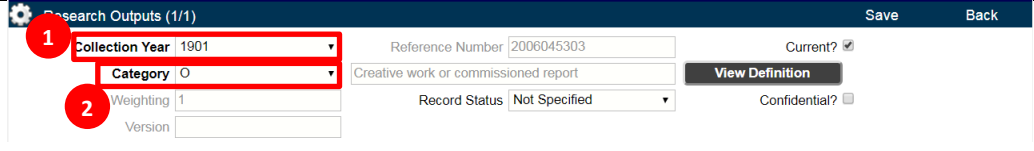
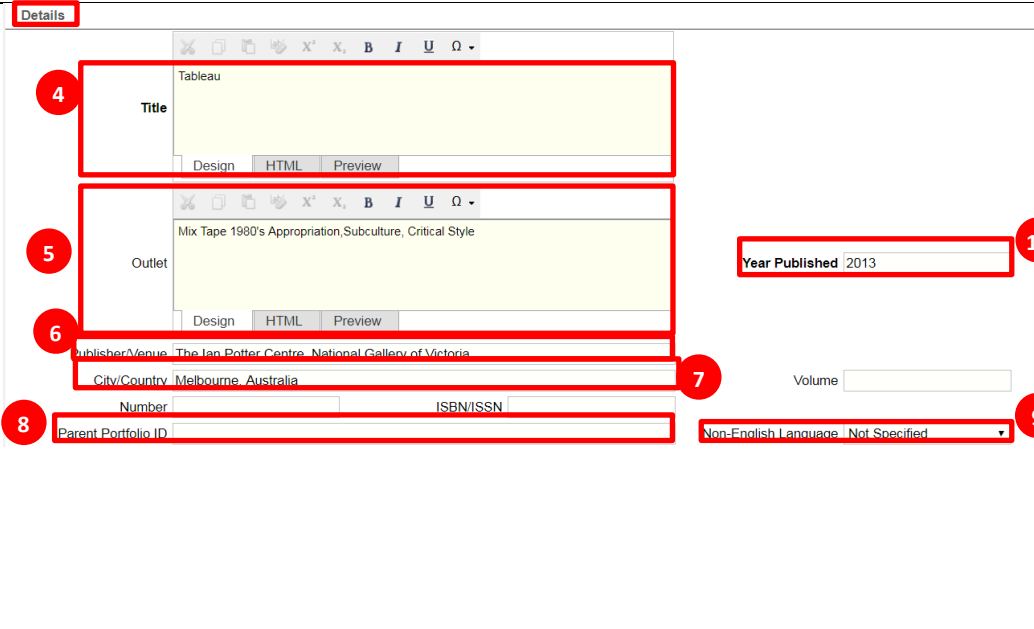
Create O:Non-Traditional - Commission Report Research Output

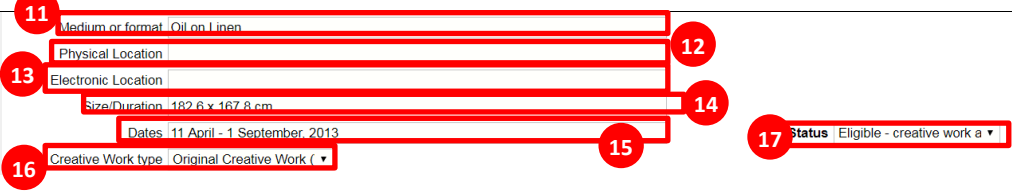


<ol style="list-style-type: none"> 1. The Collection Year should default to the current year if the record is being created in RM or 1901 if the record has been created by ROC. Leave as is 2. In the Core Details section of a record, select 'O' from the Category dropdown list. 	 <p>The screenshot shows the 'New Research Outputs' form. A red box labeled '1' highlights the 'Collection Year' dropdown menu which is set to '2017'. Another red box labeled '2' highlights the 'Category' dropdown menu which is set to 'O'. Other visible fields include 'Reference Number', 'Creative work or commissioned report', 'View Definition', 'Current?' (checked), and 'Confidential?' (unchecked).</p>
<ol style="list-style-type: none"> 3. Scroll to the Details section and click it. This will open the 'Details' subsection if not already opened 4. Enter Title 5. Enter Outlet 6. Enter Publisher/Venue 7. Enter City/Country 8. Enter Parent Portfolio 9. Enter Non-English Language 10. Enter Year Published 	 <p>The screenshot shows the 'Details' section of the form. Red boxes and numbers indicate the following steps: '3' points to the 'Details' tab; '4' points to the 'Title' text area; '5' points to the 'Outlet' text area; '6' points to the 'Publisher/Venue' text area; '7' points to the 'City/Country' text area; '8' points to the 'Parent Portfolio ID' text area; '9' points to the 'Non-English Language' dropdown menu (set to 'Not Specified'); and '10' points to the 'Year Published' text area. Other visible fields include 'Volume', 'Number', and 'ISBN/ISSN'.</p>

<p>11. Enter Medium or Format</p> <p>12. Enter Physical Location</p> <p>13. Enter Electronic Location</p> <p>14. Enter Size/Duration</p> <p>15. Enter Dates</p> <p>16. Select Creative Work Type</p> <p>17. Select a status from the Status dropdown list</p>	
<p>18. Scroll to the Other Details section and click it. This will open the 'Other Details' subsection if not already opened</p> <p>19. Enter the Description</p> <p>20. Enter Keywords</p>	
<p>21. Click on the Save link to save the details. This will generate a Reference Number and show related items:</p> <ul style="list-style-type: none"> • Classifications • Contributors • Documents • Significant Events 	

Refer to the Research Output – Related Items guide for more details	
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Create O:Non-Traditional - Creative Works Research Output

<ol style="list-style-type: none"> 1. The Collection Year should always be '1901' 2. In the Core Details section of a record, select 'O' from the Category dropdown list. 	
<ol style="list-style-type: none"> 3. Scroll to the Details section and click it. This will open the 'Details' subsection if not already opened 4. Enter Title 5. Enter Outlet 6. Enter Publisher/Venue 7. Enter City/Country 8. Enter Parent Portfolio 9. Enter Non-English Language 10. Enter Year Published 	

<p>11. Enter Medium or Format</p> <p>12. Enter Physical Location</p> <p>13. Enter Electronic Location</p> <p>14. Enter Size/Duration</p> <p>15. Enter Dates</p> <p>16. Select Creative Work Type</p> <p>17. Select a status from the Status dropdown list.</p>	 <p>17. (cont) Statuses for creative outputs:</p> <ul style="list-style-type: none"> - In progress - Awaiting information requested from author: If any information or documentation is missing; - In progress - School Review: If all information has been included and the output is ready to be reviewed. - Eligible - no RMIT affiliation; Eligible RMIT affiliation - Creative work outside of ERA collection: If the output has been found to be not eligible at School or CW Panel level
<p>18. Scroll to the Other Details section and click it. This will open the 'Other Details' subsection if not already opened</p> <p>19. Enter the Description</p> <p>20. Enter Keywords</p>	
<p>21. Click on the Save link to save the details. This will generate a Reference Number and show related items:</p> <ul style="list-style-type: none"> • Classifications • Contributors • Documents 	 <p>New Research Outputs</p> <p>Coll. Yr 2017 Reference Number Current? <input checked="" type="checkbox"/></p> <p style="text-align: right;">20 Save Back</p>

<ul style="list-style-type: none">• Significant Events <p>Refer to the Research Output – Related Items guide for more details</p>	
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