

## Research Outputs – Related Items - Contributors

This guide shows Publications staff how to enter data within Research Master in relation to Contributors of Research Outputs.

### Guidelines and rules

- A Research Master login is required to complete this task.
- When there are too many authors (i.e. more than 10), we can use "et al" (no punctuation) as the Surname for the fourth author. We still need to attach all RMIT authors to the record, but leave the Surname and Given Name fields blank if they are positioned at 5 or later, but keep the Preferred Full Name.
- **Adding external contributors**
  - Each external contributor should have only one record on the database. One personnel record may be attached in the publications module with various orgs attached. However, if you are not 100% unsure that an external contributor is the same person to an existing record we have, please create a new ID.
- **Adding internal authors - Student vs Staff ID's**
  - Outputs should be reported under an authors' Staff ID if they are the result of their RMIT employment and their Student ID if the research output was a result of their studies.
  - Entering a Staff ID will result in the output appearing in the researcher's [MyResearch page](#) (staff login required). This displays publication records in ResearchMaster. The publications are listed in three statuses: Eligible, Pending and Not Eligible. Publications on both Eligible and Pending statuses are counted for supervisor registration, staff promotion and work planning.
  - Entering a Student ID will result in the output being listed in the author's [My Student Outputs page](#).
  - There are various reporting measures that are affected by whether the researcher is added as a staff or student (research student awards, academic promotion, etc) so it is important that we get it correct. If adding an ID on a researcher's behalf, we locate it using the search criteria that picks up both current and not current (see step 2 on page 3)
- **RMIT contributors not on RM Personnel** - Sometimes, we may have trouble finding an RM Personnel record for an author with RMIT affiliation. We need to find their internal staff or student number and create new records with these numbers. This may be the result of one of three situations:
  - The author is a past non-HDR student
  - The author is a past staff who left RMIT prior to 2014

- There is spelling error in the name
- To track down an internal code for RMIT contributors, try the following sources in order:
  - Check iExplore (this is only applicable for RMIT students and you need to be logged in to access this system);
  - Ask the co-authors on the publication if they know the code/whether the researcher in question might go by a different name, affiliation was wrong, etc;
  - Email HR Assist
- **Remember:** it is very important to attach the internal contributor code to ResearchMaster records for internal staff members, as this ensures that the data from ResearchMaster will display correctly on the staff member's MyResearch page and under their staff ID in the Research Repository. If the staff/student is not current now, the records will automatically link across as soon as they become current in the future.
- **RMIT contributor with alternative names** - Sometimes an author may use a different name from that on the RMIT HR database. In such cases, please do add the additional name to the relevant staff/student Personnel record, in the Preferred Name section. If there is already another Preferred Name, contact the author to confirm their preference. (e.g. 69110) Also any related 'External' record has the staff ID recorded, so incorrectly attached contributor records can be picked up by reports.
- **Creative Works contributors** - It is important to be aware of the difference between creators/artists and curators when you are entering details about creative works:
  - If you are recording a work created by the contributors make sure you only record the creators/artists and exclude any curators, producers, etc.
  - If you are recording a curatorial activity, only record the names of the curators/producers/directors and exclude the artists.
  - Add dot point under 'Creative Works contributors'
  - It is a requirement for the researcher submitting the online form to include information about co-contributors and their affiliations - either as contributor entries or in a list attached as a supporting document.
  - If an RMIT affiliation on a creative output is unclear, request confirmation from the author using the sigdate email RMITAFFIL.
- **Portfolio of Creative Works**
  - Portfolios are entered onto ResearchMaster with a core "Portfolio record" with sub-records for each of the individual items. For each output within the Portfolio we enter a new record in the database as if it were a normal creative work but this is what we do differently:
    - Each output record is non-current (to prevent it displaying in MyResearch@RMIT and to prevent it being counted in performance reports)
    - The RM ID of the Parent Portfolio is added to the record on the first tab.
    - The audit result should refer to the Parent Portfolio and therefore the status should always be: SUBRECORD.

## Enter Research Output Details – Subsection – Contributors

1. Go to the **Contributors** subsection and click the **Add** link. This will display the Contributor subsection form

Classifications (2)	<a href="#">Add</a>	<a href="#">Delete</a>	<a href="#">Export</a>
<b>Contributors (3)</b>	<a href="#">Add</a>	<a href="#">Delete</a>	<a href="#">Export</a>
Documents (0)			<a href="#">Add</a>
Linked Research Outputs (0)			<a href="#">Add</a>
Linked Schools (3)	<a href="#">Add</a>	<a href="#">Delete</a>	<a href="#">Export</a>
Significant Dates (2)	<a href="#">Add</a>	<a href="#">Delete</a>	<a href="#">Export</a>

2. Enter the person code into the **Person Code**, or use the search facility in the 'Person Code' field . The steps are as follows:

a) So we are able to attribute the staff/student ID's correctly, please search for non-current and current records at once. You can do this by searching by name and adding an additional line of search criteria: 'Overall current' > tick (=not) > 'No value'

b) If both a student and staff ID come up in the search results, search for the student ID in K:\R and I \Research-Reports\HDR Candidature Report RM6.xlsx (filter by 'ENROLMENT\_CATEGORY' as 'Current').

c) And then:

1. If the student is a current HDR, add the student;
2. If the student is not a current HDR and the staff is current, clear the 'Current' filter and check the Column Y of the report ('MAX\_COMPLETION\_DATE') If the student completed their studies in the past 2 years, add the student ID; Then send an email to the staff ID, confirming whether the person was a student at the time the research was undertaken; or
3. If the student does not appear on the HDR Completions tab either, add the staff ID.

3. 'Save'

⚙️ New Contributors
Save
Back

Person Code

Title Not Specified

Middle Name

Full Name

Position Not Specified

Order

First Name

Last Name

Gender Not Specified

Type Scholarship Recipient

Active Contributor?


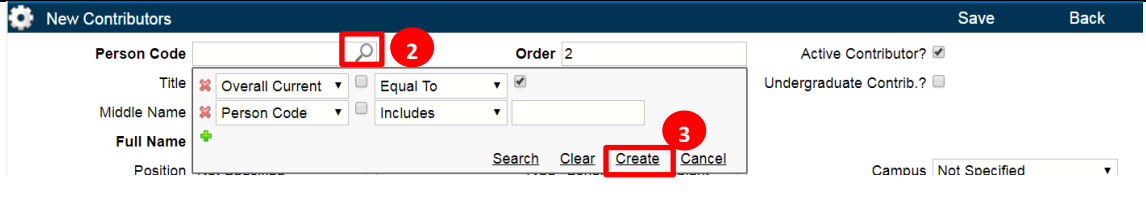
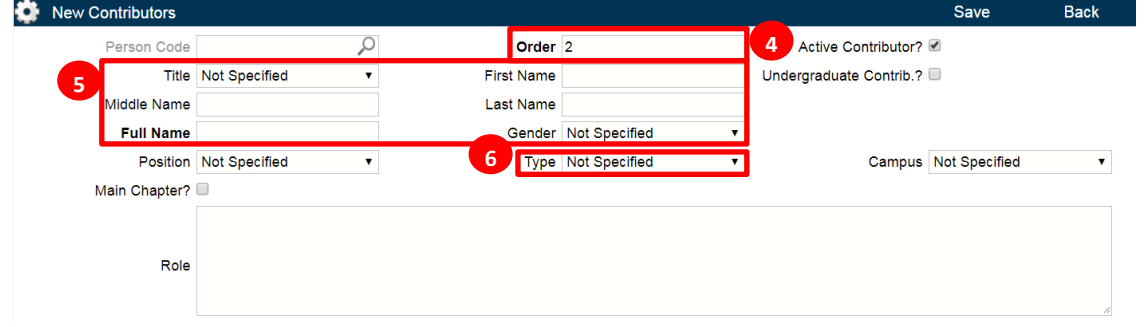
Undergraduate Contrib.?

Campus Not Specified

Role

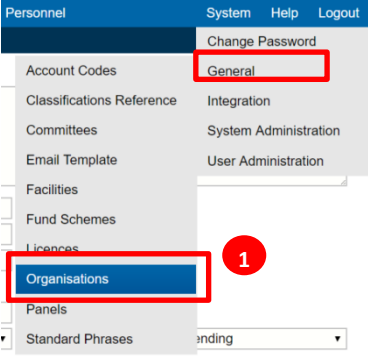
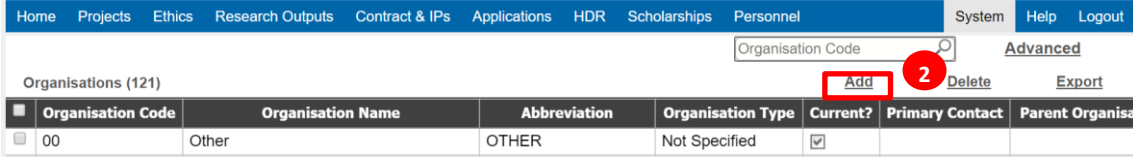
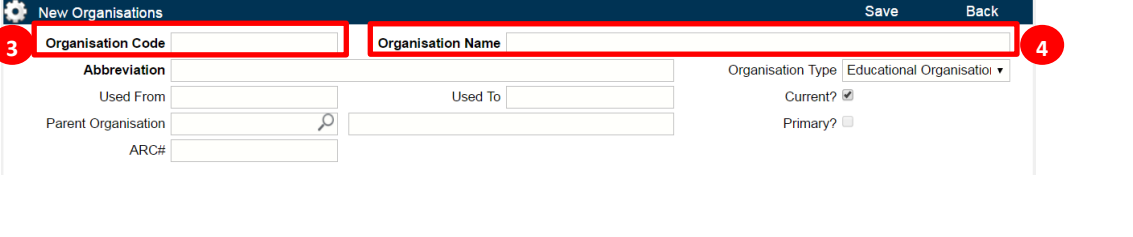
<p>4. Check the school and/or organisation affiliation</p> <p>5. To associate an external affiliation</p> <p style="margin-left: 20px;">a. Enter the code into the <b>Ext. Organisation</b>, or use the search facility. Once you have selected the affiliation, some fields will auto populate.</p> <p style="margin-left: 20px;">b. Click <b>Save</b> again to save the changes</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Workload Details</p> <p>Involved From <input type="text"/> Involved To <input type="text"/> Internal Weighting <input type="text" value="0.25"/></p> <p>FTE/EFTS on this Output <input type="text"/> Days on this Output <input type="text"/></p> <p>FTE/EFTS on other Outputs <input type="text"/> Days on other Outputs <input type="text"/></p> <hr/> <p>External Affiliation</p> <p>5a <input type="text" value="Ext. Organisation"/> <input type="text" value=""/></p> <p>Ext. Organisation Name <input type="text"/></p> <p>Contributor Org. Unit (1) <span style="float: right;"><a href="#">Add</a> <a href="#">Delete</a> <a href="#">Export</a></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 5%;">Code</th> <th style="width: 40%;">Name</th> <th style="width: 15%;">Percentage</th> <th style="width: 10%;">Current?</th> <th style="width: 10%;">Primary?</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 40020100</td> <td>Research Office</td> <td>100</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>First Prev 1 of 1 Next Last Records per page: 25</p> </div>	Code	Name	Percentage	Current?	Primary?	<input type="checkbox"/> 40020100	Research Office	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Code	Name	Percentage	Current?	Primary?							
<input type="checkbox"/> 40020100	Research Office	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
<p>6. Click <b>Back</b> to go back to previous page</p> <p>7. To add more contributors, mouse-over the <b>Cog</b> icon, click on the <b>Copy</b> icon and repeat steps 2 to 6</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="background-color: #005596; color: white; padding: 2px;">New Contributors <span style="float: right;">5b <a href="#">Save</a> <a href="#">Back</a></span></p> <p>7 <input type="text" value=""/> <input type="text" value=""/></p> <p>Order <input type="text" value="3"/> Active Contributor? <input checked="" type="checkbox"/></p> <p>First Name <input type="text"/> Undergraduate Contrib.? <input type="checkbox"/></p> <p>Last Name <input type="text"/></p> <p>Gender <input type="text" value="Not Specified"/></p> </div>										

### Enter Research Output Details – Subsection – Contributors – Creating an External Contributor

<p>1. Go to the <b>Contributors</b> subsection and click the <b>Add</b> link. This will display the Contributor subsection form</p>	
<p>2. Click on the search icon to display the person search form. 3. Click <b>Create</b>. This will display a New Contributor form. Please note a search must be run before the 'Create' option becomes available</p>	
<p>4. Enter <b>Order</b> 5. Enter names 6. Select 'External' from the <b>Type</b> dropdown list 7. Click <b>Save</b> to save the changes. This will create a person code, display related items for this person, such as associated departments.</p>	

<p>8. Enter the code into the <b>Ext. Organisation</b>, or use the search facility. Once you have selected the affiliation, some fields will auto populate.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>External Affiliation</p> <div style="border: 1px solid #ccc; padding: 2px;"> <span style="border: 2px solid red; border-radius: 50%; padding: 2px 5px;">8</span> Ext. Organisation <input type="text"/> </div> <div style="border: 1px solid #ccc; padding: 2px;">             Ext. Organisation Name <input type="text"/> </div> </div>
<p>9. Click <b>Save</b> again to save the changes</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #1a3d4d; color: white; padding: 2px;"> <span style="border: 2px solid red; border-radius: 50%; padding: 2px 5px;">9</span> <b>Save</b> <span style="margin-left: 10px;">Back</span> </div> <div style="border: 1px solid #ccc; padding: 2px;">             Contributors (1/1)                           Person Code <input type="text" value="0000015009"/> <input type="text"/> <span style="margin-left: 100px;">Order <input type="text" value="1"/></span> <span style="float: right;">Active Contributor? <input checked="" type="checkbox"/></span> </div> </div>

### Enter Research Output – Subsection – Organisation not found

<ol style="list-style-type: none"> <li>1. Navigate to System &gt; General &gt; Organisations</li> <li>2. Click on it or click the <b>Add</b> link. This will display the Organisations Add form</li> </ol>	 
<ol style="list-style-type: none"> <li>3. Enter an <b>Organisation Code</b>. You make this up using parts of the organisation name, initials or the full organisation name</li> <li>4. Enter the <b>Organisation Name</b></li> </ol>	

<p>5. Enter the <b>ABN</b></p> <p>6. Enter the physical address <b>Suburb</b></p> <p>7. Enter the physical address <b>State</b></p> <p>8. Enter the physical address <b>Country</b></p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Details</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Registration Number <input type="text"/></td> <td style="width: 33%;">ABN <input style="border: 2px solid red; border-radius: 50%;" type="text"/></td> <td style="width: 33%;">Tax File Number <input type="text"/></td> </tr> <tr> <td>Annual Turnover <input type="text" value="0"/></td> <td>Number of Employees <input type="text"/></td> <td>Number of Offices <input type="text"/></td> </tr> <tr> <td>Individual/Company <input type="text"/></td> <td>Funding Type <input type="text" value="Not Specified"/></td> <td>Folio <input type="text"/></td> </tr> <tr> <td>Date Incorporated <input type="text"/></td> <td>Analysis <input type="text"/></td> <td>File Reference <input type="text"/></td> </tr> <tr> <td>Status <input type="text" value="Not Specified"/></td> <td>Internal? <input checked="" type="checkbox"/></td> <td></td> </tr> </table> <p>Primary Function <input style="width: 100%; height: 60px;" type="text"/></p> <hr/> <p><b>Physical Address</b></p> <p>Address Line 1 <input type="text"/></p> <p>Address Line 2 <input type="text"/></p> <p>Address Line 3 <input type="text"/></p> <table style="width: 100%;"> <tr> <td style="width: 60%;">Suburb <input style="border: 2px solid red; border-radius: 50%;" type="text"/></td> <td style="width: 40%;">Postcode <input type="text"/></td> </tr> <tr> <td>State <input style="border: 2px solid red; border-radius: 50%;" type="text"/></td> <td>Country <input style="border: 2px solid red; border-radius: 50%;" type="text" value="Australia"/></td> </tr> </table> </div>	Registration Number <input type="text"/>	ABN <input style="border: 2px solid red; border-radius: 50%;" type="text"/>	Tax File Number <input type="text"/>	Annual Turnover <input type="text" value="0"/>	Number of Employees <input type="text"/>	Number of Offices <input type="text"/>	Individual/Company <input type="text"/>	Funding Type <input type="text" value="Not Specified"/>	Folio <input type="text"/>	Date Incorporated <input type="text"/>	Analysis <input type="text"/>	File Reference <input type="text"/>	Status <input type="text" value="Not Specified"/>	Internal? <input checked="" type="checkbox"/>		Suburb <input style="border: 2px solid red; border-radius: 50%;" type="text"/>	Postcode <input type="text"/>	State <input style="border: 2px solid red; border-radius: 50%;" type="text"/>	Country <input style="border: 2px solid red; border-radius: 50%;" type="text" value="Australia"/>
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Individual/Company <input type="text"/>	Funding Type <input type="text" value="Not Specified"/>	Folio <input type="text"/>																		
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State <input style="border: 2px solid red; border-radius: 50%;" type="text"/>	Country <input style="border: 2px solid red; border-radius: 50%;" type="text" value="Australia"/>																			
<p>9. Click <b>Save</b> to save the changes</p>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p>Organisations (1/123) <span style="float: right;"><b>Save</b> <b>9</b> Back</span></p> <p>Organisation Code <input type="text" value="00"/> Organisation Name <input type="text" value="Other"/></p> </div>																			