

Research Outputs – Related Items - Documents

This guide shows Publications staff how to enter data within Research Master in relation to Documents of Research Outputs. **Note: The Documents section of RM is used to display ARC and NHMRC project details only. We no longer have to save the file path to link to the verification Documents.**

Guidelines and rules

- A Research Master login is required to complete this task.
- Access to the networked shared drive
- All verification documents associated with the research output must be saved as part of the data entry process in order to comply with government requirements for research collection.
- Below is a list of verification materials required for the different research output types, as outlined in the ERA Guidelines.
 - **Verification materials – Books (A1)**
 - **Sample chapter:** other than the introduction *Note:- At the time of submission, authors may provide a published or proof copy of a sample chapter. If the RMIT library does not have the book, we need to create a ‘Library Purchase Request’*
 - **All front matter:** Cover, table of contents, preface, introduction, pages showing all bibliographic information (ISBN, authors, copyright, etc) *Note:- Front matter is not required in order to mark an output “Eligible” and authors are not required to submit front matter via the ROC forms. Front matter can be added later in batches, before auditing comes around.*
 - **Author affiliation details:** By-line or footnote or statement in publication indicating the research was undertaken in the author’s capacity as an RMIT staff member
 - **Verification materials – Book Chapters (B)**
 - **The chapter** *Note:- At the time of submission, authors may provide a published or proof copy. If the RMIT library does not have the book that the chapter is in, we need to create a ‘Library Purchase Request’*
 - **Author affiliation details:** By-line or footnote or statement in the publication indicating the research was undertaken in the author’s capacity as an RMIT staff member
 - **All front matter:** Cover, table of contents, preface, introduction, pages showing all bibliographic information (ISBN, authors, copyright, etc) *Note:- Front matter is not required in order to mark an output “Eligible” and authors are not required to submit front matter via the ROC forms. Front matter can be added later in batches, before auditing comes around.*

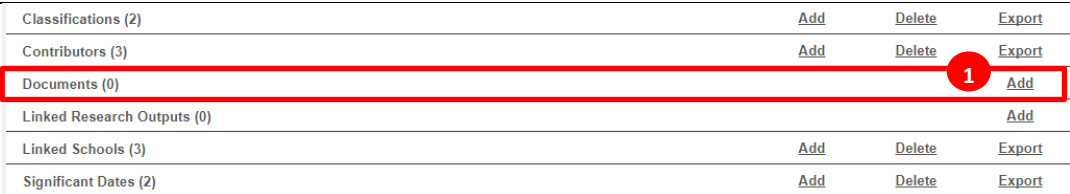
- **Verification materials – Journal Articles (C1)**
 - Copy of published journal article
 - **Peer review:** proof that the full journal article was peer reviewed. Acceptable proof includes: an ERAID, [Ulrichs Periodicals Directory](#), or a statement from the journal website. If we have been given the DOI or other web link to the article, usually we can find the information we need from the article itself. In most cases this proof of peer review is recorded by checking whether the journal is on the ERA list, and then pasting the ERAID number into the RM record.
 - **Author affiliation details:** By-line or footnote or statement in the publication indicating the research was undertaken in the author's capacity as an RMIT staff member
- **Verification materials – Conference Papers (E1)**
 - Copy of conference paper
 - Table of contents or **conference program** (There is no point creating a record unless we know the proceedings are available to download, purchase or borrow from a public/university library.)
 - **Peer review:** proof that the full conference paper was peer reviewed. Acceptable documents include: statement from the proceedings, statement from the conference editor, the reviewer's comments
 - **Author affiliation details:** By-line or footnote or statement in the publication indicating the research was undertaken in the author's capacity as an RMIT staff member
- Information and verification documents for conference publications will not always come from standard sources. The initial process is to follow the link provided by the author at the time of submission and track down all of the information online for the relevant RM fields. If no link is provided, then we would search on Google for the conference paper or the proceedings. If the proceedings are not yet published, then we send the form back to the author and ask them to re-submit once the proceedings become available. Places to obtain the key information include:
 - The conference paper itself, which will often have a lot of key information in the header/footer;
 - The conference website is usually the best place to find conference dates, location, full conference name, etc. Conference papers, proof of peer review, table of contents/conference program will often be downloadable from the conference website.
 - If we are unable to locate any of this key documentation, then we need to request it from the author using the Significant Dates email template DOCE1. Refer to the Significant Dates section for further details.
- All verification documents are saved in [\\rmit.internal\Application\ResearchPublications\PRD](#). Documents for records before 2006055311 are currently saved under K:\R and I\Publications in folders with the unique ResearchMaster code associated with that publication record.

- Documents submitted via ROC should be automatically saved in \\rmit.internal\Application\ResearchPublications\PRD with the relevant prefix
- To ensure staff from across RMIT can access the supporting documents, always save them to ResearchMaster by pasting the file path of the specific folder on the K:\ Drive or the \\rmit.internal\Application\ResearchPublications\PRD Drive

Exclusions

- Steps to correct the documents submitted by ROC
- Saving of verification documents in the shared directory

Enter Research Output – Subsection - Documents

<ol style="list-style-type: none"> 1. Go to the Documents subsection and click the Add link. This will display the Documents subsection form 	
<ol style="list-style-type: none"> 2. Select 'Path' from the Document Type dropdown list. 3. Enter the relevant URL in the Document field. Follow the respective ARC and NHMRC 'PURL' convention. e.g. http://purl.org/au-research/grants/arc/DE120102277 for ARC project ID DE120102277 and http://purl.org/au-research/grants/nhmrc/555411 for NHMRC project ID 555411. 4. The Name will be auto-populate with the unique project number (e.g. DE120102277 or 555411) 5. Enter 'ARC' or 'NHMRC' in the Short Description field 6. Click Save to save the changes 	