

Research Outputs – Related Items – Significant Event

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

Guidelines and rules

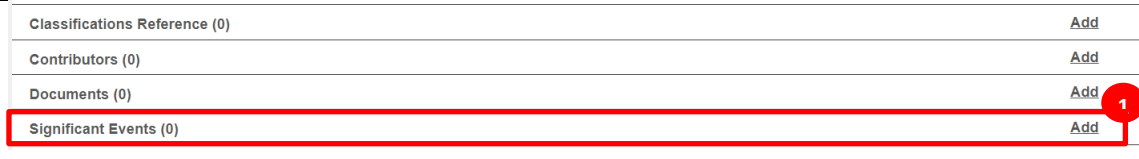







- A Research Master login is required to complete this task.
- Access to the networked shared drive
- The Significant Event section is where any action is recorded that have been taken regarding the publication record. These are the conditions when a significant event record is created:
 - When further information is required for a publication
 - When borrowing a copy of the book from the RMIT Library to obtain the necessary verification materials.
 - When a library purchase request has been lodged at <http://rmit-au.libsurveys.com/Purchase-request-form>
 - When a record requires College assessment (Business) or School Assessment (DSC and SEH) and has been marked as 'In Progress - School Review' or 'In Progress - College Review'
 - When an output has been finalised and marked eligible. This flags the records so they can be added to the Research Repository. Data from ResearchMaster is added to the Repository on a weekly basis (usually Tuesday)
 - Whenever any information is added to a Publication record after the record has already been deposited in the Repository. This will notify the Repository of the changes that need to be made.
 - All changes must be reported to Repository staff, except for elements that do not contribute to the core meta-data for these publication records, including:
 - Output type

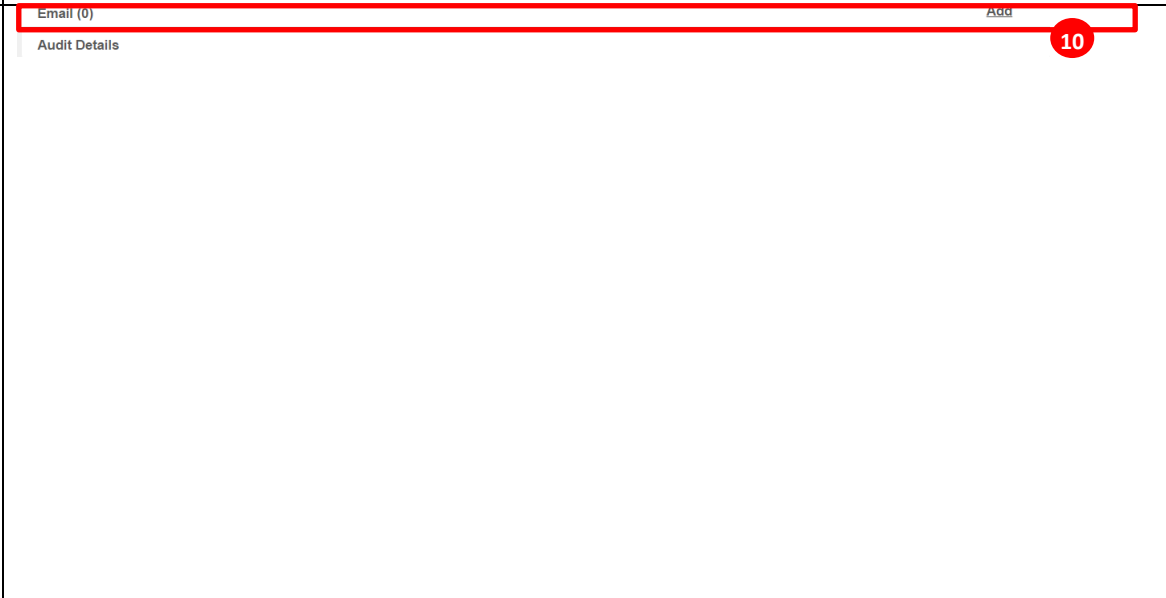
- Status/Audit results
 - ERAID
 - Comments
 - Documents
 - School related details
-
- When a DOI error is and it has been reported reported to the responsible DOI Registration Agency. Ensure that the Electronic Location field in the Publication record contains an alternate web address (i.e. not the faulty DOI)
 - If the output has been retracted by the publisher
 - If a creative output is found to be not eligible by the DHR

Exclusions

- Managing emails in pubs@rmit.edu.au
- Searching RMIT Library for verification material and putting the item on hold
- Reporting a DOI error to the responsible DOI Registration Agency

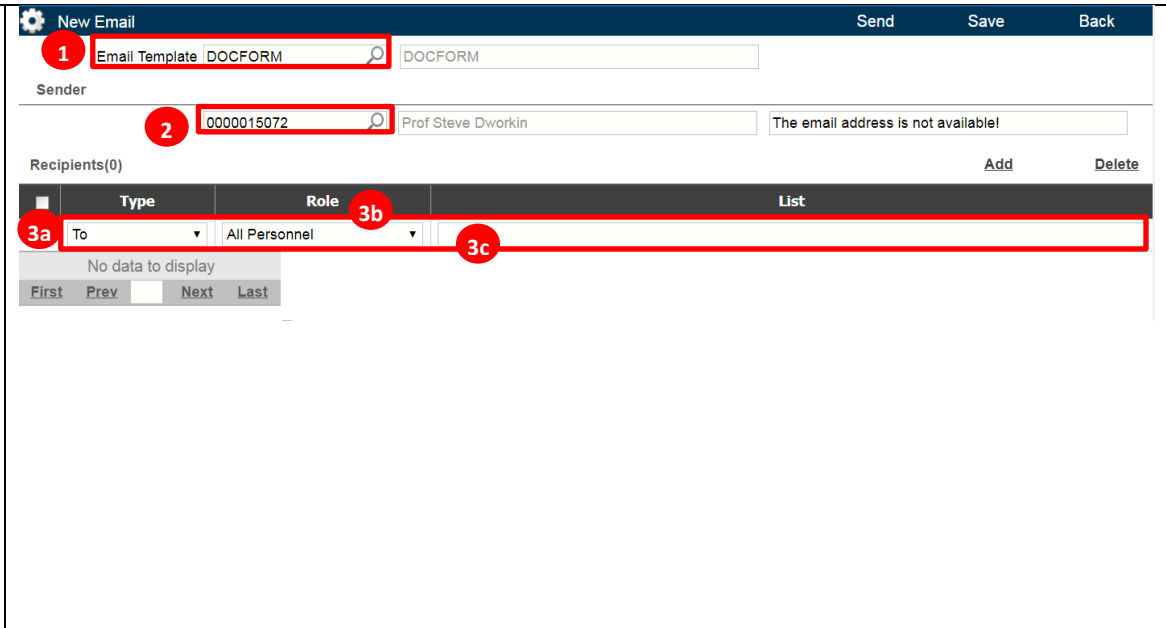
Enter Research Output – Subsection – Significant Events – Further Information Required for Publication

<ol style="list-style-type: none"> 1. Go to the Significant Events subsection and click on it or click the Add link. This will display the Significant Events subsection form 	
<ol style="list-style-type: none"> 2. Enter the Date of Action by clicking in the field and selecting the date using the date picker. This is today's date 	
<ol style="list-style-type: none"> 3. Select 'Further Information Required for Publications <RM Ref>' from the Event dropdown list 	
<ol style="list-style-type: none"> 4. The Event Name field will be populated 	
<ol style="list-style-type: none"> 5. Enter the Est. Completion Date by clicking in the field and selecting the date using the date picker. This should be 2 weeks from the Date of Action 	
<ol style="list-style-type: none"> 6. Leave Status as 'Active' 	
<ol style="list-style-type: none"> 7. In the Event Details field, paste the required information from 'K:\R and I\Publications_Data_entry_manual\Further Information List A1BC1E10.docx'. This will be automatically merged into the email body for non-CV items and report for CVs. 	
<ol style="list-style-type: none"> 8. (Optional) Select the Interval. To 'Create Multiple Data Records', 	

<p>a. Select 'Fortnightly' from the Interval dropdown list</p> <p>b. Enter '1' in the No. of Times field</p> <p>9. Click Save to save the changes. This will then display related items such as Email</p>	
<p>10. For non-CV an Email needs to be sent. Scroll down to the Email subsection and click on it or click the Add link. Follow the steps found in the Email procedure to send one of the following templates:</p> <ul style="list-style-type: none"> • DOCFORM – use to request further verification for ROC submissions; • DOCIMPORT – use to request further verification for Scopus imports; • RMITAFFIL – use to ask authors for RMIT affiliation confirmation. 	

Enter Research Output – Subsection – Significant Events – Email

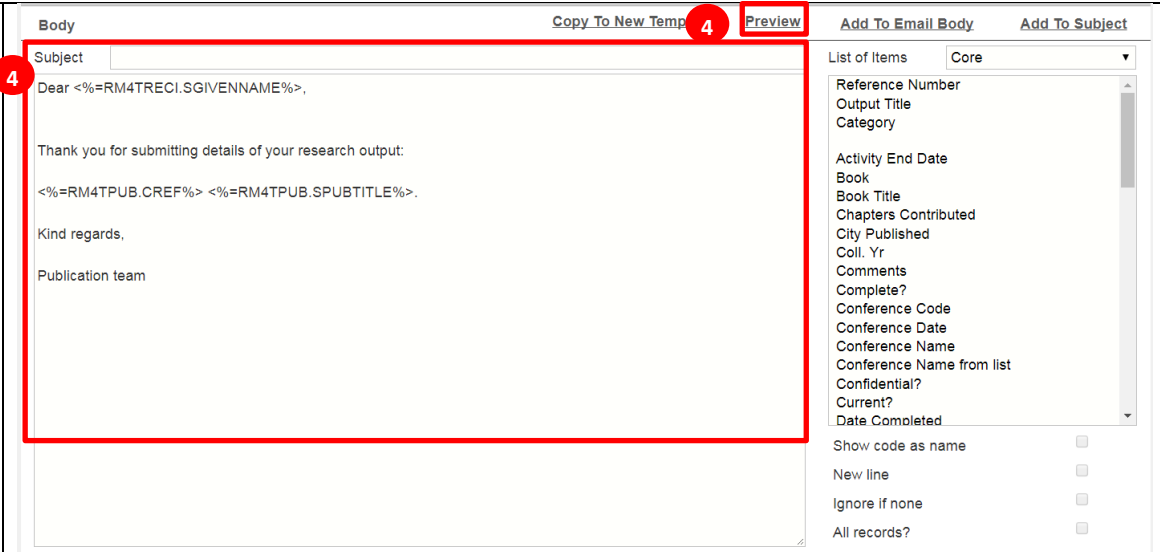
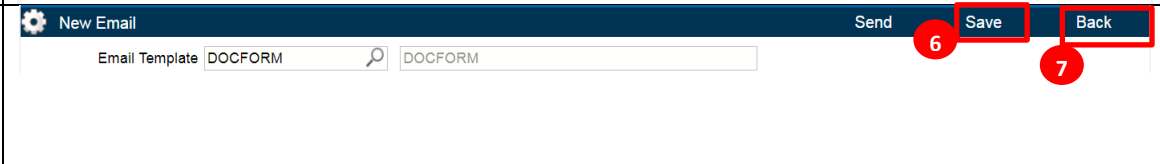
1. Enter relevant template code into the **Template Code** field, or use the search facility. Once you have entered a code, some sections will auto populate
2. Replace own staff ID in **Sender** field with 'PUBS'
3. Enter the recipient:
 - a. Select 'To' from the **Type** dropdown list
 - b. 'All Personnel' is selected by default for the **Role**. Change this if you want to narrow the search
 - c. Click in the **List** field to display the Recipient List search form. Search and select the Recipient.
 - d. Click 'Add'



The screenshot shows the 'New Email' interface. A red box labeled '1' highlights the 'Email Template' field containing 'DOCFORM'. Another red box labeled '2' highlights the 'Sender' field containing '0000015072'. A third red box labeled '3a' highlights the 'Type' dropdown menu set to 'To'. A fourth red box labeled '3b' highlights the 'Role' dropdown menu set to 'All Personnel'. A fifth red box labeled '3c' highlights the 'List' field, which is currently empty and shows 'No data to display'.

RM EMAIL TEMPLATES:

<input type="checkbox"/>	DOCFORM	Further Verification Required for Form Submission
<input type="checkbox"/>	DOCIMPORT	Further Verification Required for Import
<input type="checkbox"/>	DOCLIB	Further Verification Required for Book/Chapter
<input type="checkbox"/>	DOIERROR	DOI Error
<input type="checkbox"/>	DUPLICATE	Duplicate submission
<input type="checkbox"/>	FUTURE	Future outputs
<input type="checkbox"/>	OCDHRCW	Outcome - School Review Creative Output
<input type="checkbox"/>	OCOPR	Outcome - Creative Output Panel Review
<input type="checkbox"/>	OCRBUS	Outcome - College Review BUS
<input type="checkbox"/>	OCRDSC	Outcome - ADR/School Review
<input type="checkbox"/>	OCRSEH	Outcome - DDR/School Review
<input type="checkbox"/>	REMOVED	Removed from the collection
<input type="checkbox"/>	RMITAFFIL	RMIT Affiliation Required

<p>4. The body of the email is auto populated with the content from the selected template. Do not tailor the body unless absolutely necessary, as updates to templates will not be reflected in customised emails.</p> <p>5. The Email subject must be entered manually</p> <p>6. Click Preview to view the email with merged data fields to ensure it is presentable</p>	
<p>6. Click Save for the email to be sent automatically overnight (or Send if you want it to send immediately)</p> <p>7. Click Back to return to the previous page</p>	

Enter Research Output – Subsection – Significant Events – Library Hold Request

1. Go to the **Significant Events** subsection and click on it or click the **Add** link. This will display the Significant Events subsection form

Classifications Reference (0)	Add
Contributors (0)	Add
Documents (0)	Add
Significant Events (0)	Add

2. Enter the **Date of Action** by clicking in the field and selecting the date using the date picker. This is today's date

⚙️ New Significant Events

Save Back

Date of Action

Event Type Not Specified

Event Name Not Specified

Status Active

Event Not Specified

Est. Completion Date

Completion Date

Invoice Amount 0.00

3. Select 'Library Hold Request' from the **Event** dropdown list

4. The **Event Name** field will be populated

5. Change the **Status** to 'Completed' once the book has been retrieved from the library and all verification scanned and attached

6. Enter the **Completion Date** by clicking in the field and selecting the date using the date picker. This is the date when the book has been retrieved from the library and all verification scanned and attached

7. The **Interval** is set to 'Once Only' by default. Leave as is

8. Click **Save** to save the changes.

Event Details

Interval Fortnightly

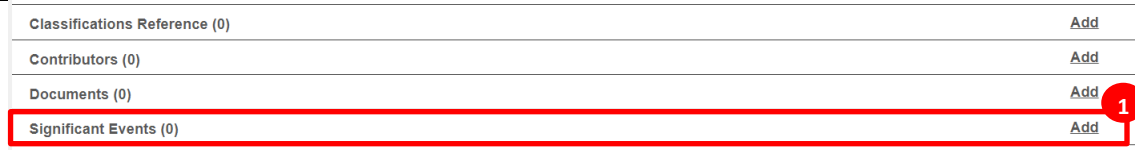
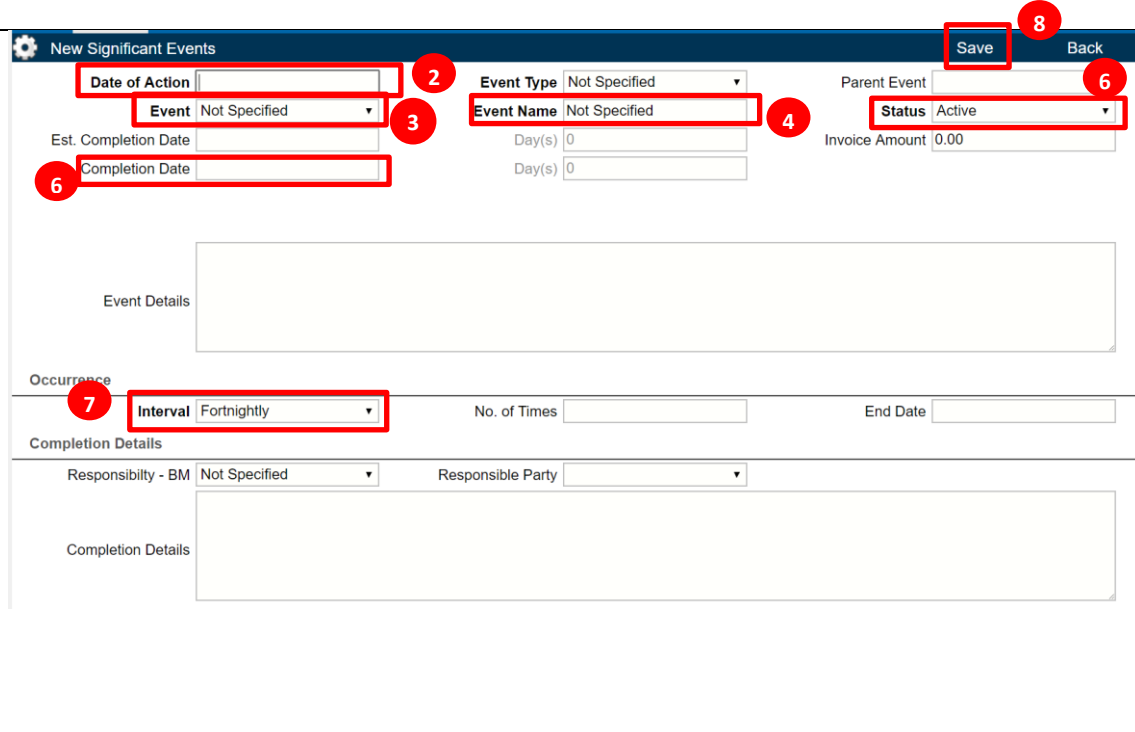
No. of Times

End Date

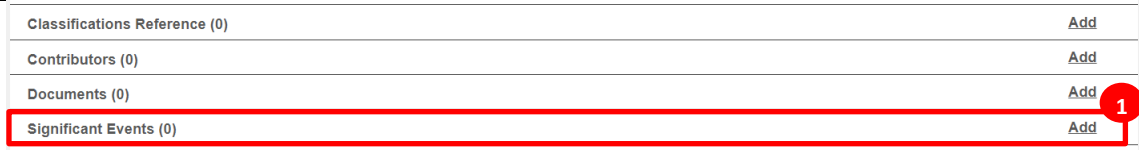
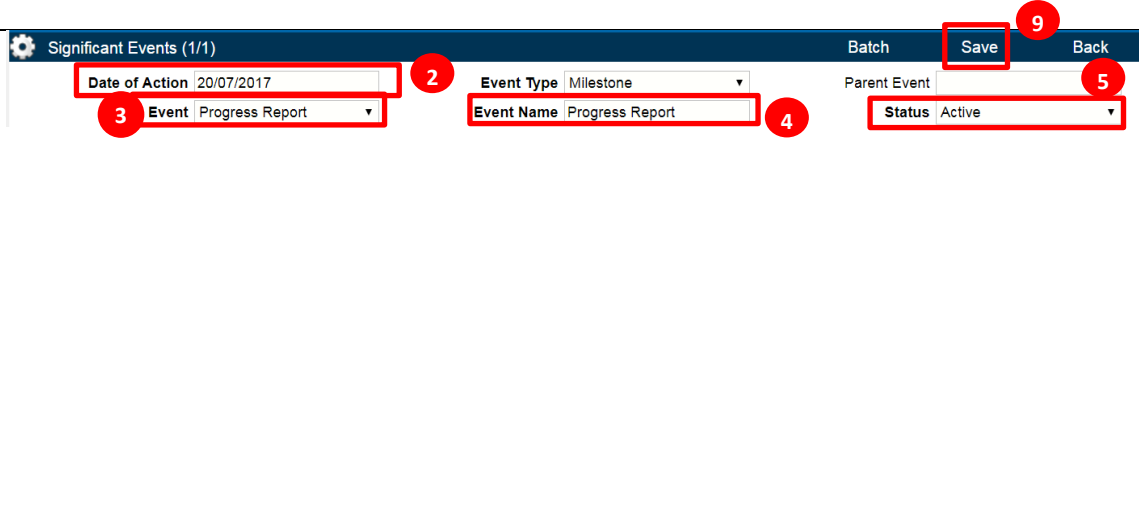
Responsibility - BM Not Specified




Responsible Party

Enter Research Output – Subsection – Significant Events – Library Purchase Request

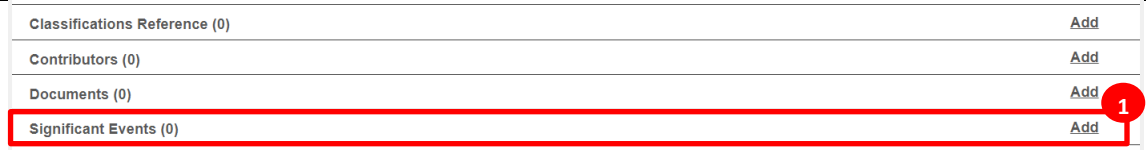
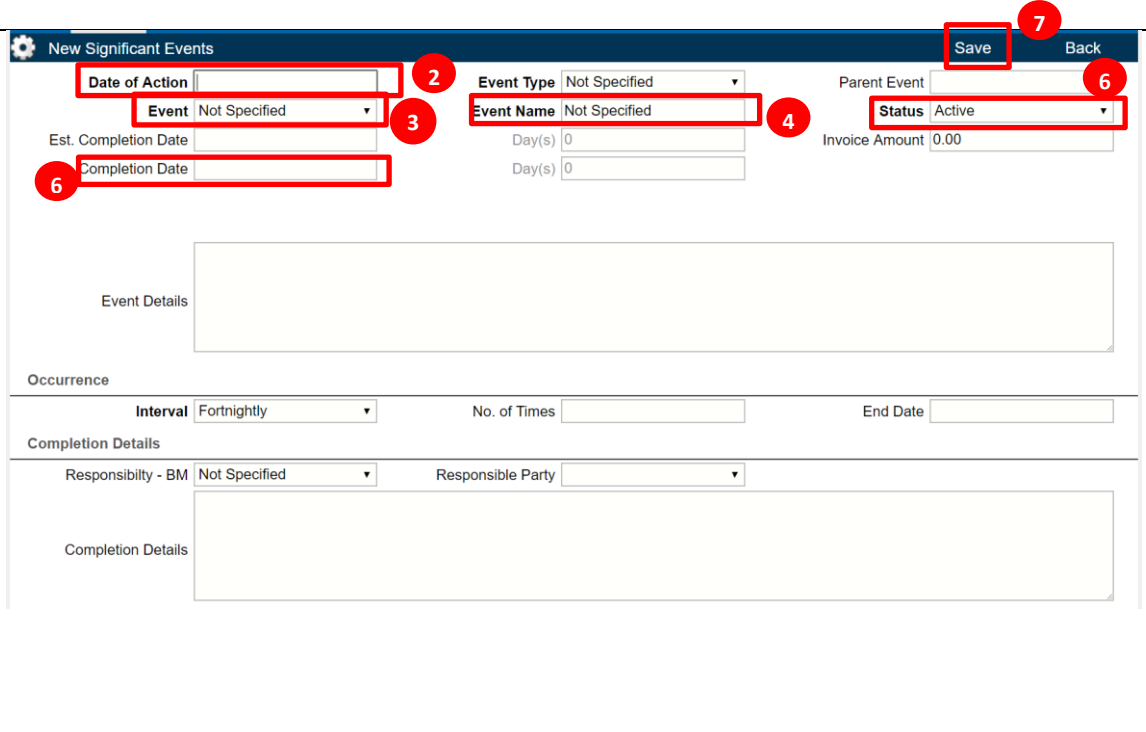
<ol style="list-style-type: none"> 1. Go to the Significant Events subsection and click on it or click the Add link. This will display the Significant Events subsection form 	
<ol style="list-style-type: none"> 2. Enter the Date of Action by clicking in the field and selecting the date using the date picker. This is today's date 3. Select 'Library Purchase Request' from the Event dropdown list 4. The Event Name field will be populated 5. Select 'Active' from the Status dropdown list. 6. Enter the Completion Date by clicking in the field and selecting the date using the date picker. This is today's date 7. The Interval is set to 'Once Only' by default. Leave as is 8. Click Save to save the changes. 	

Enter Research Output – Subsection – Significant Events – College Review

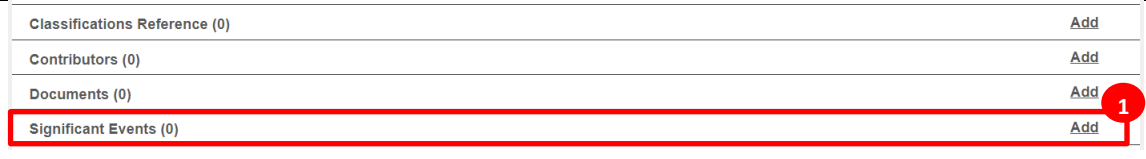




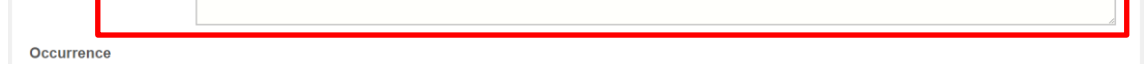

<p>1. Go to the Significant Events subsection and click on it or click the Add link. This will display the Significant Events subsection form</p>	
<p>2. Enter the Date of Action by clicking in the field and selecting the date using the date picker. This is the date the record is ready for School/College review</p> <p>3. Select 'College Assessment' from the Event dropdown list. This is the same for all college level decisions</p> <p>4. The Event Name field will be populated, change if need be</p> <p>5. Select 'Active' from the Status dropdown list. Select 'Completed' when the output has been assessed</p>	

<p>6. This should only be entered once we receive the ruling from the College.</p> <p>7. Event Details is populated with the reason we are requesting the review - i.e. does it meet the definition of research? (template text from <u>K:\R and I \Publications\ Data entry manualCanned responses_August 2018/</u>) can be used here.</p>	 <p>6. Est. Completion Date 31/7/2017 Day(s) 11 Completion Date Day(s) 0</p> <p>7. Event Details</p>
<p>9. The Interval is set to 'Once Only' by default. Leave as is</p> <p>10. Completion Details is populated with the decision of the College reviewer.</p>	 <p>8. Occurrence Interval Once Only No. of Times End Date</p> <p>9. Completion Details</p>
<p>11. Click Save to save the changes.</p>	 <p>Significant Events (1/1) Batch Save Back</p>

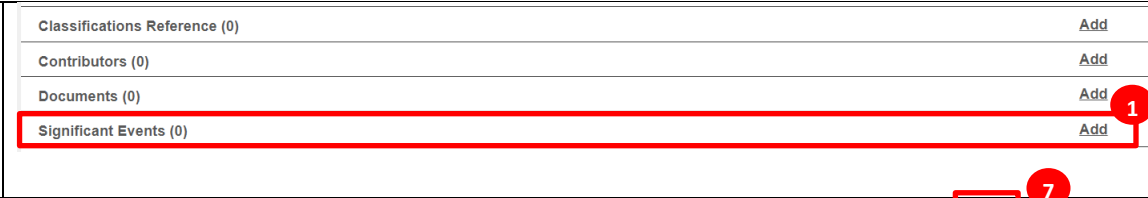
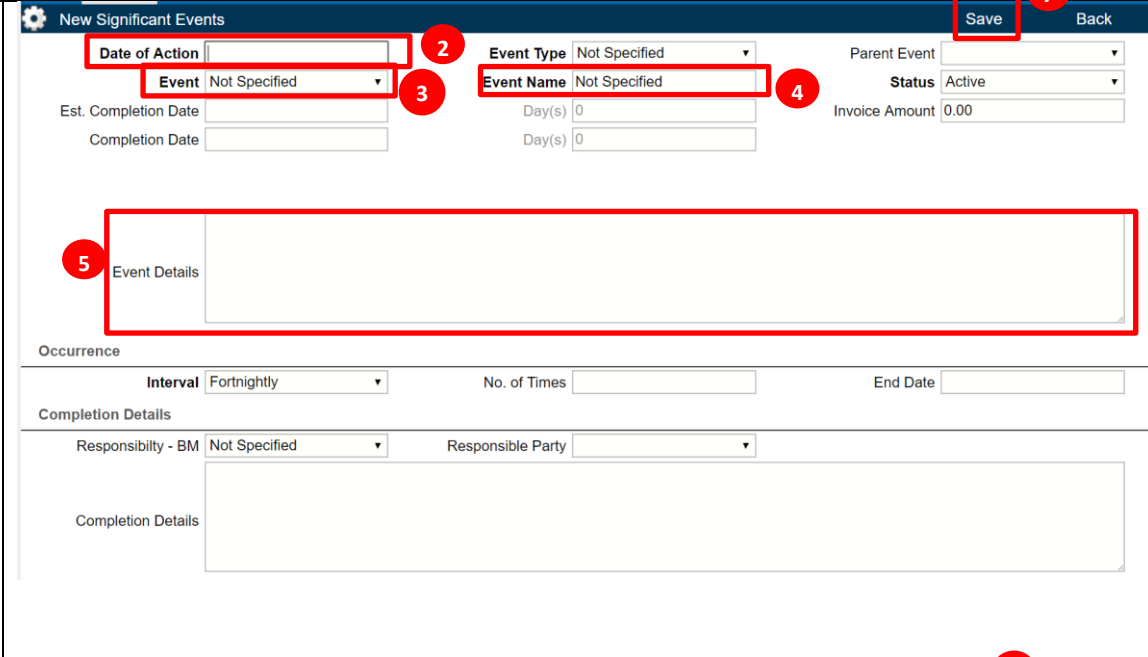

Enter Research Output – Subsection – Significant Events – Deposited in Research Repository

<ol style="list-style-type: none"> 1. Go to the Significant Events subsection and click on it or click the Add link. This will display the Significant Events subsection form 	
<ol style="list-style-type: none"> 2. Enter the Date of Action by clicking in the field and selecting the date using the date picker. This is today's date 3. Select 'Deposited in Research Repository' from the Event dropdown list 4. The Event Name field will be populated 5. Select 'Completed' from the Status dropdown list. 6. Enter the Completion Date by clicking in the field and selecting the date using the date picker. This is today's date 7. Click Save to save the changes. 	

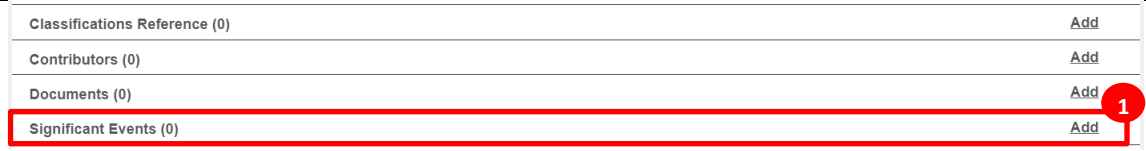

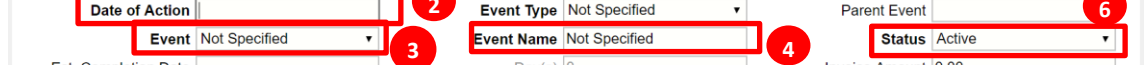



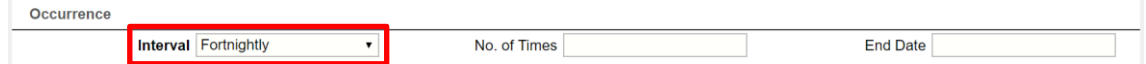

Enter Research Output – Subsection – Significant Events – Repository Amendment Communicated

<ol style="list-style-type: none"> 1. Go to the Significant Events subsection and click on it or click the Add link. This will display the Significant Events subsection form 	
<ol style="list-style-type: none"> 2. Enter the Date of Action by clicking in the field and selecting the date using the date picker. This is today's date 	
<ol style="list-style-type: none"> 3. Select 'Repository Amendment Communicated' from the Event dropdown list 	
<ol style="list-style-type: none"> 4. The Event Name field will be populated 	
<ol style="list-style-type: none"> 5. Select 'Active' from the Status dropdown list. 	
<ol style="list-style-type: none"> 6. Enter any changes or additions in Event Details 	
<ol style="list-style-type: none"> 7. Click Save to save the changes. 	

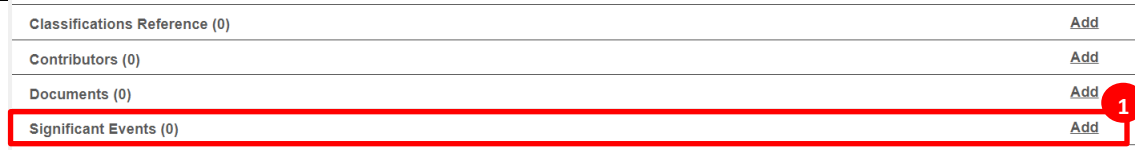
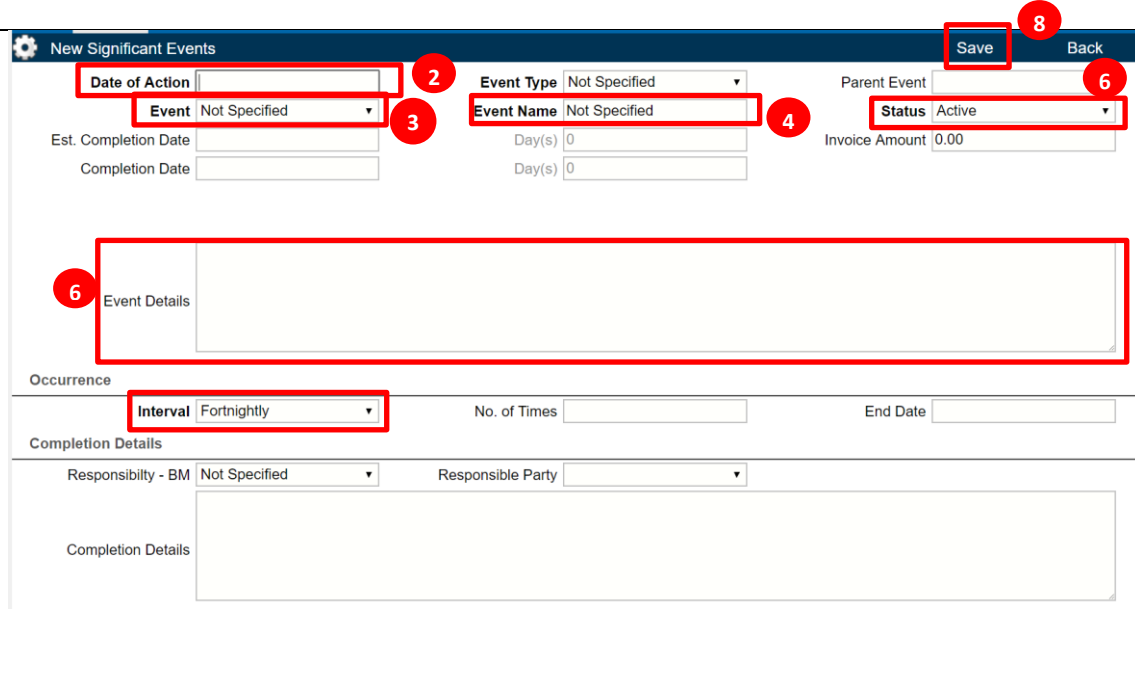
Enter Research Output – Subsection – Significant Events – Duplicate

<p>1. Go to the Significant Events subsection and click on it or click the Add link. This will display the Significant Events subsection form</p>	
<p>2. Enter the Date of Action by clicking in the field and selecting the date using the date picker. This is today's date</p> <p>3. Select 'Duplicate' from the Event dropdown list</p> <p>4. The Event Name field will be populated</p> <p>5. Enter variation details in Event Details.</p> <p>6. Click Save to save the changes.</p>	
<p>7. Scroll down to the Email subsection and click on it or click the Add link. Send an email using the DUPLICATE template by following the steps found in the Email procedure</p>	

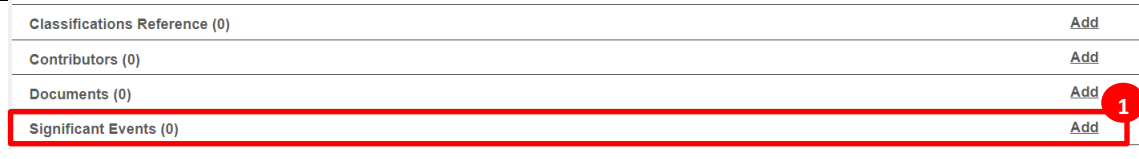
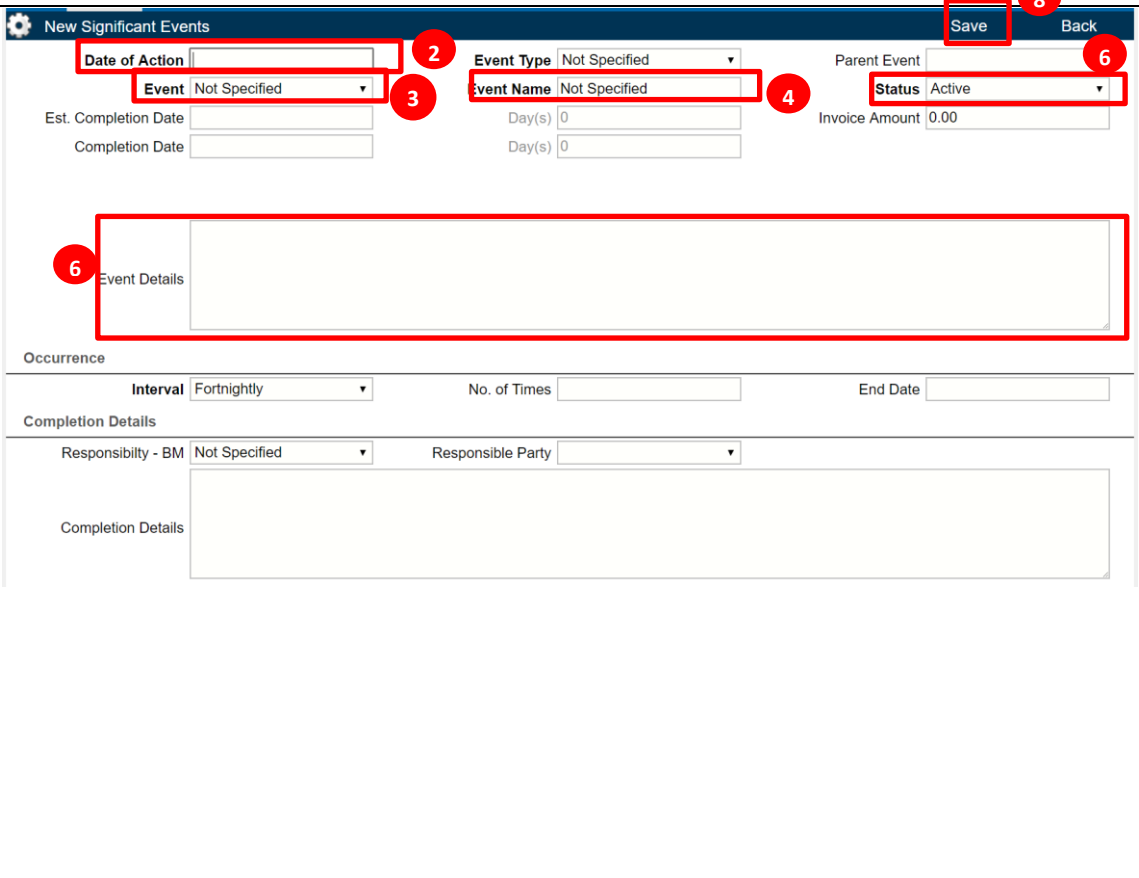
Enter Research Output – Subsection – Significant Events – DOI Error

<ol style="list-style-type: none"> 1. Go to the Significant Events subsection and click on it or click the Add link. This will display the Significant Events subsection form 	
<ol style="list-style-type: none"> 2. Enter the Date of Action by clicking in the field and selecting the date using the date picker. This is today's date 	
<ol style="list-style-type: none"> 3. Select 'DOI Error' from the Event dropdown list 	
<ol style="list-style-type: none"> 4. The Event Name field will be populated 	
<ol style="list-style-type: none"> 5. Select 'Completed' from the Status dropdown list. 	
<ol style="list-style-type: none"> 6. Enter the faulty DOI address in Event Details. 	
<ol style="list-style-type: none"> 7. The Interval is set to 'Once Only' by default. Leave as is 	
<ol style="list-style-type: none"> 8. Click Save to save the changes. 	

Enter Research Output – Subsection – Significant Events – Retraction by Publisher

<ol style="list-style-type: none"> 1. Go to the Significant Events subsection and click on it or click the Add link. This will display the Significant Events subsection form 	
<ol style="list-style-type: none"> 2. Enter the Date of Action by clicking in the field and selecting the date using the date picker. This is today's date 3. Select 'Retraction by Publisher' from the Event dropdown list 4. The Event Name field will be populated 5. Select 'Completed' from the Status dropdown list. 6. Enter Event Details. 7. The Interval is set to 'Once Only' by default. Leave as is 8. Click Save to save the changes. 	

Enter Research Output – Subsection – Significant Events – School Review

<ol style="list-style-type: none"> 1. Go to the Significant Events subsection and click on it or click the Add link. This will display the Significant Events subsection form 	
<ol style="list-style-type: none"> 2. Enter the Date of Action by clicking in the field and selecting the date using the date picker. This is today's date 3. Select 'School Review' from the Event dropdown list 4. The Event Name field will be populated 5. Leave Status as 'Active' if an email needs to be sent, change to 'Completed' if output is being marked eligible. 6. Event Details: <ul style="list-style-type: none"> • For traditional outputs, this field is populated with the reason we are requesting the review - i.e. does the output meet the definition of research? (template text from <u>K:\R and I \Publications\ Data entry manualCanned responses August 2018/</u> can be used here.) • For 'Not eligible' creative outputs or those for which we require further info, this field is populated with DHR comments to the author. Be sure to include any relevant links the researcher might need to refer to (i.e. a link to the research statement guide, etc). 7. Completion Details: <ul style="list-style-type: none"> • For 'Not eligible' SEH and DSC traditional outputs, DDR or ADR comments to the author are pasted to 'Completion Details' • For 'Eligible' SEH and DSC outputs, we enter 'Eligible' into the Completion Details field and change the status to 'Completed' (no email needs to be sent) 	

<p>8. Click Save to save the changes. This will then display related items such as Email</p>	
<p>9. Scroll down to the Email subsection and click on it or click the Add link. Follow the steps found in the Email procedure</p>	