Edith Cowan University

Research Activity System (RAS)

Step-by-Step Guide for Users

Research Outputs Data Entry

Edith Cowan University
Office of Research and Innovation
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Introduction

Research performance data is collected on an annual basis and validated by the Office of Research and Innovation (ORI). Data are subsequently used for both internal and external reporting requirements.

Externally, data are reported to the Australian Research Council (ARC) as part of the University’s Excellence in Research for Australia (ERA) submission.

Within ECU, aggregated summaries of performance are produced at the University, School and Research Institute/Centre level. Research performance data are then used to facilitate our internal performance rewards scheme ASPIRE, determine internal Research Block Grant Funding distributions and can be used to inform School and Research Institute/Centre reviews as well as individual staff Management for Performance (MPS) discussions. Data collected is disseminated via the EIM data warehouse portal and is also the authoritative source of performance data reported for academic promotion applications.

Entry of Research Outputs is not restricted to the most recent year, Research Outputs produced by current/new ECU researchers at previous institutions can also be entered.

This user guide provides an introduction to the functionality available within the Research Activity System (RAS). It provides step-by-step instructions on how to login, enter an output, upload verification documents and submit your outputs for ORI review.

Logging in

Research students and staff can access RAS via https://portalapps.ecu.edu.au/ras, or alternatively, staff can enter RAS via the ECU Staff Portal.

1. RAS will open in a new window.

Please note: If you are accessing RAS outside of the ECU network and via the Staff Portal you will need to install and run VPN software. For assistance with installing and connecting via VPN please contact the IT Service Desk on 6304 6000.
2. Your researcher profile, as recorded within the HR system, will appear on the left-hand side of the screen. This identifies the School and/or Centre to which you belong. If the School and Research Centre do not accurately reflect your current affiliations, please amend the information using the drop down menus.

3. The Field of Research Codes describing the disciplines which relate to your area of research appear on the right-hand side of the screen. If these codes do not accurately reflect your current research, please amend them using the link provided; you can select up to three 4-digit FOR codes. A weighting must be assigned to each of the FOR codes selected, the total allocated must come to 100%.

If these codes are not displayed, then use the link to add them into the system to accurately reflect your current area of research.
Outputs

This section provides step-by-step instructions on how to enter, create, save, edit, submit and re-submit outputs. The Published Year is not restricted to the most recent year (i.e. Research Outputs can be entered for any year from 2001 onwards). Research Outputs produced by current/new ECU researchers at previous institutions (i.e. prior to appointment at ECU) can also be entered.

Entering a new Output

Upon entering the Research Outputs area, if you have previously entered Research Outputs into RAS they should now appear in the list of Research Outputs. At this point, you can search for any Research Outputs within the RAS database.

1. From the Home page, click on the drop arrow beside the Research Outputs icon. Click on third option ‘Enter Research Output’. This will take you to a new data entry record allowing you to enter the details of your Research Output.

2. An alternative is to click on the Research Outputs icon and from the Research Outputs page, click on the Enter a new Research Output button >.

3. From the Category drop down list choose a category for the type of output you are entering. The available categories are:

   - Book—Authored Research (A1);
   - Book—Chapters in Research Book (B1);
   - Journal Articles—Refereed, Scholarly Journal (C1);
   - Conference Publications—Full Paper Refereed (E1)
   - Creative Work: Original Creative Works (J1);
   - Creative Work: Live Performance of Creative Works (J2);
   - Creative Work: Recorded/Rendered Creative Works (J3); and
   - Creative Work: Curated or Produced Substantial Public Exhibitions and Events (J4).
Categories should be selected carefully. Detailed information for the Creative Works categories can be found in the Creative Works Guide.

The structure of the form will adjust according to the category type you select. For example, when entering a Book, the fields in the blank form will adjust to fields designed for this Research Output type such as Book Title, Book ISBN etc. On the other hand, when entering a Conference Publication, you will be asked to provide details such as the Conference Name, Conference Place, Title of Conference Publication etc.

4. Complete all fields in the form. Mandatory fields are identified with an asterisk. Guidance for completion of a selection of mandatory fields is provided in this document, where relevant. Your research output’s title must be entered in order to click the Create button, located at the top-right of the screen. You may then return at a later stage to complete entry of all remaining mandatory fields within the form, to enter author details and upload verification documentation.

NOTE: If you try to enter an output that already exists in the system, a red error message will advise you that RAS has detected a similarly named output within the database. If you receive this message, search for the existing output before submitting a new output.
Selecting the Outlet for a Book, Book Chapter, Journal or Conference

If creating a Journal Article or a Conference Publication, you can select from the list of ARC Listed Journals and Listed Conferences. Similarly, if creating a Book or Book chapter a list of Publishers is available. Outlet Search functionality is accessible via the ‘magnifying glass’ icon next to Journal Name, Conference Name or Publisher.

Book or Book Chapter Publisher outlet

The following window will display allowing a search for publishers. Complete the form and click the Go button to find your publisher, click Select to add to your output.
Journal Article and Conference Publication outlets

Journal Article

The following window will display with various search options. Enter your search terms into the appropriate text field and click the Search button to find journals or conferences.
A list will appear from which you can select your chosen outlet.

Click **Select** against the correct Journal or Conference and the system will automatically populate your Research Output form with the relevant details.
ARC and NHMRC Open Access

Both the National Health and Medical Research Council (NHMRC) and the Australian Research Council (ARC) have introduced policies that support the dissemination and open accessibility of publications arising from research supported by their funding grants.

At the broadest level the policies of both funding agencies require that publications arising from projects supported by their funding must be available in an open access institutional repository and/or made available in another open access format within a twelve month period from the date of publication.

The NHMRC open access policy only applies to peer reviewed journal articles. As a result, the following mandatory question only applies to the Journal Article (C1) output category type in RAS, and is only a requirement for ECU led projects:

*Has this publication arisen from an ARC or NHMRC funded research project? ○ Yes ○ No

The ARC open access policy applies to all publication types. As a result, for all other output category types in RAS the following question must be answered:

*Has this output arisen from an Australian Research Council (ARC) funded research project? ○ Yes ○ No

Citations Databases

If you are creating a Journal Article or Conference Publication, you will be required to answer a question regarding whether it is indexed by any citations database.

*Is the research output indexed by a citations database? ○ Yes ○ No

1. Select Yes or No. If ‘Yes’, a drop down box will appear allowing you to select from either Thomson, Scopus or Other, as shown below.

Language:

2. If you choose Other, enter the name of the citations database into the text field that appears.
3. In the verification documents section, you will then need to provide additional evidence that the publication has been indexed by a citations database. This could take the form of a pdf extract from the relevant database or a URL link.

NOTE: ORI will not verify if an output is indexed by a citations database unless notified as such i.e. if the response to the above is in the negative and no evidence is provided, ORI will assume this is correct and the output will not attract any bonus internal reward as detailed in the ASPIRE Guidelines.
Research Output Language

Under the citations database question there are two sections relating to Language and Sensitivity to be addressed.

1. Select either Yes or No as to whether the research is a translation of an otherwise eligible Research Output. If ‘Yes’, you will then be prompted to provide bibliographic details of the original Research Output.

2. Select either Yes or No as to whether the research was originally published in a language other than English. If ‘Yes’, you will then be prompted to select the language:
Research Output Sensitivity

1. Select Yes or No to specify if the Research Output is considered sensitive.

2. If ‘Yes’, choose the type of sensitivity i.e. commercial, cultural or non-public etc. or a combination of these. If Commercial or Cultural sensitivity is chosen, provide details of why this research output is sensitive within the Sensitive Note text field.

Commercially sensitive Research Outputs: A Research Output that is inherently confidential in nature may be included as part of a cluster submission provided the necessary permissions have been obtained.

Culturally sensitive Research Outputs: A Research Output that is culturally sensitive may be included as part of a cluster submission provided the necessary permissions have been obtained.

Australian Government security classified Research Outputs (non public): A Research Output that includes information classified in line with the Australian Protective Security Manual 2005 as either ‘in-Confidence’ or greater, or ‘Restricted’ or greater must not be included in a cluster submission. Therefore, ORI may seek further information from you about any outputs identified with this type of sensitivity to ensure it has an acceptable level of classification.

Multi-sensitive Research Outputs: More than one type of sensitivity may apply to a Research Output. In that case the Research Output may be included as part of a cluster submission provided the necessary permissions have been obtained for all types of
sensitivity. Please also provide a note of up to 1500 characters describing how the Research Output should be handled in the event that it is selected for peer review.

Research Classifications

There are three sections on the form which aim to classify the research according to descriptors used within the Australian and New Zealand Standard Research Classification (ANZSRC). These are:

- **Type of Research**;
- **Field of Research (FOR)**; and
- **Socio-Economic Objective**.

Each of these classifications is described in further detail below. Additional information can also be found on the [Australian Bureau of Statistics website](https://www.abs.gov.au).

**Type of Research (TOR)**

Four types of activity applicable to Research and Development are recognised in this classification:

- **Applied research** is original work undertaken primarily to acquire new knowledge with a specific application in view. It is undertaken either to determine possible uses for the findings of basic research or to determine new ways of achieving some specific and predetermined objectives.

- **Experimental development** is systematic work, using existing knowledge gained from research or practical experience, which is directed to producing new materials, products, devices, policies, behaviours or outlooks; to installing new processes, systems and services; or to improving substantially those already produced or installed.

- **Pure basic research** is experimental and theoretical work undertaken to acquire new knowledge without looking for long-term benefits other than the advancement of knowledge.

- **Strategic basic research** is experimental and theoretical work undertaken to acquire new knowledge directed into specified broad areas in the expectation of practical discoveries. It provides the broad base of knowledge necessary for the solution of recognised practical problems.

You will need to select the relevant type from the “Type of Research” drop down box.
Fields of Research (FoR)

The FoR classification allows for research and development activity to be categorised according to the field of research. In this respect, it is the methodology and the discipline that is being considered. The categories in the classification include major fields and related sub-fields of research and emerging areas of study investigated by businesses, universities, tertiary institutions, national research institutions and other organisations.

How are FoR codes structured?

The FoR code is a hierarchical structure comprising three levels, at the broadest level are Divisions (2 digits), these represent subject areas or a research discipline. At the next level are Groups (4 digits), and finally Fields (6 digits) that allow the greatest level of refinement.

<table>
<thead>
<tr>
<th>Level</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>09 Engineering</td>
</tr>
<tr>
<td>Group</td>
<td>0901 Aerospace Engineering</td>
</tr>
<tr>
<td>Field</td>
<td>090101 Aerodynamics (excl. Hypersonic Aerodynamics)</td>
</tr>
</tbody>
</table>

Guidelines for classifying by FoR

Use of the following general procedures is recommended to assist you with ensuring consistent and successful use of the classification. A research project or program is to be allocated to a FoR field in a hierarchical manner. This is achieved by:

- first determining the division in which the largest component of the research project or research program is being performed; then
- determining the most relevant group within that division; and then
- determining the most relevant field within that group.

If the project or program is sufficiently large or complex (in terms of research areas) then multiple fields should be selected and attributed with a proportion assigned. If the disaggregation is difficult, consideration of relative importance may indicate a primary field only (whether a specific or more general subject focus).

Where a defined field cannot be identified within a group for a research project or research program, the ‘not elsewhere classified’ category at the field level is to be used, which is a code that always ends with “99”.

ECU's research administration system allows for the selection of up to three FoR codes at the four-digit level. If more than one FoR is selected, it will also be necessary to add appropriate percentage assignments.

For further information about the FoR classification see the Australian Bureau of Statistics website.

Adding FoR codes to your research output

You can select up to three 4-digit FoR codes. A weighting must be assigned to each of the FoR codes selected, the total allocated must come to 100%.
1. Click on the magnifying glass to select a code. You can select up to three FoR codes:

   ![Field of Research Interface]

   "FOR " and "Weight"

2. A window will open displaying the list of FoR codes and their descriptors:

   ![List of Field of Research Codes]

3. Clicking on the ⬇️ sign expands the tree to display a greater level of specificity:

   ![Expanded Field of Research Tree]

4. Selecting from an underlined option will populate the field in RAS.
Socio-Economic Objective (SEO)

The SEO classification allows for research and development activity to be categorised according to the perceived purpose of the research, rather than the processes or techniques used in order to achieve this objective. The purpose categories include processes, products, health, education and other social and environmental aspects in Australia and New Zealand that R&D activity aims to improve.

How are SEO codes structured?
The SEO is a hierarchical classification with four levels, namely Sector (letter; only used to group Divisions), Divisions (2 digits) are the broadest research objective, Groups (4 digits) and Objectives (6 digits) are categories to the Divisions with which they are most closely aligned.

<table>
<thead>
<tr>
<th>Level</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sector</td>
<td>B: Economic Development</td>
</tr>
<tr>
<td>Division</td>
<td>86 Manufacturing</td>
</tr>
<tr>
<td>Group</td>
<td>8607 Agricultural Chemicals</td>
</tr>
<tr>
<td>Objective</td>
<td>860702 Chemical Fertilisers</td>
</tr>
</tbody>
</table>

Guidelines for classifying by SEO
Use of the following general procedures is recommended to assist you with ensuring consistent and successful use of the classification. A research project or research program is to be allocated to a SEO objective in a hierarchical manner.

This is achieved by:

- first determining the most relevant sector in which the largest component of the research project or research program is being performed; then
- determining the most relevant division within that sector; then
- determining the most relevant group within that division; and then
- determining the most relevant objective within that group.

Many R&D projects will be a homogeneous body of work directed towards a specific objective. These are more straightforward to categorise. However, if the project or program is sufficiently large or complex (in terms of research areas) then multiple fields should be selected and attributed with a proportion assigned. If the disaggregation is difficult, consideration of relative importance may indicate a primary objective only (whether a specific or more general subject focus).

Where a defined objective cannot be identified within a group for a research project or research program, the ‘not elsewhere classified’ category at the objective level is to be used, which is a code that always ends with “99”.

For further information about the SEO classification see the Australian Bureau of Statistics website.
Adding SEO codes to your research output

1. Click on the magnifying glass to select a code. You can select up to three SEO codes:

2. A window will open displaying the list of SEO codes and their descriptors:

3. Selection from an underlined option will automatically populate the field in RAS.
Research Themes

Up to two research themes can be selected per Research Output. The complete list of themes appears when you click on the drop down arrow.

If none of the research themes are applicable then you must select “Not Applicable” before you can submit the Research Output.
Populating the Creative Work-Specific Fields

For Creative Works there are extra fields, specific to this output type, which need to be populated.

Level of Significance

Definitions for these three Levels of Significance vary by sub-discipline. For a detailed explanation of these definitions, please refer to the Creative Works Guide.

Portfolios of works

The portfolio concept is a tool devised for the purposes of ERA. Information provided relating to portfolios will inform the ERA submission process, but is not instrumental in the assessment of works for the purposes of internal reward, nor external reporting requirements. This is in part because the outputs that comprise a portfolio will have been published across a number of years, not all will have been published in the same year. The portfolio should be able to demonstrate cohesive research content.

The portfolio must be identified with a portfolio name, this name can be chosen from an existing list, or created anew:
Entering author and publication details

Enter the title of your research output and click the ‘Create’ button in the top right-hand corner of the screen. All mandatory fields must be completed prior to submitting the research output to ORI.

NB: If you do not click the Create button you will not be able to continue to enter the author details or submit your Research Output.

Assigning a Reporting School and Research Centre to the Output

A Reporting School needs to be assigned to a given Research Output. The Reporting School is the School with principle administrative responsibilities for the activities that produced the output. For example, the Research Output might be attributed to the School of Medical and Health Sciences, whereas one of its authors belongs to the School of Arts and Humanities.

A Research Centre must also be assigned to the output. As with the Report School, select the Research Centre with principle administrative responsibilities for the activities that produced the output. If there was no Research Centre then select Not Applicable.
Entering Author Details

1. Click on the **Add an Author/Creator** button to add the first researcher’s details, as shown below. You can only enter one Author/Creator type at a time i.e. either ECU or Non-ECU Author/Creator.

2. Author details must be listed in the same order that they are shown on the Output. After you click **Add an Author/Creator**, the Author Details window will pop up as shown below:

Click the **Search ECU Person** link or **magnifying glass** icon to search for an ECU staff or student.
Adding a non-ECU Author

After clicking the Add an Author/Creator button, enter the non-ECU Author/Creator’s details by inserting the Surname, First Name and selecting the Title from the drop down box. Click the Create button to save the non-ECU Author/Creator’s details, then click Apply Changes.
Saving and Editing a Research Output

There are two ways of saving a Research Output:

1. **Save** as you progress. This ensures you don’t lose any progress made so far. It is recommended that you save your work regularly.

2. Alternatively, click **Save and Exit**. This option allows you to save your progress and resume entry at another time.

You can continue to edit a Research Output until you have submitted it. Once it has been submitted, however, you no longer have the ability to edit. If a Research Output is rejected, you will be advised of the need to amend the output and you will have your editing rights reinstated to allow you to make the changes and re-submit.

To edit a Research Output, click the ‘torch’ icon in the first column:

![Research Activity System](image)

Uploading Research Output Verification Documents

The next step is to upload your Research Output and/or Verification Documents, ensure you have all supporting documentation ready before clicking the **Upload** button.

![Upload Research Output/Verification Documents](image)

1. Specify the Document Type. Choose **Copy of Chapter/Article/Paper/Work** or **Other Supporting Document** from the drop down box.

   - ‘Copy of Chapter/Article/Paper/Work’ type indicates that the file being uploaded is your Research Output.

   - ‘Other Supporting Document’ type indicates the file being uploaded is a verification document.
Where two versions of the copy of the work are collated together, for instance, where one is a post-review draft and the other the final published Journal Article that contains the ISSN, Author Affiliation etc, choose ‘Copy of Chapter/Article/Paper/Work’ as the Document Type for both versions.

If one document has all the required details you can tick all boxes and attach the one document only.

2. Locate the file to be uploaded by clicking the Browse button. In case you make a mistake, simply choose another file or click Cancel.

Alternatively, if the verification materials or documents are available online, you could specify the URL link in the provided field.

3. Ensure you review the verification checklist located in the bottom-half of the screen ticking the appropriate ‘Confirmed’ box.

NB: Items identified with a red asterisk are mandatory items and should have at least one file uploaded to satisfy the verification.

4. After a file has been uploaded OR a URL link has been specified, click the Create button to create your Research Output and/or Verification Documents.
5. After an entry is created, you can click the **Upload Another** button if you want to add another document. Otherwise, tick the appropriate ‘Confirmed?’ boxes and click the **Apply Changes** button.

6. After all mandatory verification materials have been uploaded, click the **Verification Checklist** button to check whether all of the required tick boxes have been ticked. An example of an incomplete Verification Checklist is shown below. You will not be able to submit the output until the mandatory elements of this list are satisfied.

7. If the Verification Checklist is incomplete, click the **Upload another File >** button below the Verification Checklist to complete your entry.

**Submitting a Research Output**

After all verification materials have been uploaded, and the verification process has been completed, you will be able to submit your output. Please note that unless all mandatory fields have been populated, and all mandatory verification documents have been uploaded, the output cannot be submitted, as shown below.

Once the issues are addressed, click **Submit**. The status of the output will change to ‘Submitted’.

Once the output is at a status of ‘submitted’, ORI will be notified via email and proceed to review the output against government reporting specifications and either ‘accept’ or ‘reject’ the output.
Outputs with a status of ‘Rejected by ORI’

If ORI does not accept the output, an email will be sent to you, or the person who submitted the output, notifying that the output was not accepted and the reasons why. If the reasons for rejection can be rectified, you will be able to amend the output and resubmit for further verification.

Further assistance

If you require further assistance please contact:

Research Performance Information Coordinator
Office of Research and Innovation
Phone: 6304 2625
Email: ras@ecu.edu.au