EDITH COWAN UNIVERSITY
RESEARCH SERVICES

Edith Cowan University

Research Activity System (RAS)

Step-by-Step Guide for Users
Research Outputs Data Entry

September 2024

Contents

Introduction

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 a research output, upload any necessary supporting documents and submit your outputs for review by Research Services (RS).

Research performance data are collected on an annual basis and validated by Research Services. Data are subsequently used for both internal and external reporting requirements.

Within ECU, aggregated summaries of performance are produced at the University, School, Research Institute/Centre and individual researcher level. This includes strategic KPI monitoring, at both the University and School level, academic performance discussions and promotions, HDR supervisor compliance, populating academic online web profiles and the institutional repository. Other reports disseminated via the ECU Cognos Analytics data warehouse portal include data sourced from RAS.

Externally, eligible research outputs are reported to the Australian Research Council as part of the University's Excellence in Research for Australia (ERA) submission. Given ERA requirements, entry of research outputs is not restricted to only those produced at ECU (i.e. those which demonstrate a publication association by including ECU on the by-line). Research outputs produced by current or new ECU researchers at previous institutions can also be entered into RAS.

RAS training videos

Research Services have produced several training videos for RAS, which you may wish to utilise in conjunction with this guide. The videos can be found on the RAS Training Web Apps page.

Before you access RAS

Researchers are encouraged to enter their research outputs as soon as they are published. When you are ready to enter data into RAS, ensure you have the following information to hand:

- An electronic copy of the work, preferably a PDF version.
- Supporting documents relevant to the category of the output; the required supporting documents are listed below.
- Identification of relevant Field of Research (FoR) and Socio-Economic Objective (SEO) codes to be assigned to the research output.

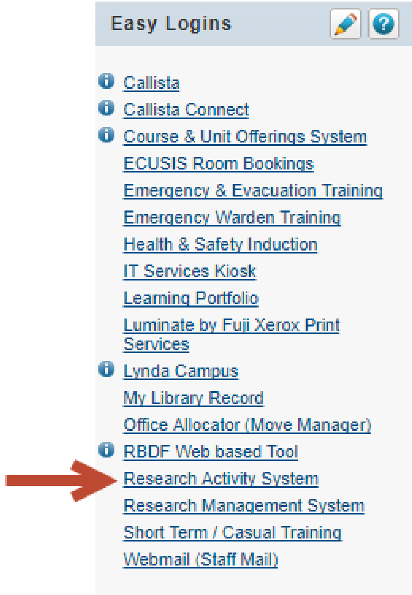
Supporting Documents

- **Books and Book Chapters:** A copy of the book's front matter and author affiliation.
- **Conference Publications:** A copy of the conference proceeding's front matter.
- **Journal Articles:** A screenshot of the journal's Ulrichsweb record (not required if the journal is on the ERA Journal List, which you can confirm in RAS).
- **Creative Arts Research Outputs:** Detailed information for the Creative Arts Research Output categories are found in the ECU Guidelines for Creative Arts Research Outputs.
- **Research Reports for an External Body:** A copy of the research report.

Logging in

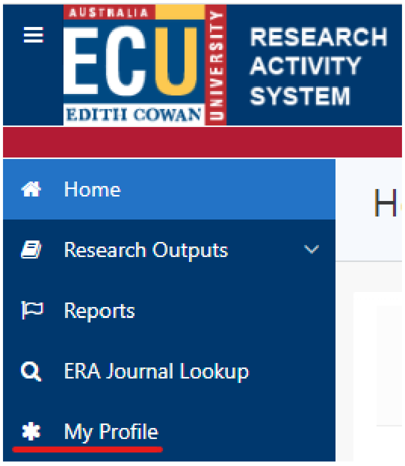
Research students and staff can access RAS via https://ras.ecu.edu.au/ or, alternatively, staff can enter RAS via the ECU Staff Portal.

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 (08) 6304 6000.



My Profile

Your researcher profile, as recorded within the ECU payroll system, will appear under the 'My Profile' link on the left-hand side of the screen. Your profile will display your School and/or Research Centre affiliation, and FoRs that relate to your research. If the Research Centre does not accurately reflect your current affiliation, please amend the information using the drop down menu.

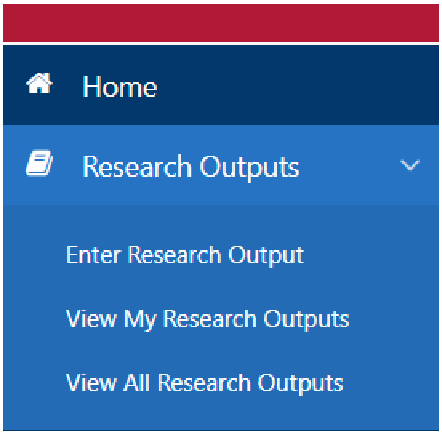


To update your FoRs, click the edit button. You can select up to three four-digit FoR codes. A weighting must be assigned to each of the codes selected. The total allocated must equal 100%. A video demonstrating how to update 'My Profile' can be found on the RAS Training Web Apps page.

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 researchers at previous institutions (i.e. prior to appointment at ECU) can also be entered. A video demonstrating how to enter a Research Output in RAS can be found on the [RAS Training Web Apps page](#).

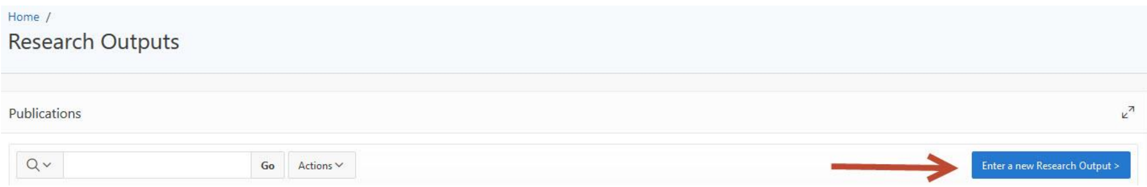
The left-hand menu of RAS will automatically display the following options:



Upon entering the Research Outputs area, if you have previously entered research outputs into RAS, they should appear in the research outputs listings. Also, if you do have any entries in the system, you will see a summary of these in graphical form on your RAS home page. These are dynamic and, if you click on any of the graph data columns, it will display a summary listing of these records.

Entering a Research Output

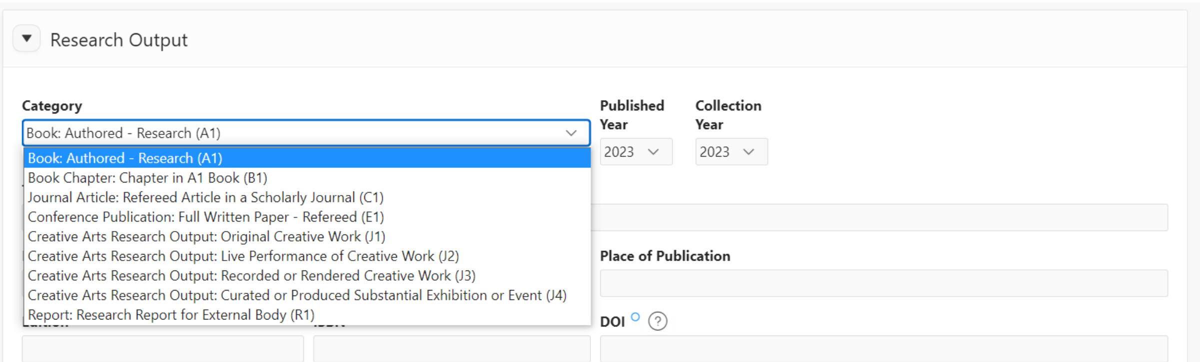
To create a research output record, you can either select 'Enter Research Output' directly from the left-hand menu or via the button shown below if you are already in the Research Outputs area.



1. 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 Chapter: Chapter in A1 Book (B1)
    - Journal Article: Refereed Article in a Scholarly Journal (C1)
    - Conference Publication: Full Written Paper - Refereed (E1)
    - Creative Arts Research Output: Original Creative Work (J1)
    - Creative Arts Research Output: Live Performance of Creative Work (J2)
    - Creative Arts Research Output: Recorded or Rendered Creative Work (J3)
    - Creative Arts Research Output: Curated or Produced Substantial Exhibition or Event (J4)

- Report: Research Report for an External Body (R1)



Categories should be selected carefully. Detailed information for the Creative Arts Research Output categories can be found in the [ECU Guidelines for Creative Arts Research Outputs](#).

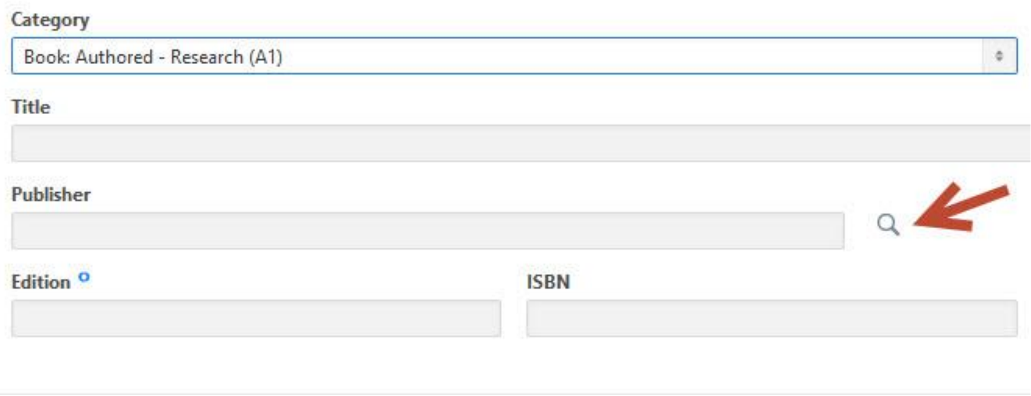
2. Complete all fields in the form. The structure of the form will adjust according to the category type you select. Optional fields are identified with a blue circle (○). Guidance for completion of a selection of mandatory fields is provided in this document, where relevant. To be able to click the **Create** button, located at the top-right of the screen, you must enter all mandatory fields in the Research Output form. You will then be able to complete the remaining sections of the form, either immediately or at a later stage, including entering author/creator details, classification codes and uploading files.

   NOTE: If you try to create an output that already exists in the system, an 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 creating a new output to ensure that duplicate entries are not created.

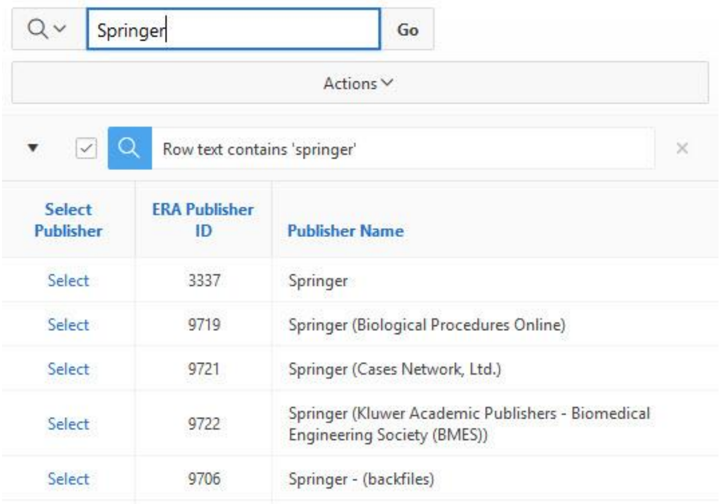
Selecting the Outlet for a Book, Book Chapter, Journal Article or Conference Publication

If creating a Journal Article or a Conference Publication, you can select from the list of ERA-listed Journals and Conferences. Similarly, if creating a Book or Book Chapter, a list of ERA-listed 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

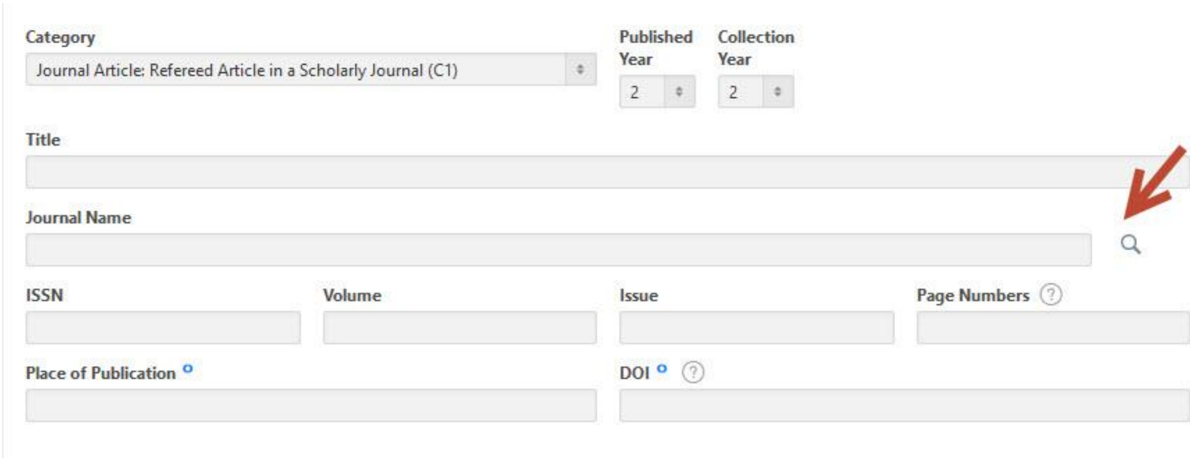


The following window will display allowing a search for publishers. Enter a publisher name into the form, click the **Go** button to find your publisher and click Select to add to your output record.



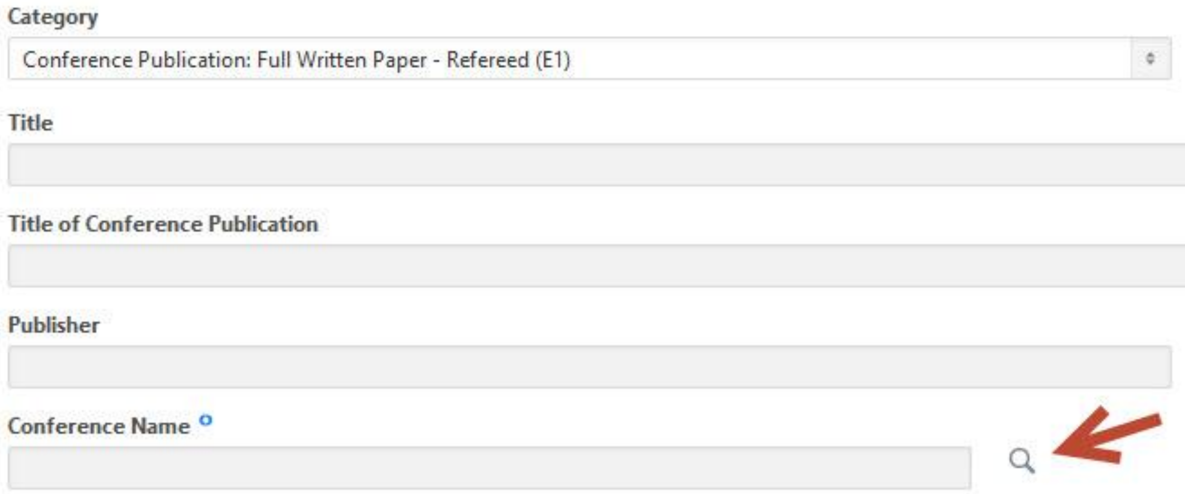
Journal Article and Conference Publication Outlets

Journal Article

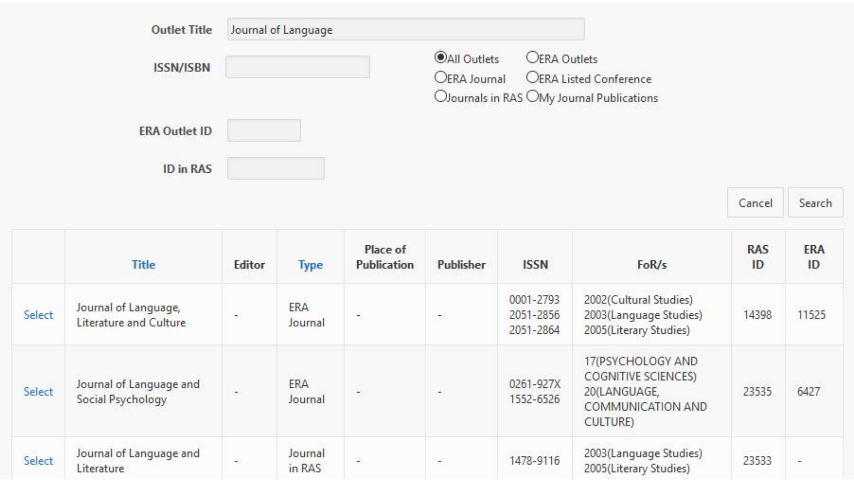


This is also where you can confirm whether the journal is ERA-listed.

Conference Publication



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.



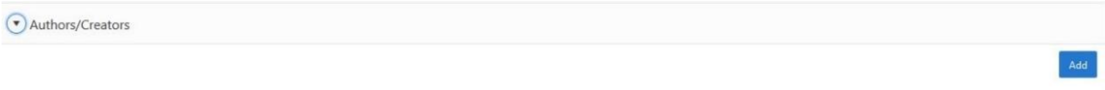
	Title	Editor	Type	Place of Publication	Publisher	ISSN	FoR/s	RAS ID	ERA ID
Select	Journal of Language, Literature and Culture	-	ERA Journal	-	-	0001-2793 2051-2856 2051-2864	2002(Cultural Studies) 2003(Language Studies) 2005(Literary Studies)	14398	11525
Select	Journal of Language and Social Psychology	-	ERA Journal	-	-	0261-927X 1552-6526	17(PSYCHOLOGY AND COGNITIVE SCIENCES) 20(LANGUAGE, COMMUNICATION AND CULTURE)	23535	6427
Select	Journal of Language and Literature	-	Journal in RAS	-	-	1478-9116	2003(Language Studies) 2005(Literary Studies)	23533	-

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

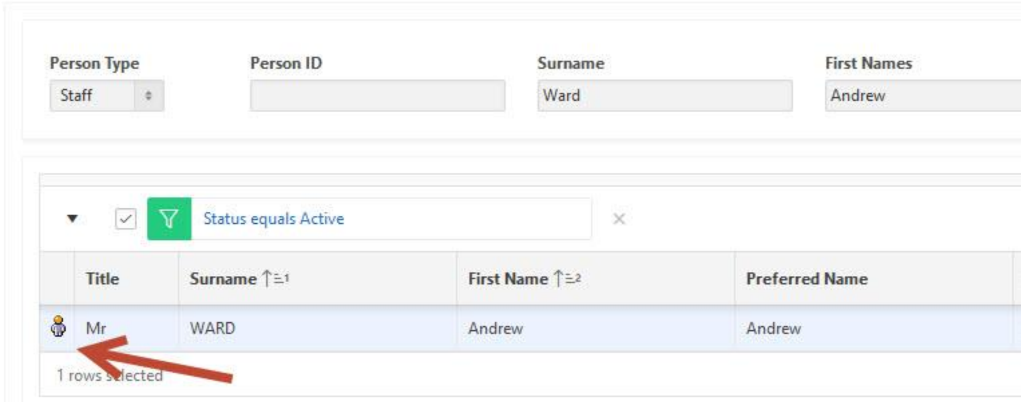
Authors/Creators

Entering Author/Creator Details

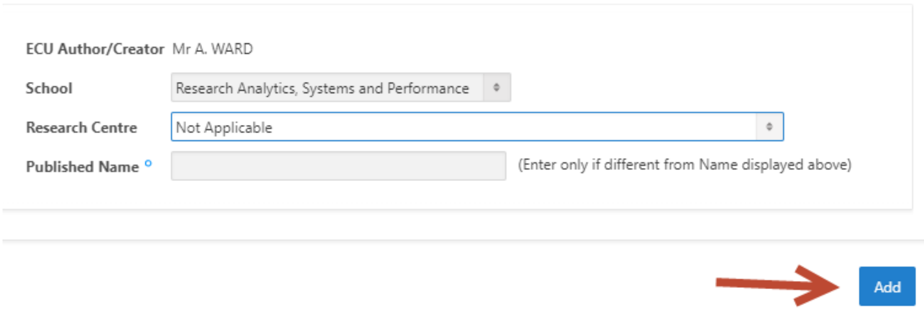
1. Click on the **Add** button to add the first researcher's details. You can only enter one Author/Creator type at a time, i.e. either ECU or Non-ECU Author/Creator. Author/Creator details **must** be listed **in the same order that they are shown on the research output.**



2. The form defaults to ECU author. Enter the author's details to search for an ECU staff or student. Click the person icon to the left of the name to add the ECU author to the output.

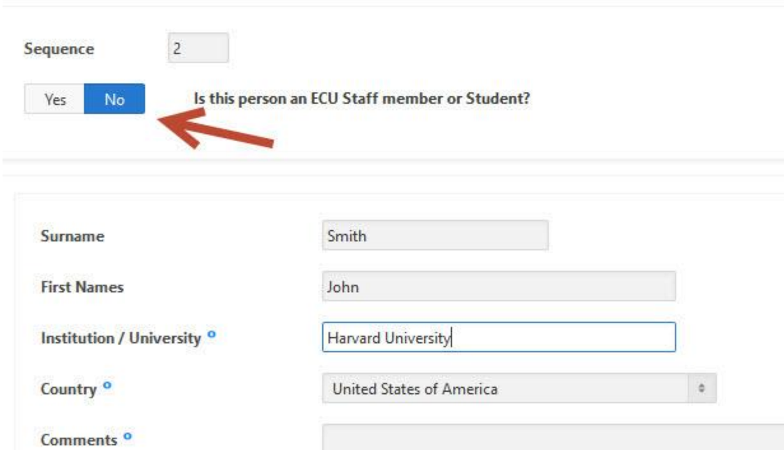


3. You will then be able to select their School and Research Centre affiliation. If they have no Research Centre affiliation, select 'Not Applicable'. Click the **Add** button to save Author/Creator's details.



Adding a non-ECU Author/Creator

To add a non-ECU Author/Creator click **No** to the question 'Is this person an ECU Staff member or Student?' Enter the non-ECU Author/Creator's details. Click the **Add** button to save the non-ECU Author/Creator's details.



Classification Codes

There are two 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:

- Field of Research (FoR)
- Socio-Economic Objective (SEO)

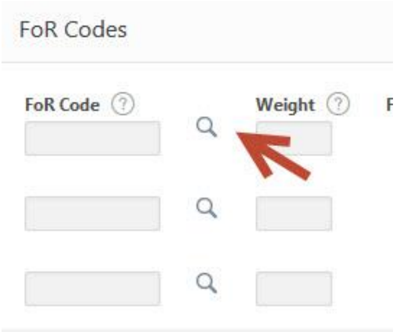
Field of Research (FoR)

The FoR classification allows for the research output to be categorised according to the field of research. In this respect, it is the methodology and the discipline that are being considered. The categories in the classification include major fields and related sub-fields of research and emerging areas of study. See the [Field of Research guide] for further information.

Adding FoR codes to your Research Output

You can select up to three six-digit FoR codes. A weighting must be assigned to each of the FoR codes selected. The total allocated must equal 100%.

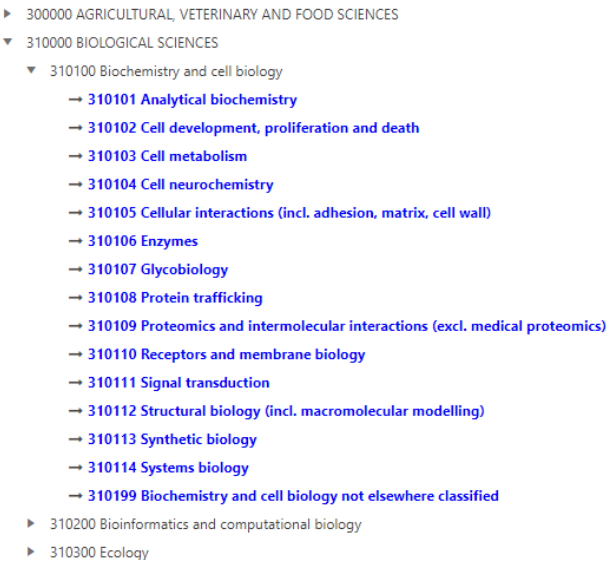
1. Click on the magnifying glass to select a code.



2. A window will open displaying the list of FoR codes and their descriptors. Clicking on the ▸ sign expands the tree to display a greater level of specificity.

3. Selecting from a hyperlinked option will populate the field in RAS.

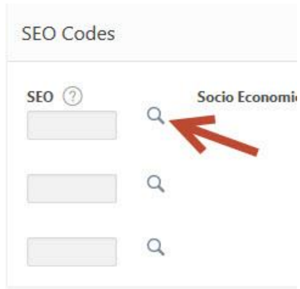
4. Enter a weighting for each FoR as a whole number in the range of 20-100%.



Socio-Economic Objective (SEO)

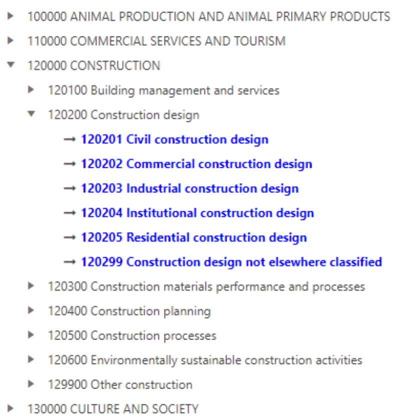
The SEO classification allows for the research output to be categorised according to the perceived purpose of the research, rather than the processes or techniques used in order to achieve this objective. The purpose categories include processes, products, health, education and other social and environmental aspects in Australia and New Zealand that R&D activity aims to improve. See the [Socio-Economic Objective guide](#) for further information.

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



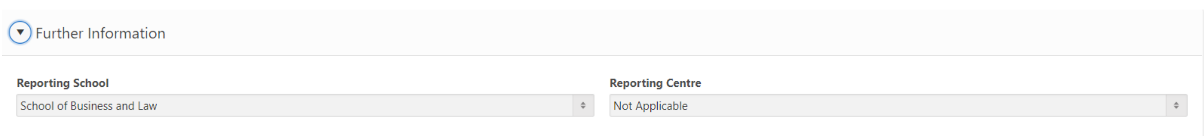
3. Selecting from a hyperlinked option will automatically populate the field in RAS.

Further Information

Assigning a Reporting School and Research Centre to the Output

The Reporting School is the School with principal 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 the authors may be from the School of Arts and Humanities.

As with the Reporting School, select the Research Centre with principal administrative responsibilities for the activities that produced the output. If there was no Research Centre, select **Not Applicable.**



ARC or NHMRC Open Access

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

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.** For all output categories in RAS, the following question must be answered:

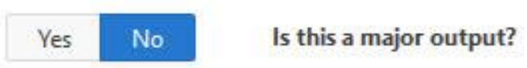
This will notify RS and the Library to ensure the research output is included in Research Online.

Populating the Creative Arts Research Output-Specific Fields

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

Major Output

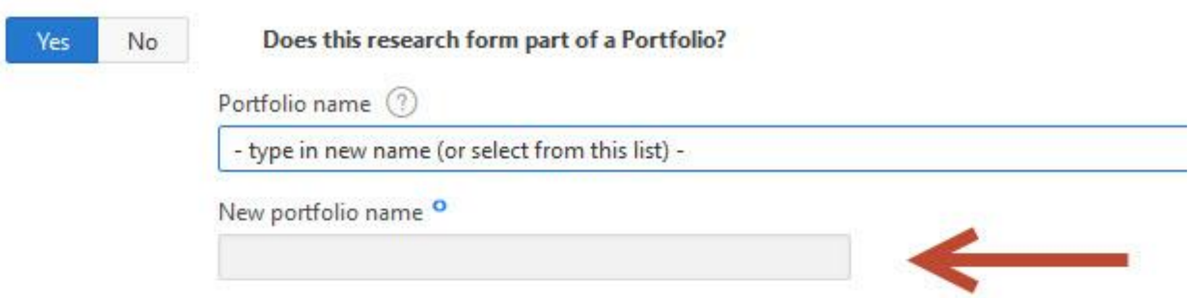
Definitions of a Major Output vary by sub-discipline. For a detailed explanation of these definitions, please refer to the ECU Guidelines for Creative Arts Research Outputs. Click **Yes** if you believe the output meets the definition of a Major Output.



This will subsequently be reviewed and validated by your School Associate Dean (Research).

Portfolios

The portfolio concept is a tool devised for the purposes of ERA. Information provided relating to portfolios will inform the ERA submission process. 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 a new portfolio name can be created.

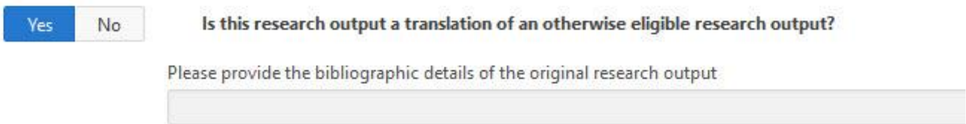
Research Statement

All CAROs must be submitted with a Research Statement, i.e., a written statement of no more than 1,900 characters which identifies the research component of the output. For detailed guidelines on the development of a Research Statement, please refer to *Appendix A* in the ECU Guidelines for Creative Arts Research Outputs.

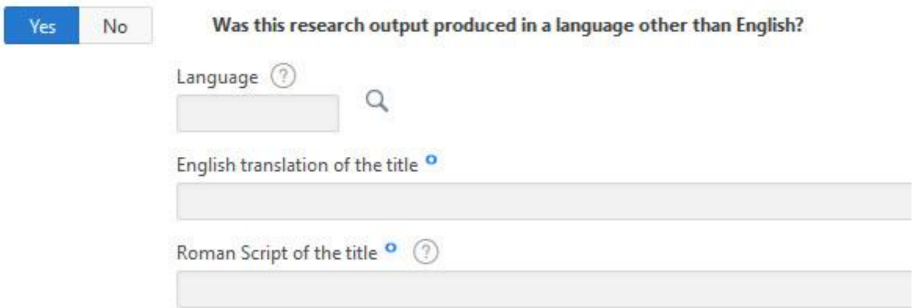
N.B. 'Research Reports for an External Body' provide the option for entering a Research Statement, but this is not mandatory for this particular output type.

Research Output Language

1. Select **Yes** to specify if the research output is a translation of an otherwise eligible research output. You will then be prompted to provide bibliographic details of the original research output.

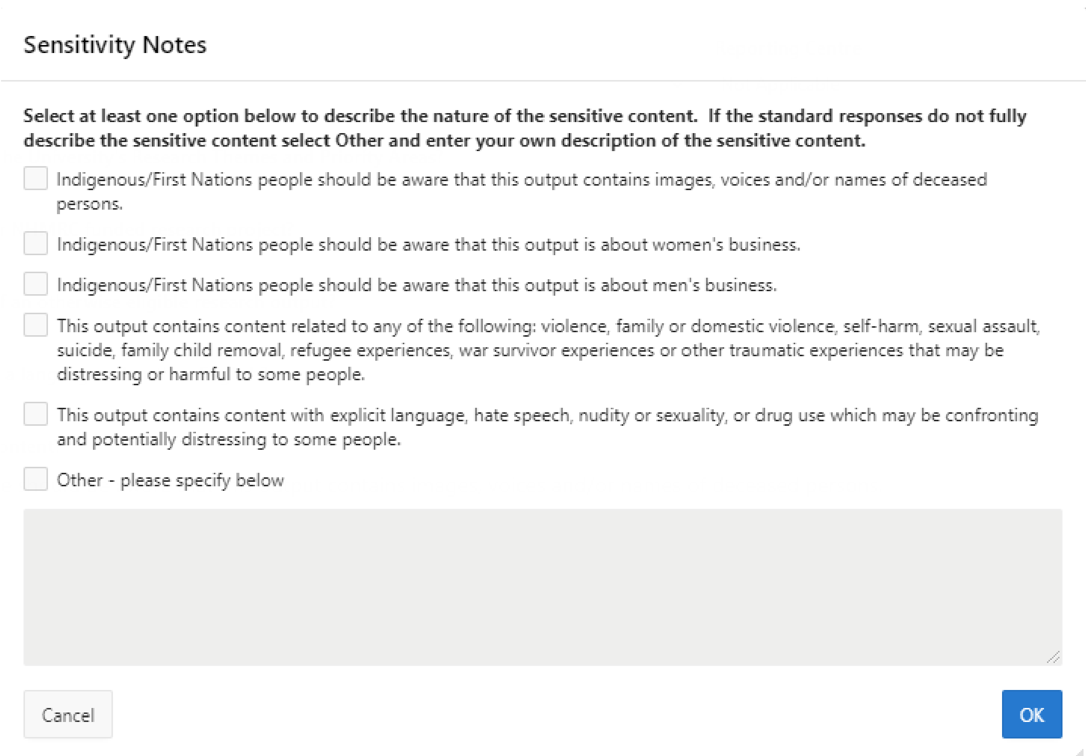


2. Select **Yes** to specify if the research output was produced in a language other than English. You will then be prompted to select the language:



Research Output Sensitivity

Select **Yes** to specify if the research output is considered sensitive. Please select at least one sensitivity note that describes the nature of the sensitive content. If the standard responses do not fully describe the sensitive content, select Other and enter your own description of the sensitive content.



Sensitivity Notes

Select at least one option below to describe the nature of the sensitive content. If the standard responses do not fully describe the sensitive content select Other and enter your own description of the sensitive content.

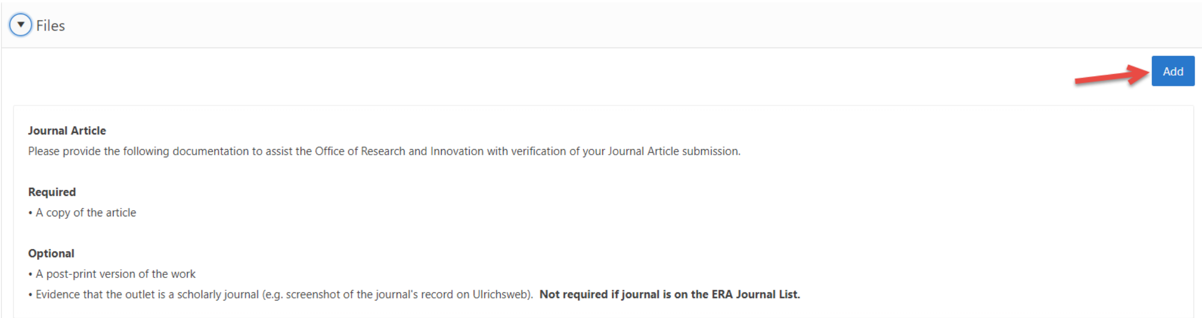
- [ ] Indigenous/First Nations people should be aware that this output contains images, voices and/or names of deceased persons.
- [ ] Indigenous/First Nations people should be aware that this output is about women's business.
- [ ] Indigenous/First Nations people should be aware that this output is about men's business.
- [ ] This output contains content related to any of the following: violence, family or domestic violence, self-harm, sexual assault, suicide, family child removal, refugee experiences, war survivor experiences or other traumatic experiences that may be distressing or harmful to some people.
- [ ] This output contains content with explicit language, hate speech, nudity or sexuality, or drug use which may be confronting and potentially distressing to some people.
- [ ] Other - please specify below

Cancel OK

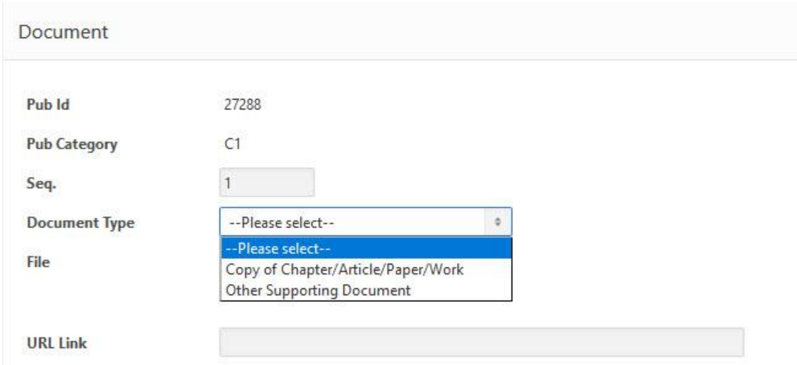
Finalising Submission

Uploading Research Output Files

The next step is to upload a copy of your research output and, if required, other supporting documents. RAS will identify what documents are either required or optional to assist Research Services with the verification of your submission. Ensure you have all necessary documents available electronically before clicking the **Add** button.



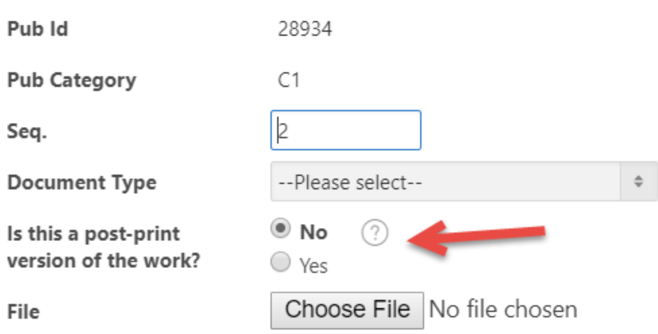
1. Specify the Document Type. Choose **Copy of Chapter/Article/Paper/Work** or **Other Supporting Document** from the drop down box.



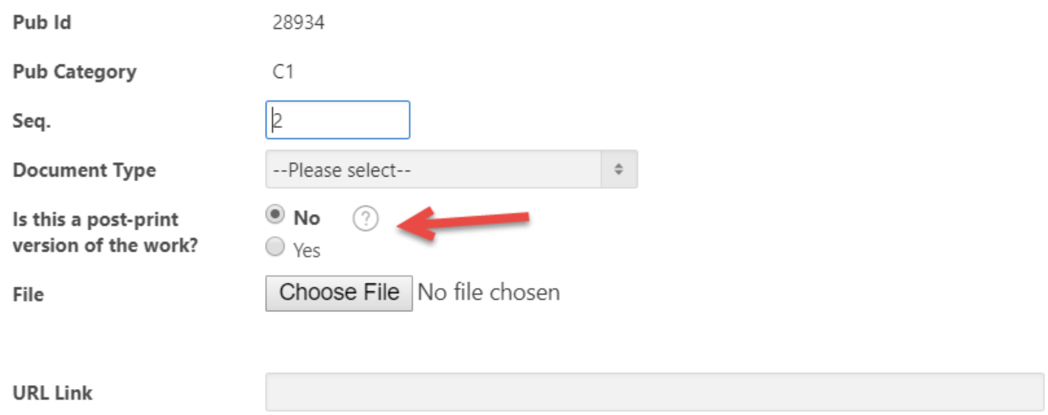
- ‘Copy of Chapter/Article/Paper/Work’ type indicates that the file being uploaded is your research output.

- ‘Other Supporting Document’ type indicates the file being uploaded is another document to support verification.

- Select **Yes** to specify if the file is a post-print version. The post-print version is the final version of the paper before publication, incorporating revisions made as a result of the peer review process, but without the publisher’s branding and formatting. It is also known as the author’s accepted manuscript or post-review version. Providing this version of the work may enable it to be made available for open access in ECU's Institutional Repository, Research Online.

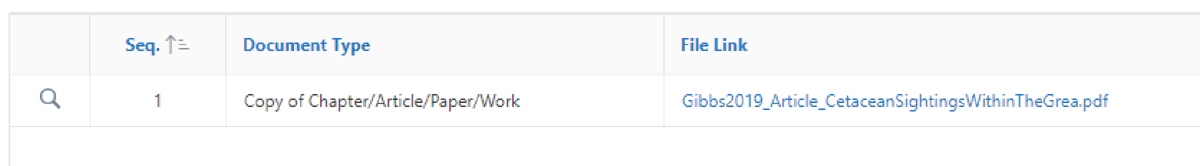


2. Locate the file to be uploaded by clicking the **Choose file** button.



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

3. After a file has been uploaded or a URL link has been specified, click the **Add** button to attach your file to your research output record. The file will then appear in the list of files. You can attach multiple files to the output record.



Submitting a Research Output

After all relevant files have been uploaded you will be able to submit your research output. Please note that unless all mandatory fields have been populated, and a copy of the work has been uploaded, the output cannot be submitted. You will be notified of any issues via an error message.

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', RS will be notified via email and will proceed to review the output against the ECU Government Specifications for verification of research outputs in RAS.

Outputs with a status of 'Not Accepted'

If RS 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 not accepting the output can be rectified, you will be able to amend the output and resubmit for further verification. Subsequent resubmission may be escalated to your Associate Dean (Research).

A video explaining how to improve the likelihood of output acceptance in RAS can be found on the RAS Training Web Apps page.

Further Assistance

If you require further assistance, please contact:

Research Systems Coordinator
Research Services
Email: researchsystemssupport@ecu.edu.au