



Research Activity System (RAS) Step-by-Step User Guide

Research Outputs Data Entry

Office of Research & Innovation (ORI)

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1. 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, all data are reported to the Department of Education for the Higher Education Research Data Collection (HERDC) and 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, Faculty, School and Research Centre level. Research performance data are then used to determine internal Research Block Grant Funding distributions and can be used to inform School and Research Centre reviews as well as individual staff Management for Performance (MPS) discussions. Data collected 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. Outputs can have been produced in any year from 2001 onwards. 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 the output for ORI review.

2. Logging in

This section describes how to login to the **Research Activity System (RAS)**.

2.1. Go to <https://portal.ecu.edu.au/>

ECU Home > ECU Portal

Preferences | Site feedback | A+ A-

Are you new to the Web Portal?

Our Web Portal is a single entry point for current students and staff to access their intranets providing a whole range of information and ECU web applications.

Inside the Portal you will find easy logins to our most popular web systems, quick links to your units and community websites, change your password and much more. Your Intranet will provide you with the most recent news and important dates to know as well as key information and support. Login to the Web Portal with your ECU login details and stay connected with us.

For further information, view the [Web Portal](#) profile pages.

Current students and staff

ECU Login ID

Password

Login

[I don't know what my ECU Login ID and Password are](#)
[I can't login because my password has expired or I need it reset](#)
[I want to change my password](#)
[I need further help](#)

2.2. Enter ADS login and password

Please note that, for security purposes:

- a. RAS is accessible by both Staff and Students through their staff ADS login and password. Other external researchers will need to contact their Faculty Research Administration Officer to arrange for someone to enter their outputs on their behalf.
- b. For off-campus access, users must be connected through ECU VPN (Virtual Private Network) in order to access the system. ECU VPN software is available to download from the following link:

<http://www.ecu.edu.au/centres/information-technology-services/access-to-networks/virtual-private-network-vpn>

The following link can be used to access RAS without using the VPN:

<https://portalapps.ecu.edu.au/raia/f?p=103:100:2841196029457069>

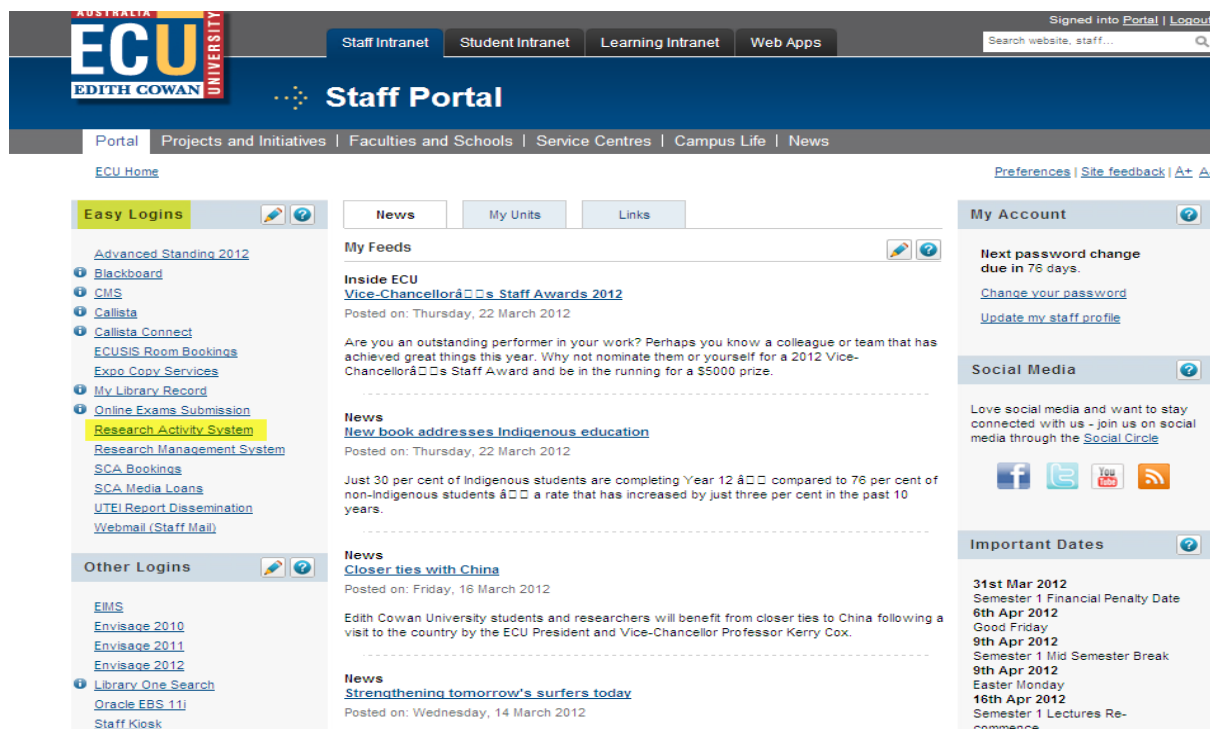
Students may need to use the following link:

<http://portalapps.ecu.edu.au/ras>

Students can create an output in the system, but cannot add an author as the Add and Author/Creator button does not appear. Students will need to contact their Faculty Research Administration Officer for assistance with data entry and the upload of documentation. Contact details for this help can be found on page 34.

2.3. Navigate to the Research Activity System (RAS) from the Staff Portal

Once you have logged into the Staff Portal, you will see the following screen. On the left hand side of the screen there is a quick link panel titled 'Easy Logins'. Click on the Research Activity System to navigate to RAS.



The screenshot displays the ECU Staff Portal interface. At the top, there is a navigation bar with tabs for 'Staff Intranet', 'Student Intranet', 'Learning Intranet', and 'Web Apps'. A search bar is located on the right. Below the navigation bar, the 'Staff Portal' title is prominently displayed. A secondary navigation bar includes links for 'Portal', 'Projects and Initiatives', 'Faculties and Schools', 'Service Centres', 'Campus Life', and 'News'. The main content area is divided into several sections:

- Easy Logins:** A list of quick links including 'Advanced Standing 2012', 'Blackboard', 'CMS', 'Callista', 'Callista Connect', 'ECUSIS Room Bookings', 'Expo Copy Services', 'My Library Record', 'Online Exams Submission', 'Research Activity System' (highlighted in yellow), 'Research Management System', 'SCA Bookings', 'SCA Media Loans', 'UTEL Report Dissemination', and 'Webmail (Staff Mail)'.
- Other Logins:** A list of additional links including 'EIMS', 'Envisage 2010', 'Envisage 2011', 'Envisage 2012', 'Library One Search', 'Oracle FBS 11i', and 'Staff Kiosk'.
- News:** A section titled 'My Feeds' containing three news items:
 - Inside ECU Vice-Chancellor's Staff Awards 2012:** Posted on Thursday, 22 March 2012. Text: 'Are you an outstanding performer in your work? Perhaps you know a colleague or team that has achieved great things this year. Why not nominate them or yourself for a 2012 Vice-Chancellor's Staff Award and be in the running for a \$5000 prize.'
 - New book addresses Indigenous education:** Posted on Thursday, 22 March 2012. Text: 'Just 30 per cent of Indigenous students are completing Year 12 compared to 76 per cent of non-Indigenous students a rate that has increased by just three per cent in the past 10 years.'
 - Closer ties with China:** Posted on Friday, 16 March 2012. Text: 'Edith Cowan University students and researchers will benefit from closer ties to China following a visit to the country by the ECU President and Vice-Chancellor Professor Kerry Cox.'
 - Strengthening tomorrow's surfers today:** Posted on Wednesday, 14 March 2012.
- My Account:** A section with a 'Next password change due in 76 days' notification and links for 'Change your password' and 'Update my staff profile'.
- Social Media:** A section with the text 'Love social media and want to stay connected with us - join us on social media through the Social Circle' and icons for Facebook, Twitter, YouTube, and RSS.
- Important Dates:** A list of key dates for 2012:
 - 31st Mar 2012: Semester 1 Financial Penalty Date
 - 6th Apr 2012: Good Friday
 - 9th Apr 2012: Semester 1 Mid Semester Break
 - 8th Apr 2012: Easter Monday
 - 16th Apr 2012: Semester 1 Lectures Re-commence

Once you have logged into RAS, you will be presented with a similar page to the one below, showing the quick link icons for Research Outputs, Research Income, Completions and Reports. You will also see your researcher profile as recorded within the HR system. 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. If the Reporting Unit options do not contain an option to select your current School, please contact your Faculty Research Administration Officer whose details are on the Help page.

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 four digit FOR codes. A weighting must be assigned to each of the FOR codes selected, and 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.

RESEARCH ACTIVITY SYSTEM

EDITH COWAN UNIVERSITY

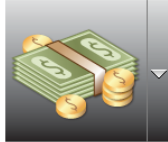
[Home](#) | [Research Outputs](#) | [Research Income](#) | [Completions](#) | [Reports](#) | [Administration](#)

Home

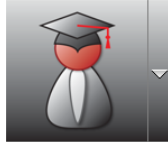
Welcome Peter, RABBIT



Research Outputs



Research Income



Completions



Reports



Administration



ERA

My Researcher Profile

[Cancel](#) [Apply Changes](#)

Title Mr * Staff
Display Name Peter, RABBIT
Report Name Mr P. RABBIT
Classification

Default Reporting School/Unit used by RAS

Reporting Unit for Collection (HR) C003 - School of Education

Please contact ORI if Collection is to be reported to another Reporting School/Unit not on your list.

Research Centre (non-HR) RC05 - Fogarty Learning Centre
(Secondary Reporting Unit - optional)

My Formal Reporting Unit - HR Jobs

No HR Reporting Unit found.

RAS Current Collection Periods

2013 Research Outputs	07-OCT-2013 to 07-NOV-2014
-----------------------	----------------------------

2013 Income & Completions	01-APR-2014 to 03-NOV-2014
---------------------------	----------------------------

2012 ERA	26-JUN-2011 to 31-DEC-2011
----------	----------------------------

My Access Roles

Researcher

My Field/s of Research

1302 - Curriculum and Pedagogy (70%)
1399 - Other Education (30%)

Enter/Edit your Field/s of Research (FoR) [here](#).

or if the FORs are absent:

RESEARCH ACTIVITY SYSTEM

EDITH COWAN UNIVERSITY

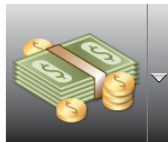
[Home](#) | [Research Outputs](#) | [Research Income](#) | [Completions](#) | [Reports](#) | [Administration](#)

Home

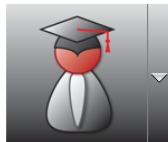
Welcome Peter, RABBIT



Research Outputs



Research Income



Completions



Reports



Administration



ERA

My Researcher Profile

[Cancel](#) [Apply Changes](#)

Title Mr * Staff
Display Name Peter, RABBIT
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Default Reporting School/Unit used by RAS

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Please contact ORI if Collection is to be reported to another Reporting School/Unit not on your list.

Research Centre (non-HR) RC05 - Fogarty Learning Centre
(Secondary Reporting Unit - optional)

My Formal Reporting Unit - HR Jobs

No HR Reporting Unit found.

RAS Current Collection Periods

2013 Research Outputs	07-OCT-2013 to 07-NOV-2014
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2013 Income & Completions	01-APR-2014 to 03-NOV-2014
---------------------------	----------------------------

2012 ERA	26-JUN-2011 to 31-DEC-2011
----------	----------------------------

My Access Roles

Researcher

My Field/s of Research

Enter/Edit your Field/s of Research (FoR) [here](#).

3. Outputs

This section provides step-by-step instructions on how to enter, create, save, edit, submit and re-submit outputs. The Published Year is no longer restricted to 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) should also be entered.

3.1 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.

***Note:** If you try to enter a Research Output which already exists in the system, an error message in red will appear, advising that RAS detects a similarly named output within the database. If you receive this message, search for the existing output before submitting a new output.

RESEARCH ACTIVITY SYSTEM
EDITH COWAN UNIVERSITY

Home | **Research Outputs** | Research Income | Completions | Reports | Administration | ERA

Home (QA) > Research Outputs

Rows: 10 Go

Narrow down your results by defining search criteria using any of these options. For example, select 'Title' and then type the title you are searching for into the text box.

Output#	Title	Author(s)/Creator(s)	Status	Type	Reporting School
1002	Switched on or turned off: Do preservice ICT and teaching methods translate to the classroom.	Dr J. PAGRAM Dr E. RABBITT	Accepted by ORI	Conference Publication	Education
1263	Online or Out of Reach?	Dr J. PAGRAM Dr E. RABBITT	Accepted by ORI	Journal Article	Education
1791	OK remote WA, we're listening... but can you hear us? Part 1: Looking back to 2001	Dr E. RABBITT Dr J. PAGRAM	Accepted by ORI	Journal Article	Kurongkur! Kaitjin
1883	Insider Research - The implications of conducting research in home locale.	Dr E. RABBITT	Accepted by ORI	Conference Publication	Kurongkur! Kaitjin
2058	The apple is ripe, but the connection gives us the pip!	Dr J. PAGRAM Dr E. RABBITT	Accepted by ORI	Conference Publication	Kurongkur! Kaitjin
2106	Online or out of reach?	Dr J. PAGRAM Dr E. RABBITT	Accepted by ORI	Conference Publication	Kurongkur! Kaitjin
2106	Oral History: The insider becomes an outsider	Dr E. RABBITT	Accepted by ORI	Conference Publication	Kurongkur! Kaitjin
3023	Big ideas for Broome WA	Dr E. RABBITT	Accepted by ORI	Conference Publication	Kurongkur! Kaitjin
3214	Education Leadership: Looking at E- Learning and remote supervision from a Student Perspectives	Dr J. PAGRAM Dr E. RABBITT	Accepted by ORI	Conference Publication	Education
3637	E inequality: A new challenge for education	Dr J. PAGRAM Dr E. RABBITT	Accepted by ORI	Conference Publication	Education

Go into the detail of a research output by selecting the 'Torch' icon.

1 - 10 of 16

There are two navigation points within RAS which will take you to the create an output screen. Firstly from the RAS Home screen, click the arrow next to the Research Outputs icon and choose 'Enter Research Output':

The screenshot shows the RAS Home interface. At the top, there is a navigation bar with links: Home, Research Outputs, Research Income, Completions, Reports, Administration. Below this, a welcome message reads "Welcome Peter, RABBIT". A row of icons represents different sections: Research Outputs, Research Income, Completions, Reports, Administration, and ERA. The Research Outputs icon is highlighted with a red box and an arrow pointing to it with the text "Click here to expand list". A dropdown menu is open under Research Outputs, with "Enter Research Output" selected and highlighted by another red box with the text "Make your selection from the list". Below the navigation is a form for entering a new research output, including fields for Title, Display Name, Report Name, Classification, Reporting Unit for Collection (HR), and Research Centre (non-HR). On the right side, there are summary panels for "My Formal Reporting Unit - HR Jobs", "RAS Current Collection Periods", "My Access Roles", and "My Field/s of Research".

Alternatively, if you have already clicked on the Research Outputs icon, or selected 'View My Research Outputs' option, you can navigate to this form by clicking on the [Enter a new Research Output >](#) Button:

The screenshot shows the RAS Research Outputs page. At the top, there is a navigation bar with links: Home, Research Outputs, Research Income, Completions, Reports, Administration, ERA. Below this, there is a search bar and a "Rows" dropdown set to 10. A yellow button labeled "Enter a new Research Output >" is visible. Below the search bar, there is a filter option: "Author(s)/Creator(s) contains 'P. Rabbit'" with a checked box. A table of research outputs is displayed below the filter.

Collection Year	Published Year	Output#	Title	Author(s)/Creator(s)	Status	Type	Reporting School
2011	2011	12130	Portfolio Aspirations 2	Mr P. RABBIT	Created	Creative Work	Student Services Centre
2012	2010	12127	Test Journal Article	Mr P. RABBIT	Created for ERA	Journal Article	Vice Chancellery
2012	2010	12125	Test ignore	Mr P. RABBIT Prof S. HOLLAND	Created for ERA	Journal Article	School of Arts (RPS)

This will take you to a new data entry record which will allow you to populate the details of your Research Output:

RESEARCH ACTIVITY SYSTEM
 EDITH COWAN UNIVERSITY

[Home](#) | [Research Outputs](#) | [Research Income](#) | [Completions](#) | [Reports](#) | [Administration](#)

[Home](#) > [Research Outputs](#) > [Research Output Details](#)

Cancel Create

Research Output Details

*Category *Output# [QuickTips](#)

*Title

Editor *Published Year 2013 Collection Year 2013

Title

Place of Publication Publisher

Edition Volume Number of Volumes Number of Pages

ISBN Translator

Type of Research *Status

Theme Area

*Research Theme I

Research Theme II

DOI

*FOR *Weight Field of Research

*SEO Socio Economic Objectives

*Reporting School

Research Centre

Language:

Language:

*Is this research output a translation of an otherwise eligible research output? Yes No

*Was this research output produced in a language other than English? Yes No

Sensitivity:

[Associated Identifiers](#)

3.2 Populating an Output

From the 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).

RESEARCH ACTIVITY SYSTEM
EDITH COWAN UNIVERSITY

Home | [Research Outputs](#) | [Research Income](#) | [Completions](#) | [Reports](#) | [Administration](#)

Home > [Research Outputs](#) > [Research Output Details](#)

Research Output Details Cancel Create

*Category: *Output# [QuickTips](#)

*Title:

Editor: Collection Year: 2013

Title:

Place of Publication: Publisher:

ISBN: Number of Volumes: Number of Pages:

Translator:

Type of Research: *Status:

Theme Area:

*Research Theme I:

Research Theme II:

DOI:

*FOR: *Weight: Field of Research

*SEO: Socio Economic Objectives

*Reporting School: --Select School--

Research Centre: --Select Research Centre--

Language:

*Is this research output a translation of an otherwise eligible research output? Yes No

*Was this research output produced in a language other than English? Yes No

Sensitivity:

*Research is Sensitive? Yes No

Definitions for each category and for Creative Works, the relevant sub-categories, are available by clicking on the field title “Category” and/or “Type”.

Traditional Research Outputs (i.e. the first four categories) should be submitted in accordance with the Higher Education Research Data Collection (HERDC) Specifications, available on the Department of Industry website at:

<http://education.gov.au/higher-education-research-data-collection>

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.

Complete the form by entering all other details concerning the Research Output.

NB: All fields identified with an asterisk are considered mandatory and, therefore, must be addressed before you will be able to submit the record.

The Published Year is no longer restricted to most recent year (i.e. Research Outputs can be entered for any year from 2001 onwards). This enables researchers to enter outputs which were not submitted from previous years and ensures that a comprehensive record of outputs is listed in RAS for each researcher. Research performance data is collected on an annual basis and the Research Administration System has a rolling Collection Year as a result. The default collection year displaying in the system will be the current year for the calculation for the internal rewards scheme (ASPIRE).



The image shows a screenshot of a web form. At the top, there are two dropdown menus: '*Published Year' and 'Collection Year', both set to '2013'. A mouse cursor is clicking on the 'Published Year' dropdown, which has opened a list of years from 2001 to 2013. Below these are several other form fields: 'Volume', 'Publisher', 'Number of Volumes', and 'Translator', each with a corresponding input area.

***Note:** Only those Research Outputs that are accepted by ORI will be eligible for current round of the internal reward scheme.

3.2.1 Selecting the Outlet for a Journal or Conference

If creating a Journal Article or a Conference Publication, you can select from a list of ARC Listed Journals and Listed Conferences as well as any journals or conferences already in RAS. This Outlet Search functionality is accessible via the “magnifying glass” icon next to Journal Name or Conference Name.

Journal Article

RESEARCH ACTIVITY SYSTEM
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Home | **Research Outputs** | Research Income | Completions | Reports | Administration



Home > Research Outputs > Research Output Details

Research Output Details Cancel Create

*Category: Journal Article: Refereed Article in a Scholarly Journal (C1) *Output# [QuickTips](#)

*Title:

Journal Editor: *Published Year: 2013 Collection Year: 2013

*Journal Name:  

Place of Publication: Publisher:

Conference Publication

RESEARCH ACTIVITY SYSTEM
EDITH COWAN UNIVERSITY

Home | **Research Outputs** | Research Income | Completions | Reports | Administration

Home > Research Outputs > Research Output Details

Research Output Details Cancel Create



*Category: Conference Publication: Full Written Paper - Refereed (E1) *Output# [QuickTips](#)

*Title:

Conference Editor: *Published Year: 2013 Collection Year: 2013

Title of Conf. Pub.:

Place of Publication: Publisher:

*Conference Name:   Volume: Conference Dates: *Page Nos:

ISBN: *Conference Location:

The following window will display with various search options. Complete the form and click the "Search" button to find your journal or conference:

Search for an Outlet

Outlet Title:

ISSN/ISBN:

ERA Outlet ID:

ID in RAS:

ERA Rank: --Show All Ranks--

All Outlets ERA Outlets
 ERA Journal ERA Listed Conference
 Journals in RAS My Journal Publications

Cancel Search

Outlets

No Outlet found matching the search criteria above.

A list will then appear from which you can select your chosen outlet.

Search for an Outlet

Outlet Title

ISSN/ISBN

ERA Outlet ID

ID in RAS

ERA Rank --Show All Ranks--

All Outlets ERA Outlets

ERA Journal ERA Listed Conference

Journals in RAS My Journal Publications

Outlets

	Title ▲	Type	Editor	Place of Publication	Publisher	ISSN	2012 FoR/s	High Impact	2010 Rank	RAS ID	ERA ID
Select	Journal of Neuroinflammation	Journal in RAS	-	-	-	-	-	High Impact	-	1106	-
Select	1913: a Journal of forms	ERA Journal	-	-	-	1548-9914	2001(Communication and Media Studies)	Non High Impact	C	12187	11662
Select	19: interdisciplinary studies in the long nineteenth century	ERA Journal	-	-	-	1755-1560	2005(Literary Studies) 2103(Historical Studies)	Non High Impact	-	34556	123384
Select	1st International Conference on Building Energy and Environment	Listed Conference	-	-	-	-	1202(Building)	-	-	9920	42266
Select	1st International Conference on Engineering Management	Listed Conference	-	-	-	-	09(ENGINEERING)	-	-	9921	42267
Select	2008 International Conference on Biomedical Robotics and Biomechatronics	Listed Conference	-	-	-	-	0903(Biomedical Engineering)	-	B	9923	42566
Select	3-D Digital Imaging and Modelling	Listed Conference	-	-	-	-	0801(Artificial Intelligence and Image Processing)	-	C	9924	42269
Select	306090	ERA Journal	-	-	-	1536-1519	1201(Architecture)	Non High Impact	-	34555	125026
Select	3CMedia	ERA Journal	-	-	-	1445-971X 1832-6161	20(LANGUAGE, COMMUNICATION AND CULTURE)	Non High Impact	B	12188	34647
Select	4OR: A Quarterly Journal of Operations Research	ERA Journal	-	-	-	0390-8127 1619-4500	0102(Applied Mathematics) 1503(Business and Management)	Non High Impact	C	12189	39853
Select	A C M Transactions on Computational Logic	Journal in RAS	-	United States	Association for Computing Machinery, Inc.	-	-	High Impact	-	9787	-
Select	A Satellite workshop on Formal Approaches to Testing of Software	Listed Conference	-	-	-	-	0802(Computation Theory and Mathematics)	-	C	9925	42270

Just click "Select" against the correct Journal or Conference and the system will automatically populate your Research Output form with the relevant details.

3.2.2 School and Research Centre

It is mandatory to populate your School and Research Centre fields. You may select these from the drop-down menu:

*Reporting School --Select School--

*Research Centre

Language:

*Is this research output...

*Was this research...

Sensitivity:

*Research is Sensit...

+ Associated Id

- C014 - Office of Assoc Dean - International (FEA)
- D000 - Faculty of Computing, Health and Science
- D001 - Faculty Office (CHS)
- D013 - Office of Assoc Dean - Teaching and Learning (CHS)
- D014 - Office of Assoc Dean - Research and Higher Degrees (CHS)
- D015 - Office of Assoc Dean - International (CHS)
- D016 - Office of Assoc Dean - Health (CHS)
- D017 - School of Exercise and Health Sciences
- D018 - School of Engineering
- D019 - School of Natural Sciences
- D021 - School of Psychology and Social Science
- D023 - School of Nursing and Midwifery
- D024 - School of Computer and Security Science
- D025 - School of Medical Sciences
- D026 - ECU Health and Wellness Institute
- D027 - Electron Science Research Institute
- D028 - ECU Security Research Institute

A Research Unit must also be selected, however if you are not affiliated with a Research Unit, then you must select Not Applicable before you will be able to submit an output. Three Institutes appear in both the Reporting School and Research Centre drop down menus and they can be selected in both fields if necessary:

Edition	--Select Research Centre--
ISBN	Not Applicable
Type of Research	RC01 - Centre for Ecosystem Management
Theme Area	RC03 - WA Centre for Cancer and Palliative Care
*Research Theme	RC04 - Centre for Schooling and Learning Technologies
Research Theme I	RC05 - Fogarty Learning Centre
DO	RC06 - Centre for Research in Entertainment, Arts, Technology, Education and Communications
*FOR	RC07 - Child Health Promotion Research Centre
	RC08 - Centre for Communications and Electronics Research
	RC10 - Centre for Exercise and Sports Science Research
	RC11 - ECU South West Research Centre
	RC12 - Systems and Intervention Research Centre for Health
	RC13 - Centre for Marine Ecosystems Research
	RC14 - Small and Medium Enterprise Research Centre
	RC15 - Centre of Excellence for Alzheimer's Disease Research and Care
	RC17 - Social Justice Research Centre
	RC18 - Finance, Economics, Markets and Accounting Research Centre
	RC19 - Sellenger Centre for Research in Law, Justice and Social Change
	RC20 - eHealth Research Group
*Reporting School	RC21 - Edith Cowan Institute for Education Research
*Research Centre	--Select Research Centre--

3.2.3 Citations Databases

There is a question regarding whether your Journal Article or Conference Publication is indexed by any citations database.

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

If you choose 'Yes', a dropdown box will appear allowing you to select from either Thomson, Scopus or Other, as shown below.

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

*Citations Database

Other
Thomson
Scopus

If you choose 'Other', enter the name of the citations database into the text field that appears.

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

*Citations Database

*Other

In the verification documents section, you will then need to provide additional evidence. This could take the form of an extract from the relevant database or a URL link.

This Document satisfies the following Verifications		
Seq. ▲	Verification	Confirmed?
11	Evidence of citations database inclusion (if applicable)	<input type="checkbox"/>

***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.

3.2.4 Research Output Language

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

Language:

*Is this research output a translation of an otherwise eligible research output? Yes No

*Was this research output produced in a language other than English? Yes No

Sensitivity:

*Research is Sensitive? Yes No

Firstly you need to respond either 'Yes' or 'No' as to whether the research is a translation of an otherwise eligible Research Output. If you choose 'Yes' you will then be prompted to provide bibliographic details of the original Research Output.

Language:

*Is this research output a translation of an otherwise eligible research output? Yes No


*Please provide the bibliographic details of the original research output

You then need to respond either 'Yes' or 'No' as to whether the research was originally published in a language other than English. If you choose 'Yes', you will then be prompted to select the language:

Language:

*Is this research output a translation of an otherwise eligible research output? Yes No

*Was this research output produced in a language other than English? Yes No

*Language  Click here to select the language

English Translation of the Title

Roman Script of the Title

3.2.5 Research Output Sensitivity

You will also need to specify whether or not the Research Output would be considered sensitive, as follows.

Sensitivity:

*Research is Sensitive? Yes No

*Type of Sensitivity --Select--

Sensitive Note

0 of 1500

Sensitivity:

*Research is Sensitive? Yes No

*Type of Sensitivity --Select--

Sensitive Note

Commercial
Cultural
Non public
Commercial & Cultural
Commercial & Non public
Cultural & Non public
Commercial, Cultural & Non public

Authors

If you choose 'Yes', you will be prompted to identify, via a drop down box, the type of sensitivity i.e. commercial, cultural or non public – these are defined as follows:

NB: these definitions are also viewable if you click on the heading "Type of Sensitivity".

- 1. 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.
- 2. 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.
- 3. 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.
- 4. 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.

3.2.6 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 at:

<http://www.abs.gov.au/ausstats/abs@.nsf/0/4AE1B46AE2048A28CA25741800044242?opendocument>

i) Type of Research (TOR)

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

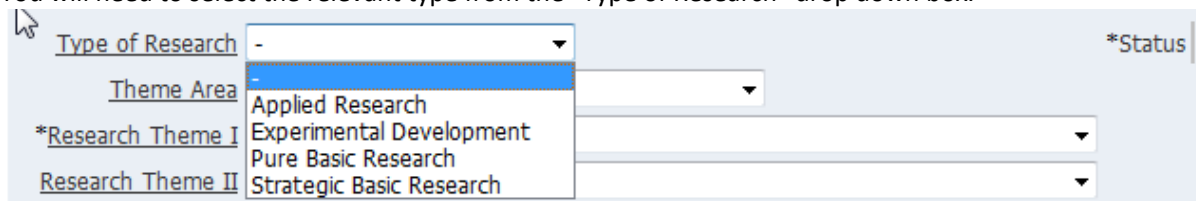
1. **Applied research** is original work undertaken primarily to acquire new knowledge with a specific application in view. It is undertaken either to determine possible uses for the findings of basic research or to determine new ways of achieving some specific and predetermined objectives.

2. **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.

3. **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.

4. **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 recognized practical problems.

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



The screenshot shows a web form with several fields. The 'Type of Research' dropdown menu is open, displaying four options: Applied Research, Experimental Development, Pure Basic Research, and Strategic Basic Research. Other fields include 'Theme Area', '*Research Theme I', 'Research Theme II', and '*Status'.

ii) Field of Research (FOR)

A research project or research 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.

You can select up to three four digit FOR codes. A weighting must be assigned to each of the FOR codes selected, and the total allocated must come to 100%.



The screenshot shows a form with three rows for entering FOR codes and weights. The first row is highlighted with a red arrow pointing from the 'Field of Research' label. The columns are labeled '*FOR' and '*Weight'.

A window will open displaying the list of FOR codes and their descriptors:

Field of Research

[Reset Tree](#)

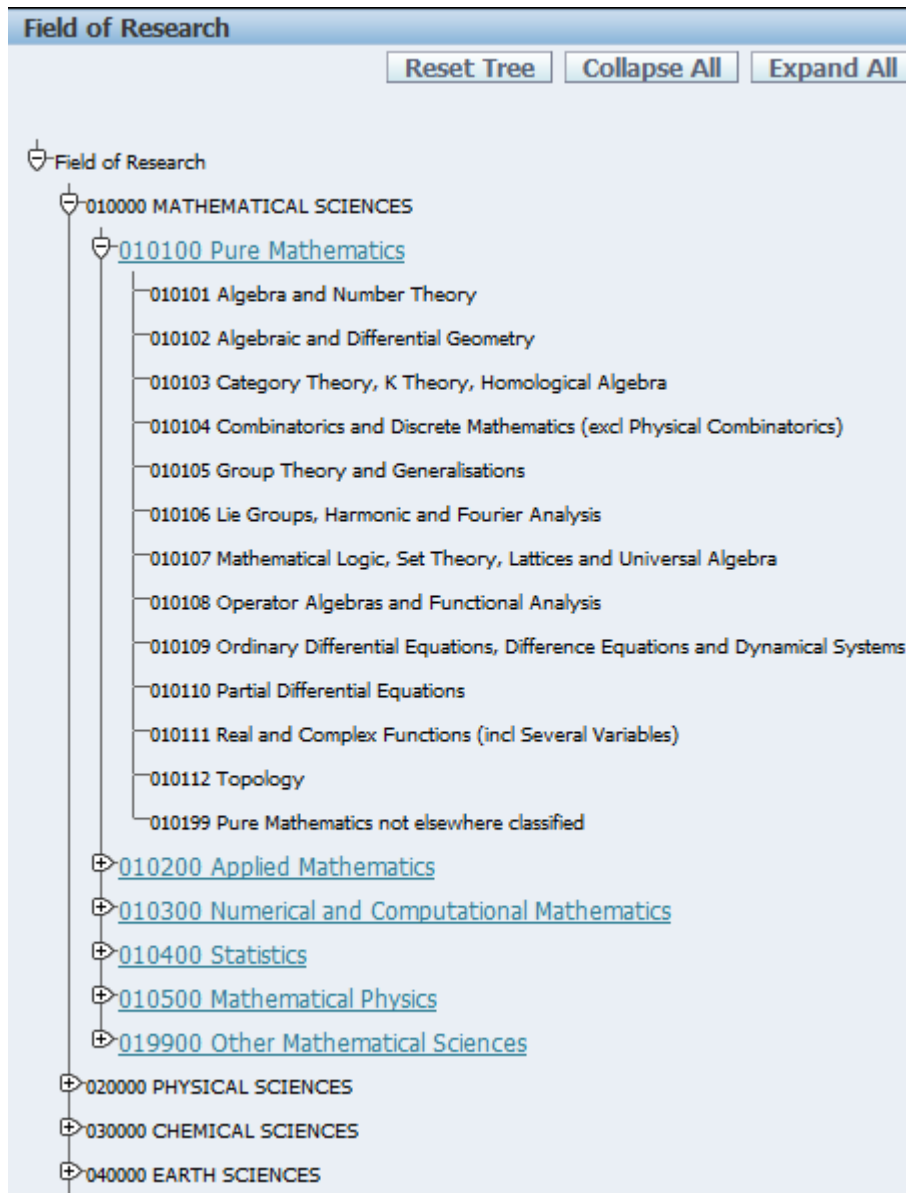
[Collapse All](#)

[Expand All](#)

Field of Research

- 010000 MATHEMATICAL SCIENCES
- 020000 PHYSICAL SCIENCES
- 030000 CHEMICAL SCIENCES
- 040000 EARTH SCIENCES
- 050000 ENVIRONMENTAL SCIENCES
- 060000 BIOLOGICAL SCIENCES
- 070000 AGRICULTURAL AND VETERINARY SCIENCES
- 080000 INFORMATION AND COMPUTING SCIENCES
- 090000 ENGINEERING
- 100000 TECHNOLOGY
- 110000 MEDICAL AND HEALTH SCIENCES
- 120000 BUILT ENVIRONMENT AND DESIGN
- 130000 EDUCATION
- 140000 ECONOMICS
- 150000 COMMERCE, MANAGEMENT, TOURISM AND SERVICES
- 160000 STUDIES IN HUMAN SOCIETY
- 170000 PSYCHOLOGY AND COGNITIVE SCIENCES
- 180000 LAW AND LEGAL STUDIES
- 190000 STUDIES IN CREATIVE ARTS AND WRITING
- 200000 LANGUAGE, COMMUNICATION AND CULTURE
- 210000 HISTORY AND ARCHAEOLOGY
- 220000 PHILOSOPHY AND RELIGIOUS STUDIES

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



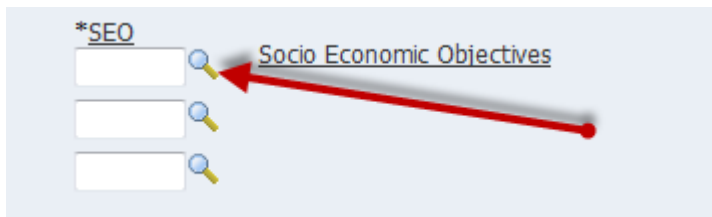
Selecting from an underlined option will populate the field in RAS.

iii) Socio-Economic Objective (SEO)

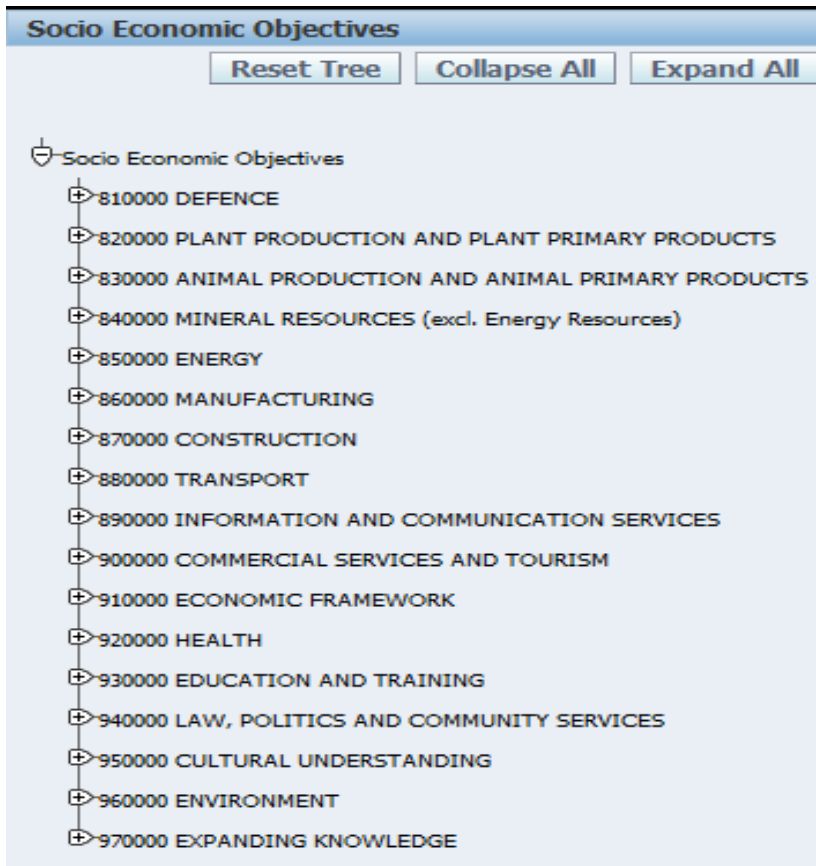
A research project or research program should first be considered in its broadest sense and in terms of the dominant beneficiary of the Research Output at the conclusion of the research project or research program. A research project or research program is to be allocated to a SEO objective in a hierarchical manner. This is achieved by:

- 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.

You can select up to three SEO codes:



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



Selecting from an underlined option will populate the field in RAS.

3.2.7 Research Themes

Up to two research themes can be selected for each output. The complete list of themes appears when you click on the drop down arrow.

RESEARCH ACTIVITY SYSTEM
EDITH COWAN UNIVERSITY

Home | **Research Outputs** | Research Income | Completions | Reports | Administration

Home > Research Outputs > Research Output Details

Cancel Create

*Category: Journal Article: Refereed Article in a Scholarly Journal (C1) *Output# [QuickTips](#)

*Title: The role of research in academic life

Journal Editor: _____ *Published Year: 2013 Collection Year: 2013

*Journal Name: Research in Veterinary Science

Place of Publication: _____ Publisher: _____

Edition: _____ *Volume: 1 *Issue: 1 *Page Nos: 5-6

*ISSN: 0034-5288 Translator: _____

Outlet FoR/s Ranked Journal: 0702,0707

Type of Research: - *Status: Created

Theme Area: -

*Research Theme I: THM19 Protecting Australia from invasive diseases and pests

Research Theme II: THM00 Not Applicable

DOI: _____

*FOR: 0608 *W: 10

*Reporting School: _____

Research Centre: _____

*Is the research out: _____

Language: _____

*Is this research output a translation of an otherwise eligible research output? Yes No

*Was this research output produced in a language other than English? Yes No

Sensitivity:

*Research is Sensitive? Yes No

If none of the research themes are applicable then you must select “Not Applicable” before you can submit the Research Output.

3.2.8 Populating the Creative Work Specific Fields

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

- i) The first is Level of Significance. There are three levels from which to select:

The screenshot shows a web form for entering Creative Work details. The fields are as follows:

- *Category: Creative Work: Original Creative Work (J1)
- *Output#: [QuickTips](#)
- *Creative Work Type: Visual art work
- *Title: Portfolio aspirations 2
- Performance Dates: [Empty]
- *Published Year: 2013
- Collection Year: 2013
- Production Title: [Empty]
- *Performance Venue: Designwise
- Producer: [Empty]
- *Duration/Size(Extent): 5 plans
- Type of Research: -
- *Status: [Empty]
- Theme Area: -
- *Research Theme I: THM00 Not Applicable
- Research Theme II: -
- DOI: [Empty]
- *FOR: 2001
- *Weight: 100
- Field of Research: [Empty]
- *SEO: 950201
- Socio Economic Objectives: [Empty]
- *Reporting School: C003 - School of Education
- Research Centre: RC05 - Fogarty Learning Centre
- *Level of Significance: --Select Significance Level-- (dropdown menu is open showing Major, Substantial, Minor)
- *Does this research out: Major, Substantial, Minor
- Yes No
- Language: [Empty]

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](#).

- ii) The second field relates to Portfolios of works. The portfolio concept is a tool devised for the purposes of the Excellence in Research for Australia (ERA) initiative. 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 for HERDC. 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:

*Reporting School: D017 - School of Exercise and Health Sciences

Research Centre: --If applicable, select Research Centre--

*Level of Significance: --Select Significance Level--

*Does this research output form part of a Portfolio? Yes No

*Portfolio Name: - type in new name (or select from this list) -

*New Portfolio Name: - type in new name (or select from this list) -

Language:

*Is this research output a translation of an otherwise eligible research output?

*Was this research output produced in a language other than English?

Sensitivity:

*Research is Sensitive? Yes No

AIDS/HIV
 Abe Sada
 Accompaniments
 Art criticism and review
 Artnotes - Western Australia
 Ben Winkelman Trio Tour
 Cameraworks
 Cancer
 Chemeq
 Classic FM
 Collaborations
 Contemporary textile use
 Cultural experiences

*Reporting School: D017 - School of Exercise and Health Sciences

Research Centre: --If applicable, select Research Centre--

*Level of Significance: --Select Significance Level--

*Does this research output form part of a Portfolio? Yes No

*Portfolio Name: - type in new name (or select from this list) -

*New Portfolio Name:

Language:

*Is this research output a translation of an otherwise eligible research output? Yes No

*Was this research output produced in a language other than English? Yes No

Sensitivity:

*Research is Sensitive? Yes No

Once all fields in the form have been filled out, click the “Create” button at the top right of the screen. At this stage, you will see that the status of your Research Output entry is “Created”. This will create a record for your Research Output within the system and will take you to the following screen, which will allow you to enter the author/s or Creator/s and the verification documentation.

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

The template will expand and display as below:

RESEARCH ACTIVITY SYSTEM

EDITH COWAN UNIVERSITY

Home | **Research Outputs** | Research Income | Completions | Reports | Administration | ERA |

Home > Research Outputs > Research Output Details

Action Processed.

Research Output Details

Cancel Delete Save Save and Exit Submit

*Category Journal Article: Refereed Article in a Scholarly Journal (C1) *Output# 15755 [QuickTips](#)

*Title The role of research in academic life

Journal Editor : *Published Year 2013 Collection Year 2013

*Journal Name Research in Veterinary Science

Place of Publication Publisher

Edition *Volume 1 *Issue 1 *Page Nos 5-6

*ISSN 0034-5288 Translator

Outlet FoR/s Ranked Journal: 0702,0707

Type of Research - *Status Created

Theme Area -

*Research Theme I THM19 Protecting Australia from invasive diseases and pests

Research Theme II -

DOI

*FOR 0608 *Weight 100 Field of Research Zoology *SEO 960812 Socio Economic Objectives Urban and Industrial Flora, Fauna and Biodiversity

*Reporting School D019 - School of Natural Sciences

Research Centre RC01 - Centre for Ecosystem Management

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

Language:

*Is this research output a translation of an otherwise eligible research output? Yes No

*Was this research output produced in a language other than English? Yes No

Sensitivity:

*Research is Sensitive? Yes No

Authors/Creators

Add an Author/Creator

No Authors entered for this publication.



Author has current HR contract/s
Please ensure **ALL** Authors of the Research Output are listed.

Research Output/Verification Documents

Upload

No Files uploaded for this Research Output.



Do not upload multiple copies of the same document. Upload once and tick all the verification items that the document satisfies.

Notes

Add a Note

No Notes for this Research Output.



Workflows

Status	Actioned On	By	Waiting For	Notes
Created	05-SEP-2013 01:54PM	Peter, RABBIT	Submission	-

1 - 1

3.2.9 Entering Author Details

Click on the “Add an Author/Creator” icon to add the first researcher’s details, as shown below.


Research Outputs Module

ERA Module

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

You can only enter one Author/Creator type at a time i.e. either ECU or Non-ECU Author/Creator.

i) **Add an ECU Author/Creator**


If the author/creator is an ECU researcher, click on the “[Search ECU Person]”  link.

RESEARCH ACTIVITY SYSTEM
EDITH COWAN UNIVERSITY


Home | Research Outputs | Research Income | Completions | Reports | Administration | ERA |

Home > Research Outputs > Research Output Details > Research Output Author

Author/Creator Cancel Create

 *Author Seq Output# 15755 Collection Year 2013

ECU Author/Creator

[\[Search ECU Person\]](#)  ←

Author does NOT demonstrate an ECU publication association for this research output

*School

Research Centre

Published Name (Enter only if different from Name displayed above!)

-OR-

*Non ECU Author/Creator-Surname Title

*First Names

Institution/University

Comments

0 of 250

Here you have the option of searching by staff or student, active or inactive, or by using a person ID if you know the staff or student ID number.

Search

Surname First Names

Person Type Staff Student Person ID

Status Active Inactive All

Cancel Search

Instructions

- Search for ECU Person:
 - Enter (partial/full) Surname or First Names of the person
 - or, enter Person ID, if known.
 - Press **Search** button
- Click  icon to select the person.

Once you have entered your search criteria, click on the “Search” button or press the “Enter” button on your keyboard. You will be presented with a list of people who meet your search criteria – select the one you want by clicking on the “Person” icon next to their name.

Search


Surname First Names

Person Type Staff Student Person ID


Status Active Inactive All

Cancel Search

Instructions

- Search for ECU Person:
 - Enter (partial/full) Surname or First Names of the person
 - or, enter Person ID, if known.
 - Press **Search** button
- Click  icon to select the person.

ECU Person

	Title	Surname	First Name	Preferred Name	Contact No	Email Address	Status
	Mr	RABBIT	Peter	Peter		-	Inactive

1 - 1

Click here to search

This is the search result

Click the "Person" icon to select the ECU author

Click the “Create” button to create the Research Output Author/Creator. Should you wish to add another ECU Author/Creator, just click “Create Another” and repeat the above steps accordingly.

The “Previous” button will take you back to the previous author entry if you wish to edit the display.

NB: You should nominate yourself as an ECU Person even if you were not at ECU when you produced the output – to identify this fact you will need to tick the box as shown below.

ii) Add a non-ECU Author/Creator


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.

RESEARCH ACTIVITY SYSTEM
EDITH COWAN UNIVERSITY

Home | Research Outputs | Research Income | Completions | Reports | Administration | ERA |

Home > Research Outputs > Research Output Details > Research Output Author

Author/Creator Cancel Create

 *Author Seg 2 Output# 15755 Collection Year 2013

ECU Author/Creator [\[Search ECU Person\]](#)

Author does NOT demonstrate an ECU publication association for this research output

*School - Please Select School -

Research Centre --If applicable, select Research Centre--

Published Name (Enter only if different from Name displayed above!)

-OR-

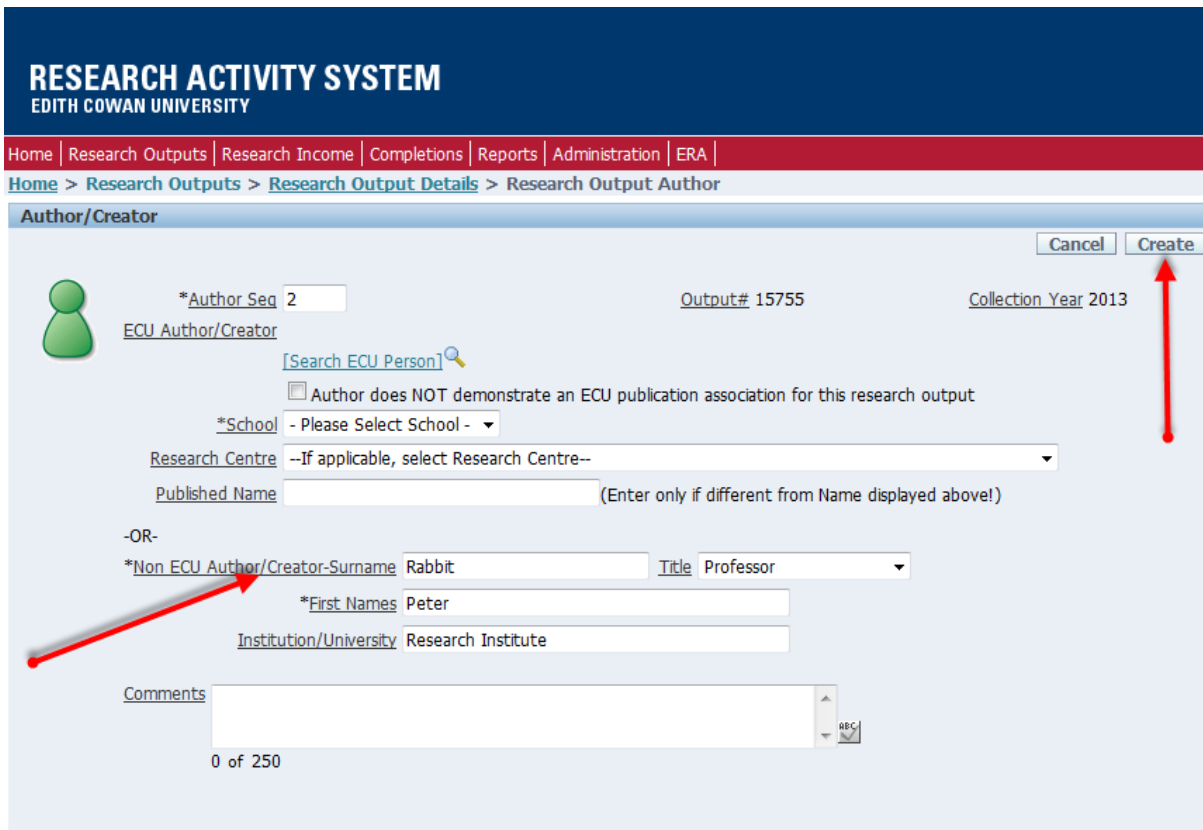
*Non ECU Author/Creator-Surname Rabbit Title Professor

*First Names Peter

Institution/University Research Institute

Comments

0 of 250



3.2.10 Saving and Editing a Research Output

There are two ways of saving a Research Output:

1. Simply “Save” your progress as you go along. This is to ensure you don’t lose any progress you’ve 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 your entry at another time. You can continue to edit a Research Output until you have submitted it. Once it has been submitted, however, you will 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 edit rights 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
EDITH COWAN UNIVERSITY

Home | **Research Outputs** | Research Income | Completions | Reports | Administration | ERA |

Home > Research Outputs

Rows 10 Go

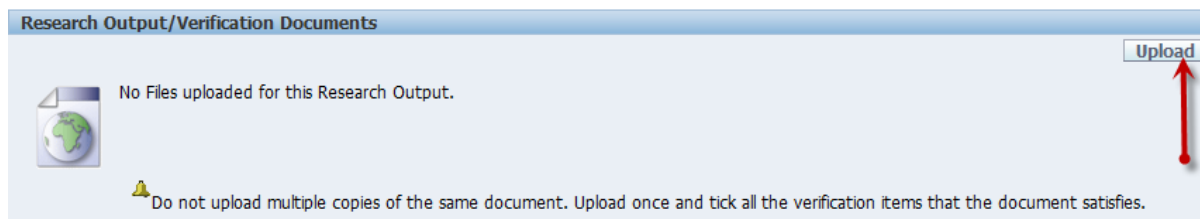
Status = 'Rejected by ORI'

Collection Year	Published Year	Output#	Title	Author(s)/Creator(s)	Status	Type	Reporting School
 2012	2012	15600	Shopping Mall	<input type="text"/>	Rejected by ORI	Original Creative Work	School of Communication and Arts
 2012	2012	15586	Standardization in Alzheimer's Trials: Reaching International Consensus.	M. Carillo (NonECU) C. Rowe (NonECU) C. Spoeckle (NonECU) C. Masters (NonECU) D. Ames (NonECU) T. O'Meara (NonECU) S. Macaulay (NonECU) A. Milner (NonECU) K. Ellis (NonECU)	Rejected by ORI	Journal Article	School of Medical Sciences



3.2.11 Uploading Research Output Verification Documents

Next step is to upload your Research Output and/or Verification Documents. Make sure you have all supporting documentation ready before clicking the "Upload" 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.
- For a Journal Article the preferred version to be attached is the post review copy of the work.
- Tick the relevant box if this is the version uploaded.
- "Other Supporting Document" type indicates the file being uploaded is a verification document.
- Where two document types are collated together, for instance, when the copy of a Journal Article also contains the ISSN, Author Affiliation etc, always choose "Copy of Chapter/Article/Paper/Work" as the Document Type.
- If one document as all required details you can tick all the boxes and attach the one document only.

Seq. ▲	Verification	Confirmed?	Updated On	By
1	* Copy of Article	<input checked="" type="checkbox"/>	11-SEP-2013 10:16AM	
2	Post Review Copy of the Output	<input type="checkbox"/>	11-SEP-2013 10:16AM	
3	* Journal Title	<input type="checkbox"/>	11-SEP-2013 10:16AM	
4	* Proof of ISSN No	<input type="checkbox"/>	11-SEP-2013 10:16AM	
5	* Proof of Peer Review	<input type="checkbox"/>	11-SEP-2013 10:16AM	
6	* Author Affiliation	<input type="checkbox"/>	11-SEP-2013 10:16AM	
7	* Dates Referring to Publishing & Copyright	<input type="checkbox"/>	11-SEP-2013 10:16AM	
8	* Publishing, Printing & Distribution Details	<input type="checkbox"/>	11-SEP-2013 10:16AM	
9	Contents Page	<input type="checkbox"/>	11-SEP-2013 10:16AM	
10	Evidence of citations database inclusion (if applicable)	<input type="checkbox"/>	11-SEP-2013 10:16AM	
11	Proof of invited status (if applicable)	<input type="checkbox"/>	11-SEP-2013 10:16AM	

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. Make sure you review the verification checklist displayed on the bottom half of the screen and tick 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 “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.

The screenshot shows the 'RESEARCH ACTIVITY SYSTEM' interface for Edith Cowan University. The breadcrumb trail is: Home > Research Outputs > Research Output Details > Research Output Document. A message 'Action Processed.' is displayed. The document details section includes a 'Document' header with 'Cancel', 'Delete', and 'Apply Changes' buttons. The document is identified by 'Seq. 3' and '*Pub# 15755'. The document type is 'Copy of Chapter/Article/Paper/Work' and the file name is 'A Guide to Research at ECU 28-11-2008 incl GRS comments (4).doc'. A 'Comments' field is empty. There are 'Upload Another' and '< Previous' buttons. Below this is a section titled 'This Document satisfies the following Verifications' with a 'Verification Checklist' button. The checklist table is as follows:


Seq. ▲	Verification	Confirmed?	Updated On	By
1	* Copy of Article	<input checked="" type="checkbox"/>	11-SEP-2013 10:12AM	
2	Post Review Copy of the Output	<input checked="" type="checkbox"/>	11-SEP-2013 10:12AM	
3	* Journal Title	<input checked="" type="checkbox"/>	11-SEP-2013 10:12AM	
4	* Proof of ISSN No	<input checked="" type="checkbox"/>	11-SEP-2013 10:12AM	
5	* Proof of Peer Review	<input type="checkbox"/>	11-SEP-2013 10:12AM	
6	* Author Affiliation	<input checked="" type="checkbox"/>	11-SEP-2013 10:12AM	
7	* Dates Referring to Publishing & Copyright	<input type="checkbox"/>	11-SEP-2013 10:12AM	
8	* Publishing, Printing & Distribution Details	<input type="checkbox"/>	11-SEP-2013 10:12AM	
9	Contents Page	<input type="checkbox"/>	11-SEP-2013 10:12AM	
10	Evidence of citations database inclusion (if applicable)	<input type="checkbox"/>	11-SEP-2013 10:12AM	
11	Proof of invited status (if applicable)	<input type="checkbox"/>	11-SEP-2013 10:12AM	

Red arrows in the image point to the 'Upload Another' button, the 'Apply Changes' button, and the 'Confirmed?' checkbox for the first verification item.

NB: A Post review copy of the output is the preferred version of the work as this is the version which is suitable for inclusion in Research Online, the publicly accessible, permanent and searchable digital repository of the University.

After all mandatory verification materials have been uploaded, click [Verification Checklist](#) to check whether all of the necessary tick boxes have been selected. An example of an incomplete Verification Checklist is below. You will not be able to submit the output until the mandatory elements of this list are satisfied.


RESEARCH ACTIVITY SYSTEM EDITH COWAN UNIVERSITY		AUSTRALIA ECU EDITH COWAN UNIVERSITY										
		* 1. Copy of Article	2. Post Review Copy of the Output	* 3. Journal Title	* 4. Proof of ISSN No	* 5. Proof of Peer Review	* 6. Author Affiliation	* 7. Dates Referring to Publishing & Copyright	* 8. Publishing, Printing & Distribution Details	9. Contents Page	10. Evidence of citations database inclusion (if applicable)	11. Proof of invited status (if applicable)
1	Bainey-Smith Research.pdf	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
2	Alzheimer's & Dementia.htm	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Not Verified	Not Verified	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not Verified	Not Verified	Not Verified


If the Verification Checklist is incomplete, click on the [Research Output Details](#) heading in the breadcrumb trail then click on the  icon to edit and complete your entry.

Creative Works outputs will also require the creation of a Research Statement:

Research Output/Verification Documents

[Enter Research Statement](#) [Upload](#)

 No Files uploaded for this Research Output.

 Do not upload multiple copies of the same document. Upload once and tick all the verification items that the document satisfies.

Research Statement [Cancel](#) [Create](#)

For non-traditional research outputs, a statement identify the research component of the output must be provided. Only outputs with a substantial research component will be selected for peer review and ERA peer reviewers will only examine these outputs on the basis of the research component as specified in this research statement.

The statement must address the research background, contribution and significance (click on the section name for additional help text information).

*Pub Id 16065
The total count of characters for the three sections below must not exceed 1920. Check total now: 0 of 1920

Research Background

 0 of 1920

Research Contribution

 0 of 1920

Research Significance

 0 of 1920

3.3 Submitting a Research Output

After all verification materials have been uploaded, and the verification process has been completed, you'll 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 and error messages will display until all of the issues have been addressed, as in the example which follows.

RESEARCH ACTIVITY SYSTEM
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Home | **Research Outputs** | Research Income | Completions | Reports | Administration | ERA |

Home > **Research Outputs** > Research Output Details

2 errors have occurred
 Please ensure Place of Publication, Publisher and No of Pages are entered.
 There are required Verifications that have not been met for this Publication.

Research Output Details

Cancel Delete Save Save and Exit Submit

*Category Book: Authored - Research (A1) *Output# 15786 [QuickTips](#)

*Title The Taxonomy of Metacognition

Series Editor _____ *Published Year 2013 Collection Year 2013

Series Title _____

*Place of Publication United Kingdom *Publisher Psychology Press

Edition _____ Volume _____ No of Vols _____ *No of Pages _____

*ISBN 9781841698694 Translator _____

Type of Research - *Status Created

Theme Area -

*Research Theme I THM00 Not Applicable

Research Theme II -

DOI _____

*FOR 1302 *Weight 100 Field of Research Curriculum and Pedagogy *SEO 930102 Socio Economic Objectives Learner and Learning Processes

*Reporting School C003 - School of Education

Research Centre --If applicable, select Research Centre--

Language:

*Is this research output a translation of an otherwise eligible research output? Yes No

*Was this research output produced in a language other than English? Yes No

Sensitivity:

*Research is Sensitive? Yes No

Authors/Creators [Add an Author/Creator](#)

Seq. ▲	Author	School	Research Centre	ProRata
1		C003 - School of Education	-	-%

1 Author has current HR contract/s
 Please ensure **ALL** Authors of the Research Output are listed.

Research Output/Verification Documents

Seq. ▲	Document Type	Document or URL
1	Copy of Chapter/Article/Paper/Work	http://www.amazon.com/The-Taxonomy-Metacognition-Pina-Tarricone/dp/1841698695#ref:dp_search
2	Copy of Chapter/Article/Paper/Work	http://www.ecu.eblib.com.au/patron/FullRecord.aspx?p=668569&echo=1&userid=8E392044B9&tstamp=1378450811&id=2712489cdc599a214a&appn

Do not upload multiple copies of the same document. Upload once and tick all the verification items that the document satisfies.

Notes [Add a Note](#)

Note Type	Notes	Updated On ▼	By
General Note		10-SEP-2013 01:45PM	
General Note		09-SEP-2013 12:18PM	

1 - 2

Workflows

Status	Actioned On ▼	By	Waiting For	Notes
Created	06-SEP-2013 02:56PM		Submission	-

1 - 1

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

As soon as it is submitted, ORI will receive an email alerting them that there is a Research Output waiting to be reviewed. If ORI does not accept the Research Output, you and your Faculty Research Administration Officer will receive a notification email that it has been rejected and the reason why it was rejected. The Faculty Research Administration Officer will amend the errors or omissions if possible, or will follow up with you and assist you in rectifying the Research Output entry before it is re-submitted to ORI. You will be given edit access to the Research Output to enable you to re-submit once you have rectified the problem.

RESEARCH ACTIVITY SYSTEM
EDITH COWAN UNIVERSITY

Home | **Research Outputs** | Research Income | Completions | Reports | Administration | ERA

Home (QA) > Research Outputs

Search: Rows 10

Author(s)/Creator(s) contains 'P. Rabbit'
 Status = 'Rejected by ORI'

Collection Year	Published Year	Output#	Title	Author(s)/Creator(s)	Status	Type	Reporting School
2010	2010	10980	Nurse Practitioner Programs: the need for giving good advice	[REDACTED]	Rejected by ORI	Book Chapter	School of Nursing and Midwifery
2010	2010	10969	Enhancing student employability: Determining the employer needs of sport management graduates	[REDACTED]	Rejected by ORI	Conference Publication	School of Marketing, Tourism and Leisure
2010	2010	10967	Fit for purpose: Are universities supplying employees with the right calibre sport managers for the future?	[REDACTED]	Rejected by ORI	Conference Publication	School of Marketing, Tourism and Leisure
2010	2010	10966	A review of the Sport Management Profession in New Zealand (What are Employers Looking For?)	[REDACTED]	Rejected by ORI	Conference Publication	School of Marketing, Tourism and Leisure
2010	2010	10960	Beyond the lecture room: Authenticity, active engagement and participation to promote employability.	[REDACTED]	Rejected by ORI	Conference Publication	School of Marketing, Tourism and Leisure
2010	2010	10952	Three essential design factors in successful social business development	[REDACTED]	Rejected by ORI	Conference Publication	School of Communication & Arts

3.4 Re-Submitting a Research Output

To resubmit a rejected Research Output, click the “torch” icon attached to the Research Output in question. Amend the Research Output as required and/or upload any necessary verification material as per instructions provided by the Faculty Research Administration Officer.

Once all errors or omissions have been rectified, re-submit your Research Output by clicking the “Submit” button.

4. Help

Should you require assistance, there is a “Help” button available on top right hand side of the page. For your reference, below is a list of Faculty Research Administration Officers who can also provide assistance.

4.1. Faculty of Computing, Health and Science

Kylie Rudrum

Extension: 3430

Email: k.rudrum@ecu.edu.au

Sharon Middleton

Extension: 3669

Email: sharon.middleton@ecu.edu.au

4.2. Faculty of Education and Arts

Nichole Kemp

Extension:

Mon - Tues 6140

Wed, Thurs and Fri 2623

Email: n.kemp@ecu.edu.au

4.3. Faculty of Business and Law

Nichole Kemp

Extension:

Mon - Tues 6140

Wed, Thurs and Fri 2623

Email: n.kemp@ecu.edu.au

4.4. Regional Professional Studies

Nichole Kemp

Extension:

Mon - Tues 6140

Wed, Thurs and Fri 2623

Email: n.kemp@ecu.edu.au

Alternatively you can also email the ORI Team on ras@ecu.edu.au.