

The Academic and RIS

Role and Responsibilities

Each academic at UOW is responsible for the entry of data about their research publications into the University's Research Information System.

The Research Information System (RIS) is used to collect information about publications, and to allow reporting on those publications at all levels within the University. This system is also used to collect publication details required for the HERDC (Higher Education Research Data Collection) collection process, which is a process for the University to gain funding from the Department of Education, Employment and Workplace Relations (DEEWR, previously known as DEST) based on those publications.

Publications that have been written about research for an academic audience and that have undergone a peer review process are eligible to be counted in the collection and to gain "DEST points". Entering your publications in RIS ensures that the listing of your research publications on your school or faculty's web pages are up to date and correct; and that the University receives appropriate funding.

As an academic, you will need access to RIS via the University's intranet and to have been added to relevant groups by your faculty's publication officer.

The major responsibilities for each academic include:

1. Data entry of publications

Some faculties require/prefer the publications officer to enter details of publications into the Research Information System, whilst others prefer the authors to enter the details. You will need to contact your faculty to determine their preference.

Where possible, publications should be entered into RIS as soon as they are published. This can occur throughout the year.

2. Specific data

In addition to general citation details such as Title, Journal Name, Volume number etc, there are specific fields where your knowledge is valuable.

- Authors and percentage contribution
- Publication's reporting group – accredited to your research group or institute where appropriate
- ANZSRC/RFCO code – an appropriate discipline code for your piece of writing

Once you have entered as many details as possible, change the status bar at the bottom of the screen from 'New' to 'Seeking Faculty Verification'. This will ensure the publication moves to the To Do List for your faculty's publication officer.

3. Verification of publications at a faculty level

All faculties have determined that some level of verification for publications is required, prior to displaying publication details on public websites. The level of verification for each faculty varies, and is dependent on the type of publication, and the year of publication. For all publications, the faculty performs an initial verification, and for certain types of publications, the Library completes the verification process.

4. Providing a copy of your publication

In order for verification to take place, you must provide one photocopy of your publication and any required evidence to your faculty publication officer.

- For books and chapters, please provide a copy of the book. The book will be used for verification and then returned to you.
- For journal articles, a copy of the article.

- For conference papers, a copy of the paper, evidence of the title, location and details of the conference and evidence of peer review of the whole paper is required.

5. *Follow-up verification of publications*

Your faculty publications officer may follow-up with you if further evidence is required. Once a publication has been successfully verified, you will receive an email indicating that it has been finalised (see further information on status below). Only then will the publication appear on the public website for that author and/or group.

Notes:

There is often some confusion between the Research Information System (RIS) and Research Online (RO). RIS stores basic information about publications, and is used for reporting and funding purposes. RO is a digital repository for the storage of publications. If you have a new publication which is to be stored in RO, you will need to enter the details into RIS, and also contact the Library to include this publication in RO. It is planned to integrate these two systems in future stages of RIS, however, at this stage, there is no automatic link between these systems.

Generating a Report of Your Publications in RIS

To generate a report of your publications in RIS, use the Publication Search Display Options to filter the required information, then export to either Word (publication citations displayed) or Excel (publication detail listed in rows). For example:

1. Go to My Publications
2. In Display Options, use the criteria to limit your search (if required). Please note, that clicking on the Display Options grey bar will expand and display the options available:
 - a. You can select publications assigned to a particular group, or all groups.
 - b. You can view only those for a given range of years, or a particular publication type.
 - c. You can search on a word in title.
 - d. The "Include Descendant's Pubs" checkbox allows you to display publications for the selected group, and all lower level groups. For example, if you select a Faculty, and check this box, you will see all publications assigned to the schools and centres within the faculty. If unchecked, you will see only those publications assigned to the faculty level.
 - e. The publication status allows you to view publications in a particular status. For example, 2006 DEST status are those publications which were submitted to DEST in 2006. UOW status are those which were submitted to the library for verification (as part of the DEST collection process), and GENERAL status are publications which did not get verified by the library - either they were entered at a later date, or did not fit the criteria for DEST/UOW publications. Please see the RIS User Guide for more information on the types and status of publications.
3. Select Update Results for Current Options.
4. A list of all relevant publications will be displayed.
5. To export to Word, go to bottom of the page, and select "Export Current List to Word".
6. Select the quotation style preferred, and select "Create". If desired, you can use the "Use Modified" buttons to add group headings and sort criteria.
7. A Microsoft Word document is opened, and the publication details are displayed.
8. Save your document.