Research Office identifies new research publications not on ResearchMaster in batch updates quarterly from Scopus.

Extract publications in batch - from Scopus.

Basic ResearchMaster records created in batch with status 'Batch Import - Scopus' and not displayed on MyResearch.

Check and remove any duplicate records using RM reports.

Check completeness of information and evidence for ERA.

Additional info easily identified online?

Enter further details (additional authors and affiliations, and save additional documents), and determine ERA eligibility.

ERA eligibility determined?

Creative Work?

Request College review with clear notes

DHR or Creative Works Panel make decision

Request further details and supporting documents to pubs@rmit.edu.au

Supply further details and supporting documents to pubs@rmit.edu.au

Submit output and all required supporting documents via the online ROC forms (https://roc.rmit.edu.au)

New staff can submit a list of their publications to pubs@rmit.edu.au for a once-off data entry service (not applicable for casual & adjunct staff).
- All other HDR students and staff members must report their outputs using the online Research Output Collection (ROC) forms.
- Researchers should always check their MyResearch or MyStudent Output pages prior to reporting outputs to avoid duplicate entries.
- If ERA verification evidence is not provided/cannot be found by the Research Office, it will be requested from the author.
- If ERA verification is not provided by the author within 60 days of the Research Office request, the record will be marked as Not Eligible – Pending info from author.
- Staff profiles are automated to include a researcher’s 10 most recent research outputs that have been confirmed as ERA-eligible. However, staff can also customise their profile text to highlight further key achievements (see: http://www1.rmit.edu.au/webpublishing/comms-directory).
- Authors can inform pubs@rmit.edu.au on the finalisation of 'in press' publications. Otherwise, pubs@rmit.edu.au will check the status of these publications quarterly.

Repository staff import output into the Repository and add/ format relevant info.

RM and Repository data feed through to RMIT staff profiles (in the "Publications" section)

RMIT-affiliated books that are not already held by the library are purchased

End