Research Output Collection Process 2018

1. **Research Office** identifies new research publications not on ResearchMaster in batch download from Scopus.
2. Author or delegate logs into their MyResearch page (https://my.research.rmit.edu.au/) or MyStudent Outputs page (https://sro.research.rmit.edu.au) to see if their output has already been reported.
3. Submit output and all required supporting documents via the online ROC forms (https://roc.rmit.edu.au).
4. Basic ResearchMaster records created with status 'New submission'.
5. Check completeness of information and evidence for ERA.
6. Enter further details (additional authors and affiliations, and save additional documents), and determine ERA eligibility.
7. ERA eligibility determined?
   - Yes: Finalise record status and email 'Not Eligible' reasons to affected RMIT authors.
   - No: Creative Work?
     - Yes: Request DSC ADR review with clear notes.
     - No: Request BUS DPVCR or DSC/SEH ADR to review with clear notes.
9. Supply further details and supporting documents to pubs@rmit.edu.au.
10. Request further details from the author.
11. Additional info easily identified online?
    - Yes: Enter further details (additional authors and affiliations, and save additional documents), and determine ERA eligibility.
    - No: Request further details from the author.
12. Repository staff import 'Eligible Traditional outputs' into the Repository every Tuesday and add/format relevant info.
13. RM data fed to MyResearch overnight and to RMIT Academic staff profiles every fortnight (in the “Publications” section).
14. Purchase RMIT-affiliated books not already held by the library.
15. Author or delegate Research Office College/School Reviewer Library Computer Research Repository

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- **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.
Researcher checks their MyResearch page - https://my.research.rmit.edu.au/ to see if their output has already been reported.

Researcher submits output and all required supporting documents via https://roc.rmit.edu.au (larger files can be submitted to pubs@rmit.edu.au via GoogleDrive/Dropbox).

Deputy Head Research (or delegate) review their outputs according to the Creative Works Review Schedule timeline.

Research Office marks the output as ready for review at School/DHR level.

Deputy Head Research (or delegate) review their outputs according to the Creative Works Review Schedule timeline.

Research Office update Status to ‘Eligible’.

Researcher appeals with additional evidence?

No

Additional researcher input required?

Yes

Details sufficient for ERA?

Yes

No

Research Office update Status to ‘Not eligible – pending information from author’.

Research Office marks the output as ready for review at School/DHR level.

Additional researcher input required?

Yes

Details sufficient for ERA?

Yes

No

Research Office update Status to ‘In progress - awaiting information requested from author’.

Researcher Office update Status to ‘Ready for School/DHR level review’.

Researcher Office update Status to ‘Creative work outside of ERA collection’ or (if a second opinion is required) ‘In progress - College to review eligibility’ (based on DHR comments in RM report or researcher appeal).

Research Office update Status to ‘Eligible’.

Researcher Office update Status to ‘Not eligible – pending information from author’.

Researcher Office update Status to ‘In progress - awaiting information requested from author’.

Yes

DSC Creative Works Review Panel review/discuss all outputs marked for college review at the Panel meeting.

Yes

Research Office update Status to ‘Eligible’.

Research Office update Status to ‘Not eligible – pending information from author’.

Researcher appeals with additional evidence?

Yes

No

End

CREATIVE WORKS (CW) REVIEW SCHEDULE

Round 1
12 February 2018 – Call for submission of outstanding CW is sent by the Research Office
28 February 2018 – Deadline to submit for inclusion in March Panel
1 March 2018 – CW list for review is sent by the Research Office to the Deputy Heads Research (DHR)
Mid-March – Panel decisions made and subsequently communicated to researchers via pubs@rmit.edu.au.

Round 2
11 June 2018 – Call for submission of outstanding CW is sent by the Research Office
29 June 2018 – Deadline to submit for inclusion in July Panel
2 July 2018 – CW list for review is sent by the Research Office to the Deputy Heads Research (DHR)
Late July 2018 – Panel decisions made and subsequently communicated to researchers via pubs@rmit.edu.au.

Round 3
8 October 2018 – Call for submission of outstanding CW is sent by the Research Office
26 October 2018 – Deadline to submit for inclusion in November Panel
29 October 2018 – CW list for review is sent by the Research Office to the Deputy Heads Research (DHR)
Mid-November 2018 – Panel decisions made and subsequently communicated to researchers via pubs@rmit.edu.au.

KEY CONTACTS

College Creative Works Panel Chair - DSC
Deputy PVC, Research and Innovation (or delegate): Daniel Palmer

Creative Practice Advisors/Deputy Heads Research (or delegate):
Architecture and Design: Paul Minifie
Art: Daniel Palmer
Media and Communication: Julienne van Loon
Fashion and Textiles: Sean Ryan
Design: Lawrence Harvey
RMIT Vietnam: Dr. Tra Pham/Julia Gaimster

Administration Support:
Architecture and Design: Winnie Ha
Art: Kevin Anslow
Media and Communication: Smiljana Glisovic
Fashion and Textiles: Sean Ryan
Research Office: Jemima Mannix (pubs@rmit.edu.au)

Note: pubs@rmit.edu.au will maintain the contact list. Please notify pubs@rmit.edu.au of any staff changes.