Research Data Collection

Important Note: Under the HERDC/ERA guidelines, a publication can be reported only once. If your publication has already been reported in the same or another category, you cannot report this publication again. Please contact the Associate Dean (Research) in your faculty if you require further clarification.

SECTION A: Academic Staff member to complete Section A only.

If this publication is linked to a project funded by ACU, please provide the name and project code details:  
ACU Ethics Application Code:

1. Please source the following items for verification of your journal article:
   - copy of full article from the journal or provide off print given to the author
   - copy of the full table of contents
   - evidence of the year of publication (provide English translation if published in a foreign language)
   - evidence of the name of the publisher
   - if publisher is listed in Beall’s list, please attach a copy of the reviewer’s assessment relating to the article (provide English translation if written in a foreign language)
   - evidence of authorship:
     - byline in publication indicating research undertaken in author's capacity as a staff member or student of the University (provide English translation if published in a foreign language)
     - signed statement on Author Affiliation Form
   - evidence of ISSN. (If an ISSN does not appear in the journal, a PDF or scan of the ISSN from an extract from Ulrich’s or ISI is sufficient proof of the existence of the number)
   - evidence of refereeing:
     - extract from Ulrich's listing indicating refereed journal; OR
     - extract from the ERA Journal List showing the ERA ID and Title given to the journal; OR
     - statement in journal confirming peer-reviewed (provide English translation if published in a foreign language) OR
     - statement in English from journal editor confirming peer-reviewed; OR
     - copy of reviewer's assessment of journal article (provide English translation if written in a foreign language) OR
     - extract from Thomson Reuters Web of Knowledge Master Journal List
     - if multiple authors, first named ACU author is submitting publication; AND
     - authors are listed in correct order

Important Note: If your publication is in a foreign language, the verification evidence must be provided in English. According to the DIISRTE guidelines, it is not necessary to translate the entire publication, but all the relevant sections required for the verification of information to demonstrate that it meets the criteria of a C1 Journal Article, should be translated. This includes evidence that the work is a major work of scholarship and meets the definition of research.

Name:  
Signature:  
Date:
**What to do next?**

1) Please provide your Orion printout, this checklist and proof documents to your Research Data Collection Coordinator (RDCC). Contact details of RDCCs can be found at [http://www.acu.edu.au/research/support_for_researchers/research_achievements/herdc/](http://www.acu.edu.au/research/support_for_researchers/research_achievements/herdc/)

2) Please send a copy of the author's accepted manuscript version of your publication (i.e. post peer-review and with any suggested revisions incorporated) to research.lib@acu.edu.au. This is the version of the work that can most commonly be made openly accessible in an institutional repository. ACU Library staff will then be able to update the [ACU Research Bank](http://www.acu.edu.au) in order to satisfy the requirements of the ARC, NHMRC and other external reporting purposes.

**SECTION B**

### Verification Level 2 – Associate Dean (Research) or Nominee

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<td>☐ HERDC/ERA eligible but the author is not affiliated to ACU.</td>
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<tr>
<td>☐ HERDC/ERA eligible but the year published disqualifies this publication from inclusion in this year’s DIISRTE submission.</td>
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Reasons: ........................................................................................................................................................................

* Academic Staff has been advised by ADR or nominee, cc RDCC on ___/___/____

**Checked by:** Name: [Signature:] [Date:]  

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**Research Data Collection Coordinator**

**RM Reference No:**

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**Verification Level 3 – Research Services**

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Reasons: ........................................................................................................................................................................

* Faculty or Centre has been advised by email to ADR or nominee, cc RDCC on ___/___/____

**Checked by:** Name: [Signature:] [Date:]