

Research Data Collection

Collection Year: Year Published: Category: **J1 – Original Creative Work**

First ACU Creator Surname: First Name:

Academic Organisational Unit (AOU) of First ACU Creator:
(School/Faculty/Research Centre)

ResearchMaster Ref No:
RDCC Use Only

SECTION A: CREATIVE WORK DETAILS

1. Type of Work (Refer to the [Research Collection Manual](#))

- Visual Art Work** – go to 1.1
- Design/Architectural Work** – go to 1.1
- Textual Work** – go to 1.2
- Music Composition or Writing for Performance** - go to 1.3
- Other** – complete either 1.1 or 1.2 or 1.3

Further information on the categorisation of your output is available from your Faculty Associate Dean (Research).

1.1 Visual Art Work or Design/Architectural Work or Other

Title of Work:

Publisher/Organisation that exhibited your work:

Date & Place of Publication:

Extent (Duration in days/weeks/years that your work was exhibited):

Medium:

1.2 Textual Work or Other

Title of Work:

Publisher: Place of Publication:

Total No of pages: ISBN/ISSN:

Editor(s):

1.3 Music Composition or Writing for Performance or Other

Title of Work:

Place of Performance/Publisher:

P.T.O

Performer/Professional Company:

Date when Performance was held (dd/mm/yyyy):

Extent (Duration in minutes/hours of the work):

All Creator(s) (in order as listed on work)

Title	Surname	Given Names	Institution (leave blank if ACU)	Country (leave blank if Australia)	ACU HDR Student? (Yes/No)

SECTION B: CLASSIFICATIONS

Types of Activity (ToA) codes

A maximum of 3 codes can be entered and the total % should equal to 100.

A list of these codes is available at https://orion.acu.edu.au/rmenet/ACU/TOA_list.html

CODE No.	Classification Description	%
ToA 1		
ToA 2		
ToA 3		

Field of Research (FoR) codes

A maximum of 3 codes can be entered and the total % should equal to 100.

FoR codes must be coded at the **6-digit** level.

A list of these codes is available at https://orion.acu.edu.au/rmenet/ACU/FoRC_list.html

CODE No.	Classification Description	%
FoR 1		
FoR 2		
FoR 3		

Socio-Economic Objectives (SEO) codes

A maximum of 3 codes can be entered and the total % should equal to 100.

SEO codes must be coded at the **6-digit** level.

A list of these codes is available at https://orion.acu.edu.au/rmenet/ACU/SEO_list.html

CODE No.	Classification Description	%
SEO 1		
SEO 2		
SEO 3		

If this work is linked to a **project funded by ACU**, please provide the name and project code details:

ACU Ethics Application Code:

<input type="text"/>	<input type="text"/>
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DECLARATION OF AUTHORSHIP: I hereby declare that I am the principal author or co-author of the above mentioned work. The work meets the definition as provided in the most current ERA Submission Guidelines of the Australian Research Council and the details are correct in all respects. I also declare that the research was undertaken while I was a staff member at ACU. Where I am the principal author of the work, I also declare that the raw data associated with this work is being held in accordance with all relevant guidelines.

Signature: Date:/...../.....

Academic Staff member to complete Section A only

SECTION A

You must provide the following items for verification of your non-traditional research output:

J1 Visual Art Work

- Exhibition Catalogue / Program with author name included
- Exhibition invitation card
- List of works (if applicable)
- Photographs of work if the work has not been shown in a catalogue (images in jpeg format if on CD required for ACU records)
- Web link/URL of the creative work and print out of website location
- Evidence that the work was peer selected for exhibition (eg. Statement explaining selection and/or invitation to exhibit)
- Advertisements – e.g. *Art Almanac* entry (ensure that the publication name, date and pages are shown)
- Reviews of work – e.g. newspaper article (ensure date of publication shown)
- Where the work has been presented as a group such as the author names are absent, then evidence that the author is part of that group

Evidence of authorship:

- by-line in publication indicating that research was undertaken as ACU staff member or student of the University; **OR**
- signed statement on Author Affiliation Form
- if multiple authors, first named ACU author is submitting publication; **AND**
- authors are listed in correct order
- Research Statement (see Appendix)
- Optional statement in support of submission (see Appendix)

J1 Design/Architectural Work

- Photographs or drawings, either in hard copy or via a CD (jpeg images are preferred)
- Web link/URL of the creative work and print out of website location
- Where the design/architecture has been publically presented or launched in the marketplace, information on that presentation/launch and peer response
- If the work was awarded a prize in a competition, include a catalogue/brochure advertising the competition or a print out from a website showing the dates, location and importance of the competition and the award

Evidence of authorship:

- by-line in publication indicating that research was undertaken as ACU staff member or student of the University; **OR**
- signed statement on Author Affiliation Form
- if multiple authors, first named ACU author is submitting publication; **AND**
- authors are listed in correct order
- Research Statement (see Appendix)
- Optional statement in support of submission (see Appendix)

**J1 Textual Work (which is not eligible to be classified in a HERDC category or University Only category
For a publication (such as a book, novel, exhibition catalogue, review or report)**

- Copy of front cover
- Copy of title page
- Copy of full table of contents
- Copy of preface and introduction from the book
- Evidence of year of publication
- Evidence of name of the publisher
- Evidence of place of publication
- Evidence of ISBN

Evidence of authorship:

- by-line in publication indicating that research was undertaken as ACU staff member or student of the University; **OR**
- signed statement on Author Affiliation Form
- if multiple authors, first named ACU author is submitting publication; **AND**
- authors are listed in correct order

- Proof that the publication was published by a commercial publisher
- Research Statement (see Appendix)
- Optional statement in support of submission (see Appendix)
- Email the publication title and ISBN to research.lib@acu.edu.au. This will allow ACU Library to order a copy of your publication.

For an entry within a publication (such as a book chapter, story, article, catalogue entry, review or report within a publication)

- Copy of complete chapter/story/article/catalogue entry/review/report from the publication
- Copy of full table of contents from the publication
- Copy of front cover or title page of publication
- If a new chapter or entry in a revised edition, include evidence indicating that the chapter or entry is new
- Copy of editor(s)
- Evidence of year of publication
- Evidence of name of the publisher
- Evidence of place of publication
- Evidence of ISBN or ISSN

Evidence of authorship:

- by-line in publication indicating that research was undertaken as ACU staff member or student of the University; **OR**
- signed statement on Author Affiliation Form
- if multiple authors, first named ACU author is submitting publication; **AND**
- authors are listed in correct order

In the case of an entry within a journal, 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 **OR**

copy of reviewer's assessment of journal publication

Proof that the publication was published by a commercial publisher

Research Statement (see Appendix)

Optional statement in support of submission (see Appendix)

Email a scanned copy of the complete chapter/story/article/catalogue entry/review/report to research.lib@acu.edu.au. This will allow ACU Library to receive an electronic copy of your publication for the ACU Research Bank.

J1 Music Composition & Writing for Performance

Copy of the published score/s or script and/or CD or DVD of the performance

Web link/URL of the creative work and print out of website location

Advertisements for the performance

Evidence of significance of venue

Evidence of the professional standing of performers

Reviews of work (ensure place and date of publication shown)

Where the work has been presented as a group such as the author names are absent, then evidence that the author is part of that group

Evidence of authorship:

by-line in publication indicating that research was undertaken as ACU staff member or student of the University; **OR**

signed statement on Author Affiliation Form

if multiple authors, first named ACU author is submitting publication; **AND**

authors are listed in correct order

Research Statement (see Appendix)

Optional statement in support of submission (see Appendix)

J1 Other

Please provide the set of proof documents that most closely relates to any of the above options.

Name:		Signature:		Date:	
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What to do next?

Please provide your cover sheet, checklist and proof documents to your Research Data Collection Coordinator (RDCC).

Contact details of RDCCs can be found at

<http://research.acu.edu.au/researcher-support/reporting-research-activities/>

SECTION B

Associate Dean (Research) or Nominee

Non-traditional research output is:

- Eligible and meets the definition of a non-traditional research output as per the ERA submission guidelines.
- * Not eligible and must be re-categorised in another category. Re-categorise in category:
- * Eligible but the author is not affiliated to ACU.
- * Not matching any of the above options and should be excluded completely from ACU's Research Data Collection.

Reasons:.....

* Academic Staff has been advised by ADR or nominee, cc RDCC on
(dd/mm/yyyy)

Checked by:	Name:		Signature:		Date:	
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Research Data Collection Coordinator

RM Reference No:

Data entry in RM by:	Name:		Signature:		Date:	
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Research Services

Non-traditional research output is:

- Eligible and meets the definition of a non-traditional research output as per the ERA submission guidelines.
- * Not eligible and must be re-categorised in another category. Re-categorise in category:
- * Eligible but the author is not affiliated to ACU.
- * Not matching any of the above options and should be excluded completely from ACU's Research Data Collection.

Reasons:.....

* Faculty or Centre has been advised by email to ADR or nominee, cc RDCC on
(dd/mm/yyyy)

Checked by:	Name:		Signature:		Date:	
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Appendix:

1. Contents of Research Statement

For non-traditional research outputs, a statement identifying the research component of the output must be provided.

The statement must be no more than 2000 characters (around 250 words) and address the following categories:

1. Research Background
 - Field
 - Context
 - Research Question
2. Research Contribution
 - Innovation
 - New Knowledge
3. Research Significance
 - Evidence of Excellence

The following is an example of an acceptable visual arts research statement:

Research Background

Current international developments in painting have identified the need to establish complex forms for representing identity in terms of facial expression. While this research recognises the significance of facial expression, it has overlooked the unstable nature of identity itself.

Research Contribution

The paintings *Multiple Perspectives* by Y address the question of the unstable nature of identity as expressed in painterly terms through a study in unstable facial phenomenon using the philosophical concept of 'becoming'. In doing so it arrives at a new benchmark for the discipline in understanding visual identity, namely that identity is not bound to stable facial phenomena but, like other forms of meaning, is constantly undergoing change.

Research Significance

The significance of this research is that it overcomes barriers for visually understanding the complex nature of identity and its expressive painterly possibilities. Its value is attested to by the following indicators: selection of the painting for inclusion in the international exhibition Documenta, Kassel, Germany; its inclusion as a case study in the renowned Courtauld Institute, University of London, *Issues in Contemporary Art* graduate seminar series; its being the subject of a chapter in the book *Identity Reframed* published by Thames and Hudson and authored by the renowned art historian Z; its forming part of a competitively funded ARC project.

The contents above have been reproduced from Appendix C of the ERA 2012 Submission Guidelines.

2. Contents of Optional Statement in Support of Submission

A statement which contextualizes the non-traditional research output may also be provided. This is *optional* and should not exceed 350 words. It may, for example, elaborate on responses provided in the research statement or provide further information on the way in which the output meets the ERA definition of research.

For further information on the ERA definition of research, please visit the website of the Australian Research Council and download the most recent ERA submission guidelines.