

Research Data Collection Coordinator (RDCC) Guidelines for data entry of research publications via Orion

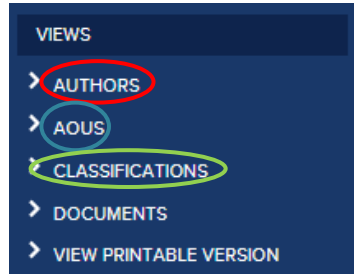
1) Academic Staff provides **initial information** to RDCC

- Academic Staff must provide you with a **copy of their publication**;
- Academic Staff must also provide you with the **category** and **research classification codes** associated with their publication by completing the Research Classification Codes allocation sheet (<http://research.acu.edu.au/researcher-support/reporting-research-activities/> under 'Help and Resources'); Academic Staff can consult the table on pages 5 and 6 of the Research Collection Manual (<http://research.acu.edu.au/researcher-support/reporting-research-activities/> under 'HERDC') and decide in which category their publication fits in;
- Only the first author, whose affiliation is to ACU on the publication byline, needs to perform the above steps.

2) RDCC logs into ORION to perform data entry of research publication

- Please go to <http://research.acu.edu.au/researcher-support/reporting-research-activities/> (under 'ResearchMaster and Orion');
- Please click on the link under the heading 'Orion';
- Once on the Orion interface, please enter your ACU username and password to log in;
- Please click on the Publication menu, and then select 'Enter Publication (Researcher)';
- First step:
 - In the white space within the yellow box, type a few words from the publication's title to check whether a record already exists for the publication in the database. (The more words you enter from the title, the more refined your search will be.)
 - As you enter the publication's title, Orion will also display, in blue font, potential records with a similar title. If you see a similar title, you should update this existing record rather than creating a new record. To update the existing record, click on the record in blue font and follow the instructions in the third step on page 2 of this document. Otherwise, if no record comes up with a similar title, you need to create a new record by following the instructions below:
 - Please select collection year and category;
- Second step:
 - Please fill in bibliographic information;
Please note:
 - 'Published Names' field: please enter the authors' names just as they are written on the publication byline.
 - 'First ACU Author' field: please enter the name of the first author, whose affiliation is to ACU on the publication byline, in the format **Surname, Given name**.
 - Please email res.performance@acu.edu.au if you can't find an item (e.g publisher, journal, book title, or organisation) within the search results.
(The Research Systems and Reporting team will create the missing item in the database, and advise you when done so that you can resume the data entry).

- Third step:
On the left hand side of your screen, you should now have some options under 'VIEWS'.



1. Please click on **Authors** to add the authors.
 - After adding the authors, **for –N categories only** (A1-N, B1-N, C1-N, E1-N, J1-N, J2-N, J3-N, J4-N, J5-N), please change the Type of the internal author to External

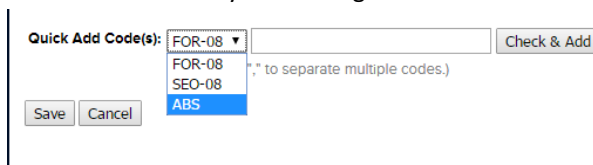


- Click on the 'Save' button
- Go back into the authors section and, by using the 'Edit Org' option, please update the organisation to which the internal author is from on the publication byline.



- Click on the 'Save' button

2. Please click on **AOUs** to add their school code.
3. Please click on **Classifications** to add the Research Classification Codes.
 - a. Under 'ACTIONS' on the left hand side of your screen, please use:
 - 'ADD **ABS** CLASSIFICATION' to select the **Type of Activity** Codes;
 - 'ADD **FOR-08** CLASSIFICATION' to select the **Field of Research** Codes;
 - 'ADD **SEO-08** CLASSIFICATION' to select the **Socio-Economic Objective** Codes.
 - b. Alternatively, you can use the **Quick Add Code(s)** option at the bottom of the screen as a faster way of entering the codes.



- Once you have entered the authors, AOU, and classifications, you should now be able to download the coversheet and submit your publication.
- On the left hand side of your screen, please click on 'DOWNLOAD PDF COVERSHEET' to download a coversheet containing the publications' data you have just entered in Orion.
- On the left hand side of your screen, please click on 'DATA ENTRY COMPLETE AND SUBMIT FOR VERIFICATION' and then, in the subsequent screen, please click on the Submit button.
- RDCC and first ACU author will both receive an email with further instructions;
- Please forward to the office of the Associate Dean (Research) in your faculty:
 - Coversheet;
 - Research Classification Codes allocation sheet (only if the research classification codes are not already provided on the coversheet);
 - Proof documents as stipulated on the coversheet.

Please note:

Only the paperwork for HERDC-eligible research publications, ERA non-traditional research outputs, and non-affiliated research publications should go through to the office of the Associate Dean (Research) in your faculty.

The paperwork for University only publications must be sent directly to the Research Systems and Reporting team in Melbourne.

Help and Support: Research Systems and Reporting team - res.performance@acu.edu.au