



Submission—1 June 2010 to 29 July 2010

## Message from the General Manager



Time flies when you are having fun!

It feels like only yesterday that ERA was announced and we began consulting with you and other key stakeholders about how we could develop a world-class research evaluation system.

More than two years on we have successfully developed and trialled ERA, and are now only days away from the start of the submission phase for the full ERA. Needless to say this is a huge milestone!

I know you are all very busy preparing submissions and counting down the days until ERA opens. I would like to take the time to thank you for your support and assistance and remind you of our ERA support contact details: 02 6287 6755 / [era@arc.gov.au](mailto:era@arc.gov.au).

Enjoy the weeks ahead!

### Outreach

ERA presentations were given to the following groups by ERA staff during May:

- 8 May**            **National Tertiary Education Union Indigenous Forum**
- 15 May**           **Royal Australian Chemical Institute**
- 26 May**           **Economics Society of Australia (ACT chapter)**

If you have upcoming events or would like the ERA team to present at your institution in the coming months, please email [era@arc.gov.au](mailto:era@arc.gov.au) or phone the ERA Helpdesk on 02 6287 6755.

## Submission

Submission opens at 9.00 am (AEST), Tuesday 1 June, and closes at 5.00 pm (AEST), Thursday 29 July 2010.

### Please note:

- From 1 June, ERA liaison officers will be able to create users within the SEER system and assign various roles to them.
- Users and their assigned roles have not been carried over from the 2009 ERA trial.
- Users that have already been created this year (that is, Repository Managers) will be maintained in SEER User Management. More information about User Management will be available shortly.
- To complete your submission within the required timeframe, minimise changes to the data (apart from correcting errors and warnings).
- After 29 July 2010, changes to institution's submission outputs are not permitted. This is to ensure that the ARC has adequate time to process the data before evaluation begins.
- The format for uploading submissions is XML, which needs to be one zip file. It is recommended you ensure appropriate validation and checking is done before you upload the file.

### *Planned outage*

*A planned outage of SEER will occur on Monday 31 May 2010.*

*SEER will be available again from 9.00 am (AEST) Tuesday 1 June 2010.*

## Repository testing

On 12 March, we provided you with the *ERA 2010 Repository Testing Strategy*. Following this, testing of the repositories began.

The first phase of testing, which ended on 7 May 2010, was a success and has helped prepare repositories for ERA. The ARC and CAUL Australian Institutional Repository Support Service (CAIRSS) are aware of the outstanding issues concerning the interaction between institutional repositories and the SEER system, and continue to work towards a solution.

The Manage Repository Testing module will continue to be available within SEER during the submission period, and we encourage you to keep using it.

It is important that you test all repositories before finalising your submission. More thorough testing means that potential issues can be identified and resolved early.

CAIRSS continues to support the repository management community and we would encourage you to keep them apprised of further issues.

*SEER Manage Repository Testing will continue to be available in the lead up to and during the submission period.*

## Key documents

Key documents are available on the ARC website at [http://www.arc.gov.au/era/key\\_docs10.htm](http://www.arc.gov.au/era/key_docs10.htm).

The following key documents have been released this month or will be available soon:

- **ERA Evaluation Guidelines**—Includes information about the evaluation stages and processes for ERA 2010. (released 5 May)
- **ERA–SEER 2010 Technology Pack update**—Includes minor technical changes as outlined in *ERA Notification 003*. (released 27 May)
- **SEER Business Rules**—The business rules that submissions will be checked against in Stages 1 and 2.
- **SEER help document**—Step-by-step instructions on how to use SEER (includes troubleshooting scenarios).

## Frequently Asked Questions

A number of Frequently Asked Questions (FAQs) were updated in May and include important information on submission data and repositories. To view the FAQs, visit [www.arc.gov.au/era/faq.htm](http://www.arc.gov.au/era/faq.htm).

*ERA News* is emailed to ERA Liaison Officers and also published to the ARC website at [www.arc.gov.au/era/era\\_news.htm](http://www.arc.gov.au/era/era_news.htm).

The ERA team appreciates feedback. If you have any comments or suggestions for this newsletter, please email: [era@arc.gov.au](mailto:era@arc.gov.au) or phone 02 6287 6755.