



Australian Government

Australian Research Council

Research Outputs In RMS

**User Guide - Instructions for adding Research
Outputs to your RMS Profile**

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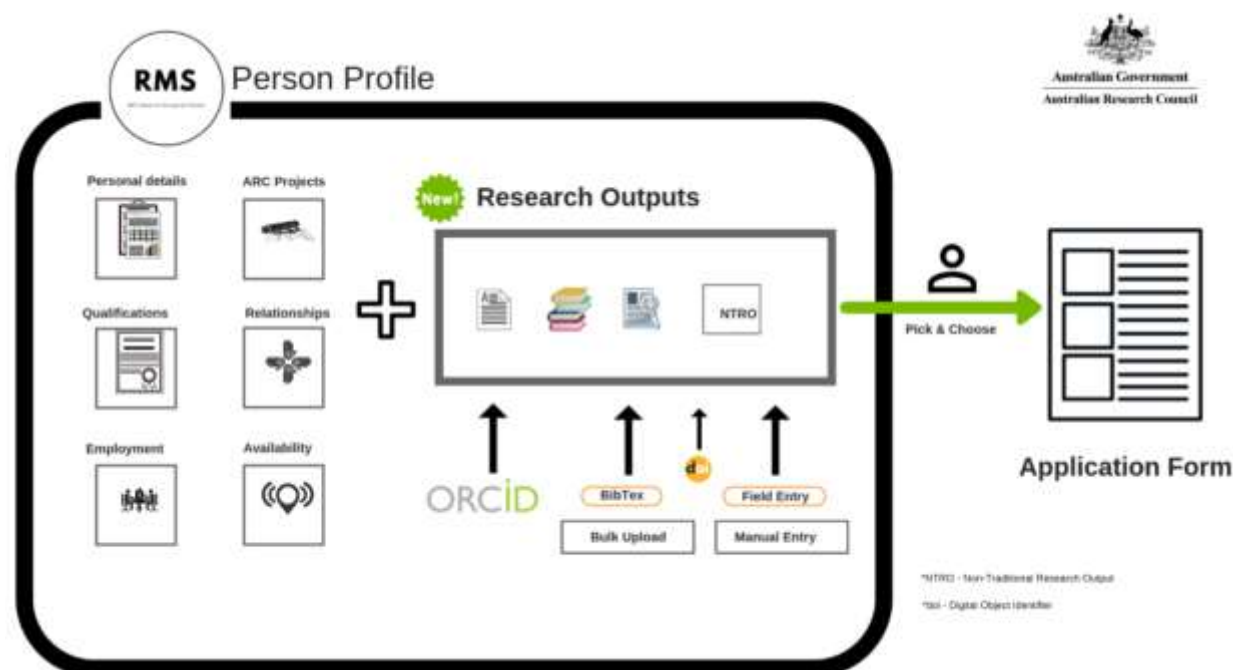
Implementation Summary

As part of the Australian Research Council's (ARC's) commitment to implement efficient processes to automate and streamline the collection of researcher information, the ARC has built functionality within the Research Management System (RMS) to allow researchers and Research Office Staff to list research outputs against a user's RMS profile. Through this, the ARC aims to reduce the burden of repeated manual entry of research outputs ('works') in the grant application process.

Research outputs can be added to a user's profile through any of the following methods:

1. Link an RMS account with an ORCID (Open Researcher and Contributor ID) account and import the research outputs from the Works section of the user's ORCID profile;
2. Add a research output citation by using a valid Digital Object Identifier (DOI);
3. Upload a BibTeX file to RMS and perform a bulk upload of the research outputs contained within it; or
4. Manually create an individual record per research output within the RMS user profile.

Once the research outputs have been added to a user's RMS profile, they can then be added to the research outputs questions of the Personnel and [Research Opportunity and Performance Evidence \(ROPE\)](#) section of an application form.



Section 1 How to import Research Outputs from ORCID

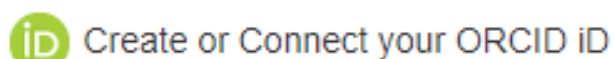
1.1 Link your ORCID account with your RMS account

Note: Only the user is able to authenticate their ORCID account and provide access to the ARC to read their limited-access information. Once the authentication has occurred, Research Office Staff are able to import the outputs to a user's profile on their behalf.

1.1.1 Log in to [RMS](#)

1.1.2 Under the Person Profile section of the RMS Action Centre, click on Personal Details

1.1.3 Under the ORCID ID section of the Personal Details page, click on the Create or Connect your ORCID ID button

A rectangular button with a light blue border. On the left is a green circular icon containing a white 'iD' symbol. To the right of the icon, the text 'Create or Connect your ORCID ID' is displayed in a blue, sans-serif font.

1.1.4 A new window will open, allowing the user to sign in to their ORCID account or to register for a new ORCID account

The ORCID logo, featuring the word 'ORCID' in a grey, sans-serif font. The letter 'i' is stylized with a green dot above it, and the 'D' is also green.

Sign into ORCID or [Register now](#)



Personal account



Institutional account

Sign in with your ORCID account


Email or ORCID iD

ORCID password

Sign into ORCID

- 1.1.5 Once the account details are entered, a message will appear to ask the user to provide RMS with the ability to read their limited-access information.

ARC Research Management System (RMS) ?
has asked for the following access to your ORCID Record

 Read your limited-access information

This application will not be able to see your ORCID password or any other information in your ORCID record with visibility set to Only me. You can manage permission granted to this and other Trusted Organizations in your [account settings](#).

[Authorize](#)

- 1.1.6 Once the Authorize button has been pressed, the window can be closed and the user's ORCID account will be linked with the user's RMS account.




Thank you [Derek Williams](#) for connecting your ORCID 

[Close](#)

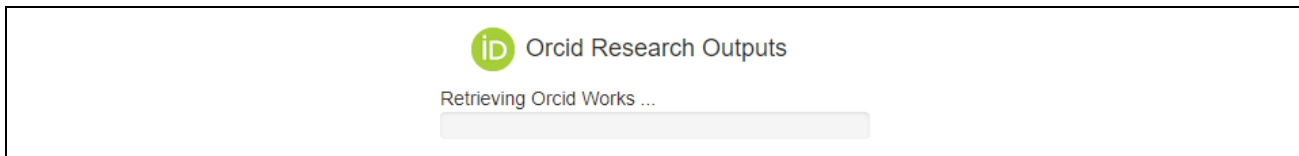
1.2 Import Research Outputs from ORCID

- 1.2.1 Log in to [RMS](#)
- 1.2.2 Under the Person Profile section of the RMS Action Centre, click on Research Outputs
- 1.2.3 Click on the Populate from ORCID button

 [Populate from ORCID](#)

Note: If an ORCID account has not yet been linked to the RMS Account, the user will be prompted to do so at this stage. Further to this, if an ORCID account had previously been linked to the RMS account, but authorisation had not yet been given to the ARC to read the limited-access information, then the user will be prompted to do so at this stage.

- 1.2.4 All items listed in the Works section of the user's ORCID profile with a visibility setting of 'Everyone' and 'Trusted Parties' will be retrieved



1.2.5 Once all of the works have been retrieved, all of the Research Outputs that were retrieved will be listed on the screen

Type	DOI	Title	Citation
JOURNAL_ARTICLE		Test Article for RMS	Test Article

Note: Citation is not mandatory within ORCID. If an ORCID Research Output does not contain a citation, RMS will make a reasonable attempt to recover this information using available resources.

Section 2 How to import Research Outputs using DOI

The Digital Object Identifier (DOI) is registered and facilitated by Crossref, a non-for-profit association. Crossref interlinks millions of items from a variety of content types such as journals, books, conference proceedings and working papers, which are distributed across member publishers who represent 4000+ societies and publishers worldwide.

2.1 Import Research Outputs from DOI

2.1.1 Log in to [RMS](#)

2.1.2 Under the Person Profile section of the RMS Action Centre, click on Research Outputs

2.1.3 Click on the Add by DOI button



2.1.4 A Text Input screen will open. Enter a valid DOI and click the Add button.

2.1.5 The Research Output will be imported to the User's Profile. To refresh the DOI Research Output from Crossref, click on the Refresh DOI button.

Refresh DOI

Section 3 How to import Research Outputs using BibTeX

BibTeX is a list of references, formatted in a specific way. Many citation database providers, such as ORCID, EndNote and Scopus, provide functionality to bulk download research outputs into a single file in BibTeX format. Further information on accessing BibTeX files can be found on the providers' websites.

3.1 Import Research Outputs from BibTeX

3.1.1 Log in to [RMS](#)

3.1.2 Under the Person Profile section of the RMS Action Centre, click on Research Outputs

3.1.3 Click on the Import BibTeX button

Import BibTeX

3.1.4 A file input screen will open. Choose the file that you wish to import, the BibTeX file extension is .bib

Import BibTeX

File input

Choose File works.bib

Select a file containing the bibtex entries that you want to import

Import

3.1.5 Click on Import. All of the records contained within the BibTeX file will be imported into the user's profile.

Section 4 How to manually add Research Outputs

4.1 Manually add a Research Output

4.1.1 Log in to [RMS](#)

4.1.2 Under the Person Profile section of the RMS Action Centre, click on Research Outputs

4.1.3 Click on the Add Manually button

Add Manually

- 4.1.4 A form will be provided for users to manually input the information into. By selecting the type of Research Output first, the form will be updated to include the relevant fields for the type of Research Output selected.

- 4.1.5 The Title Format has two available formats: (1) Text and (2) LaTeX.

The Text format displays the Research Output Title “as is” entered by the User.

The LaTeX format is only supported for BibTeX citation formats (ORCID with BibTeX, DOI import or RMS with LaTeX Title Format). In list views and edit screens RMS will not render LaTeX formatting except for mathematical formulas in between \$ escape codes.

Note: Valid LaTeX formatting will be rendered correctly in the application PDF in most circumstances.

Example of mathematical formula enclosed in \$.

After saving the Research Output above in LaTeX Format, it is rendered correctly in the Research Output list.

Category	Reference	Funding Details	Source	Actions
Authored Book	Tester, T, 's = $\sqrt{\frac{1}{N-1} \sum_{i=1}^N (x_i - \bar{x})^2}$, vol. 2		RMS	Edit Additional Details Delete

4.1.6 Once the fields have been populated, click the Save button to close the window and save the information to the user's Research Outputs list.

4.2 Edit a manually added Research Output

4.2.1 Log in to [RMS](#)

4.2.2 Under the Person Profile section of the RMS Action Centre, click on Research Outputs

4.2.3 Against the Research Output that you wish to edit, click on the Edit button

4.2.4 Make the required edits and click the Save button

Section 5 Adding Details to Research Outputs

5.1 Add details to a Research Output for ORCID, DOI, BibTeX & manually-created outputs


5.1.1 Log in to [RMS](#)

5.1.2 Under the Person Profile section of the RMS Action Centre, click on Research Outputs

5.1.3 Against the Research Output that you wish to add details to, click the Additional Details button

5.1.4 The following information can be added against the output:

- Category
 - When importing from ORCID, DOI or BibTeX a category is automatically assigned to each output. If it is incorrectly assigned, it can be updated in this section



The screenshot shows a web interface for managing research output details. At the top, there are navigation links: 'Action Centre / Manage Research Outputs / Manage Research Output Additional Details'. Below this is a title bar 'Manage Research Output Additional Details'. The form contains several fields: a 'Research Output' dropdown menu, a 'Category' dropdown menu (currently showing 'Authored Book'), a 'Save' button, an 'ARC Grant Project Id' input field with an 'Add' button, and a 'Close' button.

- ARC Grants
 - If the Research Output originated from an ARC Grant, the details of that grant can be listed here. The details required are the Project ID, the year from and year to and whether the user was a CI or equivalent.

ARC Grant Project Id				Add
Project	From	To	CI or Equivalent	Action
0P1001100	-- select a year --	-- select a year --	Yes	Save <input type="button" value="✕"/>
Close				

5.1.5 Once the details have been added and saved, click on the Close button.

Section 6 Deleting Research Outputs and how to add back in

6.1 Deleted Research Outputs are marked unavailable

6.1.1 Log in to [RMS](#)

6.1.2 Under the Person Profile section of the RMS Action Centre, click on Research Outputs

6.1.3 Against the Research Output that you wish to mark as Delete, Click the Delete button

Category	Reference	Funding Details	Source	Actions
Authored Book	Johnson, T & King, J (2012) 'Business processes: The digital landscape in the 21st century' (2012) pp. 10-12 (2012) ISBN: 978-1-107-00000-0		ORCID	Additional Details Delete
Authored Book	J. J. King, 'Control Systems' (2012)		BIBTEX	Additional Details Delete

6.1.4 A confirmation screen will open. Click the OK button to confirm that you wish to delete the research output.

Are you sure you wish to delete this research output? ✕

Note: Deleted research outputs can be revived at any time

6.2 Reviving Research Outputs marked deleted.

6.2.1 Log in to [RMS](#)

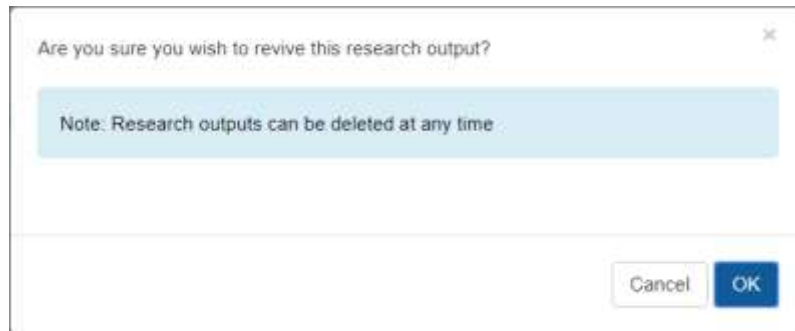
6.2.2 Under the Person Profile section of the RMS Action Centre, click on Research Outputs.

6.2.3 Under the Search filters at the top, select 'Deleted' from the State. This will list any Research Outputs marked as deleted.

6.2.4 Against the Research Output that you wish to revive, Click the Revive button.



6.2.5 A confirmation screen will open. Click the OK button to confirm that you wish to revive the research output.



6.2.6 The revived Research Output will be now be listed under the Available research output list.

Section 7 Citation Handling in RMS

7.1 Citation Handling in RMS

RMS collects Research Outputs from various sources (ORCID, BibTeX files, DOI providers and manually-entered Research Outputs). Each of these sources can potentially include citations in various formats.

Note: RMS will not correctly render MathML mark-up in citations

The citation formats can be broken into three groups:

- (1) BibTeX;
- (2) RMS-compatible formats; and
- (3) Text based formats that cannot be understood by RMS.

BibTeX and RMS-compatible formats will be rendered in a Harvard Citation format. Text based formats will be rendered "As is".

Below is a breakdown of these groupings:

Source: ORCID

BibTeX	→	BibTeX
RIS	→	RMS compatible
APA	→	Text based

CHICAGO → Text based
HARVARD → Text based
IEEE → Text based
VANCOUVER → Text based
UNSPECIFIED → Text based

Source: BibTeX import

BibTeX → BibTeX

Source: DOI import

BibTeX → BibTeX

Source: Manual RMS

BibTeX with Text Title → BibTeX

BibTeX with LaTeX Title → BibTeX

7.2 Rendering of BibTeX Citations

LaTeX is a typesetting mark-up language that is used to create formatted documents. BibTeX was originally created as a way to create bibliographies in LaTeX documents.

This means that BibTeX citations often include LaTeX mark-up for adding formatting or displaying formula or other symbols that cannot be represented using normal ASCII characters.

The generated Application PDF will correctly render LaTeX mark-up in most scenarios. The ARC strongly recommends verifying that all Research Output citations are correctly rendered in the Application PDF.

One scenario in which LaTeX mark-up will not be rendered correctly in the generated Application PDF is when the mark-up relies on a BibTeX preamble that defines new LaTeX commands.

RMS will not render LaTeX mark-up in the Research Output list and edit screens (include online Application forms) except for mathematical symbols that are enclosed within \$ characters.

RMS may not correctly render characters from some Non-English languages in the generated application PDF. Citations that can be expressed using the Times New Roman font or similar are recommended.

Some BibTeX citations may import into RMS but are displayed as raw BibTeX in RMS list and edit screens. This can occur when the citation key in the BibTeX contains any of the following characters:

',' '{', '}', ' ', '='. In this case RMS will not correctly parse the BibTeX citation and these Research Outputs will not be available for selection in the Application Form.