



Australian Government
Australian Research Council

EI-SEER 2018
TECHNICAL SPECIFICATIONS

Front Cover Image Credits:

Biologic cell (colourful), iStock.com/ © dreaming2004

Blue ink, iStock.com/ © Pathathai Chungyam

Top view of inside a green plant, iStock.com/ © Zaharov

Deep blue silky smoke background, iStock.com/ © Storman

ISBN: 978-0-6481723-0-7 (online) © Commonwealth of Australia 2017

All material presented in this publication is provided under a Creative Commons Attribution 3.0 Australia licence www.creativecommons.org>Share your work>[Licensing considerations](#) with the exception of the Commonwealth Coat of Arms, the Australian Research Council (ARC) logo, images, signatures and where otherwise stated. For the avoidance of doubt, this means this licence only applies to material as set out in this document. The details of the relevant licence conditions are available on the Creative Commons website as is the full legal code for the CC BY 4.0 licence www.creativecommons.org>Share your work>[Licensing considerations](#). Requests and enquiries regarding this licence should be addressed to ARC Legal Services on +61 2 6287 6600.

Table of Contents

Table of Contents	3
1. EI Overview	4
1.1 Purpose of the technical specifications	4
1.2 Target audience	4
1.3 Structure of the technical specifications	4
1.4 Nature of submissions	4
1.5 Role of the EI module during submission	5
1.6 The EI module institution user	5
1.7 Scope of the technical specifications	6
1.8 Disclaimer	6
2. EI technology platform	7
2.1 Summary	7
2.2 EI submission process	8
2.2.1 Stages	8
2.3 EI submission components	10
2.4 System security	10
2.5 Service availability	10
2.6 Supported browsers	11
3. Submission data structure	12
3.1 Engagement narrative and indicators	12
3.1.1 Engagement narrative	12
3.1.2 Additional engagement indicators	13
3.1.3 Engagement Indicators	13
3.2 Impact studies	18
3.2.1 Two-digit FoR impact study template, descriptions and formatting information	18
3.2.2 Interdisciplinary impact template, descriptions and formatting information	21
3.2.3 Aboriginal and Torres Strait Islander research impact template, descriptions and formatting information	23
3.2.4 Non-assessed impact UoAs	25
3 Appendices	26
Appendix A: Glossary of Technical Terms	26
Appendix B: List of SEO Codes	27
Appendix C: Industry classification codes	28

1. EI Overview

1.1 Purpose of the technical specifications

These *EI–SEER 2018 Technical Specifications* (‘Technical Specifications’) are provided for eligible higher education providers (‘institutions’) who are making submissions as part of the 2018 Engagement and Impact Assessment (EI 2018). The *EI 2018 Submission Guidelines* address the policies and rules related to submissions.

The *EI 2018 Submission Guidelines* provide an overview of, and specify the process and information requirements for EI submissions. These Technical Specifications build upon the *EI 2018 Submission Guidelines* to provide technical instructions for institutions preparing and making submissions.

The information and communications technology (ICT) platform that supports the implementation of EI is a module within the System to Evaluate Excellence in Research (SEER), referred to as the Engagement and Impact (EI) module in this document. These Technical Specifications relate specifically to institutions’ interaction with the EI module.

This document addresses:

- submission data requirements
- mechanisms of system interaction
- relevant technologies related to interactions with the ICT platform.

1.2 Target audience

This is a detailed document meant for institution research office staff managing the EI data and submission process.

1.3 Structure of the technical specifications

[Section 1](#)—EI Overview—outlines the purpose, structure and scope of the document; the nature of submissions; and the role of the ICT interface during the submission phase.

[Section 2](#)—EI Technology Platform—outlines the submission process and submission components.

[Section 3](#)—Submission Data Structure—describes the submission data structures and any business rules around the submission process.

[Appendix A](#)—contains a glossary of technical terms.

[Appendix B](#)—contains a list of Socio-Economic Objective (SEO) codes.

[Appendix C](#)—contains a list of industry classification codes.

1.4 Nature of submissions

Institutions are required to access submission functionality through the SEER web interface and populate online web forms. Institutions submit completed web forms via the SEER web interface.

Institutions must prepare their submissions using the following resources:

- *EI 2018 Submission Guidelines*
- *EI–SEER 2018 Technical Specifications*
- *EI 2018 Discipline Matrix*.

1.5 Role of the EI module during submission

During the submission phase (16 May–15 June 2018), the role of the EI module is to enable institutions to:

- access the required information by Unit of Assessment (UoA)
- complete online forms, which are classified by UoA
- submit completed forms to the ARC.

1.6 The EI module institution user

The ‘institution users’ of the EI module are:

ERA Research Office Staff

Institution employees responsible for managing their institution’s EI submission process. The ERA Research Office Delegate role must assign this role.

ERA Research Office Delegate

The ARC assigns the role of Research Officer Delegate and will allow the institution user to perform the same functionality as ERA Research Office Staff as well as the additional ability to approve the Research Office Staff role within their own institution. The ERA Research Office Delegate role will also be able to request the ARC to approve new ERA/EI related role(s) for users within their institution. The approval of the roles other than ERA Research Office Staff will be actioned by appropriate ARC staff. The ERA Research Office Delegate can also remove all ERA/EI roles from their staff with no approval required from the ARC.

NOTE—The ERA Research Office Delegate will not be able to assign RMS related roles to institutional staff unless the ERA Research Office Delegate also has "Research Office Delegate" assigned to their profile.

ERA Signatory

This role is for the Pro/Deputy Vice-Chancellor, Research (or equivalent) only. The role is responsible for finalising their institution’s ERA/EI submission. If the ARC has any high level concerns about an institution’s submission, they will raise them directly with this user. Institutions must not delegate this role. If this is an issue, institutions must contact the ARC to discuss before a change to this role can be approved in SEER.

ERA Certifier

This role is for a Vice Chancellor (or equivalent) only. The role is responsible for certifying that all information in submissions is accurate and comprehensive. Certification takes the form of a signature, in digital form, of a submission Certification Statement by the Vice-Chancellor or equivalent of the institution. Institutions must not delegate this role. If this is an issue, institutions must contact the ARC to discuss before a change to this role can be approved in SEER.

1.7 Scope of the technical specifications

In Scope

This document covers the following areas:

- data content and structures required for EI submission
- institution system interfaces
- mechanisms of data transfer
- system security
- SEER user interface availability and support procedures.

Out of scope

The following are out of scope for this document:

- policy matters and rules related to EI submissions
- guides to underlying standards and technologies
- methods for aggregating/preparing submission information within institution IT tools
- processes or workflows not directly supported by the EI module.

1.8 Disclaimer

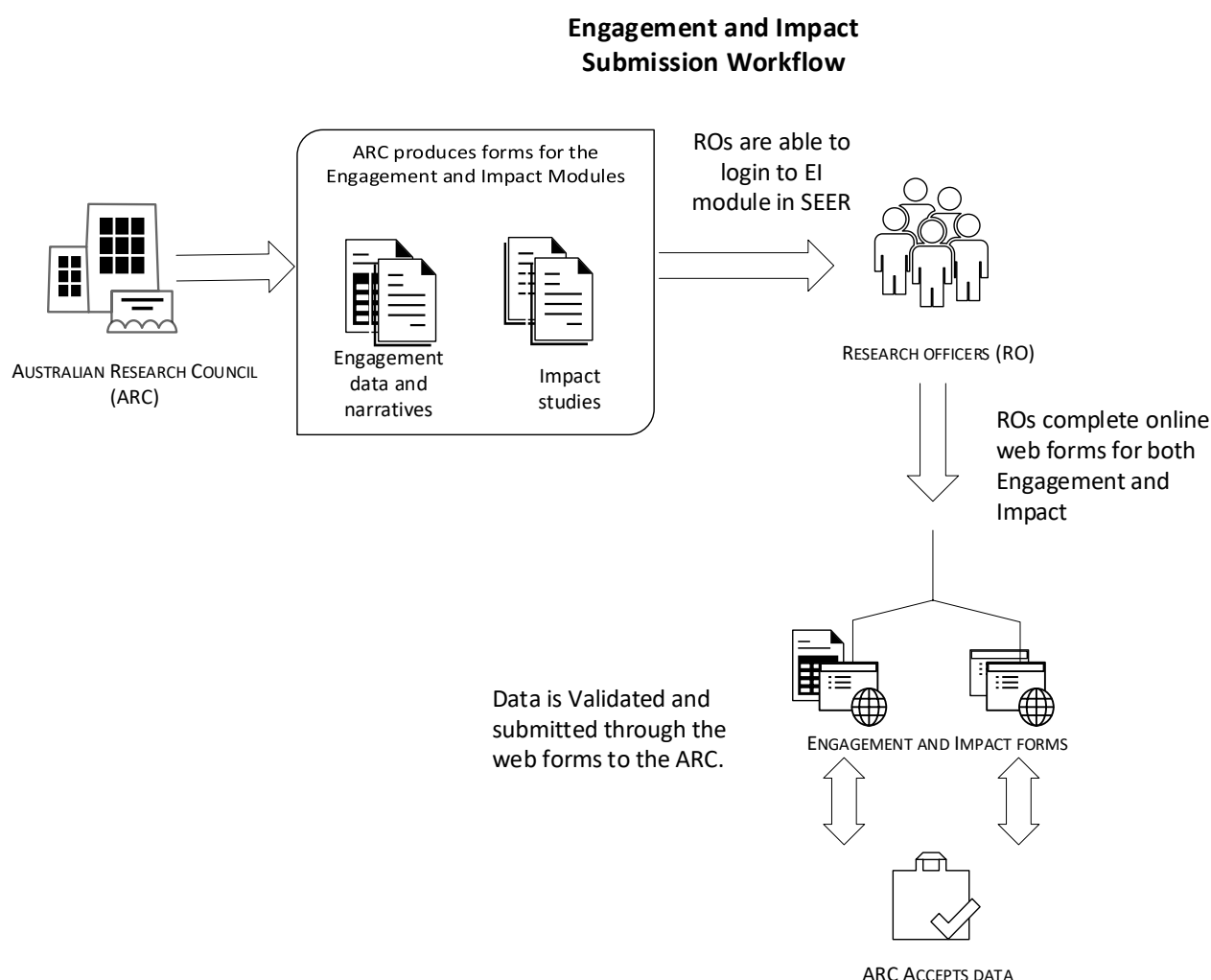
These Technical Specifications provide information for interoperating with the EI module in SEER. They do not provide institutions with IT systems implementation instructions. Institutions are responsible for their respective systems development and data gathering to meet the requirements of these specifications. The Australian Government accepts no responsibility for any loss, damage, liability or expense incurred by any institution resulting from any use of these Technical Specifications for any purpose.

2. EI technology platform

2.1 Summary

The EI module within SEER is the information technology platform that facilitates the implementation of the EI 2018 process (described in the *EI 2018 Submission Guidelines*). Institutions access the EI module via a web-based user interface and the module maintains the data and business logic relevant to the submission. Figure 1 (below) shows an overview of EI module and its interactions with external systems/users.

Figure 1: The EI module Functional Overview



The EI module accepts submissions from institutions when institutions complete the online forms.

Key parties to the operation of the platform include:

- institutions—institutions eligible for participation in EI 2018 as detailed in Appendix A of the *EI 2018 Submission Guidelines*
- the ARC.

2.2 EI submission process

The EI submission process has three stages (see Figure 2, EI Process Overview). Each of these stages has a deadline that institutions must meet (see *EI 2018 Submission Guidelines*, section 4). However, institutions may perform the tasks required for each stage prior to the deadline for that stage. Where an institution has completed the tasks required for one stage, it may proceed to the next stage without waiting for the stated start date for that subsequent stage.

2.2.1 Stages

Submission

- The first stage of the EI submission process opens on 16 May 2018 and closes at 5pm AEST on 15 June 2018 AEST.
- Institutions will be able to log into SEER and complete their submissions directly into the online interface. The web forms will provide some basic data validation as appropriate to each data field. Once an institution is satisfied that the data included in its submission is correct, the institution can then notify the ARC that their submission is ready for the data integrity checking stage. To do this, Research Officers must log on to SEER to submit each UoA to the ARC. At this stage, the submission will no longer be editable by the institution unless the ARC has sent it back to the institution.
- The institutions are required to submit in all UoA that meet the low volume threshold. SEER will count any parts of the forms missing data as zero. This includes the request not to be assessed, which is submitted as part of the impact study form for the UoA.

Data integrity checking

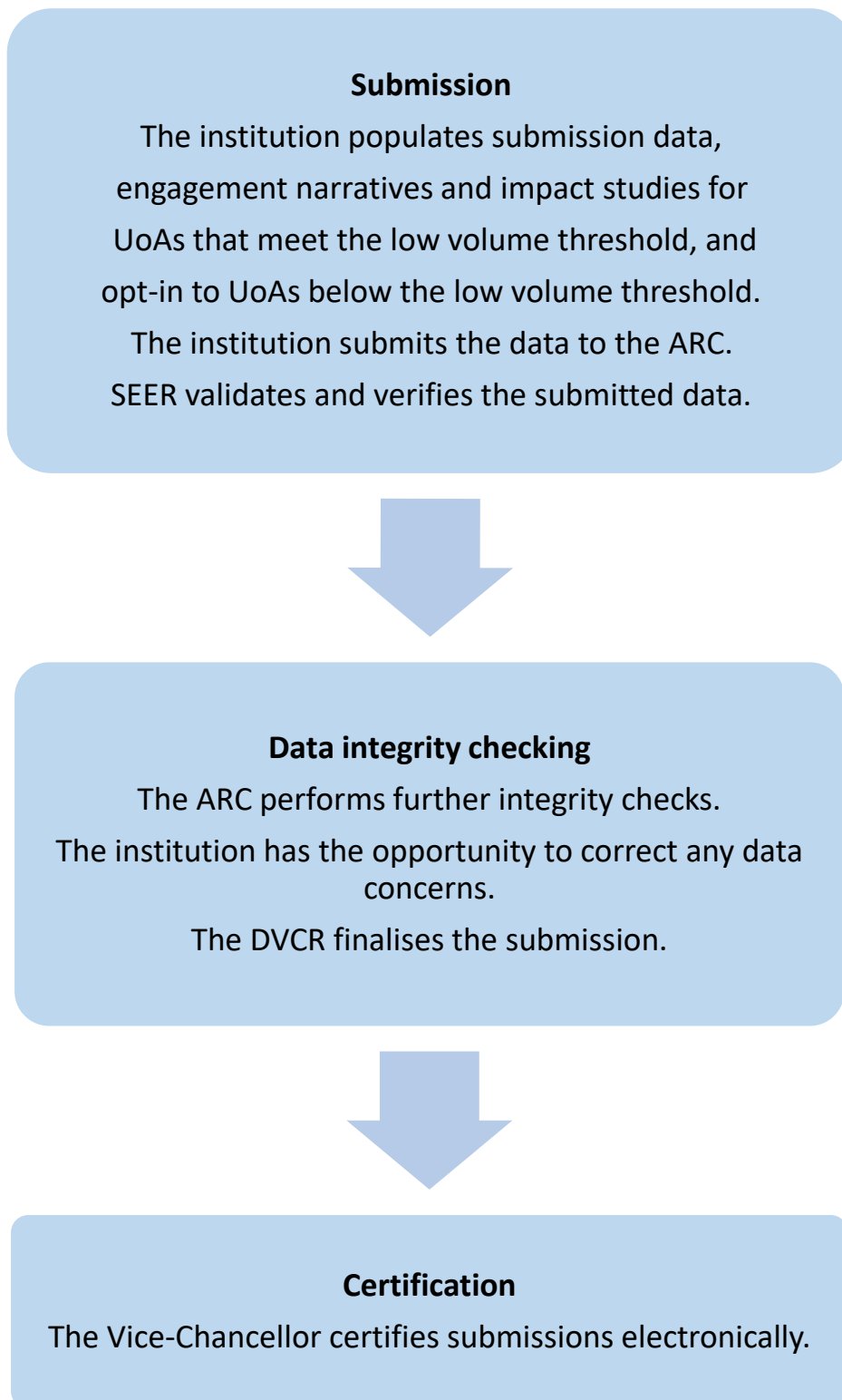
- Once an institution submits the forms, the ARC will review the data submitted during the submission stage. If the ARC sees that there is a need for further clarification, it will contact the institution for more information. This may result in the ARC returning the submitted data back to the institution for correction.
- If the submission passes the integrity check, the ARC accepts the submission.
- The institution's ERA Signatory (Pro/Deputy Vice-Chancellors, Research, or their equivalent) is required to log on to SEER to indicate that the institution's submission, following the data integrity check, is valid. Finalisation of the submission following verification marks the end of the data integrity checking stage.

Certification

- The institution's ERA Certifier (Vice-Chancellor or equivalent) is required to log on to SEER to certify that the institution's EI submission is valid and finalised. Electronic certification of a finalised submission marks the end of Certification.

Figure 2 (below) outlines the overall submission process for EI 2018.

Figure 2: EI Process Overview



2.3 *El submission components*

The main components of a submission (as per *El 2018 Submission Guidelines*) are:

- narrative in relation to engagement
 - engagement narrative
- engagement indicators
 - data for engagement indicators
 - engagement indicator explanatory statement
- impact studies which may include additional quantitative information
 - one two-digit FoR impact study for each two-digit UoA that meets the low volume threshold. Institutions can also opt-in if they do not meet the low volume threshold
 - one optional interdisciplinary impact study
 - one optional Aboriginal and Torres Strait Islander research impact study.

Online forms contain system imposed limits/validation.

2.4 *System security*

SEER is only accessible to authenticated users. An institution's ERA Research Office Delegate will have an individual user account ('ERA Research Office Delegate' account). A user account consists of a username and password combination, which is required to log on to SEER (via a web form login page). The Research Office Delegate is then responsible for creating supplementary user accounts within their institution's SEER system. Each user account will be associated with only one institution and is only able to access data related to that institution.

Any users who have a current user profile in ARC systems (such as RMS or SEER) can use the same account credentials to access the EI module in SEER. However, the ERA Research Office Delegate and the individual user must ensure that they have obtained the correct user role for EI purposes. For the purpose of EI submission, at a minimum, each institution must have one ERA Research Office staff, one ERA Signatory and one ERA Certifier (see section [1.6](#) for the EI module institution user summaries).

User password security remains the responsibility of individual users. SEER user accounts are ongoing for the duration of the submission period, although the ARC may disable or revoke individual user accounts if concerns over system security or misuse arise.

All network communications with the SEER user interface are secured for confidentiality using the Secure Sockets Layer (SSL) protocol. Storage and processing of transactions within SEER is unsecured. SEER only allows for the processing of UNCLASSIFIED transactions, and **cannot** be used to process information classified as PROTECTED or above by the Australian Government.

2.5 *Service availability*

SEER

SEER will operate 24 hours a day, seven days a week during the submission period. The full submission period from submission to certification is from 16 May 2018–27 June 2018.

El Helpdesk

The ARC provides helpdesk support for participating institutions before and during the submission period during normal Canberra business hours. Institutions should direct any queries in relation to EI to the EI Helpdesk on (02) 6287 6755 or email ARC-EI@arc.gov.au

Institutional Contact Officers

Institutions are also required to provide the contact name and details of the Institutional Research Officer (if that person is not the institution's nominated EI Liaison Officer), with whom the ARC can speak regarding the institution's EI submission.

2.6 Supported browsers

Table 1: List of supported browsers

Browser	Version	Level of Support
Internet Explorer	Current release	Fully Supported
Google Chrome	Current release— automatic update must not be disabled	Fully Supported
All other browsers and versions	ARC applications should work in any browser or version not fully supported, however as testing is restricted to those above, they are not guaranteed to function	
Mobile Devices (tablets, mobile phones, etc.)	While ARC applications are not supported on mobile devices they should work if the device has internet connectivity and is capable of running a browser	

3. Submission data structure

This is a conceptual description of the submission data structures required for EI 2018 using the engagement and impact modules.

Data submitted to the engagement and impact modules comprises online forms. The forms clearly state the requirements throughout the submission process, including the requirements for data type and data length.

Please note that the concept 'Required' outlined below relates to the technical requirements of the data structure. Please refer to the *EI 2018 Submission Guidelines* for the policy requirements related to the submission of mandatory or optional data, as well as more detail about the relationship between the data and the indicators.

The use of 'research end-users' is taken from the *EI 2018 Submission Guidelines*, which states that it includes 'industry, Government, non-government organisations, communities, and community organisations'.

3.1 Engagement narrative and indicators

The ARC provides a web form for additional indicator information and for the narrative components of the engagement information.

3.1.1 Engagement narrative

The narrative component for the engagement activities that are not already included in the engagement indicators.

Data item	Data requirement	Format	Description
Unit of assessment	Pre-populated	Prepopulated base on the UoA selected	Primary two-digit field of research code that best describes the overall content of the impact study
Sensitivities	Optional	Drop down list	Select one or more of; <ul style="list-style-type: none">commercially sensitive; and/orculturally sensitive.
Sensitivities description	Optional	Text field (1500 characters)	Describe any sensitivities that need to be considered in the Engagement narrative, including any particular instructions for assessors
Engagement narrative	Required	Text field (7000 characters)	Describes the engagement activities of the UoA and additional indicators.

3.1.2 Additional engagement indicators

Up to four quantitative indicators that are not already included in the engagement indicators in section [3.1.1](#).

Data item	Data requirement	Format	Description
Name	Required	Text field with maximum of 100 characters	A short name for the indicator
Indicator Data	Required	Text field with maximum of 200 characters	Data for the indicator
Indicator Description	Required	Text field with maximum of 300 characters	Brief description of the indicator and how it is calculated

3.1.3 Engagement Indicators

Data item	Data requirement	Format	Description
Field of Research code (Unit of Assessment)	Pre-populated	Prepopulated base on the UoA selected	Two-digit FoR codes for the UoA

3.1.3.1 Cash support from research end-users (specified HERDC Category 1 and HERDC Categories 2, 3, and 4)

The institution will need to provide the amount of cash support from end-users for all the income received in each individual grant for Category 1. Institutions can view the specific information of the grant reported in ERA 2018 on the screen for context, and to assist the institution in identifying each grant correctly.

For Categories 2, 3i, 3ii, 3iii and 4, the cash support from end-user only is required for each reference year.

Specified Category 1 (each specified grant)			
Data item	Data requirement	Format	Description
Grant ID	Provided by ARC	Text	The grant ID submitted to the ARC for ERA 2018
Cash support from end-user for specified HERDC Category 1 income (for each year)			
Data item	Data requirement	Format	Description

ACGR Code	Provided by ARC	Text	The ACGR Code related to the grant within a reference year for the UoA
Reference year	Provided by ARC	Text	The reference year of income being reported for the UoA
Total amount for the UoA for Specified HERDC Category 1 for the reference year	Provided by ARC	Full dollar amount (rounded)	The total amount received for the UoA as submitted in ERA 2018
Total cash amount from research end-users in the reference year, to this grant specifically	Required	Full dollar amount (rounded)	Cash contribution to the grant from research end-users, which is part of this grant for the reference year.

Cash support from end-user for HERDC Category 2 income (for each year)

Data item	Data requirement	Format	Description
Reference year	Provided by ARC	Text	The reference year of the income being reported for the UoA
Total amount for the UoA for Specified HERDC Category 2 for the reference year	Provided by ARC	Full dollar amount (rounded)	The total amount received for the UoA as submitted in ERA 2018
Total cash amount from research end-users for the UoA for HERDC Category 2	Required	Full dollar amount (rounded)	Cash contribution to the grant from research end-users which is part of HERDC Category 2 income

Cash support from end-user for HERDC Category 3i income (for each year)

Data item	Data requirement	Format	Description
Reference year	Provided by ARC	Text	The reference year of the income being reported for the UoA
Total amount for the UoA for Specified HERDC Category 3i for the reference year	Provided by ARC	Full dollar amount (rounded)	The total amount received for the UoA as submitted in ERA 2018
Total cash amount from research end-users for the UoA for HERDC Category 3i	Required	Full dollar amount (rounded)	Cash contribution to the grant from research end-users which is part of HERDC Category 3i income

Cash support from end-user for HERDC Category 3ii income (for each year)

Data item	Data requirement	Format	Description
-----------	------------------	--------	-------------

Reference year	Provided by ARC	Text	The reference year of the income being reported for the UoA
Total amount for the UoA for Specified HERDC Category 3ii for the reference year	Provided by ARC	Full dollar amount (rounded)	The total amount received for the UoA as submitted in ERA 2018
Total cash amount from research end-users for the UoA for HERDC Category 3ii	Required	Full dollar amount (rounded)	Cash contribution to the grant from research end-users which is part of HERDC Category 3ii income

Cash support from end-user for HERDC Category 3iii income (for each year)

Data item	Data requirement	Format	Description
Reference year	Provided by ARC	Text	The reference year of the income being reported for the UoA
Total amount for the UoA for Specified HERDC Category 3iii for the reference year	Provided by ARC	Full dollar amount (rounded)	The total amount received for the UoA as submitted in ERA 2018
Total cash amount from research end-users for the UoA for HERDC Category 3iii	Required	Full dollar amount (rounded)	Cash contribution to the grant from research end-users which is part of HERDC Category 3iii income

Cash support from end-user for HERDC Category 4 income (for each year)

Data item	Data requirement	Format	Description
Reference year	Provided by ARC	Text	The reference year of the income being reported for the UoA
Total amount for the UoA for Specified HERDC Category 4 for the reference year	Provided by ARC	Full dollar amount (rounded)	The total amount received for the UoA as submitted in ERA 2018
Total cash amount from research end-users for the UoA for HERDC Category 4	Required	Full dollar amount (rounded)	Cash contribution to the grant from research end-users which is part of HERDC Category 4 income

3.1.3.2 Total HERDC income per FTE

Institutions can view this indicator during submission and requires no additional data from institutions. SEER will display this indicator in a single table with all HERDC income categories.

Data item	Data requirement	Format	Description
Total HERDC Category 1 income from specified Category 1 schemes	Provided by ARC	Full dollar amount (rounded)	ERA 2018 submission data
Total HERDC Category 2 income	Provided by ARC	Full dollar amount (rounded)	ERA 2018 submission data
Total HERDC Category 3i income	Provided by ARC	Full dollar amount (rounded)	ERA 2018 submission data
Total HERDC Category 3ii income	Provided by ARC	Full dollar amount (rounded)	ERA 2018 submission data
Total HERDC Category 3iii income	Provided by ARC	Full dollar amount (rounded)	ERA 2018 submission data
Total HERDC Category 4 income	Provided by ARC	Full dollar amount (rounded)	ERA 2018 submission data
Total FTE	Provided by ARC	Number	ERA 2018 submission data
Total HERDC Category 1 income (from specified Category 1 schemes) per FTE	Provided by ARC	Number	Calculated field
Total HERDC Category 2 income per FTE	Provided by ARC	Number	Calculated field
Total HERDC Category 3i income per FTE	Provided by ARC	Number	Calculated field
Total HERDC Category 3ii income per FTE	Provided by ARC	Number	Calculated field
Total HERDC Category 3iii income per FTE	Provided by ARC	Number	Calculated field
Total HERDC Category 4 income per FTE	Provided by ARC	Number	Calculated field

3.1.3.3 Proportion of specified HERDC Category 1 grants to all HERDC Category 1 grants

Institutions can view this indicator during submission and requires no additional data from institutions.

Data item	Data requirement	Format	Description
Number of specified HERDC Category 1 grants for the UoA	Provided by ARC	Number	ERA 2018 submission data

Total number of HERDC Category 1 grants for the UoA	Provided by ARC	Number	ERA 2018 submission data
Proportion of number of specified HERDC Category 1 grants to total number of HERDC Category 1 grants	Provided by ARC	Number	Calculated field
Income from specified HERDC Category 1 grants for the UoA	Provided by ARC	Full dollar amount (rounded)	ERA 2018 submission data
Total income from HERDC Category 1 grants for the UoA	Provided by ARC	Full dollar amount (rounded)	ERA 2018 submission data
Proportion of income from specified HERDC Category 1 grants to total income of HERDC Category 1 grants	Provided by ARC	Number	Calculated field

3.1.3.4 Research commercialisation income

Institutions can view this indicator during submission and requires no additional data from institutions.

Data item	Data requirement	Format	Description
Total research commercialisation income	Provided by ARC	Full dollar amount (rounded)	ERA 2018 submission data

3.1.3.5 HDR co-supervision

An institution must report the number of HDR students that have been co-supervised with end-users. This is only used for data collection and does not form part of the assessment in EI 2018.

Data item	Data requirement	Format	Description
Number of co-supervised HDR students	Required	Number	HDR students with a research end-user supervisor

3.1.3.6 Engagement indicator explanatory narrative

The narrative component that describes the indicator data.

Data item	Data requirement	Format	Description
Engagement indicator explanatory narrative	Required	Text field (4500 characters)	Provides context or further explanation for the indicators

3.2 Impact studies

Institutions submit the content for the impact studies via a web form. The institutions also have an option to submit an interdisciplinary impact study and an Aboriginal and Torres Strait Islander research impact study, as specified in the *EI 2018 Submission Guidelines*. Institutions submit one form for each FoR-based, interdisciplinary, or Aboriginal and Torres Strait Islander research impact study.

If the institution has a compelling reason for not being able to put together an impact study, the institution may request not to be assessed in the impact assessment component of EI for a particular UoA, even though they meet the low volume threshold. In this situation, the institution must submit a statement that clearly describes the reason they should not be assessed for impact in that UoA. See *EI 2018 Submission Guidelines* for more information.

For a full list of the SEO codes for the “SEO Code” Field name, see [Appendix B](#) of this document. Institutions can search and view SEO codes down to a six-digit level but can only select two-digit codes.

3.2.1 Two-digit FoR impact study template, descriptions and formatting information

Field name	Required	Format	Description
Title	Required	Text field (250 characters)	Title of the impact study
Unit of assessment	Pre-populated	Prepopulated base on the UoA selected	Primary two-digit field of research code that best describes the overall content of the impact study
Additional FoR codes	Optional	Selected from all two-digit field of research codes	The institution can select up to 2 other two-digit field of research codes that best describe the overall content of the impact study
SEO codes	Required	Searchable text field (see Appendix B in this document or the information box above input field for list of codes)	Add SEO code(s) relevant to the impact study (no maximum)
ANZSIC codes	Required	Searchable text field (see Appendix C in this document or the information box above input field for list of codes)	Add ANZSIC code(s) relevant to the impact study (no maximum)
Keywords	Required	Up to 10 single or multiple words response	Add up to 10 keywords that represent an overview of the impact study

Field name	Required	Format	Description
Sensitivities	Optional	Drop down list	Select one or more of; <ul style="list-style-type: none"> commercially sensitive; and/or culturally sensitive.
Sensitivities description	Optional	Text Fields (500 characters)	Describe any sensitivities that need to be considered in the impact study, including any particular instructions for assessors
Aboriginal and Torres Strait Islander research flag	Required	Boolean (yes or no options)	The institution can flag if the impact study is related to Aboriginal and Torres Strait Islander research.
Science and Research Priorities	Required	Boolean (yes or no options)	Does this impact study fall within one of the Science and Research Priorities?

If “Yes” to Science and Research Priorities:

Priority list	Required	Drop down menu list of priorities	Choose Science and Research Priorities as are relevant to the impact study
Practical Research Challenge list	Required	Drop down menu list of practical research challenges	Choose Practical Research Challenges as are relevant to the previous priority

Part A—Impact

Summary of the impact	Required	Text field (800 characters)	Briefly describe the specific impact in simple, clear English
Beneficiaries	Required	Up to 10 single or multiple words response	Add up to 10 beneficiaries relevant to the impact study
Countries in which the impact occurred	Optional	Unlimited options taken from ABS list	
Details of the impact	Required	Text field (6000 characters)	
Associated research	Required	Text field (1500 characters)	
FoR of associated research	Required	Selected from all two-digit field of research codes	The institution can select up to 3 two-digit field of research codes that best describe the associated research
References	Required	Text field (350 characters per reference)	Add bibliographic details of up to 10 research outputs that demonstrate the

Field name	Required	Format	Description
			association of the research to the impact study

Part B—Approach to impact

Summary of the approaches to impact	Required	Text field (800 characters)	
Approach to impact	Required	Text field (6000 characters)	

(Optional) **Part C—Additional impact indicator information**

Name	Required	Text field with maximum of 100 characters	A short name for the indicator
Indicator data	Required	Text field with maximum of 200 characters	Data for the indicator
Indicator description	Required	Text field with maximum of 300 characters	Brief description of the indicator and how it is calculated

3.2.2 Interdisciplinary impact template, descriptions and formatting information

Field name	Required	Format	Description
Title	Required	Text field (250 characters)	Title of the impact study
FoR codes	Required	Selected from all two-digit field of research codes	The institution can select up to 3 two-digit field of research codes that best describe the overall content of the impact study
SEO codes	Required	Searchable text field (see Appendix B in this document or the information box above input field for list of codes)	Add SEO code(s) relevant to the impact study (no maximum)
ANZSIC codes	Required	Searchable text field (see Appendix C in this document or the information box above input field for list of codes)	Add ANZSIC code(s) relevant to the impact study (no maximum)
Keywords	Required	Up to 10 single or multiple words response	Add up to 10 keywords that represent an overview of the impact study
sensitivities	Optional	Drop down list	Select one or more of; <ul style="list-style-type: none"> commercially sensitive; and/or culturally sensitive.
Sensitivities	Optional	Text Fields (500 characters)	Describe any sensitivities that need to be considered in the impact study, including any particular instructions for assessors
Aboriginal and Torres Strait Islander research flag	Required	Boolean (yes or no options)	The institution can flag if the impact study is related to Aboriginal and Torres Strait Islander research.
Science and Research Priorities	Required	Boolean (yes or no options)	Does this impact study fall within one of the Science and Research Priorities?

If “Yes” to Science and Research Priorities:

Priority list	Required	Drop down menu list of priorities	Choose Science and Research Priorities as are relevant to the impact study
Practical Research Challenge list	Required	Drop down menu list of practical research challenges	Choose Practical Research Challenges as are relevant to the previous priority

Field name	Required	Format	Description
Part A—Impact			
Summary of the impact	Required	Text field (800 characters)	Briefly describe the specific impact in simple, clear English
Beneficiaries	Required	Up to 10 single or multiple words response	Add up to 10 beneficiaries relevant to the impact study
Countries in which the impact occurred	Optional	Unlimited options taken from ABS list	
Details of the impact	Required	Text field (6000 characters)	
Associated research	Required	Text field (1500 characters)	
FoR of associated research	Required	Selected from all two-digit field of research codes	The institution can select up to 3 two-digit field of research codes that best describe the associated research
References	Required	Text field (350 characters per reference)	Add bibliographic details of up to 10 research outputs that demonstrate the association of the research to the impact study
Part B—Approach to impact			
Summary of the approaches to impact	Required	Text field (800 characters)	
Approach to impact	Required	Text field (6000 characters)	
<i>(Optional)</i> Part C—Additional impact indicator information			
Name	Required	Text field with maximum of 100 characters	A short name for the indicator
Indicator data	Required	Text field with maximum of 200 characters	Data for the indicator
Indicator description	Required	Text field with maximum of 300 characters	Brief description of the indicator and how it is calculated

3.2.3 Aboriginal and Torres Strait Islander research impact template, descriptions and formatting information

Field name	Required	Format	Description
Title	Required	Text field (250 characters)	Title of the impact study
FoR codes	Optional	Selected from all two-digit field of research codes	The institution can select up to 3 two-digit field of research codes that best describe the overall content of the impact study
SEO codes	Required	Searchable text field (see Appendix B in this document or the information box above input field for list of codes)	Add SEO code(s) relevant to the impact study (no maximum)
ANZSIC codes	Required	Searchable text field (see Appendix C in this document or the information box above input field for list of codes)	Add ANZSIC code(s) relevant to the impact study (no maximum)
Keywords	Required	Up to 10 single or multiple words response	Add up to 10 keywords that represent an overview of the impact study
sensitivities	Optional	Drop down list	Select one or more of; <ul style="list-style-type: none"> commercially sensitive; and/or culturally sensitive.
Sensitivities description	Optional	Text Fields (500 characters)	Describe any sensitivities that need to be considered in the impact study, including any particular instructions for assessors
Science and Research Priorities	Required	Boolean (yes or no options)	Does this impact study fall within one of the Science and Research Priorities?

If “Yes” to Science and Research Priorities:

Priority list	Required	Drop down menu list of priorities	Choose Science and Research Priorities as are relevant to the impact study
Practical Research Challenge list	Required	Drop down menu list of practical research challenges	Choose Practical Research Challenges as are relevant to the previous priority

Part A—Impact

Summary of the impact	Required	Text field (800 characters)	Briefly describe the specific impact in simple, clear English
-----------------------	-----------------	-----------------------------	---

Field name	Required	Format	Description
Beneficiaries	Required	Up to 10 single or multiple words response	Add up to 10 beneficiaries relevant to the impact study
Details of the impact	Required	Text field (6000 characters)	
Associated research	Required	Text field (1500 characters)	
FoR of associated research	Required	Selected from all two-digit field of research codes	The institution can select up to 3 two-digit field of research codes that best describe the associated research
References	Required	Text field (350 characters per reference)	Add bibliographic details of up to 10 research outputs that demonstrate the association of the research to the impact study

Part B—Approach to impact

Summary of the approaches to impact	Required	Text field (800 characters)	
Approach to impact	Required	Text field (6000 characters)	

(Optional) **Part C—Additional impact indicator information**

Name	Required	Text field with maximum of 100 characters	A short name for the indicator
Indicator data	Required	Text field with maximum of 200 characters	Data for the indicator
Indicator description	Required	Text field with maximum of 300 characters	Brief description of the indicator and how it is calculated

3.2.4 Non-assessed impact UoAs

This section only applies to UoAs in which the institution has requested to not be assessed.

Field name	Format	Description
Flag UoA as non-assessed for impact	Boolean	Whether the institution wishes to flag the impact study for this UoA as non-assessed
Rationale text	Dropdown list	A selection from the predefined list of reasons why the impact study should not be assessed
Future strategic plan	Text field (1800 characters)	The strategies the institution will put in place for this UoA to participate in future rounds of the impact assessment

3 Appendices

Appendix A: Glossary of Technical Terms

Term	Description
Information and Communications Technology (ICT)	A catchall term that incorporates a variety of communications devices or applications, with an emphasis on providing technological solutions and unifying technological platforms.
System to Evaluate Excellence in Research for Australia (SEER)	The ICT system use for research evaluation and assessment for ERA, and EI.
Secure Sockets Layers (SSL)	A protocol developed by Netscape for transmitting private documents via the internet. SSL works by using a private key to encrypt data that are transferred over the SSL connection. Both Mozilla Firefox and Internet Explorer support SSL and many web sites use the protocol to obtain confidential user information, such as credit card numbers. By convention, URLs that require an SSL connection start with https: instead of http:
Uniform Resource Locator (URL)	A global identifier for a network-retrievable document.

Appendix B: List of SEO Codes

- 81 DEFENCE
- 82 PLANT PRODUCTION AND PLANT PRIMARY PRODUCTS
- 83 ANIMAL PRODUCTION AND ANIMAL PRIMARY PRODUCTS
- 84 MINERAL RESOURCES (EXCL. ENERGY RESOURCES)
- 85 ENERGY
- 86 MANUFACTURING
- 87 CONSTRUCTION
- 88 TRANSPORT
- 89 INFORMATION AND COMMUNICATION SERVICES
- 90 COMMERCIAL SERVICES AND TOURISM
- 91 ECONOMIC FRAMEWORK
- 92 HEALTH
- 93 EDUCATION AND TRAINING
- 94 LAW, POLITICS AND COMMUNITY SERVICES
- 95 CULTURAL UNDERSTANDING
- 96 ENVIRONMENT
- 97 EXPANDING KNOWLEDGE

Appendix C: Industry classification codes

- 01—Agriculture
- 02—Aquaculture
- 03—Forestry and Logging
- 04—Fishing, Hunting and Trapping
- 05—Agriculture, Forestry and Fishing Support Services
- 06—Coal Mining
- 07—Oil and Gas Extraction
- 08—Metal Ore Mining
- 09—Non-Metallic Mineral Mining and Quarrying
- 10—Exploration and Other Mining Support Services
- 11—Food Product Manufacturing
- 12—Beverage and Tobacco Product Manufacturing
- 13—Textile, Leather, Clothing and Footwear Manufacturing
- 14—Wood Product Manufacturing
- 15—Pulp, Paper and Converted Paper Product Manufacturing
- 16—Printing (including the Reproduction of Recorded Media)
- 17—Petroleum and Coal Product Manufacturing
- 18—Basic Chemical and Chemical Product Manufacturing
- 19—Polymer Product and Rubber Product Manufacturing
- 20—Non-Metallic Mineral Product Manufacturing
- 21—Primary Metal and Metal Product Manufacturing
- 22—Fabricated Metal Product Manufacturing
- 23—Transport Equipment Manufacturing
- 24—Machinery and Equipment Manufacturing
- 25—Furniture and Other Manufacturing
- 26—Electricity Supply
- 27—Gas Supply
- 28—Water Supply, Sewerage and Drainage Services
- 29—Waste Collection, Treatment and Disposal Services
- 30—Building Construction
- 31—Heavy and Civil Engineering Construction
- 32—Construction Services
- 33—Basic Material Wholesaling
- 34—Machinery and Equipment Wholesaling
- 35—Motor Vehicle and Motor Vehicle Parts Wholesaling
- 36—Grocery, Liquor and Tobacco Product Wholesaling

37—Other Goods Wholesaling
38—Commission-Based Wholesaling
39—Motor Vehicle and Motor Vehicle Parts Retailing
40—Fuel Retailing
41—Food Retailing
42—Other Store-Based Retailing
43—Non-Store Retailing and Retail Commission-Based Buying and/or Selling
44—Accommodation
45—Food and Beverage Services
46—Road Transport
47—Rail Transport
48—Water Transport
49—Air and Space Transport
50—Other Transport
51—Postal and Courier Pick-up and Delivery Services
52—Transport Support Services
53—Warehousing and Storage Services
54—Publishing (except Internet and Music Publishing)
55—Motion Picture and Sound Recording Activities
56—Broadcasting (except Internet)
57—Internet Publishing and Broadcasting
58—Telecommunications Services
59—Internet Service Providers, Web Search Portals and Data Processing Services
60—Library and Other Information Services
62—Finance
63—Insurance and Superannuation Funds
64—Auxiliary Finance and Insurance Services
66—Rental and Hiring Services (except Real Estate)
67—Property Operators and Real Estate Services
69—Professional, Scientific and Technical Services (Except Computer System Design and Related Services)
70—Computer System Design and Related Services
72—Administrative Services
73—Building Cleaning, Pest Control and Other Support Services
75—Public Administration
76—Defence
77—Public Order, Safety and Regulatory Services
80—Preschool and School Education

- 81—Tertiary Education
- 82—Adult, Community and Other Education
- 84—Hospitals
- 85—Medical and Other Health Care Services
- 86—Residential Care Services
- 87—Social Assistance Services
- 89—Heritage Activities
- 90—Creative and Performing Arts Activities
- 91—Sports and Recreation Activities
- 92—Gambling Activities
- 94—Repair and Maintenance
- 95—Personal and Other Services
- 96—Private Households Employing Staff and Undifferentiated Goods- and Service-Producing Activities of Households for Own Use