UNSW Centres and Institutes Procedure

Instructions for Centre/Institute Directors and Researchers: Applying Centre/Institute Labels to Research Outputs in ROS

13 December 2019

These instructions are intended to assist researchers to associate research outputs they are claiming in ROS with one or more centres or institutes. **Centre/institute directors are advised to share this information with all researchers involved in the centre or institute.**

Starting 01 January 2020, researchers should associate their claimed research outputs with their centres or institutes.

This data collection will enable a new kind of reporting that will list the research outputs associated with a given centre or institute through the use of 'labels' in ROS. Each output listed in a centre or institute's report will be indicated as a whole output (1) or a fractional output (e.g., 0.5, 0.25, 0.6), depending on the percentage that each researcher associating a claimed output with the centre or institute has entered.

About centre & institute labels in ROS

New centre and institutes labels in ROS will allow a researcher to associate a research output with one or more internal centre or institutes, like the labels currently used in ROS for FoR codes.

You (the researcher) will select a label for each centre's or institute's name with which you want to associate the research output you are claiming. You will also indicate what *percentage* of the research output you are associating with each centre or institute.

See the table below for instructions on how to use the centre and institute labels.

See also the special guidelines below concerning the use of percentages with the centre and institute labels. (See also the ROS Guide topic "Add FOR codes / labels": https://subjectguides-library-unsw-edu-au.wwwproxy1.library.unsw.edu.au/ros/FORcodes.)

Contacting your outreach librarian

If you are having difficulty using centre and institute labels and would like to contact your faculty's outreach librarian for assistance: https://www.library.unsw.edu.au/about-unsw-library/contact-us/academic-engagement-contacts

Research output must exist before you can add labels

If the research output does not already have a record in ROS, you will first need to create one. Create the research output record by selecting 'Add new', as you would normally.

For information in the ROS Guide on how to add a new publication manually: https://subjectguides-library-unsw-edu-au.wwwproxy1.library.unsw.edu.au/ros/addpublications

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INSTRUCTIONS: Adding centre/institute labels and percentages

Step	Action
1	In ROS, select the **Menu** tab to locate the **Manage** section.
2	Click on the **Publications** link. Result: The 'My Publications' page displays. Note: 'Publication' refers to any research output type in ROS.
3	Click on the title of the research output with which you wish to associate one or more centre or institute labels. Result: The details page for the selected research output record displays.
4	Click on the '**Labels'** link. Result: A pop-up window displays, containing the types of labels that can be applied to the output record.
5	Select **'UNSW Institutes & Centres'**.
6	Click on the **orange plus (+) button** to add a new label to the output record.
7	Select labels for as many centres or institutes as you require in relation to this research output record, as follows: a) For each, start typing in the blank field so the list of centre and institute names displays. b) Select the name of a centre or institute, then click on the **green plus (+) button** to add it to the research output record. c) Repeat from step (a) if you wish to associate another centre or institute label with this research output record.
8	Click on the **blue percentage (%) button** that is next to the **orange plus (+) button**. Result: All selected centre and institute names that are now associated with the research output record display in the pane.
9	Enter the percentage of this research output's association with *each* of the listed centres or institutes in the box next to each centre or institute name. **Note:** The section below titled 'Rules for Entering Percentages' includes important information to guide you when entering percentages.
10	Click on the **Save** button. Result: The names of all centres and institutes associated with this research output will display with percentages entered for each. Check the information displayed to ensure that you have entered a percentage against each centre or institute name. **Note:** Any centre or institute names for which you have not entered a percentage will display as name only in reports. The count for that output will not be available to be added to research output totals for that centre or institute.

Rules for Entering Percentages

- **Percentages are approximate.** The percentage that you enter to indicate a research output's association with a centre or institute is at your discretion, and it will necessarily be approximate. This percentage represents a whole or fractional research output that can be added to the total count for that centre or institute.

- Example: For a given research output, you enter 25% for the XYZ Institute and 30% for the IJKL Centre. ROS will record 0.25 of this output for the XYZ Institute and 0.3 of this output for the IJKL Centre, which will be included later in a report that lists all research outputs associated (via the labels functionality) with each centre or institute.

- **Enter a percentage *for each centre or institute you have selected*.** ROS will **not** record a count for any centre/institute label for which you have left the percentage field blank.

  Where a percentage field has been left blank for a centre or institute label, the report that is later produced for that centre or institute will show the centre or institute label name with 'NULL' for the percentage. The centre director receiving this report would need to ask you to go back into ROS and enter a percentage so that the output can be counted when it is included in later reporting. (The Library will be conducting a trial run of centre and institute reporting on labelled research outputs in early 2021.)

- **Always enter a percentage.** Even if you wish to associate an output 100% with only one centre or institute label, **you should still enter 100% in order for that output to be added to the reported list for the centre or institute. Do not leave the percentage field blank**, or later reporting for that centre or institute will indicate 'NULL' for that output.

  - Example: You only wish to associate a given output with the MNO Centre, and you feel it is associated 100%. You enter 100% so that ROS will record 1 output for the MNO Centre.

- **Enter whole numbers for percentages**, i.e., no decimal places. If you enter decimal places in the percentage, e.g., 33.3%, ROS will round the figure.

- **Percentages can be overwritten.** If a centre or institute label already had a percentage figure and you enter a different percentage, ROS will overwrite the previous entry with the new entry. For example, if the ABCD Centre had 40% and you now enter 60%, ROS will record this as 0.6 of the output associated with the ABCD Centre.

- **Total cannot exceed 100%.** The total of all percentage values you enter for a given research output, across all of the centre and institute labels you have selected for that output, must not exceed 100%, but the total **can** be less than 100%. Examples of acceptable entries:

  - Your research output is associated with the ABCD Centre only, and you enter 100%. ROS will allow the record to be saved. The ABCD Centre's report will list this output as 1 output.

  - Your research output is only partly associated with 2 centres, the ABCD Centre and the EFGH Centre. You judge the approximate, appropriate percentages as 25% and 10% respectively, adding up to a total of 35% allocated. ROS will allow the record to be saved. The ABCD Centre's report will indicate this output as 0.25, and the EFGH Centre's report will indicate the output as 0.10.

- **For research outputs with more than 1 author:** While each author to a co-authored research output should claim the output in ROS so it is associated with them, co-authors should be aware that the association of the research output with centre and institute labels in ROS occurs *at the level of the research output*, not the researcher. The centres and institutes labels that are selected by any of the output's co-authors should therefore reflect *all* of the centres and institutes that should be associated with the output across *all* of its co-authors.