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

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
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.

![Image of ARC Research Management System (RMS) message]

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.

![Image of Australian Government Australian Research Council message]

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

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

<table>
<thead>
<tr>
<th>Type</th>
<th>DOI</th>
<th>Title</th>
<th>Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOURNAL_ARTICLE</td>
<td>Test Article for RMS</td>
<td>Test Article</td>
<td></td>
</tr>
</tbody>
</table>

**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

1. Log in to RMS
2. Under the Person Profile section of the RMS Action Centre, click on Research Outputs
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.
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

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

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
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.

![Type selection form](image)

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 $.

![LaTeX title format](image)

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

![Research Output list](image)
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

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**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

- 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.
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

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

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**

<table>
<thead>
<tr>
<th>Source</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>BibTeX</td>
<td>BibTeX</td>
</tr>
<tr>
<td>RIS</td>
<td>RMS compatible</td>
</tr>
<tr>
<td>APA</td>
<td>Text based</td>
</tr>
</tbody>
</table>
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.