IRMA FAQ: Introduction and Publications

What is IRMA?

IRMA (Integrated Research Management Application) is the University’s research information management system. It is used to:

- record information about research publications,
- manage research Contracts & Grants, and
- manage the administration and progress of Higher Degree Research (HDR) students.

It enables staff to view their publications, grants and contracts, and supervision completions – or will when all modules have been fully implemented. At present only the Publications (also referred to as Research Outputs) module is fully operational. The Contracts & Grants module is being implemented, and implementation of the HDR module will start soon.

How do I login to IRMA?

Go to the Web Portals page on the University website, click on the IRMA logo and login using your usual University ID and password. You can access IRMA from on and off campus.

What do I do if I can’t login?

If you’re sure that your login details are current and correct, email irma@nd.edu.au or telephone Margaret Jones (08 9433 0938) or Denise McLinden (08 9433 0688) for assistance.

Which publications are included in IRMA?

All publications, reportable and non-reportable, are recorded in IRMA.

I can’t find a publication that I have previously reported to Research Online, what should I do?

All Publication previously reported to RO will be uploaded to IRMA. At this time IRMA contains:
Books: all;

Book Chapters: all;

Journal articles: 2008 onwards - all;
                  Pre 2008 – in progress;

Conference papers: 2008 onwards - all reportable;
                   Other – in progress;

Non-Traditional Research Outputs: all.

If a publication should be appearing in IRMA at this time but isn’t, please email irma@nd.edu.au

Where can I report errors or omissions?

You can email irma@nd.edu.au from the Researcher Profile page of IRMA if you’re logged in, or telephone Margaret Jones (08 9433 0938), Denise McLinden (08 9433 0688) or Adra Anthoney (02 8204 4426).

When I search for publications in IRMA, why are some highlighted in green and some not?

Green highlighted publications have been assessed as being reportable for HERDC. Non-highlighted publications may be still in the process of being added to IRMA, or may be ineligible for HERDC reporting for a variety of reasons (eg not research publications, or no author affiliation on the publication).

How do I exit from a publication record?

Click on the Cancel button which is at the top of the Header screen for the publication.
Can IRMA produce a list of my publications?

From the Researcher Profile page, click on the Reports button under Tools. You will be able to produce a list of all your publications, or just those which are HERDC-reportable (that is, that have points calculated). You can also select which years to include.

Is there any training available?

Staff from the Research Office will attend School meetings to provide an overview of IRMA, and arrange further training as required. Individuals may also request assistance – email irma@nd.edu.au

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