



IRMA: Introductory User Guide

To gain access to IRMA, click on [the Web Portals tab](#) on the University web site, then click on the IRMA icon. Log in to IRMA using your University ID and password. You will be presented with the **Researcher Profile** screen.

The screenshot shows the IRMA Researcher Profile interface. At the top left is the University of Notre Dame Australia logo. The main header is 'IRMA Researcher Profile'. On the top right, there are navigation links: 'My preferences', 'Researcher Profile', 'Home', and 'Logout'. Below the header, there is a navigation bar with 'Expand', 'Email', 'Defaults', 'Reports', and 'Profile' tabs. The main content area is titled 'Researcher Profile for Professor P Sanderson' and contains several sections: 'Tasks' (Unread tasks: 0, Overdue tasks: 0), 'Research Interest Key Words', 'Coding', 'Research Outputs', 'Coversheets', 'Contracts and Grants', 'HDR Students', and 'Esteem Measures'. At the bottom of the page, there is a footer with a disclaimer and privacy policy link.

A number of tabs appear at the top right of the screen:

My preferences permits you to change the appearance of items on the screen. The **Main Preferences** tab lets you decide what to

display – start by making Research Outputs your **Default Workflow Module**, and change **No of records to display in GUI** to 50.

Home takes you to the main menu page from which you will be able to search for publications – in the Publications menu, click on List Existing Records (see more detail below).

Logout - remember to logout when you leave IRMA.



Shrink lets you remove your details from the screen



Email permits you to email irma@nd.edu.au with queries



Defaults is the same as My preferences



Reports lets you produce a list of your publications



Profile lists your publication types and numbers, and shows which publications qualified for HERDC. Other information will display in future. (Note that the Full Details tab is not in use).

In the main part of the screen:

Tasks – not used at present

Research Interest Key Words – you may choose from the key words on offer, or email irma@nd.edu.au to propose alternatives

Coding – please add up to three six digit Field of Research (FoR) codes to describe your research interests. These will be used for the Excellence in Research for Australia (ERA) submission, and other reporting (eg the ABS HERD report).

Research Outputs – this section relates to ERA, and to date we haven't identified those items which will be eligible for ERA 2015, so the default is No for ERA eligible.

Coversheets – will be used for grant applications when that module has been implemented

Contracts and Grants – module not yet implemented

HDR Students – module not yet implemented

Esteem Measures – these are the measures permitted by ERA. Please add any which are relevant to you, choosing from the options provided in the drop-down menus.

FINDING PUBLICATIONS

 THE UNIVERSITY OF NOTRE DAME AUSTRALIA

IRMA Notre Dame Australia - Desktop

[My preferences](#) | [Researcher Profile](#) | [Home](#) | [Logout](#)
Professor P Sanderson

Publications



- [Home Page](#)
- [Create a New Record](#)
- [List Existing Records](#)

Contracts/ Grants



- [Home Page](#)
- [List Existing Records](#)
- [Create a New Coversheet](#)

Reporting



- [Home Page](#)
- [Publications wizard](#)
- [Contracts/Grants wizard](#)
- [LIEF wizard](#)
- [Reporting Engine](#)
- [Global Reporting](#)

ERA



- [Home Page](#)
- [Researcher Profile](#)
- [ERA Report Wizard](#)

HDR



- [Home Page](#)
- [Create a New Record](#)
- [List Existing Records](#)

Click on the **Home** tab (top right of Researcher Profile screen). You are presented with a range of options – many of these are not currently operational and you will not have access to them. Under **Publications** (top left hand side of screen), click on '**List Existing Records**' to see which publications are in the database. Note that you do not have permission to 'Create a New record' - staff in the Research Office are adding records to IRMA.

Choosing which records to display

You can choose which records to list by selecting the desired publication year, Faculty etc from the drop down lists. Note that **Faculty = College or Office; Department = School or administrative unit**. When doing a Basic search (the Basic or Advanced button is next to the Search button), you can choose from the following types of searches:


Choose records by HERDC Reporting Year, or Publication year (nearly always the same, though items published early online may be reported a year earlier than their final publication year)

Choose records by Publication Output and Category e.g. Journal Articles; C1 – Refereed journal articles

Choose records by Faculty/School e.g. College of Medicine

Choose records by Department e.g. School of Medicine Fremantle & Broome, or alternatively, All records

You can then refine that list by including words from anywhere in the title (the Title contains option).

Then click **Search**. If the publication you want is listed, click on Edit  to open the existing record.

Click on the **Reset** button to clear an existing search and begin another.

Searching for a title

Enter a *string of words* from the title in the Title Contains line (*not* individual keywords) eg “Participatory modelling”. Note: Words or a minimum of 3 letters in a string can be used for searching. The system searches for words in their correct order in the title.

Click on **Search (next to Create button)**.

If the publication is listed, click on Edit  to open the existing record.

Please note: You will not have the authority to edit an existing research output. Please notify the IRMA administrators if an amendment to an item is required (irma@nd.edu.au).

Note that you can use either the Basic or Advanced search options – check the button next to Search.

Searching for an author's work


Change to an Advanced search (the Advanced or Basic button is next to the Search button). Choose the appropriate publication and Faculty categories, or leave them as All records. Enter part of the author's name or Staff ID in the Internal or External Author (Surname or Staff ID): search line.

The drop down list offers more searching options.

Click on Search  at the **right of the screen** beside the Author Search.

If the requested author is listed, click on  to display their name next to the author search boxes, then

Click **Search**. A list of all publications for that author will be displayed.

Click on Edit  to open any existing individual record.

To exit the record, click on **Cancel** from the Header screen.



The screenshot displays the IRMA Publication interface. At the top left is the University of Notre Dame Australia logo. The header includes 'IRMA Publication' and navigation links for 'My preferences', 'Researcher Profile', 'Home', and 'Logout' (Professor P. Sanderson). Below the header is a navigation bar with tabs: 'Header', 'Authors', 'Grants', 'Animal', 'Human', 'Documents', 'Notes', 'Coding', 'Verification', and 'Summary'. The main content area is titled 'Amend - Research Output' and features a green bar with the text 'This record is read-only'. Below this bar are 'Cancel' and 'Print Form' buttons. The record details are as follows:

- System ID: 100385XPUB3
- Publication Output: Journal Articles
- Publication Category: C1 - Refereed Journal articles
- Research output status: Complete

Publication Records

Publication records have a number of fields, grouped into tabs.

| | |
|---------------------|---|
| Header | Information which generally describes a publication such as its title and year of publication, number of internal and external authors, ISBN/ISSN, publisher, place of publication, pagination, DOI or URL. |
| Authors | Names of all internal ND and external authors identified on the publication. Authors are linked to the department/s claiming the publication. |
| Documents | Copies of publications (articles, chapters, conference papers) or associated material. |
| Notes | Brief notes about the publication, used as needed for administrative purposes. |
| Coding | <p>Up to three 6-digit Field of Research (FoR) subject codes and up to three Socio-Economic Objective (SEO) codes and their associated percentages can be assigned to each publication.</p> <p>FoR and SEO codes are obtained from the Australian and New Zealand Standard Research Classification (ANZSRC), available at http://www.arc.gov.au/pdf/ANZSRC_FOR_codes.pdf</p> |
| Verification | A verification check list is completed for all HERDC-reportable publications received. This ensures that all reportable publications meet the relevant criteria. Note that non-reportable publications do not need to be verified. |
| Grants | May be used to link the publication with a particular research grant. |

REPORTING

From the **Home** page you can click on **Publications Wizard** under **Reporting**. This will take you to a screen with a number of reporting options.

The final report (16) is My Records in citation format. You can list all your publications in IRMA, or just those which are reportable and have had HERDC points calculated. Chapters, articles and conference papers receive 1 point each, apportioned according to the total number of authors (slightly more complicated when there are multiple chapters in a book), while research books receive a weighting of 5.

Deans may wish to run reports on their School's publications, and could choose Reports 2, 4 and 5 to view total HERDC points, or Report 7 to list publications and points, and Report 8 to list all publications.

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