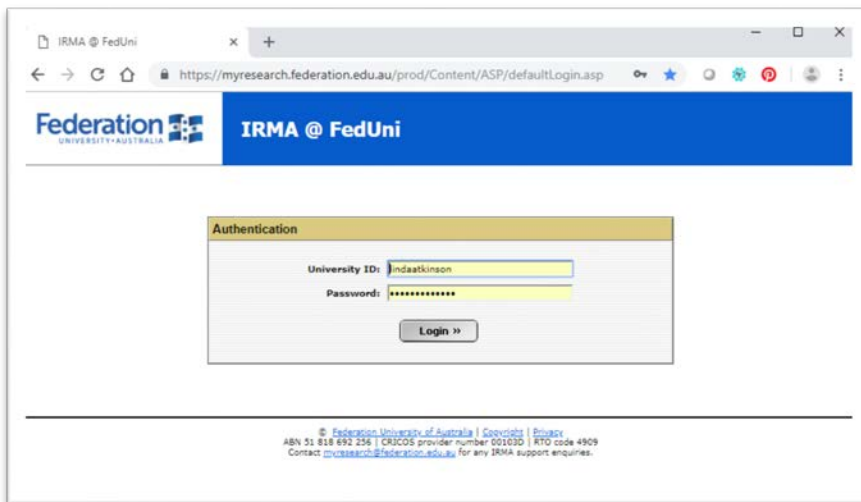


Research Outputs are now stored in the research management system called IRMA (Integrated Research Management Application).

Logging into IRMA

IRMA can be accessed via the following URL: <https://myresearch.federation.edu.au>; or

via the “Log into IRMA” link on the myResearch/IRMA web page (<https://federation.edu.au/research/support-for-students-and-staff/research-data-and-tools/irma>).



Tips:

- Use your network username and password to log into IRMA.
- When working remotely, you must log into the VPN before logging into IRMA.

Reviewing Existing Information

IRMA contains information harvested from sources including Scopus, Clarivate, HERDC, the Research Data Portal, ERA Reporting, and the Research Master System.

Researchers have been allocated Read Only access to view any Research Output on which they are an author.

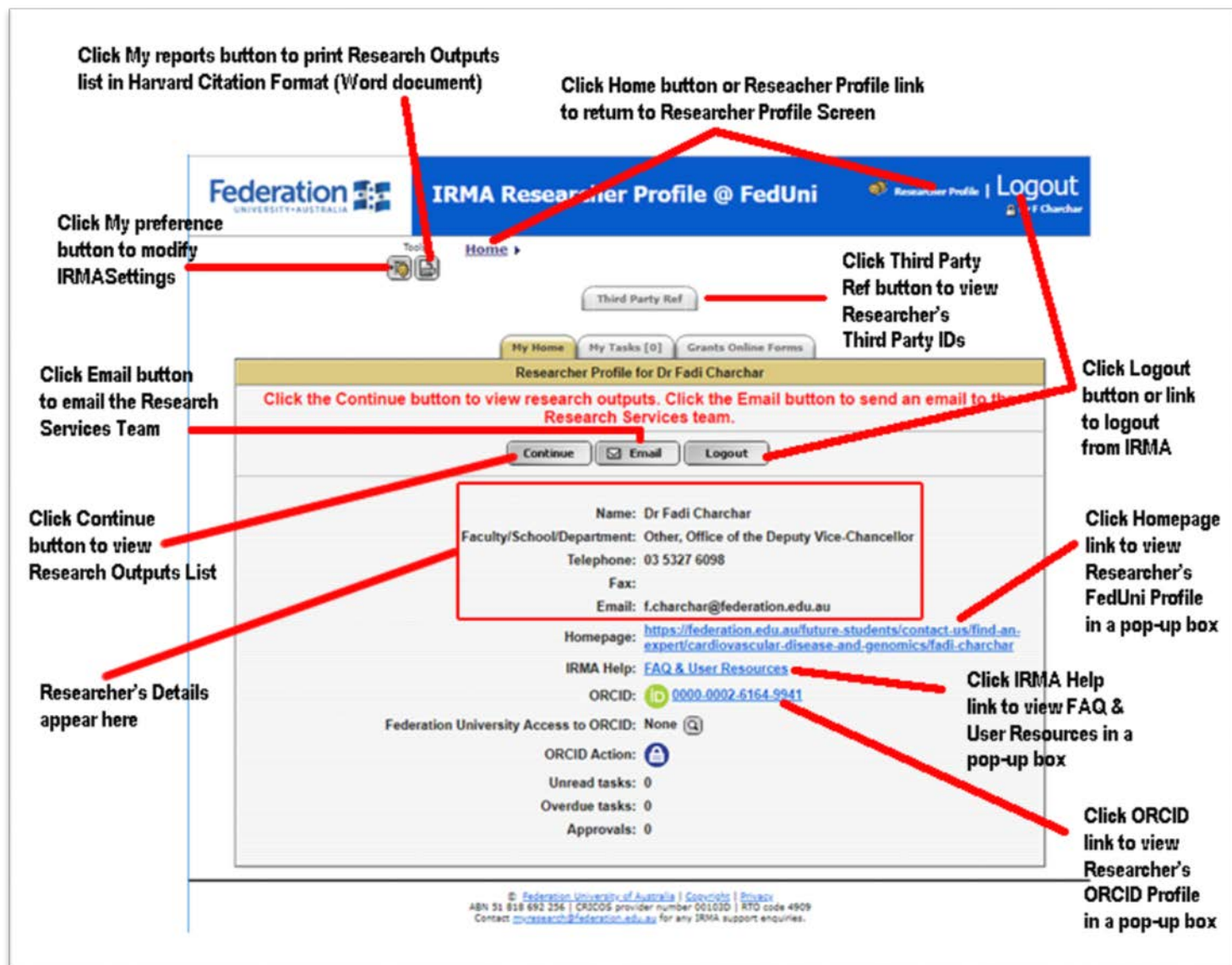
School administrators have been allocated Read Only access to view any Research Output for Researchers in their school.

Updating and/or Adding Information

Use the Email button within IRMA or, send an email to myresearch@federation.edu.au to notify the Research Services team of changes to existing, or to provide new, information.

Researcher Profile Screen

The Researcher Profile (or Home Page) is displayed after logging into IRMA:



Click My reports button to print Research Outputs list in Harvard Citation Format (Word document)

Click Home button or Reseachar Profile link to return to Researcher Profile Screen

Click My preference button to modify IRMA Settings

Click Third Party Ref button to view Researcher's Third Party IDs

Click Logout button or link to logout from IRMA

Click Continue button to view Research Outputs List

Click Email button to email the Research Services Team

Click Homepage link to view Researcher's FedUni Profile in a pop-up box

Click IRMA Help link to view FAQ & User Resources in a pop-up box

Click ORCID link to view Researcher's ORCID Profile in a pop-up box

Researcher's Details appear here

Click the Continue button to view research outputs. Click the Email button to send an email to the Research Services team.

Researcher Profile for Dr Fadi Charchar

Name: Dr Fadi Charchar
 Faculty/School/Department: Other, Office of the Deputy Vice-Chancellor
 Telephone: 03 5327 6098
 Fax:
 Email: f.charchar@federation.edu.au
 Homepage: <https://federation.edu.au/future-students/contact-us/find-an-expert/cardiovascular-disease-and-genomics/fadi-charchar>
 IRMA Help: [FAQ & User Resources](#)
 ORCID: [0000-0002-5164-9941](#)
 Federation University Access to ORCID: None
 ORCID Action:

Unread tasks: 0
 Overdue tasks: 0
 Approvals: 0

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 ABN 51 818 692 254 | CASCO9S provider number 001030 | RTO code 4909
 Contact research@federation.edu.au for any IRMA support enquiries.

Tip: The IRMA Grants, Ethics, and HDR modules have not yet been implemented so the tabs for those modules have not been activated.

Research Outputs Screen

Clicking the **Continue** button from the Researcher Profile screen displays the Research Outputs (or Publications) screen:

The screenshot shows the IRMA Publications @ FedUni interface. The page title is "IRMA Publications @ FedUni" and the user is logged in as "Dr F Charchar". The interface includes a navigation bar with "Projects", "Grants", "Publications", "ERA", and "Reporting". The main content area is titled "Publications" and displays a list of research outputs. The list has columns for IRMA ID, Year, Category, Title, Citation Count, All Authors, Status, and Action. The first row shows a publication from 2015 with a citation count of 48. The interface also features a search bar, a filter section, and an export button.

Annotations on the screenshot include:

- Click Edit button to display the last viewed Research Output
- Research Outputs list page navigation
- Click Basic/Advanced button to toggle between Basic and Advanced Search Filters
- Click Search button to display Research Outputs list
- Click Back or Home button, or Researcher Profile link to return to the Researcher Profile Screen
- Click Export button to export the list of displayed Research Outputs (Excel file)
- Select different filter options to refine Research Outputs list
- Click pencil button to view an individual Research Output
- Click any column heading to sort the Research Outputs by that column in ascending order
- List of Research Outputs that match the Search filters

Tips:

- Each time you select a different filter option, click the **Search** button to refresh the Research Outputs list.
- Only the Research Outputs that are displayed in the list will be exported.

To Export the Research Outputs List (Excel file):

1. From the Research Outputs screen, use the Search Filters to refine the Research Outputs List for export.
2. Click the **Export** button (a screen similar to the following will be displayed):



3. Click **(1) Click this link to open your document**.
The export is saved in the Windows Downloads folder. A link to the file will display at the bottom of your screen.



4. Click on the file to open the exported list in Excel; and/or
Click **(2) Click this link to return to the Publications GUI**.

Tips:

- Row 2 is not populated with any data and can be deleted.
- The columns will be condensed. Click the triangle at the left of the columns then, double click the line between any two columns to automatically reformat the column width to fit the text.

IRMA ID	Year	Category	Title	Citation	All Author	Status
FED01xPU	2015	C1 - Peer-	A Meta-ar	48	Huan T X;	Complete

To Print the Research Outputs list in Oxford/Harvard Citation Format (Word Document):

1. From the Researcher Profile screen, click the **My reports** button.



A screen similar to the following will be displayed:

My Reports

4. Click Next button

HERDC reporting year: 2011 ▼ to 2018 ▼ 1. Select reporting years

Type of report: My records in citation format ▼

Style: Harvard ▼ 2. Select Style

Include titles: Yes ▼ 3. Select Yes to include titles

Include in Report	Category
<input checked="" type="checkbox"/>	C1 - Peer-Reviewed Journals
<input checked="" type="checkbox"/>	

2. Select the preferred options from each drop-down list then click the **Next** button. A screen similar to the following will be displayed:

Publication Records in Citation Format
2011 to 2018 records

Please scroll to the bottom of this page to export the information

C1 - Peer-Reviewed Journals

(2018) *Molecular insights into genome-wide association studies of chronic kidney disease-defining traits* (eds) 2018 Xu X, Eales J, Akbarov A, Guo , Becker , Talavera , Ashraf , Nawaz , Pramanik , Bowes D, Jiang , Dormer J, Denniff M, Antczak , Szulińska , Wise I A, Prestes P, Glyda , Bogdański P, Zukowska-Szzechowska E, Berzuini , Woolf S, Samani N, Charchar F, Tomaszewski M (eds)

(2018) *Body mass index is negatively associated with telomere length: A collaborative cross-sectional meta-analysis of 87 observational studies* (eds) 2018 Gielen , Hageman J, Antoniou E, Nordfäll , Mangino M, Balasubramanyam , De Meyer , Hendricks E, Giltay J, Hunt S, Nettleton A, Salpea D, Diaz A, Farzaneh-Far , Atzmon , Harris E, Hou , Gilley P, Hovatta , Kark , Nassar , Kurz J, Mather A, Willett , Zheng , Pavanello , Demerath W, Rode , Bunout , Steptoe , Boardman A, Marti , Needham L, Zheng , Ramsey Goldman , Pellatt J, Kaprio , Hofmann N, Gieger C, Paolisso , Hjeltnborg , Mirabello J, Seaman E, Wong Y, Van Der Harst P, Broer , Kronenberg F, Kollerits B, Strandberg E, Eisenberg T, Duggan R, Verhoeven E, Schaakx , Zannoli , Dos Reis , Charchar F, Tomaszewski M, Mons , Demuth , Mollí , Cheng , Krasnienkov S, D'Antono , Kasielski , McDonnell J, Ebstein P, Sundquist , Pare , Chong , Zeegers P (eds)

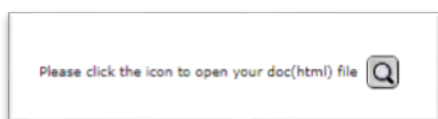
(2017) *Experimental and Human Evidence for Lipocalin-2 (Neutrophil Gelatinase-Associated Lipocalin [NGAL]) in the Development of Cardiac Hypertrophy and heart failure* (eds) 2017 Marques F Z, Prestes P, Byars S, Ritchie C, Wurtz P, Patel S, Booth S A, Rama I, Minoda Y, Berzins S, Curtl C, Bell J, Wai , Srivastava , Kangas A, Soininen P, Ruohonen T, Kahonen M, Lehtimäki T, Raitoharju , Havulinna , Perola M, Raitakari O, Salomaa V, Ala-Korpela M, Kettunen J, McGlynn M, Kelly J K, Wlodek M, Lewandowski P, Delbridge L, Burrell L, Inouye , Harrap S, Charchar F (eds)

(2017) *Cardiac telomere length in heart development, function, and disease* (eds) 2017 Booth S A, Charchar F (eds)

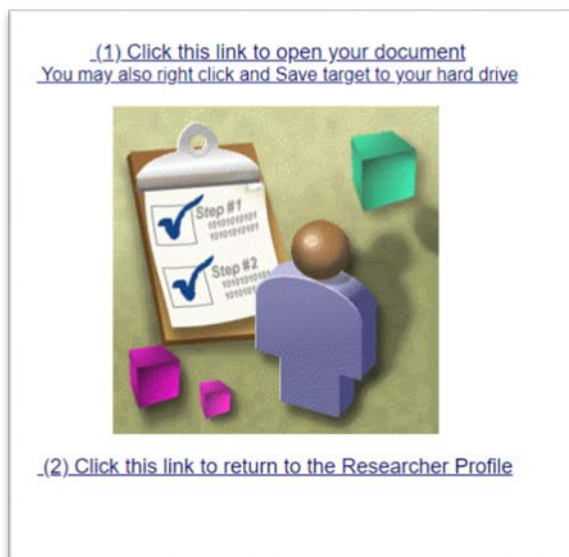
(2017) *The y chromosome: A blueprint for men's health?* (eds) 2017 Maan A, Eales J, Akbarov A, Rowland J, Xu X, Jobling M, Charchar F, Tomaszewski M (eds)

(2017) *A Novel Y-Specific Long Non-Coding RNA Associated with Cellular Lipid Accumulation in HepG2 cells and Atherosclerosis-related Genes* (eds) 2017 Molina E, Chew G, Myers S, Clarence E M, Eales J, Tomaszewski M, Charchar F (eds)

3. Scroll to the bottom of the screen and click the Search (magnifying glass) button.



A screen similar to the following will be displayed:



4. Click **(1) Click this link to open your document.**

The export is saved in the Windows Downloads folder. A link to the file will display at the bottom of your screen.




5. Click on the file to open the list in Word; and/or

Click **(2) Click this link to return to the Researcher Profile.**

To View a Research Output:

1. From the Research Outputs screen, click on the relevant **Pencil** button to view that Research Output.

FED01xPUB5275	2012	C1 - Peer-Reviewed Journals	A MicroRNA Guide for Clinicians and Basic Scientists: Background and Experimental Techniques	49	Bernardo B C; Charchar F; Lin R C Y; McMullen J R	Complete	
			A Novel Interaction Between		Jackson K L; Marques F Z; Watson A M		

A screen similar to the following will be displayed:

Amend - Publication

This record is read-only

Cancel Print Form

Import batch:
Import ID:
System ID: FED01xPUB5275
Publication Output: Journals
Publication Category: C1 - Peer-Reviewed Journals
Record created by: Migration, Data (FED01) at 26/10/2012
Research output status: Complete

HERDC reporting Year*: 2012

Article title*: A MicroRNA Guide for Clinicians and Basic Scientists: Background and Experimental Techniques

The record displays a number of tabs with information that will vary, depending on the Category Type. Information may include:

Header tab – Publication Output Type/Category, Record Created By, Research Output Status, HERDC Reporting Year, Title, Number of Internal/External Authors, Parent Source Name, Volume, Issue, Start/End Pages, DOI, PubMed, Thompson ID, Scopus ID, Parent Source Details (eg. ISSN/ISBN, Place of Publication, Publisher) etc.

Authors tab - Publication Output Type/Category, Research Output Status, HERDC Reporting Year, Title, Internal Author Names and Departments, External Author Names and Institutions.

Documents Tab – List of documents associated with the Research Output (including Open Access status).

Notes Tab – Abstracts and Data Migration Information.

Coding Tab – Field of Research Codes and Percentages (note, this tab is not currently populated).

Verification Tab - Publication Output Type/Category, Research Output Status, HERDC Reporting Year, Title, Verification information.

Summary Tab - Publication Output Type/Category, Research Output Status, HERDC Reporting Year, Title, Internal/External Authors and School/Department or Institution. HERDC score, percentage split and School/Department.

Grants Tab – List of Grants associated to the Research Output (note, this tab is not currently populated).

Animal Tab – List of Animal Ethics applications associated to the Research Output (note, this tab is not currently populated).

Snapshots Tab – Copy of the Research Output saved at a point in time.

Citations Tab - Publication Output Type/Category, Research Output Status, HERDC Reporting Year, Title, Citation Date/Time, Citation Type, Citation Count, Citation Provider.

Research Outputs for the School (School Administrators Only)

School administrators have additional permissions that allow the filtering of records by School, by Department and/or by an Individual Researcher.

By default, the list will display all research outputs for your school.

To display Research Outputs for one department within your school:

1. From the Research Outputs screen, select the **department** from the Department drop-down list.
2. Click the **Search** button.

The screenshot shows the 'Publications' search interface. At the top, there are navigation buttons: '<< Back', 'Edit', 'Export', a pagination bar (1-10), 'Reset', 'Basic', and a 'Search' button with a magnifying glass icon. Below these are various filter options: 'Filter by years' (2011 to 2018), 'Publication Output' (All records), 'Publication Category' (All records), 'Faculty' (School of Science, Engineering and IT), and 'Filter records by Centres' (All records). The 'Department' dropdown is set to 'Information Technology' and is highlighted with a red box and a red number 1. The 'Search' button is also highlighted with a red box and a red number 2. Other fields include 'Title contains', 'Internal authors (Surname)', 'Initials', 'Status', 'Parents', 'RM Ref', 'System reference ID', and 'Author'.

To display Research Outputs for an individual researcher within your school:

1. From the Research Outputs screen, ensure the Faculty is set to your **school** and the department is set to **All records**.
2. In the Internal authors (Surname) field, enter the **Researcher's surname**.
3. In the Internal authors Initials field, enter the **Researcher's initial**.
4. Click the Internal authors **Search (magnifying glass)** button.

The screenshot shows the 'Publications' search interface with the same layout as the previous one. The 'Department' dropdown is now set to 'All records'. The 'Internal authors (Surname)' field contains the text 'stranieri' and the 'Initials' field contains 'a'. The 'Search' button is highlighted with a red box and a red number 4. Red numbers 1, 2, and 3 point to the 'Filter records by Centres', 'Internal authors (Surname)', and 'Initials' fields respectively. Below the search fields is a table header with columns: IRMA ID, Year, Category, Title, Citation Count, All Authors, Status, and Action. At the bottom, it says 'Page number: 1 Number of records on this page:'.

A list of internal authors matching the criteria will be displayed.

Author Search Results			
Staff number	Name	Initials	Department - School - Institution
03113	Stranieri Andrew Assoc Professor	A	Information Technology, School of Science, Engineering and IT, FedUni



5. Click the **Link** button to select the Researcher. A screen similar to the following will be displayed:

Internal authors (Surname): Initials: Contains Stranieri, A Include linked:

6. Click the **Search** button to display a list of Research Outputs for that Researcher.

Publications Home

1 2 3 4 5 6 7 8 9 10

Filter by year: Publication 2011 to 2018
 Publication Output: All records
 Publication Category: All records
 Faculty: School of Science, Engineering and IT
 Filter records by Centres: All records
 Department: All records
 Title contains:
 Internal authors (Surname): Initials: Contains Stranieri, A Include linked:

Tips:

- Be sure to check the filter options as the Research Outputs screen retains the last access settings.
- Checking the **Include linked** box displays both internal and external research outputs for the Researcher. Otherwise, just the internal Research Outputs are displayed (ie Research Outputs that are published with the Federation University Australia affiliation).



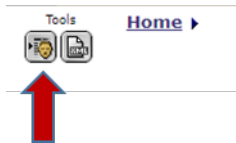
Internal authors (Surname): Initials: Contains Stranieri, A Include linked:

- After making any filter changes, you must always click the **Search** button to refresh the list.

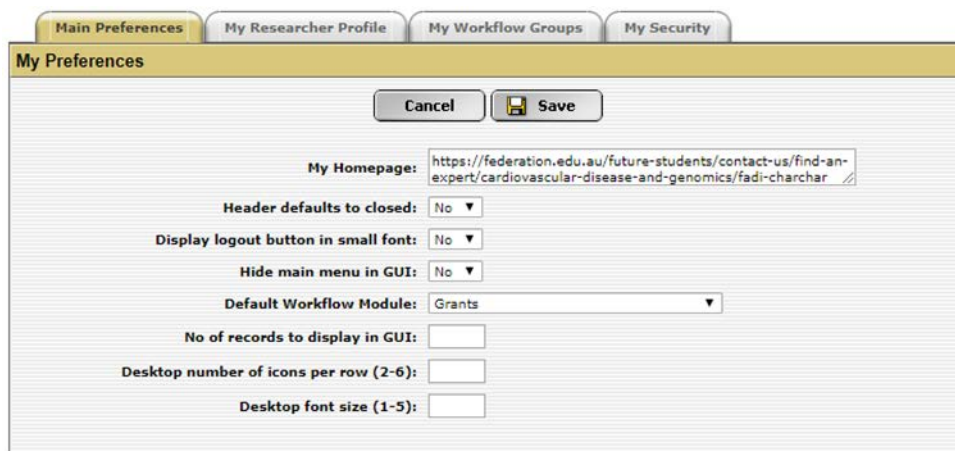
IRMA My Preferences

Use the My Preferences Tools to modify IRMA settings.

1. From the Researcher Profile screen, click the **My preferences** button.



A screen similar to the following will be displayed:

A screenshot of the 'My Preferences' dialog box. The dialog has a title bar with 'My Preferences' and a yellow background. Below the title bar, there are 'Cancel' and 'Save' buttons. The main area contains several settings:

- My Homepage:** A text field containing the URL: <https://federation.edu.au/future-students/contact-us/find-an-expert/cardiovascular-disease-and-genomics/fadi-charchar>
- Header defaults to closed:** A dropdown menu set to 'No'.
- Display logout button in small font:** A dropdown menu set to 'No'.
- Hide main menu in GUI:** A dropdown menu set to 'No'.
- Default Workflow Module:** A dropdown menu set to 'Grants'.
- No of records to display in GUI:** An empty text input field.
- Desktop number of icons per row (2-6):** An empty text input field.
- Desktop font size (1-5):** An empty text input field.

Main Preferences Tab – Set Homepage URL, Header defaults to closed, Display logout button in small font, Hide main menu in GUI, Default Workflow Module, No. of records to display in GUI, Desktop number of icons per row, and Desktop font size.

My Researcher Profile – Display research interest key words, Display investigator signoff panel, Display intellectual property measure panel, Display esteem measures panel, Display human ethics panel, Display animal ethics panel.

My Workflow Groups – this has not yet been activated.

My Security – Displays granted IRMA user permissions

Further assistance

Instructions &

Tutorials <https://federation.edu.au/research/support-for-students-and-staff/research-data-and-tools/irma>

Phone For system faults/IRMA access/Help on using IRMA - Phone Linda Atkinson on 03 5327 9265
For research output content – Phone Debbie Weston on 03 5327 6743

Email myresearch@federation.edu.au