

Contents

Research Expectations	1
IRMA – Review and/or export research activity, researcher identifiers and FoR codes	2
Review research activity recorded in IRMA	2
Export (publications and grant records)	2
Incorrect or missing information?	2
Web of Science – Check your publications	3
Self-assessments	4
Run your InCites research comparative indicators (RCI) report.....	5
Contact	7
Need more assistance?	7

Research Services provide research information to assist in the Academic Promotion process. This information is a combination of IRMA and Web of Science data. Accuracy of this information is reliant on research activity, researcher identifiers, and FoR codes being accurately recorded in IRMA and an up-to-date record of publications in Web of Science (WoS).

The onus is on researchers to ensure their IRMA and WoS information is current and complete at all times. Details on how to do this can be found below.

Research Expectations (and 3-year plans)

The University has set ambitious targets for research in its Research Strategy 2025-2030, and it is within this context that expectations of research activity have been introduced. Please refer to [Research Expectations](#) for more information (including research income and output expectations by academic level).

To benchmark your own research activity, see the Individual Researcher Expectations tab on the [Researcher Dashboard](#).

All figures are based on 1.0 FTE and individual expectations should be considered relative to opportunity. The combination of expectations and the 3-year plan shows that previous achievements are sustainable for the future and that the trajectory can meet or continue to meet expectations.

Further information and resources can be found on the [Research performance and benchmarking](#) page of the Research Services SharePoint page.

IRMA – Review and/or export research activity, researcher identifiers and FoR codes

Review research activity recorded in IRMA

Research activity, researcher identifiers and FoR codes can be reviewed in either [IRMA](#) or the [Researcher Dashboard](#).¹

Export (publications and grant records)

It may be easier to review and compare research activity in an excel spreadsheet. To export from IRMA to excel, refer to the [IRMA](#) support SharePoint page (or refer directly to the [IRMA - Researcher User Guide v4](#) (PDF, 2,073 kb)).

Incorrect or missing information?

If your details need to be updated or corrected, please contact the applicable team/s:

- **Grants/Funding information:** research.funding@federation.edu.au
- **Publications:** either complete the "[Request to add a publication](#)" form or email research.reporting@federation.edu.au.
 - Please send a list of **only** what is missing or clearly highlight missing publication, if providing the full list. We have limited resources and may not be able to update all of them in time to be included in this research information otherwise.
- **Researcher Identifiers:** research.reporting@federation.edu.au
- **FoR codes** should be updated by researchers.
 - Refer to the [IRMA](#) support SharePoint page for details on how to add/update your FoR codes (or refer directly to page 14 of the [IRMA - Researcher User Guide v4](#) (PDF, 2,073 kb)).
 - Further information about FoR codes can be found at: [ARC_Classification_Codes](#)

¹ Note: The Researcher Dashboard displays only awarded (current/completed) grants and grant applications under review; not unsuccessful/withdrawn grant applications.

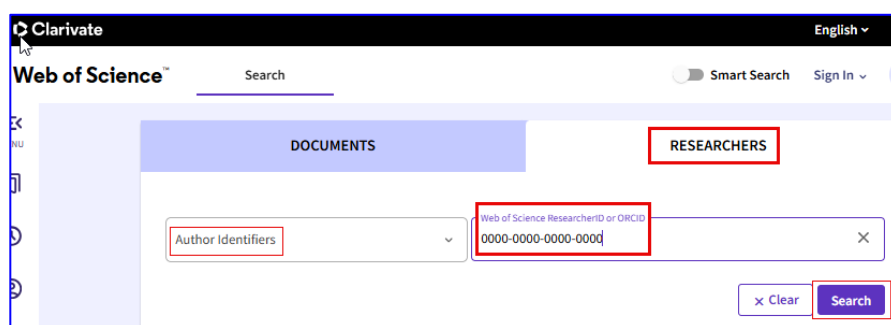
Web of Science – Check your publications

Your InCites research comparative indicators (RCI) report (see below) is based on your publications in Web of Science.

Review your publications indexed by Web of Science to ensure that they are correct and complete:

- From the Library homepage at federation.edu.au/library
- Select > Databases > Search by databases A-Z list > W > **Web of Science**
- Select the **Researchers** tab
- Enter your ORCID ID and click **Search**

NOTE: if you don't have an ORCID, refer to the [Library ORCID LibGuide](#).



- Click on the applicable researcher name, the Author Profile page will be displayed
- On this page, you can:
 - Review documents list
 - Review Metrics (including H-index, Sum of Times Cited etc.)
 - View and download citation report²
 - Click **View citation report** (on the RHS, under Metrics)

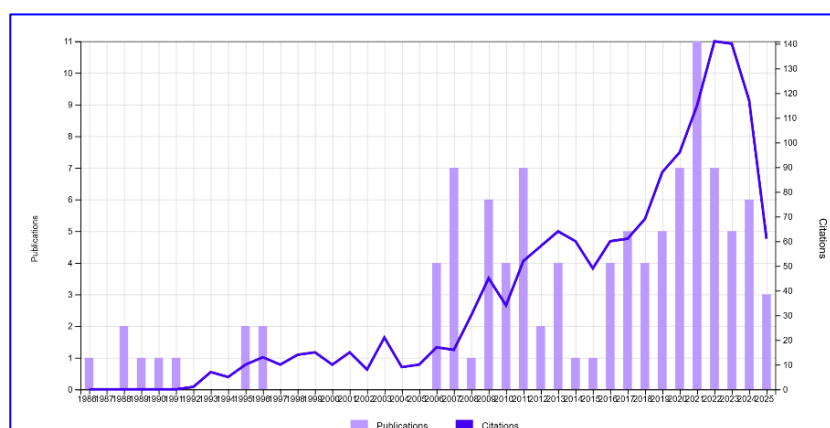


Figure 1: Example citation report

² NOTE: Tables, charts and other graphics are **not** to be included in the application form. They may however be referenced in the application and included in full in the supporting evidence document.

Self-assessments

Self-assessments can provide an indication of performance compared to national averages. This detail can be included in your application as **supporting evidence**³ to elaborate on your research achievements. Note, your application may be assessed by committee members who are less familiar with your discipline, and this may help them to objectively determine your level of achievement against the national averages.

The following self-assessments can be run to assist in your application:

1. **Research comparative indicators (RCI) self-assessment** using the [Incites Research Areas](#) (xlsx) (located on the Academic Promotion webpage, under [Supporting documents](#))
 - For instructions on how to run your RCI report, refer below "[Run your InCites research comparative indicators \(RCI\) report](#)"
2. **Publications and funding self-assessment** using the [ERA 2018 Results](#)⁴ (located on the Academic Promotion webpage, under [Supporting documents](#))
 - Using the data previously reviewed or exported from IRMA, average the number of publications and total FedUni portion of income
 - In this example, a 5-year date range (2020-2024) has been used
 - This example compares the individual researchers results to the ERA 2018 average FoR code: (4104) Environmental Science and Management

Average FTE per year	Publications	Income
ERA 2018 average	2.5	\$208, 262
Example applicant	3.6	\$331 ,259

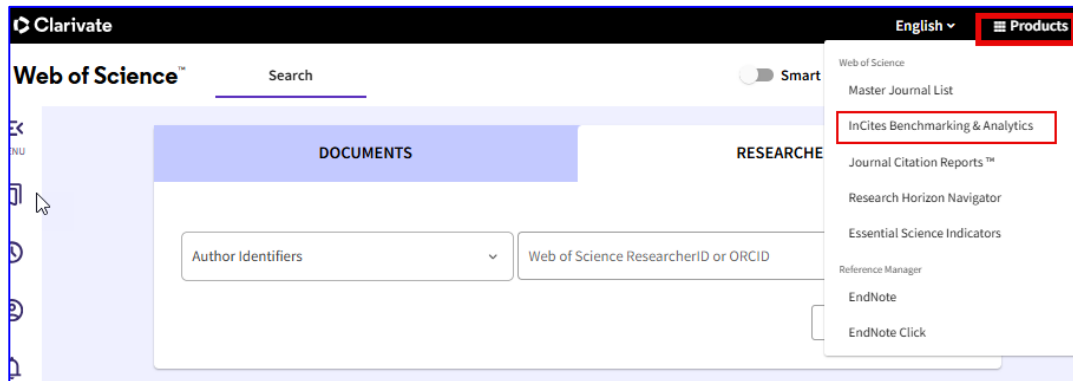
In this example, this researcher's performance for both publications and grants would be above the national average.

³ Tables, charts and other graphics are **not** to be included in the application form. They may however be referenced in the application and included in full in the supporting evidence document.

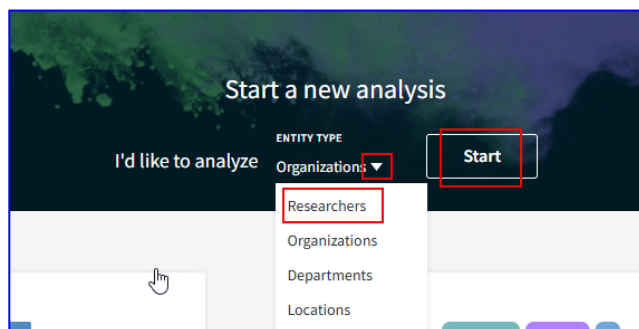
⁴ The previous evaluation exercise, ERA, has ceased. However, as the new Research Evaluation Framework is still in development, the ERA 2018 results continue to be used.

Run your InCites research comparative indicators (RCI) report

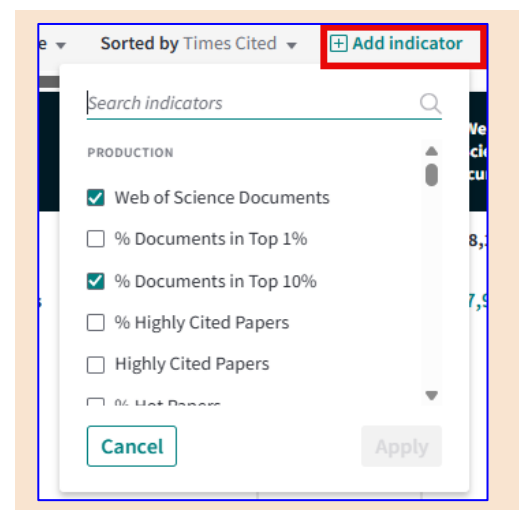
- On the [Web of Science](#) webpage:
 - Click the "Products" drop down menu
 - Click **InCites Benchmarking & Analytics**
- Note: you may need to log in



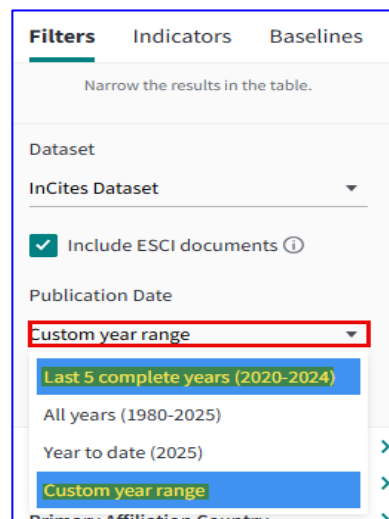
- Click **Start an analysis**
- Select **Researchers** from the drop-down list and click **Start**



- Enter your ORCID ID
- Click **Add indicator** to customise indicators, as follows:
 - Web of Science Documents
 - % Documents Cited
 - Times Cited
 - Category Normalized Citation Impact
 - H-Index
 - % Documents in Q1 Journals
 - % Documents in Top 10%
 - % Industry Collaborations
 - % International Collaborations



- On the LHS, under Filters:
 - Click the drop-down menu under “Publication Date”
- Select the applicable year range:
 - Defaults to “Last 5 complete years report” and/or
 - Customise the year range to the last 10 years
- Download to excel, if applicable ⁵



To compare these results to the national averages

- Open the [Incites Research Areas](#) (xlsx) document (located on the Academic Promotion webpage, under [Supporting documents](#))
- Locate your **primary four-digit FoR code** row
- Compare these to your results

A	B	C	D	E	F	G	H	I	J
	Web of Science Documents	% Docs Cited	Times Cited	Category Normalized Citation Impact	H-Index	% Documents in Q1 Journals	% Documents in Top 10%	% Industry Collaborations	% International Collaborations
Global Baseline		66.15		0.97		46.94	9.32	2.14	22.14
4104 Environmental management		85.58		1.37		66.61	14.52	0.9	64.66
{Researcher name}	15	93.33	134	0.77	6	30.77	6.67	0	46.67

Figure 2: Example RCI report

⁵ Tables, charts and other graphics are **not** to be included in the application form. They may however be referenced in the application and included in full in the supporting evidence document.

Contact

- **IRMA and InCites (RCI report):** Joanne Davis, Coordinator, Research Data Quality and Communications, Research Services - research.reporting@federation.edu.au
- **InCites and Web of Science:** Xandria Hughes, Liaison Librarian (Researcher Metrics), Library - xandria.hughes@federation.edu.au

Need more assistance?

Research Performance Resources

- [Research performance and reporting](#) SharePoint page

Library Resources

- Federation University [Library Website](#)
- [Incites](#) and [ORCID](#) subject guides
- Make an appointment with a [Liaison Librarian](#)