

IRMA - Researcher User Guide

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Table of Contents - IRMA Researcher User guide

Logging into IRMA (from the Intranet Staff Resources page):	3
Desktop	4
Publications	5
<i>To check Research Outputs:</i>	5
<i>To view details of an individual publication:</i>	6
<i>To export the Research Outputs list (Excel file):</i>	7
Grants	8
<i>To check Grant records:</i>	8
<i>To view details of an individual grant record:</i>	9
<i>To export the Grants list (Excel file):</i>	11
Researcher Profile	12
<i>Navigating the Researcher Profile screen:</i>	12
<i>Third Party Ref: to check Researcher identifiers:</i>	13
<i>Individual Researcher FoR codes: to check and/or update:</i>	14
<i>To update (or add) the FoR code:</i>	15
<i>If the FoR code to enter is known:</i>	16
<i>If the description (or part thereof) of the FoR code is known:</i>	17

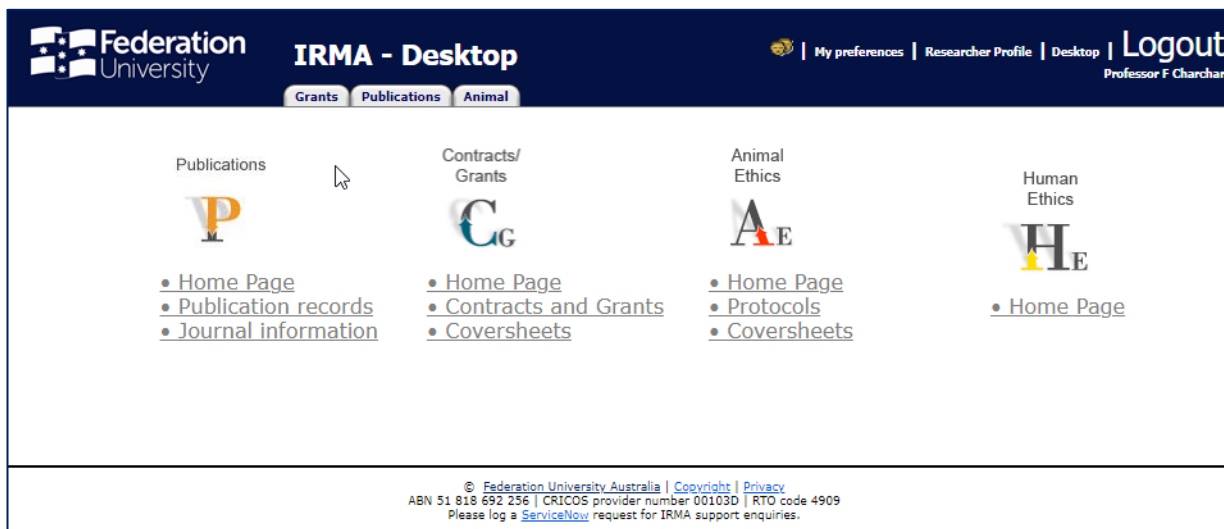
Disclaimer: if a field is not detailed, but it appears on a page, it is either not a field that is used or is a field that will be explained later.

Logging into IRMA (from the Intranet Staff Resources page):

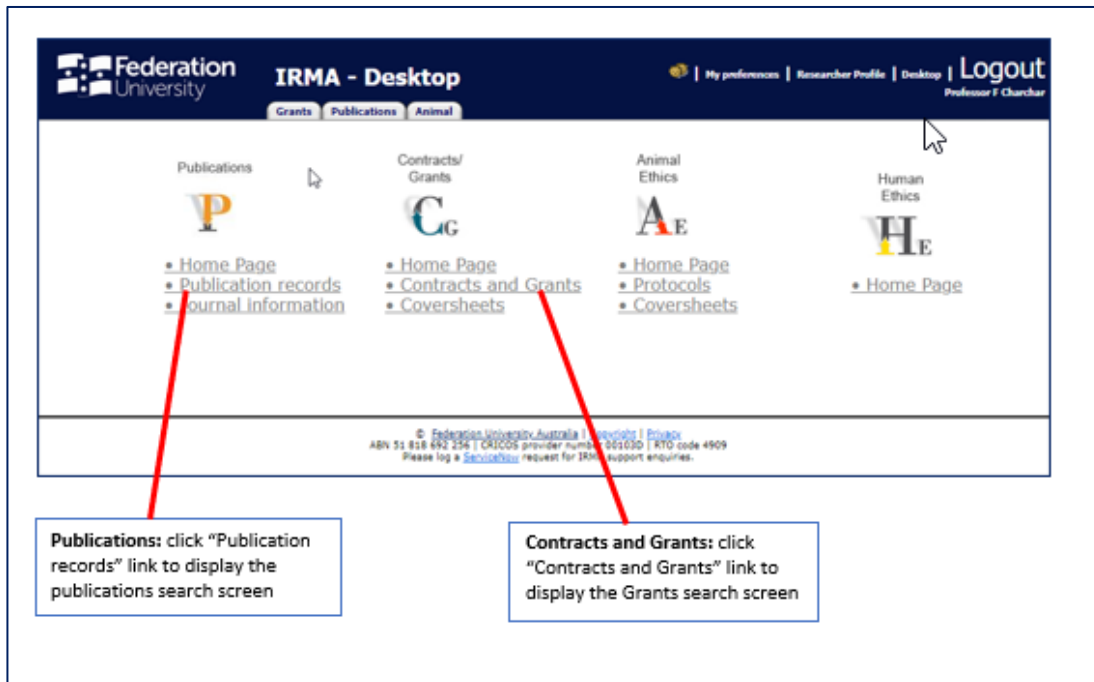
1. Click the **Research Management system (IRMA)** link.



2. IRMA authenticates your network username and password
 - NOTE: When working remotely, you must log into the VPN before accessing IRMA
3. The IRMA Desktop screen will be displayed:
 - *Note: Animal and Human Ethics modules are not currently available to researchers.*



Desktop



Please note:

- Animal and Human Ethics modules are not currently available to researchers.
- As IRMA works with single sign on, (i.e. your Federation username and password), there is no "log out". You only need to close the browser to log out.

Publications module:

- Click the "Publications records" link (on the Desktop) to:
 - [Check Research Outputs](#)
 - [View an individual publication](#)
 - [Export the Research Outputs list \(Excel file\)](#)

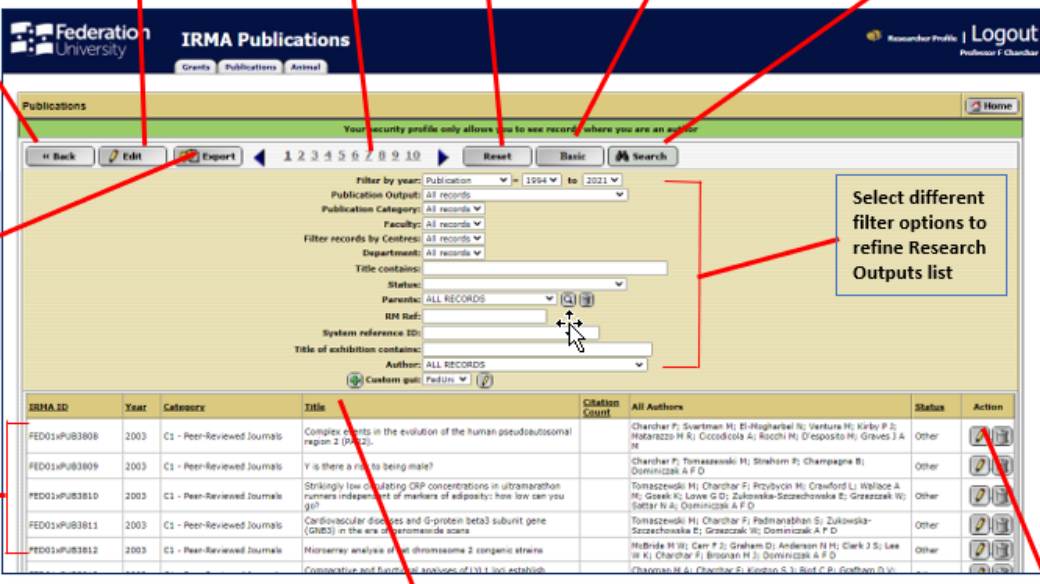
Contracts and Grants module:

- Click the "Contracts and Grants" link (on the Desktop) to:
 - [Check grant records](#)
 - [View an individual grant record](#)
 - [Export the Grants list \(Excel file\)](#)

Publications


To check Research Outputs:

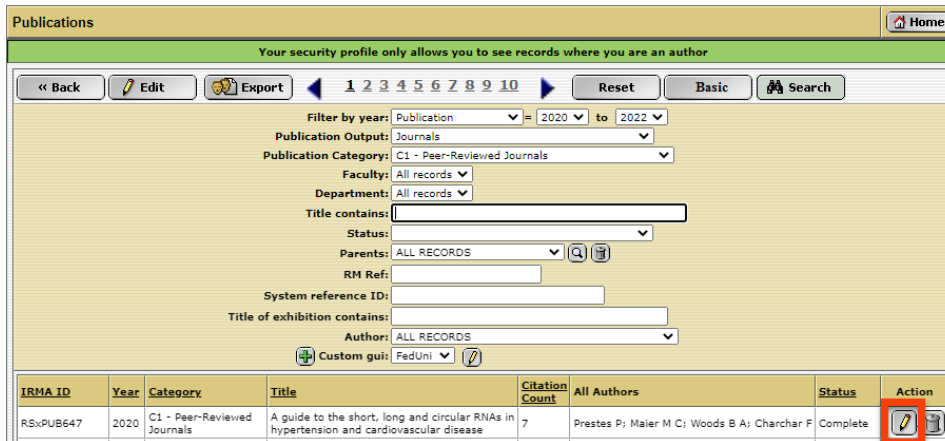
1. *Navigate* to the Publications search screen - *click* “Publications record” link on the Desktop, the Publications search screen will be displayed (below)
 - Note: if not all of the search criteria displayed below are shown, *click* “Advanced” button
2. Using any combination of the search criteria, search or refine the Research Outputs list
 - Note: each time you select a different filter option, *click* “Search” button to refresh the Research Outputs list
 - Note: to clear the search criteria, *click* “Reset”
3. A list of research outputs that match the search filters will be displayed in the bottom section of the publications search screen



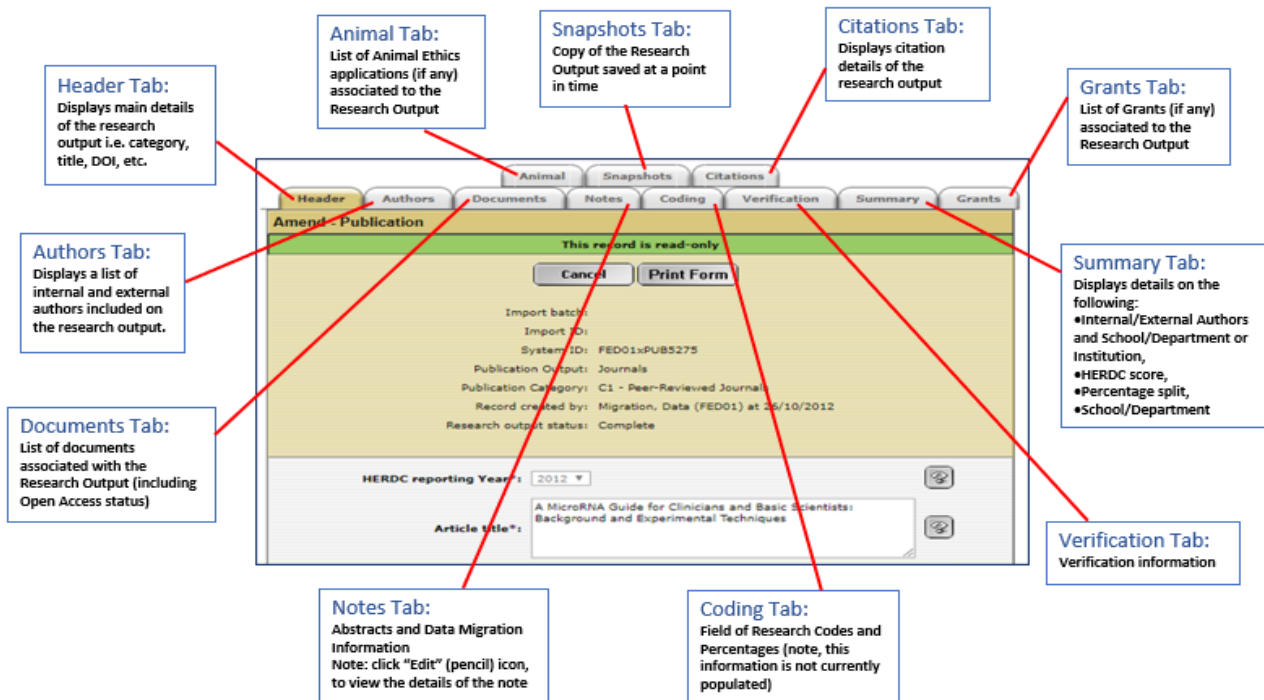
The screenshot shows the IRMA Publications search interface. The top navigation bar includes 'Federation University', 'IRMA Publications', and 'Logout'. Below the navigation bar, there are tabs for 'Publications', 'Grants', and 'Annual'. The main search area contains various filters: 'Filter by year' (1994 to 2021), 'Publication Output' (All records), 'Publication Category' (All records), 'Faculty' (All records), 'Filter records by Centres' (All records), 'Department' (All records), 'Title contains', 'Status', 'Parents' (ALL RECORDS), 'RM Ref', 'System reference ID', 'Title of exhibition contains', and 'Author' (ALL RECORDS). There are buttons for 'Back', 'Edit', 'Export', 'Reset', 'Basic', and 'Search'. Below the filters is a table of research outputs with columns: IRMA ID, Year, Category, Title, Citation Count, All Authors, Status, and Action. The table lists several research outputs, including 'Complex events in the evolution of the human pseudautosomal region 2 (PAR2)', 'Y is there a need to being male?', 'Strikingly low circulating CRP concentrations in ultramarathon runners independent of markers of adiposity: how low can you go?', 'Cardiovascular diseases and G-protein beta3 subunit gene (GNB3) in the oreo chromosome 2 congenic strains', and 'Noninvasive analysis of the chromosome 2 congenic strains'. Annotations with red arrows point to various elements: 'Click Back button to return to the Desktop' points to the 'Back' button; 'Click Edit button to display the last viewed Research Output' points to the 'Edit' button; 'Click Export button to export the list of displayed Research Outputs (Excel file)' points to the 'Export' button; 'Click any column heading to sort the Research Outputs by that column in ascending order' points to the 'Title' column header; 'Click pencil button to view an individual Research Output' points to the pencil icon in the 'Action' column; 'Click Search button to display Research Outputs list' points to the 'Search' button; 'Click Basic/Advanced button to toggle between Basic and Advanced Search filters' points to the 'Basic' button; 'Click Reset button to reset any selected criteria' points to the 'Reset' button; 'Select different filter options to refine Research Outputs list' points to the filter dropdowns; 'List of Research Outputs that match the Search filters' points to the table of results; 'Click Edit button to display the last viewed Research Output' points to the 'Edit' button; and 'Click Back button to return to the Desktop' points to the 'Back' button.

To view details of an individual publication:

1. Navigate to the Publications search screen – for help navigating this page, refer to [“To check Research Outputs”](#)
2. Click “Edit” icon (on the applicable record displayed) , to view individual Research Output details



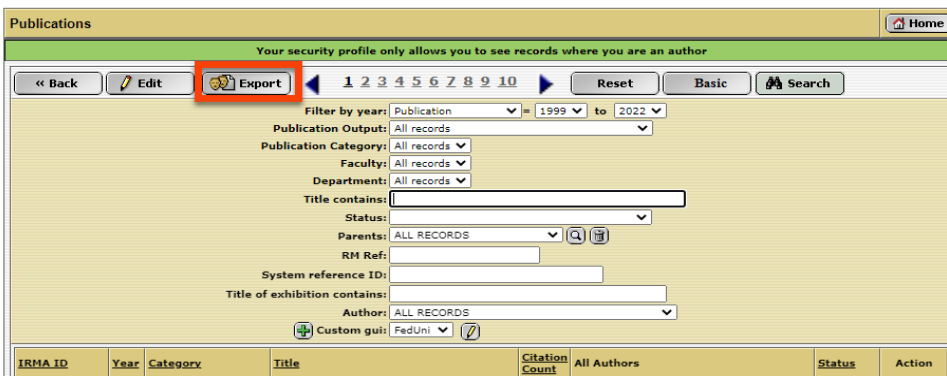
3. A screen similar to the following will be displayed:



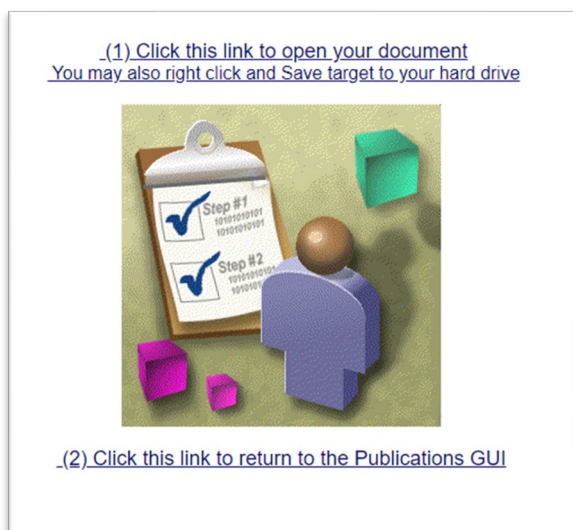
Note: A number of tabs will be displayed, with information relating to Authors, Documents, etc.

To export the Research Outputs list (Excel file):

1. *Navigate to the Publications search screen – for help navigating this page, refer to [“To check Research Outputs”](#)*
2. *Click “Export” button*



3. The following screen will be displayed:
 - *Note: only the results shown on the search screen will be exported*



4. *Click the link: “(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:*

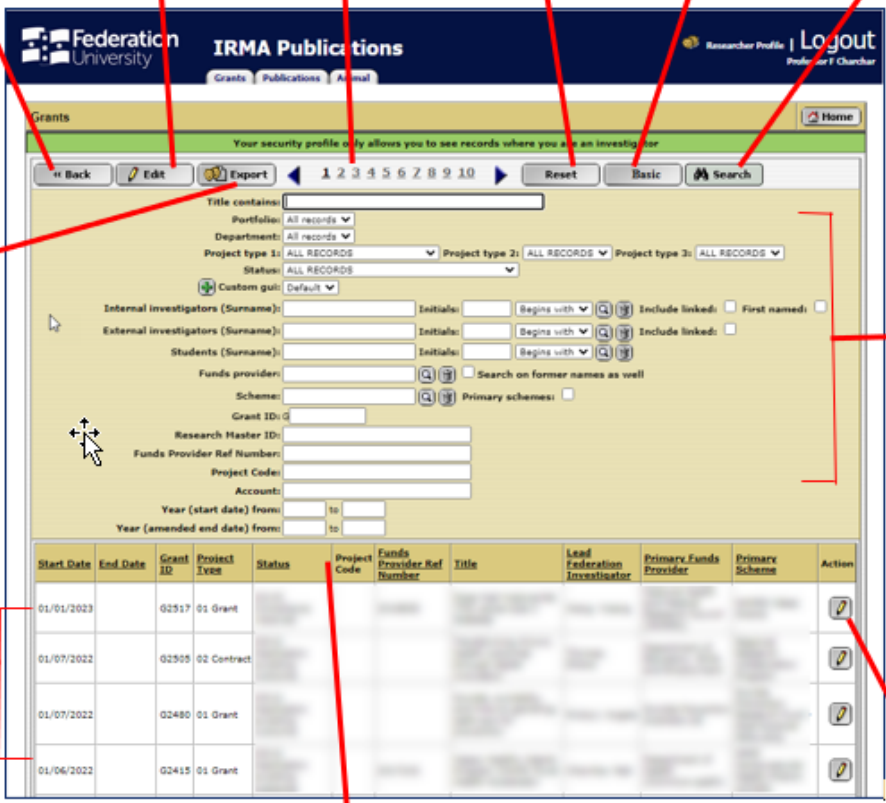


5. *Click on the file to open the exported list in Excel*
 - *Note: the file will open as a .csv file, it should be saved as a .xlsx file, if changes to the file are required*
6. *To return to the Publications Search screen:*
7. *Click the link: “(2) Click this link to return to the Publications GUI”*

Grants

To check Grant records:

1. *Navigate* to the Grants search screen - *click* “Contracts and Grants” link on the Desktop screen, the Grants search screen will be displayed (below)
 - Note: if not all of the search criteria displayed below are shown, *click* “Advanced” button
2. Using any combination of the search criteria, search or refine the Grants list
 - Note: each time you select a different filter option, *click* “Search” button to refresh the Grants list
 - Note: to clear the search criteria, *click* “Reset”
3. A list of Grants that match the search filters will be displayed in the bottom section of the Grants search screen




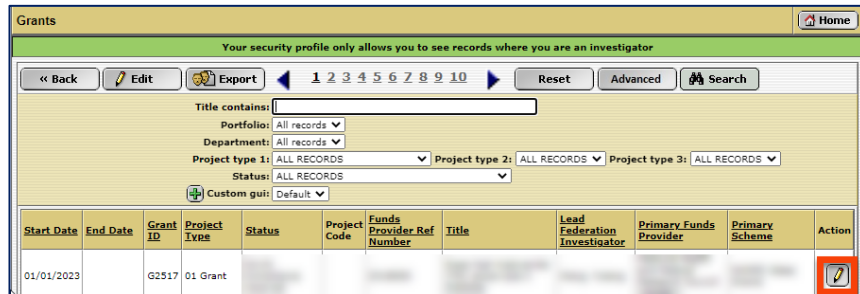
The screenshot shows the IRMA Publications Grants search interface. It includes a header with the Federation University logo, a navigation bar with 'Grants', 'Publications', and 'Annual' links, and a 'Logout' button. The main area contains search filters and a table of results. Annotations point to various elements:

- Click Back button to return to the Desktop**: Points to the 'Back' button in the top left of the search area.
- Click Edit button to display the last viewed Grant**: Points to the 'Edit' button in the top left of the search area.
- Click Export button to export the list of displayed Grants (Excel file)**: Points to the 'Export' button in the top left of the search area.
- Click Reset button to reset any selected criteria**: Points to the 'Reset' button in the top right of the search area.
- Click Basic/Advanced button to toggle between Basic and Advanced Search filters**: Points to the 'Basic' button in the top right of the search area.
- Click Search button to display Grants list**: Points to the 'Search' button in the top right of the search area.
- Select different filter options to refine Grants list**: Points to the filter dropdowns (Portfolio, Department, Project type 1, Project type 2, Project type 3, Status, Custom grid).
- Click any column heading to sort the Grants by that column in ascending order**: Points to the 'Start Date' column heading in the table.
- Click pencil button to view an individual Grant record**: Points to the pencil icon in the 'Action' column of the table.
- List of Grants that match the Search filters**: Points to the table of results.

Start Date	End Date	Grant ID	Project Type	Status	Project Code	Funds Provider Ref Number	Title	Lead Federation Investigator	Primary Funds Provider	Primary Scheme	Action
01/01/2023		G2517	01 Grant								
01/07/2022		G2505	02 Contract								
01/07/2022		G2480	01 Grant								
01/06/2022		G2415	01 Grant								

To view details of an individual grant record:

1. Navigate to the Grants search screen – for help navigating this page, refer to [“To check Grant records”](#)
2. Click “Edit” icon (on the applicable record displayed) , to view individual Grants details



Grants

Your security profile only allows you to see records where you are an investigator

« Back Edit Export 1 2 3 4 5 6 7 8 9 10 Reset Advanced Search

Title contains:


Portfolio: All records

Department: All records

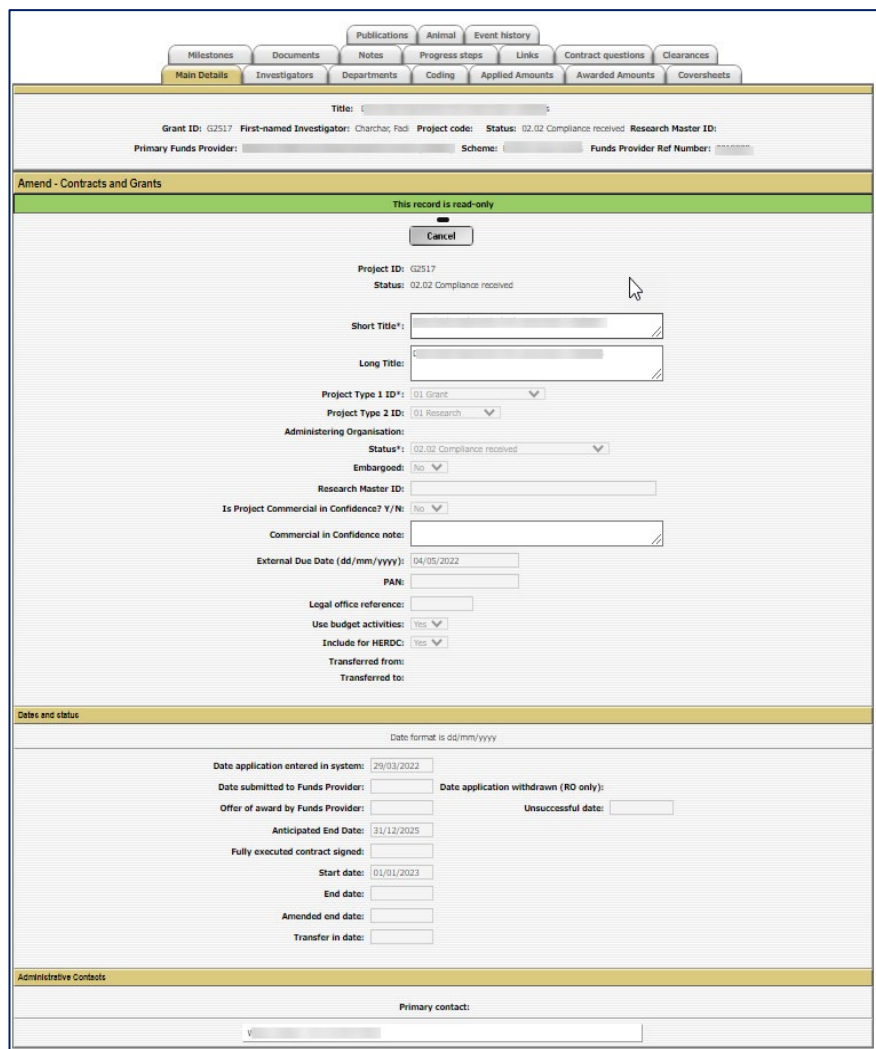
Project type 1: ALL RECORDS Project type 2: ALL RECORDS Project type 3: ALL RECORDS

Status: ALL RECORDS

Custom gui: Default

Start Date	End Date	Grant ID	Project Type	Status	Project Code	Funds Provider Ref Number	Title	Lead Federation Investigator	Primary Funds Provider	Primary Scheme	Action
01/01/2023		G2517	01 Grant								

3. A screen similar to the following will be displayed:



Milestones Documents Publications Animal Event History

Main Details Investigators Departments Coding Applied Amounts Awarded Amounts Coversheets

Title:

Grant ID: G2517 First-named Investigator: Charchar, Rudi Project code: Status: 02.02 Compliance received Research Master ID:

Primary Funds Provider: Scheme: Funds Provider Ref Number:

Amend - Contracts and Grants

This record is read-only

Cancel

Project ID: G2517

Status: 02.02 Compliance received

Short Title*:

Long Title:

Project Type 1 ID*: 01 Grant

Project Type 2 ID: 01 Research

Administering Organisation:

Status*: 02.02 Compliance received

Embargoed: No

Research Master ID:

Is Project Commercial in Confidence? Y/N: No

Commercial in Confidence note:

External Due Date (dd/mm/yyyy): 04/05/2022

PAN:

Legal office reference:

Use budget activities: Yes

Include for HERDC: Yes

Transferred from:

Transferred to:

Date and status

Date format is dd/mm/yyyy

Date application entered in system: 29/03/2022

Date submitted to Funds Provider: Date application withdrawn (RO only):

Offer of award by Funds Provider: Unsuccessful date:

Anticipated End Date: 31/12/2025

Fully executed contract signed:

Start date: 01/01/2023

End date:

Amended end date:

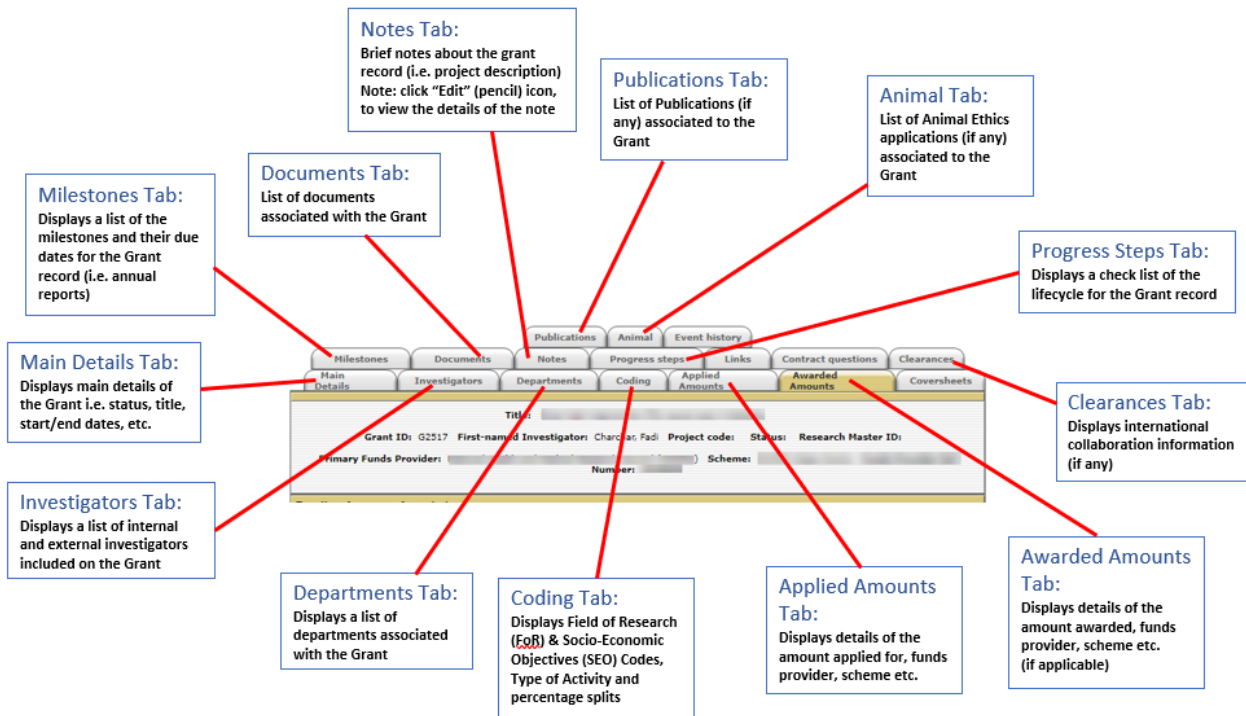
Transfer in date:

Administrative Contacts

Primary contact:

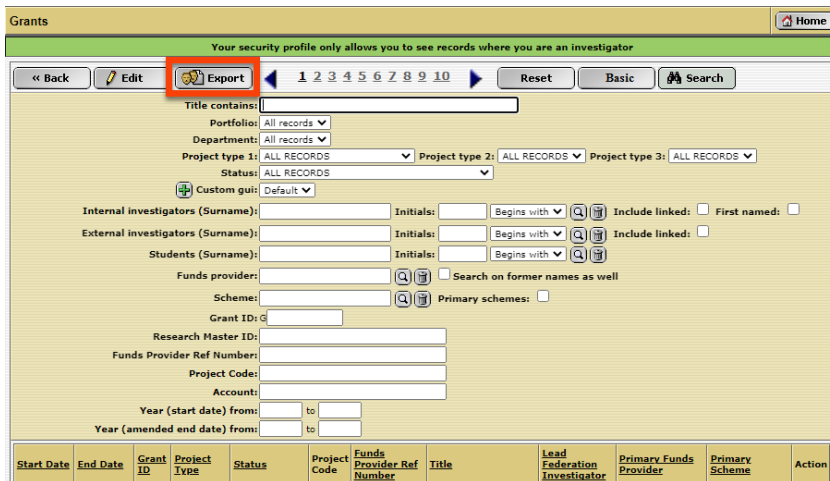
NOTES:

- A number of tabs will be displayed, with information regarding Investigators, Departments, FOR/SEO Codes, Funding Details, Milestones etc. – refer below screen shot
- Some tabs are not currently used



To export the Grants list (Excel file):

1. Navigate to the Grants search screen – for help navigating this page, refer to [“To check Grant records”](#)
2. Click “Export” button



3. The following screen will be displayed:
 - Note: only the results shown on the search screen will be exported

[\(1\) Click this link to open your document](#)
[You may also right click and Save target to your hard drive](#)



[\(2\) Click this link to return to the Grant GUI](#)

4. Click the link “(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:

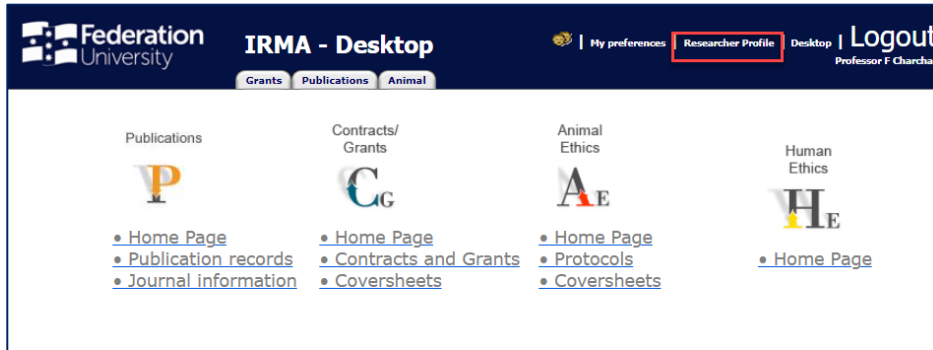


5. Click on the file to open the exported list in Excel
 - Note: the file will open as a .csv file, it should be saved as a .xlsx file, if changes to the file are required
6. To return to the Grants Search screen:
7. Click the link: “(2) Click this link to return to the Grants GUI”

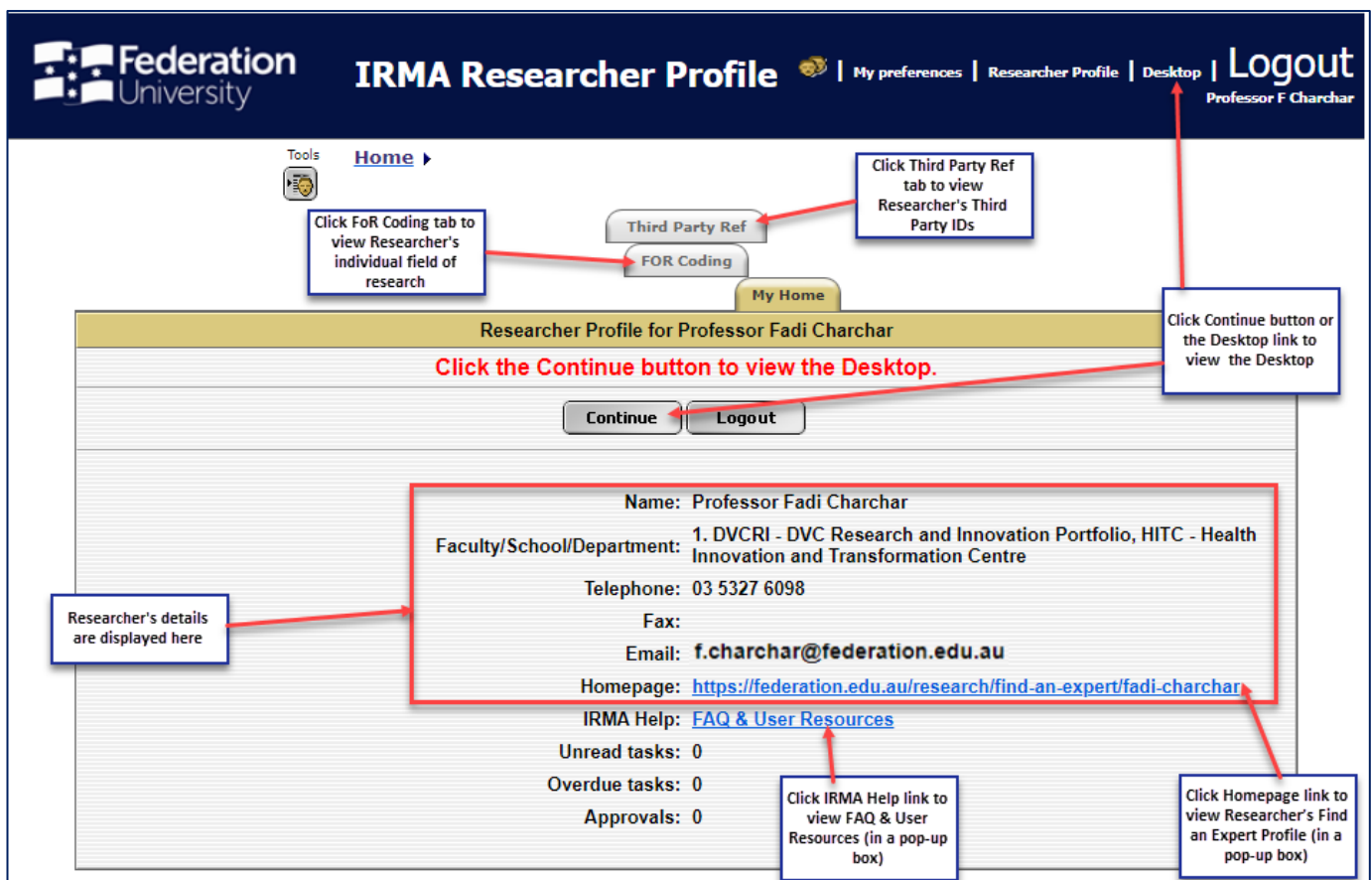
Researcher Profile

Navigating the Researcher Profile screen:

1. Click “Researcher Profile” in the top right-hand corner



2. A screen similar to the below, will be displayed:

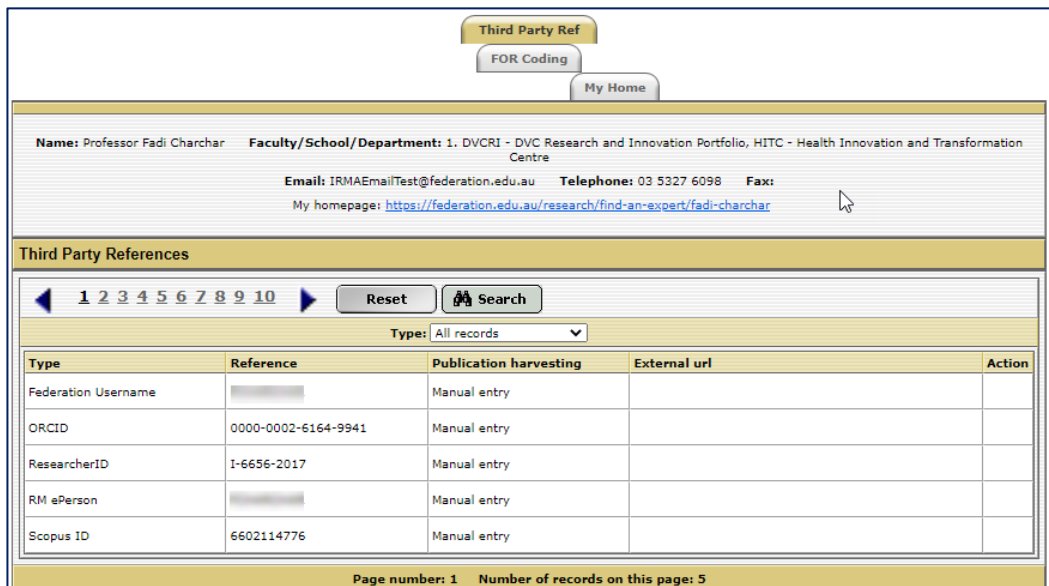


Third Party Ref: to check Researcher identifiers:

1. *Navigate* to the Researcher Profile (Home) screen – for help navigating this page, refer to ["Navigating the Researcher Profile screen"](#)
2. Click "Third Party Ref" tab:



3. A similar screen to the following will be displayed:



Type	Reference	Publication harvesting	External url	Action
Federation Username		Manual entry		
ORCID	0000-0002-6164-9941	Manual entry		
ResearcherID	I-6656-2017	Manual entry		
RM ePerson		Manual entry		
Scopus ID	6602114776	Manual entry		

4. Contact [Research Reporting](#) to update any third-party references.
5. If you require assistance with third-party references, please refer to:
 - <https://libguides.federation.edu.au/research/id>
 - to create an ORCID: [Library: ORCID - getting started](#).

Individual Researcher FoR codes: to check and/or update:

Note: SEO Codes are not currently used for individual researcher records and therefore **are not required** to be entered.

1. *Navigate* to the Researcher Profile screen – for help navigating this page, refer to "[Navigating the Researcher Profile screen](#)"
2. Click "FOR Coding" tab:



Tools [Home](#) ▶

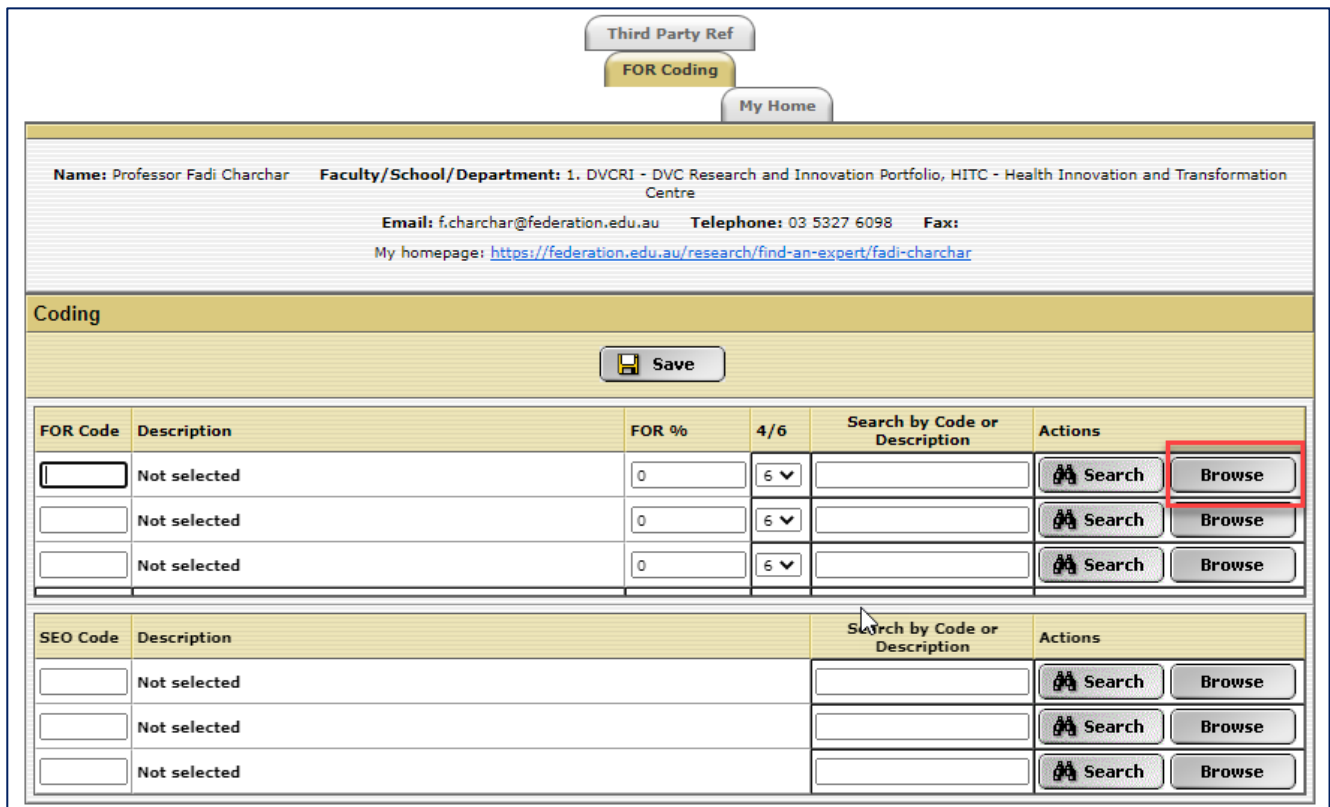
Third Party Ref
FOR Coding
My Home

Researcher Profile for Professor Fadi Charchar

Click the Continue button to view the Desktop.

[Continue](#) [Logout](#)

3. A similar screen to the following will be displayed:



Third Party Ref
FOR Coding
My Home

Name: Professor Fadi Charchar **Faculty/School/Department:** 1. DVCR1 - DVC Research and Innovation Portfolio, HITC - Health Innovation and Transformation Centre

Email: f.charchar@federation.edu.au **Telephone:** 03 5327 6098 **Fax:**

My homepage: <https://federation.edu.au/research/find-an-expert/fadi-charchar>

Coding

[Save](#)

FOR Code	Description	FOR %	4/6	Search by Code or Description	Actions
<input type="text"/>	Not selected	0	6 ▼	<input type="text"/>	Search Browse
<input type="text"/>	Not selected	0	6 ▼	<input type="text"/>	Search Browse
<input type="text"/>	Not selected	0	6 ▼	<input type="text"/>	Search Browse


SEO Code	Description	Search by Code or Description	Actions
<input type="text"/>	Not selected	<input type="text"/>	Search Browse
<input type="text"/>	Not selected	<input type="text"/>	Search Browse
<input type="text"/>	Not selected	<input type="text"/>	Search Browse

4. Any FoR Codes already added to the individual researcher record will be displayed


To update (or add) the FoR code:

5. Click “Browse” (see above screen shot)
6. A list of all codes will be displayed (at the 2 digit level):

Coding - FOR Divisions	
« Back	
Code	
20	AGRICULTURAL, VETERINARY AND FOOD SCIENCES
21	BIOLOGICAL SCIENCES
22	BIOMEDICAL AND CLINICAL SCIENCES
23	BUILT ENVIRONMENT AND DESIGN
24	CHEMICAL SCIENCES
25	COMMERCE, MANAGEMENT, TOURISM AND SERVICES
26	CREATIVE ARTS AND WRITING
27	EARTH SCIENCES
28	ECONOMICS
29	EDUCATION
40	ENGINEERING
41	ENVIRONMENTAL SCIENCES
42	HEALTH SCIENCES
43	HISTORY, HERITAGE AND ARCHAEOLOGY
44	HUMAN SOCIETY
45	INDIGENOUS STUDIES
46	INFORMATION AND COMPUTING SCIENCES
47	LANGUAGE, COMMUNICATION AND CULTURE
48	LAW AND LEGAL STUDIES
49	MATHEMATICAL SCIENCES
50	PHILOSOPHY AND RELIGIOUS STUDIES
51	PHYSICAL SCIENCES
52	PSYCHOLOGY

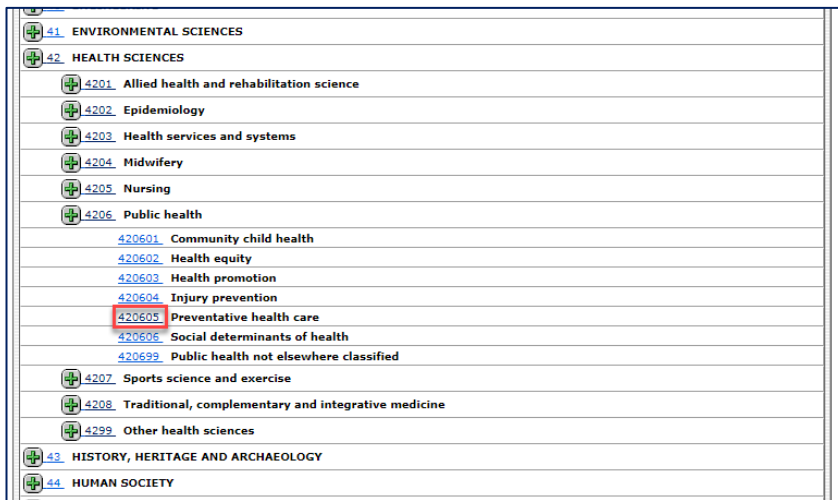
7. Click the plus icon , to expand the relevant Division to view the Groups (4 digit) within that chosen Division:

Coding - FOR Divisions	
« Back	
Code	
20	AGRICULTURAL, VETERINARY AND FOOD SCIENCES
21	BIOLOGICAL SCIENCES
22	BIOMEDICAL AND CLINICAL SCIENCES
23	BUILT ENVIRONMENT AND DESIGN
24	CHEMICAL SCIENCES
25	COMMERCE, MANAGEMENT, TOURISM AND SERVICES
26	CREATIVE ARTS AND WRITING
27	EARTH SCIENCES
28	ECONOMICS
29	EDUCATION
40	ENGINEERING
41	ENVIRONMENTAL SCIENCES
42	HEALTH SCIENCES
43	HISTORY, HERITAGE AND ARCHAEOLOGY
44	HUMAN SOCIETY

8. Click on the plus icon , to expand the 4 digit code to display the 6 digit code:

41	ENVIRONMENTAL SCIENCES
42	HEALTH SCIENCES
4201	Allied health and rehabilitation science
4202	Epidemiology
4203	Health services and systems
4204	Midwifery
4205	Nursing
4206	Public health
420601	Community child health
420602	Health equity
420603	Health promotion
420604	Injury prevention
420605	Preventative health care
420606	Social determinants of health
420699	Public health not elsewhere classified
4207	Sports science and exercise
4208	Traditional, complementary and integrative medicine
4299	Other health sciences
43	HISTORY, HERITAGE AND ARCHAEOLOGY
44	HUMAN SOCIETY

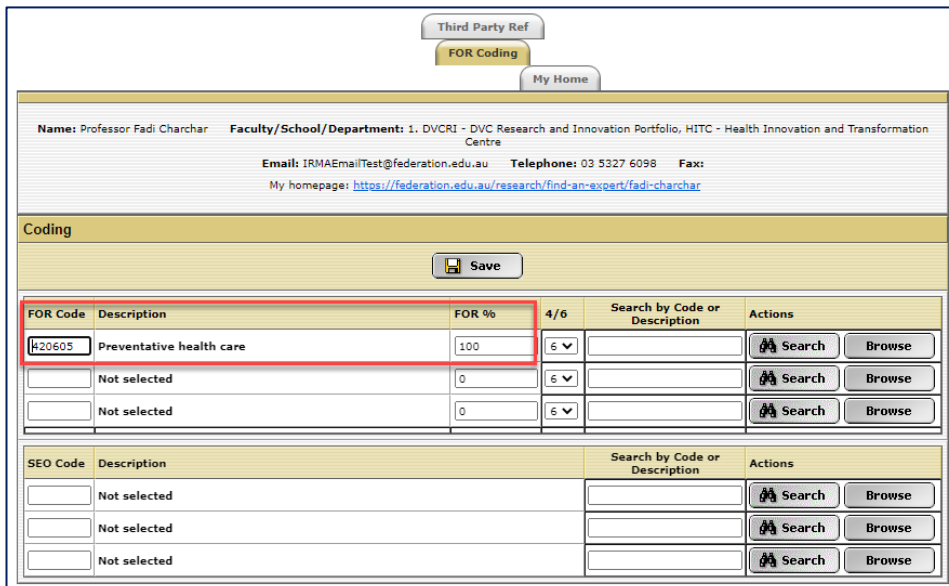
9. To select the applicable code, *click* on the hyperlinked **For Code** number:
 - The applicable FOR code and description will be displayed in the FOR Code and Description fields



10. **FOR % text field:** *Type* the applicable percentage
 - Note: the total MUST equal 100%**
11. *Repeat* Steps 5-10, if further FOR Codes are applicable
 - Note: a **maximum of three** FOR codes can be entered
12. Click “Save”

If the For code to enter is known:

13. **FOR Code text field:** *Type* the code number in the first FOR Code field e.g. *For code* 420605
 - Once you move to the next field or click anywhere else on the screen, the descriptive words for the chosen code will be displayed
14. **FOR % text field:** *Type* the applicable percentage
 - Note: the total MUST equal 100%**
15. *Repeat* Steps 13 and 14, if further FOR Codes are applicable
 - Note: a **maximum of three** FOR codes can be entered
16. Click “Save”

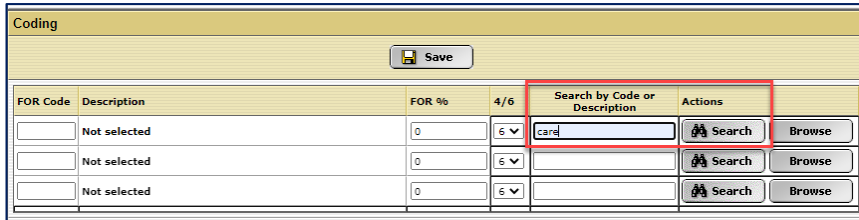


If the description (or part thereof) of the FoR code is known:

17. **Search by Code or Description:** Type a keyword or the full description (name) of the FOR code e.g. using the above example, any of the keywords in the name (“Preventative health care”) can be entered into the field

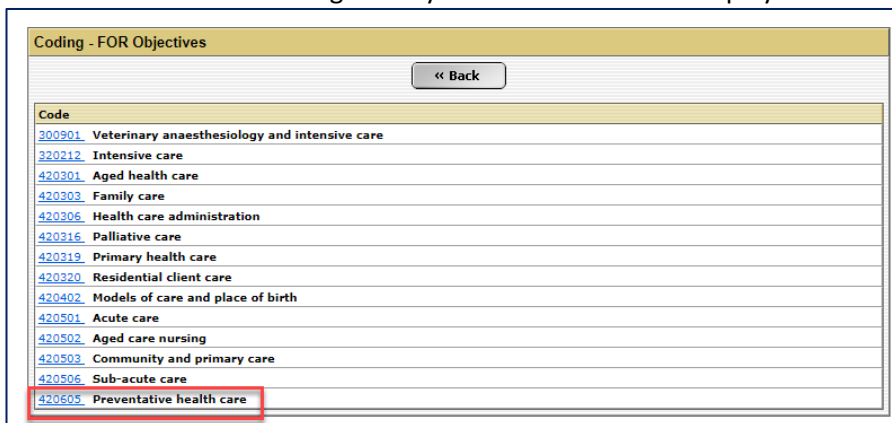
- Note: the field has a character limit of 20

18. Click “Search”



FOR Code	Description	FOR %	4/6	Search by Code or Description	Actions
<input type="text"/>	Not selected	<input type="text"/>	5	<input type="text" value="card"/>	<input type="button" value="Search"/> <input type="button" value="Browse"/>
<input type="text"/>	Not selected	<input type="text"/>	5	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Browse"/>
<input type="text"/>	Not selected	<input type="text"/>	5	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Browse"/>

19. A list of codes matching the keyword entered will be displayed:



Coding - FOR Objectives

Code	Description
300901	Veterinary anaesthesiology and intensive care
320212	Intensive care
420301	Aged health care
420303	Family care
420306	Health care administration
420316	Palliative care
420319	Primary health care
420320	Residential client care
420402	Models of care and place of birth
420501	Acute care
420502	Aged care nursing
420503	Community and primary care
420506	Sub-acute care
420605	Preventative health care

20. Click the applicable (hyperlink) FOR code

- The applicable FOR code and description will be displayed in the FOR Code and Description fields

21. **FOR % text field:** Type the applicable percentage

- **Note: the total MUST equal 100%**

22. Repeat Steps 17-21, if further FOR Codes are applicable

- Note: a **maximum of three** FOR codes can be entered

23. Click “Save”