

## **IRMA - Researcher User Guide**

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Prepared by  
Joanne Davis



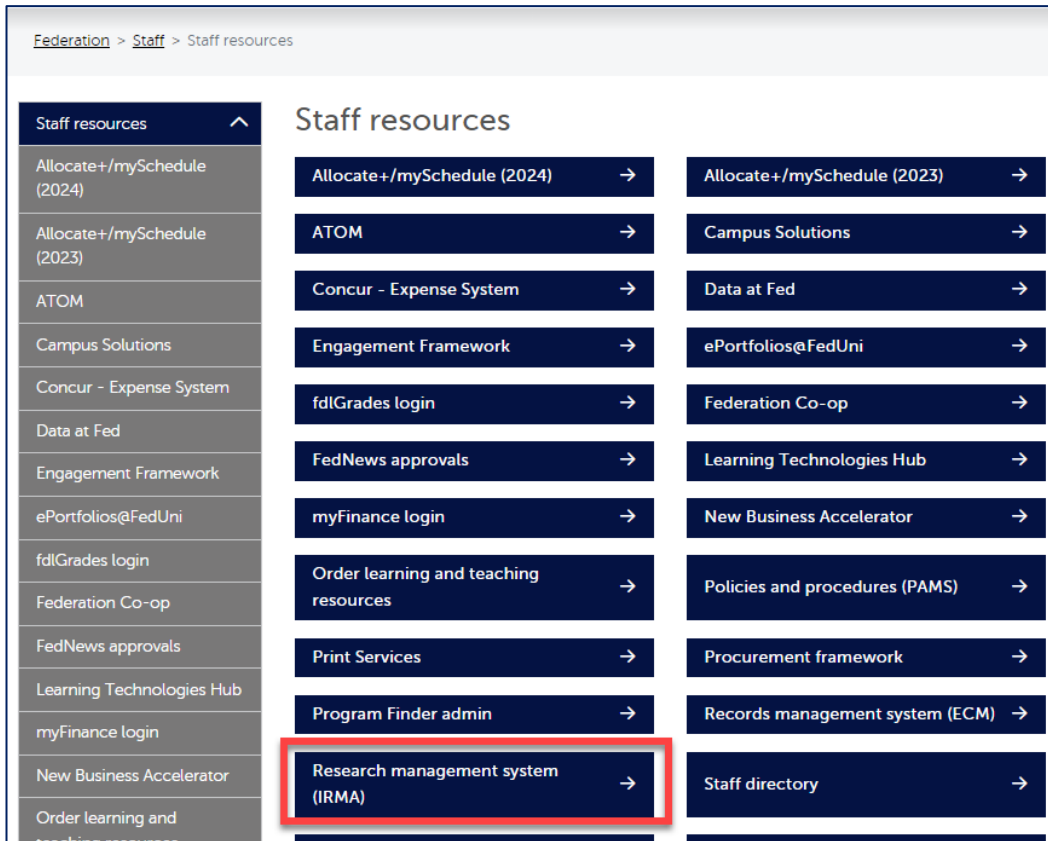
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*Disclaimer: if a field is not detailed, but it appears on a page, it is either not a field that is used or is a field that will be explained later.*

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

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



The screenshot shows the 'Staff resources' page with a list of various systems. The 'Research management system (IRMA)' link is highlighted with a red box.

| Staff resources                       | Staff resources                            | Staff resources                   |
|---------------------------------------|--|-----------------------------------|
| Allocate+/mySchedule (2024)           | Allocate+/mySchedule (2024) →              | Allocate+/mySchedule (2023) →     |
| Allocate+/mySchedule (2023)           | ATOM →                                     | Campus Solutions →                |
| ATOM                                  | Concur - Expense System →                  | Data at Fed →                     |
| Campus Solutions                      | Engagement Framework →                     | ePortfolios@FedUni →              |
| Concur - Expense System               | fdlGrades login →                          | Federation Co-op →                |
| Data at Fed                           | FedNews approvals →                        | Learning Technologies Hub →       |
| Engagement Framework                  | myFinance login →                          | New Business Accelerator →        |
| ePortfolios@FedUni                    | Order learning and teaching resources →    | Policies and procedures (PAMS) →  |
| fdlGrades login                       | Print Services →                           | Procurement framework →           |
| Federation Co-op                      | Program Finder admin →                     | Records management system (ECM) → |
| FedNews approvals                     | <b>Research management system (IRMA) →</b> | Staff directory →                 |
| Learning Technologies Hub             |  |                                   |
| myFinance login                       |  |                                   |
| New Business Accelerator              |  |                                   |
| Order learning and teaching resources |  |                                   |

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.*



The screenshot shows the IRMA Desktop interface with the following navigation options:

| Publications  | Contracts/ Grants  | Animal Ethics   | Human Ethics  |
|---|--|---|---|
|    |                                   |                        |  |
| <ul style="list-style-type: none"> <li>• Home Page</li> <li>• Publication records</li> <li>• Journal information</li> </ul> | <ul style="list-style-type: none"> <li>• Home Page</li> <li>• Contracts and Grants</li> <li>• Coversheets</li> </ul> | <ul style="list-style-type: none"> <li>• Home Page</li> <li>• Protocols</li> <li>• Coversheets</li> </ul> | <ul style="list-style-type: none"> <li>• Home Page</li> </ul>                         |

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 ABN 51 818 692 256 | CRICOS provider number 00103D | RTO code 4909  
 Please log a [ServiceNow](#) request for IRMA support enquiries.

## Desktop



The screenshot shows the IRMA Desktop interface with the following navigation options:

- Publications** (P icon):
  - Home Page
  - **Publication records**
  - Journal information
- Contracts/Grants** (CG icon):
  - Home Page
  - **Contracts and Grants**
  - Coversheets
- Animal Ethics** (AE icon):
  - Home Page
  - Protocols
  - Coversheets
- Human Ethics** (HE icon):
  - Home Page

Red lines connect the 'Publication records' link to the first text box and the 'Contracts and Grants' link to the second text box.

**Publications:** click "Publication records" link to display the publications search screen

**Contracts and Grants:** click "Contracts and Grants" link to display the Grants search screen

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 need to "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 \(Excel file\)](#)

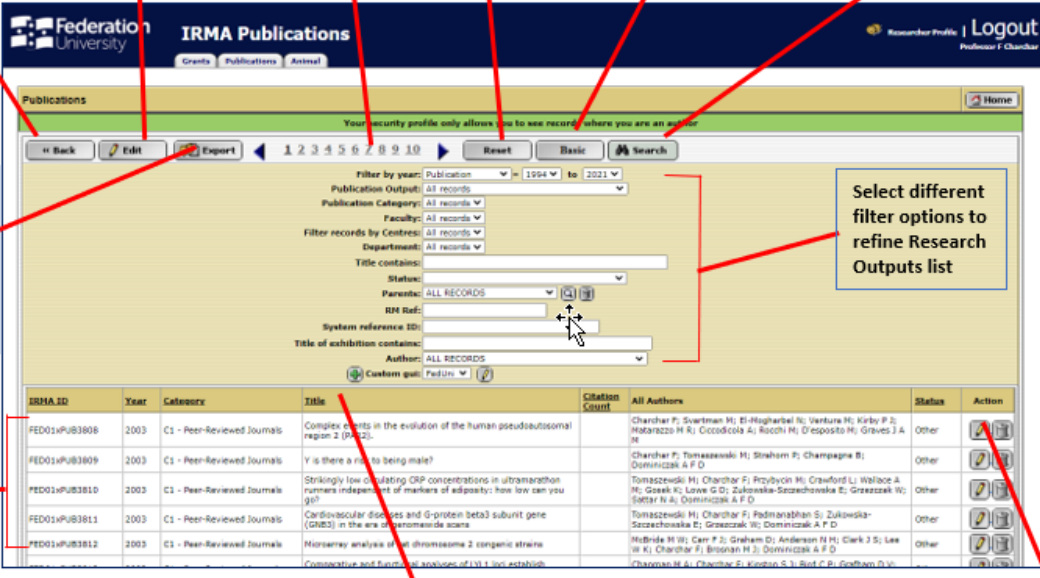
### *Contracts and Grants module:*

- 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

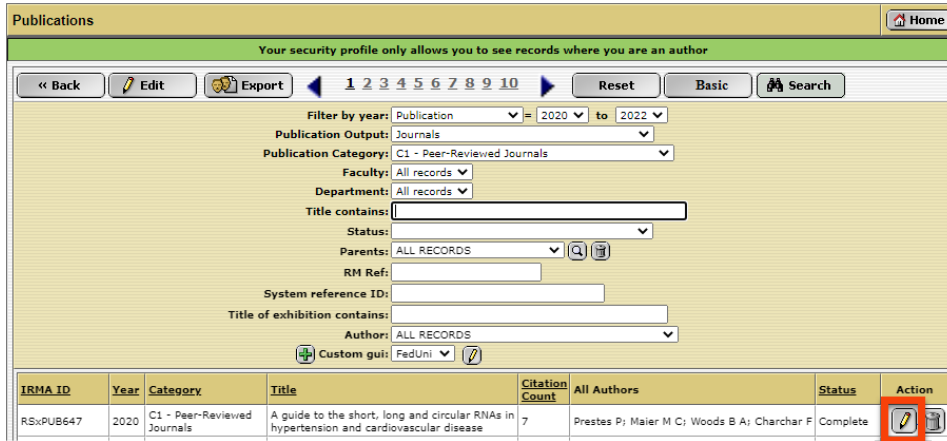


The screenshot shows the IRMA Publications search interface. The top navigation bar includes 'Federation University', 'IRMA Publications', and 'Logout'. Below the navigation bar, there are buttons for 'Back', 'Edit', 'Expert', 'Reset', 'Basic', and 'Search'. The search filters section includes 'Filter by year: Publication' (1994 to 2021), 'Publication Output: All records', 'Publication Category: All records', 'Faculty: All records', 'Filter records by Centres: All records', and 'Department: All records'. There are also input fields for 'Title contains:', 'Parents: ALL RECORDS', 'RIN Ref:', 'System reference ID:', 'Title of exhibition contains:', and 'Author: ALL RECORDS'. A table of search results is displayed at the bottom, with columns for IRMA ID, Year, Category, Title, Citation Count, All Authors, and Status. Callout boxes provide instructions for various actions: 'Click Back button to return to the Desktop', 'Click Edit button to display the last viewed Research Output', 'Click Export button to export the list of displayed Research Outputs (Excel file)', 'List of Research Outputs that match the Search filters', 'Click any column heading to sort the Research Outputs by that column in ascending order', 'Click pencil button to view an individual Research Output', 'Click Search button to display Research Outputs list', 'Click Reset button to reset any selected criteria', 'Click Basic/Advanced button to toggle between Basic and Advanced Search filters', and 'Select different filter options to refine Research Outputs list'.

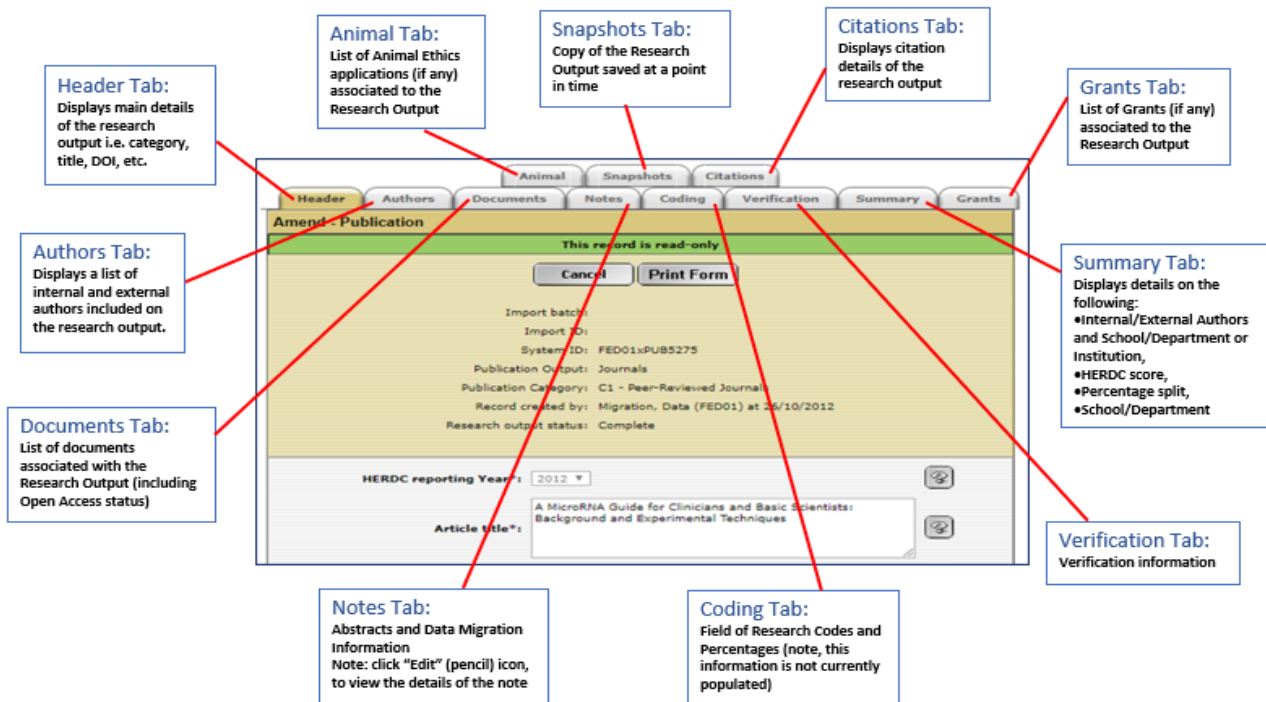
| IRMA ID       | Year | Category                    | Title   | Citation Count | All Authors   | Status | Action   |
|---------------|------|-----------------------------|---|----------------|---|--------|----------|
| FED01xPUB3808 | 2003 | C1 - Peer-Reviewed Journals | Complex events in the evolution of the human pseudautosomal region 2 (PAR2).  |                | Chandler P, Svetzman H, El-Nagharbal R, Ventura H, Kirby P J, Maharazzo M A, Ciccodicola A, Rocchi M, Grieco M, Graves J A M  | Other  | [Pencil] |
| FED01xPUB3809 | 2003 | C1 - Peer-Reviewed Journals | Y is there a need to being male?  |                | Chandler P, Tomaszewski M, Strahm P, Champagne B, Dominczak A F D   | Other  | [Pencil] |
| FED01xPUB3810 | 2003 | C1 - Peer-Reviewed Journals | Strikingly low circulating CRP concentrations in ultramarathon runners independent of markers of adiposity: how low can you go? |                | Tomaszewski M, Chandler P, Rzybczyn M, Crawford L, Wallace A M, Gasek K, Lewe G D, Zukowska-Szachonska E, Gierczak W, Sattar N A, Dominczak A F D                       | Other  | [Pencil] |
| FED01xPUB3811 | 2003 | C1 - Peer-Reviewed Journals | Cardiovascular diseases and G-protein beta3 subunit gene (GNB3) in the eye of ornithomys aeneus                                 |                | Tomaszewski M, Chandler P, Pedmanshah S, Zukowska-Szachonska E, Gierczak W, Dominczak A F D   | Other  | [Pencil] |
| FED01xPUB3812 | 2003 | C1 - Peer-Reviewed Journals | Nonsense analysis of the chromosome 2 congenic strain Comparative and functional analyses of 114 loci establish                 |                | McBride M W, Carr P J, Graham D, Anderson N H, Clark J S, Lee W K, Chandler P, Brisson M J, Dominczak A F D, Chapman W A, Chandler P, Kistner S J, Bur C P, Grafham D J | Other  | [Pencil] |

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



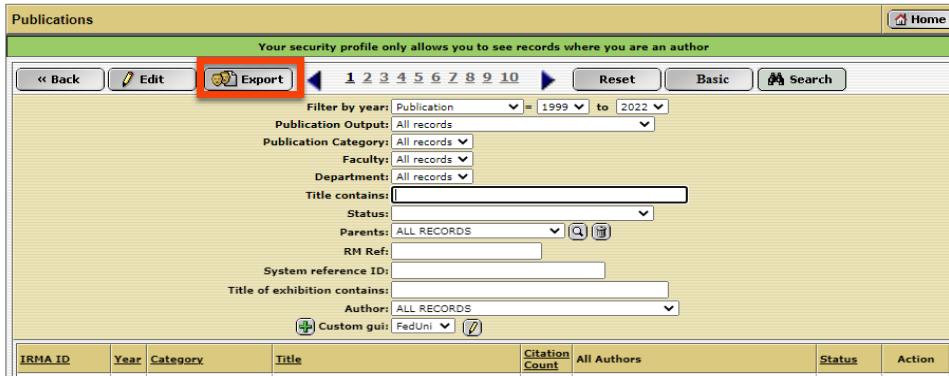
3. A screen similar to the following will be displayed:



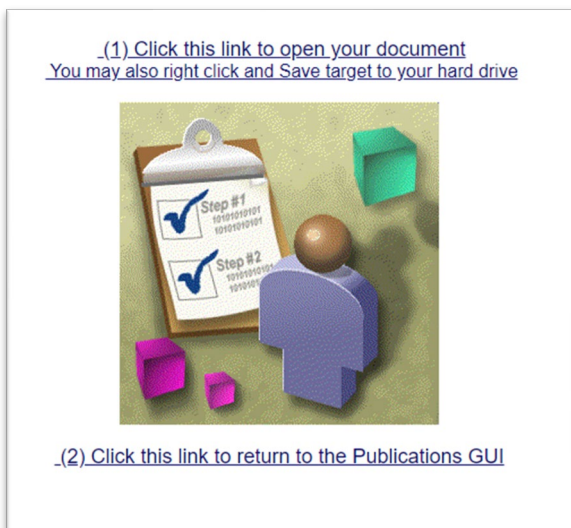
Note: A number of tabs will be displayed, with information relating to Authors, Documents, etc. Some tabs are not currently used.

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
  - **Note: only the results shown on the search screen will be exported**



3. The following screen will be displayed:



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:

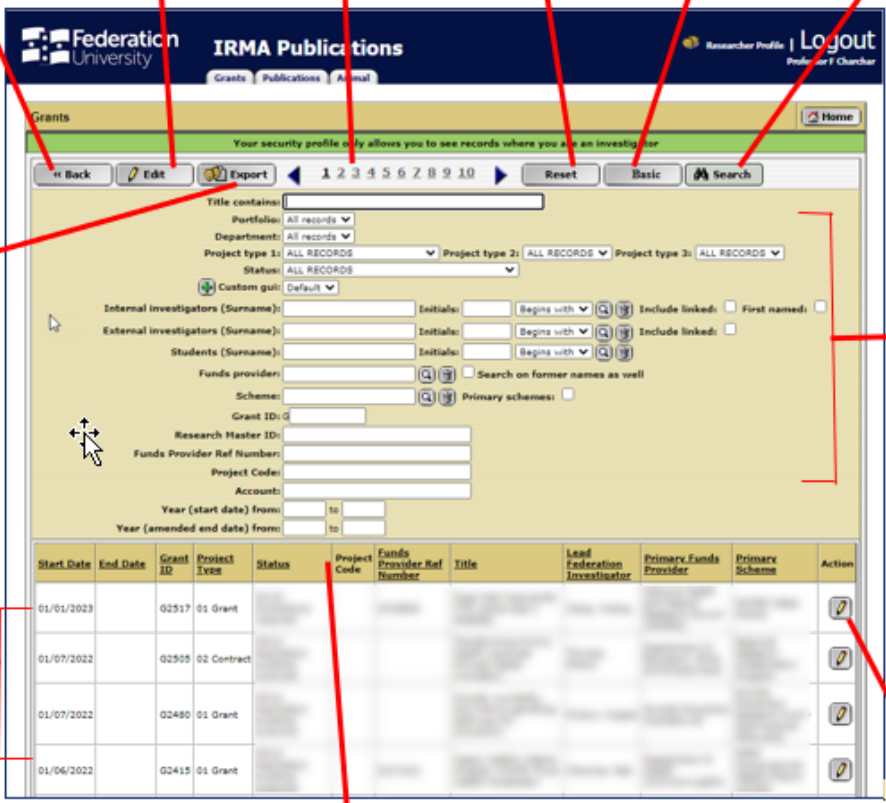


5. *Click* on the file to open the exported list in Excel
  - **Note: the file will open as a .csv file, it should be saved as a .xlsx file, if changes to the file are required**
6. *To return to the Publications Search screen:*
7. *Click* the link: “(2) Click this link to return to the Publications 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 navigation bar with 'Grants', 'Publications', and 'Annual' tabs. Below the navigation bar is a search area with various filters and a table of results. Callout boxes provide instructions for using the interface:

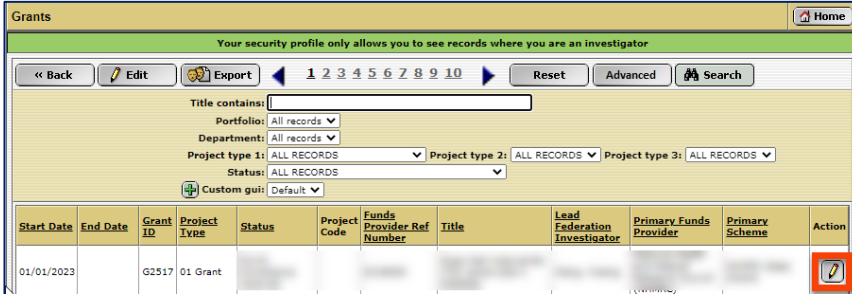
- Click Back button to return to the Desktop**: Points to the 'Back' button in the top left of the search area.
- Click Edit button to display the last viewed Grant**: Points to the 'Edit' button in the top left of the search area.
- Click Export button to export the list of displayed Grants (Excel file)**: 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 various filter dropdowns and checkboxes in the search area.
- Click any column heading to sort the Grants by that column in ascending order**: Points to the column headings in the table below the search area.
- 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 search 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 |          | 02517    | 01 Grant     |        |              |                           |       |                              |                        |                |        |
| 01/07/2022 |          | 02505    | 02 Contract  |        |              |                           |       |                              |                        |                |        |
| 01/07/2022 |          | 02480    | 01 Grant     |        |              |                           |       |                              |                        |                |        |
| 01/06/2022 |          | 02415    | 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 Home

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

Title contains:


Portfolio: All records

Department: All records

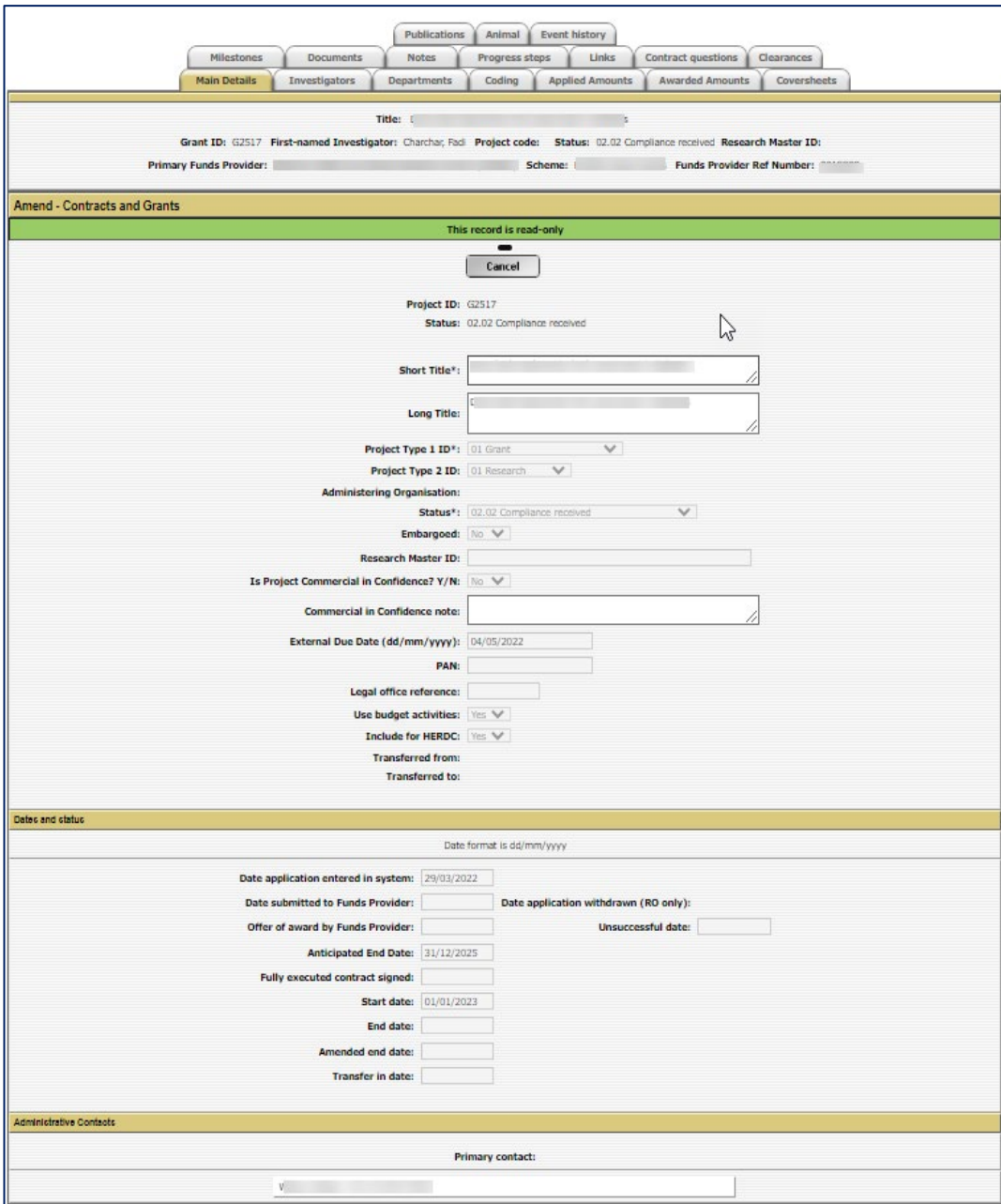
Project type 1: ALL RECORDS Project type 2: ALL RECORDS Project type 3: ALL RECORDS

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:



Publications Animal Event history

Milestones Documents Notes Progress steps Links Contract questions Clearances

Main Details Investigators Departments Coding Applied Amounts Awarded Amounts Coversheets

Title:

Grant ID: G2517 First-named Investigator: Charchar, Fadl 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

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:

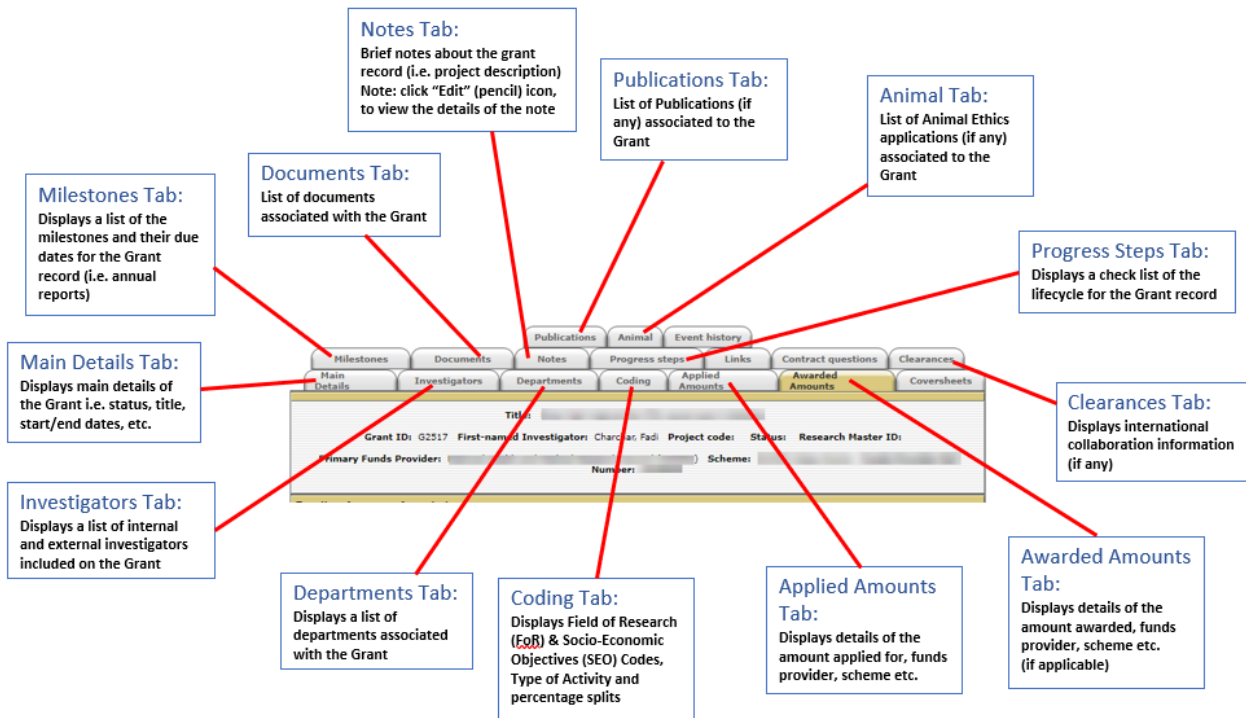
Transfer in date:

**Administrative Contacts**

Primary contact:

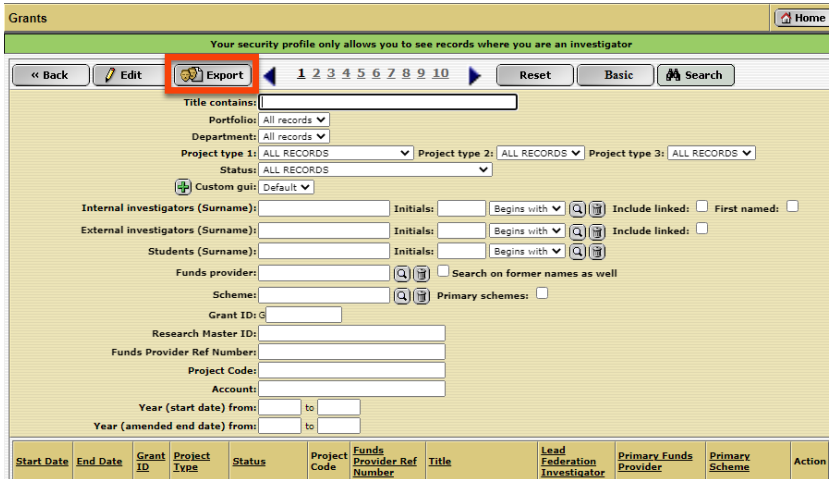
**NOTES:**

- 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
  - **Note: only the results shown on the search screen will be exported**



3. The following screen will be displayed:

[\(1\) 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:

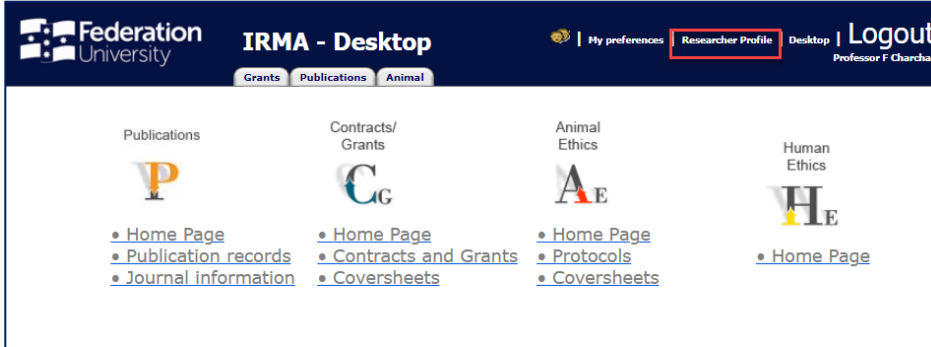


5. Click on the file to open the exported list in Excel
  - Note: the file will open as a .csv file, it should be saved as a .xlsx file, if changes to the file are required
6. To return to the Grants Search screen:
7. Click the link: “(2) Click this link to return to the Grants GUI”

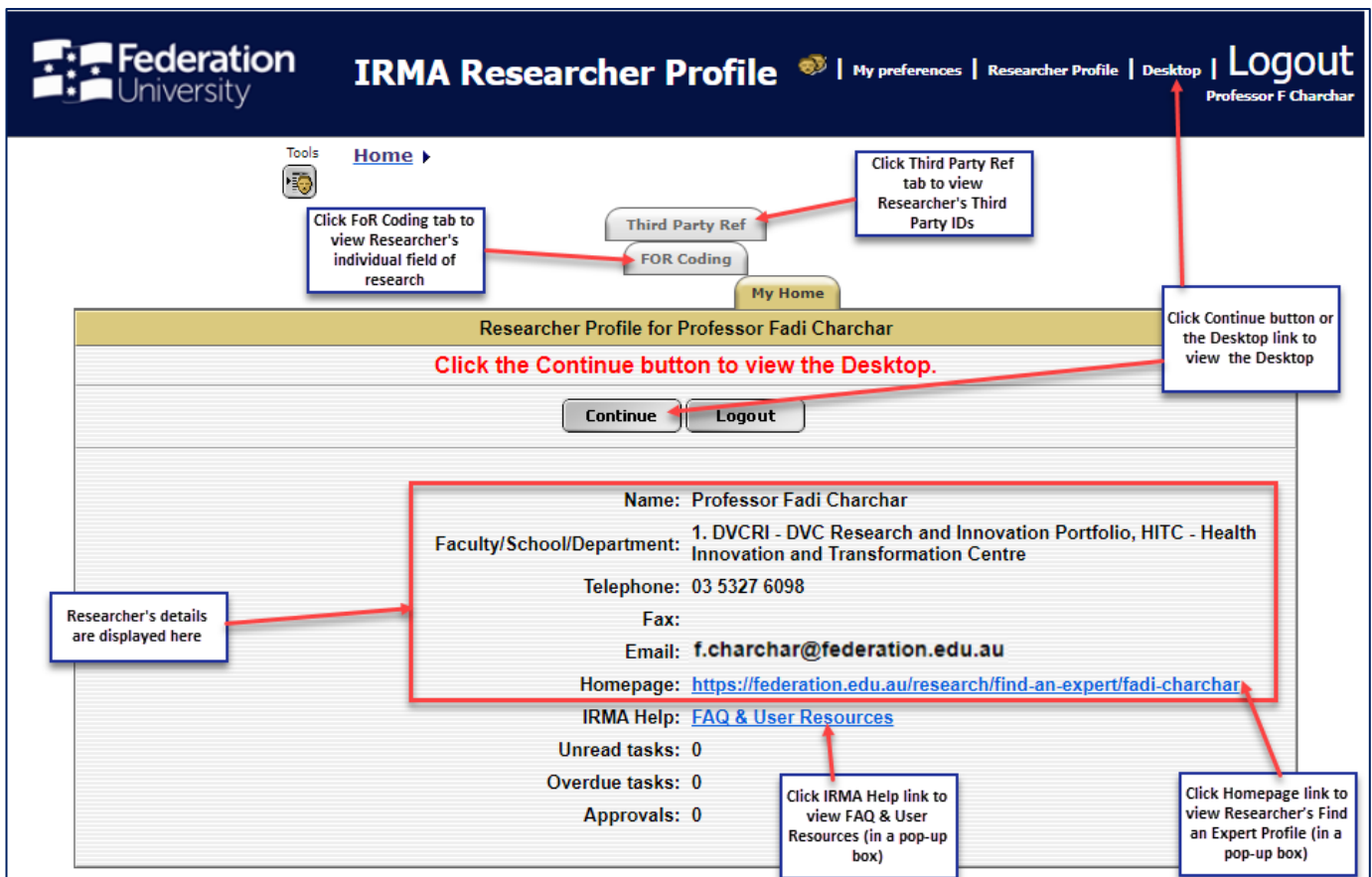
## Researcher Profile

*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:

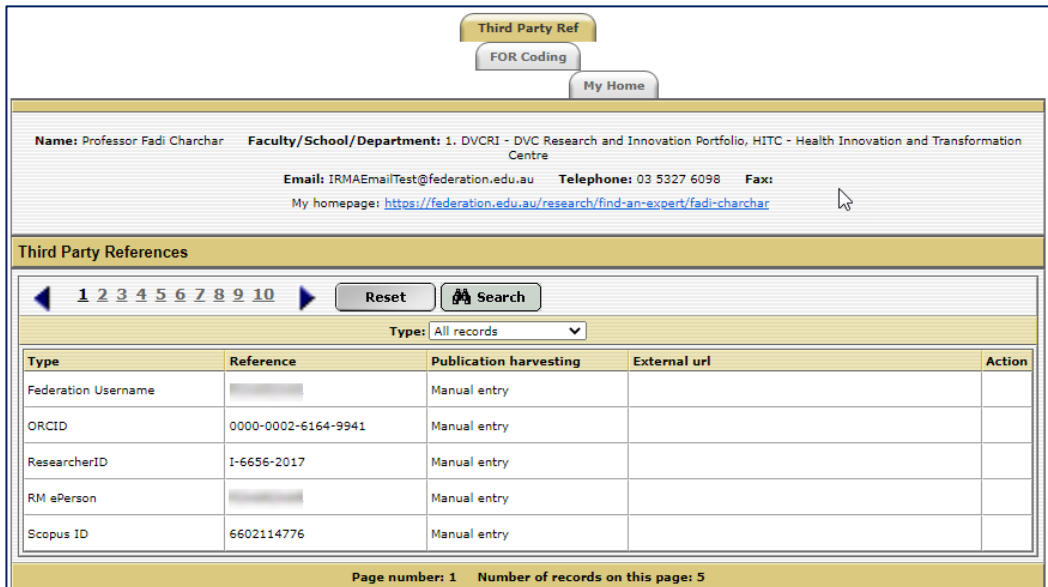


## Third Party Ref: to check Researcher identifiers:

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:



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](#)

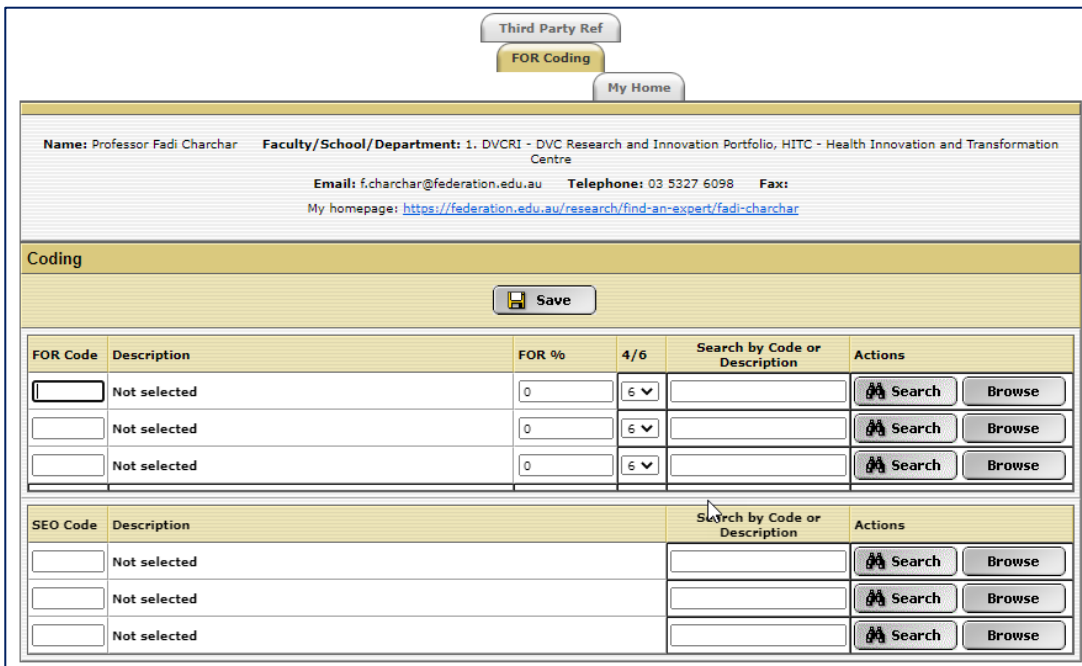
## Individual Researcher FoR codes: to check and/or update:

**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:



3. A similar screen to the following will be displayed:
  - Note: Any FoR Codes that have previously been added to the individual researcher record will be displayed



Third Party Ref  
 FOR Coding  
 My Home

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

**Email:** f.charchar@federation.edu.au    **Telephone:** 02 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"/>          | <input type="button" value="Search"/> <input type="button" value="Browse"/> |
| <input type="text"/> | Not selected | 0     | 6 ▾ | <input type="text"/>          | <input type="button" value="Search"/> <input type="button" value="Browse"/> |
| <input type="text"/> | Not selected | 0     | 6 ▾ | <input type="text"/>          | <input type="button" value="Search"/> <input type="button" value="Browse"/> |

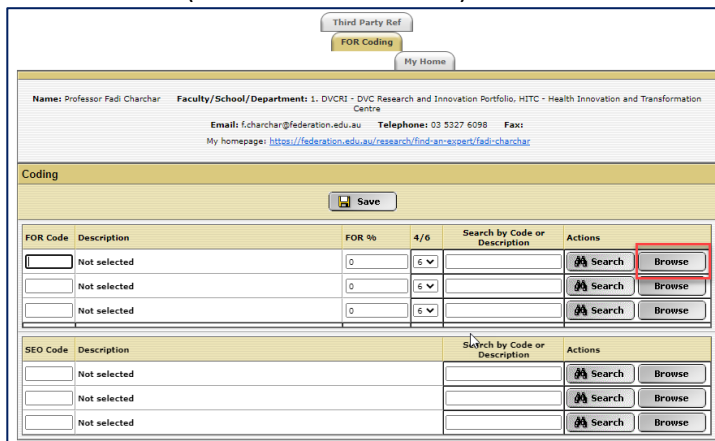
  

| SEO Code             | Description  | Search by Code or Description | Actions   |
|----------------------|--------------|-------------------------------|---|
| <input type="text"/> | Not selected | <input type="text"/>          | <input type="button" value="Search"/> <input type="button" value="Browse"/>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

## To add (or update) a FoR code:

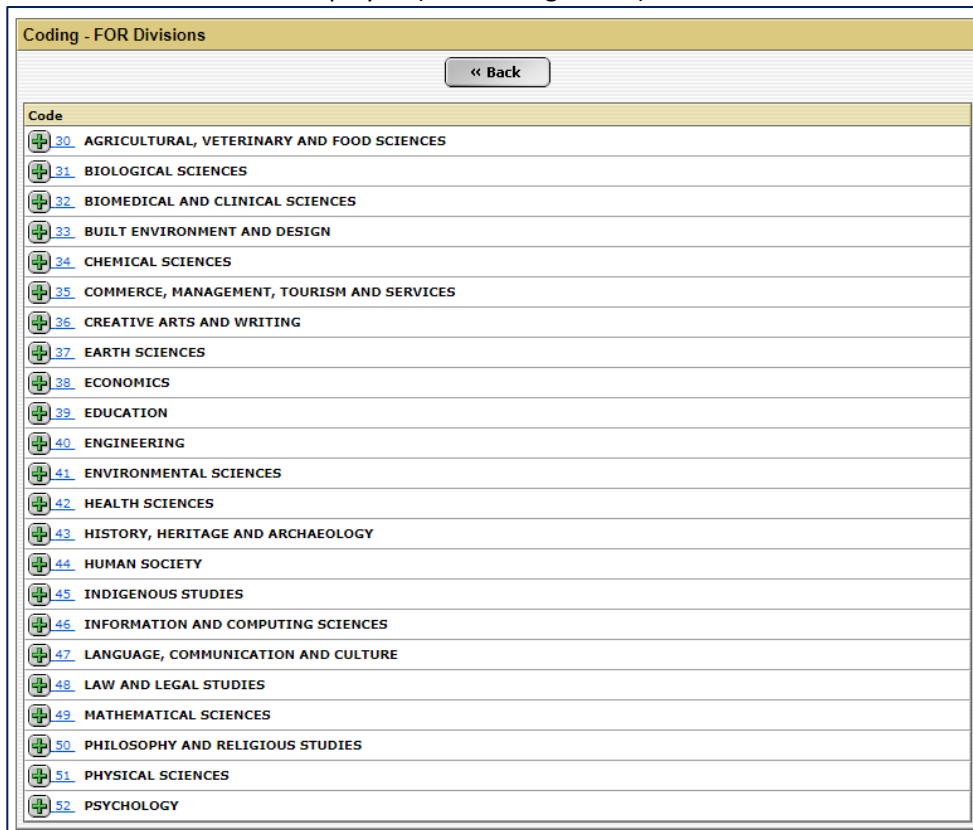
**Note:** SEO Codes are not currently used for individual researcher records and therefore are not required to be entered.

1. Navigate to the FoR coding tab of the Researcher Profile screen - refer steps 1-3 above, "[Individual Researcher FoR codes: to check and/or update](#)"
2. If the FoR code or description name is known, refer to the following (as applicable):
  - [To add \(or update\) a FoR Code - if the code is known](#)
  - [To add \(or update\) a FoR Code - if the description \(or part thereof\) of the code is known](#)
3. If the FoR code or description name is not known, follow the steps below
4. Click "Browse" (see below screen shot)




The screenshot shows the 'Coding' section of a researcher's profile. It includes a 'Save' button and two tables for selecting codes. The first table is for 'FOR Code' and the second is for 'SEO Code'. Both tables have columns for 'Description', 'FOR %', and '4/6'. The 'Actions' column for the 'FOR Code' table contains 'Search' and 'Browse' buttons, with the 'Browse' button highlighted in red.

5. A list of all codes will be displayed (at the 2 digit level):



The screenshot shows the 'Coding - FOR Divisions' screen. It features a '<< Back' button and a list of 20 code categories, each with a plus icon and a 2-digit code. The categories are:


- 30. AGRICULTURAL, VETERINARY AND FOOD SCIENCES
- 31. BIOLOGICAL SCIENCES
- 32. BIOMEDICAL AND CLINICAL SCIENCES
- 33. BUILT ENVIRONMENT AND DESIGN
- 34. CHEMICAL SCIENCES
- 35. COMMERCE, MANAGEMENT, TOURISM AND SERVICES
- 36. CREATIVE ARTS AND WRITING
- 37. EARTH SCIENCES
- 38. ECONOMICS
- 39. 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

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

Coding - FOR Divisions

[« Back](#)

| Code   |
|--|
| <a href="#">30</a> AGRICULTURAL, VETERINARY AND FOOD SCIENCES            |
| <a href="#">31</a> BIOLOGICAL SCIENCES                                   |
| <a href="#">32</a> BIOMEDICAL AND CLINICAL SCIENCES                      |
| <a href="#">33</a> BUILT ENVIRONMENT AND DESIGN                          |
| <a href="#">34</a> CHEMICAL SCIENCES                                     |
| <a href="#">35</a> COMMERCE, MANAGEMENT, TOURISM AND SERVICES            |
| <a href="#">36</a> CREATIVE ARTS AND WRITING                             |
| <a href="#">37</a> EARTH SCIENCES  |
| <a href="#">38</a> ECONOMICS   |
| <a href="#">39</a> EDUCATION   |
| <a href="#">40</a> ENGINEERING   |
| <a href="#">41</a> ENVIRONMENTAL SCIENCES                                |
| <a href="#">42</a> HEALTH SCIENCES                                       |
| <a href="#">4201</a> Allied health and rehabilitation science            |
| <a href="#">4202</a> Epidemiology  |
| <a href="#">4203</a> Health services and systems                         |
| <a href="#">4204</a> Midwifery   |
| <a href="#">4205</a> Nursing   |
| <a href="#">4206</a> Public health                                       |
| <a href="#">4207</a> Sports science and exercise                         |
| <a href="#">4208</a> Traditional, complementary and integrative medicine |
| <a href="#">4299</a> Other health sciences                               |
| <a href="#">43</a> HISTORY, HERITAGE AND ARCHAEOLOGY                     |
| <a href="#">44</a> HUMAN SOCIETY   |

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

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



8. To select the applicable code, *click* on the hyperlinked **For Code** number:

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

9. The For Coding screen will be displayed and the applicable (6 digit) FOR code and description will be displayed in the FOR Code and Description fields:

**Coding**

Save

| FOR Code | Description              | FOR % | 4/6 | Search by Code or Description | Actions                                      |
|----------|--------------------------|-------|-----|-------------------------------|--|
| 420605   | Preventative health care | 50    | 6 ▼ |                               | Search <input type="button" value="Browse"/> |
|          | Not selected             | 0     | 6 ▼ |                               | Search <input type="button" value="Browse"/> |
|          | Not selected             | 0     | 6 ▼ |                               | Search <input type="button" value="Browse"/> |

Search by Code or Description

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

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

11. Repeat Steps 4-10, if further FOR Codes are applicable

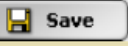



- Note: a **maximum of three** FOR codes can be entered

12. Click "Save"




To add (or update) a FoR Code - if the code is known:

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

1. *Navigate* to the FoR coding tab of the Researcher Profile screen - refer steps 1-3 under [“Individual Researcher FoR codes: to check and/or update”](#)
2. **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
3. **FOR % (text) field:** *Type* the applicable percentage
  - **Note: the total MUST equal 100%**
4. *Repeat* Steps 2 and 3, if further FOR Codes are applicable
  - Note: a **maximum of three** FOR codes can be entered
5. *Click* “Save”

| Coding   |                          |                                  |     |                               |  |
|--|--------------------------|----------------------------------|-----|-------------------------------|--|
|  Save |                          |                                  |     |                               |  |
| FOR Code   | Description              | FOR %                            | 4/6 | Search by Code or Description | Actions  |
| <input type="text" value="420605"/>  | Preventative health care | <input type="text" value="100"/> | 6 ▼ | <input type="text"/>          |  Search <input type="button" value="Browse"/> |
| <input type="text"/>   | Not selected             | <input type="text" value="0"/>   | 6 ▼ | <input type="text"/>          |  Search <input type="button" value="Browse"/> |
| <input type="text"/>   | Not selected             | <input type="text" value="0"/>   | 6 ▼ | <input type="text"/>          |  Search <input type="button" value="Browse"/> |

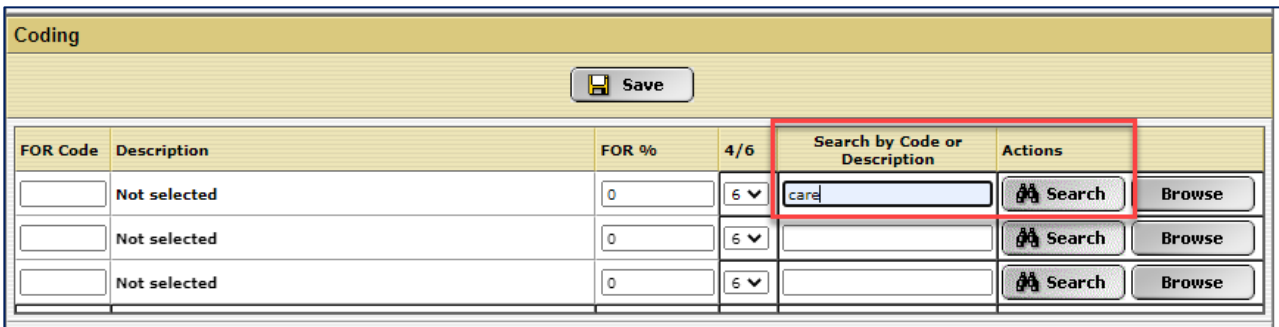
| SEO Code             | Description  | Search by Code or Description | Actions  |
|----------------------|--------------|-------------------------------|--|
| <input type="text"/> | Not selected | <input type="text"/>          |  Search <input type="button" value="Browse"/> |
| <input type="text"/>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

ERA research themes

To add (or update) a FoR Code - if the description (or part thereof) of the code is known:

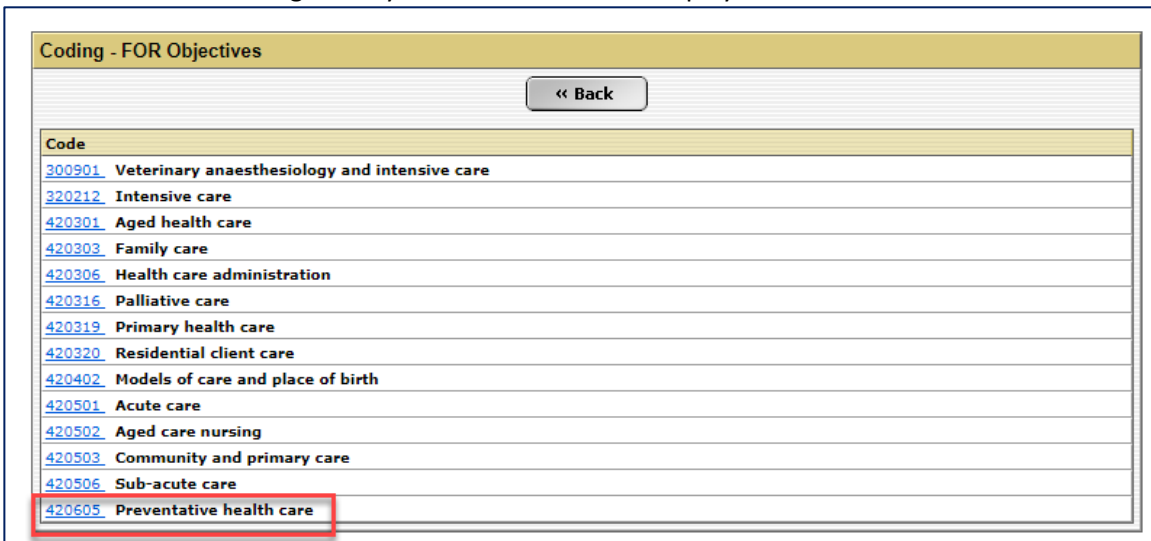
**Note:** SEO Codes are not currently used for individual researcher records and therefore **are not required** to be entered.

1. *Navigate* to the FoR coding tab of the Researcher Profile screen - refer steps 1-3 above, "[Individual Researcher FoR codes: to check and/or update](#)"
2. **Search by Code or Description:** *Type* a keyword or the full description (name) of the FOR code e.g. using the previous 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
  - Note: this text field is only for a description (or part thereof) of the FoR code and *not* the numeric code
3. *Click* "Search"



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

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



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

5. *Click* the applicable (hyperlink) FOR code
  - The applicable FOR code and description will be displayed in the FOR Code and Description fields
6. **FOR % text field:** *Type* the applicable percentage
  - **Note:** the total **MUST** equal 100%
7. *Repeat* Steps 2-6, if further FOR Codes are applicable
  - Note: a **maximum of three** FOR codes can be entered
8. *Click* "Save"

*To delete a FoR code:*

1. *Navigate* to the FoR coding tab of the Researcher Profile screen - refer steps 1-3 above, "[Individual Researcher FoR codes: to check and/or update](#)"
2. **FOR Code (text) field:** *Delete* the code number in the applicable text box
  - Once you move to the next field or click anywhere else on the screen, the descriptive words for the chosen code will be removed
3. **FOR % (text) field:** *Delete* the applicable percentage
  - **Note: the total MUST equal 100%**
  - Note: ensure that the remaining %'s add to 100, before clicking Save
4. **To add new (or update) FoR Code/s:** refer to above, "[To add \(or update\) a FoR code](#)"
  - Note: a **maximum of three** FOR codes can be entered
5. *Click "Save"*