IRMA - Researcher User Guide

Prepared by
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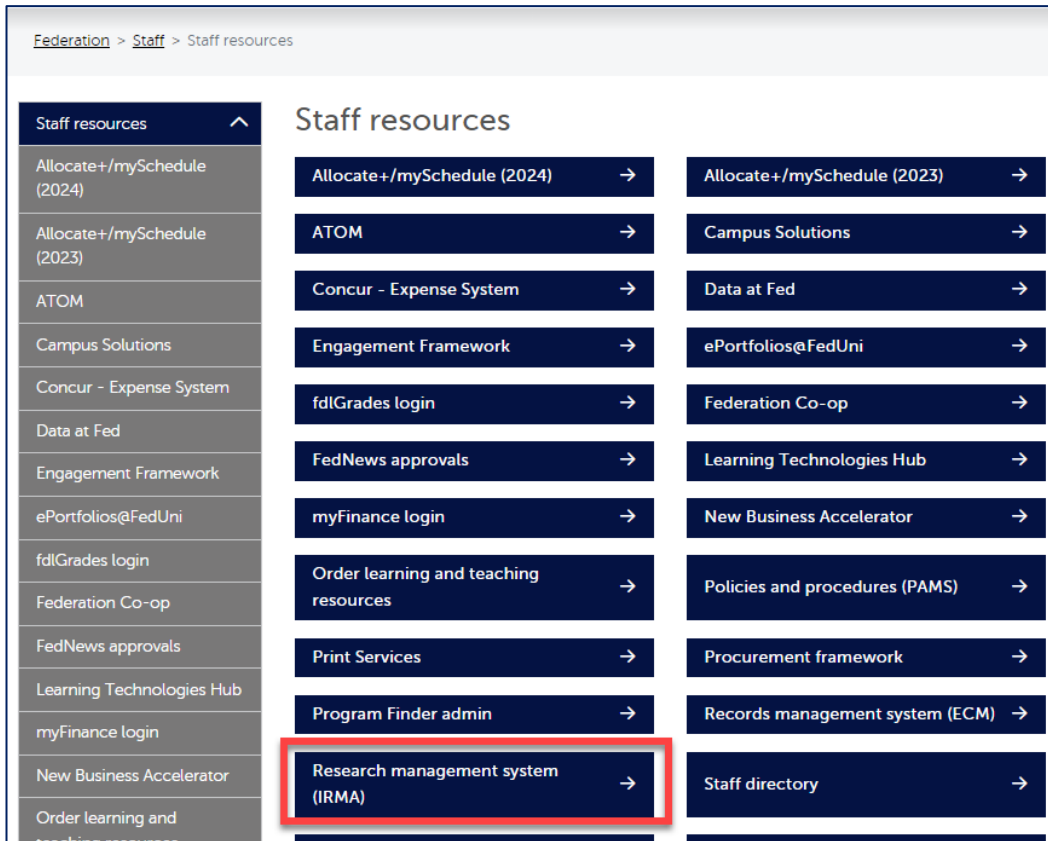## Table of Contents - IRMA Researcher User guide

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 <u>are not</u> 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)*
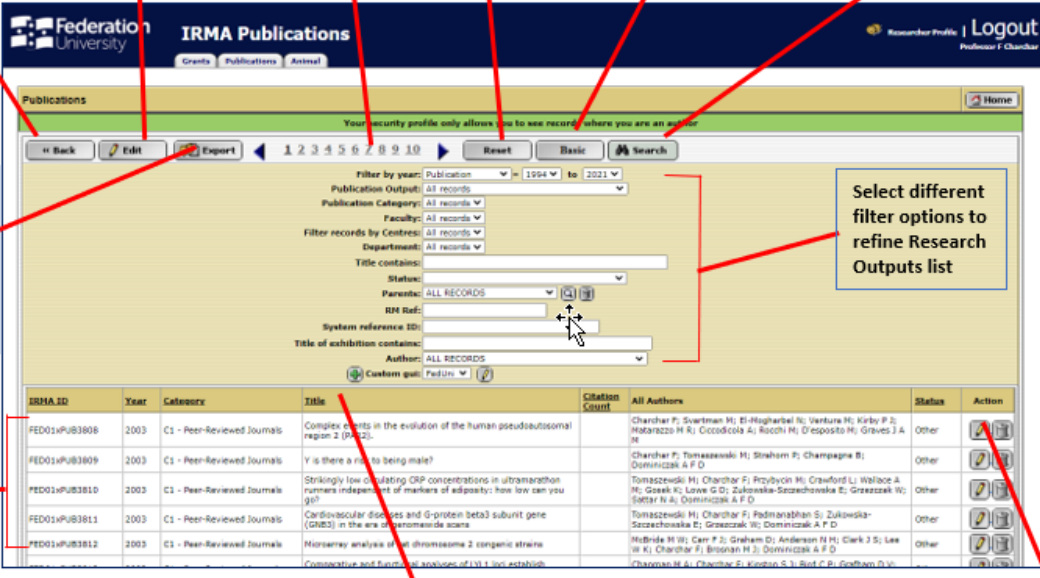
Contracts and Grants module:

- 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

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) [pencil icon], to view individual Research Output details
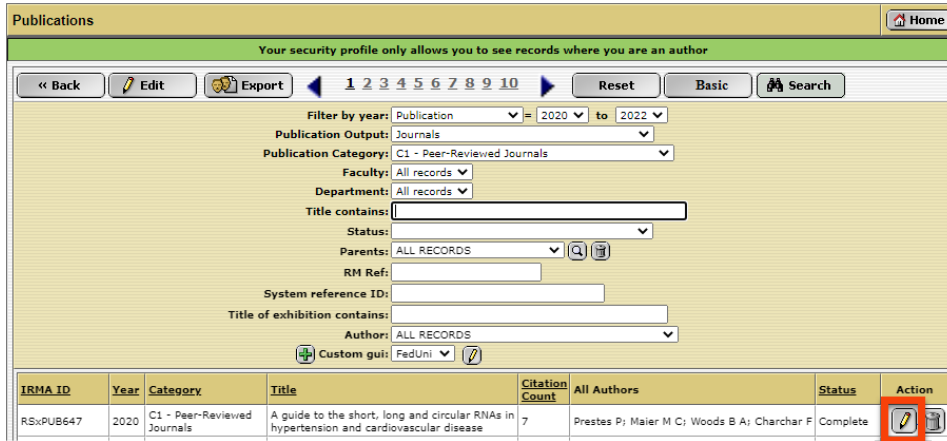
3. A screen similar to the following will be displayed:
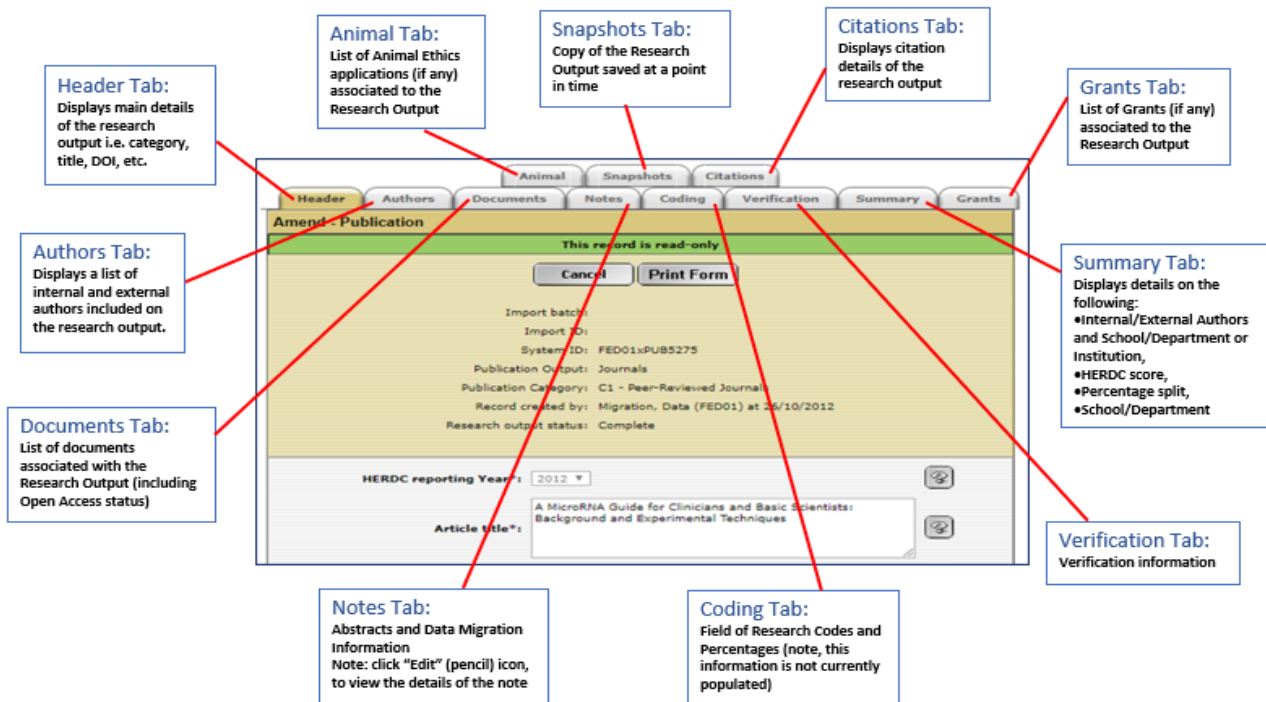
Note: A number of tabs will be displayed, with information relating to Authors, Documents, etc. Some tabs are not currently used.

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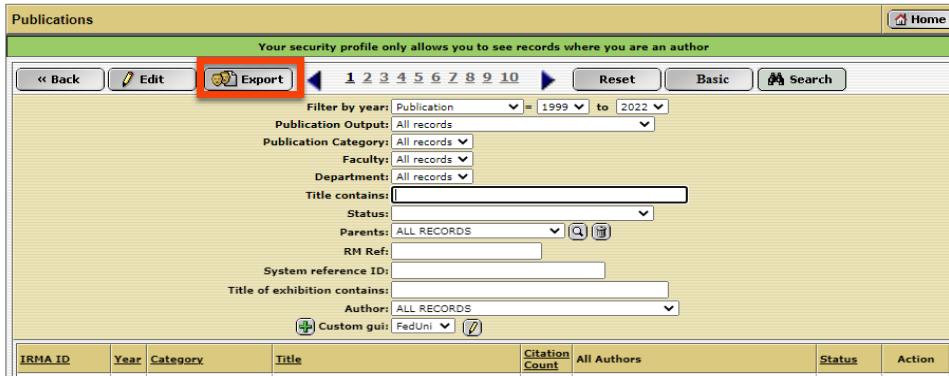
3. The following screen will be displayed:
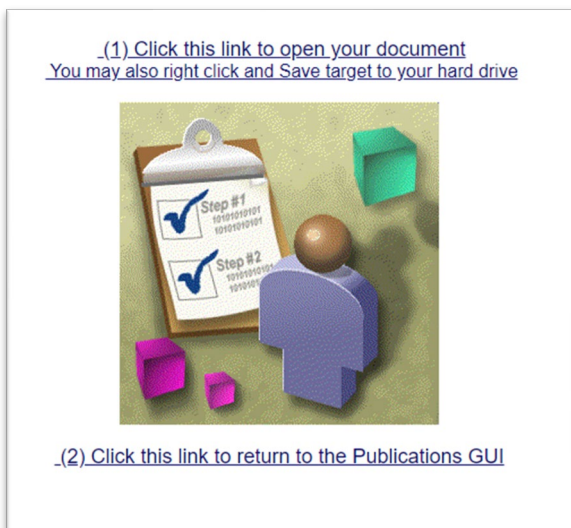
4. *Click* the link: "(1) Click this link to open your document" - the export is saved in the Windows Downloads folder. A link to the file will display at the bottom of your screen:

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"

![Federation University logo]

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

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


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

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

Notes Tab:
Brief notes about the grant record (i.e. project description) Note: click "Edit" (pencil) icon, to view the details of the note

Publications Tab:
List of Publications (if any) associated to the Grant

Animal Tab:
List of Animal Ethics applications (if any) associated to the Grant

Milestones Tab:
Displays a list of the milestones and their due dates for the Grant record (i.e. annual reports)

Documents Tab:
List of documents associated with the Grant

Progress Steps Tab:
Displays a check list of the lifecycle for the Grant record

Main Details Tab:
Displays main details of the Grant i.e. status, title, start/end dates, etc.

Clearances Tab:
Displays international collaboration information (if any)

Investigators Tab:
Displays a list of internal and external investigators included on the Grant

Departments Tab:
Displays a list of departments associated with the Grant

Coding Tab:
Displays Field of Research (FoR) & Socio-Economic Objectives (SEO) Codes, Type of Activity and percentage splits

Applied Amounts Tab:
Displays details of the amount applied for, funds provider, scheme etc.

Awarded Amounts Tab:
Displays details of the amount awarded, funds provider, scheme etc. (if applicable)

Tabs shown: 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: Chandar, Fadi Project code: Status: Research Master ID:
Primary Funds Provider: Scheme:
Number:

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:

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:
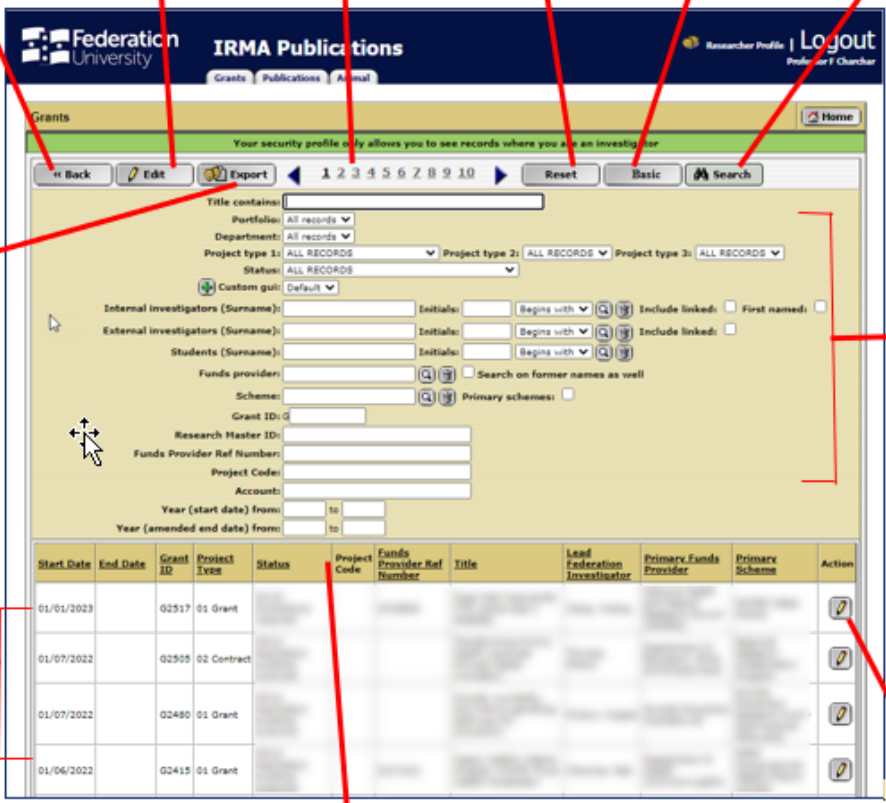

5. *Click* on the file to open the exported list in Excel
    - Note: the file will open as a .csv file, it should be saved as a .xlsx file, if changes to the file are required
6. *To return to the Grants Search screen:*
7. *Click* the link: "(2) Click this link to return to the Grants GUI"

Researcher Profile

Navigating the Researcher Profile screen:

1. *Click* "Researcher Profile" in the top right-hand corner
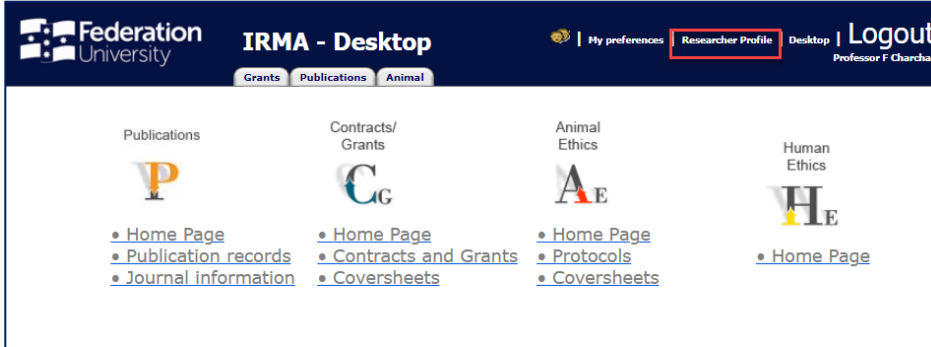
2. A screen similar to the below, will be displayed:

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"*
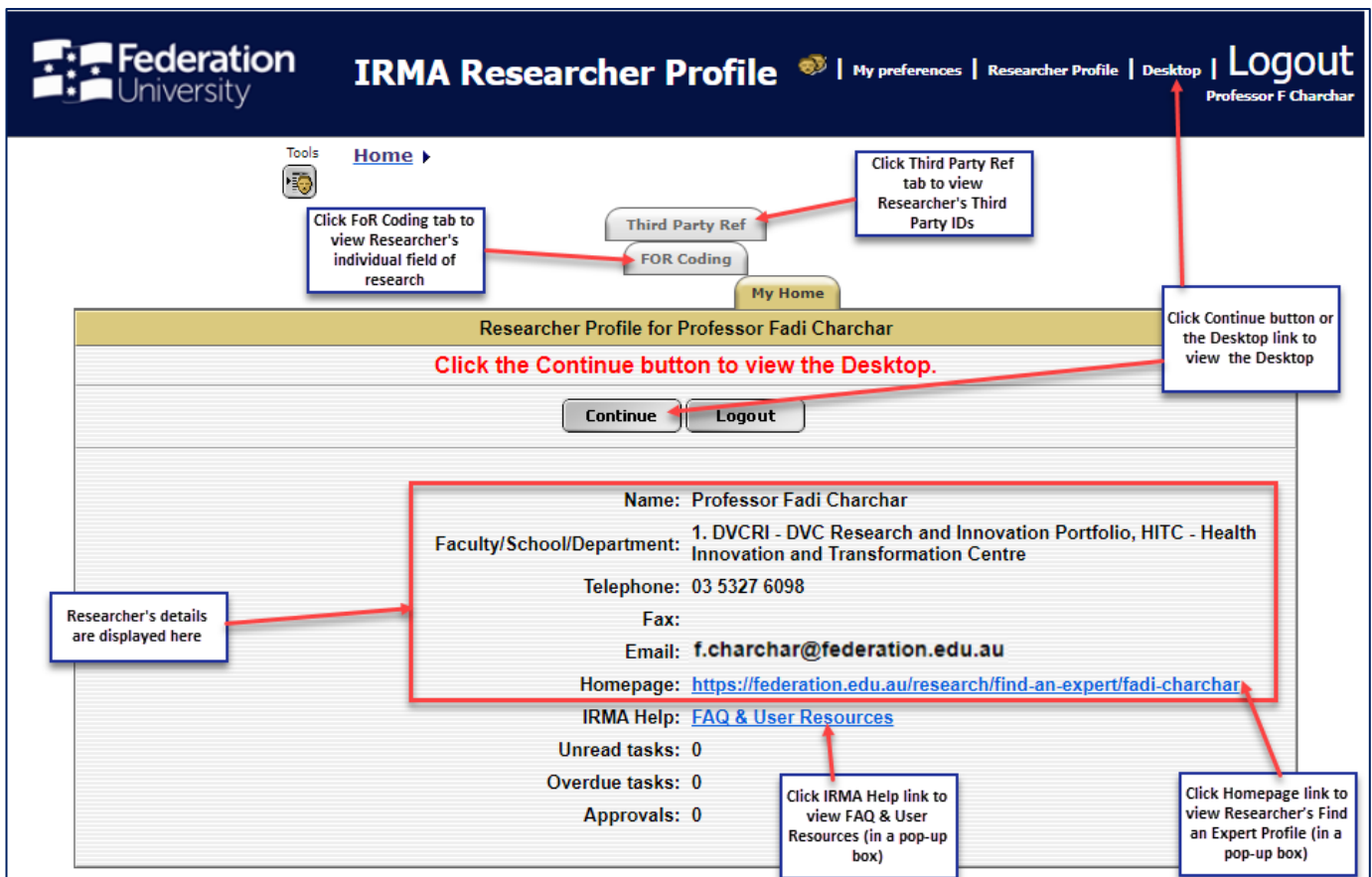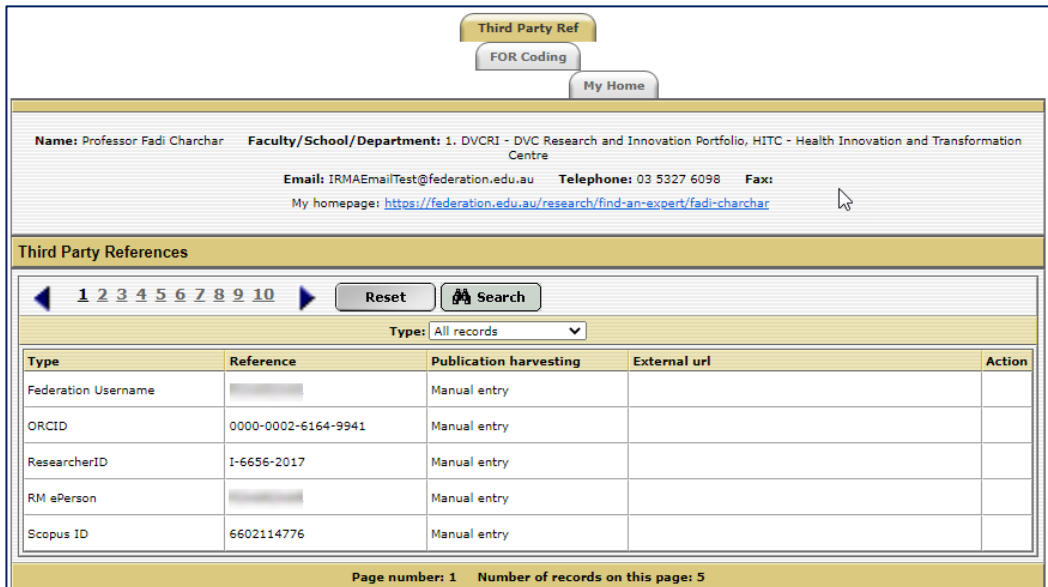2. *Click* "Third Party Ref" tab:

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
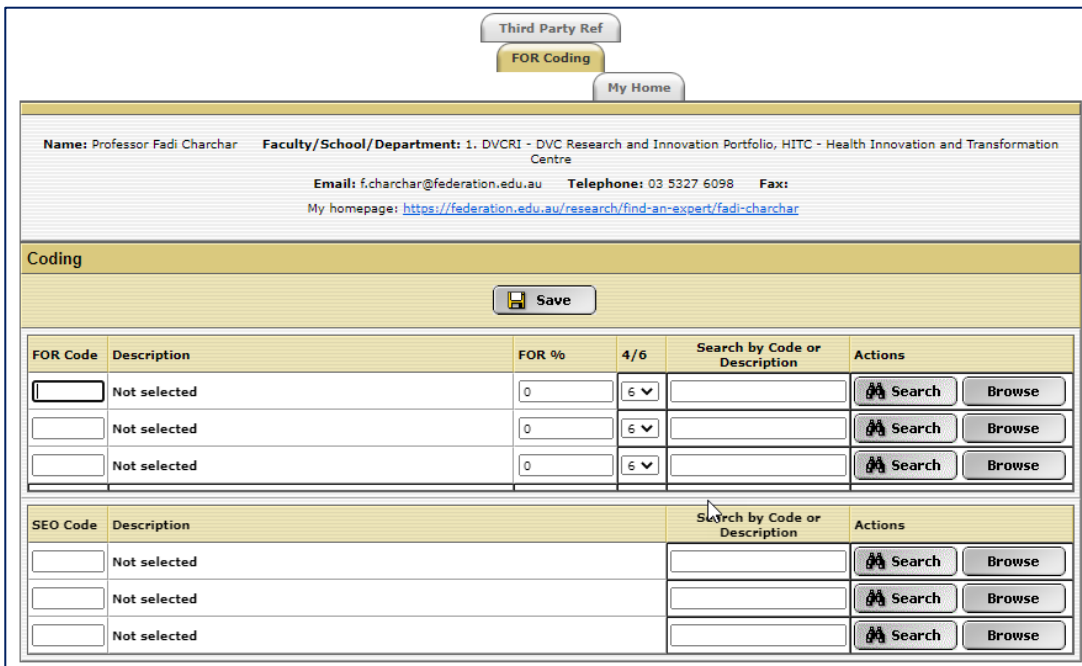   *   to create an ORCID: Library: ORCID - getting started

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

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.

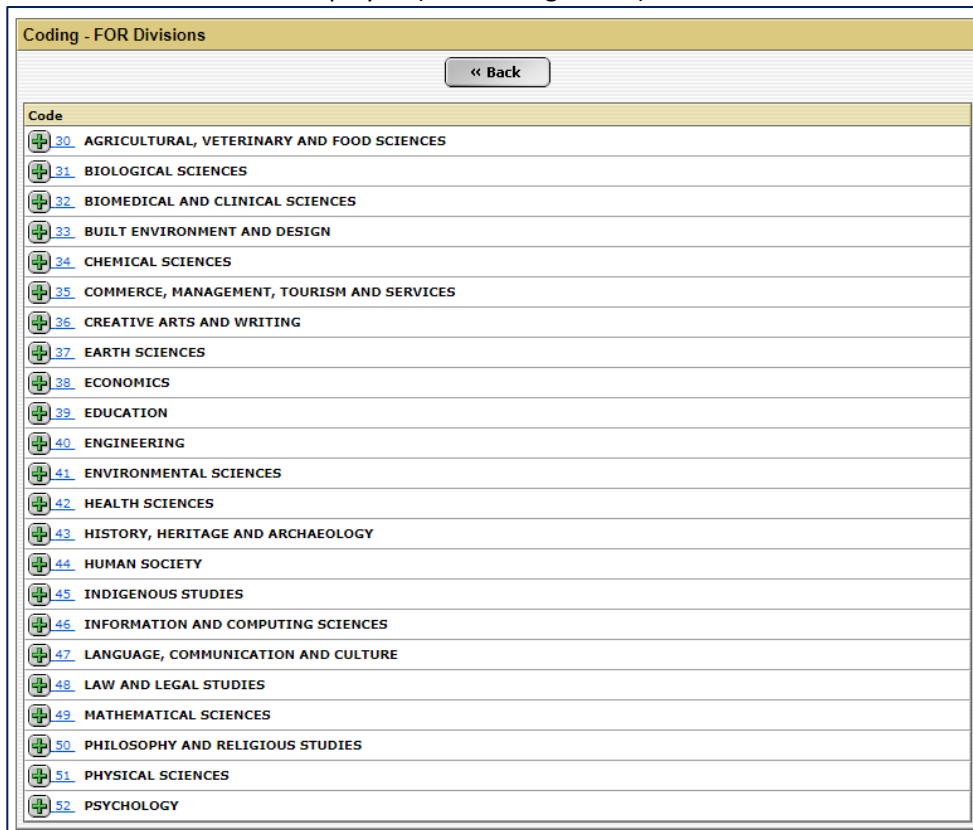1. *Navigate* to the FoR coding tab of the Researcher Profile screen - refer steps 1-3 above, *"Individual Researcher FoR codes: to check and/or update"*
2. **If the FoR code or description name is known**, refer to the following (as applicable):
   - *To add (or update) a FoR Code - if the code is known*
   - *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)

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

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

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

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

⊞ 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. 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	Browse
	Not selected		0	6 ▾		🔍 Search	Browse
	Not selected		0	6 ▾		🔍 Search	Browse

Search by Code or

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%**

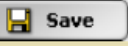4. *Repeat* Steps 2 and 3, if further FOR Codes are applicable
   - Note: a **maximum of three** FOR codes can be entered
5. *Click* "Save"

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	
	Not selected	0	6 ∨	care	🔍 Search	Browse
	Not selected	0	6 ∨		🔍 Search	Browse
	Not selected	0	6 ∨		🔍 Search	Browse

Coding — *Save*

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

Coding - FOR Objectives — « Back

Code	
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

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%**

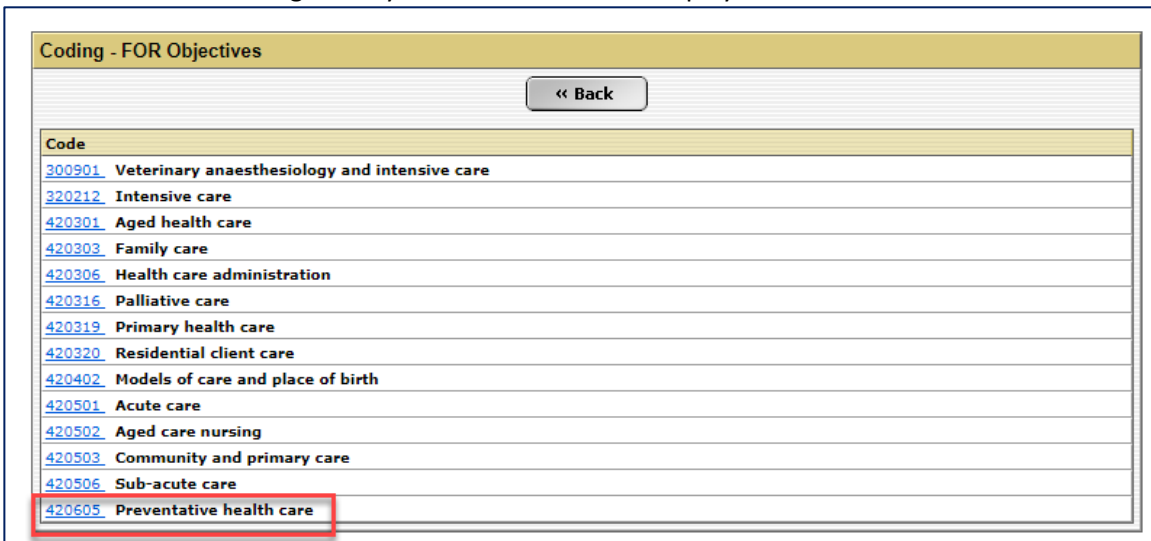7. *Repeat* Steps 2-6, if further FOR Codes are applicable
    *   Note: a **maximum of three** FOR codes can be entered
8. *Click* "Save"

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"