

IMPORTING RESEARCH OUTPUTS TO RMS

In order to present research outputs in an ARC application, researchers are now required to list the outputs within their user RMS (Research Management System) Person Profile. This can be done through uploading a BibTeX file, linking an ORCID account, adding in the Digital Object Identifier (DOI) or manually creating them in RMS.

Once the data is entered into a user's RMS person profile, it can be used to auto-populate grant applications without having to manually create and update documents each time an application is submitted.

Adding research outputs to a user's RMS profile

For University of Adelaide researchers, it is easier to import from [Aurora](#) using the BibTeX option, as there are fewer steps, and because your Aurora account is likely to be up to date. Many other citation database providers, such as ORCID, EndNote and Scopus, also enable the bulk download of research outputs into a single file in BibTeX format. This approach can be used by investigators external to the University of Adelaide that do not have an Aurora profile.

Instructions for importing from Aurora:

Step 1. Check that you have claimed all your publications in [Aurora](#). To import your whole publication list into RMS, select all publications (up to a max of 100), then select to 'Export' them as a BibTeX file. Save the BibTeX file on your computer.

Step 2. Log in to [RMS](#) and under the 'Person Profile' section, click on 'Research outputs'. Select 'Import BibTeX', then browse for your BibTeX file and select 'Import'.

Researchers can also import from their [ORCID](#) (Open Researcher and Contributor ID) account. This approach can also be used by investigators external to the University of Adelaide that do not have an Aurora profile. **Note:** The ARC recommends that researchers check their ORCID "Works" section before importing, and where necessary/possible edit the citation text and ensure the records are appropriate. Once their ORCID records populated into RMS the user cannot remove the records, only hide them from view.

Step 1. Log in to [RMS](#) and under the 'Person Profile' section click on 'Personal Details'. Under the ORCID ID section, click on the "Create or Connect your ORCID iD" button. Once the account details are entered, click on the 'Authorize' button. 'Close' the window.

Step 2. Under the 'Person Profile' section of RMS, click on 'Research Outputs'. Click on the 'Populate from ORCID' button and 'Populate'.

For further information, including adding research outputs manually or using a DOI, adding details to a research outputs and deleting research outputs, please see the User Guide (*Research Outputs in RMS—Instructions for adding Research Outputs to your RMS Profile*) available on the [ARC webpage](#).

Adding research outputs to an ARC application

Step 1. To import all research outputs to your Part D 'Personnel and ROPE' section of ARC application (e.g. at D19 for ARC DP20 applications), select 'search'. To add research outputs, tick the 'select' checkbox, or click on the 'select all' button to add all outputs. Click on the 'Add selected' button.

Step 2. To identify the ten career-best research outputs, add a numeric value (1 up to 10) in the 'rank' column. On saving, the ranked outputs will appear first and in order of rank.

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Step 3. Research outputs relevant to the application can be indicated by ticking the 'Relevant' checkbox. This will add an asterisk against the research output in the PDF.

Step 4. ARC funding details are added to the research output by clicking on the 'Additional Details' button.

Step 5. To view the Research Outputs PDF, click on the 'View generated Research Outputs PDF'. Check there are no duplications in the list - RMS will not do this automatically. Note - the top 10 should not be repeated under the separate categories.

Note – Applicants must include an **acceptance date** if they wish to include a 'forthcoming' or 'in-press' research output. 'Forthcoming' or 'in-press' research outputs can be entered 'manually' in RMS by clicking on 'Research Outputs' under the Person Profile and clicking the 'Add Manually' button. To indicate the publication is at the accepted status, enter 'Accepted', the date accepted ('dd/mm/yyyy') and the 'title' of the publication in the 'Title field' (e.g. Accepted 10/01/2019 Title of the Research output).

For further information, see the [ARC DP20 Instructions to Applicants](#), [ARC User Guide Research Outputs in RMS—Instructions for adding Research Outputs to your RMS Profile](#) or contact the SEAP Team seapgrants@adelaide.edu.au.

For support with Aurora and ORCID, please email researchsupport@adelaide.edu.au or phone 8313 7799.