2012 HERDC DATA ENTRY MANUAL

FOR THE COLLECTION OF HIGHER EDUCATION RESEARCH DATA (2011 PUBLICATIONS)

*** HELP HOTLINE ***
Cora Ng - Ext 5354
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DEADLINES & TIMELINES

➢ Proformas returned for data entry
You must set a deadline that allows you to have sufficient time to enter the proforma’s data to the publication system AND THEN circulate reports back to the staff for correction and enter any corrections.

➢ Collections to be delivered to Office for Research by

Thursday, 29 March, 2012

We would appreciate early delivery of as much material as possible. We need to give the Library as much time as possible to scan the paperwork

➢ 2012 HERDC Process Timelines

<table>
<thead>
<tr>
<th>Date</th>
<th>Process</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 22</td>
<td>HERDC commencement announcement</td>
<td>Office for Research</td>
</tr>
<tr>
<td>Set by Data Entry Coordinator</td>
<td>Proformas returned for data entry</td>
<td>Data Entry Coordinators</td>
</tr>
<tr>
<td>Mar 29</td>
<td>Collections delivered to Office for Research</td>
<td>Data Entry Coordinators</td>
</tr>
<tr>
<td>Mar 30 – Apr 20</td>
<td>Scanning of evidence</td>
<td>Library</td>
</tr>
<tr>
<td>Apr 23 – May 11</td>
<td>Internal audit</td>
<td>Office for Research</td>
</tr>
<tr>
<td>May 25</td>
<td>Receipt of new evidence</td>
<td>Office for Research</td>
</tr>
<tr>
<td>Jun 4</td>
<td>Final summaries sent to Heads of School and data entry coordinators</td>
<td>Office for Research</td>
</tr>
<tr>
<td>Jun 25</td>
<td>VC Sign Off submission</td>
<td>VC/Office for Research</td>
</tr>
<tr>
<td>Jun 29 (Friday)</td>
<td>DIISRTE HERDC return submission</td>
<td>Office for Research</td>
</tr>
</tbody>
</table>
WHAT'S CHANGED FROM LAST YEAR

THese THings HAVEN’T CHANGED But You’RE STILL Be RemINDeD AnYWAY

- You can still use your previous login credential to access to the system (contact Cora ext 5354 if you encounter problem with the access)

- The publication proforma requires the authors indicate if they are associates of a Research Centre or Institute. This information is needed to allow calculation of the funds to be distributed under the proposed research support fund scheme that will see a proportion of RSF funds distributed directly to researchers.

- The data entry system should automatically save the LAST author even if you forget and go straight to the 'add publication' button. However, if you make any changes in the author line you must click ‘modify' button to save the modified information.

- Do not press ENTER while you are entering data in the system, this will be resulted a blank page and might lose data you have already entered.

- For Book chapter and conference papers you can use details from previously entered publications from the same book or conference (e.g. conference title, ISBN). I think the screen is pretty clear on how to do this. Hopefully it will save you a lot of time.

- A request of permission to include publication in the Victoria University's Institutional Repository (VUIR) is added. This information will be forwarded to the Library to process.

- 4-digit FOR code is mandatory. Coding information is available from our HERDC publication website http://research.vu.edu.au/herdc_pub.php.

- VU Library is responsible for the process of evidence scanning. The scanned documentation will be stored in a closed Library repository. This will allow the Office for Research to view evidence electronically while conducting internal audit for publications.

Once again please attach the additional authors and research codes pages with the proformas to assist staff to complete the proforms.
INTRODUCTION

The Research Publications collection has a number of important roles. Firstly it is used to determine part of DIISRTE funding to the University through two main schemes, the Institutional Grants Scheme (IGS) and the Research Training Scheme (RTS). Secondly, the collection is also used as an indicator of how much research is done and where it is being done within VU. Finally, the publications collection is used to compile the University’s ‘Research Bibliography’, a list of all the research publications from VU. This is published on the Web and helps to promote VU to potential research collaborators, staff, students and the general community.

The production of this manual is to assist with the data entry process and to achieve style consistency. It is hoped that it will prevent confusion and enable the efficient and consistent entry of the University’s research data in such a way as to make the production of a variety of reports an easy and swift procedure.

Note: For the purposes of this manual the phrase ‘2012 research data collection’ refers to that work of collection and entry performed in 2012 relating to the institution’s research and publications from 2011.

YOUR ROLE

As a coordinator/data entry person, you have been appointed by your unit to enter all its 2011 publication data into the VU Publications collection system. This requires you being familiar with your unit, the VU Publications collection system and the rudiments of academic bibliographic convention.

COLLECTING THE HARD DATA

The Office for Research makes available a set of proformas to all academic staff and other researchers at VU. The forms are ordered alphabetically (A, B, . . . S). Each of the forms (A-S) relates to a specific category of publication. For example, form A obtains information about books, form C about journal articles, form O about conference presentations. It will be worth your while to familiarise yourself with each proforma prior to data entry. Proformas can also be downloaded from http://research.vu.edu.au/ordsite/herdc_pub.php.

Note that it is crucial that we report all publications for which DIISRTE provides funding (A1, B, C1 & E1). DIISRTE requires that publications in these categories are supported by appropriate evidence and an internal audit of these publications will be done. Staff are encouraged to report other publication categories also, and these will appear in the Research Bibliography published on http://research.vu.edu.au/bibselect.php.

Please make sure all staff in your unit have access to the proformas. You will need
to set a deadline for the return of the proformas (and accompanying evidence) to
yourself. Make sure you allow time for data entry.

DATA ENTRY

Once you have the collected hard data you will be able to begin data entry. The
proformas and their respective entry screens have been designed so that they
resemble each other as closely as possible.

Perhaps the first thing to check upon receiving the completed proformas is whether
all the necessary fields have been completed. In previous years of data collection,
missing information has proved a problem at all stages. **Do not enter the data
from any proforma until you have obtained all the required information.**

You may find it easier and more productive to divide the proformas into their
respective publication categories before you start your data entry (rather than
entering the proformas randomly). This way you can make more efficient use of this
manual in concentrating on one publication category at a time and quickly learn the
particular data entry methods and peculiarities of that publication category.

PAST PROBLEMS OF DATA ENTRY

The main problems which have occurred are:

- **Incomplete or missing data:**
  
  For example, page numbers, publishers, places published, ISBN numbers for
  books, title of articles, entries which only contained the first page number of an
  article or essay.

  Ultimately, all of this information is necessary. It is vital that all this information
  be gathered prior to entry.

- **Incorrectly entered data:**
  
  This covers a broad range of problems:

  - all authors of a publication should be entered and they should appear in the
    **same order** as in the publication;
  - spelling mistakes (this is a big problem for names, because computer spell
    checks will not identify these mistakes);
  - invalid abbreviations (e.g., Melb for Melbourne, U.K. for UK);
  - incorrect category - publications entered as one thing (e.g., review) when
    they are the other (e.g., article);
  - multiple publications entered as one publication (e.g., if the academic staff
    member has given a speech at six different places, then it should be entered
    as six different speeches);
- the use of hyphens instead of colons to mark subtitles.
- Dates should be entered as 1 May rather than 1/5, 01/05 or 01 May.
- Publication titles need to be appropriately capitalised (e.g., "Chasing the Wounded Tiger").

The research bibliography is generated directly from the data you enter, so it is important to get it right. It is a good idea to look at your entries in the formatted bibliography, formatting errors will often stand out there. If in doubt ring the Office for Research (Cora ext 5354) for guidance.

**Information websites**


SUMMARY OF PROCESS

1. Data entry coordinators distribute proformas and staff handbooks to staff members.
2. Staff members complete the proformas and attach photocopied evidence of publication as applicable.
3. Proformas (with attached photocopied evidence) passed to nominated data entry coordinator.
4. Details of each proforma entered in the VU Publications Collection System.
5. When all proformas are entered on the system, each department will run a report and circulate to staff for checking.
6. Corrections made as necessary.
7. Send hardcopy of proformas (with attached photocopied evidence) to OFR and keep copy of them in department or research centre for 3 years.
8. Office for Research will run an internal audit to check that all publications submitted are eligible and have the required supporting evidence.
9. Authors will be notified the publication audit outcome and also if necessary, have an opportunity to supply further evidence to OFR.
10. Office for Research reports eligible publications to DIISRTE who then use this to calculate funding under the IGS, RTS and other schemes.
11. DIISRTE may audit Victoria University’s publications to check compliance with the Specifications.
VU PUBLICATIONS COLLECTION SYSTEM

GETTING STARTED

The main menu can be found at


Bookmark this webpage.

Access

Use your LDAP credential or previously assigned usernames and passwords. If you have any difficulties logging on please contact Cora on ext 5354 or via email cora.ng@vu.edu.au

ENTERING A PUBLICATION

Select the appropriate publication category from the dropdown list and click the ‘Add Publication’ button. A data entry screen will come up, and a publication ID number will be given at the top of the screen. Please write the publication id number on the top right corner of the proforma.

Authors are entered one at a time in the marked fields. Press the “add author” button on the right to save each author (including the final author). Data can then be entered. When finished, hit the ‘Save Publication’ button at the bottom of the screen. The program will tell you (hopefully) that the publication was entered successfully.

MANUAL

A more comprehensive Manual will be available from the menu page shortly. In the meantime if you have any questions please contact Cora on ext 5354 or email cora.ng@vu.edu.au
THE PROFORMAS

A (Book)

Authors
There is no limit on the number of authors who can be entered for a publication. Simply type in the family name, given name and any middle initial into the appropriate boxes. Select the school/centre to which the author belongs and select the author status i.e. are they staff, students or externals (Staff is set as the default so you don’t need to do anything if the author is a staff member). If the proforma indicates ‘yes’ for the section about being associated with a Research Centre or Institute please select the appropriate Centre or Institute from the list. This is important, leaving this out could mean that the researcher misses out on their share of IGS funding. Then click on the “Add Author” button. This adds the author and displays a set of boxes to allow you to add another author if needed. When you have added all the authors simply move on to the next part of the form.

Remember to add all authors and add them in the same order as they appear on the publication.

Please make sure that the ‘Total Authors’ field matches the number of authors you have entered.

Submitting School/Centre
Select the appropriate School or Centre from the pulldown list. If you have publications from a unit not on the list please contact me and I will add it. Next enter the total number of authors and the number of authors from the submitting School or Centre.

Copyright Owner
Enter information as indicated in the form.

Choose Field of Research (FOR)
Select the appropriate entry from the pulldown list. The 4 digit number at the start of each entry is the code authors have been asked to supply.

Choose Socio-Economic Objective Code (SEO)
Select the appropriate entry from the pulldown list. The 6 digit number at the start of each entry is the code authors have been asked to supply.

Publication Year
Enter the year indicated on the publication even if the publication was copyright or printed in a different year.

Publication Title
No inverted commas are needed outside the title. The sub-title should be marked by a colon and not a dash. When an italicised word or phrase (another book title, the name of a ship or a word from a language other than English, for example) appears in a title we need to enter this in italics. If a word or phrase in the title needs to be inside inverted commas, then we use single inverted commas. The title’s major terms (i.e., nouns, verbs, adverbs and adjectives) need to be capitalised;
prepositions, articles, conjunctions and other such words do not—except when they are the first word of the title or subtitle:

  e.g. The Art of Proper Data Entry: A Handbook

**Place of Publication (City, State, Country)**
Place names should be typed out in full. *e.g.* Melbourne NOT Melb.

**Publisher**
Just try to stick to what is given and be consistent. ‘Ltd.’ or ‘Pty’ are not needed. ‘Harper Collins’ will do.

In the case of a University Press type it out in full: *e.g.* University of Queensland Press

**Edition (optional)**
Enter New or Revised edition as applicable

**ISBN**
We need this and we need it in a specific format: no hyphens or other forms of punctuation. Replace hyphens with spaces and leave spaces if given.

**Number of Pages**
The total number of pages in the book: *e.g.* 272

**Name of Person submitting Publication (required)**

**Phone**

**Email (required)**
Simply enter the name, phone extension and email address of the staff member who is submitting this proforma. (who will usually be one of the authors). We do want the email address as we hope to be able to automatically notify the submitting author of any problems. Alternatively if any correspondence about the publication should come to you – use your own email address.

**Permission to include publication in VUIR**
Submitting author is required to sign this section if he/she agrees to include his/her publication in the Victoria University’s Institutional Repository. If he/she requires further information about VUIR, just tick the ‘More information required’ box and the Library staff can follow up.
Authors
There is no limit on the number of authors who can be entered for a publication. Simply type in the family name, given name and any middle initial into the appropriate boxes. Select the school/centre to which the author belongs and select the author status ie are they staff, students or externals (Staff is set as the default so you don't need to do anything if the author is a staff member). If the proforma indicates 'yes' for the section about being associated with a Research Centre or Institute please select the appropriate Centre or Institute from the list. This is important, leaving this out could mean that the researcher misses out on their share of IGS funding. Then click on the “Add Author” button. This adds the author and displays a set of boxes to allow you to add another author if needed. When you have added all the authors simply move on to the next part of the form.

Remember add all authors and add them in the same order as they appear on the publication.

Please make sure that the ‘Total Authors’ field matches the number of authors you have entered.

Submitting School/Centre
Select the appropriate School or Centre from the pulldown list. If you have publications from a unit not on the list please contact me and I will add it. Next enter the total number of authors and the number of authors from the submitting School or Centre.

Copyright Owner
Enter information as indicated in the form.

Choose Field of Research (FOR)
Select the appropriate entry from the pulldown list. The 4 digit number at the start of each entry is the code authors have been asked to supply.

Choose Socio-Economic Objective Code (SEO)
Select the appropriate entry from the pulldown list. The 6 digit number at the start of each entry is the code authors have been asked to supply.

Publication Year
Publication year will normally be ‘2008’. Enter the year indicated on the publication even if the publication was copyright or printed in a different year.

Chapter Title
No inverted commas are needed outside the title. The sub-title should be marked by a colon and not a dash. When an italicised word or phrase (another book title, the name of a ship or a word from a language other than English, for example) appears in a title we need to enter this in italics. If a word or phrase in the title needs to be inside inverted commas, then we use single inverted commas. The title’s major terms (i.e., nouns, verbs, adverbs and adjectives) need to be capitalised; prepositions, articles, conjunctions and other such words do not—except when they are the first word of the title or subtitle:
Editor(s) of Book (Firstname Familyname and...)  
You need to be careful with the formatting in this field and include all punctuation etc. Follow the link to see an example.

Book Title  
No inverted commas are needed outside the title. The sub-title should be marked by a colon and not a dash. When an italicised word or phrase (another book title, the name of a ship or a word from a language other than English, for example) appears in a title we need to enter this in italics. If a word or phrase in the title needs to be inside inverted commas, then we use single inverted commas. The title's major terms (i.e., nouns, verbs, adverbs and adjectives) need to be capitalised; prepositions, articles, conjunctions and other such words do not—except when they are the first word of the title or subtitle.

Publisher  
Just try to stick to what is given and be consistent. ‘Ltd.’ or ‘Pty’ are not needed. ‘Harper Collins’ will do.

In the case of a University Press type it out in full:  
e.g. University of Queensland Press; Cambridge University Press

Place of Publication (City, State, Country)  
Place names should be typed out in full: e.g. Melbourne NOT Melb.

Number of Chapters  
The total number of pages in the book: e.g. 272

First page of Chapter  
Normally just enter the digits however roman numerals etc can be entered if required.

Last page of Chapter  
Normally just enter the digits however roman numerals etc can be entered if required.

Edition (optional)  
Enter New or Revised edition as applicable

ISBN  
We need this and we need it in a specific format: no hyphens or other forms of punctuation. Replace hyphens with spaces and leave spaces if given.

Name of Person submitting Publication (required)  
Phone  
Email (required)  
Simply enter the name, phone extension and email address of the staff member who is submitting this proforma. (who will normally be one of the authors). We do want the email address as we hope to be able to automatically notify the submitting author of any problems.

Permission to include publication in VUIR
Submitting author is required to sign this section if he/she agrees to include his/her publication in the Victoria University's Institutional Repository. If he/she requires further information about VUIR, just tick the 'More information required' box and the Library staff can follow up.
C (Journal Article)

Authors
There is no limit on the number of authors who can be entered for a publication. Simply type in the family name, given name and any middle initial into the appropriate boxes. Select the school/centre to which the author belongs and select the author status ie are they staff, students or externals (Staff is set as the default so you don’t need to do anything if the author is a staff member). If the proforma indicates ‘yes’ for the section about being associated with a Research Centre or Institute please select the appropriate Centre or Institute from the list. This is important, leaving this out could mean that the researcher misses out on their share of IGS funding. Then click on the “Add Author” button. This adds the author and displays a set of boxes to allow you to add another author if needed. When you have added all the authors simply move on to the next part of the form.

- Remember add all authors and add them in the same order as they appear on the publication.
- Please make sure that the ‘Total Authors’ field matches the number of authors you have entered.

Submitting School/Centre
Select the appropriate School or Centre from the pulldown list. If you have publications from a unit not on the list please contact me and I will add it. Next enter the total number of authors and the number of authors from the submitting School or Centre.

Copyright Owner
Enter information as indicated in the form.

Choose Field of Research (FOR)
Select the appropriate entry from the pulldown list. The 4 digit number at the start of each entry is the code authors have been asked to supply.

Choose Socio-Economic Objective Code (SEO)
Select the appropriate entry from the pulldown list. The 6 digit number at the start of each entry is the code authors have been asked to supply.

ePrint/URL address (optional)
This will normally look like http://eprints.vu.edu.au/archive/00000999/. If the authors supply a link to a different repository or online journal that is also acceptable.

Publication Year
Publication year will normally be ‘2008’. Enter the year indicated on the publication even if the publication was copyright or printed in a different year.

Publication Title
No inverted commas are needed outside the title. The sub-title should be marked by a colon and not a dash. When an italicised word or phrase (another book title, the name of a ship or a word from a language other than English, for example) appears in a title we need to enter this in italics. If a word or phrase in the title needs to be inside inverted commas, then we use single inverted commas. The title’s major terms (i.e., nouns, verbs, adverbs and adjectives) need to be capitalised;
prepositions, articles, conjunctions and other such words do not—except when they are the first word of the title or subtitle: *e.g.* The Art of Proper Data Entry: A Handbook

**Journal Name**

No inverted commas are needed outside the title. The title’s major terms (i.e., nouns, verbs, adverbs and adjectives) need to be capitalised; prepositions, articles, conjunctions and other such words do not—except when they are the first word of the title or subtitle: *e.g.* The Journal of Proper Data Entry

**Publisher**

Just try to stick to what is given and be consistent. ‘Ltd.’ or ‘Pty’ are not needed. ‘Harper Collins’ will do.

In the case of a University Press type it out in full: *e.g.* University of Queensland Press; Cambridge University Press

**Place of Publication (City, State, Country)**

Place names should be typed out in full: *e.g.* Melbourne not Melb.

**Volume**

All we need here is the volume number of the journal. We do not need any words to indicate issue, volume or number. We do not need full stops etc (these will be inserted later automatically). *e.g.* 54

If no volume number is supplied, simply leave blank (do not enter a dash or ‘none’ etc)

**Issue/Number (optional)**

All we need here is the issue or number of the journal. We do not need any words to indicate issue, volume or number. We do not need full stops etc (these will be inserted later automatically). *e.g.* 3

If no issue or number is supplied, simply leave blank (do not enter a dash or ‘none’ etc)

**First page of Article**

We need here the number of the first page of the article

**Last page of Article**

We need here the number of the last page of the article.

**ISSN**

We need this and we need it in a specific format: no hyphens or other forms of punctuation. Replace hyphens with spaces and leave spaces if given. This is new information required for journal articles. It **MUST** be supplied if Category C1 is being claimed.

**Name of Person submitting Publication (required)/Phone/Email (required)**

Simply enter the name, phone extension and email address of the staff member who is submitting this proforma. (who will normally be one of the authors). We do want the email address as we hope to be able to automatically notify the submitting author of any problems.

**Permission to include publication in VUIR**
Submitting author is required to sign this section if he/she agrees to include his/her publication in the Victoria University's Institutional Repository. If he/she requires further information about VUIR, just tick the ‘More information required’ box and the Library staff can follow up.
D (Major Review)

Enter as for Journal articles selecting ‘D’ in the category field.

The category is for ‘survey of the literature’ type publications not book reviews or similar.

Note: Major reviews appearing in peer-reviewed journals may be eligible to be included in Category C1, and this is preferable.
E (Conference Publication)

Authors

There is no limit on the number of authors who can be entered for a publication. Simply type in the family name, given name and any middle initial into the appropriate boxes. Select the school/centre to which the author belongs and select the author status i.e. are they staff, students or externals (Staff is set as the default so you don’t need to do anything if the author is a staff member). If the proforma indicates ‘yes’ for the section about being associated with a Research Centre or Institute please select the appropriate Centre or Institute from the list. **This is important, leaving this out could mean that the researcher misses out on their share of IGS funding.** Then click on the “Add Author” button. This adds the author and displays a set of boxes to allow you to add another author if needed. When you have added all the authors simply move on to the next part of the form.

Remember add all authors and add them in the same order as they appear on the publication.

Please make sure that the ‘Total Authors’ field matches the number of authors you have entered.

Submitting School/Centre

Select the appropriate School or Centre from the pulldown list. If you have publications from a unit not on the list please contact me and I will add it. Next enter the total number of authors and the number of authors from the submitting School or Centre.

Copyright Owner

Enter information as indicated in the form.

Choose Field of Research (FOR)

Select the appropriate entry from the pulldown list. The 4 digit number at the start of each entry is the code authors have been asked to supply.

Choose Socio-Economic Objective Code (SEO)

Select the appropriate entry from the pulldown list. The 6 digit number at the start of each entry is the code authors have been asked to supply.

ePrint/URL address (optional)

This will normally look like [http://eprints.vu.edu.au/archive/00000999/](http://eprints.vu.edu.au/archive/00000999/). If the authors supply a link to a different repository or online journal that is also acceptable.

Publication Year

Enter the year indicated on the publication even if the publication was copyright or printed in a different year.

Conference Paper Title

No inverted commas are needed outside the title. **The sub-title should be marked by a colon** and not a dash. When an italicised word or phrase (another book title, the name of a ship or a word from a language other than English, for example) appears in a title we need to enter this in italics. If a word or phrase in the title needs to be inside inverted commas, then we use single inverted commas inside the inverted commas.
commas. The title's major terms (i.e., nouns, verbs, adverbs and adjectives) need to be capitalised; prepositions, articles, conjunctions and other such words do not—except when they are the first word of the title or subtitle.

Publication Editor(s) of Book (Firstname Familyname and...)  
You need to be careful with the formatting in this field and include all punctuation etc.  
   e.g. John Smith, Robert McDonald and Ian Craig

Title of Conference Publication (ie Proceedings or similar)  
Title of Publication in which the paper was published  
   e.g. Proceedings of the 21st Conference of the Australian Society for Medical Research.

Publisher  
Just try to stick to what is given and be consistent. ‘Ltd.’ or ‘Pty’ are not needed. ‘Harper Collins’ will do.

   In the case of a University Press type it out in full:  
   e.g. University of Queensland Press; Cambridge University Press

Place of Publication (City, State, Country)  
Place names should be typed out in full: e.g. Melbourne NOT Melb or Melb.

First page of Article  
Normally just enter the digit however roman numerals etc can be entered if required.

Last page of Article  
Normally just enter the digit however roman numerals etc can be entered if required.

ISBN  
We need this and we need it in a specific format: no hyphens or other forms of punctuation. Replace hyphens with spaces and leave spaces if given.

First page of Article  
Normally just enter the digit however roman numerals etc can be entered if required.

Last page of Article  
Normally just enter the digit however roman numerals etc can be entered if required.

Name of Person submitting Publication (required)  
Phone  
Email (required)  
Simply enter the name, phone extension and email address of the staff member who is submitting this proforma. (who will normally be one of the authors). We do want the email address as we hope to be able to automatically notify the submitting author of any problems.

Permission to include publication in VUIR  
Submitting author is required to sign this section if he/she agrees to include his/her publication in the Victoria University's Institutional Repository. If he/she requires further information about VUIR, just tick the 'More information required' box and the Library staff can follow up.
Other Publication Categories

F (Audio-Visual Recording)
G (Computer Software)
H (Designs)
I (Patents)
J (Creative Works)
K (Reference Work)
L (Other Public Output)
M (Seminar/Internal Working Paper)
N (Other Review)
O (Conference Presentation)
P (Staff Thesis)
Q (Appointment/Award)
R (Examiner, Reviewer, Assessor)
S (Contract, Technical Report)

If you have any queries regarding data entry for these categories please contact Cora Ng on ext 5354 or via email cora.ng@vu.edu.au
What to Do With the Forms When You Have Finished Data Entry

DIISRTE requirements on retention of publications data by institutions:

- Proformas and associated evidence must be stored for three years.
- It is suggested that the proformas (with attachments) are filed primarily by category then publication ID number.
- Deliver the collected proformas and attached documentations to the Office for Research (OFR) by Thursday, 29 March, 2012