



Australian Government

Australian Research Council

Research Outputs in RMS

User Guide for Maintaining
Research Outputs in your RMS
Profile

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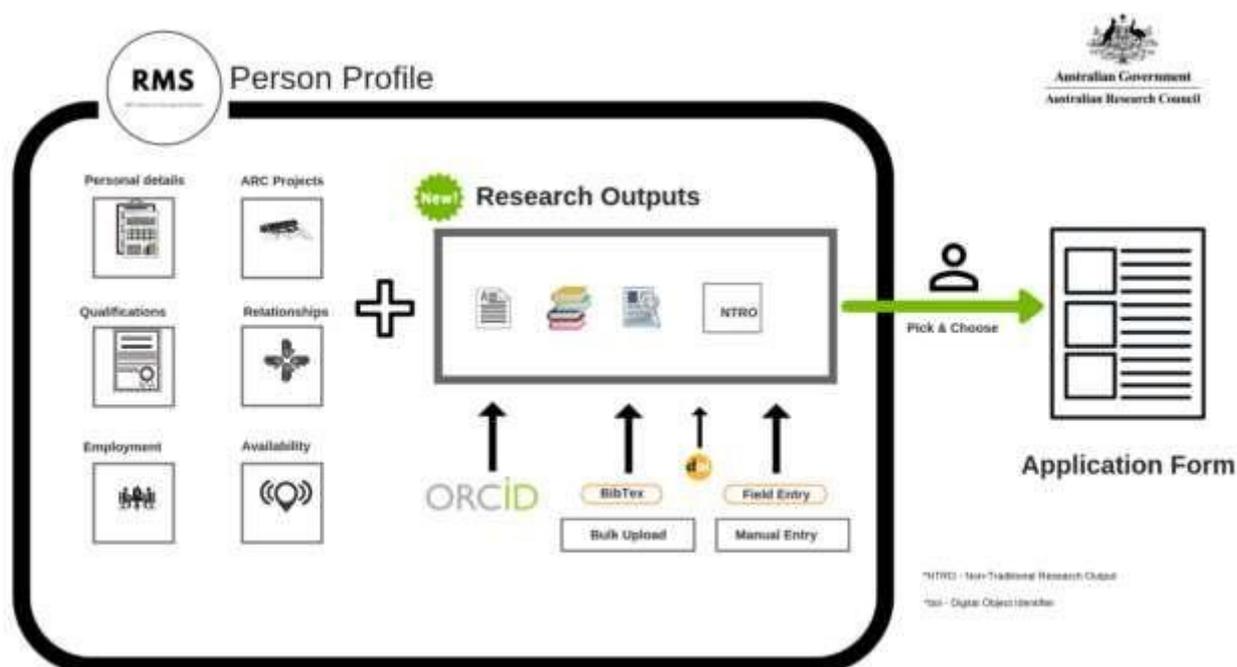
Overview

As part of the Australian Research Council's (ARC's) commitment to implement efficient processes to automate and streamline the collection of researcher information, the ARC has built functionality within the Research Management System (RMS) to allow researchers and Research Office Staff to list research outputs against a user's RMS profile. Through this, the ARC aims to reduce the burden of repeated manual entry of research outputs ('works') in the grant application process.

Researchers can add outputs to their profile through any of the following methods:

1. Link an RMS account with an ORCID (Open Researcher and Contributor ID) account and import the research outputs from the Works section of the user's ORCID profile;
2. Add a research output citation by using a valid Digital Object Identifier (DOI);
3. Upload a BibTeX file to RMS and perform a bulk upload of the research outputs contained within it; or
4. Manually create an individual record per research output within the RMS user profile.

Once the research outputs have been added to the user's RMS profile, they can be added to the research outputs questions of the Personnel and [Research Opportunity and Performance Evidence \(ROPE\)](#) section of an application form.



Part 1 – How to import Research Outputs from ORCID

1.1 Link your ORCID account with your RMS account

Note: Only the user is able to authenticate their ORCID account and provide access to the ARC to read their limited-access information. Once the authentication has occurred, Research Office Staff are able to import the outputs to a user's profile on their behalf.

- Navigate to the RMS Login page: <https://rms.arc.gov.au>
- From the Person Profile section, Select Personal Details
- Under the ORCID ID section of the Personal Details page, Select the Create or Connect your ORCID ID button



- A new window will open, allowing the user to sign in to their ORCID account or to register for a new ORCID account.



The screenshot shows the ORCID login and registration interface. At the top is the ORCID logo. Below it, the text 'Sign into ORCID or Register now' is displayed. There are two tabs: 'Personal account' (selected) and 'Institutional account'. Underneath, the heading 'Sign in with your ORCID account' is followed by two input fields: 'Email or ORCID iD' and 'ORCID password'. A blue 'Sign into ORCID' button is at the bottom.

- Once the user has entered their account details, a message will prompt the user to authorise RMS to read their limited-access information.
- The same function is available on the Research Output page in a person's RMS profile.



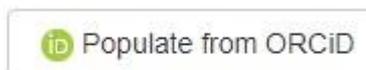
- Once the user has authorised, RMS will confirm and the user can close the window.



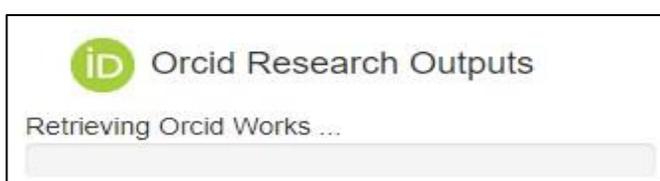
1.2 Import Research Outputs from ORCID

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.

- Navigate to the RMS Login page: <https://rms.arc.gov.au>
- From the Person Profile section, select Research Outputs.
- Select the Populate from ORCID button.



Note: If the user has not yet linked their ORCID account to their RMS Account, RMS will prompt them to do so at this stage. Further to this, if the user had previously linked their ORCID account to the RMS account, but had not yet authorised the ARC to read the limited access information, then RMS will prompt the user to do this.



- The retrieved Research Outputs will display on the screen.

iD Orcid Research Outputs			
Type	DOI	Title	Citation
JOURNAL_ARTICLE		Test Article for RMS	Test Article

- If the user subsequently removes their ORCID ID from 'Personal Details' the outputs already imported from ORCID will remain. The user can set a record's status to 'Deleted', (removing from view) but cannot remove them permanently. (See Section 6.2: Deleting and Reviving Research Outputs)

1.3 Retrieval Criteria for ORCID

RMS will only retrieve items in the Works section of the user's ORCID profile if they have the following:

- A visibility setting of 'Everyone' and 'Trusted Parties', and
- Either a citation or a DOI (or both).

RMS will retrieve the following information for each item that meets the criteria:

- Category (Book Chapter, Refereed Journal Article etc.)
- Whatever text is available under Citation. (Depending on the Source, the user may or may not be able to edit the citation text.)

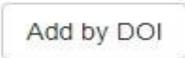
Note: Citation is not mandatory within ORCID. If an ORCID Research Output does not contain a citation but does contain a DOI, RMS will make a reasonable attempt to recover this information using available resources.

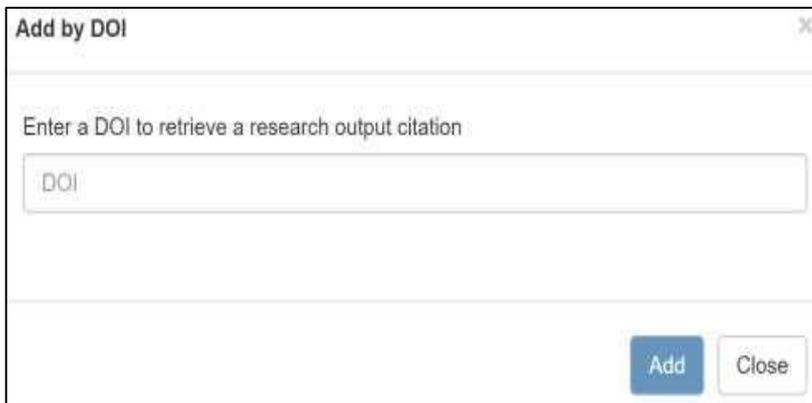
Part 2 – How to import Research Outputs using DOI

“A digital object identifier (DOI) is a unique alphanumeric string assigned by a registration agency (the International DOI Foundation) to identify content and provide a persistent link to its location on the Internet. The publisher assigns a DOI when your article is published and made available electronically.”

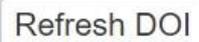
RMS users can import research output information by entering a DOI, and the system will automatically harvest metadata for that output.

2.1 Import Research Outputs from DOI

- Navigate to the RMS Login page: <https://rms.arc.gov.au>
- From the Person Profile section, select Research Outputs
- Select the Add by DOI button 
- A Text Input screen will open. Enter a valid DOI and click the Add button.



- RMS will import the Research Output to the User's Profile. To refresh the DOI Research Output from Crossref, click on the Refresh DOI button.



Part 3 – How to import Research Outputs using BibTeX

BibTeX is a list of references, formatted in a specific way. Many citation database providers, such as ORCID, EndNote and Scopus, enable the bulk download of research outputs into a single file in BibTeX format. Further information on accessing BibTeX files is available on the providers' websites.

3.1 Import Research Outputs from BibTeX

- Navigate to the RMS Login page: <https://rms.arc.gov.au>
- From the Person Profile section, select Research Outputs
- Select the Import BibTeX button 
- A file input screen will open. Choose the file that you wish to import, the BibTeX file extension is .bib



Import BibTeX

File input

works.bib

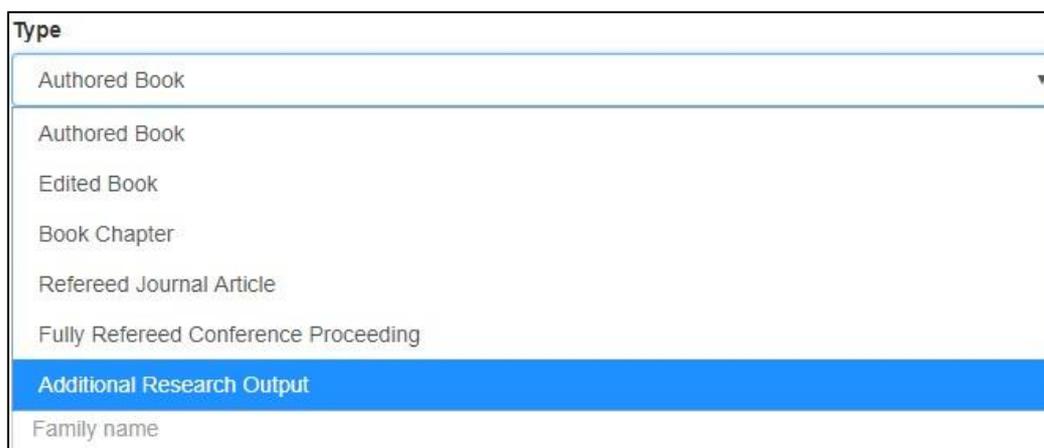
Select a file containing the bibtex entries that you want to import

- Click on Import. All of the records contained within the BibTeX file will import into the user's profile.

Part 4 – How to manually add Research Outputs

4.1 Manually add a Research Output

- Navigate to the RMS Login page: <https://rms.arc.gov.au>
- From the Person Profile section, select Research Outputs
- Select the Add Manually button 
- A form is available for users to enter Research Outputs. First, select the Type of Research Output and the form will update to show the fields relevant to the Research Output Type.



Type

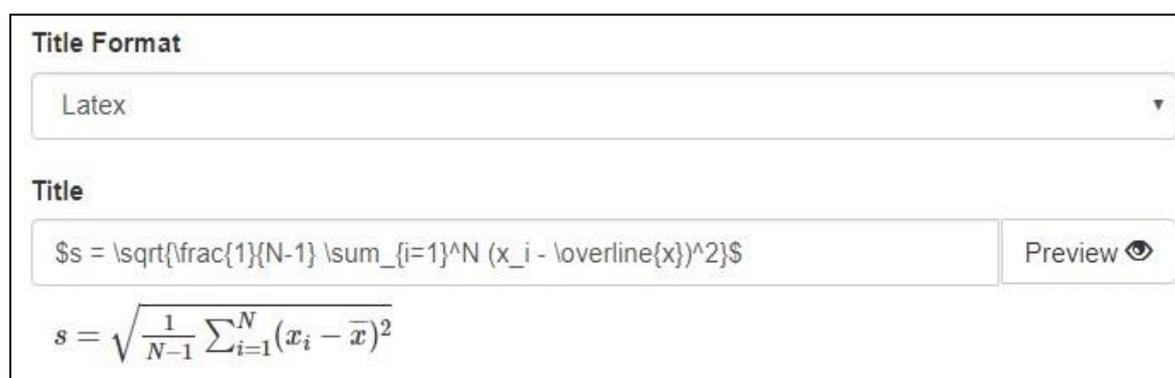
- Authored Book
- Authored Book
- Edited Book
- Book Chapter
- Refereed Journal Article
- Fully Refereed Conference Proceeding
- Additional Research Output**
- Family name

- The Title Format has two available formats: (1) Text (English Unicode) and (2) LaTeX. The Text format displays the Research Output Title “as is” entered by the User.

The LaTeX format only supports BibTeX subsets of Latex citation formats (ORCID with BibTeX, DOI import or RMS with LaTeX Title Format). In list views and edit screens RMS will not render LaTeX formatting except for mathematical formulas in between \$ escape codes.

Note: Valid LaTeX formatting will render correctly in the application PDF in most circumstances. (See Part 7 for more details on rendering BibTeX citations.)

Example of mathematical formula enclosed in \$.



Title Format

Latex

Title

$s = \sqrt{\frac{1}{N-1} \sum_{i=1}^N (x_i - \overline{x})^2}$

Preview 

- After saving the Research Output above in LaTeX Format, it renders correctly in the Research Output list.

Category	Reference	Funding Details	Source	Actions
Authored Book	Tester, T, 's = $\sqrt{\frac{1}{N-1} \sum_{i=1}^N (x_i - \bar{x})^2}$, vol. 2		RMS	<input type="button" value="Edit"/> <input type="button" value="Additional Details"/> <input type="button" value="Delete"/>

- Once the fields have been populated, click the Save button to close the window and save the information to the user's Research Outputs list.

4.2 Edit a manually added Research Output

- Navigate to the RMS Login page: <https://rms.arc.gov.au>
- From the Person Profile section, select Research Outputs
- Against the Research Output that you wish to edit, click on the Edit button
- Make the required edits and click the Save button

Part 5 – Adding Details to Research Outputs

5.1 Add details to ORCID, DOI, BibTeX & manually-created outputs

- Navigate to the RMS Login page: <https://rms.arc.gov.au>
- From the Person Profile section, select Research Outputs
- Against the Research Output that you wish to add details to, click the Additional Details button
- The following information can be added/edited against the output:
 - Category – is automatically assigned to each output when importing from ORCID, DOI or BibTeX. If it is not correct, the user can update it in this section.



Manage Research Output Additional Details

Research Output

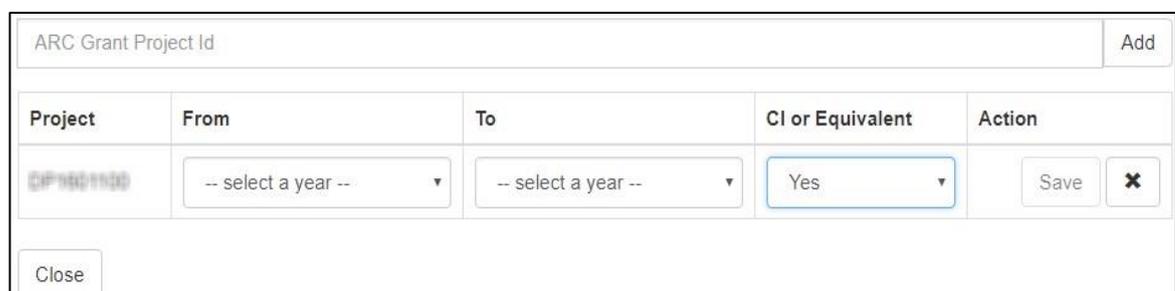
Category: Authored Book

Save

ARC Grant Project Id Add

Close

- ARC Grants - If the Research Output originated from an ARC Grant, list the details of that grant here.
- Enter the Project ID and click the Add button.
- Enter the 'year from' and 'year to' and indicate whether the user was a CI or equivalent.



Project	From	To	CI or Equivalent	Action
019801130	-- select a year --	-- select a year --	Yes	Save ✕

Close

- Save and click on the Close button.

Part 6 – Searching, Deleting and Reviving Research Outputs

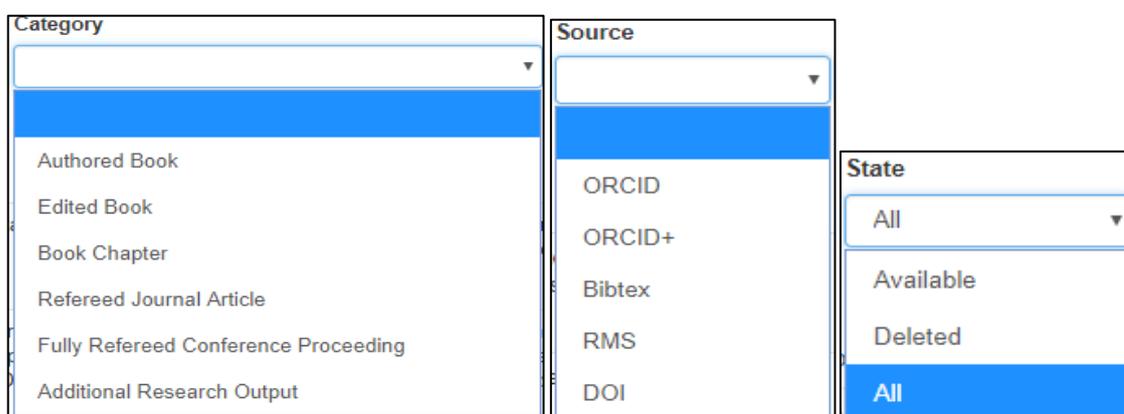
6.1 Searching Research Outputs

- Users can search for outputs in several ways, text search, filters or a combination of both.
- Text search: Use the “search” field to enter text strings, for example from the title or the author’s name.



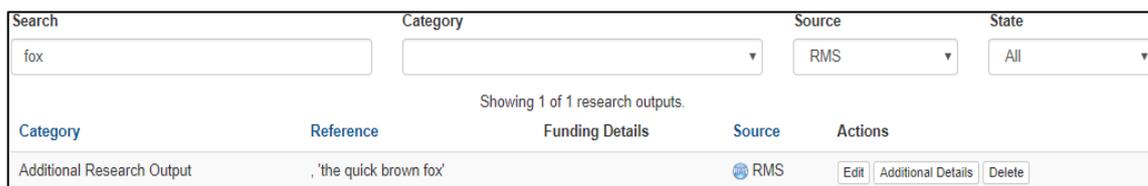
A rectangular search box with the word "Search" in bold at the top left. Below the text is a large, empty white input field with a thin grey border.

- Use the drop down lists for Category, Source or State to filter outputs.



Three separate dropdown menus are shown. The first, labeled "Category", has a list of options: "Authored Book", "Edited Book", "Book Chapter", "Refereed Journal Article", "Fully Refereed Conference Proceeding", and "Additional Research Output". The second, labeled "Source", has options: "ORCID", "ORCID+", "Bibtex", "RMS", and "DOI". The third, labeled "State", has options: "All", "Available", "Deleted", and "All" (highlighted in blue).

- Or use a combination of text search and filters.



A screenshot of a search results interface. At the top, there are four filters: "Search" (with "fox" entered), "Category" (empty), "Source" (set to "RMS"), and "State" (set to "All"). Below the filters, it says "Showing 1 of 1 research outputs." A table follows with columns: "Category", "Reference", "Funding Details", "Source", and "Actions". The table contains one row: "Additional Research Output", " , 'the quick brown fox'", "RMS", and "Edit", "Additional Details", "Delete".

6.2 Deleting or Reviving Research Outputs

Users can remove Research Outputs from view by setting their state to “Deleted” or revive them back to “Available”. Users can delete or revive individual outputs or use the search and filter options outlined above to find then select multiple outputs to bulk delete or revive.

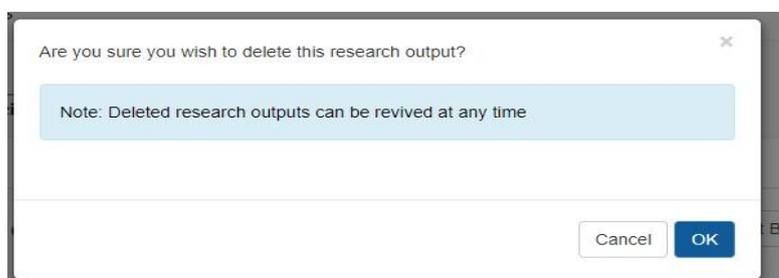
Note: When you refresh ORCID, DOI or BiBTeX data into RMS, existing outputs with a state of “Deleted” will update if there are changes at the source. However, the state will remain as “Deleted”.

6.2.1 Deleting Individual Research Outputs

- Navigate to the RMS Login page: <https://rms.arc.gov.au>
- From the Person Profile section, select Research Outputs
- Against the Research Output that you wish to mark as Delete, select the 'Delete' button

Category	Reference	Funding Details	Source	Actions
Authored Book	Jefferson, T & King, J (2012) 'Behavioural economics: The Big Game' Companion to Post Keynesian Economics, Second Edition, pp. 38-57. doi:10.1007/978-1-4020-8220-0_2		ORCID	Additional Details Delete
Authored Book	J. T. (2005) 'Control Systems' vol. 1		BIBTEX	Additional Details Delete

- A confirmation screen will open. Click the OK button to confirm that you wish to delete the research output.



- Select "Deleted" from the State filter to view Deleted outputs.

6.2.2 Reviving Individual Research Outputs.

- Navigate to the RMS Login page: <https://rms.arc.gov.au>
- From the Person Profile section, select Research Outputs
- Under the Search filters at the top, select 'Deleted' from the State. This will list any Research Outputs marked as Deleted.
- Against the Research Output that you wish to revive, select the Revive button.

<input type="button" value="Populate from ORCID"/>	<input type="button" value="Add manually"/>	<input type="button" value="Remove ORCID ID"/>	<input type="button" value="Import BibTex"/>	<input type="button" value="Add by DOI"/>	<input type="button" value="Add Manually"/>
Search	Category	Source	State		
<input type="text"/>	<input type="text"/>	<input type="text"/>	Deleted		
Showing 1 of 1 research outputs:					
Category	Reference	Funding Details	Source	Actions	
Referred Journal Article	Perthuis, S. & Huisman, M. (2015) 'The Impact of the 2015-2016 El Niño on the Australian Economy' Journal of Economic Surveys, vol. 29, pp. 1-28. doi:10.1016/j.econbase.2015.08.001		DOI	Additional Details Refresh DOI Revive	

Part 7 – Citation Handling and Rendering

7.1 Citation Handling in RMS

RMS collects Research Outputs from various sources (ORCID, BibTeX files, DOI providers and manually entered Research Outputs). Each of these sources can potentially include citations in various formats.

Note: RMS will not correctly render MathML mark-up in citations

The citation formats can be broken into three groups:

- (1) BibTeX;
- (2) RMS-compatible formats; and
- (3) Text based formats that RMS cannot understand.

BibTeX and RMS-compatible formats will render in a Harvard Citation format. Text based formats will be rendered "As is".

RMS allows entering of Custom citations via ORCID by choosing 'Unspecified' citation format and then entering a formatted citation in the citation field. RMS will render these "As is"

Note: Not all fields available in ORCID, BibTeX or DOI are included in the HARVARD format. For example, ISSN/ISBN are not included.

Below is a breakdown of these groupings:

Source: ORCID

BibTeX	BibTeX
RIS	RMS Compatible
APA	Text Based
Chicago	Text Based
Harvard	Text Based
IEEE	Text Based
Vancouver	Text Based
Unspecified	Text Based

Source: BibTeX import

BibTeX	BibTeX
--------	--------

Source: DOI Import

BibTeX	BibTeX
--------	--------

Source: Manual RMS

BibTeX with Text Title BibTeX

BibTeX with LaTeX Title BibTeX

7.2 **Rendering of BibTeX Citations**

LaTeX is a typesetting mark-up language used to create formatted documents. Originally, BibTeX was created as a way to create bibliographies in LaTeX documents.

This means that BibTeX citations often include LaTeX mark-up for adding formatting or displaying formula or other symbols that normal ASCII characters cannot represent.

The generated Application PDF will correctly render LaTeX mark-up in most scenarios. The ARC strongly recommends verifying that all Research Output citations have rendered correctly in the Application PDF.

LaTeX mark-up will not render correctly in the generated Application PDF when the mark-up relies on a BibTeX preamble that defines new LaTeX commands.

RMS will not render LaTeX mark-up in the Research Output list and edit screens (include online Application forms) except for mathematical symbols that are enclosed within \$ characters.

RMS may not correctly render characters from some Non-English languages in the generated application PDF. The ARC recommends citations that can be expressed using the Times New Roman font or similar.

Some BibTeX citations may import into RMS but display as raw BibTeX in RMS list and edit screens. This can occur when the citation key in the BibTeX contains any of the following characters:

`',' '{', '}', ''', '='.`

In this case, RMS will not correctly parse the BibTeX citation and these Research Outputs will not be available for selection in the Application Form.