ERA Procedures @ Batchelor Institute

A key requirement of ERA is to ensure that basic information is available on all of our researchers, their research output and any projects that we are undertaking.

RESEARCHER REGISTRATION

All staff that have 'research' or 'researcher' listed in their position description, must be enrolled as registered researchers. For registration, go to mylearn.batchelor.edu.au and elect to 'enrol' in Registered Researchers (currently under the headings of Library, Research and ICT).

Go to the top entry and enter the survey, fill it in, submit it. You can enter and leave the survey at any time. You can update at any time.

Note: If you cannot enter myLEARN, please contact ICT to check on your status.

RESEARCH PROJECTS

It is important that we hear about all research projects, even if they are not being administered through the Research Division. To register your project, please contact Dr Emma Young (emma.young@batchelor.edu.au) - in addition to the basic information about the project, including the budget allocation, timeline, participants, and chief investigator. You will also need to provide the Research Division with information on projected or actual outcomes. If you are unsure of whether all or part of your project falls under the heading of 'research', please contact the Division and we will be able to let you know.

RESEARCH REPOSITORY

The repository stores all of the research output of the Institute. The current ERA process requires all researchers to document all research output by all researchers identified within the Institute. Further details will be provided to you once you have registered, but you should expect that you will be **required** to document at least the last six years of research activity, whether or not you have been employed at the Institute during this period.

You must identify at least one 'cluster' in this process.

You can access the repository by visiting: http://eprints.batchelor.edu.au

What items should you deposit?

All material, known as 'items', must be your own research product where you are listed as an authored (even if multi-authored). You may not place teaching materials or non-research products on the repository. The full list of acceptable deposited items includes most kinds of research output; this does not however mean that all research output will be accepted through the ERA submission process.

For further details on what is acceptable research output for your field of research, enrol as a registered researcher and you will be contacted with updates.

Even if you never intend to have the item go live, you must place it in the repository and set access to only administrators. There is currently a notice that says that this makes the item available in Creative Commons, this does apply only in the context of how you make it available (public, staff-only and editor-access).

Process of Deposit

Go to: Eprints.batchelor.edu.au

LOGIN (upper left hand side of the screen) using your standard Batchelor Institute login and password.

Define the item TYPE

UPLOAD the item and provide any extra information on the item, including who has access

Provide the DETAILS on the item

Provide the FOR (Fields of Research) codes for the item. (up to 3)

Provide SUBJECT Codes for this item (LoC)

SUBMIT the item

What happens after you deposit?

Your submission never goes immediately live. As with all of the national research repositories, a process of moderation/editing is used, to ensure that the Institute has a copy of the item you have placed in the repository and that the information is correct.

If you require further help, support or something isn't working for you, please contact repository@batchelor.edu.au with specific questions.