

Guide – Individual Research Portfolio System Generating your first Individual Research Portfolio

This guide is designed to help you to get started on your first Individual Research Portfolio (IRP) – a more detailed guide with additional functions is available within the IRP system.

Logging on

<https://www.applications.unisa.edu.au/rmeweb/default.asp>

Enter your usual University username and password.

Click Login.

Welcome to the UniSA RMEWeb System

Disclaimer | Copyright | Privacy | Australian Technology Network | Web accessibility | CRICOS Provider

Guest User
Guest

Please enter your Username and Password to gain full access to ResearchMaster Enterprise:

Username

Password

Login

Welcome to the UniSA RMEWeb System

Projects • Show My Projects

Personnel • Show My Profile
• My Individual Research Portfolios

When you log onto the system you will see the options above.

“Show My Projects” will take you to a list of your projects currently recorded by Research & Innovation Services.

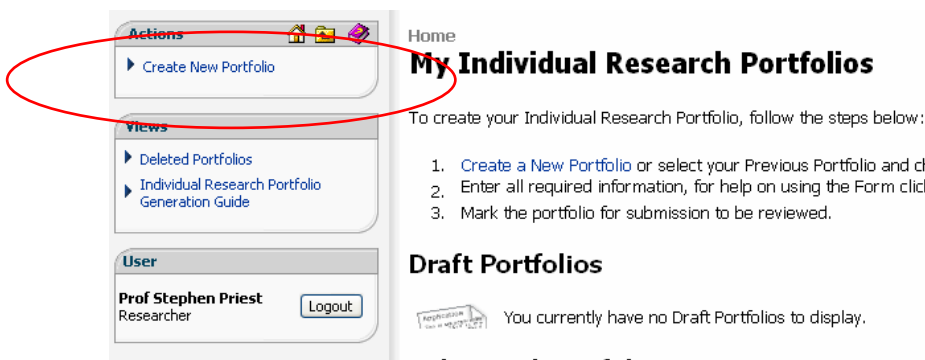
“Show My Profile” will take you to a list of your projects, students supervised, University funded research institute or centre membership and your stated expertise areas.

Developing a Portfolio

To commence your individual research portfolio click on “My Individual Research Portfolios”.



If you have not previously created an IRP, the screen now displayed will appear like the one below. To begin entry of an IRP you need to click on the link in the Actions area for “Create New Portfolio”.



Once you have clicked on the link to Create New Portfolio, you are given the option to select the Assessment Period. Click on the option button for the Supported Researcher Assessment and then click the “Create Individual Research Portfolio” button.



Once the Assessment Period is selected, a new IRP is created for you and is automatically flagged as a draft Individual Research Portfolio.

There are eight areas that must be completed before your IRP can be submitted.

Portfolio Sections

Each of the sections below must be completed (indicated with a ✓) before the Portfolio can be submitted, sections with incomplete or invalid answers are indicated with a !.

1. Individual Research Portfolio Details
2. Discipline Panels
3. RFCD
4. Special Circumstances
5. Research Outputs
6. Justification for Selection
7. Peer Esteem
8. Contributions to the Research Environment

1. Individual Research Portfolio Details

Click on the link “Individual Research Portfolio Details”. This will take you to the Edit Individual Research Portfolio Details screen.

Version

Enter the version number. You can use version numbers to keep track of your draft IRPs.

Are you an Early Career Researcher?

The definition of an Early Career Researcher is one holding a PhD, or equivalent research doctorate, awarded in the previous 5 years.

Contains Indigenous research?

Tick this box if your research outputs contain Indigenous research.

Comments

Enter any comments specific to this version of your IRP.

Click the “Save” button. This will take you back to your Individual Research Portfolio page.

Edit Individual Research Portfolio Details

Version

Are you an Early Career Researcher?

Contains Indigenous Research?

Comments

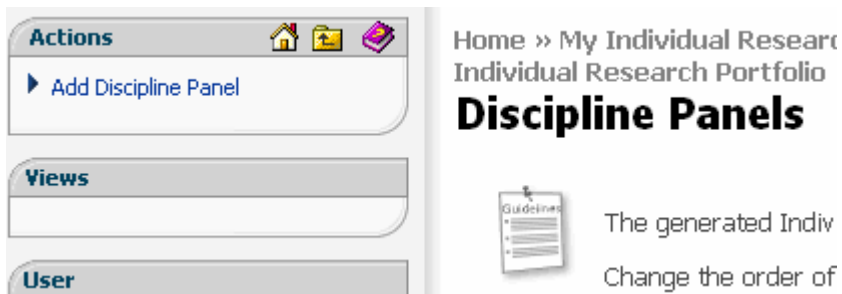
1 character (Limit of 1500 characters)

You will note that there is now a tick next to Section 1 showing that you have completed that section. As you complete each Section a tick will appear if you have completed that section correctly.

2. Discipline Panels

Click on the link “Discipline Panels”.

To add a Discipline Panel or multiple panels click on the “Add Discipline Panel” link in the Actions area.



Home >> My Individual Research
Individual Research Portfolio

Discipline Panels

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Change the order of

Tick the box(es) next to the name of the particular Discipline Panel(s) you wish to link to your IRP. After you have selected each Discipline Panel(s) click on the “Add Selected Panel” button.

Add Discipline Panel

- 001 Biological sciences
- 002 Physical, chemical and earth sciences
- 003 Engineering and technology
- 004 Mathematical and information sciences and technology
- 005 Agricultural, veterinary, food and environmental sciences
- 006 Clinical sciences and clinical physiology
- 007 Public health and health services
- 008 Psychology, psychiatry, neurological, behavioural and cognitive sciences
- 009 Social sciences and politics
- 010 Economics, commerce and management
- 011 Law, education and professional practices
- 012 Humanities
- 013 Creative arts, design and built environment

Add Selected Panel

Cancel

You must edit the details of each panel to nominate the Subject Area of Research.

Discipline Panels



The generated Individual Research Portfolio will display the Discipline Panels in the order you select on this page.

Change the order of the panels by using the ▲ and ▼ buttons in the first column (hold down the Control key while clicking to move the item to the top/bottom of the list).

Click the Subject Area of Research to edit.

Order	Panel	Name	Subject	Subject Area of Research	Primary	Valid for UniSA	
1.	▲▼	BEC	Business & Economics	(none)	(not specified)	Yes	!
2.	▲▼	SSEP	Social Science, Education and Politics	(none)	(not specified)	No	!

2 Panels.

Save Order

Cancel

Click on the “Subject Area of Research” which is blue. This indicates that the name provides a link to a page for editing the panel details.

Panel

Panel name (maintained centrally – cannot be edited)


Subject Area of Research

Select the Subject Area of Research applicable to this panel by clicking on the arrow to display the list of available subject areas. Selecting a subject area is mandatory and you will not be able to verify your IRP without one. Select a subject area for each panel you have added.

Primary?

By default the first Discipline Panel selected is marked as primary. If you want to nominate another panel as your primary panel tick this box. The primary Discipline Panel for your IRP is identified by the panel name shown in Bold.

Edit Discipline Panel

Panel  BEC - Business & Economics

Subject Area of Research

Primary?

Save Cancel

Click the “Save” button. This will take you back to the Discipline Panel page.

You can change the order of preference for your panels if you wish by using the up/down arrows in the far left column.

Click “Save Order”.

3. RFCD (Research Field, Course and Discipline)

Click on the link "RFCD".



To add an RFCD click on the "Add RFCD Classification" link in the Actions area.

Tick the box next to each RFCD you wish to link to your IRP then click on the "Add Selected Classifications" button.



Once you have selected your RFCDs you must nominate one to be your primary classification and assign percentages (percentages must add up to 100%).

Click the "Save" button.

Edit RFCD



The primary classification should reflect both the RFCD of the Portfolio's NROs and the balance of your RFCD during the assessment period.

Note that you do not have to complete the classification table below, but may simply enter your RFCD description instead. If you do choose to complete the classification table, you can then use your selection to generate the RFCD description.

To remove a classification, untick the "Include?" checkbox. When you click Save, classifications with non-zero percentages or flagged as current or primary will be linked to the Portfolio.

Code	Name	Include?	Percentage	Current	Primary
290701	Mining Engineering	<input checked="" type="checkbox"/>	<input type="text" value="50"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>
290704	Geomechanics	<input checked="" type="checkbox"/>	<input type="text" value="30"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
290799	Resources Engineering not elsewhere classified	<input checked="" type="checkbox"/>	<input type="text" value="20"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Total			100.00		

Save

Cancel



4. Special Circumstances

If special circumstances have occurred during the Assessment Period that have impacted on your research output you can enter these details.

Click on the link “Special Circumstances” in the Portfolio Sections screen.

To add a special circumstance click on the “Add Special Circumstance” link in the Actions area.



Type

Select the type of special circumstance from the drop down list.

Effect

Select one of the options provided in the drop down list.

Date From and Date To

Enter the dates relating to this special circumstance. Note that dates cannot be outside of the assessment period.

Reason

Enter details to best describe the reasons why special circumstances are applicable to you and your IRP.

Click the “Save” button.

Edit Special Circumstance Details

Type	<input type="text" value="Significant and sustained other responsibilities"/>
Effect	<input type="text" value="Medium"/>
Date From	<input type="text" value="30/08/2003"/> (dd/mm/yyyy)
Date To	<input type="text" value="31/12/2005"/>
Reason	<input type="text" value="Enter the details of special circumstances that have impacted on your research output in the assessment period"/>

111 characters (Limit to 1024 characters)
Include any relevant information on the Effect, extent and Reason and the impact of these on your research activities.

You will be taken to the screen below. If you have entered more than one special circumstance you can change the order.

Click "Save Order".

Special Circumstances



The generated Individual Research Portfolio will display the Special Circumstances in the order you select on this page.

Change the order of the entries by using the ▲ and ▼ buttons in the first column (hold down the Control key while clicking to move the item to the top/bottom of the list).

▲ ▼ Order	Type	Effect	From	To	Reason	Valid for UniSA
1. ▲ ▼	Significant and sustained other responsibilities	Medium	30-08-2003	31-12-2005	Enter the details of special circumstances that have impacted on your research output in the assessment period	✓
2. ▲ ▼	Extended leave	High	20-09-2003	20-09-2004	Extended leave	✓

2 Special Circumstances.

Save Order

Cancel

5. Research Outputs

Click on the link "Research Outputs" in the Portfolios Section Screen.

To select your research outputs click on the "Select Publications" link in the Actions area.



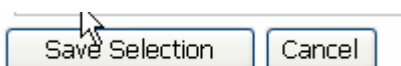
This page will list a summary of your research outputs. Make your selection of research outputs by clicking in the tick box shown next to the publication record(s) you wish to add.

Only publications reported to UniSA via the annual research data collection will be displayed. If there are publications missing please contact Sally Carpenter (sally.carpenter@unisa.edu.au).

Year	DEST	Authors	Title	Journal	QA	Journal	Category	Pages	Code
	Category				Impact	Factor			
<input type="checkbox"/>	2005	Refereed Journal Article	Jay, Miss S, Petrilli, Ms R, Ferguson, Dr S, Dawson, Prof D, Lamond, Dr N	"The suitability of a caffeinated energy drink for night-shift workers"	Physiology & Behavior	No	2.183	C12005	925—931 0000025361

If you select more than 4 publications the system will record the first 4 as your Nominated Research Outputs (NROs) and any additional as your Other Research Outputs.

Once you have selected your research outputs click the "Save Selection" button.



This will take you to the screen where you can rank your research outputs.

This screen will let you change the order of your NROs.

Click "Save Order".

UniSA Order	Year	DEST Category	Authors	Title	Journal	QA	Journal Impact Factor	Code	Valid for UniSA
[-] Nominated Research Outputs									
1. ▲▼	2006	Refereed Journal Article	Kandelaars, Ms K, Fletcher, Dr A, Eitzen, Dr G, Roach, Dr G, Dawson, Prof W	"Layover Sleep Prediction for Cockpit Crews During Transmeridian Flight Patterns"	0095-6562	No	0.971	0000025898	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
2. ▲▼	2005	Refereed Journal Article	Jay, Miss S, Petrilli, Ms R, Ferguson, Dr S, Dawson, Prof D, Lamond, Dr N	"The suitability of a caffeinated energy drink for night-shift workers"	Physiology & Behavior	No	2.183	0000025361	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3. ▲▼	2005	Refereed Journal Article	Winwood, Dr P, Winefield, Prof T, Dawson, Prof D, Lushington, AsPr K	"Development and validation of a scale to measure work-related fatigue and recovery: The occupational fatigue exhaustion/recovery scale (OFER)"	Journal of Occupational and Environmental Medicine	No	1.886	0000024130	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
4. ▲▼	2004	Refereed Journal Article	Gilbert, Dr S, Van Den Heuvel, Dr C, Ferguson, Dr S, Dawson, Prof D	"Thermoregulation as a sleep signalling system"	Sleep Medicine Reviews	No	3.967	0000022959	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

6. Justification for Selection

Click on the link “Justification for Selection” in the Portfolio Sections Screen.

You must now provide justification as to why your NROs are your four best.

Research Output Type

The type of research output - this cannot be edited.

Title

The title of the publication - this cannot be edited.

Number of Citations

Enter the number of times that this research output has been cited and the source of citation analysis ie, 2, Web of Science (if applicable).

Justification for Selection

Enter your reasons for selecting this publication as one of your NROs.

Click the “Save” button.

2.	Research Output Type	Refereed Journal Article (Not Quality Assured)
	Journal	Physiology & Behavior
	Title	The suitability of a caffeinated energy drink for night-shift workers
	Author(s)	Jay, Miss S., Petrilli, Ms R., Ferguson, Dr S., Dawson, Prof D., Lamond, Dr N.
	Journal Impact Factor	2.183
	Number of Citations	! This entry cannot be empty
		<input type="text"/>
		1 character (limit of 1024 characters)
	Justification for Selection	! This entry cannot be empty
		<input type="text"/>
		1 character (limit of 1024 characters)

7. Peer Esteem

Click on the link “Peer Esteem” In the Portfolio Sections Screen.

Click on the “Select Peer Esteem Measures” link in the Actions area.



Click on “Add New Peer Esteem Measures entry” from the Actions area.



Category

From the drop down list of options provided, choose the peer esteem category applicable.

Date From

Enter the date which applies to the peer esteem entry.

Date To

Enter the date which applies to the peer esteem entry.

Organisation

From the drop down list of organisations choose the organisation to which this peer esteem entry applies.

or enter Organisation Name

If the organisation you require is not provided in the drop down list, enter the name of the organisation in the field provided.

Details

Enter details of this peer esteem entry.

Edit Peer Esteem Measures Details

Category

Date From (dd/mm/yyyy)

Date To

Organisation

or enter Organisation Name

Details

91 characters (Limit to 512 characters including dates and Organisation)
Explain the details of your Peer Esteem nomination.

Click the "Save" button.

You will be taken to the screen below.

Click "Save Selection".

Select Peer Esteem Measures

(Note: A maximum of 30 entries are allowed)

<input type="checkbox"/>	<input type="checkbox"/> Date From	<input type="checkbox"/> Date To	<input type="checkbox"/> Category	<input type="checkbox"/> Details
<input checked="" type="checkbox"/>	30-06-2003	31-12-2006	Fellows/Memberships	Fellow of Australian Academy of Humanities

You will be taken to the screen below. If you have entered more than one peer esteem entry you can change the order.

Click "Save Order".

My Peer Esteem Measures



The generated Individual Research Portfolio will display the Peer Esteem Measures entries in the order you select on this page.

Change the order of the entries by using the ▲ and ▼ buttons in the first column (hold down the Control key while clicking to move the item to the top/bottom of the list).

Selected 3 of 30 Peer Esteem Measures entries.

<input type="checkbox"/> UniSA Order	<input type="checkbox"/> Category	<input type="checkbox"/> Date From	<input type="checkbox"/> Date To	<input type="checkbox"/> Details	<input type="checkbox"/> Organisation	<input type="checkbox"/> Valid for UniSA
1. ▲▼	Prizes and Awards	10-10-2005	10-10-2006	New Peer Esteem Measures entry.	ACT Corrective Services	✓

8. Contributions to the Research Environment

Click on the link “Contributions to the Research Environment” in the Portfolio Sections Screen.

Click on the “Select Contributions to the Research Environment” link in the Actions area.



Click on the “Add New Contributions to the Research Environment entry” link in the Actions area.



Category

From the drop down list of options provided, choose the contributions to the research environment (CRE) category applicable.

Date From

Enter the date which applies to the CRE entry.

Date To

Enter the date which applies to the CRE entry.

Organisation

From the drop down list of organisations choose the organisation to which this CRE entry applies.

or enter Organisation Name

If the organisation you require is not provided in the drop down list above, enter the name of the organisation in the field provided.

Details

Enter details of this CRE entry.

Edit Contribution to the Research Environment Details

Category

Date From (dd/mm/yyyy)

Date To

Organisation

or enter Organisation Name

Details

156 characters (Limit to 512 characters including dates and Organisation)
Explain the details of your Contribution to the Research Environment as well as student numbers and the degree level (eg masterate, doctoral), where relevant.

Click the "Save" button.

You will be taken to the screen below.

Click "Save Selection".

Select Contributions to the Research Environment Entries

Select up to 30 entries for your list of Contributions to the Research Environment:

<input type="checkbox"/>	Date From	Date To	Category	Details
<input checked="" type="checkbox"/>	01-01-2003	31-12-2005	Student Supervision	Supervised a student who completed their PhD in two years and was awarded the Tall Poppy Award in 2005.

You will be taken to the screen below. If you have entered more than one CRE you can change the order.

Click "Save Order".

My Contributions to the Research Environment



The generated Individual Research Portfolio will display the Contributions to the Research Environment entries in the order you select on this page.

Change the order of the entries by using the ▲ and ▼ buttons in the first column (hold down the Control key while clicking to move the item to the top/bottom of the list).

Selected 1 of 30 Contributions to the Research Environment entries.

<input type="checkbox"/>	UniSA Order	Category	Date From	Date To	Details	Organisation	Valid for UniSA
<input checked="" type="checkbox"/>	1. ▲▼	Student Supervision	01-01-2003	31-12-2005	Supervised a student who completed their PhD in two years and was awarded the Tall Poppy Award in 2005.	University of South Australia	✓

9. Submitting your Portfolio

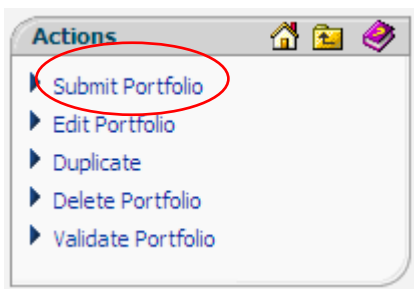
Once you have completed all 8 sections of your portfolio and each section has a green tick you must submit it for Internal Discipline Panel review.

Portfolio Sections

Each of the sections below must be completed (indicated with a ✓) before the Portfolio can be submitted, sections with incomplete or invalid answers are indicated with a !.

- ✓ 1. Individual Research Portfolio Details
- ✓ 2. Discipline Panels
- ✓ 3. RFCD
- ✓ 4. Special Circumstances
- ✓ 5. Research Outputs
- ✓ 6. Justification for Selection
- ✓ 7. Peer Esteem
- ✓ 8. Contributions to the Research Environment

Click on the "Submit Portfolio" link in the Actions Area.



The screen below will appear. You can add any comments that you might want the Internal Discipline Panel to consider. Then click "Submit".

Submit Portfolio

After your Portfolio has been Submitted, it will be Reviewed. Before the Review process commences, you will have the opportunity to return your Portfolio to Draft status to make further changes if necessary.

Comments for Reviewer:

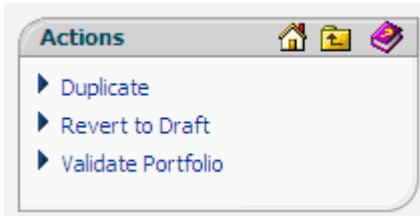
Submit

Cancel

Your portfolio has now been submitted for review.

Further revisions

Once your portfolio has been submitted you may retrieve it to make further amendments by clicking on "Revert to Draft" in the Actions area.



You may find it useful to make a duplicate of your portfolio prior to submission. To do this click on "Duplicate" in the Actions area. You can then go ahead and submit the original version.

Log out

You have now completed your first draft portfolio. Click on the "Logout" button to exit.

