My Research -
A Personalised Application of the Web Portal VIS:online of the University of Innsbruck

Handbook

Research Information Unit
Vicerectorate for Research

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INTRODUCTION

“My Research” is an application of the web portal VIS:online that documents data records of your past and ongoing research activities that have been saved in the Research Documentation Database (RDD) and the Project Database of the University of Innsbruck. With “My Research” you can access these data records, filter them, export them in different formats and assign them to the research areas, research platforms, research centers or doctoral programmes of the University of Innsbruck. To promote the development of open access, “My Research” allows to upload documents for the purpose of publication in the repository of the University of Innsbruck (http://diglib.uibk.ac.at/).

REQUIREMENTS

“My Research” is accessible to all active members of the University of Innsbruck for whom at least one data record has been entered into the Research Documentation Database or Project Database. Since Microsoft Internet Explorer is the browser predominantly used at the University of Innsbruck, “My Research” has been optimized for this browser. It is therefore advised to use Microsoft Internet Explorer when working with “My Research”.

ENTERING “MY RESEARCH”

Please select the VIS website in your Web-Browser:

- → University-Homepage → Quicklinks (top right) → VIS:online
- or use the URL http://vis.uibk.ac.at/.

Register with your username (using the “c-identifier”) and your password.

In the VIS:online main menu please click on the tab “Persönliche Daten” and then on the menu item “Meine Forschung”.

LANGUAGES

“My Research” is available in German and English. In order to switch to the English version, please click on <en> on the selection screen on the left side of the window.

CATEGORIES

The following categories are displayed in “My Research”:

<table>
<thead>
<tr>
<th>Main Categories</th>
<th>Subcategories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publications</td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td></td>
</tr>
<tr>
<td>(Co-)Edited Books</td>
<td></td>
</tr>
<tr>
<td>(Co-)Edited Journals and Scientific Series</td>
<td></td>
</tr>
<tr>
<td>Contributions to Books / Journals</td>
<td></td>
</tr>
<tr>
<td>Patents</td>
<td></td>
</tr>
<tr>
<td>(Book) Reviews</td>
<td></td>
</tr>
<tr>
<td>Translations</td>
<td></td>
</tr>
<tr>
<td>Other Publications</td>
<td></td>
</tr>
<tr>
<td>Media Contributions</td>
<td></td>
</tr>
<tr>
<td>Lectures</td>
<td></td>
</tr>
<tr>
<td>Presentations at Conferences, Symposia etc.</td>
<td></td>
</tr>
<tr>
<td>Guest Lectures</td>
<td></td>
</tr>
<tr>
<td>Individual Lectures (professional development / knowledge transfer)</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Presentations for the general public</td>
<td></td>
</tr>
</tbody>
</table>

### Research Projects and Scholarships
- Research Projects and Scholarships
- Scholarships
- Others

### Organisation of Events

### Professional Posts and Affiliations

### Academic Activities and Achievements
- Doctoral Theses / Postdoctoral Qualifications
- Awards and Honours
- Supervision of Student Theses
- Other academic activities

### Other Scientific or Artistic Activities

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**STARTING “MY RESEARCH”**

The *selection screen* on the left hand side serves to confine the output of data records with regard to certain criteria. In the default setting no preselection is made, so that all data records in the RDD of past and ongoing research activities are displayed. Approved or already completed projects as well as projects in their execution, which are saved in the project database, are also displayed.

![Selection screen](image)

**Output display**

*My Research* is an application of the web portal MyResearch, which documents all your data records of past and ongoing research activities that are saved in the Research Documentation Database (RDD) and the Project Database of the University of Würzburg.

Please use the navigation bar or the mouse wheel to scroll to the bottom or the top.

You then have two options:

1. If you don’t want to restrict the output of the data records, please click on [Show] or press the ENTER button. On the right side of the window your recorded research activities will be displayed. Please proceed to [The Output Display].

2. If you want to restrict the output of data records, please proceed to [The Selection Screen].
THE SELECTION SCREEN

The selection screen allows you to define the output of your data records. In doing so, you have a number of possibilities to filter the output:

1. Categories:

   - **Filtering by main categories:** Through checking or unchecking the boxes in the section “categories” your output can be refined according to the main categories.

     Example:
     If you want to restrict your output to “publications”, please uncheck the boxes of all other main categories by clicking the corresponding boxes. Click on or on the ENTER-button afterwards.

   - **Show subcategories:** Four of the main categories (publications, lectures, research projects and scholarships and academic activities and achievements) contain subcategories. Click on the arrow in front of each main category to expand the category and to display the subcategories.

     Please Note: Use the navigation bar to scroll, if the categories are not visible.

     Example:
     If you want to display the subcategories of the main category “lectures”, please click on the arrow next to the category “lectures”.

   - **Filtering by subcategories:** Through checking or unchecking the boxes you can refine your output analogously to the subcategories.

     Example:
     If you want to confine your output to “Guest Lectures”, please uncheck all other boxes of the subcategories by clicking on the boxes and removing the checkmark. Click on or press ENTER afterwards.
• **Show RDD-/Project Database-Types:** When moving your mouse cursor over categories or subcategories, the RDD-/Project database-types that fall into the relevant category will be displayed.

Example:
Displaying the RDD-types within the subcategory “Presentations at Conferences, Symposia, etc.”

![Image of the RDD types within the subcategory](image)

2. **Time-frame:**
Enter an exact date or a year in the “from” and “to” fields in order to confine the search for data records to a certain time period. (use the format YYYY or YYYY-MM-DD)

Example:
You would like to confine the output of recorded data to the time-frame from 2012-01-01 to 2013-03-31. In order to do so, please enter the time-frame into the relevant fields and click on or press ENTER afterwards.

![Image of the time-frame filter](image)

Example:
You would like to confine the output of recorded data to the time-frame from 2012 to 2013. Please enter this time-frame into the relevant fields and click on or press ENTER.

![Image of the time-frame filter](image)

Please note that the date or year entered in “from” needs to be temporally prior to the date or year entered in “to”.

3. **Research area / research platform / research center / doctoral programme:**
It is possible to filter the search output in order to check with which research area, platform, center or doctoral programme your data records have been affiliated. A list of all active research areas, platforms, centers, and doctoral programmes of the University of Innsbruck displays when clicking on the empty dropdown-menu. Additionally there is also the option of choosing “none assigned”. After selecting one element the output will be filtered correspondingly. Please note that only one element at a time can be chosen from the dropdown menu.
Example:
If you want your output to display only records that have been matched with the research center “European Integration”, please click on the empty dropdown menu and select “Research Center European Integration”. Click on Show or press ENTER.

4. Status:
In this section you can select between validated and non-validated RDD-data records. “Validated” means that a data record has been checked and cleared by the research information unit after it was initially registered by the institute. The unit validates e.g. the bibliographical information of publications using library catalogues or categorises research activities according to RDD definitions. In turn there are “non-validated” records that have not yet been edited and cleared by the Research Information Unit.

Example: If you want your output to display only validated research records, please uncheck the box next to “non-validated”. Leave the “validated” box checked. Click on Show or press ENTER afterwards.

5. Search for:
The selection screen also allows you to search according to certain features:
- **RDD-ID:**
  Every data record in the RDD and the Project Database carries a serial number, the so-called RDD-ID. If you want to search a data record with a certain RDD-ID, please enter the corresponding number.
- **Author / person:**
  This section allows you to search for a certain person (e.g. co-authors or co-lecturers).
- **Title:**
  Every data record has a title. With this search function you can search data records by their title by entering one word, a number of words or the entire title.

Example: You want to search a publication by the title *Plants In The Alps*. In order to do so, please enter some of the title’s words or the full title into the title-field. Click on Show or press ENTER afterwards.

*Reset:*
Click on the Reset button to return to the default settings of the selection screen.
THE OUTPUT DISPLAY

The selection screen on the left side of the window serves to regulate the output-display on the right side. The output-screen on the right side contains two tabs:

1. “Overview”
2. “Details, Export & Editing”

Please use the navigation bar or the mouse wheel to scroll to the top or to the bottom.

THE “OVERVIEW” TAB

The overview is supposed to present the recorded data files of your research activities in the various categories at a glance.

The default setting is such that all records of the ongoing and past four years are displayed. Prior years can be called up by clicking on the blue arrow as shown below.

Please Note: The overall count of the main and subcategories is displayed on the right side. Please keep in mind that the overall count does not always equal the sum of the annual values. If research activities span across a number of years (e.g. main categories “Research Projects and Scholarships” and “Professional Posts and Affiliations” or in the subcategory “Supervision of Student Theses”) the data record will be counted for each year, but in the overall count it will only be considered once.

THE “DETAILS, EXPORT & EDITING” TAB

The tab “Details, Export & Editing” lists each data record in detail and enables the user to export and edit the data records.

THE DETAILED VIEW

Unlike as with the overview screen, all types of the sub and main categories of the RDD are displayed in the detailed view section. A detailed description of the RDD-types in German can be retrieved here: https://orawww.uibk.ac.at/vis/help/fld/fld_uebersicht_kategorien_typen_v9.4_31_08_2016.pdf.

Additionally, the detailed view shows, whether a data record has been validated by the Research Information Unit. A validated data record is marked by a green flag, while a non-validated record is marked by an orange flag.

The detailed view includes – in horizontal sequence of the fields displayed – information regarding

- The RDD-ID
- The full details about the research activity
- “Validated or non-validated”

Research activities are sorted within subcategories according to years and authors.
Example of the detailed view of a data record:

The data record by the number 182780 is an Anthology / Collected Edition (Editorship), and thus falls into the main category Publications and into the subcategory (Co-)Edited Books. The green flag on the right side indicates that the data record by the number 182780 has been validated.

**THE SINGLE FILE VIEW**

Detailed information on a single data record can be retrieved by clicking on the RDD-ID: The RDD-ID is recognizable as an underlined number in blue font (see above). By clicking on this number a window with the description “Details on Research File # xxxxxx” opens.

Example: Details on Research File #182780

![Details on research file #182780](image-url)
THE EXPORT POSSIBILITIES

“My Research” provides the possibility to export all the data records that are listed in the detailed view in five different formats:

- Signed PDF
- Word format
- Excel format
- Literar Mechana format
- RIS format

By clicking the specific button (see below) the export is started.

Please Note: The export will consider the settings chosen at the time of the export.

Further usage or editing of exported documents is subject to your own responsibility.

EXPORTING NON-VALIDATED DATA RECORDS

The research information unit continuously processes and validates the data records in the RDD. Non-validated records (usually these are newly registered records) appear in “My Research” for documentation purposes but are sometimes fragmentary with regard to the data included or the categorisation of the record.

If non-validated records are listed in the detailed view at the time of the export, you will be reminded by a pop-up notice.
**Signed PDF**

In order to facilitate and standardise the export of RDD data for person-related evaluations a special export format was developed: The signed PDF shows whether or not a data record has been validated, incorporates a title page and table of content into the document and signs the file digitally, thereby indicating that the data records have been retrieved from the RDD of the University of Innsbruck.

Instructions:

- When clicking the button ![Signed PDF](signed_pdf.png) download instructions appear. *Please note that depending on your settings and the browser used these instructions may appear in German and that the shape and colour of the download-window may vary.*

- Click on open (öffnen) or save (speichern).

**Word-Export**

Instructions:

- When clicking the button ![Export to Word](export_to_word.png) download instructions appear. Please note that depending on your browser settings these instructions may appear in German.

- Click on open (öffnen) or save (speichern).

*Please note: “My Research” opens the exported document as an html-file. In order to save the file as a Word file please proceed as follows:*

  - The file opens in Word.
  - At the top of the document you will find a note explaining that the file is opened as a website.
  - Please adhere to the following instructions to save the file as a Word file.
Note: This document is displayed as an HTML file (website). In order to save the document as Word file please proceed as follows:
1. Select the menu item File and click the icon Save as.
2. Perform the following steps in the Save as dialog box:
   a. Select the box Save target in and then enter the required download location on your computer.
   b. Select the box Save as type and select Word-document.
   c. Click Save.

**EXCEL EXPORT**

Instructions:

- When clicking the button the following download instructions appear. Please note that depending on your browser settings these instructions may appear in German.

- Click on open (öffnen) or save (speichern).

**LITERAR MECHANA EXPORT**

Instructions:

- When clicking the button the following download instructions appear. Please note that depending on your browser settings these instructions may appear in German.

- Click on open (öffnen) or save (speichern).
RIS-FILE

The RIS format is a data exchange format, which is used by a number of reference management programmes, such as Endnote and Citavi. The import of data from a RIS-File has been optimised for Endnote. At present it is not possible to import a RIS-file containing RDD-Data accurately into Citavi.

Instructions:

- When clicking the button the following download instructions appear. Please note that depending on your browser settings these instructions may appear in German.

- Click on open (öffnen) or save (speichern).

THE EDITING MODE — THE RESEARCH FOCUS SYSTEM AND DOCTORAL PROGRAMMES

In order to open the editing mode concerning the research focus system or doctoral programmes please click on the button .

The editing mode enables you to

1. see which data records have already been assigned to research areas, research platforms, research centers, and doctoral programmes
2. to assign data records to a research area, research platform, research center or doctoral programme
3. to delete a research area, research platform, research center or doctoral programme that has already been assigned

LOOKING UP ALREADY ASSIGNED RESEARCH AREAS, PLATFORMS, RESEARCH CENTERS, AND DOCTORAL PROGRAMMES

Already assigned research areas, research platforms, research centers and doctoral programmes are displayed in the red-coloured section in order to facilitate the editing of data records. The section can also be used for editing purposes ( cf. Instructions for deleting an assigned research area, platform, research center or doctoral programme).

KEEP IN MIND: Research areas, research platforms are assigned manually as well as automatically. The automatic assignment is not editable. If a research center or a doctoral programme that belongs to a research
area or research platform was assigned manually, the superordinate research area/platform is displayed automatically.

Example:
- Automatic assignment of the research area Cultural Encounters – Cultural Conflicts
- Manual assignment of the research center Cultures in Contact

INSTRUCTIONS FOR ASSIGNING RESEARCH AREAS, RESEARCH PLATFORMS, RESEARCH CENTERS, AND DOCTORAL PROGRAMMES

1. Filter the list of results using the selection box “Select RA / RP / RC / DP”. Choose “none assigned” or a specific research area, platform, center or doctoral programme depending on which data records you want to be displayed.

2. Select the data records:

   Check the box of a specific data record by clicking into it.

   You can select all data records by checking the box in the title bar.

3. Select RA / RP / RC / DP:

   When clicking on the dropdown box “RA / RP / RC / DP” a list of all research areas, research platforms, research centers, and doctoral programmes is displayed. Please select one item from the list.

4. Assign selection:

   Click on the button Assign to display the results.
INSTRUCTIONS FOR DELETING AN ALLOCATION TO A RA / RP / RC / DP

There are two possibilities through which an allocation to a research area, research platform, research center or doctoral programme can be deleted.

Method 1

Instructions: Complete Steps 1 through 3 from the section “Instructions for assigning research areas, research platforms, research center or doctoral programmes” (see above) and click on the button.

Method 2

On the left side next to the displayed RA / RP / RC / DP there is a red cross. By clicking on the red cross the allocation to the RA / RP / RC / DP will be deleted.

Keep in mind: There are no restrictions when assigning a data record to the research focus system, however, there are restrictions when deleting existing allocations.

➢ If you yourself have assigned the RA / RP / RC / DP, you are also authorized to delete the allocation.
➢ If the data record was assigned to the research focus system by another member of the University, then
  o you are only authorized to delete the allocation, if you are the only member of the University of Innsbruck in the particular data record. (e.g. individual publications)
  o You are not authorized to delete an allocation, if other members of the University of Innsbruck are listed in the data record. The allocation could have been made by one of the other people listed in the data record and is therefore locked for changes.
➢ If a research center belongs to a research platform or a research area, all data records that have been allocated to the research center are automatically attributed to the superordinate level. The allocation to a research platform or research area cannot be deleted.

The red cross indicates that you are authorized to delete an allocation. A grey cross indicates that you are not authorized to delete an allocation. Place your cursor over the grey cross to get more information about the person that made the allocation or about the reasons why a data record cannot be edited anymore.

If you have any further questions or comments please contact FLD@uibk.ac.at.
THE EDITING MODE — THE REPOSITORY OF THE UNIVERSITY OF INNSBRUCK — DOCUMENT MANAGEMENT THROUGH RDD

“My Research” allows you to upload documents for the purpose of publication in the repository of the University of Innsbruck (http://diglib.uibk.ac.at/). Please note, that the publication needs to be saved as data record in the RDD beforehand.

To open the editing mode please click within the tab “Details, Export & Editing” on the button Upload document to repository.

WORKFLOW DOCUMENT MANAGEMENT — FROM MY RESEARCH / RDD TO THE REPOSITORY

The following schema illustrates the individual steps of the workflow.
INSTRUCTION – UPLOADING A DOCUMENT

1. Please define the output of your data records in the selection screen (e.g. search for RDD-ID, publication title, author name).
2. Select the tab “Details, Export & Editing” in the output screen, and if the publication you searched for is displayed, please click on the button.
3. By clicking on “Upload document to repository” underneath your publication, the window “The repository of the University of Innsbruck – Document management through RDD” opens.

Description of window “The repository of the University of Innsbruck – Document management through RDD”

Upper section: Detailed information regarding the selected publication, such as RDD-ID, title, author, and publication year is displayed.

The section “Available documents” lists already uploaded documents.

The section “Upload new PDF-document” starts with the declaration of consent. Please read the information carefully. You can only proceed by clicking the button “I agree” thereby approving the document’s publication in the repository.

Declaration of consent

The authors hereby grant the University of Innsbruck the royalty-free, non-exclusive right to publish the uploaded publication online on the repository of the University of Innsbruck under http://diglib.uibk.ac.at/, to reproduce and disseminate it for this purpose as well as to convert the corresponding file into other formats in order to guarantee accessibility. The University of Innsbruck does not guarantee permanent accessibility to the repository and/or permanent archiving of documents stored on the repository. The authors are responsible for saving backup versions of uploaded files on their own.

The University of Innsbruck will check, whether or not the publication can be self-archived via the repository of the University of Innsbruck according to the general terms and conditions, policies, publishing agreements and the like. However, in this respect the University cannot carry out a final examination.

The authors hereby confirm that the supply of the document and its content does not violate the rights of third parties, especially in relation to the current copyright, trademark, data protection laws, etc.
Furthermore, the authors confirm that they have obtained prior verifiable permission of any copyright holders, if necessary.

In the event that third-party claims are asserted against the University of Innsbruck because of violation of any legal regulation or third-party rights (in particular trademark, copyright, data privacy laws) by the authors due to documents uploaded by the authors to the repository, the authors will indemnify and hold harmless the University from any and all such claims. Furthermore, the University shall be entitled to delete the respective documents.

If you have any questions please contact the Open Access Contact Point [Email open-access@uibk.ac.at].

Please use the navigation bar or the mouse wheel to scroll to the bottom or the top.

During upload of the document, detailed information is needed in order to categorize the PDF prior to publication in the repository:

a. **Type:** Please define the version of your PDF (preprint, postprint, published) by clicking on the dropdown-menu and selecting one item from the list.

   - **The preprint** is the version of a scholarly or scientific paper that precedes publication in a peer-reviewed scholarly or scientific journal.
   - **The postprint** is a digital draft of a research journal article after it has been peer reviewed. It is not identical to the publisher’s version since the printproof has not been done and minor corrections, as well as rephrasing, are still possible at this point.
   - **The published** PDF of an article is the version of record as published by the publisher, formatted and with correct pagination.

   Information on the self-archiving policies of journals and publishers can be found via the Sherpa/Romeo Database [http://www.sherpa.ac.uk/romeo/]. The Open Access Contact Point [Email open-access@uibk.ac.at] also supports scientists in regards to correspondence with publishers.

b. **Upload PDF:** Please click on ![Browse...](image) in order to search for the file on your computer.

   Uploads must be in PDF format. If your article is in any other format and you need support with converting the file into a PDF format, please contact the Open Access Contact Point [Email open-access@uibk.ac.at].
c. **Embargo:**

*Embargo periods are set by publishers and define a length of time that authors have to wait before they are allowed to make their material open access via an institutional or subject repository. Embargo periods are normally calculated from the date of first publication, including online publication. However, publishers may set their own policy.*

d. **Date of publication:**

*The date of publication is the day of the first publication of an article/monograph, independent of the format. From this date onwards the embargo periods are normally calculated.*

e. **Comment:**

*Remarks in this field are adopted for display in the repository. Please use this space e.g. for acknowledgements or any other requirements in regards to self-archiving.*

f. **Upload document:** Please complete your upload by clicking the button „Upload document“.

**SECTION: AVAILABLE DOCUMENTS**

The uploaded document appears in the section “Available documents”. Recently uploaded documents, registered with the status “new upload” are still to be edited or deleted by clicking on the editing or the delete icon (red cross) on the right side.

**DISPLAY OF UPLOADED DOCUMENTS**

Uploaded documents are also displayed in the default view of “My research”:

1. **In the detailed view:**

   Click on “Full-text” to open the uploaded PDF-file or the web page of the repository.

   Note: If the uploaded PDF-file is subject to an embargo period only the PDF-file opens, otherwise the web page of the repository is opened.

2. **In the single file view:**

   Detailed information on a single data record can be retrieved by clicking on the RDD-ID: The RDD-ID is recognizable as an underlined number in blue font. By clicking on this number a window with the description “Details on Research File # xxxxxx” opens.
The field “Full-text” displays information regarding the
- filename,
- the publication version (preprint, postprint or published),
- the repository release date and
- the URN (Uniform Resource Name), in case the document has already been accepted for publication in the repository.

Open the file or the repository web page by clicking on the underlined item in blue font.