

ResearchNow

This guide shows how to capture the requirements for entering a Non-Traditional Research Output (NTRO) in ResearchNow. Before you follow the steps in this guide researchers will need to have submission acceptance and a NTRO letter from the NTRO committee. Please contact [CHASS College Support staff](#) for details

Researchers generating NTROs (not from CHASS) should contact their respective College Research Support Staff for submitting their outputs.

Process:

1. Open ResearchNow in OKTA.

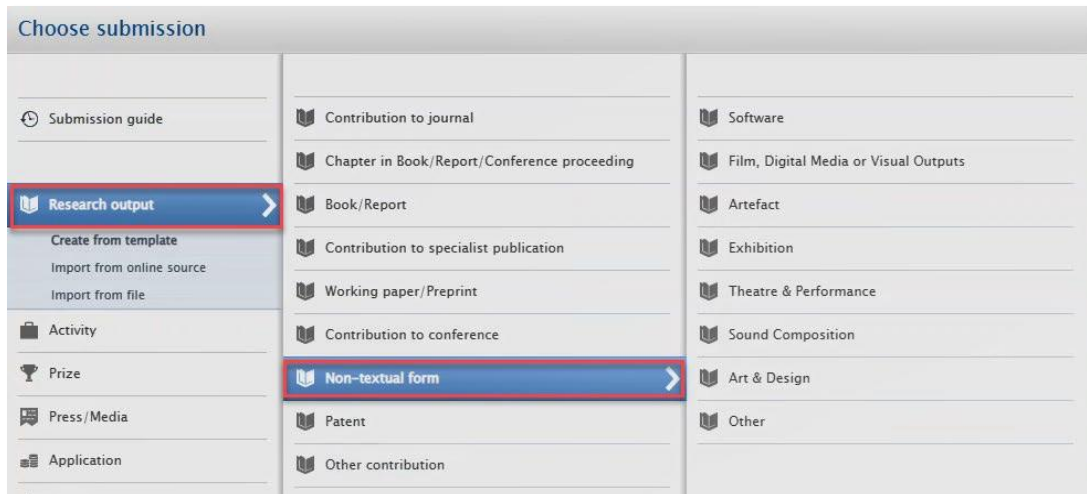


2. Top left hand corner select Personal and under Research outputs select New.



ResearchNow

- This will open the Research output Choose submission template. Select the required Research output template, followed by the sub template, and select Choose.



- Complete all mandatory fields within the template related to your Non traditional Research output. These are marked with a red asterisk and consist of:
 - Publication statuses and dates
 - Original language
 - Title of the contribution in original language
 - Contributors
 - Managing Organisational unit
 - 2020 Fields of research
 - 2020 Socio-economic Objectives


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5. Under Contributors check the role next to your name, if this requires updating click on Edit.




Contributors and affiliations ⓘ

Contributors *

 **Photographer**

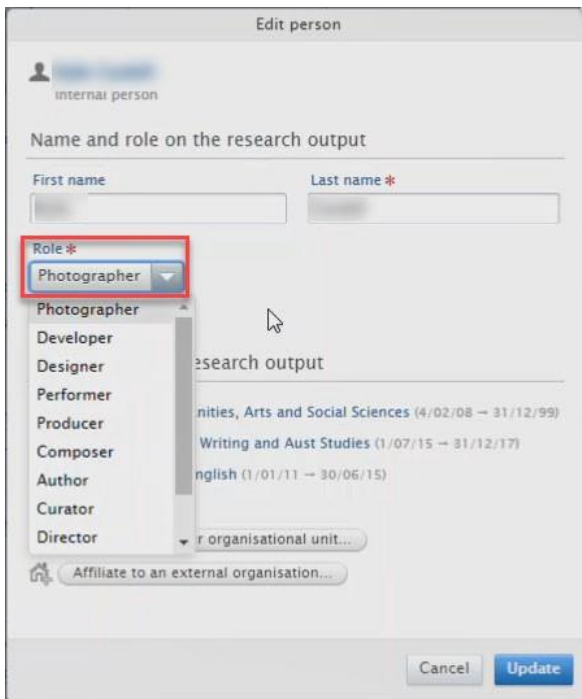
Internal person

 **College of Humanities, Arts and Social Sciences**


Organisational unit: College

Total number of authors
1

6. Under Role select the appropriate role.



Edit person

 **Internal person**

Name and role on the research output

First name

Last name *

Role *

Photographer

Photographer

Developer

Designer

Performer

Producer

Composer

Author

Curator

Director

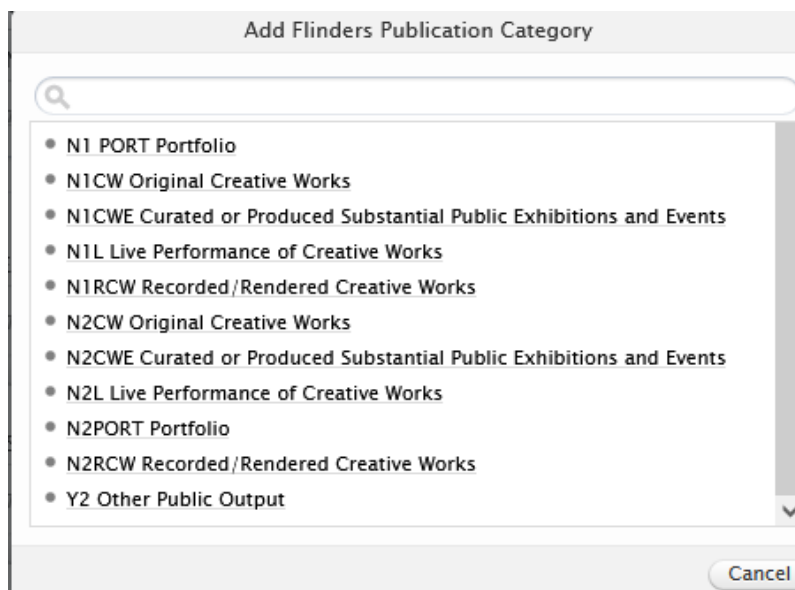
Note: additional roles have been added to the selection list

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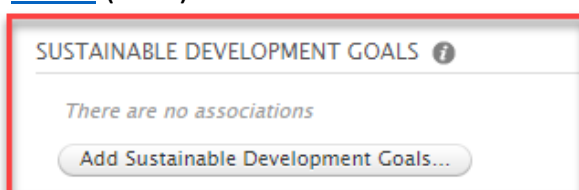
7. Once you have completed the mandatory fields you will need to click Flinders Publication Category.



8. Select the appropriate Publication Category (this is required for your NTRO to be picked up for Excellence in Research for Australia (ERA) submission). The NTRO categories below are intended for College of Humanities and Social Sciences.

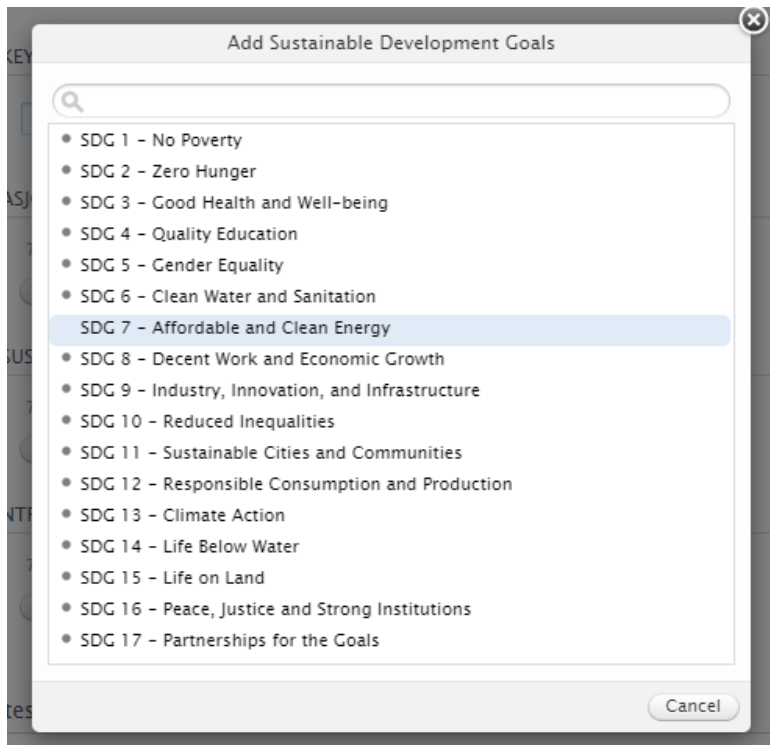


9. We encourage you to link your outputs to [Sustainable Development Goals](#) (SDG).



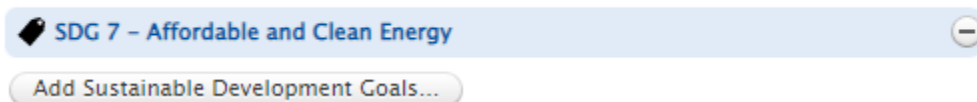
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Select the relevant SDG(s) to associate to the output from the below pop-up list.



The selected SDG(s) will show under “Sustainable Development Goals” for that output.

SUSTAINABLE DEVELOPMENT GOALS ⓘ

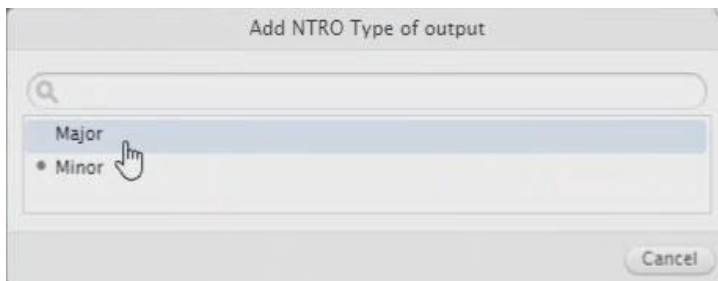


10. Add in the NTRO Type of Output. This is required for reporting quality.

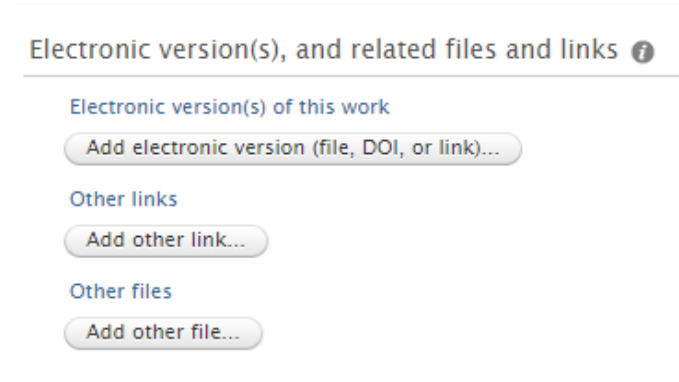
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11. Select required option as determined by the CHASS NTRO Committee.

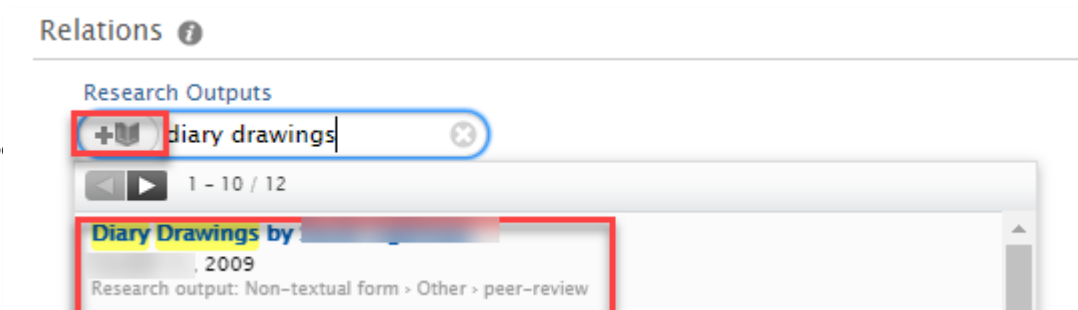


12. Add any Electronic versions or related links



13. If you are building a portfolio of work, go to Relations select + under Research Output and enter the Research Output ID or the title and click to select.

Last Up
6



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14. Continue to add required Research outputs until you build your portfolio.



15. Once you have entered all information click Save at the bottom of the page and your Output will go to Library to Validate.

