LUCRIS short guide

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A short introduction to LUCRIS. Please find a more detailed manual to the system within LUCRIS (in the ‘Help’ section) or information at www.staff-pages.lu.se/lucris
What is LUCRIS?

LUCRIS, a research information system based on PURE software, is intended for registering and provide visibility for LU’s research publications, as well as for projects, collaborations and other research-related activities. Visit LUCRIS at http://lucris.lu.se

LUCRIS consists of a registration interface, which is only accessible to researchers and other staff at LU, and a public Research Portal that shows certain parts of the information from LUCRIS. The Research Portal is located at http://portal.research.lu.se and linked to individual staff profiles in LUCAT. In addition, several other websites can republish the information and thereby spread it to LU’s numerous internal and external target groups.

How information entered in LUCRIS is spread by various channels to LU’s numerous target groups.

On the LU Staff Pages you can find more specific information on your particular task or role in LUCRIS, based on your role at LU such as Vice-Chancellor or doctoral student: http://www.staff.lu.se/research-and-education/research-support/lucris-research-information-system
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1. LUCRIS modules
LUCRIS consists of a number of modules. These are filled in separately, but can then be linked to each other, so that relations are visible, such as relations between a publication and a project or a financier. The modules are always in the left-hand column.

PURE is software that offers a number of different modules. In LU’s installation of PURE, i.e. LUCRIS, we have chosen not to activate all the available modules, which means that other modules may be added at a later date.

1.1 LUCRIS modules right now;
Read more about the respective modules in the manual at [www.medarbetarwebben.lu.se/lucris](http://www.medarbetarwebben.lu.se/lucris)

1.1.2 Research Output
This module gathers research output produced by researchers at Lund University. All types of publication published by people in their capacity as researchers at LU are to be registered and, if possible, made accessible via LUCRIS. Information in the database then becomes the basis for local, national and international compilations of research publications and is spread to target groups within and outside LU.

1.1.3 Activities
This module aims to create a view of those parts of a researcher’s everyday work that fall outside more traditional published forms. Collaborations and externally oriented activities of various types can be described, highlighted and reused by the researcher, for example in the CV module.

1.1.4 Curricula Vitae
An option that helps researchers to create a CV from all the information, or selected information, in LUCRIS.

1.1.5 Prizes and distinction
Prizes and distinctions that you have been awarded can be added here, eg. prizes, national/international honour, election to learned society.

1.1.6 Awards
All externally financed contracts are entered in LUCRIS centrally. The Research, External Engagement and Innovation division is responsible for recording received contracts and ensuring registration in LUCRIS. When contracts have been entered in LUCRIS it is possible to link them to one or more research projects. They are visible in the Research Portal unless the visibility setting is changed.

1.1.7 Projects
The possibility to create research projects and make them visible. A project can be linked to contracts, research output, activities, people etc. Doctoral students are to enter a description of their doctoral thesis project and also their supervisor’s name.
2. Getting started

2.1 Log in
You log in to the LUCRIS registration interface using your LUCAT-ID and the associated password at http://lucris.lu.se

2.2 Available languages
When the system is launched, the input interface will be in English only. A comprehensive Swedish version of LUCRIS will also be available at a later date. The first time you log in, you have the option of choosing a Swedish or English interface.

To change the interface language, click on your user name in the top right corner. Under Profile → Language settings. Under Language you can then choose the language you want for the input interface. Under Default submission language you can choose whether you want to see Swedish or English boxes first in cases where you can enter information in both languages.

Certain information (regardless of the chosen input language) can be entered in both Swedish and English. Switch between the Swedish and English input field by using the Swedish or British flag symbols. The flags are either directly adjacent to a specific field or the language can be changed using the flags in the top left corner.

When you add information in a module, you can always switch language by clicking on the Swedish or British flag. If you want to have both languages, fill in using one language and then switch to the other. This brings up an empty field. You also have the option to choose Translation under the flags in the top left corner. Clicking there brings up all the fields where there is an option to write in both Swedish and English, giving you an overview of the fields that lack translation.
2.3 Personal Profile
When you log in, the landing page is your personal profile page, which shows the information that you or others have entered or that has been imported from other systems at LU. You can see publications, activities, projects, contracts, information from LUCAT as well as the people and organisations that, through your publications and activities, make your network visible. This tab is called *Personal Overview*.

You can also see your public profile in the Research portal by clicking: "*View personal profile in the LU Research portal*".

If you are a LUCRIS administrator, your first page will consist of an overview of the unit you administer under the tab *Editor* and show if you have tasks waiting for you in the system – *editorial tasks*. If you are to review output in LUCRIS, see the relevant separate manual.

2.4 What shall I do first? Minimum requirements
During the LUCRIS introduction process, minimum requirements were drawn up for entering information in the system. The minimum requirements are to ensure that the most important points about each person are presented. Please note that there may be local work processes and division of work that affect the minimum requirements. If you have any questions, please contact your local support.

Checklist for minimum requirements:
- Click on *Edit profile*
  - Fill in a description of your research in Swedish and English under *Research* – the English text is prioritised (there is also an option to describe collaborations, teaching, creative research etc.). Please enter information if possible both in English and in Swedish. If you e.g. don’t enter information in the Swedish box the Swedish version of the Research Portal will contain no information about your research.
- Add a profile photo (if this is not done via the administrator at faculty level)
- Check the visibility level at the bottom of the personal profile. If your profile is to be public, it should have the status “Public” under Visibility – if not, change it.

Project: project descriptions can be given in both scholarly and popular science versions, and in both English and Swedish. The scholarly English texts are to be prioritised.

Please note: when you link an LU employee to a project, the project is added to their profile. If you add an external person (outside LU), you must have their consent.

- Externally financed research: creates relations to entered externally financed contracts (Awards).1
- Doctoral degree projects: all doctoral thesis projects are to be registered as a Project of the type Dissertation.
- Other projects: projects that are not externally financed can also be registered in LUCRIS. Note any relevant local practice.

Research output: check that your publication list is correct (if you had publications in LUP that were transferred to LUCRIS). It will continue to be mandatory to register all research output that you publish in your capacity as a researcher at LU.

Activities and Prizes: optional, or according to local (faculty) practice and eventually established LU-wide practice. If you add an external person (outside LU), you must have their consent.

Other:

Organisation: if you are in charge of an organisational unit at LU that conducts research activities, this is to be presented in LUCRIS. All such groups present in LUCAT are to add a short description of their research activities in both English and Swedish. Other texts, such as those for research groups are entered directly in LUCRIS.

2.5 Roles in the system

Your options in LUCRIS depend on the role you have, or have been allocated, in the system. There are several different roles you can have in the system and these can be added when required.

Everyone with a LUCAT ID automatically has the Personal user role, which means that you can log in and edit information about yourself and register publications, projects, activities etc. in your own name.

There is an option to delegate editing rights to a trusted user. This is a person who can log in to LUCRIS and is allowed to act on someone else’s behalf, to edit the personal profile for example. A trusted user has the same authorisation as the person who delegated the rights and can carry out exactly the same actions in the system. Trusted users log in as themselves and can then switch to the other person’s account. You add a trusted user via the settings in your profile:

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1 In the future you will also be able to seek your current contracts via the Awards module in the left margin and create projects directly from them.
3. Add new information
The system’s logic is based on you:

1) Choosing what you want to add: publication (Research Output), research activity (Activities) or research project (Projects) etc.

2) You make this choice either via a) the green Add new button on the right or b) click on + which appears when your mouse cursor is over the module you want to add information to.

3) Using the Add new button brings up a Submission guide, which provides suggestions based on the most common types of information.
4) You now have the option Choose submission. This means that you choose which specific information you want to add to: activities, research output etc. What you add will be immediately visible in your profile in the Research Portal except for the information you add in the Research output module, which will be reviewed before being made public.

5) Regardless of which module you choose, you get a number of headings under each module. When you click on one of the headings it shows sub-categories, for example under Research Output → Contribution to Journal there are a number of publication categories that can be found in a journal.

6) You can also import information from a database or file formats such as RIS. Read more on how to do this in the chapter “Import information”.

7) You fill in the information. All fields marked with a red asterisk * are mandatory in the system for technical reasons. Other fields are optional, but the more correct information you enter in the system, the better and more usable the information that can be retrieved by others. The level of ambition depends on you as a researcher and any relevant local practice.

8) When you are finished, choose the level of visibility your entry is to have in the system under Visibility.

You can choose between:

- **Public – no restriction**, i.e. visible to everyone who searches on LU’s Research Portal.
- **Campus – restricted to IP range**, i.e. only accessible within LU/LTH.
- **Backend – restricted to LUCRIS users**, i.e. only for others who are logged in via the LUCRIS registration interface at LU.
- **Confidential – restricted to associated users and editors**, i.e. only accessible for those who have entered the material and the editors and administrators who will process it.
NB! In LUCRIS we only use the **Visibility Public** - if you want to limit the visibility of a specific file, do this in relation to the file. Please note: the system cannot handle classified material.

9) The procedure for saving your entry/making it public may differ slightly depending on the module you are in and whether or not there is a process for quality assurance.

- **Projects and Activities**
  - Click *Save* furthest down.

- **Publications** → Choose status and then click on *Save*.
  You can choose between save and continue later by selecting the status *Entry in progress* and then *Save*, alternatively if you want to send on your publication for review to your local library; choose *For validation* and then *Save*. 
4. Support and administration organisation

LUCRIS support consists of both a central and a local support organisation. Technical questions, development questions and suggestions for improvements are handled by the LUCRIS administration organisation. Questions on input and input policy are answered by local support. Certain faculties have their own local support channels, but you can always contact the staff at Servicedesk who will direct you to the right support.

Servicedesk and LUCRIS support are reached via:

- E-mail: servicedesk@lu.se
- Web forms at: support.lu.se
- Phone: 046 222 90 00 (Monday–Friday 08:00–17:00)

Find out more about LUCRIS at: http://www.medarbetarwebben.lu.se/lucris