Manual for infrastructure managers on editing and improving information about infrastructures at LU in LUCRIS

LUCRIS administration 12 October 2018

The infrastructures in LUCRIS module

The purpose of the infrastructure module is to provide a better overview of and exposure to LU’s many infrastructures. Infrastructures at all faculties can be described and displayed through LUCRIS and the Research Portal, which can also facilitate increased use and give more researchers access to existing infrastructure, both internally at LU and externally.

Information about infrastructures will initially be visible only to those who have logged in to LUCRIS, during spring 2019 it will also become visible and searchable through the Research Portal.

Infrastructures were initially entered centrally by the LUCRIS administration. The information collected through a previous mapping (autumn 2017/spring 2018) of all LU infrastructures has been included.

Infrastructure managers are to:

- review and complete the registered information – use the following manual.
- change the visibility of the infrastructure to Public, It is a signal to us that you are done. Note! We will make all infrastructures public after February 2019, regardless of whether the data has been checked or not.

Note that the visibility in the portal is not related to who can and may use the infrastructure; even infrastructures which are closed to others can be highlighted and displayed as an example of how we work at LU.

If you feel that any of the registered information should not be included as infrastructure in LUCRIS, please contact the support for possible removal.

- Only added persons with the role manager can edit, not those added as contact person.

- The rights to edit the infrastructure can be delegated, that person needs to get the role Editor of Infrastructure, contact the support to apply.

- The infrastructure review must be completed by February 2019.

Find the infrastructures which are linked to you

Under the Editor tab, you will find the Infrastructure module. Click Infrastructure followed by My infrastructure to see a list over which infrastructure/s you are to review and possibly supplement.

Open the form by clicking the name of the infrastructure.
The form will already contain some information which you will need to review and possibly supplement or correct. If information which should be included about your infrastructure is missing, please feel free to add it.

1. Description fields
Most of the fields for different types of descriptions already contain information retrieved from the previous mapping. Review the content, supplement where needed and, if any field is empty, complete it with information insofar as there is something to add about your infrastructure. Only the Title field is mandatory. The other fields are used to describe the infrastructure as comprehensively as possible; add information to the extent that it is applicable to the infrastructure described.

Title
Pre-completed, make corrections as necessary. This field is mandatory.

Acronym
May be pre-completed. If not, add the infrastructure’s acronym if such exists.

Name of national/international infrastructure this belongs to
Any other national or international infrastructure of which your infrastructure is part. If your infrastructure belongs to another LU infrastructure organisationally or hierarchically, please include this information further down under Hierarchy.

Description
Description of the infrastructure. The field already contains the descriptions obtained through the mapping, but you can supplement with additional information as necessary. Links in running text rarely work well; instead, include them under Links further down on the page.

Equipment and resources
Description of equipment and resources included in the infrastructure. This field is often pre-completed, add supplementary information if necessary. If the field is empty, include a description.
Digital and physical collections
Description of different types of collections belonging to the infrastructure – physical or digital.

Services provided
Description of the service/s provided in relation to the infrastructure. This field may be pre-completed, add supplementary information if necessary. If the infrastructure lacks a specific service you can leave the field empty, otherwise include a description.

Management of the infrastructure
Description of how the infrastructure is managed.

2. Details
These field are currently not used.

3. Persons and organisation / Infrastructure managed by

Add organisational unit
Click Add organisational unit to add the organisational units in charge of the infrastructure. There may be several, but remember, it refers to those who manage the infrastructure – not the people who use it.

Add person
Click Add person to add/change the person in charge of the infrastructure. This person is given the role Manager.

Add contact person
The Manager will automatically appear as the contact person under Access to infrastructure. If this is incorrect, you can remove the person or add additional people by clicking Add contact person. Under the heading Access to infrastructure, you can also add more detailed contact information related to the infrastructure (see below).

Infrastructure managed by
Only one unit can have the organisational responsibility for the infrastructure in LUCRIS (update data, etc.). This responsibility is set under Infrastructure managed by. The unit
should correlate with the organisational affiliation of either the manager or the administrative manager of the infrastructure.

4. **Access to infrastructure**

Apart from a contact person (see previous section) you can add:

- addresses
- telephone numbers
- email addresses
- links to:
  - websites
  - brochures/documents
  - booking/management tools

**Available for loan/booking**

Check the status and any pre-completed information regarding the terms of access. You can also provide additional details on loans, use or booking.

Setting a status is mandatory.

5. **Photo**

Add an image of the described infrastructure. Optional.

6. **Hierarchy**

Add any superior registered infrastructure at LU. Several subordinate objects can be linked to the same superior infrastructure. Used to create relationships with any other registered infrastructures of which your infrastructure may be part.

7. **Keywords**

A number of fields for different types of classifications of the infrastructure. They may be pre-completed with values – check to make sure these are correct.

Each field, apart from the final descriptive keyword, is designed as a list of options from which you can select one or more. Several fields already contain certain information – you can change or add information as needed. Add a value to the fields that are empty whenever applicable. To add information, click *Add*; to remove a value, click .
UKÄ Subject classification
Subject classification according to the Swedish Higher Education Authority (UKÄ) – the same list as for all other content in LUCRIS.
Supplement with additional optional subject words as necessary.

Faculties involved
Add the faculty/faculties that finance/s the infrastructure. Do not include faculties that use the infrastructure.

Type of infrastructure
Multiple choice field with description of the type of infrastructure. Change or add information as needed.

Annual turnover (last calendar year)
Indicate last year’s turnover. Select a value from the interval options.

Degree of recognition
Indicate the geographical scope of the infrastructure.

Main funding forms
Indicate the main forms of funding, one or several.

Keywords
Free-text field which can be used to supplement the UKÄ classification.

8. Relations
Here you can connect other content in LUCRIS to the infrastructure, such as projects or research outputs, thereby highlighting the infrastructure’s role in various aspects of the research process.
9. Visibility

Here you set the visibility for the infrastructure. All registered infrastructures are initially given the status *Backend* (visible to those who are logged into LUCRIS).

To make the infrastructure visible and searchable in the Research Portal, you must change the visibility setting to *Public – no restriction*.

The visibility in the portal is not related to who can and may use the infrastructure; even infrastructures which are closed to others should be made visible.

**Note!** We will make all infrastructures public after the end of the review period, regardless of whether the data has been checked or not.

Once you have completed the entire form, click the blue *Save* button to save and update the information, and close the form.

If you feel that any of the registered objects should not be included as infrastructure in LUCRIS, please contact the support for possible removal.

**Support**

If you have questions or want to delegate the editing of the infrastructure, please contact the LUCRIS support.

Email: servicedesk@lu.se