



## LUND UNIVERSITY

Joint Faculties of Humanities and Theology

Dean of Research

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### **Guidelines for the Joint Faculties of Humanities and Theology with regard to entering research information in LUCRIS (updated November 2018)**

#### **Background**

Lund University's joint research information system, LUCRIS (Lund University Current Research Information System) opened in spring of 2016. LUCRIS consists of a user interface for the input and management of information, as well as a public portal in which all research conducted at LU is presented. LUCRIS replaced the research records system run by the Joint Faculties of Humanities and Theology which was closed down during the spring semester of 2018.

All LU staff with a LUCAT identity have access to LUCRIS (<http://lucris.lu.se/>), but only staff members who perform research-related activities are to be visible in the public Research Portal (<http://portal.research.lu.se>).

All researchers who conduct research activities at the Joint Faculties of Humanities and Theology are obligated to register their research via LUCRIS. An account of all research activities during the previous year is to be continuously updated in LUCRIS/the research report no later than **31 January** of the following year, in accordance with a previous decision concerning research reporting.

#### **Use**

LUCRIS is intended to function as one of the many instruments in the work of the University, the departments and the faculty management on evaluations, planning and strategies. The information in LUCRIS will be used, for example, in the forthcoming evaluation of research at Lund University, RQ20, and any other future evaluations at the national and local level (within the University, the faculty or the department).

LUCRIS, with the Research Portal as its public interface, is also a system to highlight and gather information about the research being conducted at Lund University. The information registered in LUCRIS can appear in reports, which in turn can constitute parts of the documentation on which heads of department and faculty boards base their decisions, as well as being helpful in the design of research strategies. Reports may, for example, describe the number of publications and their nature, the volume of external funding, activities that contribute to

internationalisation (e.g. organisation of international conferences and visiting lecturers, as well as Lund researchers going abroad to give lectures or stay for a period as visiting researchers), impact, external engagement with wider society, allocation of research funding between different research teams, different genders and ages, etc. The idea is to make it easier for the faculty management, where necessary, to identify excellent researchers for nomination for grants and prizes, but also the environments that need extra support in order to utilise their potential.

It should be pointed out that researchers can also benefit personally from LUCRIS. The individual researcher's visibility increases thanks to LUCRIS, both within and outside academia. Journalists and the general public, as well as other researchers within or outside Lund University, can easily find researchers active in a certain field through the Research Portal. The relations in the database can also be used to find links to other researchers, projects, publications, activities, etc. LU researchers can also use the Research Portal to find other researchers within the University with the same research interests or who are running projects of the same type (e.g. within EU-funded programmes) or with the same international partners, and thereby share their experiences. Furthermore, the system has a CV function that can be used by individual researchers when preparing applications. Last but not least, the data from LUCRIS can also be used as documentation for salary-setting appraisals and staff appraisals.

### **Minimum input requirement in LUCRIS**

All staff members at the Joint Faculties of Humanities and Theology who conduct research are to register the information specified below. They are also responsible for making sure that the information is kept up to date. The following information is based on the university-wide minimum requirement as to what information is to be entered into the system.

#### ***Personal profile***

- General description of the research activity in Swedish and/or English (texts in English are preferred)
- Subject in accordance with the Swedish Higher Education Authority (UKÄ)

The researcher is responsible for making sure that the information is entered and kept up to date.

#### ***Research projects***

All projects, both those with external funding and those with direct government funding, are to be registered.

- Title in Swedish and/or English
- Start year and estimated final year
- Department ('Managing organisation')
- Role in the project
- Subject in accordance with the Swedish Higher Education Authority (UKÄ)

The main applicant ('Principal investigator', PI) is responsible for making sure that, besides the details mentioned above, the following information is entered:

- A brief project description in Swedish and/or English, both scholarly and in popular science form (priority is given to the popular science text in Swedish and the scholarly text in English)
- All participants and their roles
- Connection to one or more agreements<sup>1</sup>

The principal investigator is responsible for ensuring that the project is registered and the details are kept up to date.

Please note that also non-externally funded projects should preferably be registered in LUCRIS.

#### ***PhD projects***

- Title in Swedish and/or English
- Project description (can be retrieved from the individual study plan)
- Start year and estimated final year
- Participants, i.e. the doctoral student is to be entered under the role of PI
- Subject in accordance with the Swedish Higher Education Authority (UKÄ) (maximum three)
- Supervisors (both the principal supervisor and the assistant supervisor(s))

The doctoral student is responsible for making sure that their PhD project is entered and that the information is kept up to date.

#### ***Research groups***

- Title in Swedish and/or English
- Project description in Swedish and/or English (texts in English are preferred)
- Start year and estimated final year
- Department ('Managing organisation')
- Participants and their roles
- Subject in accordance with the Swedish Higher Education Authority (UKÄ)

The manager of the research group is responsible for making sure that the information about the research group is entered and kept up to date.

#### ***Publications***

In accordance with a previous vice-chancellor's decision, research publications are to be entered into LUCRIS on a regular basis. All types of publications included in SwePub's recommendations/future national guidelines for evaluation are always to be registered.

All registered publications will become visible in the Research Portal once they have been reviewed. Researchers are responsible for the input and the local LUCRIS support staff at the libraries at the Joint Faculties of Humanities and Theology are responsible for the review, just as before.

Researchers are responsible for making sure that their personal information is entered and kept up to date.

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<sup>1</sup> Agreements are entered into LUCRIS by Research Services in connection with the document registration of the research agreement.

**Information to be entered in LUCAT**

All organisational units, part of a LUCAT organisation, that conduct research are to make sure that there is a brief description in LUCAT about the organisation's research in both Swedish and English (currently no more than 1 024 characters).

The input of these descriptions in LUCAT is performed by the directory administrators at the Joint Faculties of Humanities and Theology.

**Research activities**

Research activities, such as conference participation and editing assignments, are to be entered in LUCRIS to the following extent:

- Talks/presentations of papers at conferences
- Organised conferences
- Organised symposiums/workshops
- Guest lectures/guest seminars
- Editing assignments
- Research/project management
- Assignments as an external reviewer
- Assignments as an examining committee member
- Assignments as an expert
- Participation in internal seminar series
- Other research-related activities (referee reviews, memberships of research associations, activities connected with collaboration initiatives, activities within the framework of external engagement, etc.)

**Prizes and awards**

Researchers are responsible for making sure that their personal information is entered and kept up to date.

*This decision replaces the previous decision, reg. no STYR 2017/1889.*

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