



# 2015 PBRF Preparation Round ROMS Instructions

## Research Outputs Management System (ROMS)

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The purpose of this document is to provide instruction on how to create the 2015 PBRF Preparation Round Portfolio in ROMS. The document titled ‘2015 Preparation Round Researcher Guidelines’ covers an overview of the content to include in the Preparation Portfolio – click [here](#) for a copy.

Further information is available [here](#) or contact Georgina Morgan [gmorgan2@unitec.ac.nz](mailto:gmorgan2@unitec.ac.nz)

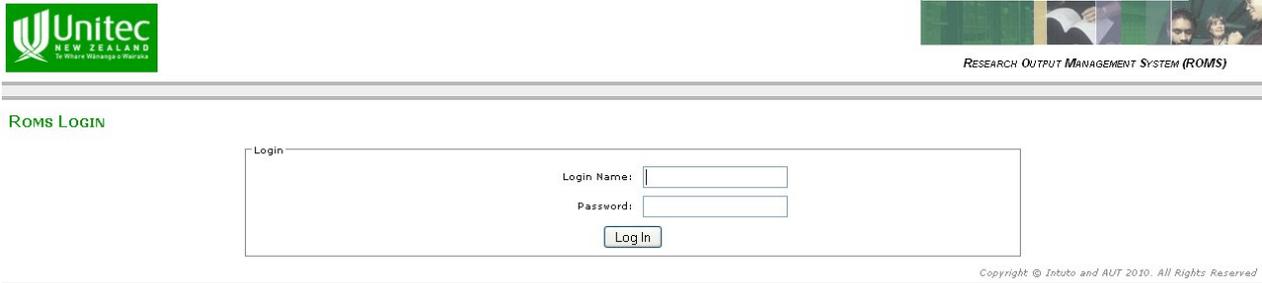
## Login to the ROMS

Go to the Research and Postgraduate Studies page of Pou Tukutuku (The Nest) and click on the ROMS link  
**OR**

Using an Internet browser enter the following URL

<http://unitec.roms.intuto.com/>

This will open the login screen shown below



**Login Name**      Enter your Unitec Faculty Admin user name  
                         e.g. jbloggs

**Password**        StaffID  
                         e.g. 1546787                                      for Joe Bloggs  
                         e.g. 2598765                                      for Fred MacDonald

**Timing out**      The system will time out after an hour if there is inactivity. Any data not saved will be lost.

**Support**         If you encounter any problems with ROMS, the first point of contact is Georgina Morgan, Research Advisor, who will escalate the problem if it cannot be resolved.

## Structure of this Guide

There are 2 sections to this guide:

**Section 1        PBRF Preparation Round Process**

This section provides an overview of the PBRF preparation round process.

**Section 2        How to complete each step**

This section outlines what you need to do in ROMS to complete each step in the PBRF preparation round process.

## Section 1 – PBRF Preparation Round Process

Overall, the amount of work required to complete the PBRF Preparation Round is:

- Selection of up to four Nominated Research Outputs (**NRO**)
- Selection of up to nine Other Research Outputs (**ORO**)
- A single narrative paragraph outlining your Research Contribution
- A single narrative outlining your research goals (to 31 December 2017)

The PBRF Preparation Round Guidelines provide detail on selecting outputs and writing short narrative for the Research Contribution and Research Goals sections. To view this document, click [here](#).

### 1.1 Review existing outputs

Outputs from 1 January 2012 will already be entered into ROMS and verified with suitable evidence (with the exception of some 2015 outputs). Before you do anything you need to review these and decide which outputs are going to be part of your **four NRO** or in your **nine ORO**.

### 1.2 Select Four NROs and Nine OROs

NROs are essentially your best four outputs followed by your next best nine OROs. Select these outputs once you have reviewed and decided on them.

### 1.4 Research Contribution

As covered in the PBRF Preparation Round Researcher Guidelines, the Research Contribution is a combination of Peer Esteem (PE) and Contribution to the Research Environment (CRE) and is entered as a single narrative. Specific detail is not required however, enough information should be entered to provide an indication of engagement in research related activity.

### 1.5 Research Goals

In this section, you will need to identify your research goals in relation to the PBRF. The Assessment Panel will review individual goals and outputs to date to ensure research output potential can be attained by the 2018 PBRF round.

The Research and Enterprise Office (REO) can assist researchers to set goals and facilitate research collaborations. If this is the case, indicate this in the Research Goals narrative, including your research interests and aspirations and the outputs you would like to complete by 31 December 2017.

### 1.6 Final Review

Do a final review of the **Four NROs, Nine OROs, Research Contribution** and **Research Goals** before submitting the Preparation Round evidence portfolio to the Assessment Panel.

## Section 2 – How to complete each step

### 2.1 Review existing outputs

Outputs from 1 January 2012 will already be entered into ROMS and verified. Review these outputs and decide which of these will be in the **Four NROs** and **Nine OROs**.

To review existing outputs:

- Click on **'References'** and then **'My Research Outputs'** and visually scan the outputs there
- Decide on the outputs you want to include in your NROs and OROs. All of your outputs since 1 January 2012 will have been verified by now.

References For Katie Jones

My Research Outputs  
View/Edit Four NRO  
View/Edit Nine ORO

Add a Reference  
Order Four NRO  
Order Nine ORO

Page 1 of 1 Key: Research/Entry in Progress, Completed, Verified

Actions	Author(s)	Year	Description	Type	Quality Assured	Four NRO	Nine ORO	Files
Delete   Edit	Jones, K.	2014	Jones, K. (2014). This is a artifact (sculpture made of wood). Auckland, New Zealand: Unitec Campus. R114014.	Artifact/ Object/ Craftwork	✓		✓	
Delete   Edit	Jones, K.	2014	Jones, K. (2014). Name of presentation. Paper presented atSome concerence somewhere, Auckland, New Zealand.	Conference Contribution- Oral Presentation				
Delete   Edit	Jones, K.	2013	Jones, K. (2013). <i>Research Performance Metrics: The Stick Followed By The Carrot</i> . Paper presented at Australasian Research Management Society Conference, Adelaide, Australia.	Conference Contribution- Oral Presentation		✓		
Delete   Edit	Jones, Kabe.	2014	Jones, Kabe. (2014). This is a test article. A Journal in my mind, 4 (3), 27-45. doi:DOI	Journal Article	✓			

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### 2.2 Select Four NROs and Nine OROs from Existing Outputs

To select an output as **NRO** or **ORO**:

- Click **'Edit'** under the **'Actions'** column next to the appropriate output.

References For Katie Jones

Click on edit to select up to four NROs and up to nine OROs (1 OROs are currently selected)

Add a Reference  
Order Four NRO  
Order Nine ORO

Page 1 of 1 Key: Research/Entry in Progress, Completed, Verified

Actions	Author(s)	Year	Description	Type	Quality Assured	Four NRO	Nine ORO	Files
Delete   Edit	Jones, K.	2014	Jones, K. (2014). This is a artifact (sculpture made of wood). Auckland, New Zealand: Unitec Campus. R114014.	Artifact/ Object/ Craftwork	✓		✓	
Delete   Edit	Jones, K.	2014	Jones, K. (2014). Name of presentation. Paper presented atSome concerence somewhere, Auckland, New Zealand.	Conference Contribution- Oral Presentation				
Delete   Edit	Jones, K.	2013	Jones, K. (2013). <i>Research Performance Metrics: The Stick Followed By The Carrot</i> . Paper presented at Australasian Research Management Society Conference, Adelaide, Australia.	Conference Contribution- Oral Presentation		✓		
Delete   Edit	Jones, Kabe.	2014	Jones, Kabe. (2014). This is a test article. A Journal in my mind, 4 (3), 27-45. doi:DOI	Journal Article	✓			

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The below page will load:

- On the **'Edit Reference'** page, check **'Yes'** against either **'Four NRO'** or **'Nine ORO'** option (as shown below).
- Click on **'Save'**
- Click on **'Back to Reference List'** (under 'Edit Reference' top left page) and repeat the process until you have selected all outputs you want to include.

**Edit Reference**

**Back to Reference List...**

This reference can no longer be edited, however certain fields below (in the green box) can still be updated. Files may be uploaded (use button at left)

Files...  
 • ARMS-2013-Program-20130903.pdf

Type: \*  
 Conference Contribution- Oral Presentation

Full Citation / Reference:  
 Jones, K. (2013). Research Performance Metrics: The Stick Followed By The Carrot. Paper presented at Australasian Research Management Society Conference, Adelaide, Australia.

Author of Presentation\*:  
 last name initials  
 Jones K.

Year, Month\*:  
 2013

Title\*:  
 Research Performance Metrics: The Stick Followed By The Carrot

Name of conference/symposium/organisation\*:  
 Australasian Research Management Society Confe

Conference Location\*:  
 Adelaide, Australia

Research Project Code:  
 (link outputs to funded projects)

Research Bank Url:

Other Relevant Location Details:  
 11-13 September

Quality Assured?: Yes No

Files to be included:  
 These can be either files you have uploaded or URLs where the files are located. Max 5.

Files:  
 ARMS-2013-Program-20130903.pdf

Urls:

clear  
 add another

My Contribution:

is this item Confidential?: Yes No

Status:  
 Entry in Progress

Four NRO?: Yes No  
 Commentary (Why Chosen):  
 Nine ORO?: Yes No

**NRO Commentary**

Save Save and Attach Files

**NOTE:** If your page looks different it may be because your output is not verified.

2.2.1 NRO Commentary

Include NRO commentary to provide context for the selected NRO, use the 'Commentary' field.

If you have text in the 'My Contribution' field that you would like associated with your NRO on your portfolio, copy and paste this into the 'Commentary' field (as shown above)

## 2.4 Adding Research Contribution and Research Goal Narratives

To enter the Research Contribution narrative:

- Go back to **'My Research Outputs'** (as shown under 2.1)
- Click on **'Contributions'** (top right of screen)

References For Katie Jones

Click on edit to select up to four NROs and up to nine OROs (1 OROs are currently selected)

Add a Reference  
Order Four NRO  
Order Nine ORO

Page 1 of 1 Key: Research/Entry in Progress, Completed, Verified

Actions	Author(s)	Year	Description	Type	Quality Assured	Four NRO	Nine ORO	Files
Delete   Edit	Jones, K.	2014	Jones, K. (2014). This is a artifact (sculpture made of wood). Auckland, New Zealand: Unitec Campus. RI14014.	Artifact/ Object/ Craftwork	✓		✓	
Delete   Edit	Jones, K.	2014	Jones, K. (2014). Name of presentation. Paper presented atSome concerence somewhere, Auckland, New Zealand.	Conference Contribution- Oral Presentation				
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- Click on **'Add a Contribution'** (top left of screen as shown below)

Contributions for Katie Jones

Click on edit to select up to nine OROs (0 OROs are currently selected)

Add a Contribution

Page 1 of 1

Actions	Contribution Type	Description	Year	Nine ORO?
No Records Found				

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The following page will appear.

New Contribution

Back to Contribution List...

Type: -- Select --  
-- Select --  
Research Contribution Narrative  
Research Goal Narrative

Description:

Year:

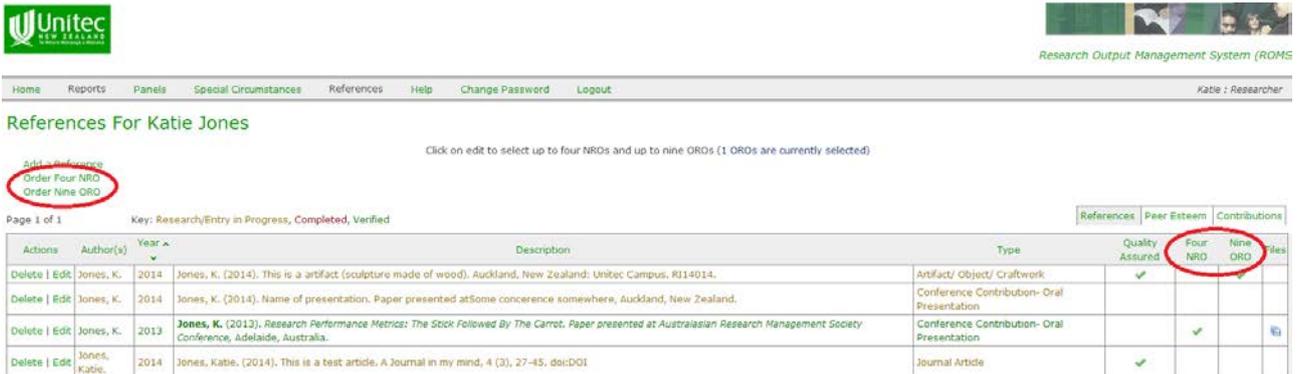
Is this item Confidential?: Yes  No

- Select the **narrative** you want to enter and **write a description** in the in the text field and the click **'Save'**. Repeat the process for your second narrative.

## 2.5 Final Review Outputs

Before you refer your portfolio to the Assessment Panel, you may like to review your outputs.

- Click on **'References'** and **'My Research Outputs'**
- You can see which outputs you have selected by looking at the **'Four NRO'** and **'Nine ORO'** columns (right of screen)
- You can also order your outputs by clicking on **'Order Four NRO'** and/or **'Order Nine ORO'**, for here you simply click on the output and drag it to create the order you would like. **NOTE: THIS IS NOT AN ESSENTIAL STEP.**



Unitec NEW ZEALAND  
Research Output Management System (ROMS)

Home Reports Panels Special Circumstances References Help Change Password Logout Katie : Researcher

References For Katie Jones

Click on edit to select up to four NROs and up to nine OROs (1 OROs are currently selected)

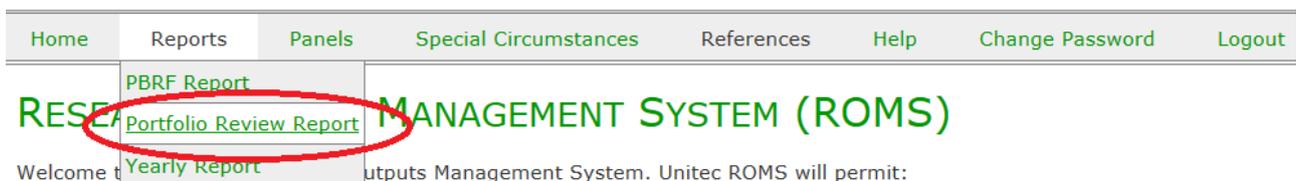
[Add a Reference](#)  
[Order Four NRO](#)  
[Order Nine ORO](#)

Page 1 of 1 Key: Research|Entry in Progress, Completed, Verified

Actions	Author(s)	Year	Description	Type	Quality Assured	Four NRO	Nine ORO	Files
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Delete   Edit	Jones, K.	2014	Jones, K. (2014). Name of presentation. Paper presented atSome concerence somewhere, Auckland, New Zealand.	Conference Contribution- Oral Presentation				
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Delete   Edit	Jones, Katie.	2014	Jones, Katie. (2014). This is a test article. A Journal in my mind, 4 (3), 27-45. doi:DOI	Journal Article	✓			

## 2.6 Portfolio Preview

To preview your preparation portfolio, click on **'Reports'** and then **'Portfolio Review Report'**.

Home Reports Panels Special Circumstances References Help Change Password Logout

RESEARCH OUTPUT MANAGEMENT SYSTEM (ROMS)

Welcome to the Research Output Management System. Unitec ROMS will permit:

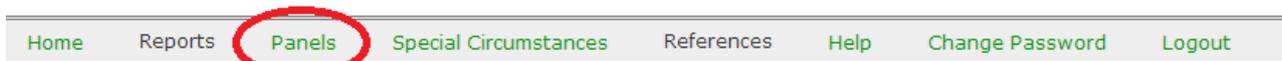
- [PBRF Report](#)
- [Portfolio Review Report](#)
- [Yearly Report](#)

## 2.7 Portfolio Referral to the Assessment Panel

Once you are happy with your output selections and narratives the last step is to refer your Preparation Portfolio to the Assessment Pane.

To refer your Preparation Portfolio to the Assessment Panel:

- Click on **'Panels'** from the menu bar

Home Reports **Panels** Special Circumstances References Help Change Password Logout

The following page will appear.

- Follow the field descriptions at the bottom of this page to complete your portfolio.

## Panels

Primary Panel:

Subject:

Secondary Panel (if required):

Subject/Research Area:

Do you wish to receive your quality category score from your TEO?: Yes  No

Do you wish to refer your Portfolio to the 'Pacific Research Advisory Group?': Yes  No

*Do you wish to refer your Portfolio to any of the following 'Professional and Applied Research Expert Advisory Groups'?*

Commercial Professional: Yes  No

Social Professional: Yes  No

Environmental Professional: Yes  No

Professional Practice Professional: Yes  No

Does portfolio contain confidential content?: Yes  No

Has Permission been obtained for release of any confidential content?: Yes  No

Does your research include 'pacific research?': Yes  No

Other Research Comments:

Are you a new researcher?: Yes  No

Have you updated your portfolio and it is now Finalised?: Yes  No

Field	Description
- Primary Panel	Select from the drop down menu the Panel to which your EP will be submitted.
- Subject	Select from the drop down menu the Subject Area within the chosen Panel.
- Subject or Research Area	Enter a short description of your subject or research area. e.g. Consumer Behaviour or Information Systems Management.
- Other Research Comments	Describe broadly your research.
- Have you updated your portfolio and it is now finalised?	Check Yes or No Selecting Yes means your EP is ready to be submitted to the Assessment Panel.
- Save	Saves your entry on this page.

**NOTE:** You may fill in other fields but THIS IS NOT ESSENTIAL.