Initial guidelines for entering research information in LUCRIS

The present guidelines were adopted by the Faculty of Fine and Performing Arts 1 June 2016.

In spring 2016, LU is introducing a joint research information system, LUCRIS (Lund University Current Information System). LUCRIS will replace LUP (Lund University Publications) as the registration interface for publications, but will also contain other research information, including information about researchers, projects and other research-related activities in areas such as external engagement.

LUCRIS consists of a user interface for input and management of information, and a public portal for an overview of all research and development work conducted at LU. All LU employees with a LUCAT ID can log into LUCRIS, but only employees whose post at LU includes research will be visible in the research portal.

Every employee is responsible for making sure that the data is entered and kept up to date. The main rule is that the information the faculty has decided is to be entered is to be visible in the research portal (the default option ‘Public – no restrictions’ must be specified in the field ‘Visibility’).

A great deal of information will be transferred from current systems. Personal information will be transferred from the University directory LUCAT (name, title, telephone number and department affiliation) and publication information will be transferred in the transition from LUP. Research output will be sent to the national aggregator SwePub just as before.

The faculty’s minimum level is to be seen as a first step that is later to be expanded on the extended level to include guidelines on the registration of research outputs, artistic work and activities, such as workshops, conference participation, etc.

Responsibilities
Every employee is responsible for making sure that the data is entered and kept up to date. Every department (head of department) is responsible for making sure that the department and its employees are presented in a cohesive manner.
Organisational units at the faculty that conduct research are to make sure that LUCAT includes a description of the research in Swedish and English, as well as the name of the unit in English.

**Minimum level**
Teaching staff (with research as part of their duties) and researchers at the Faculty of Fine and Performing Arts are to enter the following information in LUCRIS:

- A brief presentation of their artistic work/research/teaching in Swedish and English
- Profile photo
- Subject, according to the Swedish Higher Education Authority, UKÄ, classification (max 3 alternatives) in the personal profile

Doctoral students are to enter the following information in LUCRIS:

- A brief presentation of their artistic work/research in Swedish and English
- Profile photo
- Principal supervisor and all other assistant supervisors
- PhD project
  - Title
  - Project description (can be retrieved from the individual study plan)
  - Starting year and expected final year

**Extended level**
LUCRIS is a system that offers tremendous opportunities. Many different types of research information can be registered and made available. The system provides good opportunities for making research in art and education visible.

The following information is to be entered:

- **Under Research output**, research and development work performed as part of duties are to be registered. It may include exhibitions, recordings, concerts, printed music, performances, books, journal articles, book chapters, reviews and conference papers. After registration, the entries are submitted to the library for review/validation, and subsequently made visible in the public research portal.

- **Activities** is the umbrella term for all research-related activities. Here you can register conference participation, memberships, editorships, media exposure, participation in festivals, workshops, master classes, as well as prizes and awards.
- Under Project, the projects in which you are involved are to be registered. The main categories are research projects, thesis projects, networks, contract research, etc.

Everyone is to make sure that we meet the minimum level for our visibility. Anyone can also improve their visibility so that we are presented in the best possible way.

Support
The faculty and its departments are to support their employees so that the implementation is simple and convenient. The support organisation for LUCRIS is a combination of local and central support functions. Each faculty has its own local support team, in addition to the central LUCRIS support function. For any questions, please contact by email servicedesk@lu.se, telephone 046 222 90 00 (Mon–Fri, 08:00–17:00) or through the online form at: support.lu.se. Based on the nature of your question, it will be answered by the local support team at your faculty or by the appropriate person within the central LUCRIS support function.

The faculty provides support on issues concerning input and registration (Annika Michelsen).

The library system provides support on issues related to the registration and transfer of research outputs (Madeleine Bergquist). The faculty provides support on general policy issues through its research organisation (Åse Lugnér).

Centrally at LU, support is available through the LUCRIS project, see link below (project manager Karolina Widell; technical issues and implementation: Birgitta Lastow; issues concerning LUP and research output: Kristoffer Holmqvist; questions about support: Hanna Voog).

Information about LUCRIS is also available on the LU Staff Pages:

http://www.staff.lu.se/research-and-education/research-support/lucris-research-information-system

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