LUND UNIVERSITY
Faculty of Science

Dean

Guidelines on making entries in the research information system LUCRIS

In spring 2016, LU will implement a University-wide research information system, LUCRIS (Lund University Current Information System). LUCRIS will replace LUP (Lund University Publications) as the registration interface for publications. The system will also contain additional information, including information about researchers, groups, projects and research-related activities part of the University's external engagements etc. LUCRIS consists of a user interface for registering and managing information, and a public portal for a comprehensive view of all research conducted at LU. All LU employees with a LUCAT ID have access to LUCRIS, but only employees in research-related organisational roles will be visible in the research portal. The majority of the information in LUCRIS will be automatically transferred from other systems. For example, personal information and information about organisational structure will be retrieved from LUCAT, and publications will be retrieved from the Web of Science and PubMed.

Every staff member, and any other person working at the Faculty, is personally responsible for making sure that the relevant information is entered, and kept up to date, in LUCRIS. The general rule is that any information that is to be entered, in accordance with the Faculty's decision, will be visible in the research portal (the pre-selected alternative 'Public – No restriction' is to be displayed in the Visibility field).

All teaching staff, doctoral students and others actively involved in research (e.g. postdocs here on a scholarship, or technical staff) at the Faculty of Science are to enter the following information in LUCRIS:

- In the personal profile
  - General description of the research activities in Swedish and/or English
  - Profile photo
  - Subject, according to the Swedish Higher Education Authority, UKÄ, classification (max 3 alternatives)
  - Doctoral students are to include the name of their supervisor/s[1]
- Externally funded projects (minimum 100 000 SEK). The principal investigator (PI) is responsible for entering the project.
  - Title in Swedish and/or English[2]*

---

[1] As soon as this function is available in the system. It will initially be performed by the support at the faculty office.

[2] Information marked * is entered in the system by Research Services in connection with their registration of the research agreement.

- – Description of the research project in Swedish and/or English
- – Nature of activity type (classification for different types of projects, e.g.: interdisciplinary, international, collaboration with industry, etc.)
- – Starting year (possibly final year)*
- – Main applicant (Principal Investigator, PI)*
- – Department (automatic connection to PI)*
- – Subject, according to the Swedish Higher Education Authority classification.
- – Connection to research agreement
- Doctoral degree project
  - – Title in Swedish and/or English
  - – Project description as stated in the individual study plan
  - – Starting year (possible final year)
  - – Supervisor/s
  - – Subject, according to the Swedish Higher Education Authority classification.

In accordance with a previous Vice-Chancellor's decision, research publications are to be entered on an ongoing basis.

Entered publications will become visible in the research portal only after the libraries' review has been completed. The review is conducted in accordance with University-wide guidelines, drawn up by the Lund University Library, LUB.

Faculty units involved in research activities are to make sure that there is a description of their research in Swedish and English in LUCAT, and that the unit's name has been translated into English. A photo could also be added in LUCRIS.

The guidelines above are based on the University-wide minimum requirements on which information is to be entered into the system.

By 30 June 2016 at the latest, all staff or others engaged in research at the Faculty of Science should have entered the information stated above.

The guidelines are to be evaluated and possibly revised no later than 1 May 2017.

This decision was made by Dean Olov Sterner after a presentation by faculty coordinator Maria Ovesson, and a consultation with the presiding committee and management council. Pro-Dean Almut Kelber, communications manager Dragana Trivic and faculty librarian Kristina Holmin Verdozzi participated in processing the decision.

Olov Sterner   Maria Ovesson