

AKADEMIS Introduction

- AkademIS -> Akademie-Informationssystem
- <http://akademis.oeaw.ac.at/>

What do I have to insert?

- Research Results:
 - Publication
 - Lecture / Poster Presentation
 - Software Product
 - License
 - Trademark Right
 - Documentation Object

What do I have to insert?

- Project Documentation
 - (Research Project)
 - Opinion / Advise
 - Research Project Report

What do I have to insert?

- Special Forms
 - Cooperation Agreement
 - Meeting

What do I have to insert?

- Persons


- (Person)
- Stay
- Education / Qualification
- Price / Award
- Events
- Continuing Education Programme

What do I have to insert?

- Organisational Structure
 - External Unit
 - Funding Programme
 - Journals/Series

IMPORTANT

- When you insert data there are many **relations to other objects**. (As example a Poster Presentation needs a relation to an Event or an Event needs a relation to an External Unit)
- These relations to other objects are really important!
- The Research Project relation not mandatory at the AkademIS frontend (possible to submit without an error message) BUT is NEEDED FOR US as the mapping to our Ricam Research Groups is done with this relation.



RESEARCH RESULTS

Publication

- Anything that is published in writing or in any other form (e.g. multimedia form)
- NOT for Lectures & Poster Presentations. These are represented in their own object Lecture/Poster Presentation.
- **Relations to other objects: (bold = mandatory)**
 - **Organisational Unit -> RICAM**
 - **Person -> ÖAW employees**
 - **Research Project -> Ricam Research Groups & external (FWF etc.) Projects**
 - Journal/Series -> if a Journal/Series Publication

Lecture / Poster Presentation

- All talks, lectures and presentations (books, poster) held during conferences, workshops, meetings or special lecture events.
- NOT for university lectures. These have to be inserted at Events.
- **Relations to other objects: (bold = mandatory)**
 - **Event -> Create an Event at Persons - Events**
 - **Research Project -> Ricam Research Groups & external (FWF etc.) Projects**
 - **Organisational Unit -> RICAM**
 - **Person -> ÖAW employees**

Software Product

- All software products resulting from activities of an Academy Institute
- Relations to other objects: (bold = mandatory)
 - Organisational Unit -> RICAM
 - Person -> ÖAW employees
 - Research Project -> Ricam Research Groups & external (FWF etc.) Projects

License

- Licenses issued either for software products or patents and other property rights.
- Relations to other objects:
 - Property Right
 - Software Product

Trademark Right

- All types of patents and other property rights.
- **Relations to other objects:** (bold = mandatory)
 - **Research Project -> Ricam Research Groups & external (FWF etc.) Projects**
 - **Organisational Unit -> RICAM**
 - **Person -> ÖAW employees**

Documentation Object

- Artefacts & documents which have been scientifically documented. (Pictures, photographes, Audio/Video documents)
- Relations to other objects: (bold = mandatory)
 - Organisational Unit -> RICAM
 - Research Project -> Ricam Research Groups & external (FWF etc.) Projects
 - Person -> ÖAW employees



PROJECT DOCUMENTATION

Research Project

- RICAM Research Groups
- FWF etc. Projects


Nothing to insert for you!

Opinion / Advise

- Academic reviews, publication reviews, consulting service, etc.
- **Relations to other objects:** (bold = mandatory)
 - **External Unit -> Create an External Unit at Organisational Structure – External Unit or use existing.**
 - **Organisational Unit -> RICAM**
 - **Person -> ÖAW employees**

Research Project Report

- Semi-annual and annual reports referring to research projects.
- Relations to other objects: (bold = mandatory)
 - **Research Project -> external (FWF etc.) Projects**



Special Forms

Cooperation Agreement

- More or less everything which is like a Project but is not a Project...
- Relations to other objects: (bold = mandatory)
 - Organisational Unit -> RICAM
 - External Unit -> Create an External Unit at Organisational Structure – External Unit or use existing.
 - Person -> ÖAW employees

Meeting

- All formal Academy meetings (except such as Scientific Commissions) are recorded in this object.
- Relations to other objects: (bold = mandatory)
 - Institution
 - Person -> ÖAW employees



Persons

Person

Usually you don't have to insert anything here!

- All employees of ÖAW, all other persons whose working relationship with the Academy is based on a work contract, members of a advisory board or guest researchers.
- Do NOT insert (Co)Authors of Publications, lecturer of Talks etc. here.

Stay

- People's stays at an institution.
- Stays of Academy staff outside their workplace with other institutions (outgoing) and stays external persons spend at Academy institutions (incoming)
- Insert ONLY outgoing stays. (Incoming stays will be inserted by the secretary)

Stay

- Relations to other objects: (bold = mandatory)
 - **Organisational Unit -> RICAM**
 - Cooperation Agreement
 - **Person -> ÖAW employee**
 - **External Unit -> Create an External Unit at Organisational Structure – External Unit or use existing.**
 - Opinion / Advise

Education/Qualification


- This is the place for inserting Master Thesis, Dissertation, Habilitation, etc.
- **Relations to other objects:** (bold = mandatory)
 - **Person -> ÖAW employee**
 - **Organisational Unit -> RICAM**

Prize / Award

- Awards presented to employees and members of the Academy, but also special recognitions and distinctions.
- **Relations to other objects:** (bold = mandatory)
 - **Person -> ÖAW employee**

Events

- Internal and external events like conferences, workshops and lectures at universities.
- Do NOT insert training and continuing education programmes here. These are represented in their own object Advanced Training Measure.
- **Relations to other objects:** (bold = mandatory)
 - **Person -> ÖAW employee**



Organisational Structure

External Units

- Other academic institutions. (Like university institutes)
- It is essential that not only the whole unit is recorded, but the individual sub-unit (e.g. the specific institute) is inserted.
- NOT for ÖAW institutes.

External Units

- Relations to other objects: (bold = mandatory)
 - **Organisational Unit -> RICAM**
 - **Person -> ÖAW employee**
 - Funding Programme
 - **Research Project -> Ricam Research Groups & external (FWF etc.) Projects**
 - **Event** (Mandatory if related Event)
 - Cooperation Agreement
 - Opinion / Advise

Funding Programme

- Represents programmes established to promote science. (The research framework programmes of the EU are typical examples of this.)
- May also have sub-programmes. (Different "calls") Both the superordinate and the subordinate programmes must be recorded in this case.

Funding Programme

- Relations to other objects: (bold = mandatory)
 - External Unit -> Create an External Unit at Organisational Structure – External Unit or use existing.
 - **Research Project -> Ricam Research Groups & external (FWF etc.) Projects**



EXAMPLES

Insert Publication

- Research Result – Publication – „Create new Publication“.
- Fill in at least all required (marked with a star) fields.
- Click on „Add“ beside:
ORGANISATIONAL_UNIT__PUBLICATION - search for Ricam, select Ricam, specify the „is leading organisation“ section – click on Submit.
- PERSON__PUBLICATION – search for a person (ÖAW employees only, all other authors have to be submitted to the Authors text input box) – submit. REPEAT this step for all involved persons.
- RESEARCH_PROJECT__PUBLICATION – search for the related Ricam Research Group, FWF Project, etc.
- Publication – Journal/Series – search the related Journal/Series. If the Journal/Series is not available at AkademIS go to Organisational Unit – Journals/Series – „New Journal/Series“ and create the related Journal/Series first. (Should not be necessary, the list of Journal/series should be quite complete)

Insert Talk / Poster Presentation

- First make sure the related „External Unit“ (e.g. university institute) organizing the event (e.g. conference) exists. Organisational Structure – External Unit – search for the External Unit (please be careful, it should not occur that the same external unit is more than once with different names inserted!) and if not found go to „Create New External Unit“
- Second make sure the related „Event“ (e.g. conference) is inserted to AkademIS. Persons – Events – search for the event (please be careful, it should not occur that the same event is more than once with different names inserted!) and if not found go to Create new Event
- Now go to Research Result – Speech / Poster presentation – „Create New Lecture/Poster Presentation“.
- Fill in at least all required (marked with a star) fields.

Insert Talk / Poster Presentation

- Click on „Add“ beside:
- Click on the „Edit Icon“ beside Event - Lecture/Poster Presentation. Search for the related Event, select, submit.
- RESEARCH_PROJECT__PUBLICATION – search for the related Ricam Research Group, FWF Project, etc.
- ORGANISATIONAL_UNIT__PUBLICATION - search for Ricam, select Ricam, specify the „is leading organisation“ section – click on Submit.
- PERSON__PUBLICATION – search for a person (ÖAW employees only, all other authors have to be submitted to the Authors text input box) – submit. REPEAT this step for all involved person.

Insert Stay

- As AkademIS is not only a publication database but also a documentation system of travels „Stays“ have to be inserted at AkademIS.
- Go to Persons / Stay - „Creaty New Stay“
- Fill in at least all required (marked with a star) fields.
- Click on „Add“ beside:
ORGANISATIONAL_UNIT__PUBLICATION - search for Ricam, select Ricam, specify the „is leading organisation“ section – click on Submit.
- COOPERATION_AGREEMENT__STAY – if the travel is related to a Cooperation Agreement specify it here.

Insert Stay

- Outgoing Tab: PERSON__STAY – search for yourself & insert.
- EXTERNAL_UNIT__STAY – search for the related external unit & if not found create one at Organisational Structure – External Unit - „Create New External Unit“
- RESEARCH_PROJECT__STAY – search for the related Ricam Research Group, FWF Project, etc.
- EXPERT_OPINION__STAY – insert related Expert Opinion if the stay was related to an expert opinion.

In future Annette will accept travel costs refund requests ONLY if the related travel is inserted to AkademIS!