

# 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 is 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 written or in any other form (e.g. multimedia form)

NOT for Lectures & Poster Presentations. These are represented in their own object Lecture/Poster Presentation.

ONLY accepted / published (Publication date counts)

Always specify „is peer reviewed / is popular scientific“

# Publication

- > **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 (poster)presentations 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)
  - > **Research Project -> Ricam Research Groups & external (FWF etc.) Projects**
  - > **Organisational Unit -> RICAM**
  - > **Person -> ÖAW employees**
  - > Link to Event is NOT needed anymore

# 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**

# 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

**Insert Cooperation Agreements with other  
Institutions (New!)**

# Opinion / Advise

- > Academic reviews, publication reviews, consulting service, etc. (Single activities, everything with a certain function period should go to Journal/Series)
- > **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

- > Cooperations with other Projects
- > Relations to other objects: (bold = mandatory)
  - > **Research Project**
  - > **External Unit -> Create an External Unit at Organisational Structure – External Unit or use existing.**
  - > **Organisational Unit -> RICAM**
  - > **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 spent 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**

# Journals/Series

- > **If you create a new entry at Journals/Series always specify the „Scited in Index“ !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!**
- > **For referee etc. jobs with a certain function period add yourself to the Journal and always(!) specify the function (referee, editorial board member, etc.) AND the „begin of functions“ date!**