

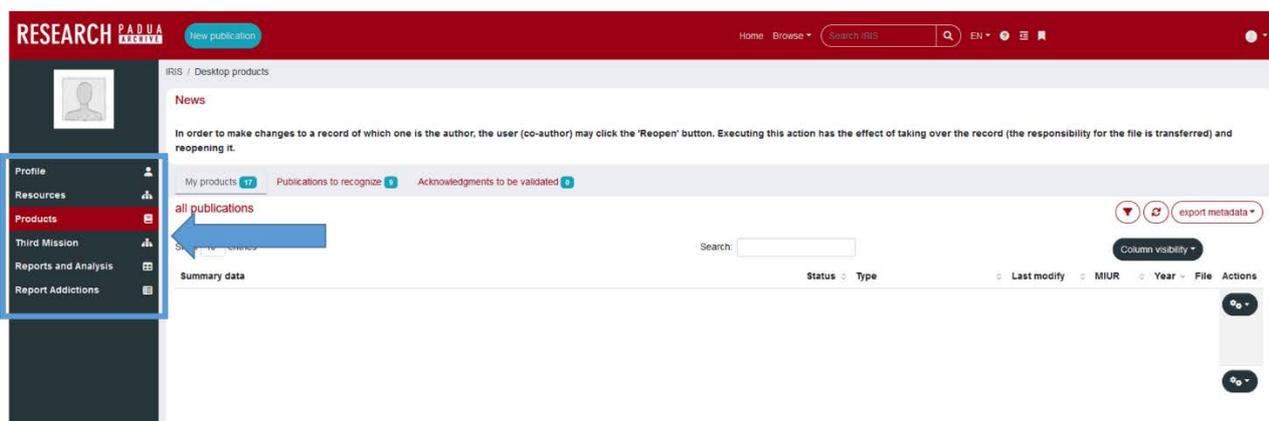
## Padua Research Archive (PRA) - IRIS QUICK USER GUIDE

Padua Research Archive (PRA), the institutional repository of the scientific production of the University of Padua, aims to collect, document, preserve and publish (also in open access form) research carried out at the University. PRA is based on IRIS (Institutional Research Information System) developed by Cineca. Curricular and scientific information uploaded to the catalogue are automatically transferred to the ministerial website Loginmiur Cineca. They are necessary for both faculty and researchers to participate in calls for proposals and ministerial initiatives, such as the ASN (Abilitazione Scientifica Nazionale) procedure.

PRA-IRIS is available online: <https://www.research.unipd.it>

### LOGIN TO PRA-IRIS

You need to authenticate by clicking on “Login” at the top right corner of the homepage and by entering the credentials of the University (SSO – Single Sign On). Access to the personal page is granted to faculty, researchers, PTAs (technical-administrative staff), research fellows and PhD students.



The menu, on the left of the personal page, includes the following items:

- **Profile**, includes user's<sup>1</sup> personal and curricular information.
- **Resources**, includes information about research resources, i.e., user's research groups, labs and equipment<sup>2</sup>.
- **Products**, section comprising the user's:
  - "desktop products", i.e., the list of publications in which the user is recognised as an author and to which the user can implement changes;
  - the "advanced search", tool to search for a product using different filters made available by the system;
  - "my public profile", the list of publications on the public page of PRA-IRIS;
  - the "archive quality" tool (not active for research fellows, PhD students), which links publications with their Scopus or WOS identifier.
- **Third Mission**, includes information about public engagement and continuous training.<sup>3</sup>
- **Reports and Analysis**, a useful tool to extract reports, counts and indices about research resources and personal publications, and to simulate the outcomes of the ASN procedure.
- **Reports Additions** a tool to extract reports related to the user and the publications selected in the last VQR campaign (only for faculty involved).

## BASIC CONCEPTS

**Submitter:** user who created the publication record.

**Identified author:** university staff who is recognised by system or by the submitter as co-author of the publication just filled in. Recognising all co-authors of a publication is a key step when including a product into the catalogue so that duplicates of the product are not created. In fact, if the authors or co-authors are properly recognised, the publication will appear in their desktop products, and they will not have to include it a second time.

**Departmental referee:** administrative staff of a department who can help and support the authors and users using IRIS. (The list of the referees for each department is available at: <https://apex.cca.unipd.it/pls/apex/f?p=629:5>).

**Draft:** product still lacking information, pending completion, not transferable to the user's profile on the Loginmiur faculty site and not visible on the PRA-IRIS public page; the submitter can either edit or delete the draft at any time.

**Final:** product declared complete, thus transferable to the Loginmiur faculty site and visible on the PRA-IRIS public page. The product can be "reopened" to implement changes.

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<sup>1</sup> The Profile section is described in the document [IRIS Resource Management](#) accessible from the homepage of PRA-IRIS.

<sup>2</sup> The Resources section is described in [IRIS Resource Management](#) accessible from the homepage of PRA-IRIS.

<sup>3</sup> For information, please contact the Settore qualità della terza missione e fondi strutturali ([terza.missione@unipd.it](mailto:terza.missione@unipd.it))

**Reopened:** publication reopened by the author or by the IRIS departmental referee upon request of the author via “Reopen” button in order to update the metadata. During reopening, the product that has already been transferred to Loginmiur does not transpose the updates until it is closed again on PRA-IRIS.

## DESKTOP PRODUCTS

By clicking on **Products** → **Desktop product** in the menu on the left side of the page, you will see your personal page, which contains all your publications listed in PRA-IRIS.

Desktop products present 3 tabs:

- **My products:** this tab lists the publications (draft, final, reopened) for which the user is the identified author.
- **Publications to recognize:** in this tab, the system automatically proposes both products already present in PRA-IRIS, in which the user's name appears but has not yet been recognised (to be verified that they are not homonyms), and products in which the user has recognised himself or herself but which are awaiting validation by a co-author or by the submitter.
- **Acknowledgments to be validated:** this tab lists publications for which the user is co-author and other users propose themselves as co-authors. The user should either confirm or reject the proposed matches. If the identification as a co-author is confirmed, the publication will synchronise with both the co-authors' personal page in IRIS (they will appear in the tab “My products”) and their page on the ministerial website Loginmiur.

Each tab shows the number of products listed.

## ENTERING A NEW PRODUCT

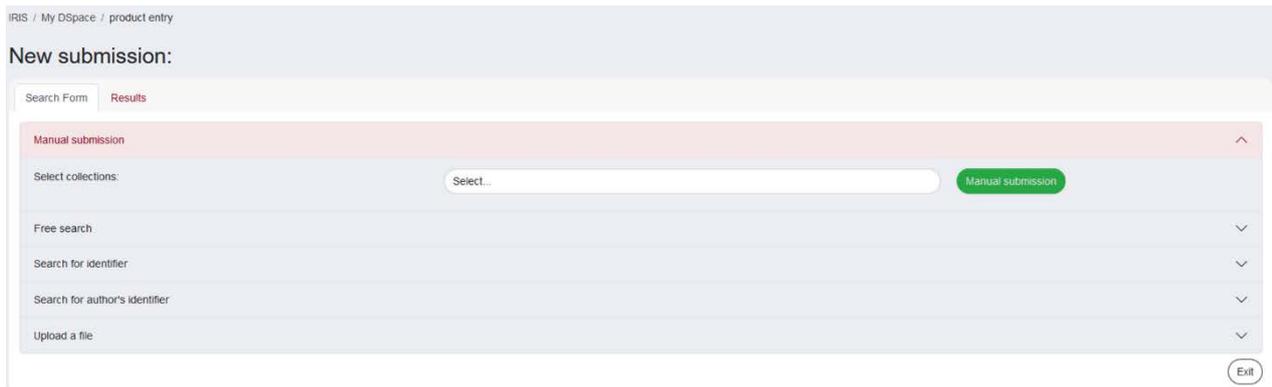


To enter a new publication, go to the section Products → Desktop products. Use the function “New publication” at the top left of the page.

Firstly, you must choose the way you want to enter the publication:

- manual submission,
- free search from databases (using the Scopus database),

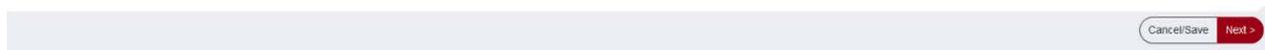
- search for identifier (using the identifiers Scopus ID, DOI, PubMed ID, arXiv ID, WOS, arXiv ID, ISBN, CiNii NAID, WOS ID),
- search for author's identifier (via Scopus Author ID or ORCID ID),
- upload a bibliography file (bibtex, ris, endnote, csv, tsv, isi).



Forms will later be completed with the necessary information.



To move from one tab to the next, click on the "next" button at the bottom of the page.



## IDENTIFYING THE UNIVERSITY'S INTERNAL AUTHORS

Acknowledgement of internal authors is important because it is the only way to update the ministerial website Loginmiur of each author of the publication entered. Moreover, if properly recognised, authors will find the publication in their desktop product without having to re-enter data, thus reducing the risk of creating duplicate products in the catalogue.

In the tab dedicated to author input (Tab 3 – Describe), If you have decided to enter the publication manually, you can copy and paste the names of all authors of the publication (as they appear in the editorial pdf or bibliographic citation of the publication) into the "Author(s)" box and then click on the "Process" button:

IRIS / MyDSpace / product entry

1 - Describe 2 - Describe 3 - Describe 4 - Describe 5 - Upload 6 - Verify 7 - License 8 - Complete

Submit: Describe this Item

Please fill in further information about this submission below.

Current collection 01.05 - Abstract in rivista Change

Authors\* Process show options

The system automatically recognises the authors of the publication (because it “communicates” with the University's registry). If the information is not correct, you can manually edit or remove incorrect acknowledgements.

Even if the publication was entered via identifier: the system automatically recognises the possible authors of the publication. In this case too, it is necessary to check correct recognition because there may be homonyms or names to disambiguate.

The colour scheme assigned by the system in the “authors” tab is given below:

- **Green:** internal author recognised.
- **Grey:** external author not recognised (no correspondence found in the University's registry).
- **Yellow:** the author has been recognised but must be disambiguated by clicking on the name and selecting the appropriate option.

## PROJECT WIDGET

In this tab it is possible entering the information about the project to which the publication refers (identifier, acronym, funder name, funding, contract number); in addition, the widget also includes capturing OpenAire v.4 projects.

## UPLOADING THE ATTACHMENT

The system allows you to upload one or more attachments (pre-print, post-print, version of record; the publisher's version of the products should be uploaded in pdf format with a maximum size of 10 MB), and enter information about them (access policy, type of license). This information will be submitted for evaluation to an expert group of librarians of the Servizio Bibliotecario di Ateneo which will check information about the copyright and open access before validating the attachment for the public version. In case the attachment does not meet the open access requirements, it will remain deposited in the IRIS

catalogue but visible only to recognised authors and administrators.

For information related to the open access issues, please use the dedicated helpdesk <http://bibliotecadigitale.cab.unipd.it/aiuto>.

## LICENSE

When completing the registration of a product, under "Tab 7 - License" the publication owner or data manager is asked to "license" it.

IRIS / MyDSpace / product entry

1 - Describe 2 - Describe 3 - Describe 4 - Describe 5 - Upload 6 - Verify 7 - License 8 - Complete

### DSpace Distribution License ?

**There is one last step:** In order for DSpace to reproduce, translate and distribute your submission worldwide, your agreement to the following terms is necessary. Please take a moment to read the terms of this license, and click on one of the buttons at the bottom of the page. By clicking on the "Grant License" button, you indicate that you grant the following terms of the license.

**Not granting the license will not delete your submission.** Your item will remain in your "My DSpace" page. You can then either remove the submission from the system, or agree to the license later once any queries you might have are resolved.

I Do Not Grant the License I Grant the License

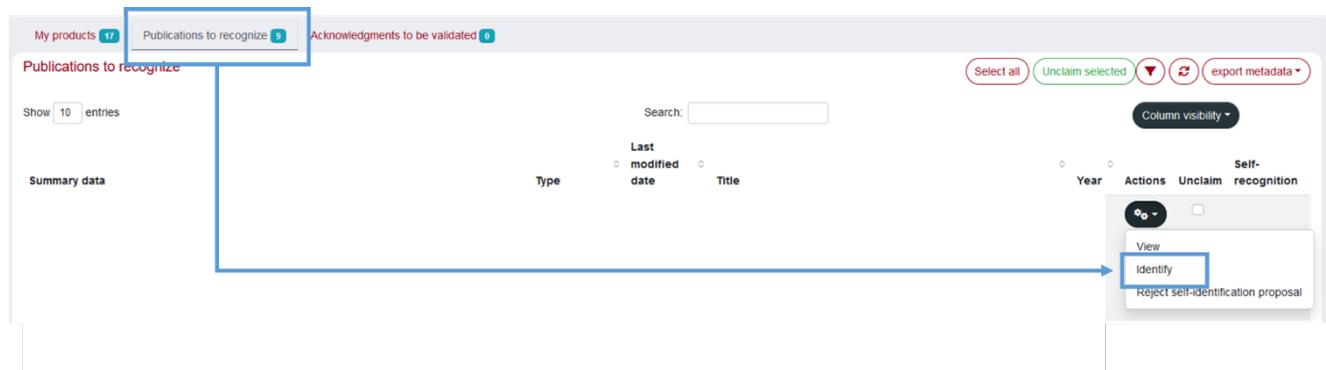
Licensing is used to publish the metadata (product metadata is defined as, for example, title, publication type, author, pages, publisher, etc.) in the catalogue (public page and personal page), and then to transfer the information to the ministerial website Loginmiur as well. If the submitter does not grant the license, the entered publication remains in draft status and is neither displayed on the IRIS public page nor transferred to the author's page on Loginmiur. The granting of the distribution license does not affect the display of the attachment on the public page of the catalogue, which, as described above, depends solely on the evaluation of editorial policies by the expert group of librarians of the Servizio Bibliotecario di Ateneo.

## SELF-IDENTIFICATION

As described above, if your name has not been identified among the authors of a publication, you can submit a self-identification request. The publication for which the request has been made will appear in the tab "Acknowledgements to be validated" of the submitter and of all recognised co-authors. The request for self-identification can be made in two ways: by clicking on the "Acknowledge" button in the tab of a product from the menu at the top right,



or you can choose this option by using the small wheel in the “Actions” column to the right of each item, in the list available in the tab “Publications to recognize”.



Once you click on “Acknowledge”, a window will appear in which you can select the name of the user in the author list. If the name is not present, you can select the option «I am not listed. I request to be added to the author string». Once you confirm your choice, a check mark will appear in the "Self-recognition" column.

### SOME RECCOMENDATIONS

- Be careful not to create duplicates (the system provides alerts and suggests possible actions in case of potential duplicates).
- Beware of homonyms during the acknowledgement of authors in Tab 3 – Describe.
- Where available, add WOS, SCOPUS, DOI identifiers to each publication; they are useful for its correct identification and retrieval of bibliometric indicators (which are used in several evaluation processes).