

This guide explains how to claim an existing research output in ResearchNow.

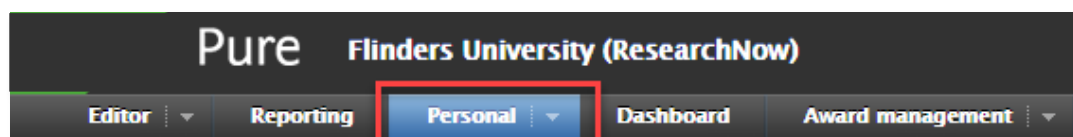
Note: After a research output is claimed, it is added to a queue for processing by a Claims Administrator. Once processed you will be added as an author to the research output and notified by the administrator.

## Process

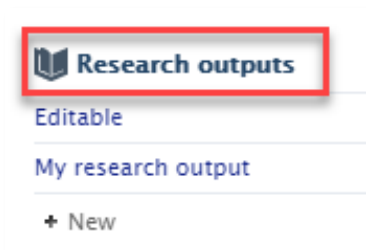
1. Login to *ResearchNow*



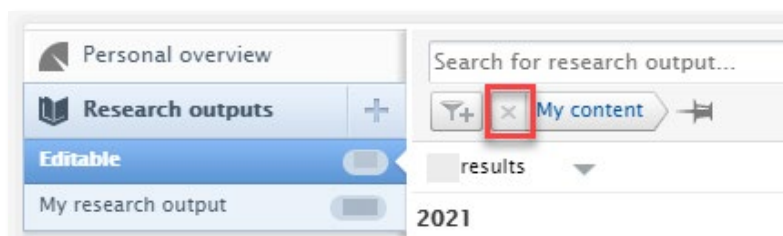
2. Navigate to the *Personal* tab.



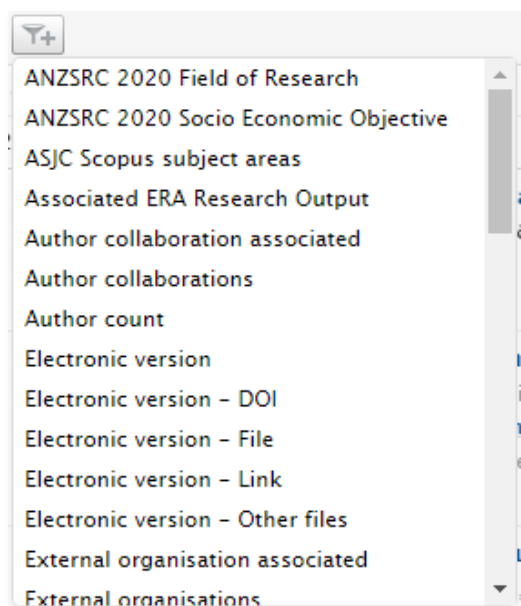
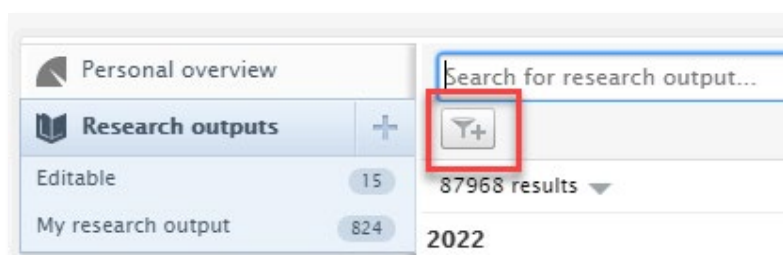
3. Select *Research outputs*.



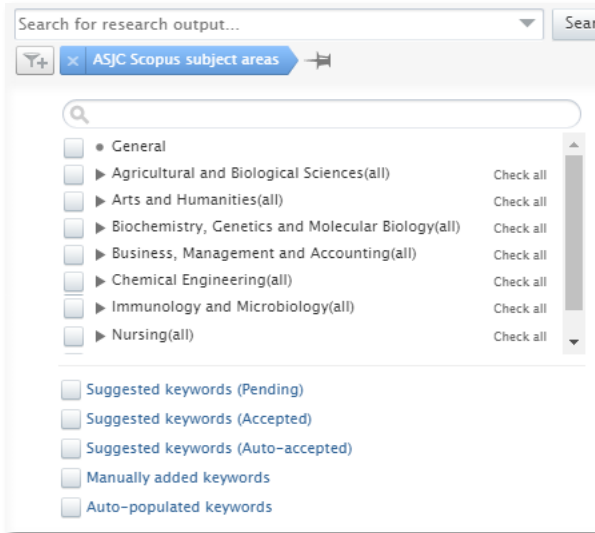
4. Remove the *My content* filter.



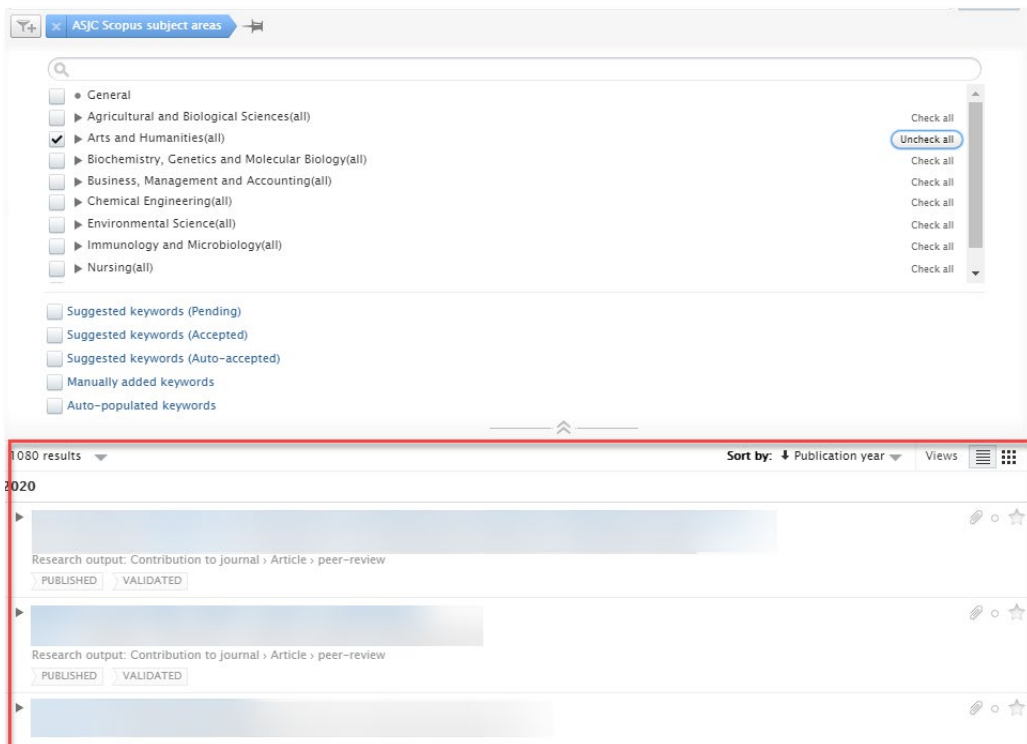
5. Using the filter under the search bar on the left, select the type of research output you would like to search.



6. Select the further list/s for the publication you wish to claim and select **Check all**.



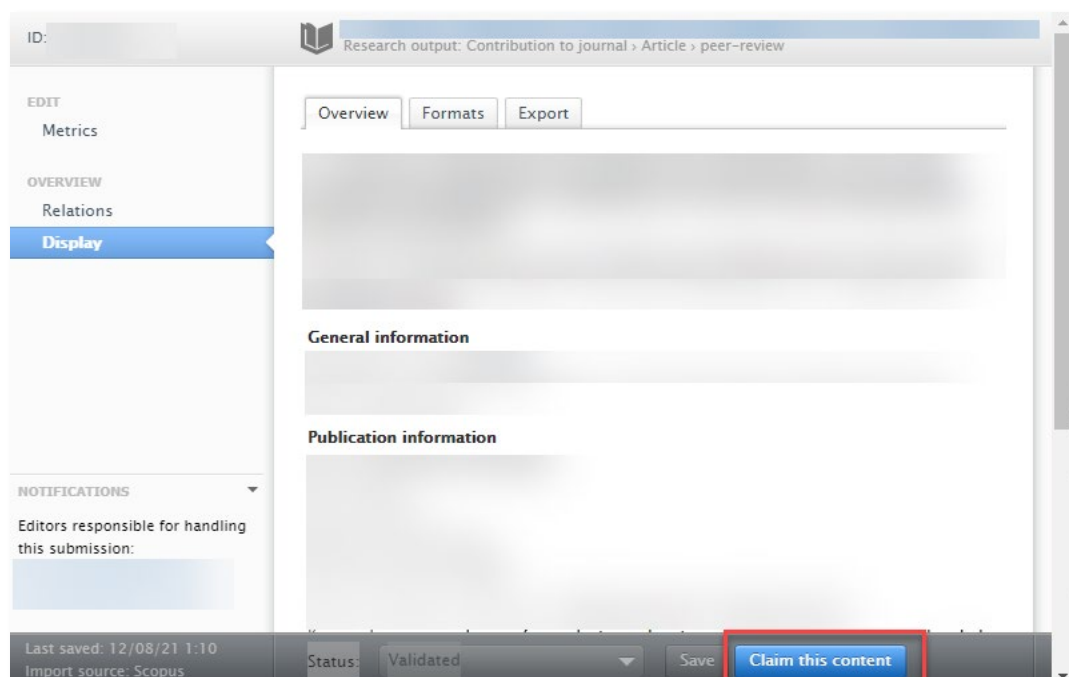
7. A list of publications will appear under the search options for you to view.



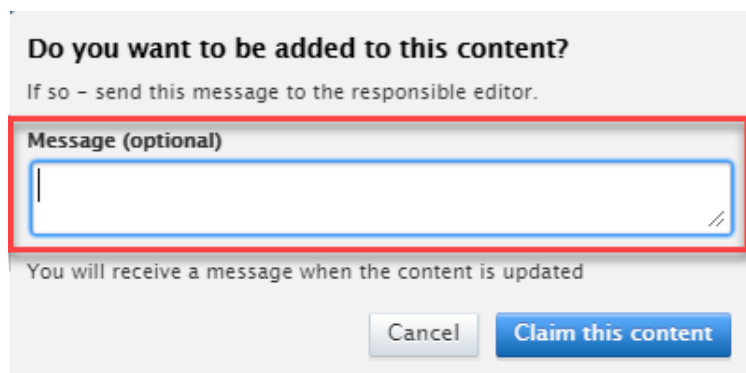
8. Click onto the publication you wish to claim



9. A pop up window will appear of the selected publication. Select ***Claim this content***



10. Complete a message justifying your claim to the responsible editor.



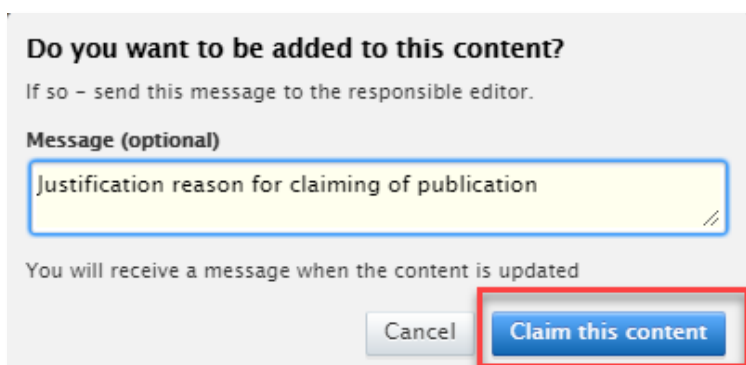
**Do you want to be added to this content?**  
If so – send this message to the responsible editor.

**Message (optional)**

You will receive a message when the content is updated

Cancel Claim this content

11. Select **Claim this content**.



**Do you want to be added to this content?**  
If so – send this message to the responsible editor.

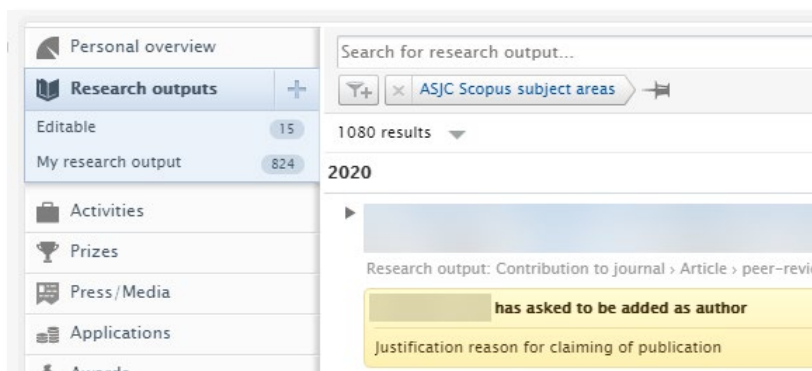
**Message (optional)**

Justification reason for claiming of publication

You will receive a message when the content is updated

Cancel Claim this content

12. The search results will show that you have ‘asked to be added as author’ along with the information entered for justification.



Personal overview

**Research outputs** +

Editable 15

My research output 824

Activities

Prizes

Press/Media

Applications

Awards

Search for research output...

ASJC Scopus subject areas

1080 results

2020

Research output: Contribution to journal > Article > peer-review

**has asked to be added as author**

Justification reason for claiming of publication

You will receive notification from the claims administrator once authorship has been granted.