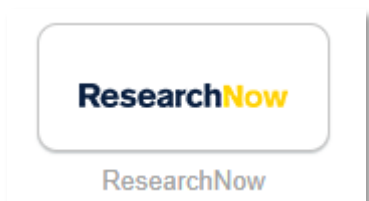


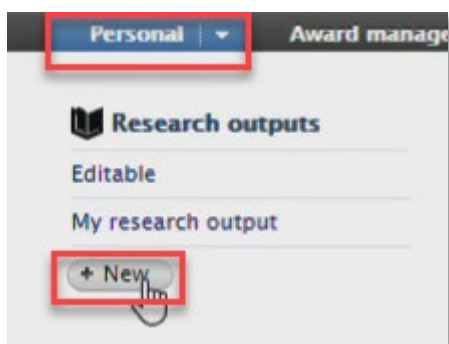
This guide shows how to capture the requirements for entering a Non Traditional Research Output (NTRO) in ResearchNow, and to be able to determine if the NTRO is ERA eligible.

## Process

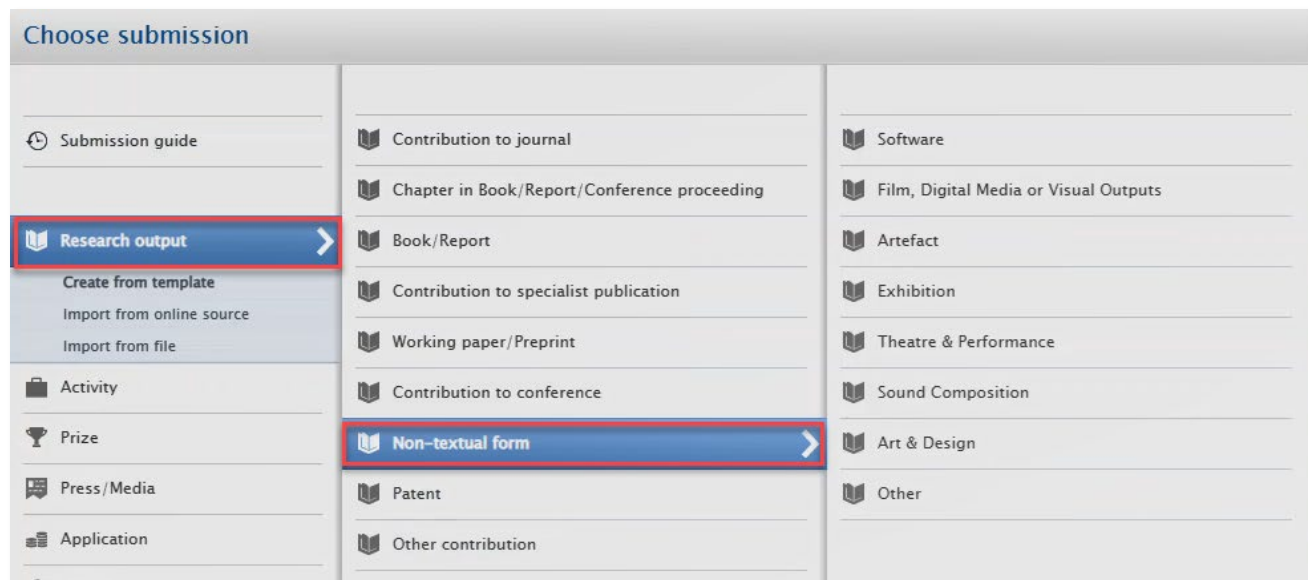
1. Open *ResearchNow* in OKTA.



2. Top left hand corner select *Personal* and under *Research outputs* select *New*



3. This will open the Research output **Choose submission** template, select the required Research output template, followed but the sub template, and select **Choose**.

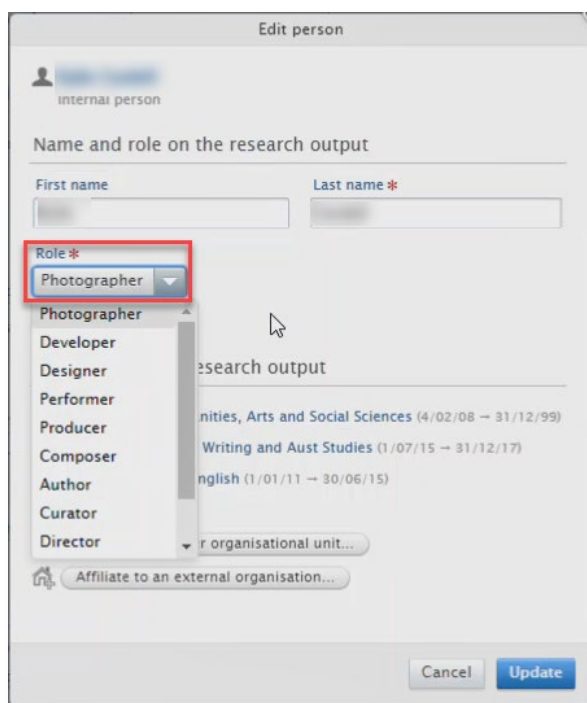


4. Complete all mandatory fields within the template related to your Non traditional Research output, these are marked with a red asterix and consist of:
- Publication statuses and dates
  - Original language
  - Title of the contribution in original language
  - Contributors
  - Managing Organisational unit
  - 2020 Fields of research
  - 2020 Socio-economic Objectives

5. Under **Contributors** check the role next to your name, if this requires updating click on **Edit**.



6. Under **Role** select the appropriate role.

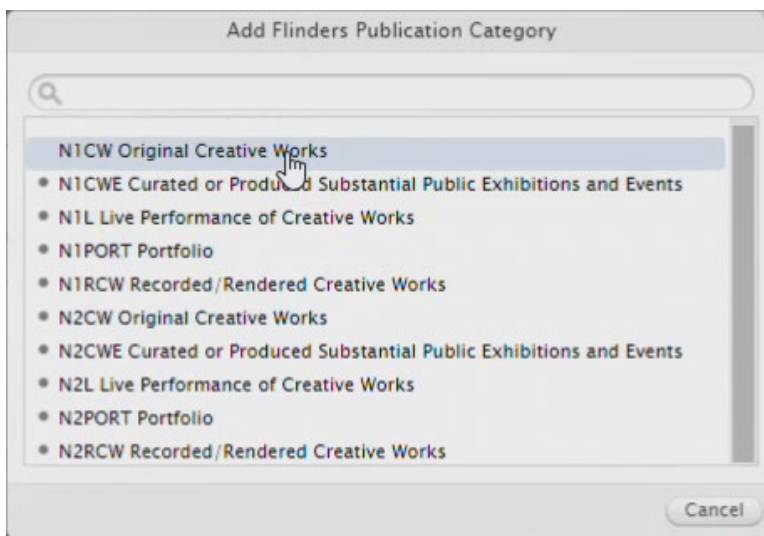


Note: additional roles have been added to the selection list

7. Once you have completed the mandatory fields you will need to click **Flinders Publication Category**.

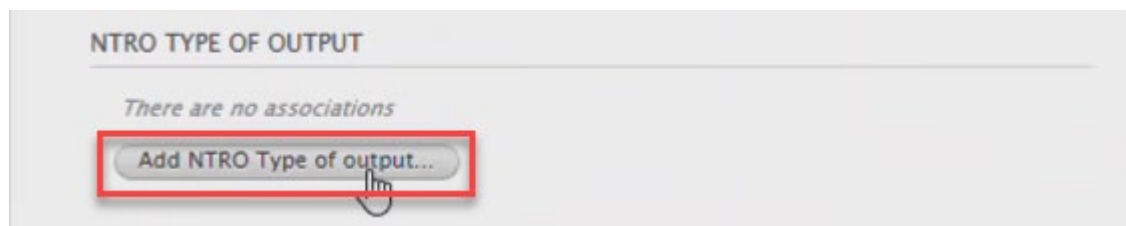


8. Select the appropriate Publication Category (this is required for your NTRO to be picked up for Excellence in Research for Australia (ERA) submission).

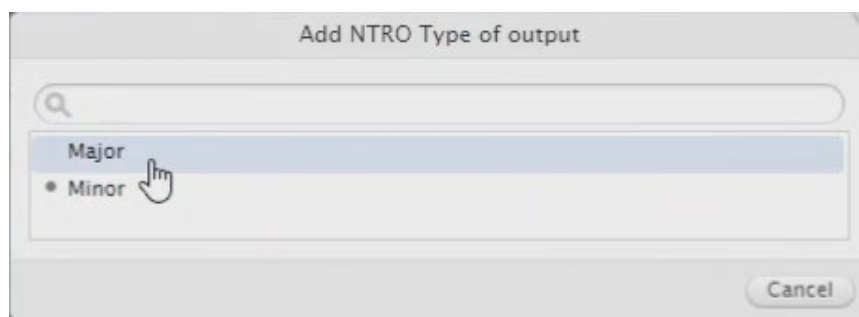


Note: additional NTRO Publication Categories have been added to more accurately reflect ERA Eligibility

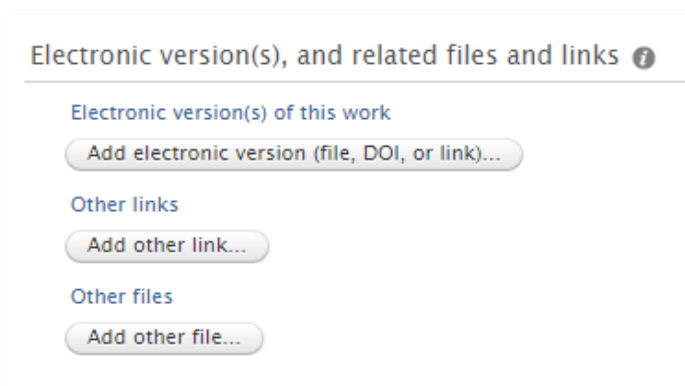
9. Add in the **NTRO Type of Output** this is required for reporting quality.



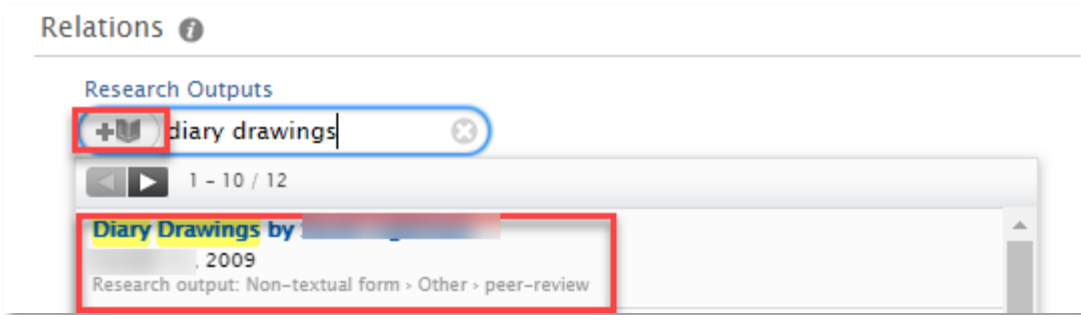
10. Select required option as determined by the NTRO Committee.



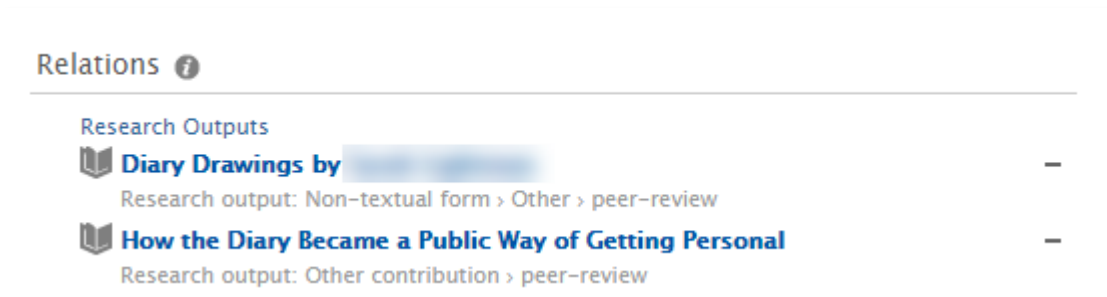
11. Add any Electronic versions or related links.



12. If you are building a portfolio of work, go to **Relations** select **+** under **Research Output** and enter the Research Output ID or the title and click to select.



13. Continue to add required Research outputs until you build your portfolio.



14. Once you have entered all information click **Save** at the bottom of the page and your Output will go to Library to Validate.

