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Instructions: Adding collaborative projects and activities in LUCRIS

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All employees at the Faculty of Social Sciences who are doing research within their employment should already have added information about research projects and publications into LUCRIS, according to the minimum requirements which can be found on Sambib's website.

You should now also add possible projects and activities in collaboration with colleagues from other departments at Lund University as well as external collaborators, initially between 2017 and 2019.



Below follows instructions for the categories of projects and activities that you should consider to add. You can of course add additional categories not listed below that go beyond the minimum required level.

Login here to add your projects and activities: <https://lucris.lub.lu.se/>

Help and support can be found at Sambib's website:

<https://www.sambib.lu.se/en/lucris> or at the staff pages:

<https://www.staff.lu.se/research-and-education/research-support/lucris-research-information-system>

Maja Carlson och Ann-Sofie Zettergren at Sambib are also happy to give support whenever needed!

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VISIBILITY LEVEL

You can choose which level of visibility you want for your projects/activities, in the "Visibility" section. Only the projects included in the Faculty minimum requirements must be added as "Public – No restrictions", to be publicly visible in Lund University Research Portal:

<http://portal.research.lu.se>.

If you do not want your other projects or activities to be visible in the portal, you can add them as "Backend: Restricted to LUCRIS users". Do not add anything as "Confidential".

You can create links between your public publications and related cooperative projects and activities.

EXTERNAL ORGANIZATIONS

External organizations such as other universities, research funders or research institutes, should be added to the project/activity with the correct English name and on university level – do not for instance add the name of the department you have collaborated with. Search in the database of organizations first; choose "Create new" only if you cannot find the correct organization. It is important to search first, to avoid duplicates.

ADD PROJECTS OR NETWORKS

You should add projects which are done at the request of or in collaboration with persons or organizations outside of your own department. Choose Add New Project and select the correct subcategory.

Add a title and short description of your project, information about participants and external organizations. Choose "Collaborative project" if your project is a collaboration with participants outside of Lund University.

Note that external organizations as defined in LUCRIS are those outside of Lund University. Therefore, collaborations with colleagues from other departments at Lund University should be added as Participants.

You can also add Commissioned research and Networks in the same way as research projects. Do not forget to specify which organizations they are commissioned by or in collaboration with.

If possible, add start and stop dates for your project or network.

ADD ACTIVITIES

For each activity that you create (Add New), add an event or an organization that it is connected to. You will get suggestions of events and organizations to choose from when you start typing. If you do not find the correct event or organization, choose to create a new. Type in the title of your activity, add persons or organizations that have also participated in the activity and add the date or time period of your activity.

Don't forget to specify roles for each participant – most important is your own role in the activity – there are several different roles to choose between.

The subcategory of each activity is what is the most visible in the Research portal, make sure you choose the most suitable subcategory for your activity.

Consultancy or expert assignments (includes evaluation assignments)

Choose **Activities**, then **Consultancy, Expert Advice and memberships**. There are several subcategories to choose from:

- Consultancy
- Consultancy in kind (without payment)
- Expert Assignments
- Work for advisory/policy/evaluation group or panel (non-public/non-government/industry)
- Work for advisory/policy/evaluation group or panel (public/government/UN/EU etc)
- Member of external research organisation
- Member of board/committee/council etc

Presentations, speeches, performances

Choose **Activities**, then **Talk or presentation**. There are four subcategories to choose from before you specify your role:

- Invited talk
- Presentation
- Public lecture/debate/seminar
- Performance

Commissioned Education

Choose **Activities**, then **Other – Commissioned Education**. Add title and description and then choose if it's an event, another department at Lund University or an external organization that your commissioned education is connected to. As a subcategory to Other you can also find the opportunity to add **Business Cooperation** or research activities at schools (**Schools engagement**).

Organizing an event

You can also add other activities than those listed above, for instance if you have arranged a conference or workshop in collaboration with or at the request of an external organization. These should be added as Activity – **Participating in or organizing an event** – then choose one of the subcategories starting with "Organization of".



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