

ROMS User Guide

1 Objectives:

- » To familiarise staff with the definition of research and quality assurance endorsed by the Tertiary Education Commission (TEC).
- » To provide context and practical information on recording research outputs and contributions into the ROMS.

2 Contents:

This document covers the following:

- » The definition of research and quality assurance endorsed by the Tertiary Education Commission (TEC).
- » The various types of research outputs and their definitions.
- » How to log into the ROMS platform and manage your user account.
- » How to record research outputs into the ROMS platform.
- » The verification process for research outputs.
- » Managing your research outputs within ROMS.
- » Definition of research contributions and how to record and manage them in ROMS.

3 Research Output Management System (ROMS)

ROMS is a web-based platform owned and operated by Intuto. All research outputs and contributions are recorded in this system. This is the official repository used by most subsidiaries of Te Pūkenga. It permits researchers to upload their research (digital) objects and is used to produce PBRF portfolios and research reports (e.g., for degree Monitors) when necessary.

4 ROMS Processes

There are three processes to ROMS:

1. Staff/researchers add their research outputs and research contributions into ROMS.
2. Staff upload research output evidence (in line with the guide presented in Appendix 1) as digital files. Please record your items, collect and upload files as you go. Updated ROMS a prerequisite for research dissemination funding.
3. Research Office then verifies the research output. If correct evidence is not presented with the research output, staff will be contacted and requested to upload evidence. You will be sent up to three reminders to upload evidence. After this, your research output may be deleted from ROMS. Once the research outputs are verified, they are locked and you do not need to do anything further.

5 Access to ROMS

ROMS can be accessed by:

- » clicking the link: <https://roms.intuto.com/>
- » If you do not have a ROMS login or if you have forgotten your password, please contact your institutes research administrator.

ROMS LOGIN

Username

Password

Log In

[Forgot your password?](#)

The system will time out after an hour if there is inactivity. Any data not saved will be lost.

HELP DOCUMENTATION

- [Access_or_Login_to_ROMS_and_key_contacts.pdf](#)
- [UnitecResearchOutputTypeEvidenceGuide.pdf](#)
- [Unitec_Research_Contribution_Guide_23_06_2022.pdf](#)
- [UnitecROMSUserGuidev4.doc](#)
- [2021_Unitec_PBRF_Quality_Evaluation_Guideline.pdf](#)

- » Enter your username and password and click on **Log In**.
- » After Login you will be presented with the following screen:

nzist new zealand institute of skills and technology

RESEARCH OUTPUT MANAGEMENT SYSTEM (ROMS)

Home Reports PBRF Info Extraordinary Circumstances References Help My Account Logout Arun : Resear

RESEARCH OUTPUT MANAGEMENT SYSTEM (ROMS)

Welcome to the Interim NZIST Research Outputs Management System. Interim NZIST ROMS will permit:

- the collection of all research outputs and activities centrally,
- researchers to upload their research (digital) objects, and
- researchers to prepare their PBRF Evidence Portfolios.

The system will time out after an hour if there is inactivity. Any data not saved will be lost.

HELP DOCUMENTATION

- [Access_or_Login_to_ROMS_and_key_contacts.pdf](#)
- [UnitecResearchOutputTypeEvidenceGuide.pdf](#)
- [Unitec_Research_Contribution_Guide_23_06_2022.pdf](#)
- [UnitecROMSUserGuidev4.doc](#)
- [2021_Unitec_PBRF_Quality_Evaluation_Guideline.pdf](#)

Research Outputs by Unitec Staff, unless marked confidential may be included in Unitec's Research Bank. Items placed in the Research Bank are full-text and open access – publicly available on the internet.

Roms Version: 2.540-L, Copyright © Intuto 2023. All Rights Res

The MENU bar is the key to navigation around the system. These include:

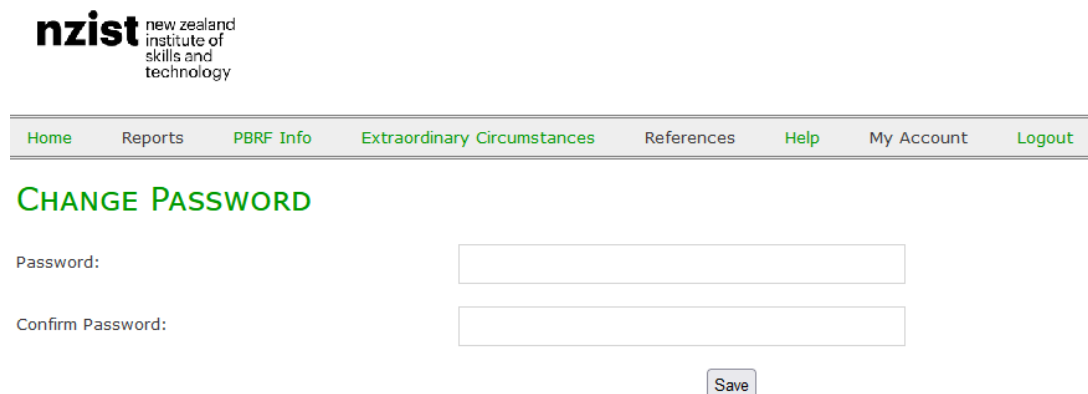
Home	<p>This tab presents links to some key documentation:</p> <ul style="list-style-type: none"> » Access or login to ROMS and key contacts » Research Output Type Evidence Guide » Research Contribution Guide » PBRF¹ QE Guideline (this is a temporarily guideline we prepared in 2022 for our interim PBRF. This will be updated/changed once TEC confirms the final structure of 2025 PBRF)
Reports	<p>This tab will help you to generate some reports. These are:</p> <ul style="list-style-type: none"> » PBRF Report New – This will generate you PBRF portfolio only if you have completed the requirements of PBRF. In most cases it will generate a blank report. Don't worry about this for now. We will look into this in detail as we move closer to 2025 PBRF. » PBRF Report – This is the old PBRF report. This is outdated and we will not be using it. » Yearly Report – This is the only report you will be using. This report generates all your research outputs in either MS Word/Excel format. You can filter this report by a few different fields. » Research Contributions Report
Extraordinary Circumstances	<ul style="list-style-type: none"> » This is a PBRF specific item. Extraordinary Circumstances relate to some impairment or impediment that has affected the development of research outputs and your peer esteem or contribution to the research environment components of the PBRF. You are permitted to supply up to 3 extra circumstances for consideration and their level of seriousness (i.e. extent to which the case have impaired or impeded your production research outcomes).
PBRF Info	<ul style="list-style-type: none"> » This is where you populate all your PBRF information. Don't worry about this for now. We will look into this in detail as we move closer to 2025 PBRF.
Extraordinary Circumstances	<ul style="list-style-type: none"> » This is a PBRF specific item. Extraordinary circumstances relate to some impairment or impediment that has affected the development of research outputs and your peer esteem or contribution to the research environment components of the PBRF.
References	<ul style="list-style-type: none"> » This is where you enter your research outputs and contributions. It permits the maintenance of your research outputs, research excellence and research contributions components of the PBRF.
Help	<ul style="list-style-type: none"> » This is a redundant tab. All the user guides from here have been moved to the home tab.
My Account	<ul style="list-style-type: none"> » This is where you change your password and view account details.
Logout	Takes you back to the Login Screen.

¹ The Performance-Based Research Fund (PBRF) is designed to increase the quality of research by encouraging and rewarding excellent research in Aotearoa New Zealand's degree-granting organisations. It does not fund specific research projects directly but provides bulk funding to support an organisation's research capability, including postgraduate level teaching support.

5.1 Change Password

Once your ROMS account is created you will be given a username and a generic password. You will need to change the password to something of your own.

From the **Menu Bar**, click **My Account** and then **Change Password** will bring up the following.



The screenshot shows the nzist logo (new zealand institute of skills and technology) at the top left. Below it is a navigation menu with links: Home, Reports, PBRF Info, Extraordinary Circumstances, References, Help, My Account, and Logout. The 'My Account' link is highlighted. Below the menu is the heading 'CHANGE PASSWORD'. There are two input fields: 'Password:' and 'Confirm Password:'. A 'Save' button is located below the second input field.

- » **Password** - Enter the new password
- » **Confirm Password** - Re-enter the new password

Please note down the password.

If you forget your password, please contact the research administrator at your institute.

6 Entering & Maintaining Your Research Outputs & Activities

Before you put any research outputs into ROMS, please read through the definition of research (Appendix 4), the various types of research outputs and their definitions (Appendix 1) and the definition of quality assurance (Appendix 2). Once you are familiar with these, we are ready to put the research outputs into ROMS.

6.1 References – My Research Outputs

Research outputs belonging to you are uploaded in here. From the **Menu bar**, mouse-over **References** and then selecting **My Research Outputs** gives the following view.

REFERENCES FOR ARUN DEO

Click on edit to select up to four EREs and up to nine OEREs (1 OEREs are currently selected)

Add a Reference
Order Four EREs
Order Nine OEREs

1 of 1 Key: Research/Entry in Progress, Completed, Verified

References | Research Contributions

Actions	Author(s)	Year	Description	Type	Quality Assured	Maori Research	Pacific Research	Four EREs	Nine OEREs	Files
Delete Edit	Yan, M., Deo, A., Rush, E., Ricacho, N., & Shaikh, S.	2022	Yan, M., Deo, A., Rush, E., Ricacho, N., & Shaikh, S. (2022, May). The impact of COVID-19 on the lifestyle of tertiary students in an NZ polytechnic. Paper presented at Medical Sciences Forum, Online, MDPI. 10.3390/ms202209026.	Conference Contribution-Abstract	✓					
Delete Edit	Whalley, G.A., Harrington, A., Christiansen, J., Ikenasio, B., Deo, A., Gamble, G.D., & Crengle, S.	2022	Whalley, G.A., Harrington, A., Christiansen, J., Ikenasio, B., Deo, A., Gamble, G.D., & Crengle, S. (2022). New Echocardiography Reference Ranges for Aotearoa (NewERA) Study: the application of international echocardiographic reference values to linear measurements of the hearts of healthy, young Māori and Pacific adults may not detect cardiac enlargement. <i>New Zealand Medical Journal - Te ara tika o te hauora hapori</i> , 135(1558), 19-34.	Journal Article	✓					
Delete Edit	Yan, M., Deo, A., Rush, E., Ricacho, N., & Shaikh, S.	2021	Yan, M., Deo, A., Rush, E., Ricacho, N., & Shaikh, S. (2021, December). The impact of Covid-19 on the lifestyle of tertiary students. Paper presented at the Unitec/MIT Research Symposium- Rangahau Horonuku Hou - New Research Landscapes, Mount Albert, Auckland, New Zealand.	Conference Contribution- Oral Presentation						
Delete Edit	Cardno, C., Robson, J., Deo, A., Bassett, M., & Howse, J.	2019	Cardno, C., Robson, J., Deo, A., Bassett, M., & Howse, J. (2019). Middle-level leaders as direct instructional leaders in New Zealand schools: A study of role expectations and performance confidence. <i>Journal of Educational Leadership Policy and Practice</i> , 33(2), 32-47.	Journal Article	✓				✓	
Delete Edit	Soosalu, G., Henwood, S., & Deo, A.	2019	Soosalu, G., Henwood, S., & Deo, A. (2019). Head, Heart, and Gut in Decision Making: Development of a Multiple Brain Preference Questionnaire. <i>SAGE Open</i> , Open Access, 1-17. doi:10.1177/2158244019837439	Journal Article	✓					
Delete Edit	Sheehan, D., de Bueger, T., Thorogood, J., Sitters, S., & Deo, A.	2018	Sheehan, D., de Bueger, T., Thorogood, J., Sitters, S., & Deo, A. (2018). Beyond Competencies - Describing work ready plus graduates for the New Zealand medical imaging workforce. <i>Journal of Medical Radiation Sciences</i> , Open Access, 1-7. doi:10.1002/jmrs.290	Journal Article	✓					
Delete Edit	Roy, D., Deo, A., Harrington, A., McKechnie, R., Anderson, V., Gasquoin, S., Whalley, G., Unno, T., Ratnasabapathy, Y., & Fennelly, G.	2017	Roy, D., Deo, A., Harrington, A., McKechnie, R., Anderson, V., Gasquoin, S., Whalley, G., Unno, T., Ratnasabapathy, Y., & Fennelly, G. (2017, April). Stroke navigation service trial: an integrated care innovation. Paper presented at RCN International Nursing Research Conference 2017, University of Oxford Examination Schools, 75-81 High Street, Oxford, OX1 4BG, UK.	Conference Contribution-Abstract	✓					
			Bassett, M., Robson, J., Cardno, C., Deo, A., & Howse, J. (2017, November). Middle-level leaders as	Conference						

This page represents all the research outputs belonging to you, which are already entered into ROMS. If you have not entered anything, you will see a blank screen.

On the top left had corner of the screen you will see the following:

- » **Add a Reference** – this sub-tab allows you to enter a new research output.
- » **Order Four EREs** – This is a PBRF sub-tab. We will look into this in detail as we move closer to 2025 PBRF.
- » **Order Nine OEREs** - This is a PBRF sub-tab. We will look into this in detail as we move closer to 2025 PBRF.


On the top right hand of the table above, you will note there are two tabs – References, Research Contributions. These tabs take you to the relevant pages which permit you to enter and maintain your research outputs and contributions. Currently, the References tab is the page you are in. Clicking the Research Contributions tab will take you to the contributions pages.

The References page is also colour coded, so you know where your outputs are in the workflow process.


- » **Amber**: Entry is currently in progress and is not yet ready for verification. When a research output is shown in this colour, you can always go back and edit it.
- » **Red**: Output has been completed and is waiting on verification. When a research output is shown in this colour, you can't edit it. If you need to edit this, you need to email your research office administrator and request them to unlock this research output. It is recommended that unless you are 100% sure that you have included everything in your research output entry, keep your research output status to Entry in Progress.
- » **Green**: Output has been verified by the Faculty and will appear in reports. This locks your research output you can't modify it except for some PBRF related fields.

6.2 To Add New Research Outputs

From the **References** tab, **My Research Outputs**, click **Add a Reference** (see above figure). This will bring up the following.



new zealand
institute of
science and
technology



RESEARCH OUTPUT MANAGEMENT SYSTEM (ROMS)

Home
Reports
PBRF Info
Extraordinary Circumstances
References
Help
My Account
Logout
Arun : Researcher

REFERENCES FOR ARUN DEO

Click on edit to select up to four EREs and up to nine OEREs (1 OEREs are currently selected)

Add a Reference

Order Four EREs

Order Nine OEREs

1 of 1
Key: Research/Entry in Progress, Completed, Verified

References
Research Contributions

Actions	Author(s)	Year	Description	Type	Quality Assured	Maori Research	Pacific Research	Four EREs	Nine OEREs	Files
Delete Edit	Yan, M., Deo, A., Rush, E., Ricacho, N., & Shalkh, S.	2022	Yan, M., Deo, A., Rush, E., Ricacho, N., & Shalkh, S. (2022, May). The impact of COVID-19 on the lifestyle of tertiary students in an NZ polytechnic. Paper presented at Medical Sciences Forum, Online, MDPI. 10.3390/msf202209026.	Conference Contribution-Abstract	✓					📎
Delete Edit	Whalley, G.A., Harrington, A., Christiansen, J., Ikenasio, B., Deo, A., Gamble, G.D., & Crengle, S.	2022	Whalley, G.A., Harrington, A., Christiansen, J., Ikenasio, B., Deo, A., Gamble, G.D., & Crengle, S. (2022). New Echocardiography Reference Ranges for Aotearoa (NewERA) Study: the application of international echocardiographic reference values to linear measurements of the hearts of healthy, young Māori and Pacific adults may not detect cardiac enlargement. New Zealand Medical Journal - Te ara tika o te hauora hāpori, 135(1558), 19-34.	Journal Article	✓					📎

[Back to Reference List...](#)

Type: * -- Select --

Full Citation / Reference:

Other Relevant Location Details:

Are the Co-authors of this research output current or recent students from your institute? Yes No

Quality Assured?: Yes No

Files to be included:
These can be files you have uploaded, URLs where the files are located or a description of the physical location.

If this research output is one of your 4 EREs, make sure to choose ONE main research object. You can have one main research object, and up to 4 supporting research objects.

Files:

No files uploaded. You will be able to attach files once you have saved other details.

URLs:

Include	Main Research Object	URL	Action
<input type="checkbox"/>	<input type="radio"/>		Clear

Add another URL


Physical Location (for PBRF only):
If the ERE is not accessible using a URI, describe how or where it can be physically located or retrieved.


Main Research Object	Location
<input type="radio"/>	


Is your main research object a large sound or video file? Yes No


Four PBRF EREs?: Yes No

Nine PBRF OEREs?: Yes No

Description (only enter this for ERE):  0 characters
max 1000 characters

Community and Industry Partnering (only enter this for ERE):  0 characters
max 1000 characters

Stakeholder Responsiveness (only enter this for ERE):  0 characters
max 1000 characters

Impact (only enter this for ERE):  0 characters
max 1000 characters

Submit to Pacific Research Panel?: Yes No

Submit to Maori Research Panel?: Yes No

Is this item Confidential?: Yes No

Status: Entry in Progress 0 characters

Important Note: You need to assign one of three statuses to your research output before saving your entry – please read the Status explanation below carefully. Entry-in-Progress (as shown above is the default status).

Note: the fields marked with * are mandatory fields.

Field	Description
Status	<p>Select Entry-in-Progress if you have not completed entering all details of a published output. This allows you to edit the record later.</p> <p>Select Entry Completed once you have completed entering all details of a published output and attached the evidence needed to verify the output. As such, you will not be able to edit this record subsequently. Contact your research office administrator and request them to unlock this research output. Please produce the evidence for verification. At least one file needs to be attached in order to select Entry Completed. Additional files can be attached once the status has been changed.</p> <p>Select Research-in-Progress if output is yet to be published. For example, a forthcoming publication or a paper undergoing review (please identify outlet).</p>
Type	Select the publication type – i.e., journal, conference proceedings, exhibition etc. See Appendix 1 for the research output types.

	<p>Issues around particular output types:</p> <ul style="list-style-type: none"> » The non-conference presentation; » Published abstracts; » Conference Proceedings trump and replace an oral presentation on which they are based <p>Note: Presentations strictly internal to Unitec/MIT are not outputs or research contributions. Neither are guest lectures (that's considered 'teaching', not research: the audience matters)</p>
Full Citation /Reference	Full reference of the publication will automatically generate (in modified APA format)
Authors	As listed in and in the order of the publication. Additional author spaces will appear automatically.
Year	The year when the outputs is disseminated or publicly available (in print or online).
Title	The full title as per the publication. If creative works, include description.
Research Project Code	If your research originated from an externally funded project, you may put down the funding code of these projects. At Unitec, these project codes begin with RE or RI.
Other Relevant Location Details	This field allows you to enter any other relevant details about your research output.
Are the Co-authors of this research output current or recent students from your institute?	This field captures information on student integrated research. This is an optional field.
Quality Assured	<p>Please refer to Appendix 2 for the definition of Quality Assurance</p> <p>Whether the output is Quality Assured: Y = Yes / N = No</p> <p>Y = Any research output that has successfully completed a formal quality-assurance process prior to its production (publication, public dissemination, presentation, performance, or exhibition).</p> <p>N = Any research output that:</p> <ul style="list-style-type: none"> • has not been subject to a quality-assured process • is currently in the process of being quality assured • has been unsuccessful in completing a formal quality-assurance process (ie. it has been peer-reviewed and rejected)
Volume/Issue	Volume/Edition and issue of publication, where relevant
Pages	Page numbers (journal or conference papers) or number of pages (book or report, where relevant).
DOI	DOI is a string of numbers, letters and symbols used to permanently identify an article or document and link to it on the web.
URLs	You may include URLs associated with your output here. Please note that some URLs will expire after some time.
My Contribution	This is a PBRF field. Don't worry about this for now. We will investigate this during the time of PBRF preparation. But if you have the ideas in mind, do not hesitate to populate it. Please click on the ? to have an understanding of what is required in here.

Description	This is a PBRF field. Don't worry about this for now. We will investigate this during the time of PBRF preparation. But if you have the ideas in mind, do not hesitate to populate it. Please click on the ? to have an understanding of what is required in here.
Community and Industry Partnering	This is a PBRF field. Don't worry about this for now. We will investigate this during the time of PBRF preparation. But if you have the ideas in mind, do not hesitate to populate it. Please click on the ? to have an understanding of what is required in here.
Stakeholder Responsiveness	This is a PBRF field. Don't worry about this for now. We will investigate this during the time of PBRF preparation. But if you have the ideas in mind, do not hesitate to populate it. Please click on the ? to have an understanding of what is required in here.
Impact	This is a PBRF field. Don't worry about this for now. We will investigate this during the time of PBRF preparation. But if you have the ideas in mind, do not hesitate to populate it. Please click on the ? to have an understanding of what is required in here.
Submit to Pacific Research Panel	We will populate this during the time of PBRF preparation.
Submit to Maori Research Panel	We will populate this during the time of PBRF preparation.
Is this item Confidential?	Defaults to No. If the item is confidential and should not be listed in reports? Yes. This information will still appear in your official PBRF portfolio, however it will not be listed elsewhere.
Save and Attach Files	Select this to save your record and upload your research (digital) objects to the record. See the Research Output Type Evidence Guide (Appendix 1) for more information on the types of evidence required for each output type. This allows you to further profile your research outputs.

6.3 To Edit Research Outputs Already Entered

From the **References** page, clicking Edit against the research output you wish to change brings up the following. You are now able to edit and save changes to the selected research output.

nzist new zealand institute of skills and technology

RESEARCH OUTPUT MANAGEMENT SYSTEM (ROMS)

Home Reports PBRF Info Extraordinary Circumstances References Help My Account Logout Arun : Researcher

REFERENCES FOR ARUN DEO

Click on edit to select up to four EREs and up to nine OERs (1 OERs are currently selected)

Add a Reference
Order Four EREs
Order Nine OERs

1 of 1 Key: Research/Entry in Progress, Completed, Verified

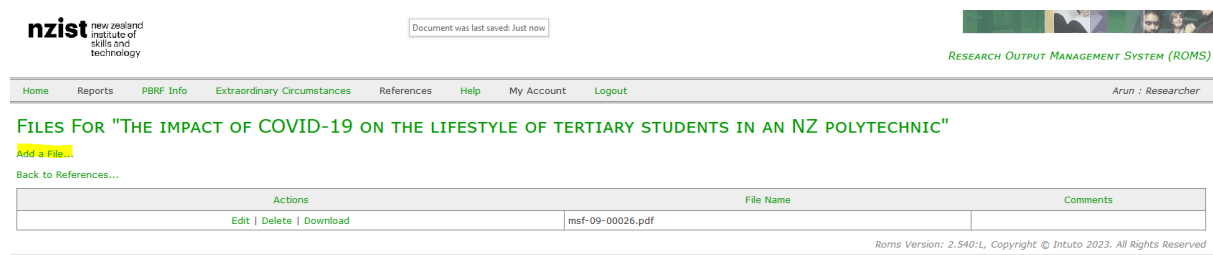
Actions	Author(s)	Year	Description	Type	Quality Assured	Maori Research	Pacific Research	Four ERES	Nine OERs	Files
Delete Edit	Yan, M., Deo, A., Rush, E., Ricacho, N., & Shaikh, S.	2022	Yan, M., Deo, A., Rush, E., Ricacho, N., & Shaikh, S. (2022, May). <i>The impact of COVID-19 on the lifestyle of tertiary students in an NZ polytechnic</i> . Paper presented at Medical Sciences Forum, Online, MDPI. 10.3390/msf2022009026.	Conference Contribution- Abstract	✓					
Delete Edit	Whalley, G.A., Harrington, A., Christiansen, J., Ikenasio, B., Deo, A., Gamble, G.D., & Crengle, S.	2022	Whalley, G.A., Harrington, A., Christiansen, J., Ikenasio, B., Deo, A., Gamble, G.D., & Crengle, S. (2022). <i>New Echocardiography Reference Ranges for Aotearoa (NewERA) Study: the application of international echocardiographic reference values to linear measurements of the hearts of healthy, young Māori and Pacific adults may not detect cardiac enlargement</i> . <i>New Zealand Medical Journal - Te ara tika o te hauora hapori</i> , 135(1558), 19-34.	Journal Article	✓					
Delete Edit	Yan, M., Deo, A., Rush, E., Ricacho, N., & Shaikh, S.	2021	Yan, M., Deo, A., Rush, E., Ricacho, N., & Shaikh, S. (2021, December). <i>The impact of Covid-19 on the lifestyle of tertiary students</i> . Paper presented at the Unitec/MIT Research Symposium- Rangahau Horonuku Hou - New Research Landscapes, Mount Albert, Auckland, New Zealand.	Conference Contribution- Oral Presentation						

Note: You are only able to edit a record in Entry-in-Progress or Research-in-Progress status. If the research output is already in Entry Completed status, you will need to contact your you need to contact your research office administrator and request them to unlock this research output.

Click **Save and Attach** (scroll to bottom of page) to save changes.

6.4 To Upload Research (Digital) Objects/Files

From the New Reference page, selecting the Save and Attach Files button (at the bottom of the page) OR from the Edit Reference page, selecting Files (top left corner of page below the page titles) or the Save and Attach Files button (at the bottom of the page) brings up the following.

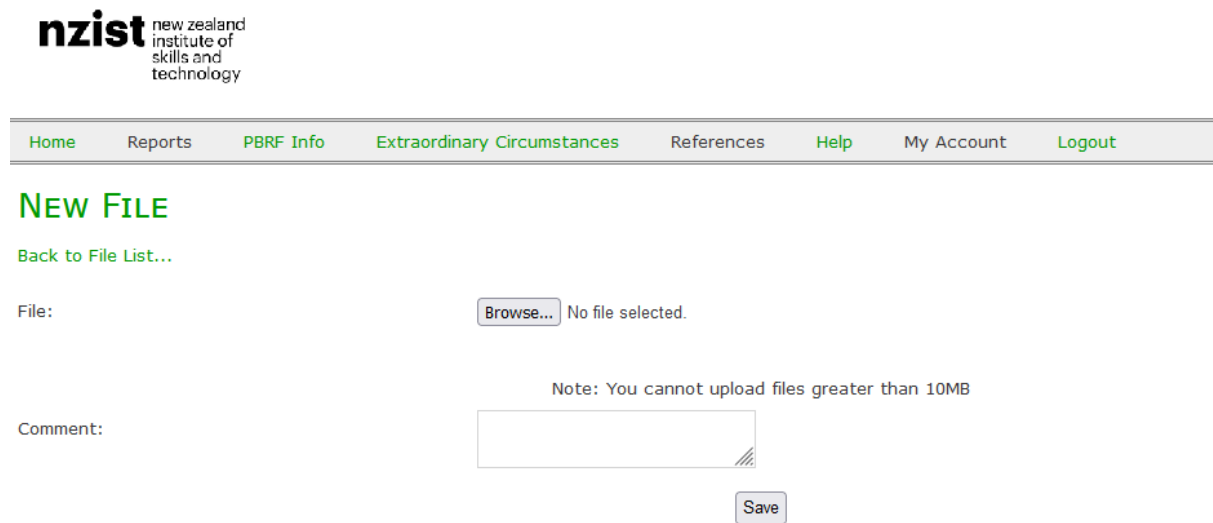


The screenshot shows the ROMS interface. At the top left is the nzist logo (new zealand institute of skills and technology). A notification box says "Document was last saved: Just now". On the right, there's a header for "RESEARCH OUTPUT MANAGEMENT SYSTEM (ROMS)" with a small image. Below is a navigation menu with links: Home, Reports, PBRF Info, Extraordinary Circumstances, References, Help, My Account, Logout. The user is logged in as "Arun : Researcher". The main heading is "FILES FOR 'THE IMPACT OF COVID-19 ON THE LIFESTYLE OF TERTIARY STUDENTS IN AN NZ POLYTECHNIC'". There is a yellow "Add a File..." button. Below it is a "Back to References..." link. A table lists the uploaded file:

Actions	File Name	Comments
Edit Delete Download	msf-09-00026.pdf	

At the bottom right, it says "Roms Version: 2.540-L, Copyright © Intuto 2023. All Rights Reserved".

Then, clicking **Add a File**, brings up the following page.



The screenshot shows the "NEW FILE" page. At the top left is the nzist logo. Below is a navigation menu with links: Home, Reports, PBRF Info, Extraordinary Circumstances, References, Help, My Account, Logout. The main heading is "NEW FILE". There is a green "Back to File List..." link. Below that is a "File:" label and a "Browse..." button. To the right of the button, it says "No file selected." Below this is a note: "Note: You cannot upload files greater than 10MB". There is a "Comment:" label and a text input field. At the bottom right is a "Save" button.

- » Click on, Browse, to select the file
- » Comments - Enter any comments about the file
- » Click on Save to upload the file.

Click on **Back to File List ...** to see whether the file has been uploaded or not.

NEW FILE

[Back to File List...](#)

File:

No file selected.

Note: You cannot upload files greater than 10MB

Comment:

This brings up the following page

The screenshot shows the nzist Research Output Management System interface. At the top, there is a navigation menu with links: Home, Reports, **PBRF Info**, Extraordinary Circumstances, References, Help, My Account, and Logout. Below the menu, the page title is "FILES FOR 'THE IMPACT OF COVID-19 ON THE LIFESTYLE OF TERTIARY STUDENTS IN AN NZ POLYTECHNIC'". There are links for "Add a File..." and "Back to References...". A table lists the uploaded file with columns for Actions, File Name, and Comments. The file name is "msf-09-00026.pdf". The Actions column contains "Edit | Delete | Download". At the bottom right, there is a footer: "Roms Version: 2.540-L, Copyright © Intuto 2023. All Rights Reserved".

To upload another file, repeat the above steps.

Notes:

- » You can only add one file at a time.
- » You are not permitted to upload a file greater than 10mb. If the system does not permit you to upload the selected file, try uploading the file in:
 - a .zip format.
 - PDF format
 - If the PDF is too big then try to compress it or extract the relevant pages from there.
- » If you would like to upload a video, the best approach is to put this under your YouTube account and then put a link under the URLs section as explained in the table above.
- » At times if your research output contains too many digital images and after compressing or printing it as PDF and it the size of the file still greater than 10MB, then print the hard copy of the output and then scan the printed copy and upload it.

7 Research Contribution

The underpinning principle of the definition² is that the Research Contribution component should reflect the broad range of activities and outcomes undertaken and/or achieved by a researcher relative to opportunity, and be appropriate to an individual’s research discipline. It describes the contribution and recognition of a staff member’s research and research-related activities. It provides staff members with an opportunity to demonstrate:

- » The esteem in which their peers, within and outside of Unitec/MIT, hold their research.
- » Their role and the contributions they make in creating a vital, high-quality research environment.
- » Any impact that their research has had outside academia.

Research Contribution items are indicators of a vital, high-quality research environment. They can also provide indicators of the social, cultural, environmental and economic benefits of the research including the advancement of mātauranga Māori. They can be local, national or international in orientation and impact.

7.1 To Add New Research Contribution

- » From the **References** tab, click **My Research Outputs**. This will bring up the following.

- » Click on **Research Contributions** (see figure above). This will bring up the following window where new entries can be added or existing entries edited (Edit).

7.2 To Add New Contribution

Selecting **Add a Contribution** will bring up the following.

² This definition is drawn from Performance-Based Research Fund Guidelines for tertiary education organisations participating in the 2018 Quality Evaluation (2018), Tertiary Education Commission, p. 80-81.

NEW RESEARCH CONTRIBUTION

[Back to Research Contribution List...](#)

Type:

Description (maximum of 1500 characters including spaces)*:

0 characters

Does this research contribution relate to student scholarships, studentships, research assistant positions, awards, presentations at hui/wānanga or media articles involving current or recent Unitec students?: Yes No

Select 'Yes' to this item in your PBRF portfolio (you can select up to 15): Yes No

Year:

Submit to the Pacific Research Panel?: Yes No

Submit to the Maori Research Panel?: Yes No

Field	Description
Type	Click at the dropdown box list and select the one that applies. Please refer to Appendix 2 for the various types of Research Contributions.
Description	Outline the nature of the Contribution (max 1500 characters).
Does this research contribution relate to student scholarships, studentships, research assistant positions, awards, presentations at hui/wānanga or media articles involving current or recent Unitec students?:	Please select Yes or No. This field captures information on student integrated research contributions.
Select 'Yes' to this item in your PBRF portfolio (you can select up to 15):	This allows you to include specific research contributions in your PBRF portfolio. You can include up to 15 research contributions. By default, put this field to No. We will relook into this during the time of PBRF preparation.
Year	Year in which the research contribution item is to be recorded against. If the research contribution item runs over multiple years, then place this information in the Description box.
Submit to the Pacific Research Panel?	We will populate this during the time of PBRF preparation.
Submit to the Maori Research Panel?	We will populate this during the time of PBRF preparation.
Save	Saves the Research Contribution.

Save and Attach Files

Allows you to save the research contribution and add digital objects (similar procedure as outlined for the research outputs).

7.3 To Edit an Existing Contribution

You can always edit your Research Contributions that are already there in ROMS.

Home Reports PBRF Info Extraordinary Circumstances References Help My Account Logout Marcus : Researcher

RESEARCH CONTRIBUTIONS FOR MARCUS WILLIAMS

Add a Research Contribution Order Fifteen RC Click on edit to select up fifteen RCs (0 RCs are currently selected)

1 of 6 Next References Research Contributions

Actions	Research Contribution Type	Year	Description	Maori Research	Pacific Research	Fifteen RC?
Edit Delete	Facilitation, networking and collaboration	2021	Leading the PBRF Work Stream in the national ITP Rangahau Research Forum. The aim of this Work Stream is to increase the capacity for ITPs, ultimately Te Pūkenga to participate effectively in the PBRF. Currently the sector received only 3% of the funding, reflecting I believe, the unpreparedness of the sector for the Quality Evaluation, rather than reflecting on the quality of the research. I believe also that this unpreparedness has particularly disadvantaged the sector due to type of research it specialises in, which orientates around applied research that is deeply partnered with community and iwi. I believe this because it takes good preparation and clear communication to convey this difference. I started by surveying existing capability across the motu, to establish which organisations had a specialised software for archiving and verifying research productivity. Then I negotiated with the software company that Unitec uses, to redesign the platform, to allow other institutes to share it, while remaining autonomous and enabling much reduced licensing fees. This allowed six ITPs to access the specialist software. Next, I designed and shared an Internal PBRF Quality Evaluation, to help institutes who had not previously engaged or had engaged very little, to prepare and begin planning for 2025. Every document and strategy was shared with all other ITPs and I met regularly with Research Directors and managers from all the ITPs in order to implement the Internal QE nationally.			
Edit Delete	Research funding and support	2020	\$20,000 New Zealand National Commission for UNESCO CONTESTABLE FUND for Tāpere: Assessing the regenerative land use and education needs of a community in a catchment.			

Selecting **Edit** against a Research Contribution from the list of Contributions will bring up the following.

EDIT RESEARCH CONTRIBUTION

[Back to Research Contribution List...](#)

Files...
• GuidelinesFinal.docx

Type:

Description (maximum of 1500 characters including spaces)*:

1500 characters

Does this research contribution relate to student scholarships, studentships, research assistant positions, awards, presentations at hui/wānanga or media articles involving current or recent Unitec students?: Yes No

Select 'Yes' to this item in your PBRF portfolio (you can select up to 15): Yes No

Year:

Submit to the Pacific Research Panel?: Yes No

Submit to the Maori Research Panel?: Yes No

You are now able to edit the selected Research Contribution.

Click **Save** to save the amended record or **Save and Attach Files** to save the amended record and attach digital media.

7.4 Reports

You can generate your research outputs report. From the **Menu Bar** select **Reports** tab and click onto **Yearly Report**.

nzist new zealand institute of skills and technology

Home Reports **PBRF Info** Extraordinary Circumstances References Help My Account Logout

RESEARCH OUTPUTS MANAGEMENT SYSTEM (ROMS)

Welcome to the Research Outputs Management System. Interim NZIST ROMS will permit:

- the collection of all research outputs and activities centrally,
- researchers to upload their research (digital) objects, and
- researchers to prepare their PBRF Evidence Portfolios.

The system will time out after an hour if there is inactivity. Any data not saved will be lost.

HELP DOCUMENTATION

- Access_or_Login_to_ROMS_and_key_contacts.pdf
- UnitecResearchOutputTypeEvidenceGuide.pdf
- Unitec_Research_Contribution_Guide_23_06_2022.pdf
- UnitecROMSUserGuidev4.doc
- 2021_Unitec_PBRF_Quality_Evaluation_Guideline.pdf

This will bring up the following.

nzist new zealand institute of skills and technology

Home Reports **PBRF Info** Extraordinary Circumstances References Help My Account Logout

Yearly Report

List by: Type Type and Level 2

Select a year to report on:

Include: Verified outputs only All outputs

Report format: Word Excel

Report

This report generates all your research outputs in either MS Word/Excel format. You can filter this report by a few different fields.

After selecting the criteria, Click on **Report**.

This will generate a report. To access this report, click on the download icon of your browser (in the top right-hand corner as shown below).

Interim NZIST ROMS

← → ↻ 🏠 <https://unitec-roms.intuto.com/Staff/YearlyReport> ☆ 📄 📄 📄

nzist new zealand institute of skills and technology

Home Reports **PBRF Info** Extraordinary Circumstances References Help My Account Logout

Yearly Report

YearlyReport-All(40).xls Completed — 12.2 KB

UnitecROMSUserGuidev4(5).doc Completed — 2.6 MB

Show all downloads

Then, double click on the report to open the file.

8 Appendix

8.1 Appendix 1: Research Output Type Definitions and full lists of the evidence required for verification.

Research Output Type	Definition of Output (TEC standard)	Independent ³ Evidence required for verification
Artefact/Object/Craftwork	<p>Artefacts, objects or craftworks, exhibited, commissioned or otherwise presented or offered for distribution or sale in the public domain, for example, visual arts, craft and cultural creations. Specific examples are: illustration, sculpture, media installations, ceramics, jewellery, metalwork, whakairo, taonga, raranga, or cultural artefacts such as large permanent public sculptures.</p> <p>All creative works result from original investigation in order to contribute knowledge and understanding, and/or cultural innovation or aesthetic refinement. The research output should embody this investigation.</p>	<p>Documentation that includes:</p> <ul style="list-style-type: none"> • Photograph and associated written documentation • OR audio or video recording • OR written documentation such as programme or letter from the gallery; • OR Copies of any material sufficient to verify the design. <p>Evidence must show creator(s), names of galleries/venues and locations, opening and closing dates and co-exhibitors where applicable.</p>
Awarded Doctoral Thesis / Masters Thesis	<p>A Doctoral thesis advancing an original idea through research and leading to the award of a PhD or equivalent qualification at a recognised New Zealand or international university.</p> <p>A Master's thesis of 90 points or above that advances an original idea through research and leading to the award of a Master's or equivalent qualification at a recognised New Zealand or international university.</p> <p>Other relevant professional qualification thesis. Theses from staff studying at other tertiary institutions as well as Unitec can be included. For inclusion, the thesis must have been passed as a requirement for the course and amendments made as required by that process.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Reports, essays or projects performed by undergraduate students • Honorary doctorates • Master's courses or papers of less than 90 points (for example, research project, dissertation). <p>Note: On occasions some theses may be published formally as a book. This can be listed in addition to the unpublished thesis as bibliographic details will differ in all cases.</p>	<p>A scanned or electronic copy of the thesis, or at least the title and contents page and bibliographic details.</p> <p>Evidence must show date of publication, author, awarding institution, degree (for example, Masters or PhD or other).</p>

³ Independent' means a source other than the person who is claiming the output. For example, in the case of a book, a full copy of the book confirming all the details would be considered independent evidence

	<p>Similarly, papers produced from, or included within, a thesis can be listed separately. Theses which are submitted as a collection of published papers can also be entered as usually other material is added to this core of material to complete the thesis. Again, bibliographic details differ from the papers.</p>	
Book Authored	<p>A major work of research or scholarship. Complete book published, normally with an ISBN, and with external circulation. Consists mainly of previously unpublished material and makes a contribution to a defined area of knowledge. Author is credited for the entire book (meaning individual authors are not attributed to each chapter). The publication can be in print or in electronic form.</p> <p>Excludes books with no research component; books published by professional bodies that do not report original research findings but report the results of evaluations or repackaged existing information for the benefit of professionals; pamphlets.</p>	<p>Documentation that includes:</p> <ul style="list-style-type: none"> • Copy of the Authored book, or at least Title and bibliographic details (scanned or electronic copy) • Current URL to book (if applicable) • OR a library catalogue record. <p>Evidence must show date of publication, authorship, pagination, title and publisher.</p>
Book Chapter	<p>Full chapter or section of a book, consisting of substantially new material, normally has an ISBN and is available for sale. Book should be of a scholarly nature and substantially contribute to a defined area of knowledge. It is written by a single author or multiple authors who share responsibility for the chapter.</p> <p>Includes scholarly introductions of chapter length where the content of the introduction reports research undertaken by the editor and makes a substantial contribution to the defined area of knowledge. Critical scholarly texts of chapter length for example, reviews of current research, classical texts or music.</p> <p>Excludes forewords, brief introductions, editorials.</p>	<p>Documentation that includes:</p> <ul style="list-style-type: none"> • Book Title, Bibliographic details, and Contents page (electronic copy or scanned) • Full copy of the book chapter where available (electronic or scanned) • OR a library catalogue record. <p>Evidence must show date of publication, authorship, pagination, title of chapter, title of book and publisher</p>
Book Review (Unitec Only)	<p>Book reviews can be included as a Research Output if they are of an academic or scholarly nature, particularly if they draw from the author's field of expertise, and are published in a formal and external setting. The publication can be in print or electronic form.</p> <p>The content of the review must be underpinned by research that meets the TEC definition of Research and contributes to a defined area of knowledge. In other words, new knowledge must form part of the review, for example it might include a unique synthesis of current research (rather than only commenting on the content of the reviewed material).</p>	<p>Documentation that includes a full copy of the abstract, and the conference programme with abstract referenced or acceptance letter from the conference organisers for published abstract.</p> <p>Evidence must show date, authorship, pagination, title, publisher, conference.</p>
Conference Abstract (published)	<p>An abstract published as proceedings, book of abstracts or journal (or similar publication venue)) and available independently of the conference at which it was presented. This form of abstract is often the only published version of the output, appearing as a 'mini-paper' containing an introduction/objective and methods, results and conclusions sections. This type of abstract would normally go through a</p>	<p>Documentation that includes a full copy of the abstract, and the conference programme with abstract referenced or acceptance letter from the conference organisers for published abstract.</p>

	<p>review process and is not the standard type of abstract submitted with a conference presentation.</p> <p>Where the abstract is accompanied or superseded by or a full paper in a published proceedings, this output should be entered in preference to categorising as an abstract output.</p>	<p>Evidence must show date, authorship, pagination, title, publisher, conference.</p>
<p>Conference Oral Presentation</p>	<p>Prepared, formal presentations delivered at an external conference (or symposium, meeting, forum or summit of national or international importance) with or without accompanying written form.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Keynote or plenary presentations to a conference. <p>Excludes:</p> <ul style="list-style-type: none"> • Role as panel or discussion member (or chair) at a conference • Opening or closing addresses that are not keynote or plenary presentations • Facilitation of workshops at conferences • Presentations at a conference that are summaries of discussions or papers presented at the conference. <p>NOTE: All the above can be categorised in the research contribution section of ROMS</p> <ul style="list-style-type: none"> • Presentations (formal and prepared) to peer groups at other institutions or to businesses (these should be recorded under presentation – non conference). • Presentations at Unitec for an internal Unitec audience only, such as the Unitec Research or Teaching and Learning Symposiums. <p>Where the oral presentation is accompanied by full papers in a published proceeding, these papers are included in the written category (Conference Proceedings) in preference to inclusion in this category.</p>	<p>Documentation that includes:</p> <ul style="list-style-type: none"> • Listing of the output in conference handbook, programme or website • OR confirmation letter from the conference organisers. • AND PowerPoint presentation/presenter's speaker notes (where available) <p>Note: It is not enough to include the url to the conference or conference programme, screen shots of the relevant on pages need to be uploaded as websites can expire.</p> <p>Evidence must show date and authorship.</p>
<p>Conference Poster</p>	<p>If the poster is accompanied by a full paper in a published proceeding, these papers are included in the written category (conference proceedings) in preference to inclusion in this category.</p> <p>A poster that appears at a conference as a poster only and is not published in the proceedings as a paper or abstract.</p>	<p>Documentation that includes:</p> <ul style="list-style-type: none"> • A copy of the conference poster • The conference programme listing the poster or confirmation letter from the conference organisers. <p>Evidence must show date, authorship, title, conference.</p>
<p>Conference Paper Published in Proceedings</p>	<p>Full papers published in the proceedings of a conference attended by the author(s) and available independently of the conference in which it was presented. Published papers would normally undergo editorial selection to be included in the proceedings. Do NOT include a separate output for an oral presentation delivering exactly the same research material at the conference. The year of publication, rather than the year of presentation, applies.</p>	<p>Documentation that includes:</p> <ul style="list-style-type: none"> • Title, imprint and contents page for the conference proceedings • Entire paper as published in the proceedings.

	Excludes papers that are provided only to conference participants and not to the general public	Evidence must show date of publication, authorship, pagination, title of paper, title of proceedings, publisher, editors (where applies)
Composition	An original published/publicly available score, first performance or first recording by a record label (on CD or DVD) of a musical composition. The composition can be part of a film, video, lyrics, multimedia composition or chant. Includes (but not limited to): <ul style="list-style-type: none"> • compositions created while being played, for example, electronic compositions, jazz improvisation • sound component of a film or video, exhibition, lyrics, multimedia composition or chant • commissioned works. Excludes: <ul style="list-style-type: none"> • repeat performance of the same work. 	Documentation that includes: <ul style="list-style-type: none"> • Musical score (electronic or scanned copy); • OR Audio recording (essential for electroacoustic composition); • OR Visual documentation such as photographs or video (if the composition is part of an exhibition) • OR copy of the film (if composition is part of a film) Evidence must show authorship or contribution, date of publication/public availability, length, venue (for performances), Publisher (for scores).
Design Output	A creative research/problem-solving output in the form of design drawings, books, models, exhibitions, websites, installations or built works. This can include (but is not limited) to: <ul style="list-style-type: none"> • Fashion/textile design • Graphic design • Interior design • Industrial design • Architectural design • Multimedia design • Other designs. 	Documentation such as: <ul style="list-style-type: none"> • plans or working drawings; • OR computer models; • OR animation of model outputs; • OR photograph or digital image; • OR video recording. Evidence must show date publicly available (opening and closing dates if applicable), authorship/ contribution, venue, sponsor or commissioner if applicable, scale.
Discussion / Working Paper (published)	A paper published, circulated or presented for discussion amongst peers (or that seeks public input on ways to address an issue). The paper may be commissioned by an organisation, published for consultation or produced as part of a working paper series to encourage suggested revision before publication. Working papers need to be available to an external audience.	Full copy of the working paper (electronic or scanned copy) Evidence must show date, authorship, title, pagination, venue (if applicable).
Dramatic & Literary Texts	A work of creative prose, poetry, dramatic text or a literary essay. Includes (but not limited to):	Electronic or scanned documentation of the output such as copy of the full text,

	<ul style="list-style-type: none"> • novel/creative non-fiction – a published prose narrative of considerable length • play – a published/publicly available script, first performance or first distributed recording of a play written (or co-written) by the author • poetry – a published poem or collection of poems, or a poetry recital where the work is new • screenplay – a published/publicly available screenplay, first public showing of the related film written (or co-written) by the author • short fiction/creative non-fiction or essay – a shorter work of short fiction/creative non-fiction, or a published essay • a short literary composition on a particular theme or subject, usually in prose and generally analytic, speculative or interpretative. 	<p>library catalogue record or letter from publisher.</p> <p>Evidence must show the date of publication, author (s), pagination, title, publisher.</p>
<p>Edited Book / Volume</p>	<p>Complete book published for external circulation or audience where staff member is an editor for the entire document. The publication can be in print or electronic form. The content of the book should include significant new research material.</p> <p>An edited volume is a published collection of chapters, conference papers, articles or essays by different authors, which have been compiled and/or edited by a single editor or multiple editors. The volume may include chapters, conference papers, articles, essays, introductions or commentaries by the editor(s).</p> <p>Includes edited conference proceedings and editing of special issues of journals where the issue editor is not the regular editor. Would normally have an ISBN or ISSN.</p> <p>Excludes: regular editorial work as a member of an editorial board, which should be listed as a research contribution.</p>	<p>Documentation should include a copy of the edited book or volume (electronic or scanned) or at least the Title, Bibliographic details and Contents pages.</p> <p>Evidence must show the date, editorship, publisher, title and pagination.</p>
<p>Educational Material</p>	<p>Textbooks professionally published and either commissioned for production, or sold for use by students for courses external to those offered solely at Unitec.</p> <p>Authoring status of sections and of the whole book should be unequivocal. They must be of significant merit and result from considerable scholarly effort. They could be in written and electronic form. They should be substantially externally moderated and edited for academic content, and evidence of this should be provided. Production of these materials is not necessarily the result of new knowledge creation but more the result of scholarship.</p> <p>Significant items only.</p> <p>Exclusions:</p> <ul style="list-style-type: none"> • Unpublished course notes used for study or teaching, whether at Unitec or elsewhere • Texts unavailable to a large and/or wide audience • Texts that are not sold, commissioned for preparation, or for which monetary gain does not accrue to Unitec from the external course for which it is provided <p>Texts for one-off training or teaching events.</p>	<p>Copy of the publication (electronic or scanned) or at least the Title, Imprint and Contents pages.</p> <p>Evidence must show the date, authorship, publisher, title and pagination.</p>

<p>Essay – Published (Unitec Only)</p>	<p>Must be published and accessible to an external audience. An essay is usually a short piece of research informed work often from an author’s personal point of view.</p> <p>The content of the review must be underpinned by research that meets the TEC definition of Research and contributes to a defined area of knowledge. In other words, new knowledge must be part of the essay, for example it might include a unique synthesis of current research (rather than only summarising the author’s point of view).</p>	<p>Full copy of essay including title and bibliographic details showing evidence of external distribution.</p>
<p>Exhibition - Solo</p>	<p>The objects/art work may have historical, cultural or scientific importance, or alternatively possess aesthetic qualities or extraordinary characteristics. Includes artwork publically presented in the form of site specific exhibitions, installations, interventions, performances. As well as commissioned artworks included in an exhibition as part of a biennale, national or international festival or other recognised art event.</p> <p>Where a piece of work has been included in multiple exhibitions the highest quality exhibition should be included as the research output. For example, if a piece of work first exhibited in a local, non-quality assured gallery is then selected for exhibition at a larger quality assured gallery or international exhibition, then it is the later exhibition that should be recorded. For PBRF purposes the scale and complexity of the exhibition should be commented on, and if touring, the extent of tour (national, international, number of venues, length of tour).</p>	<p>Documentation of the exhibition can include:</p> <ul style="list-style-type: none"> • A video or documentary photographs of the exhibition (required) • Exhibition catalogue (title and imprint pages at minimum) with authors works listed • Exhibition advertisements/posters • A letter from the sponsor / commissioner • Other associated documentation where valid. <p>Evidence must show the authorship, dates publically available, title of the exhibition, venue, sponsor, commissioner and scale if applicable.</p>
<p>Exhibition Group</p>	<p>- Same as above but for an exhibition that included multiple <u>authors</u> contributing objects.</p>	<p>Same as above, with an emphasis on providing evidence of degree of contribution.</p>
<p>Exhibition Curatorial Exercise</p>	<p>- A curatorial work undertaken by an academic to form an exhibition (including catalogues). The objects/art work may have historical, cultural or scientific importance, or alternatively possess aesthetic qualities or extraordinary characteristics.</p> <p>Includes:</p> <ul style="list-style-type: none"> • artwork exhibited in regional, national or international galleries, in dealer galleries or other sites of public presentation • artwork publicly presented in the form of site-specific exhibitions, installations, actions, interventions, performances • commissioned artworks included in an exhibition as part of a biennale, national or international festival or other recognised art events. 	<p>Documentation that includes:</p> <ul style="list-style-type: none"> • Exhibition catalogue (title and imprint pages at minimum) with list of works • Media advertisements • A letter from the sponsor / commissioner. <p>Evidence must show the curatorial status, dates of the exhibition, title of the exhibition, venue, sponsor,</p>

		commissioner or scale if applicable.
Film/video	<p>Research, creative or scholarly works in audio-visual form and likely to be first presented in a cinema, on television or online. The criteria for content is that it is original, of significant scholarly or artistic value and screened to an external audience. It is useful to provide a comment on the scale and complexity of the file or video.</p> <p>Includes (but is not limited to):</p> <ul style="list-style-type: none"> • ethnographic films • audio-visual presentations of research output • original work in film, television, multimedia • documentaries • screenings online or at festivals, theatres, galleries or other public venues • original contributions to cinematography, sound design, art direction, production and post-production, direction and other areas of specialty. 	<p>Documentation such as a catalogue listing, or a letter from the broadcaster that includes:</p> <ul style="list-style-type: none"> • date of release or broadcast • broadcaster • creator(s) and role(s) (for example, evidence that the person claiming the work was involved) • date release or broadcast, duration • current URL link to film/video (if applicable).
Intellectual Property	<p>Granted patents, copyrights, plant breeder's rights, trademarks, or registered designs on specific products or processes. Patents can have been granted in New Zealand or another country and must have been granted for the first time during the assessment period. The principles for non-traditional research output types apply.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • multiple rights for the same product or process, or applications for which no determination has been made on patent rights • pending or provisional patent applications. 	<p>Documentations that includes:</p> <ul style="list-style-type: none"> • Copy of the letter confirming the granting of the patents or trademark including date that patent/trademark was granted OR official online listing • A copy of the patent application form, showing the name(s) of the inventor (s). <p>Evidence must show date, role (for example, inventor), granting of patent, or trademark.</p>
Journal Paper	<p>A substantial work of scholarship published in an externally circulated scholarly journal that has an ISSN. In order to meet QA criteria the paper must be published in an appropriate quality assured periodical. If this criterion is not met it must be recorded as non-quality assured. Included in the non- quality assured subcategory could be 'academic' or scholarly articles in professional, commerce or trade journals. Non-quality assured articles should still meet the definition of research and contribute new knowledge to the discipline.</p> <p>Includes:</p> <ul style="list-style-type: none"> • original research in a scholarly journal, such as research notes that are refereed, or critical scholarly texts that appear in article format • review articles in scholarly journals that summarise the current understanding of a field • invited papers in journals where the journal's standard practice is to referee contributions 	<p>Documentation should include:</p> <ul style="list-style-type: none"> • The full journal article, as published in the journal (electronic or scanned copy) • A copy of the journal's bibliographic details (where these are not displayed on the article) • Current URL to journal online (if applicable) <p>Evidence must show date, authorship, title, pagination, journal title.</p>

	<ul style="list-style-type: none"> • refereed research articles in journals that are targeted to scholars and professionals • articles in a stand-alone series. • articles reviewed and recommended by Scientific Organisations or Peer Communities (Peer Community In (PCI) – is an example of a community of researchers in biology). <p>Excludes:</p> <ul style="list-style-type: none"> • addenda to previous published journal articles • articles designed to inform practitioners in a professional field, such as a set of guidelines or the state of knowledge in a field unless it clearly contains new research findings • articles in newspapers and popular magazines • editorials or letters to the editor • book reviews • case histories that are not full journal articles • commentaries / brief communications of original research • conference proceedings published in journals or special editions of journals • reviews of art exhibitions, concerts, theatre productions or other media 	
Monograph	<p>A monograph contains a single, substantial, self-contained paper on a significant topic. The treatment of the subject is detailed and scholarly. The decision to publish the paper as a monograph will normally be made by the author in consultation with the Head of their School.</p>	<p>Documentation should include:</p> <ul style="list-style-type: none"> • Copy of the monograph (where possible) • Copy of the title page and bibliographic details. <p>Evidence must show date of publication, authorship, pagination, title and publisher.</p>
Other (formerly General Media & Journal Other)	<p>Outputs that meet the TEC Definition of Research (see Appendix A) but do not fit into other categories. Outputs must be underpinned by research and while they may be included in the list of potential outputs below this does not mean that they will automatically meet the TEC Definition of Research. The onus is on the author to provide an explanation of why this was the most appropriate form for the research.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • Devices • reviews of performances, compositions, films • articles published in daily or weekly newspapers or non-scholarly magazines • editorials, letters to editor • brief introductions or prefaces to edited books • dictionary, encyclopedia entries • websites • broadcasts • interviews • non-chapter contribution to books eg. case studies, supplements 	<p>Electronic copies of any written documentation or commentary that demonstrates the presented outputs fall within the PBRF Definition of Research and the quality-assurance process where applicable.</p> <p>Evidence must show date, contribution, venue/publication details/place where made publicly available.</p>

	<ul style="list-style-type: none"> • letters to the editor. 	
Performance	<p>A live or recorded performance (by, for example, an actor, musician, dancer, conductor) to an external audience (must be advertised/open to the public, or broadcast to the public). The ‘author’ can have one (or more) of a variety of major roles (e.g. lead performer, director, writer) in the production and this should be specified within the one reference. The criteria for content would be that it is original and of significant scholarly or artistic value</p> <p>Includes (but is not limited to):</p> <ul style="list-style-type: none"> • performance in a play, musical, opera, concert, television or radio production • theatre productions (stage play, mime, circus, puppet show, variety act, comedy show) • concerts and recitals (music or dance) • broadcast performances and other modes of presentation • production of an audio/visual medium (such as CD or DVD recording) • mōteatea, oriori, haka, whaikōrero orations or waiata-a-ringa • artistic direction of a staged production • advisor roles in a theatre production (for example, design, dramaturgy). <p>Excludes:</p> <ul style="list-style-type: none"> • radio or television interviews • appearances in documentaries <p>productions with an internal audience only; repeat performances.</p>	<p>Documentation such as:</p> <ul style="list-style-type: none"> • Audio or audio-visual recording • OR transcription, script or score • Copies of any associated written documentation including theatre programme • OR letter from producer • OR press story or review. <p>Evidence must show the date (including opening and closing dates), role of the person within the performance, venue/location, basis of funding, scale.</p>
Presentation (non-conference)	<p>Prepared, formal oral presentations of original research, for the first time, to an external audience such as peer groups in ‘non-traditional’ research forums (e.g. hui, industry settings, forums, webinars, colloquia at other tertiary institutions). The event where presented must have been arranged for dissemination of academic research or discussion.</p> <p>When a non-conference presentation is commissioned, on letterhead of a professional body, learned society or government department, and on the basis of research expertise, that fact can be entered as a Research Contribution item. Such commissioning does not render a non-conference presentation quality assured. In the event that robust peer review of the presentation can be demonstrated, the output may count as quality assured.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Invited lecture in a named series that is prestigious within the discipline. • Whaikōrero, presentations at hui, wānanga. • Webinars which meet the definition of research (original investigation undertaken in order to contribute to knowledge and understanding and, in the case of some disciplines, cultural innovation or aesthetic refinement). 	<p>Documentation should include written evidence of context where the presentation was delivered, such as:</p> <ul style="list-style-type: none"> • letter from the event organizer • press story or review • OR a letter of attestation by a scholar of acknowledged repute. <p>Please include a copy of the power point or speakers notes where available.</p> <p>Evidence must show date, presenter, venue, title.</p>

	<p>Exclusions:</p> <ul style="list-style-type: none"> • Presentations of research proposals at Level 9 (master’s level) or less • Educational or training presentations to internal or external groups (e.g. teacher- student type relationships) • Information or unprepared presentations to any groups • Presentations at Unitec for an internal Unitec audience only such as the Unitec Research or Teaching and Learning Symposiums. 	
Report	<p>A published document (not in a journal or book) that has been commissioned, written by an individual or jointly by several authors and details the results of a research project. Alternatively, it may explore a technical/scientific research problem. The report may include recommendations and conclusions. The report details the results of research carried out for the external organisation or individual sponsor that funded or commissioned the research. The report may be confidential.</p> <p>External organisations may include but are not limited to: charities, commercial companies, local or national governments, United Nations or non-governmental organisations; reports written for, on behalf of, or in partnership with, iwi and hapū.</p> <p>Reports should:</p> <ul style="list-style-type: none"> • Be clearly the product of research, investigation, inquiry, scholarship, analysis, discovery, creativity, new knowledge, creation or the equivalent. <p>Excludes:</p> <ul style="list-style-type: none"> • submissions to select committees • progress or final reports on researcher-initiated projects regardless of funder, for example, progress or final report for a Marsden project • summary reports on activities for a review period. 	<p>Documentation should include:</p> <ul style="list-style-type: none"> • Full copy of the report (electronic or scanned) • Copy of commentary, peer- review or similar quality-assurance report if claiming QA status • Letter from the commissioner or sponsoring organisation. <p>Evidence must show authorship, title, pagination, delivery or completion date and commissioning body where appropriate.</p>
Scholarly Edition/ Literary Translation	<p>An edition of another author’s original work/body of works informed by critical evaluation of the sources (such as, earlier manuscripts, texts, documents and letters) often with a scholarly introduction and explanatory notes or analysis on the text and/or original author. This edition may include a translation of the original text(s) as well as significant literature containing interpretations of the text and/or original author and their context.</p> <p>Includes: Critical scholarly texts (for example, music, medieval or classical texts).</p>	<p>Documentation can include a electronic or scanned copy of the full scholarly edition/literary translation, or at least the title page and bibliographical details, or a library catalogue.</p> <p>Evidence must show date of publication, authorship, pagination, title and publisher</p>
Software	<p>Originally researched, created and published software (computer programs and their associated documentation, consisting of a set of instructions written by a programmer) or database products of commercial quality and offered for sale</p>	<p>Documentation can include:</p> <ul style="list-style-type: none"> • Software documentation such as a walk through in AVI format with

	<p>or distributed as shareware through a recognised publisher or distributor.</p> <p>Computer software released and copyrighted for general external use. Electronic copies of the software must be deposited with the central Unitec resource along with documented evidence of copyright and/or release.</p> <p>Includes:</p> <ul style="list-style-type: none"> • operating systems • utilities • application programs • interactive multimedia • video games • logic systems. <p>Excludes:</p> <ul style="list-style-type: none"> • programmed code scripted to enhance existing commercial software applications, programmes or procedures • databases of references or material for supporting research programmes of individual researchers. • non-released drafts (e.g. beta versions) • software developed for internal education purposes. 	<p>voiceovers or text overlays to identify significant features of the software's operation</p> <ul style="list-style-type: none"> • Record on publisher website or letter from the publisher/distributor. <p>Evidence in relation to software should address the uniqueness, impact and innovative nature of the development, rather than supplying the software itself.</p> <p>Evidence must show date, publisher (if relevant), scale</p>
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8.2 Appendix 2: Quality Assurance

When you add a new research entry in ROMS you will be asked to identify whether or not the output is Quality Assured.

The Tertiary Education Commission defines a quality-assured research output as any research output that successfully completed a formal quality- assurance process before its final version was first made available in the public domain.

This means the output has been subject to formal, independent scrutiny by those with necessary expertise or skills or both, to assess its quality. This may include, for example, its rigour, logic, clarity, originality, intellectual significance, impact, applications and artistic merit.

Formal quality-assurance processes vary between different disciplinary areas and output types. They include, but are not limited to:

- peer-review or refereeing processes undertaken by journals and book publishers
- other review processes employed by editors, editorial committees or publishers
- the selection of conference papers or abstracts and the refereeing of conference papers
- review processes specific to Māori or Pacific research processes or methodologies
- review processes undertaken by major galleries, museums and broadcasters
- review processes employed by users of commissioned or funded research (including confidential reports) including commercial clients and public bodies.

A non-quality-assured research output is one that:

- has not been subject to a quality-assurance process
- is currently in the process of being quality assured
- has been unsuccessful in completing a formal quality-assurance process (for example, it has been peer reviewed and rejected).

In summary, quality assured research outputs are outputs that have been through a peer review process or have been specifically commissioned.

8.3 Appendix 3: Research Contributions

The Research Contribution (RC) component within ROMS describes the contribution and recognition of a staff member's research and research-related activities.

The main purpose of the RC section in ROMS is to collate items to be included in this component of the Research Evidence Portfolio submitted to the Tertiary Education Commission during a Performance-Based Research Funding (PBRF) Quality Evaluation round.

- » The RC component is worth 30 percent of the total score for the Evidence Portfolio (EP) for the PBRF round.
- » Each EP can contain up to 15 items in the RC component

Staff may also choose to use this section within ROMS to record other research related activities, aside from Research Outputs, in order to support research funding applications etc.

8.4 Definition of a Research Contribution

The underpinning principle of the definition⁴ is that the Research Contribution component should reflect the broad range of activities and outcomes undertaken and/or achieved by a researcher relative to opportunity, and be appropriate to an individual's research discipline. It describes the contribution and recognition of a staff member's research and research-related activities. It provides staff members with an opportunity to demonstrate:

- » The esteem in which their peers, within and outside of Unitec/MIT, hold their research.
- » Their role and the contributions they make in creating a vital, high-quality research environment.
- » Any impact that their research has had outside academia.

Research Contribution items are indicators of a vital, high-quality research environment. They can also provide indicators of the social, cultural, environmental and economic benefits of the research including the advancement of mātauranga Māori. They can be local, national or international in orientation and impact.

8.4.1 Evidence of Research Contribution items

Evidence must be sufficient to validate the date/time period when the contribution occurred and that the contribution can be clearly attributed to person. The type of evidence will vary, depending on the research activity.

⁴ This definition is drawn from Performance-Based Research Fund Guidelines for tertiary education organisations participating in the 2018 Quality Evaluation (2018), Tertiary Education Commission, p. 80-81.

8.4.2 Types of Research Contributions

Research Contribution Type	Description	Examples of Indicators of this Contribution
Contribution to Research Discipline and Environment	Contribution to research discipline and environment items must reflect the staff member’s contribution to the development of their discipline or improvements to research capability and/or the research environment inside and/or outside of academia.	<ul style="list-style-type: none"> ○ Developing new discipline methodologies or knowledge ○ Developing new laboratories and/or organising new equipment ○ Leadership positions that increase capability, e.g. director of a laboratory or research facility, head, or deputy head, of school, department, centre or research group with a focus on research development or initiatives in that role. ○ Initiatives to grow mātauranga Māori and kaupapa Māori knowledge bases and capacity. ○ Initiatives to grow Pacific knowledge bases and capacity, including those that build non-Pacific researchers’ knowledge and understanding of Pacific research and paradigms ○ Membership of a research or postgraduate committee ○ Fostering internal or external linkages, cooperation, collaborative research and development with other departments, institutions or organisations ○ Support of research and development within professional bodies and industry ○ Organising or participating in departmental or institutional research seminars.
Facilitating, Networking and Collaboration	Facilitating, networking and collaboration items provide an indicator of the contribution the staff member makes to the research environment specifically through developing and supporting research networks and collaborations that develop their discipline or improve research capability inside and outside of academia	<ul style="list-style-type: none"> ○ Facilitating or organising conferences or other formal networks, such as symposia, meetings, workshops, seminar series, hui, fono, wānanga, online forums ○ Participating as a conference chair, track chair or session chair › partnering with iwi and Māori entities on shared research priorities ○ Partnering with Pacific entities and Pacific organisations to increase research capability in Pacific research and researchers ○ Membership of a conference programme committee, technical programme committee or conference panel ○ Director of a consortium or research group

		<ul style="list-style-type: none"> ○ Member of collaborations and consortia ○ Internal or external research collaboration ○ Fostering internal or external linkages, cooperation, collaborative research and development with other departments or organisations ○ Activities that improve research opportunities, such as working in collaborations or consortia ○ Hosting esteemed visitors.
Invitations to Present Research or Similar	<p>Invitations to present research or similar items provide an indicator of the staff member's reputation within and outside of academia, and, as such, these items are about invitations that are specifically based on the staff member's research reputation. The invitation can count as an indicator regardless of whether it was accepted. Staff members may want to indicate if the invitation was taken up.</p>	<ul style="list-style-type: none"> ○ Invitations to give a keynote address or plenary, or invitations to be a principal speaker or invited speaker ○ Invited membership of a research advisory, strategy, reference or working group, task force, or steering committee for an internal or external organisation ○ Invitations to present research to professional groups or organisations, or industry bodies ○ Invitations to develop iwi, Māori or Pacific community based projects ○ Invitations to produce a journal article, review paper, chapter or reprints specifically based on the staff member's research reputation ○ Invitations to overseas organisations or events ○ Invitations to work in an overseas institution ○ Invited or commissioned to create, perform or produce creative work ○ Invitations to contribute to Māori conferences, Māori development panels, Māori research hui and Māori advisory boards ○ Invitations to contribute to Pacific conferences, Pacific development panels, Pacific research fono and Pacific advisory boards ○ Invitations to present research to other non- professional groups, community interest groups, ethnic or cultural representatives.
Other evidence of Research Contribution	<p>Other evidence of research contribution may include other items that are not included in the research contribution categories but that demonstrate the contributions made, and esteem held, by a staff member and their research</p>	<ul style="list-style-type: none"> ○ Requests to provide or providing tenure references ○ The offer of a staff position for a new and emerging researcher ○ Producing reference materials, such as encyclopaedia and dictionary entries.

	within or outside of academia.	
Outreach and Engagement	Outreach and engagement items reflect the contribution the staff member makes to the wider community in New Zealand and/or internationally through their research-based expertise.	<ul style="list-style-type: none"> ○ Outreach activities ○ Community engagement ○ Contributions to public understanding of a particular issue or discipline ○ ‘Critic and conscience’ of society and debate in the discipline ○ Media coverage of research ○ Presentation of research to professional groups or organisations, or industry bodies.
Recognition of Research Outputs	Recognition of research outputs items reflect the esteem in which a staff member’s specific research outputs are held by their peers and other stakeholders. Recognition of NROs in the EP should be described in the NRO Description field.	<ul style="list-style-type: none"> ○ Positive commendations and/or reviews for the staff member’s research outputs ○ Metrics that relate to the assessment period, such as citation counts (excluding self-citation) ○ Other metrics, for example, those that relate to different forms of media, such as social media, number of downloads, Google Analytics ○ Acknowledgment by iwi and Māori leaders, kaumātua and kuia of contributions to Māori economic, social and cultural advancement ○ Acknowledgment and support by Pacific stakeholders of contributions to Pacific economic, social and cultural advancement ○ Selected for important or esteemed public-private collection or performance venue ○ Extended exhibition or performance dates due to demand ○ Reprints of the staff member’s research or repeated exhibitions or performances.
Research and Funding Support	Research funding and support items provide an indicator of the contribution the staff member makes to the research environment, or reflect the staff member’s esteem where the funding/support is competitive.	<ul style="list-style-type: none"> ○ Securing external contestable grants, for example, Marsden Fund grants ○ Competitive funding from the staff member’s own organisation ○ Funding from external organisations ○ Funding for research facilities or gaining competitive access to facilities ○ Competitive travel grants ○ Securing in-kind or pro-bono support to facilitate research including key people (including kaumātua and community engagement capability), resources, equipment and materials.

<p>Research, Prizes, Fellowships, Awards and Appointments</p>	<p>Research prizes, fellowships, awards and appointments items indicate the staff member's research reputation within and outside of academia, and, as such, these items are about selective memberships. Only elected/awarded memberships, fellowships, awards, appointments and so on should be included. Fee-paying only memberships are excluded.</p> <p>Activity as part of a standard membership of societies must be listed under 'Contribution to research discipline and environment'. Membership of funding committees must be listed under 'Reviewing, refereeing, judging, evaluating and examining'.</p>	<ul style="list-style-type: none"> ○ Best paper, poster or presentation awards and prizes for creative arts outputs ○ Adjunct appointment ○ Research fellowship ○ Industry secondment ○ Mandated iwi and Māori authority leadership roles mandated cultural leadership roles (for example, chairperson, church minister or honorific chiefly title) ○ Fellow of a professional body, for example, Fellow of the Institution of Professional Engineers New Zealand or Fellow of the Royal Society of New Zealand ○ Member of a society or academy with restricted or elected admission, for example, the British Society of Audiology.
<p>Researcher Development</p>	<p>Researcher development items reflect the staff member's contribution to the range of activities related to mentoring colleagues in relation to research development.</p>	<ul style="list-style-type: none"> ○ Mentoring and supervising other staff members including new and emerging researchers ○ Growing institutional support for, and the pool of, iwi and Māori researchers ○ Increasing institutional capacity for growing the pool of Pacific researchers ○ Supervising postdoctoral fellows ○ Head of department where there is a focus on researcher development activities while in the role ○ Research mentoring.
<p>Reviewing, Refereeing, Judging, Evaluating and Examining</p>	<p>Reviewing, refereeing, judging, evaluating and examining items provide an indicator of the esteem of a staff member may have amongst their peers.</p>	<ul style="list-style-type: none"> ○ Member of funding committee that reviews or evaluates funding proposals or grant applications member providing specialist or expert advice to a research advisory, strategy, reference, working group, task force or steering group ○ Member of a committee providing specialist or expert advice to, or for, a relevant external organisation member of an editorial board ○ External thesis examiner

		<ul style="list-style-type: none"> ○ Editor or guest editor ○ Invited to contribute to indigenous/first nation peoples development panels, boards and major programmes invited to be a member of a selection panel for awards and prizes ○ Reviewing a journal article, conference paper, book manuscript ○ Reviewing abstracts (as part of the selection of presenters) and conference proceedings (following selection) ○ Peer reviewer for industrial, commercial or government organisations.
Student Factors	Student factors items reflect the staff member's contribution to student-related activity, as well as esteem factors associated with the staff member's research students.	<ul style="list-style-type: none"> ○ Attracting, supervising and supporting students including but not limited to: <ul style="list-style-type: none"> – doctoral, Master's, honours research – Māori and Pacific students – summer research students and visiting research students – other high-quality postgraduate students ○ Assisting student publishing, exhibiting or performance research student placements ○ Supporting Māori students to connect with their iwi through mutually beneficial research ○ Supporting students to gain scholarships, prizes or awards ○ Supporting students to gain positive employment outcomes.
Uptake and Impact	Uptake and impact items provide an indication of the contribution the staff member's research has had outside of academia.	<ul style="list-style-type: none"> ○ Uptake/adoption of research by industry, iwi, Pacific, community or professional bodies nationally and/or internationally as standard practice or policy ○ Providing expert advice to the public sector, communities and/or the private sector, nationally and/or internationally, which informed or influenced policy and/or practice ○ Improvements to existing practices, policy, law, businesses, process or products ○ Commercialisation of research › contributing to economic prosperity, social or environmental well-being, innovation and entrepreneurial activity through the design and delivery of new tools, products, processes or services ○ Contributing to Māori social, economic and cultural advancement ○ Contributions to Pacific social, economic

		<p>and cultural advancement</p> <ul style="list-style-type: none"> ○ Evidence that the knowledge generated by the research is in use outside academia ○ Other technology and knowledge transfer › expert witness or testimony ○ Consultancy based on research expertise.
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8.5 Appendix 4: The Tertiary Education Commission’s (TEC) Definition of Research

Unitec uses TECs Performance Based Research Fund (PBRF) Definition of Research which follows:

Research is original, independent investigation undertaken to contribute to knowledge and understanding and, in the case of some disciplines, cultural innovation or aesthetic refinement⁵.

Research typically involves inquiry of an experimental or critical nature driven by hypotheses or intellectual positions capable of rigorous assessment by experts in a given discipline.

Research includes work of direct relevance to the specific needs of iwi, communities, government, industry and commerce. In some disciplines, research may be embodied in the form of artistic works, performances or designs that lead to new or substantially improved insights. Research may include:

- contributions to the intellectual underpinning of subjects and disciplines (for example, dictionaries and scholarly editions)⁶.
- the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products, communications or processes
- the synthesis and analysis of previous research to the extent that it is new and creative.

Research findings must be open to scrutiny or formal evaluation by experts within the field. This may be achieved through various forms of dissemination including, but not limited to, publication, manufacture, construction, public presentation, or provision of confidential reports.

Activities that are part of routine standard practice and do not embody original research are excluded, such as:

- routine testing
- data collection
- preparation for teaching
- the legal and administrative aspects of intellectual property protection and commercialization activities.

⁵ The term ‘independent’ does not exclude collaborative work.

⁶ The term ‘scholarly’ is defined as the creation, development and maintenance of the intellectual infrastructure of subjects and disciplines, in forms such as dictionaries, scholarly edition, catalogues and contributions to major research databases.