

RESEARCH OFFICE LAN NOTICE

CALL FOR 2014 RESEARCH OUTPUTS

The Research Office is pleased to announce that IRMANET is open for uploading of 2014 research output data. **Up-loads and submissions, and the correctness thereof are the responsibility of the researcher/s, author/s and/or supervisor/s.**

The table below describes each category of research output and explains the requirements for up-loading on IRMANET and submission to the University Research Office, Govan Mbeki Building, Westville Campus.

The reporting year on IRMANET must read:

DoE reporting Year*:

ALL SUBMISSIONS (IRRESPECTIVE OF CATEGORY) MUST BE
UPLOADED/ SUBMITTED BY 16 FEBRUARY 2015

CATEGORY	REQUIREMENT/S
Journal articles DHET accredited Journal articles with 2014 as final publication date DHET accredited Journal articles with 2013 as final publication date	<p>DHET accredited journals lists are available at: http://research.ukzn.ac.za/DoHETAccreditedJournals.aspx</p> <p>Up-load details of article on IRMANET Up-load pdf of the article on IRMANET Send photocopy of the relevant page/s of the article, containing the following information: title of the article, name of journal, volume, year of publication, page numbers, name/s of author/s and proof of author affiliation to UKZN to the Research Office, Govan Mbeki Centre, Westville Campus. This photocopy will be used in the external audit of the article.</p> <p>As above and must be submitted with a written motivation addressed to the RO Manager, indicating the reason for the late submission.</p>

<p>Books/chapters</p> <p>2014 Whole Books and Chapters in books</p> <p>Whole Books and Chapters in books with 2013 as final publication date</p>	<p>Up-load book/s and chapter/s details on IRMANET</p> <p>All books and chapters are evaluated by the college and must be submitted to the office of the College Dean of Research. Colleges will set their own internal deadlines for submission which will specify the requirements.</p> <p>As above and must be submitted with a written motivation addressed to the College Dean of Research, indicating the reason for the late submission.</p> <p>The College will submit the book/s and chapter/s and supporting documents to the RO, following college approval.</p>
<p>2014 Peer Reviewed Conference Proceedings</p> <p>Peer Reviewed Conference Proceedings with 2013 as final publication date</p>	<p>DHET List of Approved Conference Proceedings is available at: http://research.ukzn.ac.za/DoHETAccreditedJournals.aspx</p> <p>Up-load details of the proceedings on IRMANET.</p> <p>All peer reviewed conference proceedings are evaluated by the college and must be submitted to the office of the College Dean of Research. Colleges will set their own internal deadlines for submission.</p> <p>As above and must be submitted with a written motivation addressed to the College Dean of Research, indicating the reason for the late submission.</p> <p>The College will submit the conference proceeding/s and documents to the RO, following college approval.</p>
<p>2014 Local and International Creative Contributions</p>	<p>Up-load details of the creative contribution/s on IRMANET.</p> <p>Submit materials, together with two reviews/ assessments/ reports as well as a coordinating report by someone of standing in the field to Ms Buyisile Ntaka, Research Office, Govan Mbeki Building, Westville Campus.</p>
<p>2014 Book and Journal Editorials</p>	<p>Up-load details of the editorials on IRMANET.</p> <p>Submit relevant documents to Ms Buyisile Ntaka, Research Office (Govan Mbeki Centre, Westville Campus) for evaluation.</p>
<p>Supervision of Masters Full Research, Masters Course work and Doctorates who graduated in 2014</p>	<p>Supervisors are responsible for uploading the student graduation details on IRMANET. (Note Ms and Ds who graduated in 2014)</p> <p>The Research Office will use the Graduation booklets and official II records to validate the entries.</p>
<p>UKZN Staff who graduated with PhDs in 2014</p>	<p>No up-load on IRMANET is required.</p> <p>Staff members who graduated with a doctoral degree in 2014 are required to submit an electronic copy of their degree certificate to Ms Buyisile Ntaka, the Research Office.</p>

2014 Patents	<p>No up-load on IRMANET is required. Researchers are responsible for submitting patents to The Intellectual Property and Technology Transfer Office (IPTTO) in the Innovation Centre at InQubate, Howard College.</p> <p>The RO will obtain list of approved patents from the IPTTO.</p>
NRF Rating: rated in 2014	<p>No up-load on IRMANET is required (Data will be extracted from NRF, and there is no need to submit any document).</p> <p>A research productivity award will be given for a NRF rating received in the year 2014 effective 1 January 2015 in the following categories:</p> <p>First time A-rating: 100 PUs Improvement in rating between major categories: 100 PUs Retention of A-rating: 60 PUs First time rating in other categories: 60 PUs Improvement in rating within major categories: 60 PUs</p>

This information is required for the:

- Annual submission of subsidy claim to the Department of Higher Education and Training (DHET)
- Awarding of productivity units (PUs) and RPSG (research productivity support grant) to official UKZN staff
- Compilation of the Annual Research Report

Important

1. School Administrators should assist with uploading information onto IRMANET.
2. If staff, students' or postdoctoral scholars' details are not available on IRMANET, please email Wilondja Muzumbukilwa Muzumbukilwaw@ukzn.ac.za or Buyisile Ntaka Ntaka@ukzn.ac.za
3. Where students and/or postdoctoral scholars are authors, their UKZN registration number/s, as well as the name/s of supervisor/s must be provided with the hard/electronic copies of the submissions.
4. Where authors are staff and student concurrently, (for example, a lecturer who is completing a PhD) and in cases where postdoctoral scholars become staff members, such a staff member is hence up-loaded as a staff and not a student.
5. To effect a successful DHET claim, all IRMANET up-loads and submissions must be made by **16 February 2015**.
6. **To effect successful delivery of the RPSG letter, contact email address/es of researchers must be correctly reflected in the HR database (ITS). This is done via the college HR office.**

IRMANET LOGON PROCESS

To log onto IRMANET, please follow the procedure detailed below:

Using **internet explorer**

Go to UKZN website (<http://www.ukzn.ac.za/>)

Click on Research (<http://research.ukzn.ac.za/Homepage.aspx>)

Click on IRMA.net Login (<https://irmanet.ukzn.ac.za/content/ASP/ANUlogin.asp>)

Login

University ID:

Password:

Log on by using your Outlook/UKZN email username and password.

Research Office contact details

College	RO Contact	Telephonic	E-mail
AES HS	Mr Wilondja Muzumbukilwa	7224	muzumbukilwaw@ukzn.ac.za
Humanities L&MS	Ms Buyisile Ntaka	2031	ntaka@ukzn.ac.za

Research Office delivery details

University Research Office |Govan Mbeki Building| Westville Campus| University of KwaZulu-Natal

Research Office reception desk

Extension 7291

More information

On the different categories of research outputs may be found at <http://research.ukzn.ac.za/PoliciesProcedures.aspx> under Publication count 2014 documents which also provides relevant information on the submission of hard/electronic copies of documents for review/audit purposes.