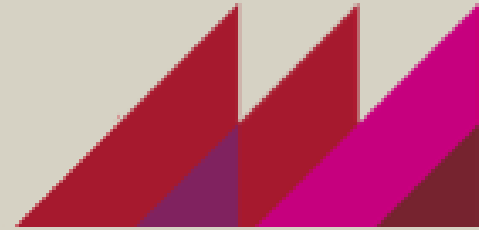


Research Hub

QUICK REFERENCE GUIDE

PURE RESEARCH MANAGEMENT SYSTEM



OPEN ACCESS AND FUNDING COMPLIANCE



OVERVIEW

This guide explains how to ensure research outputs (publications) are as openly accessible as possible (Open Access) and how to comply with Open Access policies of funding agencies (i.e. ARC and NHMRC).

Making research outputs as openly accessible as possible increases the impact of Macquarie's research on wider audiences and helps increase citation rates for our researchers.

You can find out more about Open Access at Macquarie University and its benefits in our [Open Access LibGuide](#).

Both ARC and NHMRC (as well as several other international funding agencies) have Open Access policies requiring that the research outputs resulting from funded research be made openly available to the public. Macquarie University also has an Open Access policy.

You can find out more about details of ARC and NHMRC Open Access policies, as well as Macquarie University Open Access policy following the links below:

ARC - <http://www.arc.gov.au/arc-open-access-policy>

NHMRC - <https://www.nhmrc.gov.au/about-us/resources/open-access-policy>

Macquarie University - <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/open-access>

To achieve maximum impact of your research outputs and comply with funding agency requirements please follow the process below.



IMPORTANT NOTE

This process is relevant for newly imported/added research outputs that are still in 'Entry in Progress' or 'For Validation' workflow stages (editable by users). For research outputs already 'Validated' by the Library (locked for editing by users), you will need to provide the citation and all the information required as described in the process below, including grant information and accepted author manuscript, via a OneHelp ticket (see 'Help' section at the end of this document) and the Library staff will add it to relevant research outputs for you.



PROCESS



STEPS

1. Go to <https://goto.mq.edu.au/myresearch> and log in with your **OneID** and **Password**.
2. Add research outputs either by importing potential research outputs Pure found for you using automated search, or following the instructions found in guides on the University [Wiki](#) (listed below):
 - [Add research output from an online source](#)
 - [Add research output from BibTeX RIS and CERIF files](#)
 - [Add a research output manually](#)

Once the research output is imported into Pure, in the editing window attach the '**accepted author manuscript**' version of the research output (also known as '**final accepted version**' or '**post-print**') following the steps **3 - 9** below.

TIP

'Accepted author manuscript' is the author's version of the manuscript of an article that has been accepted for publication and which includes any author-incorporated changes suggested through the processes of submission processing, peer review, and editor-author communications.

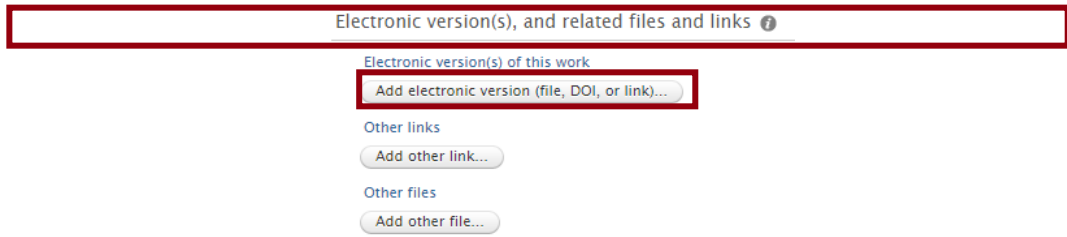
'Accepted author manuscripts' normally do not include publisher added contributions such as copy-editing, formatting, technical enhancements and (if relevant) pagination. For most commercial publishers, the final accepted version is the only one allowed to be uploaded into an open access repository under the publishers' copyright agreements.



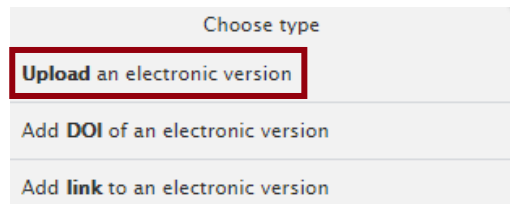
NOTE

Adding the '**Accepted author manuscript**' enables the Library to make research publications Open Access if permitted by publishers' policies, so **this step is very important**.

3. Scroll to the 'Electronic version(s), and related files and links' section and click “**Add electronic version (file, DOI, or link) ...**”



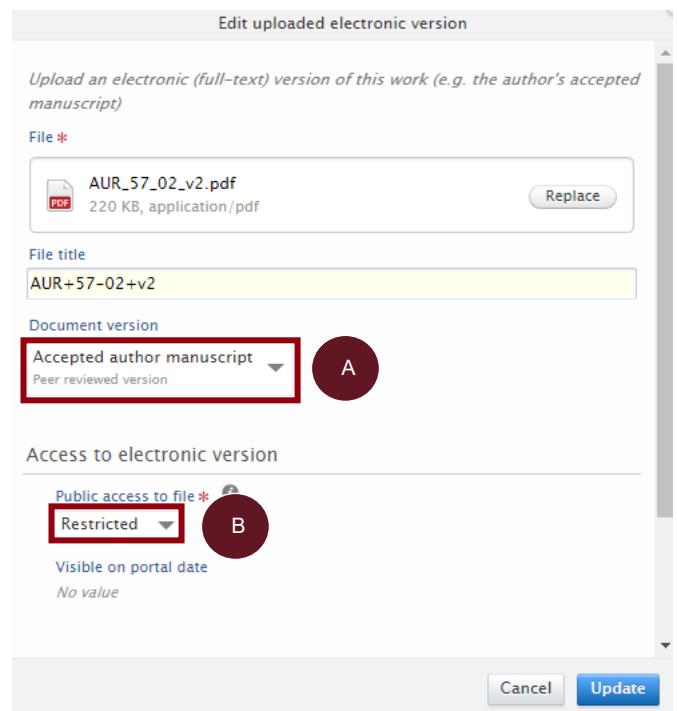
4. Select “**Upload an electronic version**”.



5. **Drag** the document or **browse** your computer for the document to attach the file.



6.
 - A. Select ‘**Accepted author manuscript**’ as the document version.
 - B. Set the ‘Public access to file’ to ‘**Restricted**’. The Library will change this to ‘Open’ during validation process if the publisher policies permit.

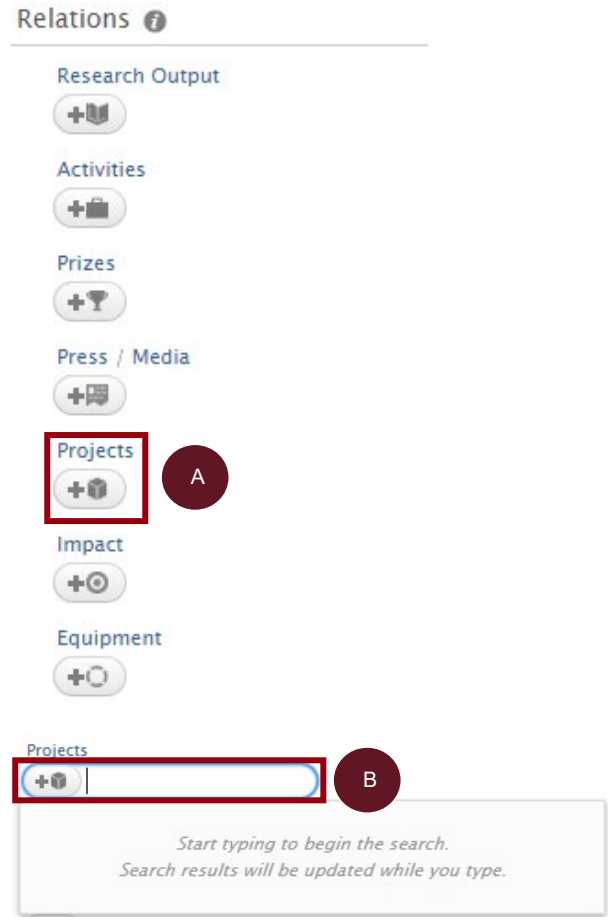


NOTE

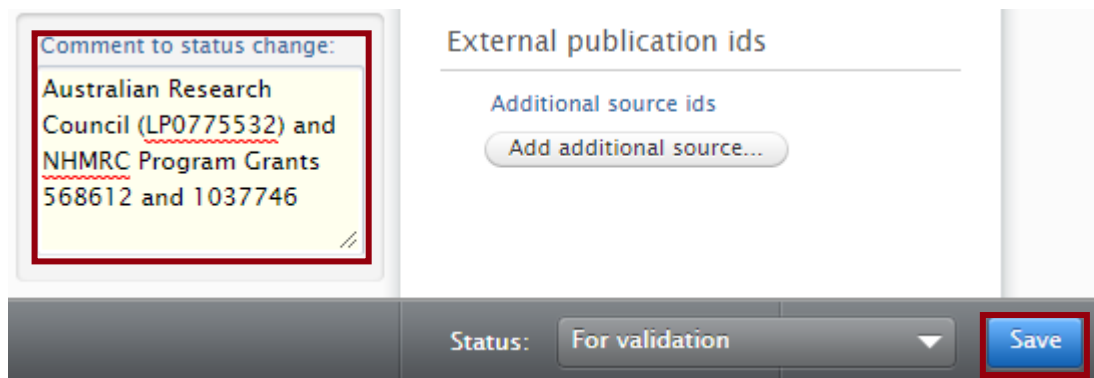
You are not required to populate other fields in the upload window above as the Library will check these and populate them as required.

7. If research output is a result of project that is listed in Pure, **link the research output to the project**.

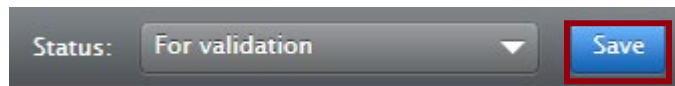
- a. Click the **Add project** button in the 'Relations' section.
- b. **Search for the project title** in the search bar.



8. If applicable, please **add a comment** in the box on the left side of the publication editing screen in Pure with the name(s) of the funding agencies and the associated grant number(s) that funded the research.



9. Click **Save** at the bottom of the window.



WHAT'S NEXT?

During the publication 'Validation' process in Pure, the Library will investigate options for making your research outputs Open Access. They will ensure that any conditions required by the publisher are complied with.

For additional help:



+61 2 9850-HELP (4357)



rms.support@mq.edu.au



Log a OneHelp ticket