INSTITUTIONAL REPOSITORY POLICY

CONTENTS

1 PURPOSE

1.1 This policy and procedure provides guidance to CQUniversity researchers and research higher degree candidates on the submission and dissemination of research outputs for CQUniversity's digital institutional repository, ACQUIRE.

1.2 CQUniversity's digital institutional repository provides information (metadata) and access (where possible) about research outputs produces by CQUniversity to meet various policy and grant requirements.

2 SCOPE

2.1 This policy and procedure applies to CQUniversity employees and research higher degree (RHD) candidates submitting items to Research Elements for deposit into ACQUIRE.

3 POLICY STATEMENT

3.1 Through ACQUIRE, the University contributes to a growing international corpus of refereed and other research literature harvested by internet search engines and available through the World Wide Web. This is a process occurring in universities worldwide through a number of global initiatives.

3.2 ACQUIRE supports the publication process for the following University's legislative, research grant and annual reporting requirements:

- Excellence in Research for Australia (ERA) which is an Australian Government initiative assessing research quality within Australia's higher education institutions using a combination of indicators, including publications and expert review by committees comprising experienced, internationally-recognised experts.

- National Health and Medical Research Council (NHMRC) is Australia's leading expert body promoting the development and maintenance of public and individual health standards and fostering medical research and training and public health research and training throughout Australia. The NHMRC Open Access Policy mandates the open access sharing of publications and encourages innovative open access to research data.

- [Australian Research Council](#) (ARC) is a Commonwealth entity within the Australian Government and was established as an independent body under the *Australian Research Council Act 2001* (Cwlth). "Any Research Output arising from ARC Funded Research must be made Openly Accessible within a 12 month period from the publication date" "either in an Institutional Repository or somewhere other than an Institutional Repository, for example through a publisher's website". This policy does not include research data and research data outputs.

- [Engagement and Impact (EI) Assessment](#) "will assess the engagement of researchers with end-users, and show how universities are translating their research into economic, social, environmental and other impacts."

- The [Australian Code for the Responsible Conduct of Research](#) requires that institutions "Support the responsible dissemination of research findings" and "Provide access to facilities for the safe and secure storage and management of research data, records and primary materials and, where possible and appropriate, allow access and reference" (Responsibilities of Institutions R7 & R8).

- Internal publication reporting processes.

Eligibility

3.3 To be eligible to submit to ACQUIRE, depositors must be a CQUniversity affiliated employee or RHD candidate at the time of publication, submission or reporting. Contributions may include researchers external to the University, if they are co-authoring with a CQUniversity author or are affiliated with the University at the time of publication.

ACQUIRE publications

3.4 The following materials will be accepted for submission in ACQUIRE:

- journal articles – refereed, non-refereed, editorials, book reviews, letter, etc.

- conference papers – refereed, non-refereed, accepted abstracts, poster sessions and powerpoint presentations

- books and book chapters from commercial, non-commercial, society and University publishers

- CQUniversity awarded research higher degree theses

- University publications such as books, working and discussion papers, government submissions, research reports and inaugural lectures

- creative works

- research data sets, statistics and surveys associated with research outputs

- proceedings from conferences hosted by CQUniversity

- journals supported by the University

- patents.

3.5 Researchers are encouraged to share data with as much breadth and depth as possible, while taking into account their ethical-legal obligations, and providing sufficient metadata to allow others to reuse their data.

3.6 ACQUIRE will collect, but suppress access to material in the following circumstances:

- commercial-in-confidence reports to external partners

- if the publisher requires it

- if the work proves scurrilous, plagiarises, is libellous or breaches copyright and

- Australian Government grants permission for data collection and reporting purposes.

3.7 ACQUIRE will not collect:

- administrative reports, such as the University annual report, meeting minutes, committee papers and/or similar material which are collected in the official administrative archives

- teaching and learning resources e.g. study guides
- output intended for commercialisation or individual royalty payment or revenue for the author or CQUniversity.

3.8 Publications may be removed from ACQUIRE if the author requests removal and the Deputy Director, IT and Library Services approves the request.

4   PROCEDURE

4.1 Items to be deposited into ACQUIRE must be submitted via Research Elements by a CQUniversity affiliated employee or RHD candidate.

4.2 Submission to Research Elements can be via manual entry or harvested from a small set of system enabled databases (list of databases available on StaffNet).

4.3 All research outputs within Research Elements must be claimed and nominated with the Higher Education Research Data Collection (HERDC)/ERA verification documents uploaded and attached to the record (a list of supporting documents is available on the Research Elements StaffNet page under 'Verifying Materials'). The author's accepted manuscript should also be attached.

4.4 A manual record must be created to inform additional data fields within the Research Elements record including the Field of Research Codes (FORs), Socio Enconemic Objectives (SEOs) and type of research activity prior to the review process beginning.

4.5 Once the submitter has claimed, nominated, and created a complete manual record of the publication record, and included all verifying materials, the Research Division and Library employees will review the submitted publication to assess reporting requirements and bibliographic details.

4.6 After review, the metadata for the publication will be available in CQUniversity employee profiles and deposited into ACQUIRE by Library employees with the appropriate ACQUIRE deposit licence.

4.7 Where possible, ACQUIRE will provide access to the open access version of the research output via Digital Object Identifier (DOI) or attachment.

4.8 Information relating to Research Element submission steps and support are available from the Research Elements StaffNet page *(available to employees only)*.

5   RESPONSIBILITIES

Compliance, monitoring and review

CQUniversity Library

5.1 Manages ACQUIRE and is responsible for:
- verifying online submissions, validating and enhancing associated metadata and ensuring research outputs are accurately displayed online
- reviewing copyright clearances to facilitate open access to research outputs wherever possible
- initiating and maintaining internet harvesting protocols for the University's research and scholarly output.

5.2 If permissions are not available the research output will be suppressed from public display.

Research Division

5.3 Responsible for Research Elements and verifying the eligibility of research publications to fulfil the University's annual and ad hoc research reporting requirements under legislation and other government initiatives. These include HERDC and ERA submissions.

5.4 Responsible for submitting their research outputs in an accurate and timely manner to ensure that the University's reporting deadlines and grant conditions can be met, as required.

5.5 As well as the published version of their publication, which is required to fulfil the University's legislative reporting requirements, authors should submit the author's accepted manuscript to Research Elements for deposit into ACQUIRE to enhance the online accessibility of the University's research quantum.

Management

5.6 Deputy Deans (Research) and Research Institute and Centre Directors are responsible for ensuring employees are aware of their obligations to submit research outputs to Research Elements for deposit into ACQUIRE.

5.7 The Chief Information and Digital Officer and Deputy Vice-Chancellor (Research) are responsible for monitoring, reviewing and ensuring compliance with this policy.

Reporting

5.8 No additional reporting is required.

Records management

5.9 Employees must manage records in accordance with the Records Management Policy and Procedure. This includes retaining these records in a recognised University recordkeeping information system.

5.10 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the Queensland State Archives website.

6 DEFINITIONS

6.1 Terms not defined in this document may be in the University glossary.

Terms and definitions

Author's accepted manuscript: the final draft version of the publication that has been peer reviewed and accepted for publication (including any edits suggested in the peer review process) but is NOT the proof of the final published version that has undergone copyediting, typesetting and branding

Research Elements: CQUniversity's reporting database which stores research publications of employees and postgraduate students.

7 RELATED LEGISLATION AND DOCUMENTS

Australian Code for the Responsible Conduct of Research

Australian Research Council Open Access Policy

Code of Conduct for Research

Engagement and Impact Assessment

Excellence in Research for Australia

National Health and Medical Research Council Open Access Policy

Research Elements StaffNet page *(available to employees only)*

8 FEEDBACK

8.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

9   APPROVAL AND REVIEW DETAILS

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Administrator	Chief Information and Digital Officer
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