USING IRIS TO MANAGE YOUR SCIENTIFIC PRODUCTION

IRIS is an IT solution that facilitates the collection and management of data related to the scientific production. IRIS provides researchers, administrators, and evaluators the tools to monitor the results of the research, increase their visibility and allocate effectively the resources available. By managing your research products with IRIS, you keep your Cruscotto up to date. This way you give valuable information to the department and the institution about the status of your research and scientific production that is used for consultation and evaluation of the PhD students.

HOW TO GET THERE?

Login into SITO dei Servizi Web dell'Amministrazione with your PhD account (name.lastname@polito.it) and follow the path below:

Servizi Online “MyPoli” / Servizi Individuali “La mia Ricerca” / “Le mie pubblicazioni” / Accesso al catalogo della Ricerca – IRIS (inserimento/modifica pubblicazioni)

Eventually, the IRIS personal portal can also be accessed from: https://iris.polito.it

FIRST LOGIN

In order to use the IRIS portal, it is necessary to have an ORCID ID, which is a digital identifier that distinguishes you from every other researcher. The first time you enter into the IRIS catalogue, you will be asked to sign up using this ID.

Clicking the “Crea un nuovo ORCID” button, opens the registration form to sign up, while the “Associa il tuo ORCID” lets you login with your personal ORCID (if you already have one). After compiling the form, the ORCID system will ask you to authorize the access to your record from the “IRIS Polito” system.
After authorization, in case of creating a new ID, the ORCID system checks if there is already a person that might match your personal data. Check carefully those profiles to be sure that you do not own an ID created by an institution associated to your past research work.

**DESKTOP IRIS**

After the login, the IRIS Desktop is opened:

The desktop is divided in three main tabs: My records (“Le mie registrazioni”), Products to be recognized (“prodotti da riconoscere”), Recognitions to be validated (“Riconoscimenti da validare”):

- List of the products loaded by you, and those where you are already a recognized author.
- List (automatically generated by the system) with products that might be yours. Once you perform the self-recognition, the products move to the “Le mie registrazioni” tab.
- List of products loaded by you that are still pending for self-recognition from the co-authors. Once they recognize themselves, you must accept or reject their self-recognition.

**UPLOADING PUBLICATIONS**

By clicking the button “Nuovo prodotto” a wizard to introduce a new product starts. As a first step, it is required to choose the type of publication and the method that will be used to upload the new product. The upload of the product can be done manually (“Default mode Submission”) or through “Free Search” (by inserting the title and year of a product), “Identifier” (using PubMed, Scopus, arXiv, DOI, CiNii, ISBN) or by uploading a file (formats: pubMed, arXiv, crossRef, bibTex, endnote, cvs, isi, tsv, ris, and CiNii codes).
In the last three cases, the system extracts information about the products from external databases, avoiding the tedious work of copying and pasting all data fields. Please check that the information were correctly imported.

It is strongly recommended to enter the data very carefully, in order to guarantee the correctness and completeness of the data. It should be kept in mind that the once the uploading process is finished, the author can no more modify the publication. Therefore, the author should enter all the fields according his/her best knowledge, not only the mandatory ones.

**Reporting of potential duplicate in submission**

If, during the check of a new product, the system detects a possible duplication, among the proposed actions there will be the possibility of self - recognition of the user through the "Auto-riconoscimento" button. Please pay attention not to duplicate any existing product.

**AUTHOR RECOGNITION**

After filling out the metadata of a product, the next step is the recognition and association of the authors affiliated to the institution. This can be done in four different ways.

**Manual input**

This mode is based on auto-completion. The available names include the official name enrolled in the institution and the variants managed by IRIS (that can be specified by users into their profile).

**Multiple facilitated input**

The main application of this mode is a “copy & paste” performed directly from the list of authors in a publication. Is not intended to receive the names written manually, it’s necessary to follow a formatting determined by the most common bibliographical standards: comma as separator between surname and name, and a semicolon to divide different authors (“Surname 1, Name 1; Surname 2, Name 2;...”).

This mode allows the recognition of all the internal authors of the institution in a single operation. In the submission step, by clicking on “Effettua riconoscimento multiplo automatico”, a text area where the names can be written, appears. By clicking in the “elabora” button, a detection of possible matches is performed. By doing so, a search through IRIS database is done to find matches within the institution database, and in the end the submitted list is reformatted according to the standards defined by the institution.
The recognition of the authors is extremely important. For administrative reasons, it is recommended that the owner of any publication belongs to Politecnico staff (professors, researchers). For a new publication, it is mandatory to recognize all the authors inside Politecnico.

**Self – recognition**

It can be done through three different ways:

- Spontaneous recognition by the user, from the publication form.
- From a suggestion prompted by the system in the tab “Prodotti da riconoscere”
- From a possible duplicate warning associated to a submission attempt.

If the loading process of a publication is not finished (and it is saved as a draft) the self-recognition cannot be done and the responsible of the publication should be contacted.

**ATTACHMENT AND OPEN ACCESS**

It is always mandatory to upload the PDF version of new publication as attachment, even if there is no open access to it. During the upload process, it is required to define if the attachment can be open to public (open access) and the associated license. More information related to the open access policy can be found at the link [http://www.biblio.polito.it/open_access](http://www.biblio.polito.it/open_access).

**STATUS OF THE PRODUCTS**

Once a product is loaded, it is sent to the Ministry (MIUR) website (“Sito Docente”) for verification. After uploading, the status of each product appears in the column “MIUR” of the desktop. Possible states are:

- **successo**: The product has been successfully sent to the official MIUR pages of all the authors that are properly recognized.
- **da (re)inviare**: The publication has not yet been processed.
- **errore**: The publication has been rejected by the “Sito Docente”; clicking on this button will display the cause of the error.
- **N/A**: The publication is in provisional state, as it is saved as a draft.
- **disattivo**: Synchronization with the “Sito Docente” is not active for a given publication. Each author can activate it on an individual basis using the "Enable Synchronization" in the "Actions" menu. In case of PhD Thesis, synchronization is always disabled.
POSSIBLE ACTIONS FOR A PRODUCT

From the IRIS desktop, the tab in the column allows to perform some operations on specific publication, depending on its state and of the tab where you are.

Some of the possible actions are:

- Re-submission to the MIUR website (only final products).
- Display of the product.
- Display of the public version of the product.
- Display of product history
- Send an e-mail to the manager of the product.
- Change a product (only temporary)
- Delete a product (only temporary)
- Self-recognition of a product
- Validate a self-recognition (only card manager)

For more details about IRIS (in italian) visit:

- Tutorials: https://wiki.u-gov.it/confluence/pages/releaseview.action?pageId=51810588
- Quickstart guide: https://wiki.u-gov.it/confluence/display/public/UGOVHELP/Prontuario+d%27uso
- Desktop: https://wiki.u-gov.it/confluence/display/public/UGOVHELP/Desktop+prodotti
- Products upload: https://wiki.u-gov.it/confluence/display/public/UGOVHELP/Inserimento+nuovo+prodotto