**Status information on IRMA**

The status function was first used on IRMA with the 2009 publication collection. You will not see a status next to publications from previous years.

Status function assists with the workflow of publications through the process of creating a new record, the research portfolio (RP) working through the records to check if all required information and documentation is provided, RP identifying missing information or documentation and requesting this from the local administrator, records that have all required information and documentation going to an assessor to check that the research content meets HERDC specifications and then finally accepted the publication record for the HERDC collection and calculate points.

**Status**

**New**

When a record is first created it is in the status New.

Once the local administrator feels that all the required information and documentation is provided and the record is ready to be checked by the research portfolio team, they can go into the Documents tab and click the tick box at the top of the screen for New records:

New records only. When this record is ready to be checked for HERDC eligibility - tick this box

This will automatically change the status from New to Verification required.

**Forthcoming**

This status is used by the Research portfolio team to record a publication that has been identified but not published yet.

**Verification required**

The research portfolio team will work through all records in this status to check that all the required information and documentation needed to claim the publication for HERDC are provided.

**Verified**

This status indicated that all required information and documentation to claim the publication for HERDC are provided. It will now go to an assessor to check the research content.
Incomplete

This status indicates that some information or documentation required to claim the publication for HERDC is missing. There should be a note in the Notes tab indicating what information or documentation is still required, missing or not clear. The Local administrators should be checking these regularly.

Once the missing information or documentation is collected and attached to the record, the local administrator can indicate that additional information or documentation has been supplied by clicking on the tick box in the Notes tab for Incomplete records:

This will change the status from Incomplete to Additional docs supplied

Additional docs supplied

This status indicates that the local administrators have added requested information and/or documentation and feel that the record is ready to be checked again.

Assessed

Indicates that an assessor has check the research content of the publication and it meets HERDC research criteria

Assessed pending

This status is used by the Research assessor to assist with the processing of their work. A publication in this category simply means that it is in the process of being assessed.

Complete

This status indicates that the publication has all information and documentation required to claim for HERDC. It has also been checked that the research content meets the HERDC specifications and therefore has been accepted as part of the HERDC collection for the relevant year.

It should be green and there will be points calculated in the Summary tab of the publication record.

Assessed info required

This status indicates that the publication does not appear to meet the HERDC research content criteria and assistance is needed to show that it does
Assessed – Research content info requested

This indicates that the research portfolio has requested assistance from authors/local administrators to show how the research content meets HERDC guidelines.

Contested

There is a Contesting Committee held each year for any author who does not agree with a decision that leads to their publication not being included in the HERDC collection. This status indicates a record that has requested to go to the Contesting Committee.

Other

This status is used as the final status for all publications not claimed for HERDC and in non-HERDC categories. This status indicates that the record has been checked and confirmed that it is not a HERDC publication.