A checklist for what I need to add to LUCRIS for the RQ20 evaluation of CEC

1. Research output 2014->
Everything index in Scopus affiliated to Lund University is added centrally!
But always have a look, besides that please add:

• Other scientific peer-reviewed publications and e.g. books etc. (not indexed in Scopus)
• Peer-reviewed conference papers
• Any Immaterial property rights or applications (added as Patent)
• Public impacts through for instance textbooks, debatearticles (added as any research output with publication category “Popular science”)
• Your Doctoral thesis

2. Affiliate your own and your collaborators affiliation correctly. Is the publication/activity/project an CEC output?

• Yes, do nothing
• No, un-tick the CEC affiliation
• Do not touch SRA affiliations

3. Relate your publication/activity/project with project/funding/publication

4. Activities and projects 2014->
Research related activities and projects should also be added in order to visualise collaborations and impact.
Please add:

• Conferences and seminars arranged, organized or partipated
• Hosting external visitors (duration more then two weeks)
• Research impact to the public realm, e.g. through supporting government in setting policy or standards
• Public impacts through for instance media, textbooks, conferences, popular science presentations and policy lobbying
• Contract education / Commissioned education
• Important collaborations or strategic alliances with companies, institutes or other organizations (added as Projects with information about the collaborators and their affiliations).

Do once!
Personal profile:
• Information about degrees (add under “Education/Qualifications”)
• Have you been employed or engaged by industry or industrial research institutes? (Add under as “Positions outside LU and previous positions”)

You find Lucris here https://www.staff.lu.se/administrative-systems
And how it is displayed in the Research Portal ex. https://portal.research.lu.se/portal/en/persons/henrik-smith(d4a1e5c7-2688-45e2-b5c6-595a4e3316dc).html
An extended checklist is found in the manual: SRA & LUCRIS: A HOW-TO-GUIDE https://www.staff.lu.se/sites/staff.lu.se/files/sfo_lucris_researchers_how_to_guide.pdf
For help, hands-on workshop or guiding do not hesitate to contact Lina Nikoleris (lina.nikoleris@cec.lu.se)