

RESEARCH PUBLICATION MANAGEMENT SYSTEM (RPMS) USER GUIDE

VERSION 1.2 UPDATED December 2021

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OVERVIEW OF THE RESEARCH PUBLICATION MANAGEMENT SYSTEM

The Research Publication Management System (RPMS) is designed to enable researchers to capture their publications on an online platform in preparation for submission to the Department of Higher Education (DHET) for subsidy consideration. Currently the RPMS caters for four different types of research outputs namely:

- Journal articles
- Conference proceedings
- Book chapters and
- Full books.

In the future, the system will also be used to capture the creative research outputs.

To capture outputs successfully, three types of information are required. These must be available, and readily accessible at the time of capturing the outputs as all fields must be completed before an output is saved to the system.

REQUIREMENTS FOR LOADING OUTPUTS SUCCESSFULLY

1. Author information (staff or student number + ORCID for each internal author)
2. Publication Information
3. Supporting documentation/Attachments (PDF of the publication as well as any supporting letters).

GLOSSARY OF COMMONLY USED TERMS

Author Affiliation: The subsidy for research outputs follows the institutional affiliation of the authors, and therefore assumes that this is where the research was carried out.

Internal author: refers to an author with a Nelson Mandela affiliation at the time of publication. Internal authors include academic and PASS staff, students, postdoctoral fellows, research fellows, research associates and HEAVA appointees.

Internal author Other: refers to authors who do not have a staff number but his / her research is funded by Nelson Mandela University. The author may be based at another national or international institution but has done the research in collaboration with researchers from Nelson Mandela University. These authors may show affiliation to Nelson Mandela University. If affiliation is not shown on the publication, a declaration must be provided confirming that the research was Undertaken in Collaboration with the Institution

Number of internal authors: will auto-populate once details are added. ALL Nelson Mandela internal authors must be added. SEARCH for the applicable name either by staff number or Surname. Search by staff or student number is quicker.

If system cannot find the author name (staff/student/RA/PA/HEAVA), contact Research Support and Management

Number of external authors: number of authors not affiliated to Nelson Mandela University.

- If more than 5 external authors: (for system to calculate accurate units)
 - ✓ At No. for external authors, insert the total number of external authors
 - ✓ At section to load external authors you may load 5

Publication: means the actual output e.g. the journal article or book chapter. There are four types of publication types:

- Journal articles
- Book chapters
- Books
- Conference Proceedings

Publication title: refers to the title of the publication (output).

Publication year: is the year the output was published.

- **DHET Reporting year (N):** this is the year the publication will be submitted to DHET.
- **N-1:** If DHET reporting year is 2022 (**N**), DHET will recognise 2021(N-1) Publications for subsidy consideration
- **N-2:** Late publications not submitted during DHET reporting year. If DHET reporting year is 2022, 2020 publication not submitted in 2021 reporting year will be considered. A declaration confirming that publication was not submitted during the year of claim must be provided.

Queries to be directed to rpms@mandela.ac.za or Elizabeth.Maqhubu@mandela.ac.za

Please allow for 24 hours response time.

SECTION A: FUNCTIONS OF THE RPMS

1. LOGON PROCESS

Please select this link <https://webapps.mandela.ac.za/rpms/>

If connecting from off campus, please connect to VPN before selecting the above link.

Please contact ICT Help desk (Helpdesk@mandela.ac.za / 041 504 3000) for VPN assistance

FIRST TIME USERS:

- i. Click on the **Account Tab**. The screen below will appear reflecting your computer username with **Logon Screen**

The screenshot shows the 'Account - Manage Account' page. The navigation menu includes Home, Books, Chapters, Conference Proceedings, Journals, Other, Account, and Help. The main content area is titled 'Account - Manage Account' and contains 'User Details' with fields for Username (MANDELA\rpmsTestUser) and ORCID ID (0000-0002-0522-2513). A link to create an ORCID ID is provided. There are 'Save' and 'Cancel' buttons at the bottom.

- ii. If logging on for the first time, the ORCID field is blank.
- iii. Please insert your ORCID in this field. If you do not have an ORCID ID please create an ORCID by clicking this link <https://orcid.org/register> and Click save

2. HOME SCREEN Gives you the option to add a **Book Publication** (Whole book publication); **Chapter in book**; **Conference Proceeding Publication** and **Journal Article Publication**.

- i. It is advisable to do a **key word** search before you attempt to add a publication.
- ii. If the publication does not exist "**no matching records found**" will be displayed.

Home Screen

The screenshot shows the Home Screen with navigation tabs: Add a Book Publication, Add a Chapter Publication, Add a Conference Proceeding Publication, and Add a Journal Publication. Search filters include Publication Year (2020) and DHET Reporting Year (2021). A search for 'Malnutrition' is shown, resulting in 'No matching records found'. A callout box explains that the key word 'malnutrition' has no matching results applicable to all publication types.

NMU Reference	Internal Authors	Type	Publication Title	Subsidy Publication	Type Locked	Read Only
No matching records found						

- Key word **malnutrition**
- No Matching Results Applicable to all Publication Types

3. **DUPLICATE SEARCH:** Matching result found (e.g. Keyword “test” inserted in the screen shot below will list all publications with the word first). This is applicable for all publication types (Journals; Books; Chapters and Conference Proceedings)

i. Please do not re-enter the publication if already loaded. If there are errors, please contact the Research Office rpms@mandela.ac.za or Elizabeth.Maghubu@mandela.ac.za or the researcher who loaded the publication, to correct the entry. This will avoid duplication.

The screenshot shows the 'Home' page of the RPMS system. At the top, there are buttons to 'Add a Book Publication', 'Add a Chapter Publication', 'Add a Conference Proceeding Publication', and 'Add a Journal Publication'. Below these are filters for 'Publication Year' (2020) and 'DHET Reporting Year' (2021). A search bar contains the word 'test'. The search results table shows two entries for 'PJ Test Letter of Appointment Zembylas'. A callout box on the right provides instructions: 'Key word test', 'Showing 1 to 2 of 2 entries Matching Results Applicable to all Publication Types', 'This is Cycle Specific (DHET Reporting year)', and 'Selecting the drop down, e.g. next to NMU-J-2566, will reflect the name(s) of the internal authors and the weighting.' The 'Weighting' column for the first entry is circled with the value 0.5. At the bottom, it says 'Showing 1 to 2 of 2 entries (filtered from 1,011 total entries)'.

ii. If the publication does **not** exist, please select the relevant tab to **Add** your publication

4. **TO EDIT / VIEW / DELETE PUBLICATION** (Journal example)

i. You may go directly, to the **Journals tab and click on Publications**. As a user, you may **not** edit or delete or edit a publication loaded by another user.

ii. You may also **add/create** a new publication whilst on this screen. Select the relevant publication type.

The screenshot shows the 'Journals - Publications' page. The 'Journals' menu is highlighted, with a sub-menu showing 'Home', 'Publications', and 'Management'. The 'Add' button is also highlighted. The search results table shows four entries with columns for 'NMU Reference', 'Publication Title', 'Journal Name', 'Publication Year', 'DHET Reporting Year', 'Status', 'View', 'Edit', and 'Delete'. The status for the first two entries is 'Rejected' and 'Locked for Auditing', while the last two are 'Not Validated'. At the bottom, it says 'webapps.nmmu.ac.za/rpms/JournalPublication# (filtered from 774 total entries)'.

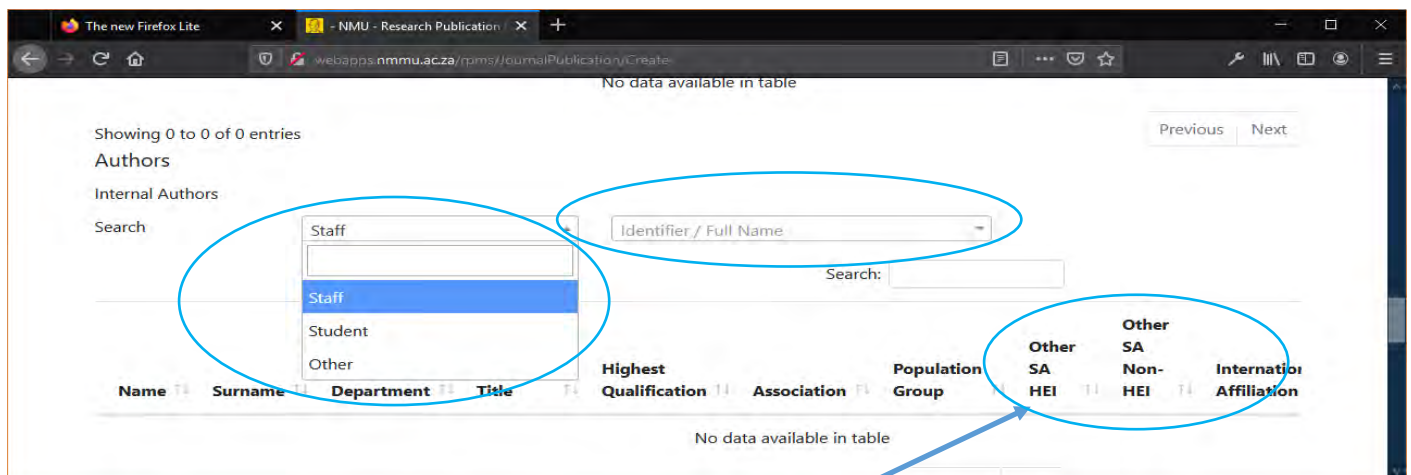
5. LOADING AUTHORS (Internal and External)

5.1. INTERNAL AUTHORS: are authors for whom we may claim subsidy (i.e. research affiliation to Nelson Mandela University {NMU} authors who qualify for DHET subsidy).

There are **3 internal author roles, search fields: Please select to correct role.**

- i. **Staff:** permanent or contract staff with a staff number (**includes RAs & HEAVA**)
- ii. **Student:** student will have a Nelson Mandela University student number
- iii. **Other:** Authors who do not have a staff number but his / her research is funded by NMU, The author may be based at another national or international institution but has done the research in collaboration or funded by NMU.

Screen Load internal author: Please remember to scroll all the way to the right of the screen to complete all fields. The system will not allow you to proceed if there are missing fields.

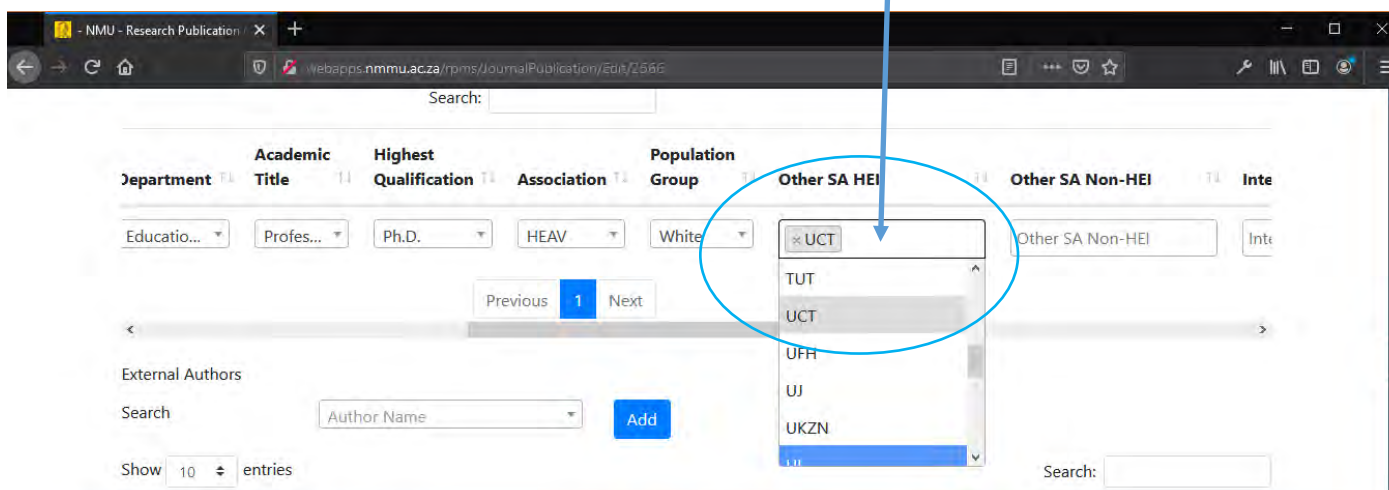


5.2. JOINT AFFILIATION (i.e. affiliation to NMU and another SA HEI)

- i. Please load as internal author.
- ii. Please select the affiliation type (i.e. other **SA HEI, Other SA Non HEI or International Affiliation**)

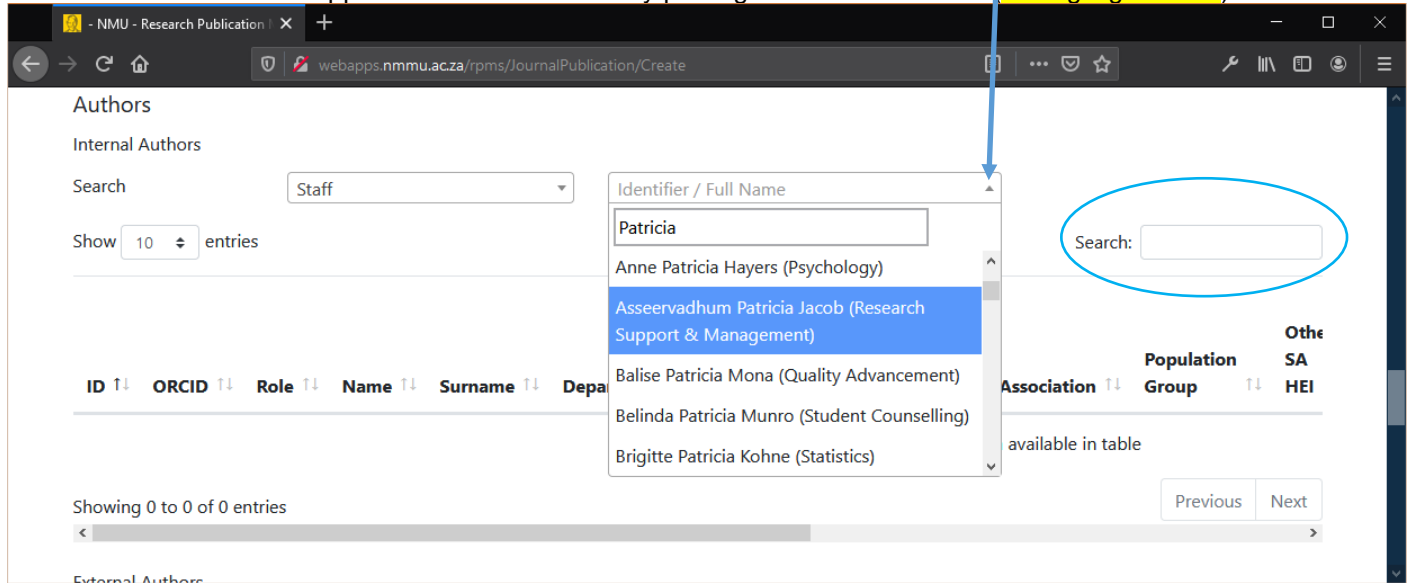
Selecting Joint affiliation (affiliation to NMU and another SA HEI on the publication)

- iii. Place cursor in blank **space**
- iv. Select Institutions from drop down could be more than 2 other SA HEI, repeat the process and select the 2nd other HEI. **Please do not select NMU as this auto populates from your HR status.**



Searching for author under identifier / full name:

- i. Click **^**
- i. The search box will open for you to enter the first name or the surname or **staff No**
- ii. List of names will appear. Select the author by placing cursor on the name **will highlight –Blue**

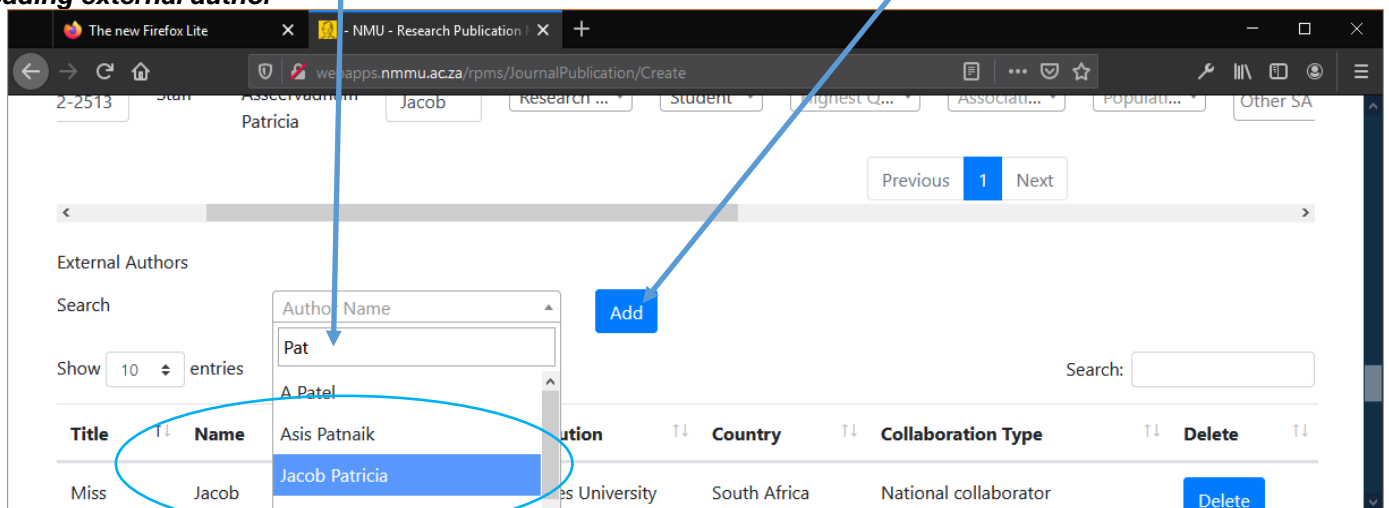


Please contact the Research Office at rpms@mandela.ac.za or Elizabeth.Maqhubu@mandela.ac.za should you not find the authors you wish to select under the **Identifier / Full Name** field (applicable to all 3 internal author roles)

5.3. LOADING EXTERNAL AUTHORS

- An option exists to **search** for an existing author (external authors already on the system). Enter Key word search
 - **If author exists: Please select the relevant author by Placing the mouse on the author name (highlighted in blue)**
 - **If the author does not exist, you may create an author by selecting **Add**.**
 - Clicking Add will allow you to create the author by completing the required fields. Please remember to save once completed.
 - After you click save you will be taken back to the screen to search and select the external author
- MORE THAN 5 external authors: Load 5 authors. Please insert the correct number of external authors (see screen shot on No of external authors)**

Loading external author

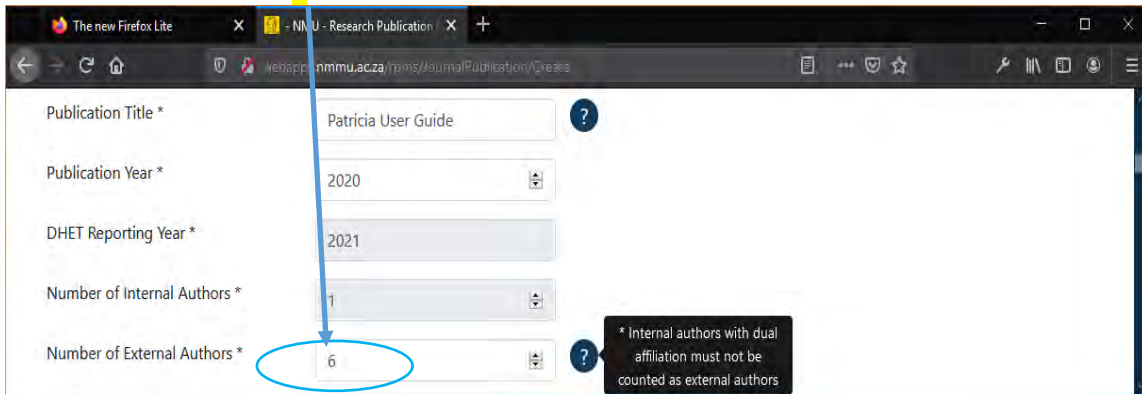


5.4. NUMBER of AUTHORS: This defines the DHET subsidy calculation.

Internal authors: Automatically populated after loading all internal authors

External authors: Please insert the correct number of external authors.

- Internal authors with dual affiliation must not be counted as external authors, but their additional affiliation can be specified as indicated in section on joint affiliations.
 - ✓ If there are more than 5 authors (e.g. 6 external authors)
 - ✚ Load 5 authors
 - ✚ Insert **6** under Number of external authors

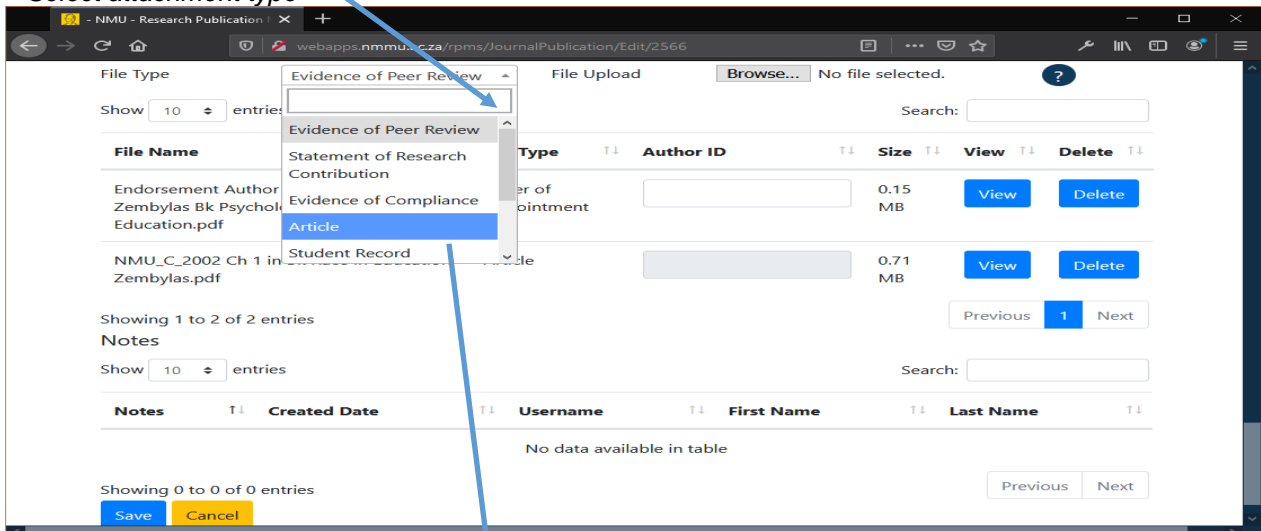


6. UPLOADING ATTACHMENTS

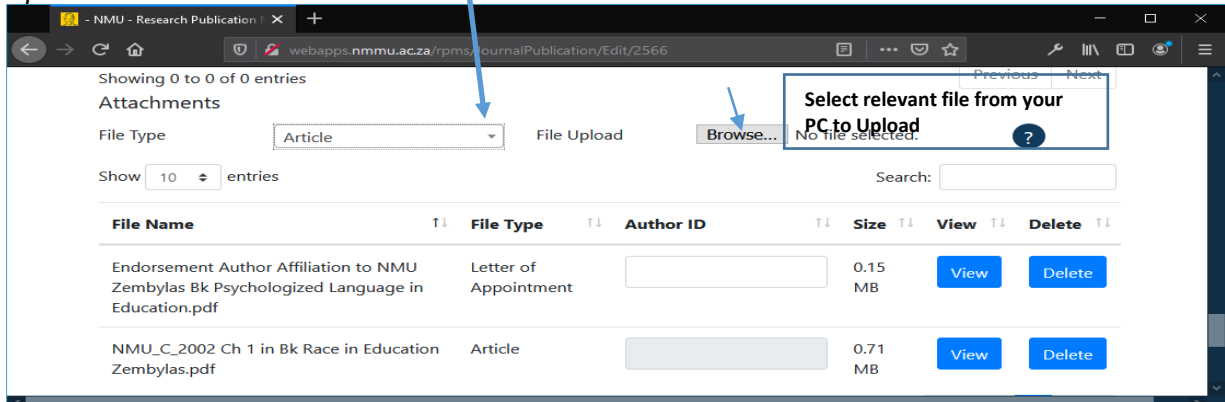
Select relevant attachment type: the system will not allow you to save the publication if compulsory documents are not attached

- Click on File type
- The drop-down menu will appear
- Move cursor to the relevant attachment type (will highlight in blue)
- A 2nd screen will appear to upload attachment

Select attachment type



Upload attachment



The following attachments may be required depending on the publication type being uploaded

a. Statement of Research Contribution

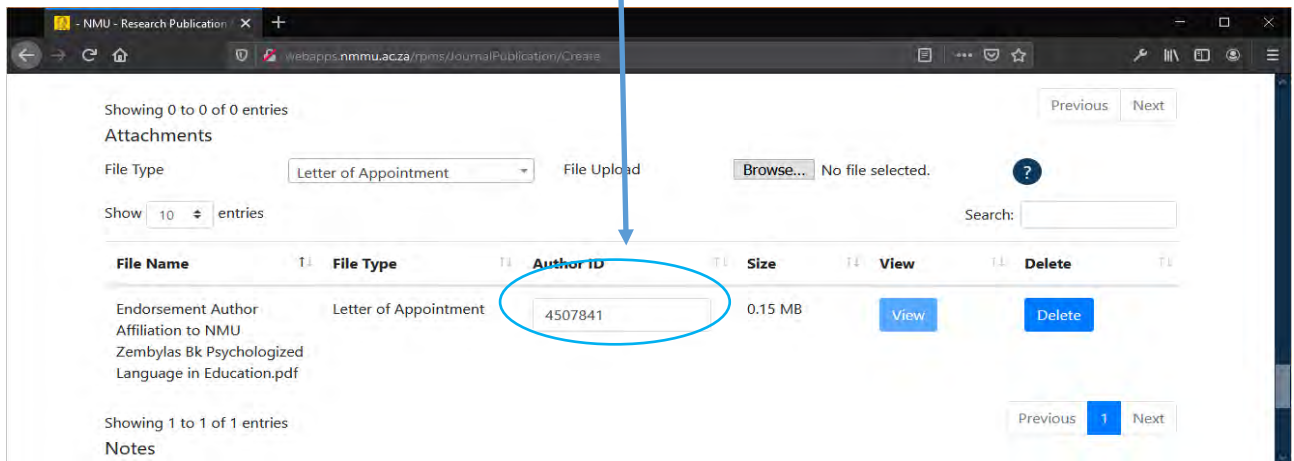
For Books and Chapters in books

b. Motivation for Late Claim (N-2)

N-2 Late publications not submitted during the previous DHET claim cycle. This document explains why the publication was not submitted in a previous cycle.

c. Letter of Appointment - only required for RAs or HEAVA. This letter only needs to be added once (if the author is loading multiple publications on the system). Be sure to specify the RA/HEAVA Author ID (staff number is the unique identifier) linked to the letter, as there can be multiple authors with the same surname, the system needs to know which one the letter is for.

- i. Add **Publication 1**
- ii. Add internal Author (with RA/HEAVA affiliation)
- iii. Add Attachment – Letter of appointment
 - o Specify author ID (Copy author ID/staff number from Author Grid)
- iv. Save publication
- v. **Add Publication 2**
- vi. Add internal Author from Publication 1
- vii. Select Association
 - o Attachment grid should populate with previously captured letter of appointment. The system will not prompt you to upload another letter of appointment.



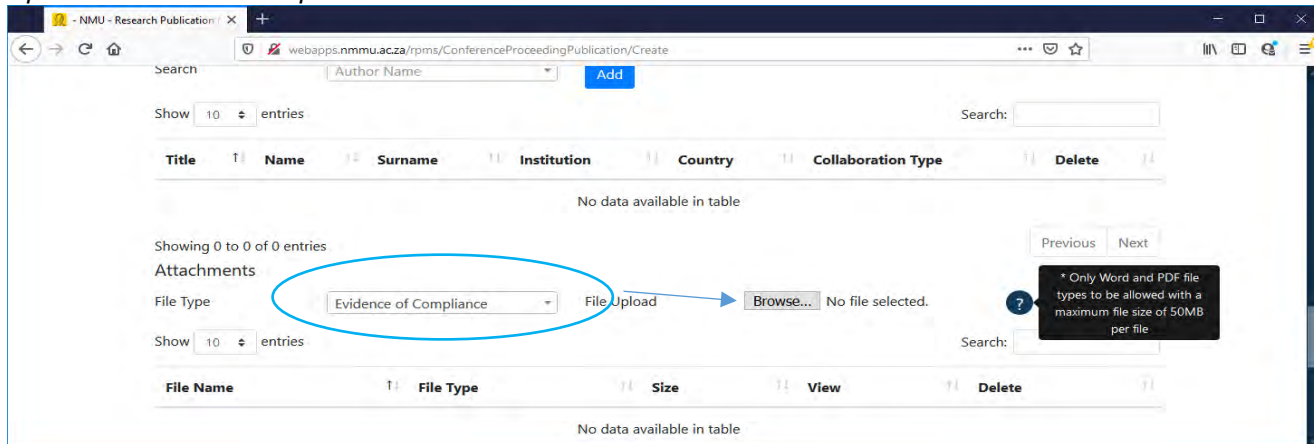
d. Evidence of Compliance: (DHET requirement).

- SA Journal 75% Compliance:** for South African journals found on the DHET SA list. Provide a letter from the Editor/Publisher of the journal to indicate that the journal meets the 75% criteria
 - o At least 75% of the contributions published in the journal must emanate from multiple institutions. (Research office to provide template)

The Compliance letter from the editor of the publishing house confirming the above must be uploaded under the relevant section when loading your publication.

- Refereed Conference 60% Compliance** applies to proceedings emanating from SA conferences
 - o More than 60% of the contributions published in the conference proceedings being submitted to DHET for subsidy consideration must emanate from multiple institutions.
 - o The Compliance letter from the editor of the publishing house confirming the above must be uploaded to under the relevant section when loading your publication. The research office may provide a template.

Upload evidence of Compliance



7. Important Notes on attachments (all publication types)

- i. **Publication:** refers to the actual output e.g. the journal article, book chapter or contribution to conference proceeding.
- ii. * Denotes compulsory fields. The system will not allow you to save the entry if compulsory fields are missing.
- iii. Please load publications of the preceding year (n-1) in the current year (examples below). Late claims (n-2) are allowed providing this was not claimed for in previous DHET cycle.

Example of a late Claim

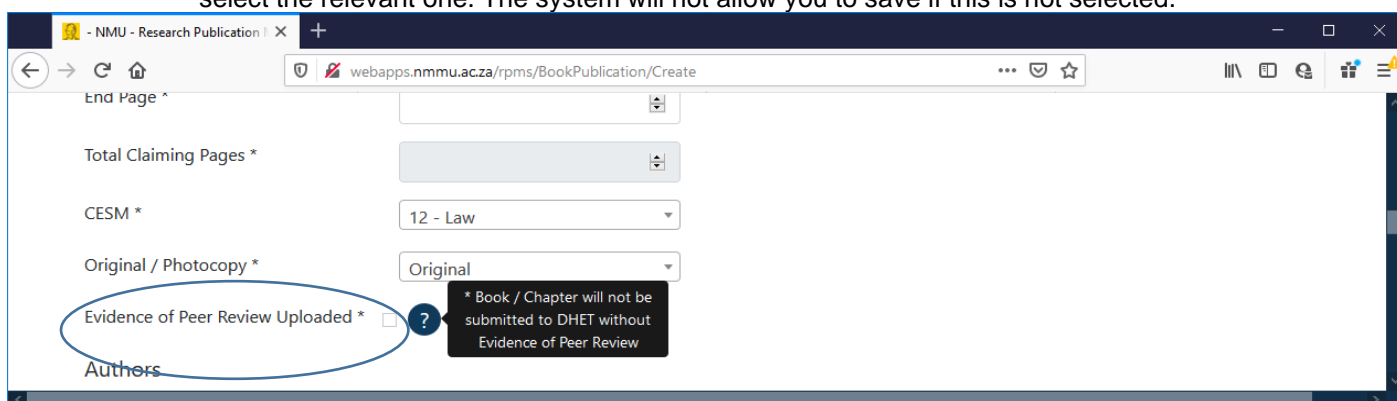
➤ DHET 2022 cycle = Reporting year n:

You may claim for a 2020 publication, not submitted in 2021 (the 2021 DHET publication cycle). Please provide a strong motivation for not claiming in the year it should have been claimed. Motivation to include:

- ✓ Reasons for not claiming in the previous year
- ✓ If published late, evidence of this (letter from the publisher) must be provided
- ✓ Declaration that this was not claimed for in the relevant DHET claim year.

- iv. **Peer Review process:** refers to the Publisher's peer review process prior to accepting the manuscript for publication. This is a **compulsory upload for books, Chapters and refereed conference proceedings.**

- The evidence **indicator changes to insert a ✓** after you have uploaded the evidence of publisher's peer review.
- To upload the evidence please go to the section under attachments.
- Select Browse and upload the evidence.
- See screen shot 2 Type of evidence. You will be asked to indicate the type of evidence. Please select the relevant one. The system will not allow you to save if this is not selected.



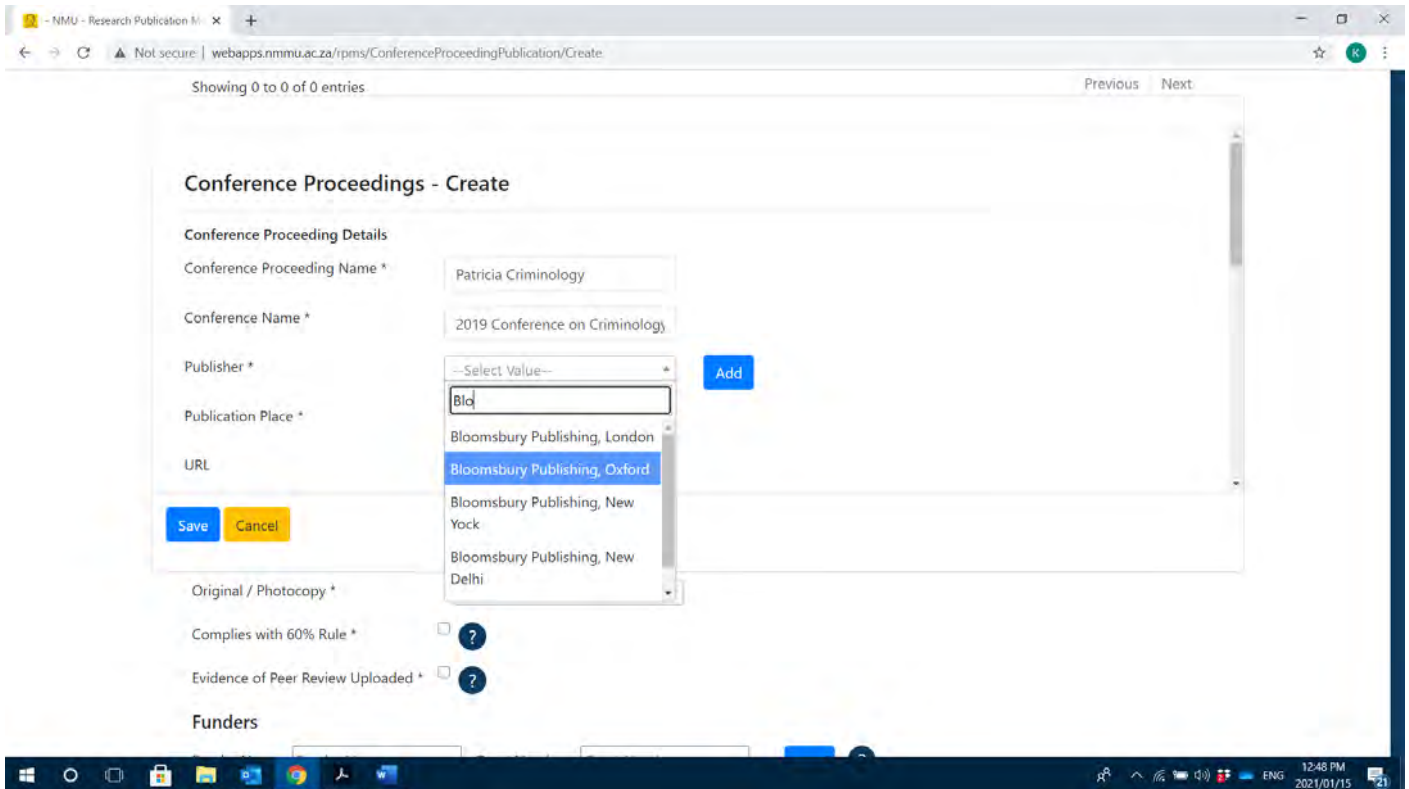
- v. Electronic versions of publications must be uploaded.

vi. International Standard Book Number (ISBN): for books and Refereed Conference Proceedings

- The format varies from publisher to publisher. Please use this format when loading the ISBN for books and Conference Proceedings **000 0 0000 0000 0**, to avoid duplication.
 - **For Proceedings publications** that have an ISSN and no ISBN
 - Load as follows 000 0 **ISSN** 0
 - ✓ Example ISSN is 1234 5678 then load as 000 0 **1234 5678** 0
- IMPORTANT:** If Proceedings publication only has ISSN, check the following:
- ✓ **Is this an accredited journal publication? If yes load as accredited Journal publication**
 - ✓ **If NOT accredited Journal publication, we may not claim**
 - ✓ **If definitely a published Proceeding with an ISSN, load as proceedings**

vii. **Loading / Creating Publisher (creating a new Book or proceeding)**

- Users do **not** have the facility to create a publisher.
- The publisher must be chosen from the predefined list.
- If the publisher does not exist, users must contact the Research Office to create the publisher (email rpm@mandela.ac.za) . Once created, the researcher will be Notified.



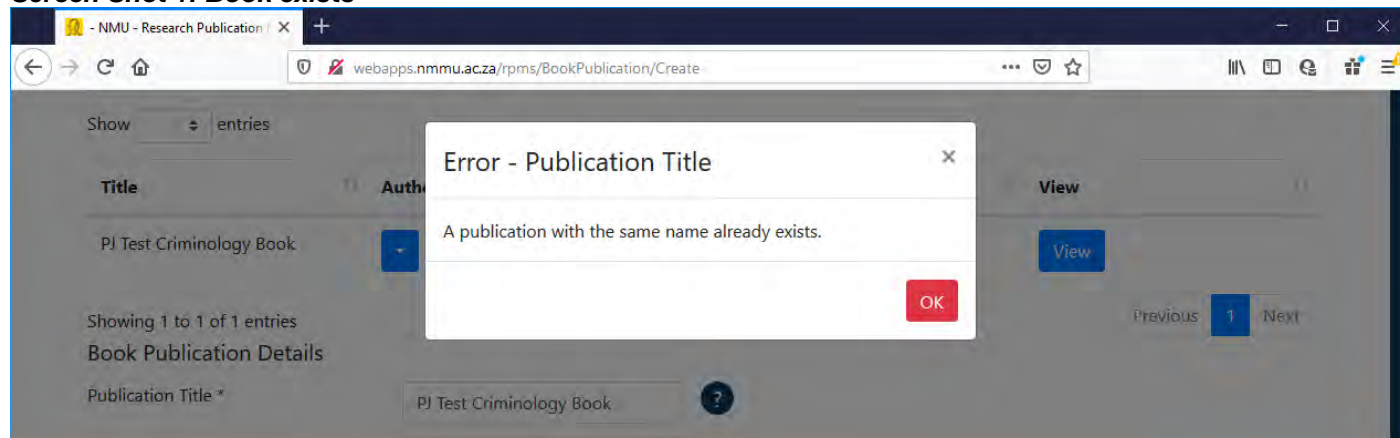
SECTION B: DETAILED INSTRUCTIONS ON ADDING DIFFERENT PUBLICATION TYPES

8. ADD BOOK PUBLICATION: WHOLE BOOK:

Please note if claiming for a whole book, books <60 pages will not be submitted to DHET. It is recommended that you do not load this book publication.

- When creating a whole book, the book title is the publication title.
- Insert the title of the book under publication title. You may use key word search. If the book title exists an error message will pop up. Please select **OK** and then cancel the entry.
- Please proceed by creating the book by selecting Add under Book Name (Screen Shot 2)

Screen Shot 1: Book exists



- i. Click **Add** to create book
- ii. Load all relevant fields
- ii. Please select the relevant publisher. If publisher is **NOT** on the system please contact the Research Office to create the publisher. Please send the page that has the publisher details when requesting for a publisher to be created. **The same applies for Conference Proceedings**
- v. **ISBN is a unique identifier.** Please load in format **000 0 0000 0000 0**
- v. Editors may be selected from the predefined list or added
- vi. Please remember to select the book name after you have added the book
- ii. Select book name from the drop down list. The title will automatically appear under Publication title, as the publication title is the same as the book title
- ii. Click save after all relevant information is captured and saved, within the respective sections (i.e. add Book; select Publisher; Add Editor, etc.)

Creating a Book
Add / Create Book screenshot

The screenshot shows the 'Create Book' form in the RPMS system. The form includes the following fields:

- Publication Title * (2nd International Handbo)
- Publication Year * (2020)
- DHET Reporting Year * (2021)
- Number of Internal Authors * (0)
- Number of External Authors * (0)
- Book Name * (2nd International Hand...)
- Start Page *
- End Page *
- Total Claiming Pages *
- Field of Research * (A Cultural History of Hair in the Modern Age)
- Original / Photocopy * (--Select Value--)
- Evidence of Peer Review

A blue circle highlights the 'Add' button next to the Book Name dropdown. A red note states: "Please Note: After the book has been created (see notes on Pg. 11) select the book title from the drop-down list. The Book name will automatically populate under book name and Publication Title".

The screenshot shows the 'Add Editors' section in the 'Create Book' form. It includes a search bar, a list of editors, and an 'Add' button. The 'Samantha Holland' entry is selected in the list.

9. ADD A CHAPTER PUBLICATION

All the above (i.e. loading a whole book publication) applies. The following are the differences

- The publication title is the title of the chapter
- The start and end pages will be for the claiming chapters and not the whole book.
- Total claiming pages are for the claiming chapter and not the whole book
- Each claiming chapter is loaded separately.
- **The created book title is selected for each new chapter.**
 - Please bear in mind, one of the claiming authors may have created the book when creating his / her chapter in the book.
 - Please do not create / add the book again.
 - Select the book title from the drop-down menu.

The screenshot shows a web browser window displaying the 'Chapter Publication Details' form. The form fields are as follows:

Field	Value
Publication Title *	Organic research contribu
Publication Year *	2020
DHET Reporting Year *	2021
Number of Internal Authors *	1
Number of External Authors *	0
Book Name *	Organic Food Systems: meeti... (selected from dropdown)
Start Page *	32
End Page *	41
Total Claiming Pages *	10
Field of Research *	1.06 - Biological Sciences
Original / Photocopy *	Photocopy
Statement of Research Contribution Uploaded	<input checked="" type="checkbox"/>
Evidence of Peer Review Uploaded	<input checked="" type="checkbox"/>

10. ADD A CONFERENCE PROCEEDING PUBLICATION: The logic of a conference proceeding is similar to that of a book and book chapters. You first load the proceeding, and then a paper in the proceeding.

- **Abstracts and oral papers presented at a conference** must not be loaded. These will not be sent to DHET for subsidy consideration
- The conference must have an editorial board and/or organising committee, with significant majority of members beyond a single institution, which is reflective of expertise in the relevant field.
- In the event that a conference proceeding is published in a language other than English, an abstract in English must be provided. Similarly, any supporting documentation (i.e. peer review process etc.) must be provided in English.
- Enter a key word search to check if the proceeding has been loaded. Do not create a proceeding if it already exists.
- Please complete the required fields.
- Evidence of publisher’s peer review process must be uploaded. Please refer to section on attachments (Section 7, Page 9) for details.
- If the proceeding name does not exist, please proceed to **add the proceeding**. Adding a proceeding that already exists will be thrown out because the ISBN for the proceeding is a unique identifier. Please load the ISBN in this format 000 0 0000 0000 0.
- After you have created the proceeding, please save. You will be taken to the home page. Please remember to **select** the proceeding name as per screen shot below.

Selecting a Proceeding

The screenshot shows a web application interface for adding a conference proceeding. The form contains the following fields and options:

- Publication Title *: General music education t
- Publication Year *: 2020
- DHET Reporting Year *: 2021
- Number of Internal Authors *: 1
- Number of External Authors *: 0
- Conference Proceeding Name *: International Society fo...
- Start Page *: [empty]
- End Page *: [empty]
- Field of Research *: 10th GCBSS © 2019. Global Academy of Training & Research (GATR) Enterprise All
- Original / Photocopy *: Photocopy
- Complies with 60% Rule *: ?
- Evidence of Peer Review Uploaded: ?

The 'Conference Proceeding Name' dropdown menu is open, showing the following options:

- 17th Annual International Conference on Marketing 1-4 July 2019, Athens, Greece
- 10th GCBSS © 2019. Global Academy of Training & Research (GATR) Enterprise All

The 'Add' button is circled in blue. A blue arrow points from the text 'Selecting a Proceeding' to the dropdown menu.

Note the complies with 60% rule is automatically ticked because this is a published proceeding emanated from a presentation at an international conference.

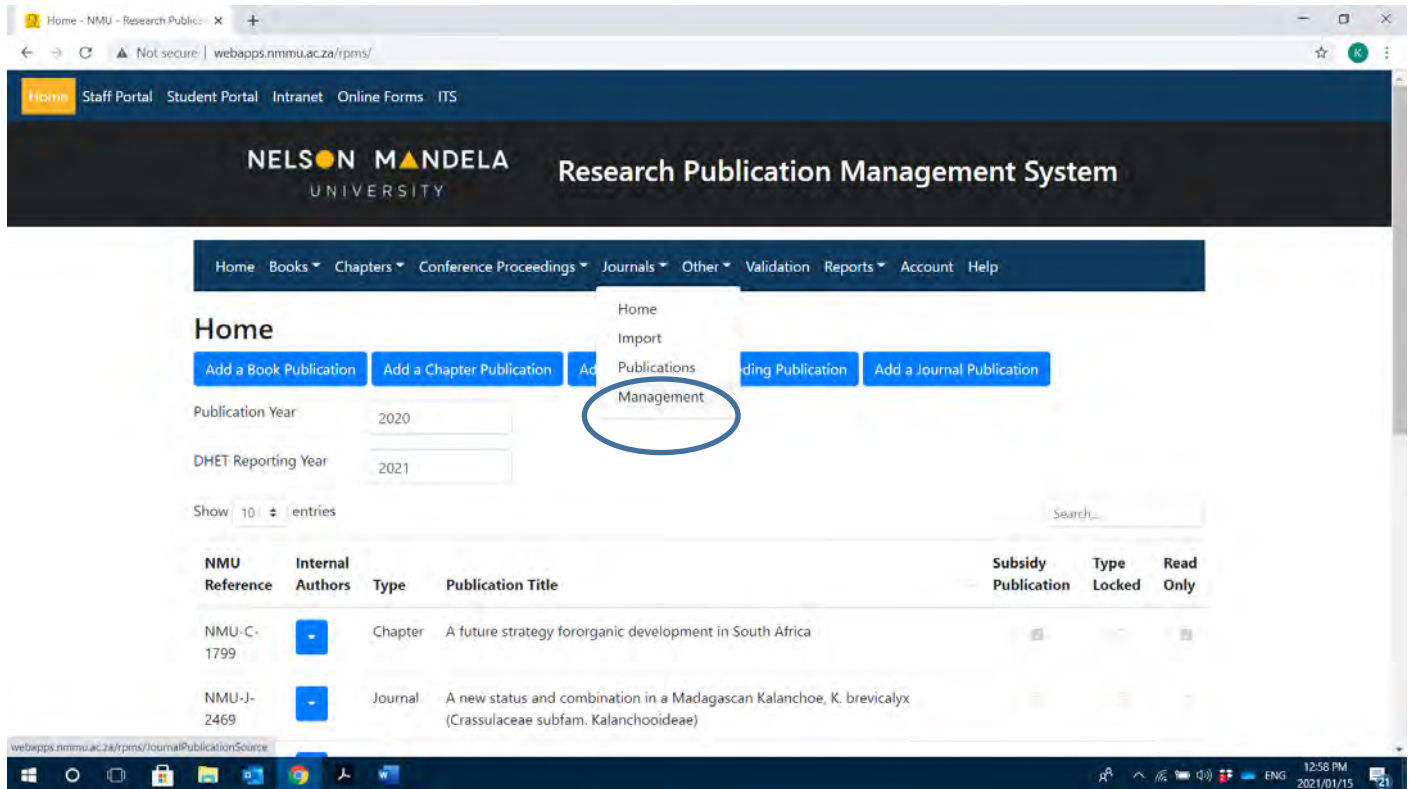
- Please refer to Section 6, page 8 for notes on compliance rule.
- Please remember to select “Evidence of Compliance” to upload the evidence of compliance.

Additional instructions from the callout boxes:

- Selecting **Add** will take you to a new screen to create the Proceedings. This is the equivalent of creating a book.
- Complete create conference proceedings and save.
- You will be taken back to the loading screen to upload your publication (Add a conference proceeding publication).
- This is the equivalent of uploading a chapter in a book.

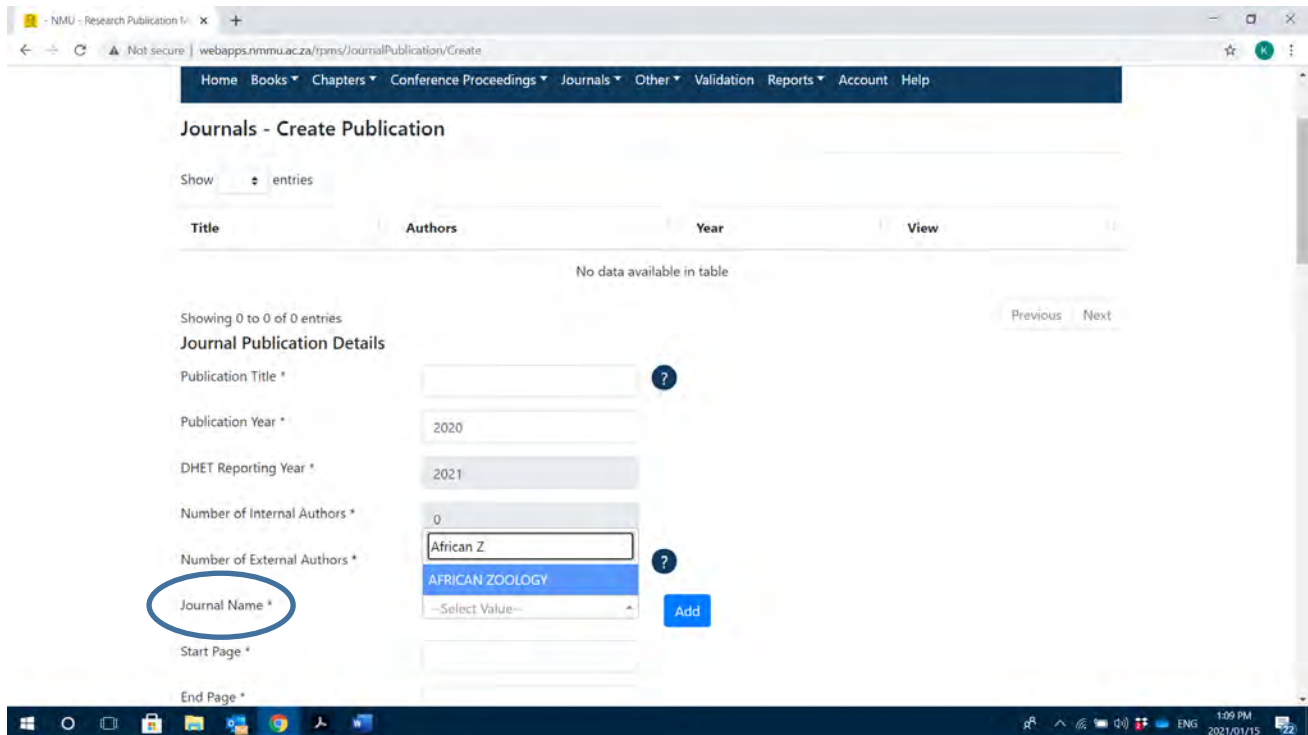
11. ADD A JOURNAL ARTICLE PUBLICATION

An article may only be uploaded if it appears in a Journal that is in the DHET list of accredited journals. To check if a journal appears in the DHET accredited list, click the Home Page, then the Journals tab and click on the Management option



You can also check the list here: <https://rm.mandela.ac.za/DHET-Accredited-Journal-Lists-NMU>

Alternatively, click on Add a Journal Publication, and start by inserting the Journal name. If it comes up, then it is in the accredited list. If it doesn't, come up and yet it is an accredited journal, contact the research office.



Important to note:

- To avoid duplicates, check if the journal article exists or has already been loaded.

- The **Publication Title** field serves as a **search** field. Enter the title of the journal article as it appears on the publication. If it already exists or loaded by another user, it will display in the grid. If it does **NOT** exist then you may proceed to load the journal article with all the required information.

The screenshot shows the 'Journals - Create Publication' page in the RPMS. At the top, there is a navigation menu with links for Home, Books, Chapters, Conference Proceedings, Journals, Other, Account, and Help. Below this is a search grid with columns for Title, Authors, Year, and View. Two entries are displayed:

Title	Authors	Year	View
Keep the wolf from the door: How to conserve wolves in Europe's human-dominated landscapes?	[Author icon]	2019	[View button]
Simulated elephant-induced habitat changes can create dynamic landscapes of fear	[Author icon]		

Below the grid, there is a 'Journal Publication Details' section with the following fields:

- Publication Title *:
- Publication Year *:
- DHET Reporting Year *:

A callout box on the right provides the following information:

Example to search Publication Title field.
 I entered **Landscapes**. The journal articles with similar titles appear in the grid above.
 If your journal article appears in the grid that means another user has loaded it;
 If your journal article does NOT appear in the grid, please proceed to load your journal article.

The following fields must be completed: please note the * denotes a compulsory field.

Showing 0 to 0 of 0 entries

Journal Publication Details

Publication Title *

Publication Year * 2020

DHET Reporting Year * 2021

Number of Internal Authors * 0

Number of External Authors * 0

Journal Name * --Select Value--

Start Page *

End Page *

ISSN

Publisher

e-ISSN

DOI

Volume *

Issue *

Publication Year: This is the year appearing on the publication/article. For the 2021 submission to DHET this date is 2020 or 2019 (for late submissions)

DHET Reporting Year: The year in which we submit to DHET. This field is non-editable.

Number of Internal Authors: This will automatically be populated once you add the authors in the Internal Authors Section.

Number of External Authors: Enter the total number of external authors that appear on the publication/ article.

Journal Name: Select the journal name from the drop-down list. This list is the DHET accredited journal list of journals.

Start Page: Enter the start page number of the publication/article.

End Page: Enter the end page number of the publication/article.

ISSN: The ISSN number of the journal is automatically populated when you select the Journal Name.

e-ISSN: Enter the e-ISSN number of the journal.

Publisher: This will automatically be populated when the Journal name is selected

DOI: Enter the Digital Object Identifier found on the publication/article. A DOI, or Digital Object Identifier, is a string of numbers, letters and symbols used to permanently identify an article or document and link to it on the web. Begins with <http://dx.doi.org/> (e.g.: <http://dx.doi.org/10.1037/a0028240>) or Begins with 10 followed by a period (e.g.: 10.1037/a0028240)

Volume: Enter the volume number of the journal.

Issue: the issue number on the publication

Volume *

Issue *

Field of Research * --Select Value--

Handle / URL Enter Journal Urli...

Open Access Journal

Complies with 75% Rule *

Funders

Funder Name	Grant Number
Funder Name	Grant Number

Add

Field of Research: this replaces previous CESM category numbers. Select the research field(s) under which this contribution should be classified.

Handle/URL: Enter the web address where the journal article can be found online.

Open Access Journal: Tick the box if the journal article is found in an open access journal.

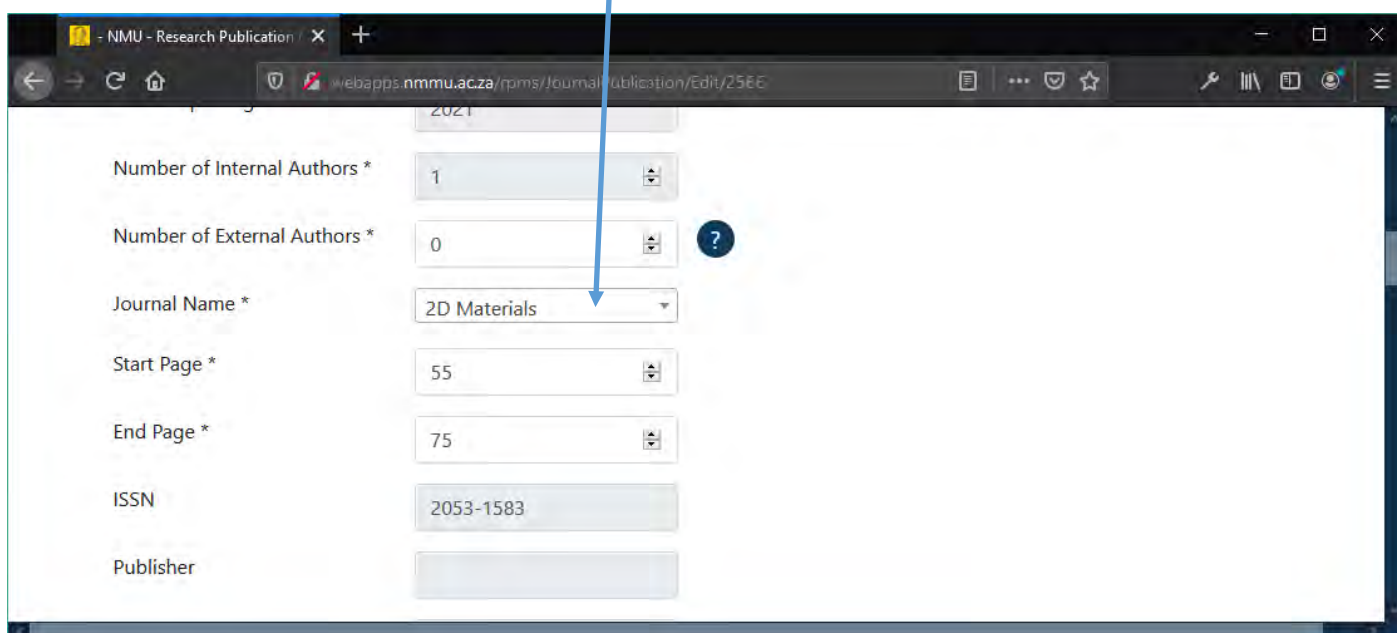
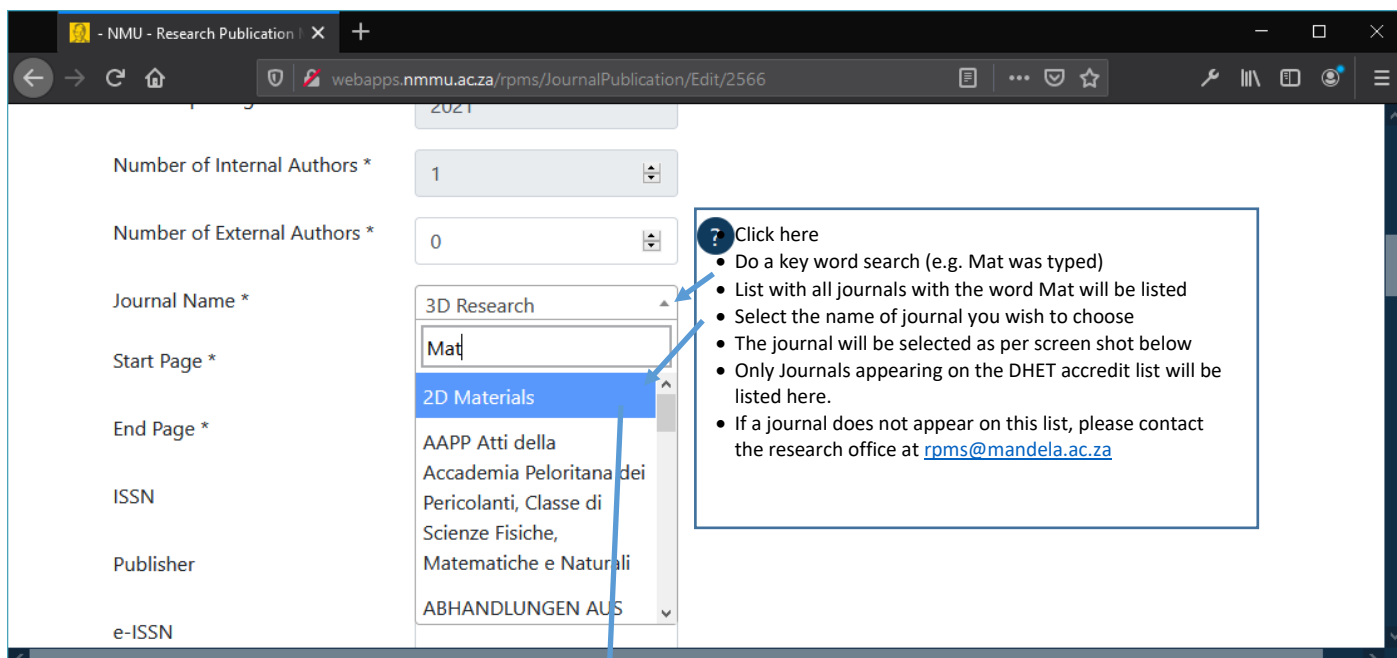
Complies with 75% Rule: This will automatically be ticked when selecting a journal on the DHET accredited list. However, for South African journals found on the DHET SA list, a letter must be provided from the Editor/Publisher of the journal to indicate that the journal meets the 75% criteria. (At least 75% of the contributions published in the journal must emanate from multiple institutions). *This letter must be uploaded to the system as an attachment. Once the letter is uploaded, this box will be automatically ticked. Template available from research office and may be downloaded from HELP tab.*

Funders: The public institution(s) that provided funding towards the research for this article. The **Funder Name** and **Grant Number** must be entered; then **click** on **ADD**; the Funder details will appear in the grid.

Selecting a Journal

Showing 10 of 4 entries

Funder Name	Grant Number
No data available in table	



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QUERIES TO BE SENT TO:

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