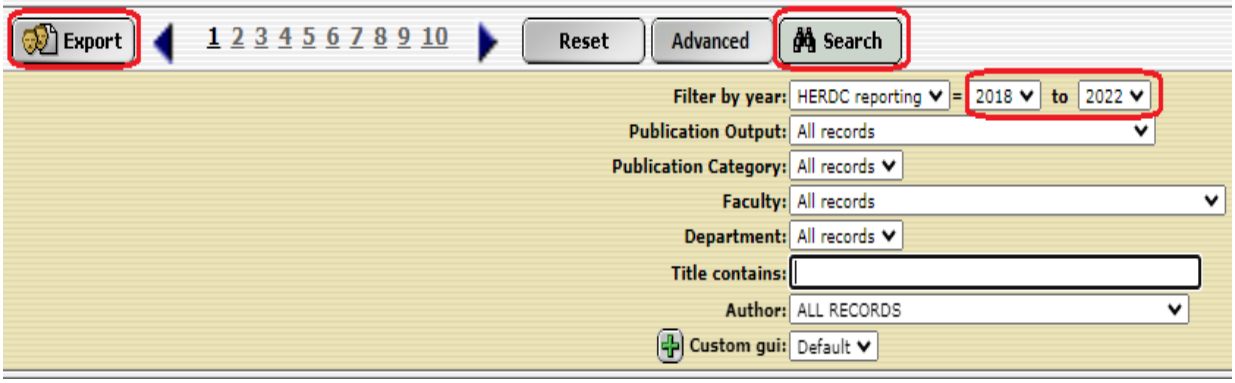
IRMA login

- https://myresearch.federation.edu.au/prod/Content/ASP/irmaExpired.asp
- when you work from home, make sure VPN is turned on
- you can select **Publications, Contracts/Grants, Researcher Profile** to explore your research information captured in IRMA

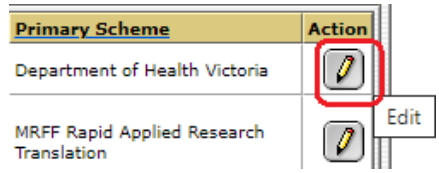
How to export your publications data

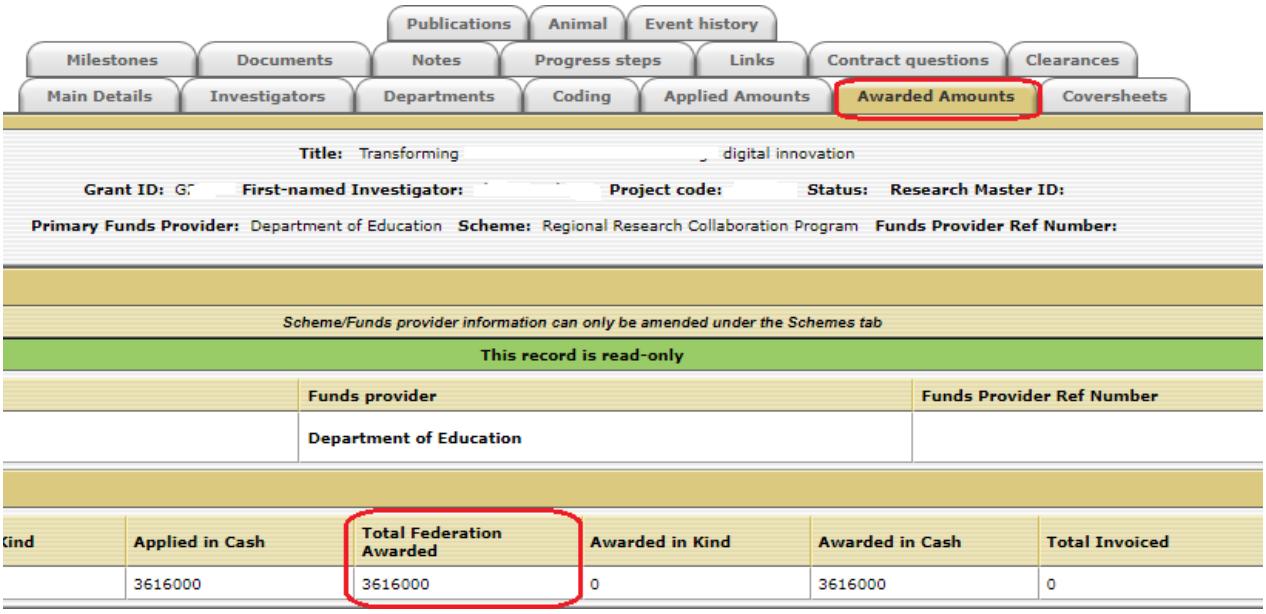
- select **Publications** icon
- select the year range then **Search**
- choose **Export** then **select the link to open your document**, the csv file will be saved to your hard drive.
- contact research.reporting@federation.edu.au if you notice any data discrepancy.



How to export your grants data

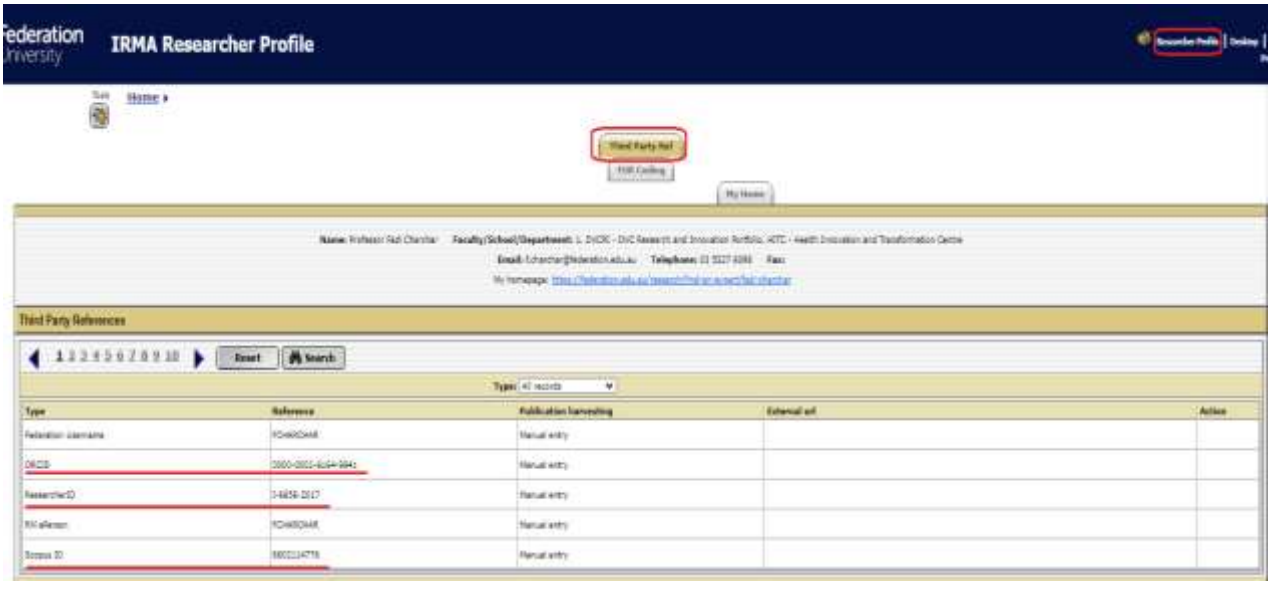
- select **Contracts/Grants** icon, all your grants data, successful or unsuccessful, will be populated
- choose **Export** to save the data in your hard drive
- for successful grants, select **Edit** to get **Awarded Amounts** (Total Federation Awarded)
- contact research.funding@federation.edu.au and copy research.reporting@federation.edu.au if you notice any data discrepancy.

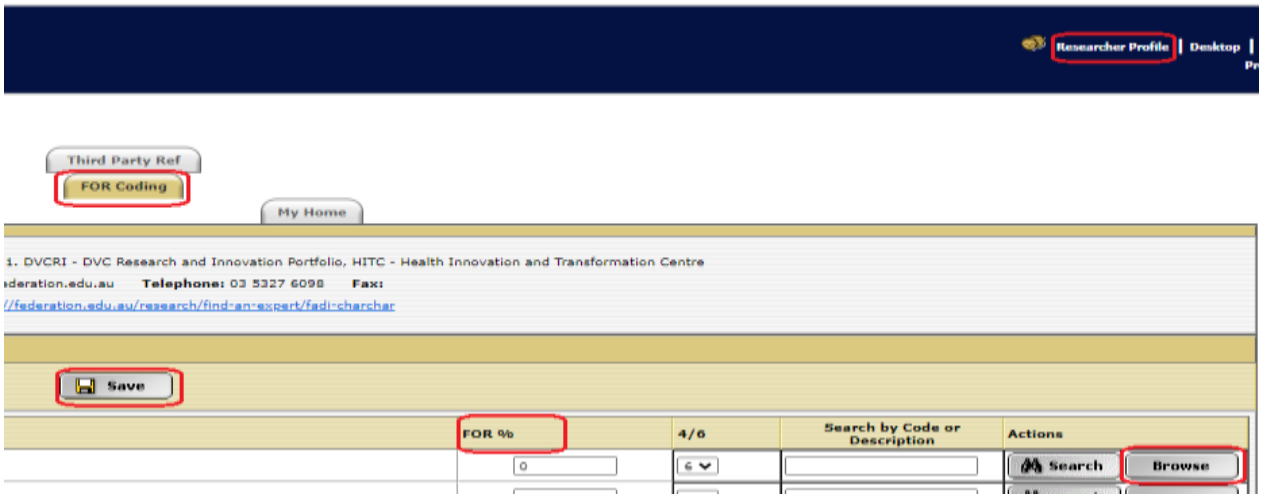




Check your researcher IDs

- select **Researcher Profile** then go to **Third Party Ref**
  - if your existing ORCID, ResearcherID (Web of Science), Scopus ID are yet to be registered inIRMA, contact research.reporting@federation.edu.au to update your IRMA profile.
  - if you are yet to set up your ORCID, ResearcherID (Web of Science) or Scopus ID, refer to the Library research resources to help you, or make an appointment with a librarian.



Add FOR to your researcher profile

- select **Researcher Profile** then go to **FOR Coding**
- **browse** and expand the full list to select your 6-digit FOR code
  - you can select a maximum of three FOR codes
- enter a percentage in **FOR %** to each code selected
  - the total of the percentages must equal 100, and the minimum percentage assigned to a single FOR is 10
- when you finish, select **Save** to quit the page.