

Entering data in ACA-RIS

Academy Research Information System

The research information system of the Austrian Academy of Sciences - ACA-RIS - is primarily intended to fulfil three tasks:

- It is a data collection as a basis for quality assurance measures; this includes in particular the recording of scientific achievements and activities
- The data is also used for reporting to internal and external authorities (also required by law)
- The data is presented on the ÖAW website

The academic staff use ACA-RIS to

- maintain their (academic) profile, - manage their publications and research results centrally
- make their research achievements visible and to
- create reports on their research activities

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1. Basic functions of ACA-RIS

ACA-RIS is web-based and can be used with any modern browser. For the best experience, we recommend the latest versions of Chrome, Firefox, Safari or Edge

1.1. Log in

1. access the quality assurance intranet page: [Quality assurance for science and organisation](#)

The main responsibilities in detail

EVALUATIONS OF RESEARCH INSTITUTIONS OF THE AUSTRIAN ACADEMY OF SCIENCES →

TENURE ASSESSMENT/RECRUITMENT PROCEDURES →

THE RESEARCH INFORMATION SYSTEM OF THE AUSTRIAN ACADEMY OF SCIENCES →

Here you will find 'The Research Information System of the Austrian Academy of Sciences' in the main tasks section

By selecting this field, you will be taken to the ACA-RIS (PURE) information page.

Here you will find the log-in button, as well as information about the system itself and the training courses available:

ACA-RIS LOGIN ↗

ACA-RIS INFORMATION →

ACA-RIS TRAINING →

ACA-RIS AGREEMENTS →

2. log in with your ÖAW account - including 2-factor authentication - using the button 'ACA-RIS LOGIN'.

3. terms of use: When you log in for the first time, you will be informed of the [terms of use](#).

Once you have successfully logged in, you will be taken to your personal overview.

Note: If you receive an error message when logging in and cannot access the system, please get in touch with your contact person or the quality assurance department. Your personal data may have to be imported into ACA-RIS first.

test Pure Austrian Academy of Sciences | STAGING

Search...

+ Add content

Personal

Private

M Mustermann

My public profile

Add curriculum vitae

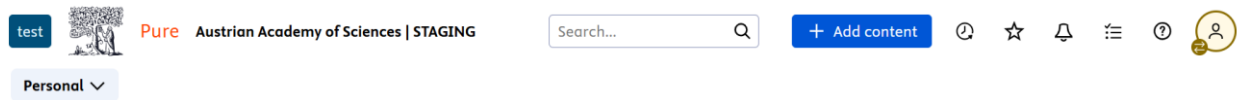
Edit profile

Research outputs (9)	Activities (1)	Datasets (1)
Book/Monograph (scientific)	Keynote	Dataset
1	1	1

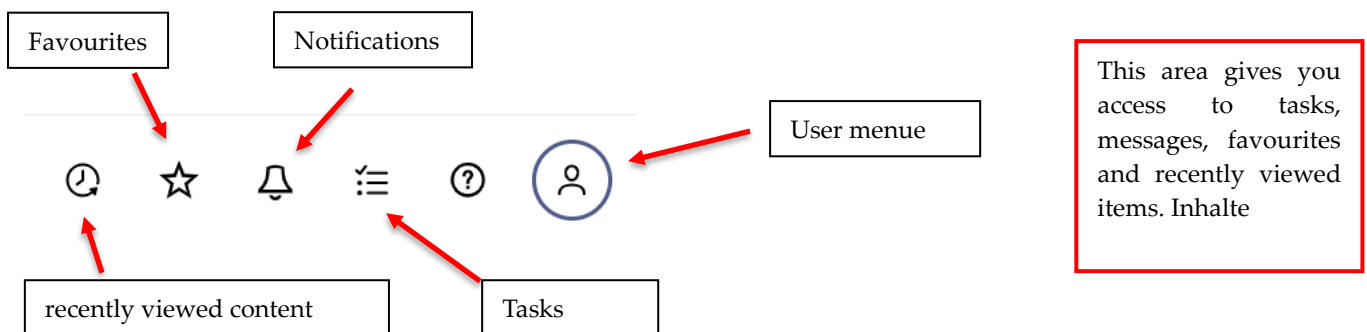
1.2. User interface

The ACA-RIS user interface consists of four main areas:

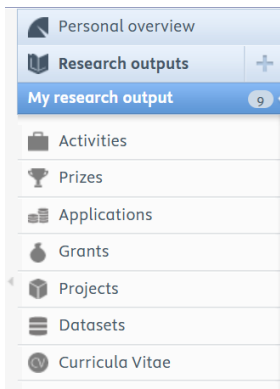
- **Header and navigation bar:**



- **Task list:**



- **Navigation tab:**



You can switch between different tabs in this area.

- **Workspace:**

Research outputs 53893	Activities 65740
Article 21247	Lecture 40951
Chapter 10269	Legacy: Project Link 15616
Conference contribution: Article 3951	Poster Presentation 4567
Entry in reference work 2567	Popular Science Lecture 2505
Edited Volume (Editorship) 2412	Keynote 2101
popular scientific Article 2258	+ New
Other Popular Science Contributions 1822	Applications 0
Research Report 1600	+ New
Book/Essay Review 1512	Projects 6084
Other Publication 1303	Research Project 6084
More...	+ New
+ New Import	Curricula Vitae 0
Prizes 0	+ New
+ New	
Grants 0	
+ New	
Datasets 206	
Dataset 206	

This is where you can view data records and also edit them by simply clicking on them.

1.3. Managing your personal profile

Your personal profile contains general information about you, such as:

- General personal details, such as your name, or identification data like your ORCID ID.
- Information about your position and research
- Links to your research results and activities

test

Austrian Academy of Sciences | STAGING

Search...

[+ Add content](#)

Personal

Private

M Mustermann

[My public profile](#)
[Add curriculum vitae](#)

[Edit profile](#)

Research outputs (9)

Book/Monograph (scientific)

Chapter

Article

...

111

Activities (1)

Keynote

1

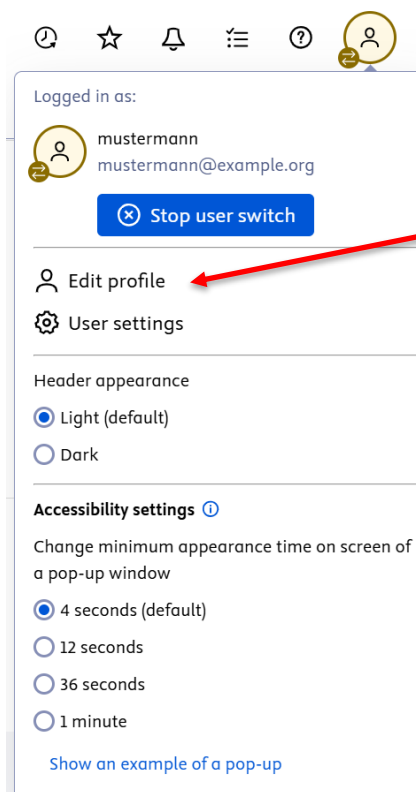
Datasets (1)

Dataset

1

1.3.1. Edit your personal profile

1. click on the 'Personal' tab in the top navigation bar or on your person icon



Logged in as:

 mustermann
mustermann@example.org

 Stop user switch

 Edit profile

 User settings

Header appearance

☒ Light (default)

☐ Dark

Accessibility settings ⓘ

Change minimum appearance time on screen of a pop-up window

☒ 4 seconds (default)

☐ 12 seconds

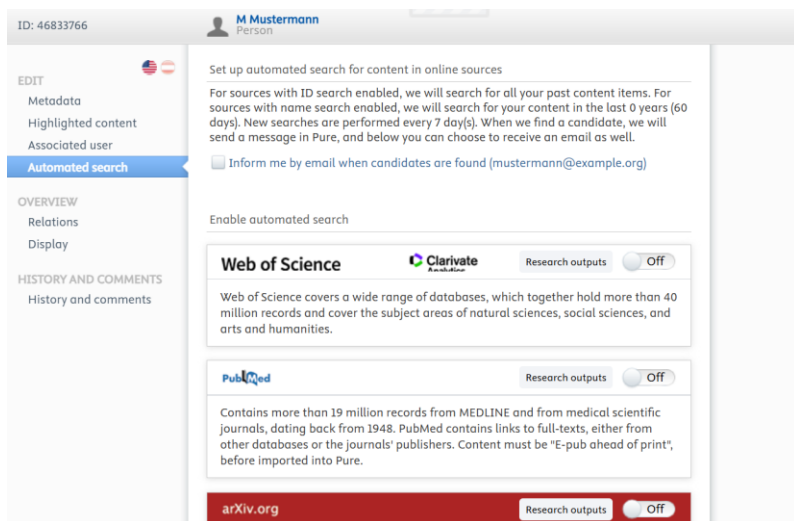
☐ 36 seconds

☐ 1 minute

[Show an example of a pop-up](#)

2. click on 'Edit profile'.
You will be redirected to a form, where you can edit your personal data.

3. make changes and click on 'Save'.



ID: 46833766

 M Mustermann
Person

EDIT

Metadata

Highlighted content

Associated user

Automated search

OVERVIEW

Relations

Display

HISTORY AND COMMENTS

History and comments

Set up automated search for content in online sources

For sources with ID search enabled, we will search for all your past content items. For sources with name search enabled, we will search for your content in the last 0 years (60 days). New searches are performed every 7 day(s). When we find a candidate, we will send a message in Pure, and below you can choose to receive an email as well.

☐ Inform me by email when candidates are found (mustermann@example.org)

Enable automated search

Web of Science  Research outputs ☐ Off

Web of Science covers a wide range of databases, which together hold more than 40 million records and cover the subject areas of natural sciences, social sciences, and arts and humanities.

PubMed Research outputs ☐ Off

Contains more than 19 million records from MEDLINE and from medical scientific journals, dating back from 1948. PubMed contains links to full-texts, either from other databases or the journals' publishers. Content must be "E-pub ahead of print", before imported into Pure.

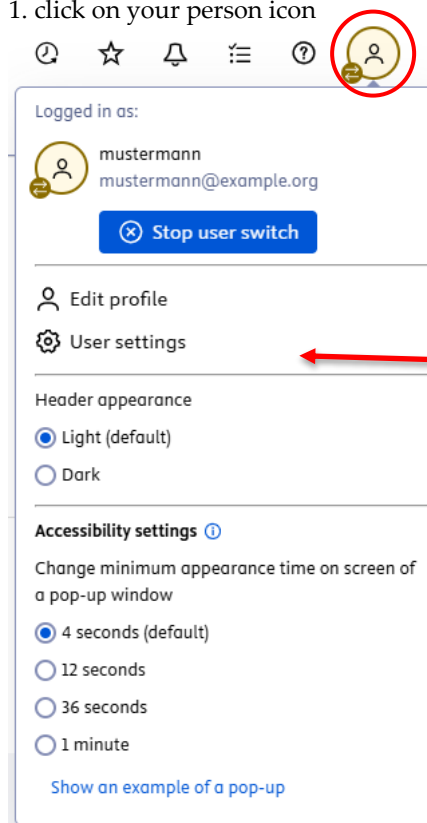
arXiv.org Research outputs ☐ Off

In the 'personal profile' area, for example, you can also set up the automated search at a personal level.

Note: Some fields may be read-only if they are synchronised by external systems (e.g. HR systems)

1.3.2. Adapt user settings

1. click on your person icon



2. click on 'User settings' in the upper area. Now you can customise language settings, enter a trusted user, customize email settings, message settings and task settings.

3. make changes and click on 'Save'.

In the 'User settings' area, for example, the language (German/English) can be set or notification functions or the task settings can be edited.

User settings

Profile Email settings Notification settings Task settings

Profile

Language

Language *

English ▼

Default submission language *

German ▼

Language

[Change password](#)

[Associated person](#)

[Role\(s\)](#)

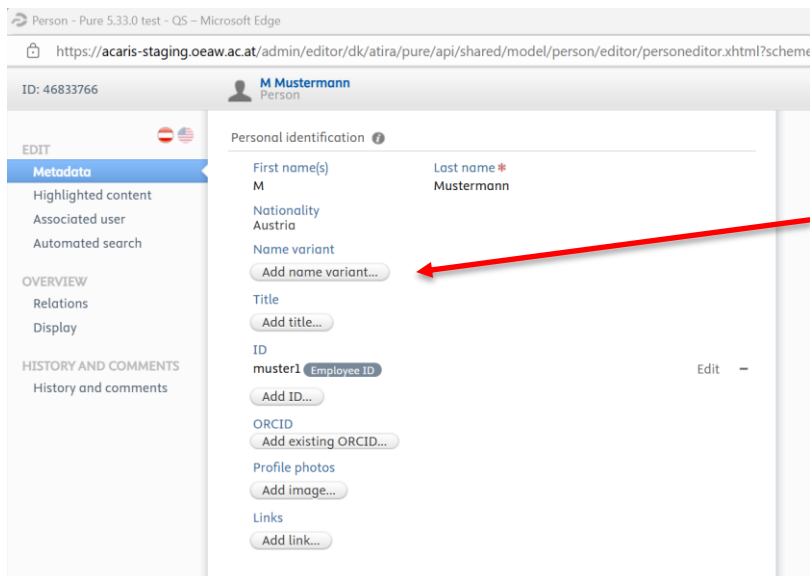
[Usage analytics](#)

[Trusted user\(s\)](#)

[Data privacy policy](#)

1.3.3 Manage name variants

Different name variants can be added if you publish under different names:



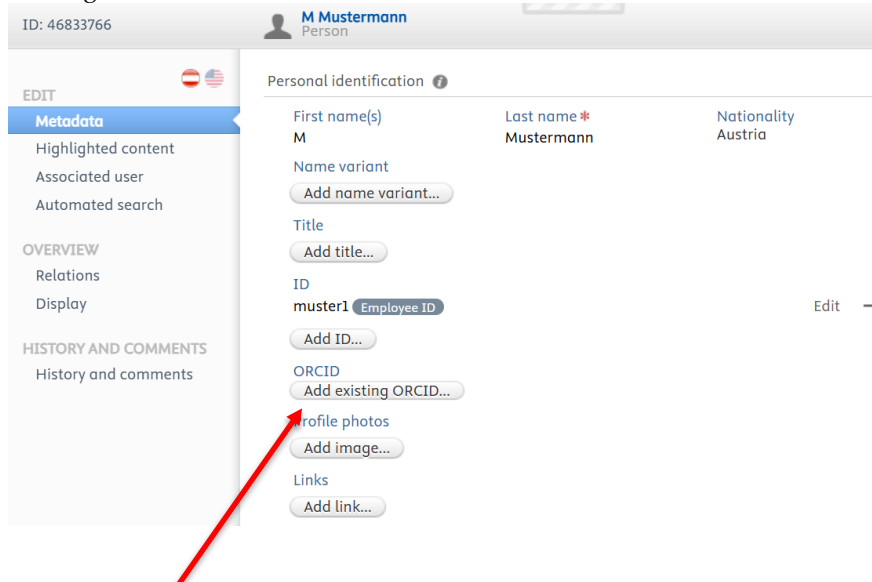
1. open your profile for editing
2. click on 'Metadata'
3. add a name variant and save your changes

1.4 ORCID integration

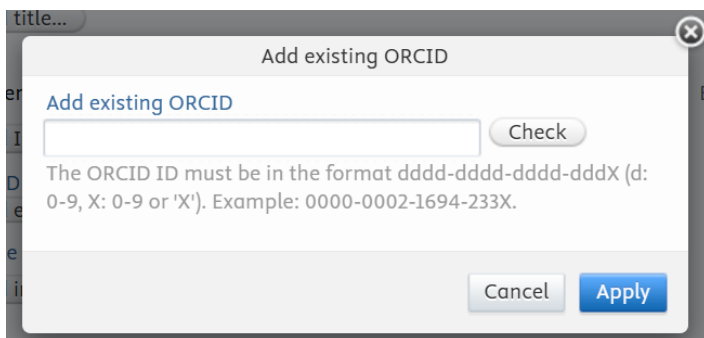
ORCID is a persistent digital identifier ('Open Researcher and Contributor ID') that uniquely identifies you as a researcher.

Pure enables the link to ORCID.

1. open your personal profile
2. navigate to the 'Metadata' tab in the 'Personal identification' section



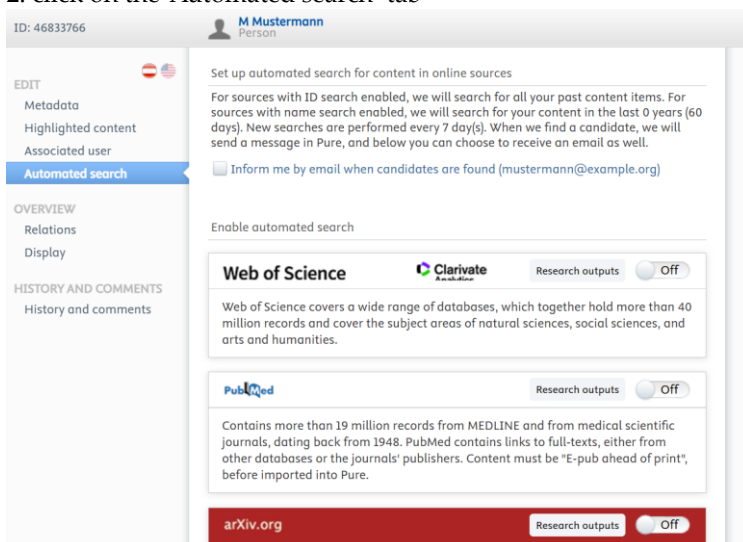
3. select 'Add existing ORCID ID'
4. authorise Pure to access your ORCID profile



1.4 Set up an automatic search

Pure is able to regularly search for your publications in various databases. Currently, this must be set up at the personal level.

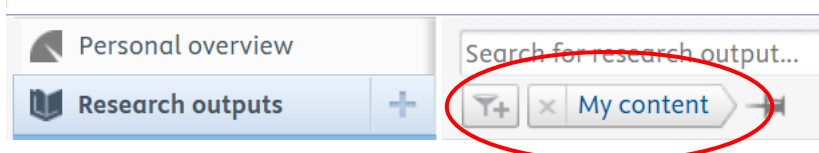
1. open your personal profile
2. click on the 'Automated search' tab



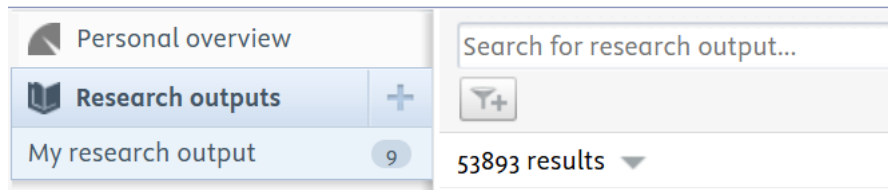
3. activate the checkboxes for the desired online sources
4. add name variants if necessary
5. save the settings. The automatic search is carried out regularly and you will be informed of any publication candidates found.

1.4 Creating filters

By using filters, the content in ACA-RIS can be displayed according to your search preferences. As a personal user, the 'my content' filter is set by default. With this filter, only your personal records are displayed. Using the example of the publications, the following overview appears:



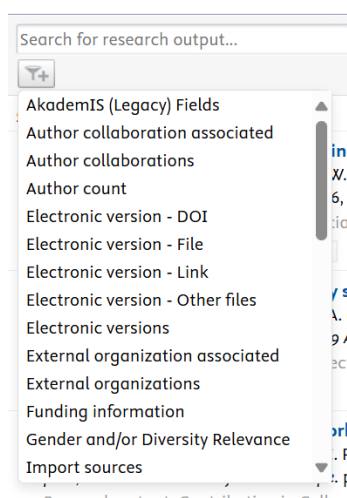
By removing this filter, you can view all ÖAW records:



Let's remain in the area of publications. If you want to filter for a specific person or a year, this is easily possible:

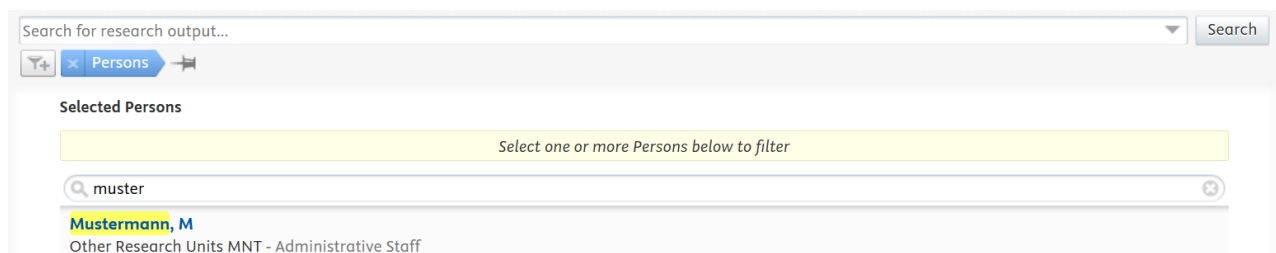
Click on the symbol 

A menu will open from which you can select the appropriate parameters:



The filters can be used in a modular manner – for example, you can filter for person and year at the same time.

Select 'Persons' and enter the appropriate name in the search field:



Click on the icon again  and select the 'period' filter.

Search for research output...

Period Persons

Period [Reset filter](#)

Publication year

- ☒ All
- ☐ Current year (2025)
- ☐ Last year (2024)
- ☐ Interval

Content created date

- ☒ All
- ☐ Past
 - Week
- ☐ Custom date range

Content modified date

- ☒ All
- ☐ Past
 - Week
- ☐ Custom date range

Open Access embargo date

Date Date Is not set

From To

ACA-RIS now lists all publications by the selected person in the selected period.

For editors, it is advisable to create a filter for publications that need to be validated - the appropriate filter type is called 'Workflow':

Search for research output...

Workflow Persons

Selected Workflow steps

Select one or more steps below to filter

- ☐ Entry in progress
- ☐ For validation - Creation/forwarding
- ☐ For validation - Returning
- ☐ For re-validation - Returning
- ☐ Validated - Forwarding

Limit to content marked for revalidation

- ☒ All
- ☐ Marked for revalidation
- ☐ Not marked for revalidation

TIP: If you use a particular filter regularly, you can save it by using the black pin on the right-hand side:

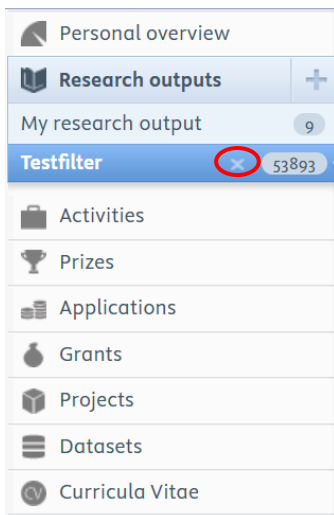
Personal overview Research outputs

Search for research output...

My content

By clicking on the pin, a field opens asking you to enter a name for the filter.

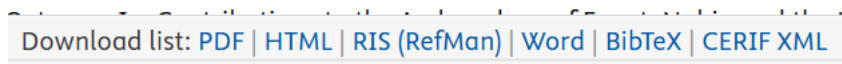
Once this has been done, the filter appears on the left-hand side - in our example it appears under **Publications**:



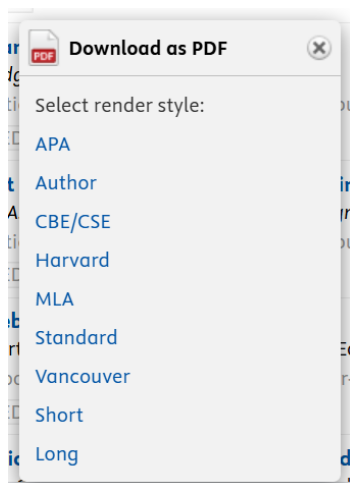
You can delete a filter by clicking on the X symbol.

1.4 Publication lists

If you want to export your publications as a list, you can do this as follows:
At the bottom of the window, you will find a selection option –



By confirming the PDF type, for example, a further selection appears:



You can now select the desired data format and save the file

If you are entrusted with the function of editor, it is possible to export lists in Excel format.

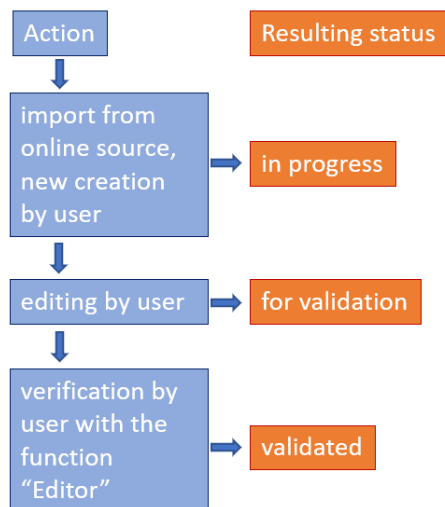
1.3.3. Data entry process and data visibility

1.3.4. Data entry process

Every personal user is able to enter publications.
Once this has been done, these publications are reviewed by an editor and then released (validated).

The process at a glance:

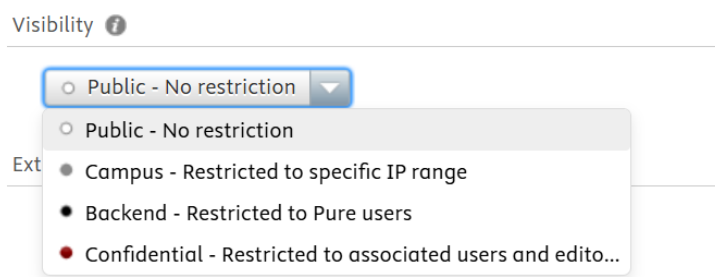
New creation/import by user → Editing by user → Review/validation by user with the role authorisation “Editor”



- ‘**In progress**’: Incomplete data record that is still being processed
- ‘**For validation**’: Data record that has been marked as complete and is awaiting validation
- ‘**Validated**’: Data record that has been validated by the responsible organisation

1.3.5. Visibility of data

Research output and other data can be categorised in ACA-RIS with 4 different visibility levels:

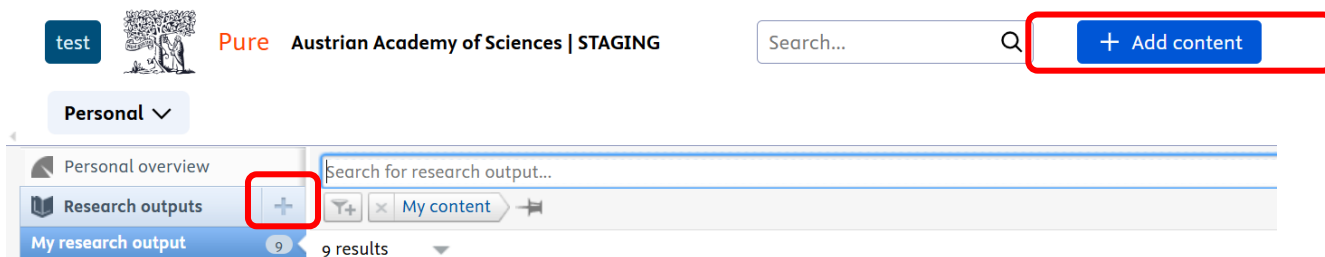


The data set is only displayed on the ÖAW website if ‘Public’ is selected[OM1].

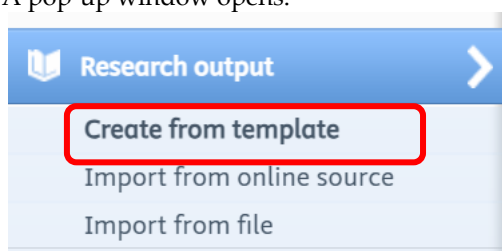
In case you do not want the data to be public – due to legal agreement for example – the category confidential is the right one to be selected.

2. Publications (entry by a personal user)

To enter a new publication, you can either use the + next to Publications in the left-hand column or the blue + **Add content** field at the top right:



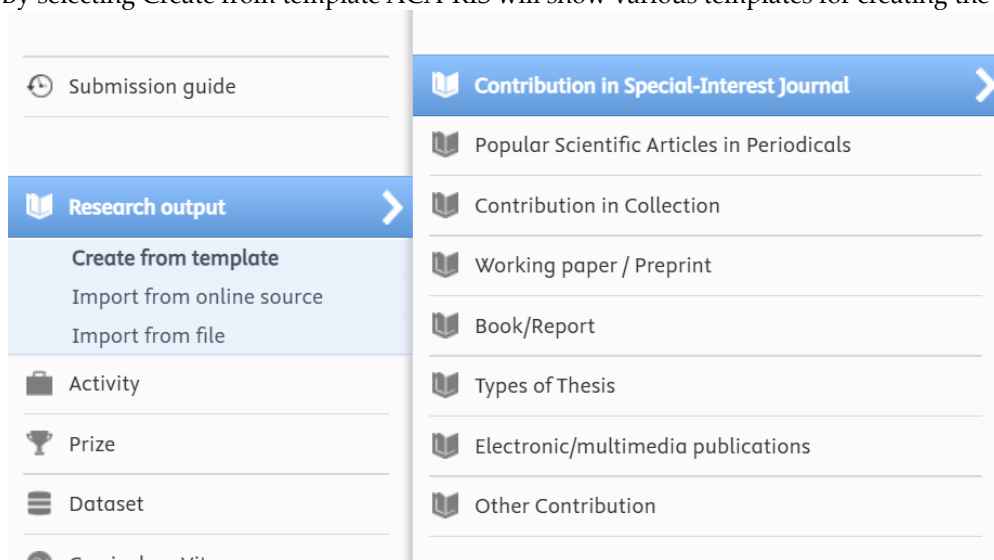
A pop-up window opens.



One of the three input variants
"Create from template",
"Import from online source" or
"Import from file"
 can be selected here

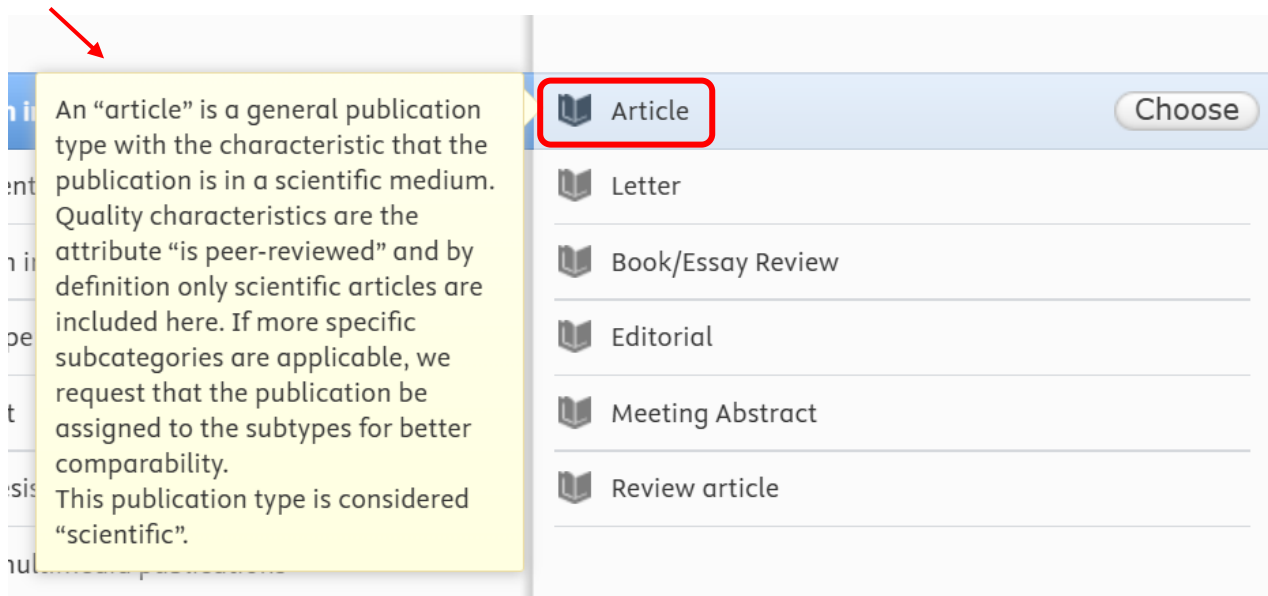
2.1. Create from template

By selecting Create from template ACA-RIS will show various templates for creating the new entry:

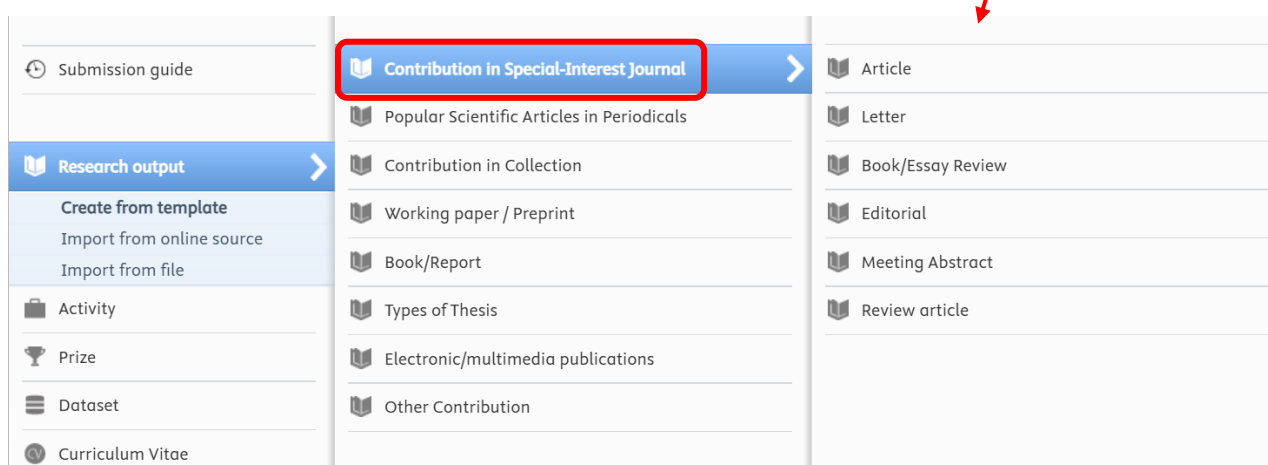


To obtain a definition of the publication type, move the mouse over the text - here using the example of the publication type *Article* in *Contribution in a special-interest journal*.

A light-yellow field appears with the corresponding description:



In this example, we will remain with the type *Article* in *Contribution in a special-interest journal*. By selecting this type, you now have a choice of different variants again.



In this example, article has been selected as the publication type. After selecting the desired publication type, a fill-in-form opens. To be able to save an entry in a later step, the mandatory fields marked with a red * must be completed.

If the publication type is not suitable, it can be changed at the top right under Change template.

Research output: Contribution in Special-Interest Journal › Article

Change template ⓘ

EDIT

- Metadata**
- Metrics
- Translation

OVERVIEW

- Relations
- Display

HISTORY AND COMMENTS

- History and comments

Type

Peer-reviewed *

☐ Peer-reviewed ☐ Not peer-reviewed

Publication status ⓘ

Publication statuses and dates *

Published Year * Month Day **Current**

Add publication status and date...

Publication information ⓘ

If you select this option, the familiar field for selecting the publication type opens. If you do not wish to change the publication type, select the **Close** field to return to the previous page

Research output: Contribution in Special-Interest Journal › Article

Close ⓘ

Important: Some information may not be transferred as the required fields are not present on the target template. Any information not transferred can be found in the Comments section of the new content.

Contribution in Special-Interest Journal

- Popular Scientific Articles in Periodicals
- Contribution in Collection
- Working paper / Preprint
- Book/Report
- Types of Thesis
- Electronic/multimedia publications
- Other Contribution

Article

- Letter
- Book/Essay Review
- Editorial
- Meeting Abstract
- Review article

You are back in the original template - in our example *contribution in special-interest journal – article*

Start by completing the mandatory fields (red*).

Publication status and dates: Several statuses can be added here, which represent the 'history' of the publication.

Enter the date and select *Add publication status and dates* if you have further data on this publication.

In the *publication information* section, select the appropriate original language and the title in the original language. The title is shown in the citation of the publication.

Research output: Contribution in Special-Interest Journal › Article

Publication status

Publication statuses and dates *

Published Year * Month Day

Add publication status and date...

Publication information

Original language *

German (Austria)

Title of the contribution in original language *

Subtitle of the contribution in original language

Abstract

Pages (from-to) Number of pages Article number

Even if the *page number*, *number of pages* and *article number* are NOT mandatory fields, it is strongly recommended to enter this information in ACA-RIS, in order to display the data as precisely as possible.

The next step is to enter the author(s) of the publication.

Select either **Add person** or the **+ symbol**.

FYI – the personal user, having started the creation of a new publication record, will be listed as author automatically (in this example, the personal user is M Mustermann out text user).

Authors and affiliations

Authors *

M Mustermann, Author
Internal person

Other Research Units MNT
Organizational unit: Department/Research Area

Add person... Add organizational unit... Add author collaboration...

Total number of authors
1

Adding a person, the following window will open

Search and add Person - or create External Person

Search Create external person

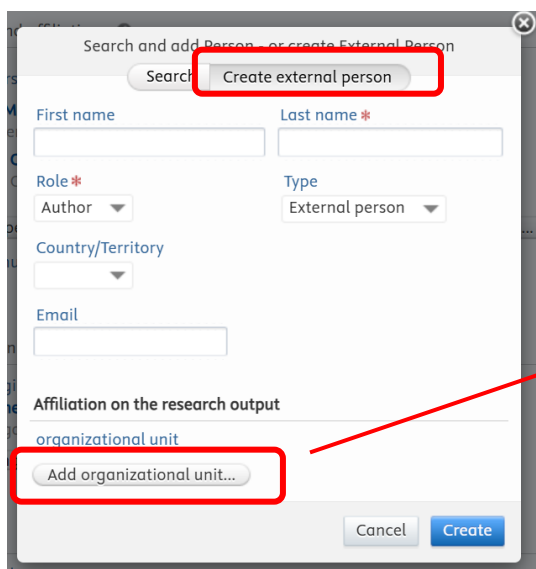
Start entering person's name, job title or organization.
Search results will be updated while you type.

Cancel

Now you can add a person using the **search field with the magnifying glass**: enter the name. ACA-RIS will list suggestions in a drop-down box. Both internal and external people can be found here. Select the appropriate person.

In case you cannot find the right person, you have the option to create an external person - select the **field Create external person**.

By selecting the **Create external person** function, the following window is displayed:



Search and add Person - or create External Person

Search Create external person

First name Last name *

Role * Type

Author External person

Country/Territory

Email

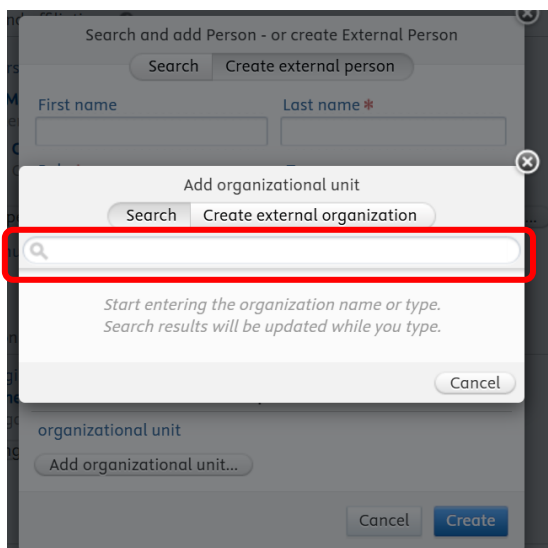
Affiliation on the research output

organizational unit

Add organizational unit...

Cancel Create

To add the appropriate external organisation, select **Add organisational unit...**



Search and add Person - or create External Person

Search Create external person

First name Last name *

Add organizational unit

Search Create external organization

Start entering the organization name or type.
Search results will be updated while you type.

Cancel

organizational unit

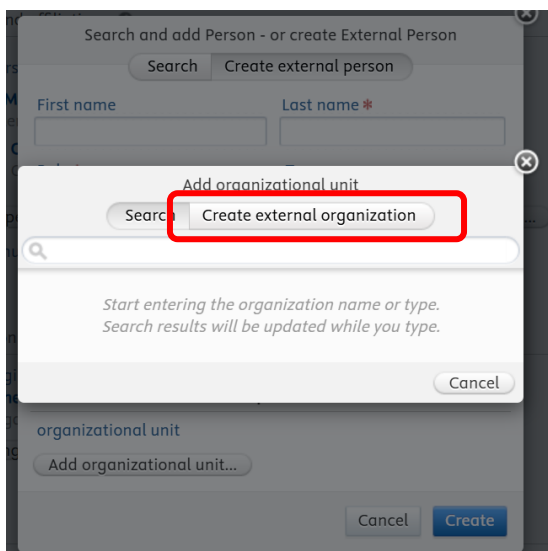
Add organizational unit...

Cancel Create

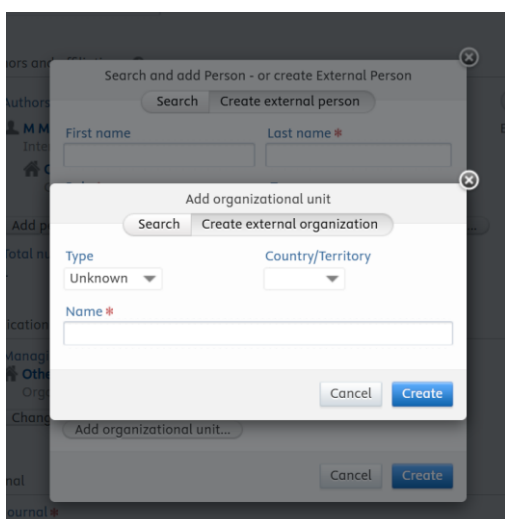
An additional dialogue box appears. In the background you can still see the screen from the Create external person step.

Enter the name in the field with the magnifying glass. ACA-RIS will now generate another drop-down list from which you can select the appropriate institution.

There is already a large number of external organisations available in ACA-RIS. If the organisation you require is not listed, you can create a new external organisation.



To create a new external organisation, select **create external organization**. The input field changes accordingly. The screen from the Create external person step remains in the background.



Once you have entered the data, save by clicking **Create**. You will find yourself again in the Create external person screen. Confirm with **Create** to save the newly created person.

The next necessary step is the **managing organisational unit**. The managing organizational unit is the organisation that is also responsible for validating the datasets and with which the first author is affiliated. ACA-RIS assigns the dataset to the organisation to which the first internal author is affiliated. This is done automatically. If you want to change the organisational unit, proceed as follows:

Publication managed by 



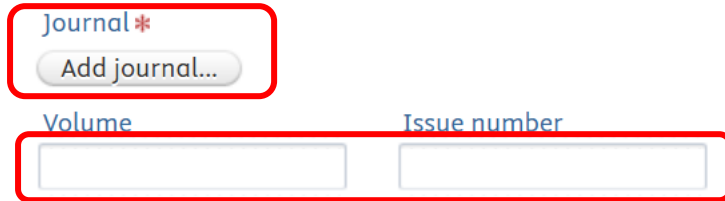
click on the symbol with the house and enter the correct organisation

The last mandatory field for creating an entry from a template is the journal in which the publication has been published.

Use the function **Add journal...** and enter the journal.

ACA-RIS displays a drop-down list - select the correct journal.

Journal

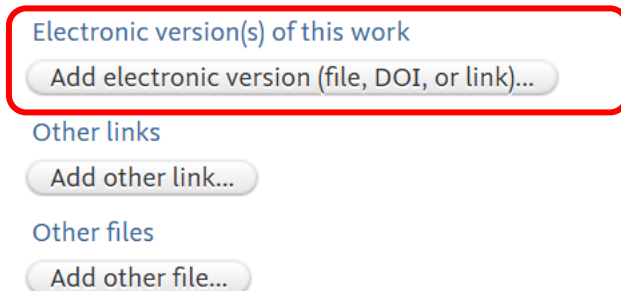


By entering the **volume** and **issue number** - which are noted on the original publication - you can finalise the publication record.

In the '**Electronic version(s)...**' section, you can enter the DOI of the publication. This is not a mandatory field, but it is recommended to facilitate subsequent checks/revisions.

Select the field **Add DOI/Link**:

Electronic version(s), and related files and links ⓘ



The following field will open:

The screenshot shows a form titled "Add a DOI". It contains several sections: "Add a DOI for an electronic (full-text) version of this work (e.g. the published version of record)", a text input for the DOI (highlighted with a red box), a "Document version" dropdown menu, an "Access to electronic version" section with a "Public access to file" dropdown (highlighted with a red box), and a "License" section with a "License to document" dropdown. At the bottom right, there are "Cancel" and "Create" buttons, with the "Create" button highlighted by a red box.

Enter the DOI (Digital Object Identifier)

Select the appropriate variant in the [Access to the electronic version](#) section

Click on [create](#) to save the information.

If you scroll further down the form, you will come across the [relations](#) section. Here you can assign your publication to an activity, a project or similar.

Relations

Research Outputs



Activities



Prizes



Projects



Datasets



To be able to display a publication on the homepage of your institution, the entry must be set to the status **'Public - no restrictions'**:

Visibility

☐ Public - No restriction ▼

Once the form has been completed, it can be saved:

By saving, the data record is sent to the status **for validation**.

Note:

At the bottom of the data record there is a section where you can see which editor will validate your entry. In our example, "None" appears as this is a test entry for training purposes.

The data record is now checked for correctness by editors from the supervising organisation and then set to the status **Validated**.

With this final step, the entry can be published on the homepage of your organisation.

2.2. Import from online source

In addition to the option of importing publications using the 'Create from template' function, ACA-RIS also offers the option of an **import from online sources**.

To do this, select the relevant path and access the overview of online sources:

For example, if you want to import via Web of Science, select the appropriate field.
The following import screen opens:

Web of Science



Import from Web of Science

Query

Publication title, ID, PMID, DOI or ISBN

Author name(s)

For Authors, enter the last name first, followed by a space and the author's initials. Example: johnson m*

Author ID(s)

Author IDs (e.g., ResearcherID and ORCID)

Organisational unit name

Name of the organisational unit

Year range

From → To

Search

Once you have entered the title, the system will either suggest only 1 publication or several - select the correct publication by clicking 'Import':

Multi-period hub network design from a dual perspective: An integrated approach considering congestion, demand uncertainty, and service quality optimization

Vedat Bayram, Ciya Aydogan, Kamyar Kargar, 2025, vol. 326, issue 1, p. 78-95. European Journal of Operational Research [View record in Web of Science](#). DOI.

Article

 Import [Source data](#)

 Remove

The following window appears - The authors of the source are listed. You can now adapt incorrect assignments here or after importing the publication.

Author match

Author in source	Author & affiliations in Pure		
1 Zhang, Yu	Match	 Zhang, Yu-Mei External person	▼ -
2 Chu, Jian	No match	 Chu, Jian Will be created as a new external author	-
3 Yang, Hao-Qing	No match	 Yang, Hao-Qing Will be created as a new external author	-
4 Wu, Shifan	No match	 Wu, Shifan Will be created as a new external author	-
5 Zhang, Yunhuo	No match	 Zhang, Yunhuo Will be created as a new external author	-
6 Chiam, Kiefer	No match	 Chiam, Kiefer Will be created as a new external author	-

Now check the entire form - starting with the publication data, the journal including page number etc. and especially the affiliated authors.

Once this has been done, you can save the data record as described in point [2.1 Create from **template**](#) [OM2].

Note: the function “Import from online source” does not imply that the entry is already completely correct - please make sure that the data is as accurate as possible, to make your editors further work easier.

The editors of the supervising organisation will now check the data record for correctness and then set the status to **validated**.

With this final step, the entry can be published on the homepage of your organisation.

2.3. Import from file

ACA-RIS also offers the option of creating entries by importing files - select the corresponding field:

[Submission guide](#)

Research output

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[Activity](#)

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Use this option to import research outputs in the OpenAIRE CERIF profile XML format. OpenAIRE is an organization dedicated to shifting scholarly communication toward openness and transparency and facilitate innovative ways to communicate and monitor research.

BibTeX

BibTeX is a tool and a file format which are used to describe and process lists of references, mostly in conjunction with LaTeX documents.

RIS

RIS-format is an interchangeable, tagged format for expressing bibliographic citations, supported by a wide range of reference software (e.g. Reference Manager, EndNote and RefWorks) and research databases (e.g. Web of Science, Scopus etc.)

You can choose from the formats RIS, OpenAIRE du BibTeX - in our example RIS was selected. Follow the instructions on the form - either insert and import the text OR upload the file:

Choose submission

Submission guide

Research output

Create from template

Import from online source

Import from file

Activity

Prize

Dataset

Curriculum Vitae

RIS

Import from RIS

Paste text

Import

or

Upload file

Drag file or [browse](#) your computer.

Import

Now review the entire form - starting with the publication data, the journal with page number, etc. and especially the assigned authors.

Once this has been done, you can save the data record as described in point [2.1 Import from template](#).

The data record is now checked for correctness by editors from the supervising organisation and then set to the status **Validated**.

By completing this final step, the entry can be published on the homepage of your organisation.

3. Additional Information

Additional information can be found on our intranet page [Quality Assurance for Science and Organisation \(Terms of Use\)](#).

If you have any questions about ACA-RIS (PURE), please contact our QA-FIS team at the following e-mail address ACARIS-Support@oeaw.ac.at