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ResearchNow

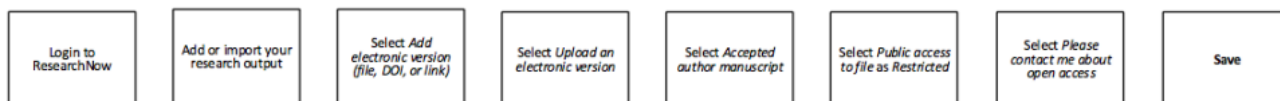## Overview

This guide explains how to ensure research output electronic versions for uploading are as openly accessible as possible (Open Access) and how to comply with Open Access policies of funding agencies (i.e ARC and NHMRC).

Applies to

Researcher
HDR student
College or Institute support staff
Central RDS support staff
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Process

Login to ResearchNow	Add or import your research output	Select Add electronic version (file, DOI, or link)	Select Upload an electronic version	Select Accepted author manuscript	Select Public access to file as Restricted	Select Please contact me about open access	Save

Steps

1. Login to ResearchNow.
2. Select Add content to import your research output.
3. Once the research output metadata is imported or entered:

   1. Scroll to the Electronic version(s), and related files and links section and click *Add electronic version (file, DOI, or link) ...*

   2. Select *Upload an electronic version*.

   3. Drag the document into the window or browse your computer for the document.

   4. Select *Accepted author manuscript* as the document version.

   5. Set the *Public access to file* to *Restricted*. The Library will change this to *Open* during the validation process if the publisher policies permit.
      NOTE: You are not required to populate other fields in the upload window as the Library will check these and populate them as required.

   6. Select *Please contact me regarding open access* and select *Yes*

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7.   Select *Save* at the bottom of the window.

Notes

During the research output verification process, the Library investigates options for making your research outputs available as Open Access. They ensure that any conditions required by the publisher are complied with.

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