



LUND
UNIVERSITY

The Pufendorf IAS
2020-01-15

The Pufendorf IAS short guide to LUCRIS

[Log in to LUCRIS \(follow this link\)](#)

All LUCRIS users can create projects. However, it should be the project manager or a person appointed by them who creates the project. When you add an LU staff member to a project, that person is notified of the project's creation. The notification does not go out to external members added to a project. External people added to a project must be asked for their consent. Projects in LUCRIS are immediately visible in the Research Portal. <http://portal.research.lu.se/portal/>

Please add the information in both English and Swedish. You can switch languages in the upper left-hand corner, or click Translation in the left-hand menu.

For more information and tutorials for LUCRIS visit:

In Swedish: <https://www.medarbetarwebben.lu.se/forska-och-utbilda/stod-till-forskning/lucris>

In English: <https://www.staff.lu.se/research-and-education/research-support/lucris-research-information-system/modules-in-lucris/project>

Follow these steps to add your Theme/ASG as a project in LUCRIS:

1. Classification

LUCRIS classifies projects into main groups. For all Themes and ASG at Pufendorf IAS; choose Network/Nätverk

2. Nature of activity type:

Add relevant activity types, always select:

- Interdisciplinary research: Tvärvetenskaplig forskning
- International collaboration: Internationellt samarbete

3. Title:

Add a title in both English and Swedish (if you do not have a Swedish title, you can use the English one in this field also). Always add Theme/ASG and

Pufendorf IAS to the title, after the name name of your Theme/ASG. Example:

“Working and Organizing in the Digital Age - Theme, Pufendorf IAS”

Add Short title (only the theme/ASG name) and/or Acronym (Only if you have one, don't make one up)

4. Description:

In this field, write as in the following, either: Advanced study Group (ASG) at the Pufendorf Institute for Advanced Studies / Theme at the Pufendorf Institute for Advanced Studies. *NO other text in this field, please!*

5. Layman's description:

Brief popular science description, preferably in both Swedish and English about the Theme/ASG, ie. the text from your webpage (Maximum 400 signs).

6. Participants:

Each person added must be assigned a role in the project: For coordinator/main applicant choose:

PI - primary investigator (PI): forskningsledare

For other coordinators choose: Project coordinator: projektkoordinator

For members choose: Researcher: forskare

External members: choose create external person

Add organizational unit and choose: Pufendorf Institute for Advances Studies (otherwise your Theme/ASG will not be shown under the Pufendorf IAS organisation.)

Note: The organizational unit that shows, will be your own, therefore you must actively add the Pufendorf IAS.

7. Project managed by

ALWAYS choose Pufendorf IAS/Pufendorfinstitutet. NOT your own department.

8. Life cycle

Start year/end year for the project

9. Keywords

Add classification according to the Swedish Higher Education Authority (UKÄ) and free Keywords:

- UKÄ Classification: Choose the relevant disciplines for your Theme/ASG
- Keywords: Always add Interdisciplinary as a keyword A maximum of three Keywords should be choosen.

10. Files and access

Possibility of adding related files e.g. a more detailed description of the Theme/ASG or you report of activities, as a PDF.

11. Links

Links to the Pufendorf IAS mainpage <https://www.pi.lu.se> or

<https://www.pi.lu.se/en/> with the description: The Pufendorf
IAS/Pufendorfinstitutets hemsida

12. Relations

Links to publications, activities etc. Please note that publications that are authored (only) by people external to LU who are included in an LU project cannot be entered in LUCRIS.