The Pufendorf IAS short guide to LUCRIS

Diarienummer

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[Log in to LUCRIS](https://lucris.lub.lu.se/) (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 namne) and/or Acronym (Only if you   
 have one, don’t make one up)

**4. Description:**   
 In this field, write as in the following: 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, eg. 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 unite and choose: Pufendorf Institute for Advances Studies   
(otherwise your Theme/ASG will not be shown under the Pufendorf IAS organisation.)

**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.