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 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.