



**Methodological Instruction on the
Recording of Results of Scientific
Research Activities
Faculty of Medicine, Masaryk University**

Date

1. Purpose

The purpose of this methodological guideline is to regulate the procedure of recording data on the results of scientific research activities, especially publications (hereinafter referred to as "results"), at the Faculty of Medicine of Masaryk University (hereinafter referred to as "MU Faculty of Medicine"), with the aim of unifying and standardizing the internal recording in connection with reporting to the national register of information on results via the Masaryk University Information System (hereinafter referred to as "MU IS").

2. Evidence of results

Recording of results means making records of the results of the scientific and research activities of LF MU staff and students arising from their employment or study relationship with LF MU via the Publications application in IS MU.

2.1. Affiliations

Each result may be recorded only in relation to the employment or study relationship of the LF MU employee or student on the basis of which the result was created.

The correct form of affiliation indicated in the result is necessary not only for the purposes of national evaluation, but also in the linking of results to electronic databases or evaluation of the scientific results of the faculty or university. If the affiliation to LF MU is missing, the result cannot be attributed to LF MU.

Unless the form of affiliation is explicitly regulated by the publisher, authors of the result are recommended to include the affiliation format in the text of the result to be published:

Česky: name of department/clinic, Faculty of Medicine, Masaryk University, Brno

English: name of department/clinic, Faculty of Medicine, Masaryk University, Brno

In the case of an author with two or more affiliations in the format:

a) institution 1: CZ: name of the institute/clinic, Faculty of Medicine, Masaryk University, Brno

EN: name of department/clinic, Faculty of Medicine, Masaryk University, Brno

b) institutions 2

c) institutions 3

2.2. Dedication to projects

When entering records, it is essential to follow the guidelines and policies of the funder to which the research result is dedicated.

2.3. Organisation of the results records

- a. The registration of LF MU results into IS MU is continuous throughout the year.
- b. All types of results as defined in the most recent Methodology for the Evaluation of Results of Research Organisations and Programme Evaluation are subject to results recording
the special-purpose support for research development and innovation (hereinafter referred to as "Methodology") issued by the Council for Research, Development and Innovation (hereinafter referred to as "RDI") and the results dedicated to LF MU projects.
- c. The organisation of the registration and reporting of results at individual LF MU departments is entrusted to the R&D Results Guarantors appointed by the Head of the LF MU department in cooperation with an authorised employee of the LF MU OVVPP department.
- d. The results indexed in the Web of Science database (see paragraph 2.3.2.) are subject to central registration of results at LF MU.

2.3.1. Duties of staff responsible for recording results

2.3.1.1. Obligations of the author

The author's duties include in particular:

- a. Notify the Research Results Guarantor of the given LF MU organizational unit that the result has been fully published (i.e. it does not apply, for example, to articles in the "online first") or entering the result into the IS MU database.

2.3.1.2. Responsibilities of the R&D Results Guarantor

The duties of the R&D Results Guarantor of a given workplace include in particular:

- a. Responsibility for recording the publication activity of the staff of the department.
- b. Consultations on the recording and reporting of results to individual authors of the organisational unit of the Faculty of Medicine.
- c. Responsibility for the creation of a complete record of the result in the MU IS within three months of its full publication (i.e. does not apply, for example, to articles in the "online first") except for results subject to central registration at the MU Faculty of Medicine.
- d. Responsibility for the completeness (especially with regard to the applicable Methodology), accuracy and truthfulness of the data in the result record forming a complete bibliographic description of the results and expressing the link of the result to the institution (according to the affiliation specified in the result) and the source of funding (according to the dedication specified in the result).
- e. Verification of the correctness of the records of a given LF MU department

in terms of compliance of these records with published results, including responsibility for classifying the result into the correct type according to the Methodology.

- f. Dealing with any requests or comments on records created in the IS MU concerning a given LF MU department in cooperation with an authorised employee of the OVVPP LF MU.
- g. if necessary, provide a copy of the result to the authorised employee of the LF MU OVVPP.
- h. Decision on the inclusion of records of results listed in the IS MU in the national evaluation in the relevant year for the given LF MU department.

2.3.1.3. Duties of the authorised OVVPP LF MU employee

The duties of the OVVPP LF MU authorised employee include in particular:

- a. Create a record of LF MU results indexed in the Web of Science database.
- b. Searching LF MU results in databases.
- c. Consultations with authorised staff of other MU organisational units in connection with the solution of results resulting from the participation of MU organisational units.
- d. Checking selected records - in the event that errors or inconsistencies in the data of the result record are found during the record checks, the research results guarantor is contacted by the relevant LF MU department, whose employee records the result in the IS MU he created, asking for a correction.
- e. Remove the editing option from the checked LF MU results records and mark them with the appropriate label.
- f. Consultations on the recording of results in the IS MU system for processors.
- g. Announcement of the LF MU results submission schedule.
- h. Preparation of data batches for RIV for LF MU.
- i. Preparation of reports and documents for evaluations, internal evaluation of LF MU results.

2.3.2. Central record of results

2.3.2.1. The central record of LF MU results refers to the results of indexed in the Web of Science database and it is provided by an authorised employee of the OVVPP LF MU.

2.3.2.2. Procedure - description of activities in the case of a central record of results indexed in the Web of Science database:

- a. In the event that it is a result of the MU Faculty of Arts created without the participation of another MU organizational unit, the following applies:

The guarantor for the registration of R&D results of the relevant LF MU department sends to

a central email address riv@med.muni.cz to notify the publication of the result. If the full version of the result is not available in the Web of Science database, the

a pdf version of the result together with the notification. On the basis of this information, the result will be registered in the IS MU by an authorised employee of the OVVPP LF MU.

- b. In the case of a result in which more than one MU unit participated, the following applies:
 - i. **If the corresponding author of the result has a specified affiliation to the MU Faculty of Arts**, the guarantor for the registration of R&D results of the given department sends a notification of the publication of the result or a pdf version of the result (see paragraph a) to **riv@med.muni.cz, together with information under which MU organizational unit the result is to be registered in the MU IS and information on the distribution of the percentage of** the result among the participating MU organizational units expressed on the basis of an agreement between the co-authors.
 - ii. If the corresponding author of the result has an affiliation to another MU organizational unit, the result is delivered to the authorized employee of that MU organizational unit. The authorised employee of the relevant MU organisational unit then addresses the corresponding author with a request for information on which MU organisational unit the result should be registered in the MU IS and also on the percentage distribution of the share of the result among the participating MU organisational units.
 - iii. If the corresponding author of the result does not have the stated MU affiliation, in accordance with the majority practice, the first author with the stated MU affiliation will be contacted in order to determine the guarantor of the result with the respective co-authors from the participating MU organizational units. The result guarantor will then decide under which organisational unit the result will be registered in the MU IS and distribute the percentage of the result among the respective MU organisational units. This information will be forwarded to the authorised officer of the MU organisational unit under which the result will be registered in the MU IS. This person will pass the information on to the authorised staff of the participating MU organisational units.

3. Related documents

Methodology for evaluating the results of research organisations and the evaluation of programmes of targeted support for research development and innovation

Good practice in scientific publishing

Recommendations for the inclusion of

dedications in publications

MU's attitude towards so-called predatory publishers and professional journals