

RESEARCH OUTPUTS

Induction checklist for new research staff

This checklist introduces you to the key things to do as soon as you can after starting your new post. This will ensure that your publications record and digital identity are up-to-date in all of our systems and that you will be able to comply with the Open Access and research data requirements of the University, our funders and the next Research Excellence Framework (REF 2021) exercise.

For help, visit our LibGuide [Support for Research staff and students](https://libguides.reading.ac.uk/research-support) at <https://libguides.reading.ac.uk/research-support> and click the tab, **Checklist for new research staff**. You will find a section for each of the points below, providing guidance and the contact details of colleagues in the Library and in Research Services who can provide advice.

Actions needed	✓
1. Contact the Liaison Librarian for your School or Department	<input type="checkbox"/>
2. Familiarise yourself with the University's requirement for depositing research outputs in the institutional repository (CentAUR)	<input type="checkbox"/>
3. Add your publications to CentAUR (green Open Access)	<input type="checkbox"/>
4. Comply with Open Access policies	<input type="checkbox"/>
5. Access funds for Open Access publishing (gold Open Access)	<input type="checkbox"/>
6. Learn about and act on policies for the management, preservation and sharing of research data	<input type="checkbox"/>
7. Check and curate your digital researcher identity	<input type="checkbox"/>
8. Access resources to track the impact of your research	<input type="checkbox"/>
9. Read the University's Responsible Metrics Statement	<input type="checkbox"/>
10. Book onto a People Development course for researchers	<input type="checkbox"/>