



AALBORG UNIVERSITET

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Dato: 15-05-2017

## Checklist and brief guidance

### The Research Group - Mandatory

Task	Guidance and/or contact person	Deadline
Check that all members of the research group are listed at the research group website under 'members'.	Torben Haugaard Jensen and/or your research secretary can assist with infoglue.	15 June 2017
Check that the description of the research group, its current research focus and activities are updated and comprehensive.	Torben Haugaard Jensen and/or your research secretary can assist with infoglue.	15 August 2017
Check the research group description in VBN and revise if necessary.	Jeanette Hvarregaard can assist you.	15 August 2017
Check that relevant strategies etc. are uploaded on the research group website and/or the Department intranet.	Torben Haugaard Jensen and/or your research secretary can assist with infoglue.	2 October 2017

### The Researcher - Mandatory

Task	Guidance and/or contact person	Deadline
Check if you have a profile on google Scholar. If not please create a profile.	If you do not have an account please create an account on: <a href="http://scholar.google.dk/">http://scholar.google.dk/</a>	15 June 2017
Check if you have added your ORCID to your profile in VBN. If not please add your ORCID.	Login to VBN: <a href="https://login.aau.dk/cas/login?service=https%3A%2F%2Fvbn.aau.dk%2Fadmin%2Fjspring_cas_security_check">https://login.aau.dk/cas/login?service=https%3A%2F%2Fvbn.aau.dk%2Fadmin%2Fjspring_cas_security_check</a> Click on "edit profile". Check that you have added your ORCID. If not click on the link and follow the instruction.  ID 100685 <span>Employee ID</span> <input type="button" value="Add ID..."/>  ORCID  <a href="#">Create or Connect your ORCID ID</a>	15 June 2017



	Note: It is also possible to add your Scopus, Researcher and/or Mendeley ID, which allows these platforms to harvest information from your publication list in VBN.	
Check if it would be relevant within your research area to have other online profiles e.g. on research gate, LinkedIn, twitter etc.		15 June 2017
Check in your VBN profile that you are connected/affiliated to the right research group(s)	<p>Login to your VBN profile here:  <a href="https://login.aau.dk/cas/login?service=https%3A%2F%2Fvbn.aau.dk%2Fadmin%2Fjspring_cas_security_check">https://login.aau.dk/cas/login?service=https%3A%2F%2Fvbn.aau.dk%2Fadmin%2Fjspring_cas_security_check</a></p> <p>Click on "edit profile":</p> <p>If your research group affiliation is missing or incorrect please contact Jeanette Hvarregaard so she can correct it.</p>	3 July 2017
Check that you have updated <b>all</b> publications (including conference papers etc.) from the last five years. Please note that this has been mandatory for several years, so all publications until ultimo 2016 should already be updated in the system.	Checklists for publications and guidelines for VBN. Please see: <a href="https://login.aau.dk/cas/login?service=http%3a%2f%2fwww.intranet.cgs.aau.dk%2fvbn%2f">https://login.aau.dk/cas/login?service=http%3a%2f%2fwww.intranet.cgs.aau.dk%2fvbn%2f</a> Please see table 1 below for an overview of the type of publication you should report on.	3 July 2017
Check that you have reported all Prizes, scholarships and distinctions you have been awarded since 2012 in VBN under 'Prizes'.		3 July 2017
Check that information on Awards (research grants) is right. (The information is reported by the Department based on information in your grant contract and will be available end of May 2017).	If the information is not correct please contact Mie Bech.	3 July 2017

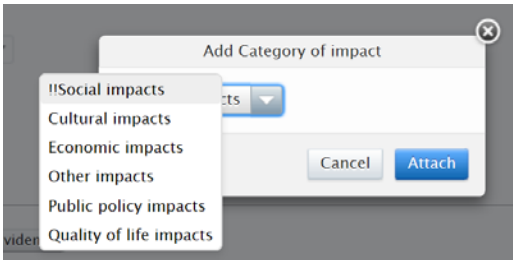
### Optional registration of your research activities

<p>The executive management at Aalborg University recommends that activities are registered in the 'activity model' in VBN form 2017 onwards.</p> <p>Hence the steering committee of the Research Evaluation at Department of Business and Management has decided not to require that all activities in the period 2012-2016 are reported.</p> <p>However the steering committee recommend that the research groups have a closer look at the different options for register activities and decide if some of the activities would be relevant for the research group to register for the period 2012-2016 in connection with the re-</p>	<p>Information on how to register your activities in VBN:  <a href="http://www.vbn-office.aau.dk/activityregistration/">http://www.vbn-office.aau.dk/activityregistration/</a></p> <p>Table 2 below presents the different activities you can report in VBN.</p> <p>As per agreement in the Department Council, the department management will produce a brief note with clarification on the different activity categories.</p>	<p>Report back if the group decides to report under activities – wholly or in part.</p> <p>3 July 2017</p> <p>Update on selected areas in the 'activity model'.</p> <p>15 August 2017</p>
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<p>search evaluation.</p> <p>If this is the case the research group should report back to Gro Stengaard Villumsen, which activities the research group will report on, in order to provide the research groups with statistics on the selected categories</p>		
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### Optional registration in the “impact” module

<p>VBN has decided to give access to report in the “impact” module in VBN. So if you would like to highlight impact as a result of your research in VBN please have a closer look at the “Impact” section in VBN, and report back to Gro Stengaard Villumsen if you plan to register impact in VBN.</p>	<p>The Impact definition in VBN follows the definition set by REF. Hence you can report on impact within the following categories.</p> 	<p>Report back if the group decides to register impact in the VBN system.</p> <p>15 August 2017</p>
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**Table 1: Under Publication in VBN**

<ul style="list-style-type: none"><li>• Contribution to Journal<ul style="list-style-type: none"><li>○ Journal article</li><li>○ Conference article in Journal</li><li>○ Letter</li><li>○ Review article</li><li>○ Literature review</li><li>○ Editorial</li><li>○ Comment/debate</li><li>○ Conference abstract in journal</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Book/anthology/thesis/report<ul style="list-style-type: none"><li>○ Book</li><li>○ Anthology</li><li>○ Report</li><li>○ Doctoral thesis</li><li>○ PhD thesis</li><li>○ Compendium/lecture notes</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Contribution to book/anthology/report/conference proceeding<ul style="list-style-type: none"><li>○ Book chapter</li><li>○ Report chapter</li><li>○ Article in proceeding</li><li>○ Conference abstract in proceeding</li><li>○ Encyclopedia chapter</li><li>○ Comments</li><li>○ Preface/Introduction/postscript</li><li>○ Compendium/lecture notes chapter</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Contribution to conference without publisher/journal<ul style="list-style-type: none"><li>○ Paper without publisher/journal</li><li>○ Poster</li><li>○ Conference Abstract for conference</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Working paper</li></ul>
<ul style="list-style-type: none"><li>• Contribution to newspaper<ul style="list-style-type: none"><li>○ Newspaper article</li><li>○ Feature article</li><li>○ Review</li><li>○ Comment/debate</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Memorandum/exposition<ul style="list-style-type: none"><li>○ Memorandum</li><li>○ Question &amp; Answer/hearing</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Contribution to memorandum/exposition<ul style="list-style-type: none"><li>○ Memorandum contribution</li><li>○ Question &amp; Answer/hearing contribution</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Net publication<ul style="list-style-type: none"><li>○ Internet publication</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Patent</li></ul>
<ul style="list-style-type: none"><li>• Non-text contribution<ul style="list-style-type: none"><li>○ Computer programme</li><li>○ Dataset</li><li>○ Interactive production</li><li>○ Sound/Visual production (digital)</li><li>○ 2D/3D (psysical products)</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Other</li></ul>



**Table 2: Under Activities in VBN**

<ul style="list-style-type: none"><li>• Editorial work and peer review<ul style="list-style-type: none"><li>○ Journal editor</li><li>○ Series editor</li><li>○ Editor of unfinished research anthology/collection</li><li>○ Peer review of manuscripts</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Attending an event<ul style="list-style-type: none"><li>○ Conference organisation or participation</li><li>○ Organisation or participation in workshops, courses, or seminars</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Talks and presentations<ul style="list-style-type: none"><li>○ Talks and presentations in private or public companies</li><li>○ Guest lectures</li><li>○ External teaching and course activities at other universities</li><li>○ Conference presentations</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Public/private sector consultancy and other employment<ul style="list-style-type: none"><li>○ Consultancy</li><li>○ Public Sector Consultancy</li><li>○ Employment with any other public or private company including your own company</li><li>○ Starting your own company</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Memberships<ul style="list-style-type: none"><li>○ Membership of committees, commissions, boards, councils, associations, organisations, or similar</li><li>○ Membership of research networks or expert groups</li><li>○ Board duties in companies, associations, or public organisations</li><li>○ Membership of review committee</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Visiting another research institution</li></ul>
<ul style="list-style-type: none"><li>• Hosting a guest lecturer</li></ul>
<ul style="list-style-type: none"><li>• Examination<ul style="list-style-type: none"><li>○ External examination</li><li>○ Internal examination</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Other</li></ul>