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| Performance-Based Research Fund  2018 Quality Evaluation Guidelines  Evidence Portfolio Template  Updated: August 2017 |

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Updated August 2017

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The Tertiary Education Commission

Every effort is made to provide accurate and factual content. The TEC, however, cannot accept responsibility for any inadvertent errors or omissions that may occur.

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# Purpose

Evidence Portfolios (EPs) for the 2018 PBRF Quality Evaluation can be submitted to the Tertiary Education Commission in one of two ways using the PBRF IT System:

* by creating an electronic file of EPs in xml format and uploading this directly to the system, or
* online using the web interface of the PBRF IT System.

This template has been designed primarily to assist those who intend to enter EPs online using the web interface. The template will help ensure you collect all of the required data for each field prior to data entry.

The template needs to be read in conjunction with the guidelines for the 2018 Quality Evaluation. The *Guidelines for tertiary education organisations participating in the 2018 Quality Evaluation* provides a fuller contextual description of each element of the EP and any rules and criteria for content. The EP Schema Definition Document describes the fields that make up the EP schema and technical information on how the data needs to be recorded.

In this template, the fields marked with \* are mandatory.

Changes August 2017

| **Change** | **Reference** |
| --- | --- |
| 1. Format of Date of Birth adjusted to match the online form (not the Staff Data file or XML format) to assist data entry. | Page 4 |
| 2. Platform of Research – Contextual Summary section moved to match the online form to assist data entry. | Page 5 |

# Evidence Portfolio Details

All fields marked with \* are mandatory

|  |  |
| --- | --- |
| \*Evidence Portfolio Identifier  (max 10 characters) | Click or tap here to enter text. |
| \*Contains Confidential Research | Choose an item. |
| \*Release Permission Obtained | Choose an item. |
| \*Send Quality Category to Researcher | Choose an item. |

# Researcher Details

|  |  |
| --- | --- |
| \*National Student Number (NSN) | Click or tap here to enter text. |
| Local Identifier | Click or tap here to enter text. |
| Title | Click or tap here to enter text. |
| \*First Name | Click or tap here to enter text. |
| Middle Names | Click or tap here to enter text. |
| \*Last Name | Click or tap here to enter text. |
| \*Date of Birth (DD-MM-CCYY) | Click or tap here to enter text. |

# Panel Details

|  |  |
| --- | --- |
| \*Primary Panel | Choose an item. |
| \*Primary Subject Area of Research  (this should be a subject area that is assessed by the Primary Panel) | Choose an item. |
| \*Field of Research Description  (max 200 characters) | Click or tap here to enter text. |
| Does this EP contain Māori research for cross-referral to the MKD panel? | Choose an item. |
| Rationale/Comment  (mandatory if YES, max 500) | Click or tap here to enter text. |
| Referenced Component  (up to 5 NRO, or ORO or RC Id) | Click or tap here to enter text. |
| Does this EP contain Pacific research for cross-referral to the PACIFIC panel? | Choose an item. |
| Rationale/Comment  (mandatory if YES, max 500) | Click or tap here to enter text. |
| Referenced Component  (up to 5 NRO, or ORO or RC Id) | Click or tap here to enter text. |

# Platform of Research Contextual Summary

|  |  |
| --- | --- |
| \*Contextual Narrative  (max 2500 characters) | Click or tap here to enter text. |

# Canterbury Extraordinary Circumstances

|  |  |
| --- | --- |
| \*Type(s)  Refer [Appendix A5](#_A5_Canterbury_Extraordinary) | Click or tap here to enter text. |
| \*Period(s) for which this extraordinary circumstance is claimed (must equate to a minimum of three years) | Click or tap here to enter text. |
| \*Comments  (max 2000 characters) | Click or tap here to enter text. |

# Extraordinary Circumstances

|  |  |
| --- | --- |
| \*Type(s)  Refer [Appendix A6](#_A6_Extraordinary_Circumstances) | Click or tap here to enter text. |
| \*Period(s) for which this extraordinary circumstance is claimed (must equate to a minimum of three years) | Click or tap here to enter text. |
| \*Comments  (max 2000 characters) | Click or tap here to enter text. |

# Nominated Research Output (NRO)

Complete for up to 4 Nominated Research Outputs (NRO)

## Nominated Research Output (NRO)

|  |  |
| --- | --- |
| \*Component Id | NRO1 |
| Confidential Research Output | No |
| \*Research Output Type | Choose an item. |
| Preferred Order | 1 |
| \*Title (max 1000) | Click or tap here to enter text. |
| \*Authors (max 1000) | Click or tap here to enter text. |
| \*Main Research Object  (this should be the actual research for assessment i.e. the book, or the composition, or the journal article) | Choose an item.  Note that this field is for collection of data by a TEO, it is not part of the PBRF IT System user interface. |
| Main Research Object URI (mandatory if selected Direct Link or Upload to TEC) | Click or tap here to enter text. |
| Main Research Object Location (mandatory only if ‘Panellist to request hard copy’ selected for Main Research Object, max 500) | Click or tap here to enter text. |
| Supporting Objects’ URIs  (max of 4 additional URIs for SUPPORTING information for assessment and audit) | Click or tap here to enter text. |
| Is this a large sound or video file? | Choose an item. |
| \*Quality Assured | Choose an item. |
| \*Year Available (2012 to 2017) | Choose an item. |
| \*Output Source  (This is bibliographic information, max 1000) | Click or tap here to enter text. |
| Individual Contribution  (max 1050) | Click or tap here to enter text. |
| \*Description  (max 1000) | Click or tap here to enter text. |

## Nominated Research Output (NRO)

|  |  |
| --- | --- |
| \*Component Id | NRO2 |
| Confidential Research Output | No |
| \*Research Output Type | Choose an item. |
| Preferred Order | 2 |
| \*Title (max 1000) | Click or tap here to enter text. |
| \*Authors (max 1000) | Click or tap here to enter text. |
| \*Main Research Object  (this should be the actual research for assessment i.e. the book, or the composition, or the journal article) | Choose an item.  Note that this field is for collection of data by a TEO, it is not part of the PBRF IT System user interface. |
| Main Research Object URI (mandatory if selected Direct Link or Upload to TEC) | Click or tap here to enter text. |
| Main Research Object Location (mandatory only if ‘Panellist to request hard copy’ selected for Main Research Object, max 500) | Click or tap here to enter text. |
| Supporting Objects’ URIs  (max of 4 additional URIs for SUPPORTING information for assessment and audit) | Click or tap here to enter text. |
| Is this a large sound or video file? | Choose an item. |
| \*Quality Assured | Choose an item. |
| \*Year Available (2012 to 2017) | Choose an item. |
| \*Output Source  (This is bibliographic information, max 1000) | Click or tap here to enter text. |
| Individual Contribution  (max 1050) | Click or tap here to enter text. |
| \*Description  (max 1000) | Click or tap here to enter text. |

## Nominated Research Output (NRO)

|  |  |
| --- | --- |
| \*Component Id | NRO3 |
| Confidential Research Output | No |
| \*Research Output Type | Choose an item. |
| Preferred Order | 3 |
| \*Title (max 1000) | Click or tap here to enter text. |
| \*Authors (max 1000) | Click or tap here to enter text. |
| \*Main Research Object  (this should be the actual research for assessment i.e. the book, or the composition, or the journal article) | Choose an item.  Note that this field is for collection of data by a TEO, it is not part of the PBRF IT System user interface. |
| Main Research Object URI (mandatory if selected Direct Link or Upload to TEC) | Click or tap here to enter text. |
| Main Research Object Location (mandatory only if ‘Panellist to request hard copy’ selected for Main Research Object, max 500) | Click or tap here to enter text. |
| Supporting Objects’ URIs  (max of 4 additional URIs for SUPPORTING information for assessment and audit) | Click or tap here to enter text. |
| Is this a large sound or video file? | Choose an item. |
| \*Quality Assured | Choose an item. |
| \*Year Available (2012 to 2017) | Choose an item. |
| \*Output Source  (This is bibliographic information, max 1000) | Click or tap here to enter text. |
| Individual Contribution  (max 1050) | Click or tap here to enter text. |
| \*Description  (max 1000) | Click or tap here to enter text. |

## Nominated Research Output (NRO)

|  |  |
| --- | --- |
| \*Component Id | NRO4 |
| Confidential Research Output | No |
| \*Research Output Type | Choose an item. |
| Preferred Order | 4 |
| \*Title (max 1000) | Click or tap here to enter text. |
| \*Authors (max 1000) | Click or tap here to enter text. |
| \*Main Research Object  (this should be the actual research for assessment i.e. the book, or the composition, or the journal article) | Choose an item.  Note that this field is for collection of data by a TEO, it is not part of the PBRF IT System user interface. |
| Main Research Object URI (mandatory if selected Direct Link or Upload to TEC) | Click or tap here to enter text. |
| Main Research Object Location (mandatory only if ‘Panellist to request hard copy’ selected for Main Research Object, max 500) | Click or tap here to enter text. |
| Supporting Objects’ URIs  (max of 4 additional URIs for SUPPORTING information for assessment and audit) | Click or tap here to enter text. |
| Is this a large sound or video file? | Choose an item. |
| \*Quality Assured | Choose an item. |
| \*Year Available (2012 to 2017) | Choose an item. |
| \*Output Source  (This is bibliographic information, max 1000) | Click or tap here to enter text. |
| Individual Contribution  (max 1050) | Click or tap here to enter text. |
| \*Description  (max 1000) | Click or tap here to enter text. |

# Other Research Outputs (ORO)

Complete for up to 12 Other Research Outputs (ORO).

OROs should be clustered by type

## Other Research Outputs (ORO)

|  |  |
| --- | --- |
| \*Component Id | ORO1 |
| \*Research Output Type | Choose an item. |
| \*Preferred Order | 1 |
| \*Quality Assured | Choose an item. |
| \*Bibliographic details/description  (max 1000 characters) | Click or tap here to enter text. |

## Other Research Outputs (ORO)

|  |  |
| --- | --- |
| \*Component Id | ORO2 |
| \*Research Output Type | Choose an item. |
| \*Preferred Order | 2 |
| \*Quality Assured | Choose an item. |
| \*Bibliographic details/description  (max 1000 characters) | Click or tap here to enter text. |

## Other Research Outputs (ORO)

|  |  |
| --- | --- |
| \*Component Id | ORO3 |
| \*Research Output Type | Choose an item. |
| \*Preferred Order | 3 |
| \*Quality Assured | Choose an item. |
| \*Bibliographic details/description  (max 1000 characters) | Click or tap here to enter text. |

## Other Research Outputs (ORO)

|  |  |
| --- | --- |
| \*Component Id | ORO4 |
| \*Research Output Type | Choose an item. |
| \*Preferred Order | 4 |
| \*Quality Assured | Choose an item. |
| \*Bibliographic details/description  (max 1000 characters) | Click or tap here to enter text. |

## Other Research Outputs (ORO)

|  |  |
| --- | --- |
| \*Component Id | ORO5 |
| \*Research Output Type | Choose an item. |
| \*Preferred Order | 5 |
| \*Quality Assured | Choose an item. |
| \*Bibliographic details/description  (max 1000 characters) | Click or tap here to enter text. |

## Other Research Outputs (ORO)

|  |  |
| --- | --- |
| \*Component Id | ORO6 |
| \*Research Output Type | Choose an item. |
| \*Preferred Order | 6 |
| \*Quality Assured | Choose an item. |
| \*Bibliographic details/description  (max 1000 characters) | Click or tap here to enter text. |

## Other Research Outputs (ORO)

|  |  |
| --- | --- |
| \*Component Id | ORO7 |
| \*Research Output Type | Choose an item. |
| \*Preferred Order | 7 |
| \*Quality Assured | Choose an item. |
| \*Bibliographic details/description  (max 1000 characters) | Click or tap here to enter text. |

## Other Research Outputs (ORO)

|  |  |
| --- | --- |
| \*Component Id | ORO8 |
| \*Research Output Type | Choose an item. |
| \*Preferred Order | 8 |
| \*Quality Assured | Choose an item. |
| \*Bibliographic details/description  (max 1000 characters) | Click or tap here to enter text. |

## Other Research Outputs (ORO)

|  |  |
| --- | --- |
| \*Component Id | ORO9 |
| \*Research Output Type | Choose an item. |
| \*Preferred Order | 9 |
| \*Quality Assured | Choose an item. |
| \*Bibliographic details/description  (max 1000 characters) | Click or tap here to enter text. |

## Other Research Outputs (ORO)

|  |  |
| --- | --- |
| \*Component Id | ORO10 |
| \*Research Output Type | Choose an item. |
| \*Preferred Order | 10 |
| \*Quality Assured | Choose an item. |
| \*Bibliographic details/description  (max 1000 characters) | Click or tap here to enter text. |

## Other Research Outputs (ORO)

|  |  |
| --- | --- |
| \*Component Id | ORO11 |
| \*Research Output Type | Choose an item. |
| \*Preferred Order | 11 |
| \*Quality Assured | Choose an item. |
| \*Bibliographic details/description  (max 1000 characters) | Click or tap here to enter text. |

## Other Research Outputs (ORO)

|  |  |
| --- | --- |
| \*Component Id | ORO12 |
| \*Research Output Type | Choose an item. |
| \*Preferred Order | 12 |
| \*Quality Assured | Choose an item. |
| \*Bibliographic details/description  (max 1000 characters) | Click or tap here to enter text. |

# Research Contribution (RC)

Complete for up to 15 Research Contributions (RC)

RCs should be clustered by type

## Research Contribution (RC)

|  |  |
| --- | --- |
| \*Component Id | RC1 |
| \*Research Contribution Type | Choose an item. |
| \*Preferred Order | 1 |
| \*Description  (max 1500 characters) |  |

## Research Contribution (RC)

|  |  |
| --- | --- |
| \*Component Id | RC2 |
| \*Research Contribution Type | Choose an item. |
| \*Preferred Order | 2 |
| \*Description  (max 1500 characters) |  |

## Research Contribution (RC)

|  |  |
| --- | --- |
| \*Component Id | RC3 |
| \*Research Contribution Type | Choose an item. |
| \*Preferred Order | 3 |
| \*Description  (max 1500 characters) |  |

## Research Contribution (RC)

|  |  |
| --- | --- |
| \*Component Id | RC4 |
| \*Research Contribution Type | Choose an item. |
| \*Preferred Order | 4 |
| \*Description  (max 1500 characters) |  |

## Research Contribution (RC)

|  |  |
| --- | --- |
| \*Component Id | RC5 |
| \*Research Contribution Type | Choose an item. |
| \*Preferred Order | 5 |
| \*Description  (max 1500 characters) |  |

## Research Contribution (RC)

|  |  |
| --- | --- |
| \*Component Id | RC6 |
| \*Research Contribution Type | Choose an item. |
| \*Preferred Order | 6 |
| \*Description  (max 1500 characters) |  |

## Research Contribution (RC)

|  |  |
| --- | --- |
| \*Component Id | RC7 |
| \*Research Contribution Type | Choose an item. |
| \*Preferred Order | 7 |
| \*Description  (max 1500 characters) |  |

## Research Contribution (RC)

|  |  |
| --- | --- |
| \*Component Id | RC8 |
| \*Research Contribution Type | Choose an item. |
| \*Preferred Order | 8 |
| \*Description  (max 1500 characters) |  |

## Research Contribution (RC)

|  |  |
| --- | --- |
| \*Component Id | RC9 |
| \*Research Contribution Type | Choose an item. |
| \*Preferred Order | 9 |
| \*Description  (max 1500 characters) |  |

## Research Contribution (RC)

|  |  |
| --- | --- |
| \*Component Id | RC10 |
| \*Research Contribution Type | Choose an item. |
| \*Preferred Order | 10 |
| \*Description  (max 1500 characters) |  |

## Research Contribution (RC)

|  |  |
| --- | --- |
| \*Component Id | RC11 |
| \*Research Contribution Type | Choose an item. |
| \*Preferred Order | 11 |
| \*Description  (max 1500 characters) |  |

## Research Contribution (RC)

|  |  |
| --- | --- |
| \*Component Id | RC12 |
| \*Research Contribution Type | Choose an item. |
| \*Preferred Order | 12 |
| \*Description  (max 1500 characters) |  |

## Research Contribution (RC)

|  |  |
| --- | --- |
| \*Component Id | RC13 |
| \*Research Contribution Type | Choose an item. |
| \*Preferred Order | 13 |
| \*Description  (max 1500 characters) |  |

## Research Contribution (RC)

|  |  |
| --- | --- |
| \*Component Id | RC14 |
| \*Research Contribution Type | Choose an item. |
| \*Preferred Order | 14 |
| \*Description  (max 1500 characters) |  |

## Research Contribution (RC)

|  |  |
| --- | --- |
| \*Component Id | RC15 |
| \*Research Contribution Type | Choose an item. |
| \*Preferred Order | 15 |
| \*Description  (max 1500 characters) |  |

# Appendix

### A1 Panel codes

|  |  |
| --- | --- |
| **Panels** | **Code** |
| Biological Sciences | BIOS |
| Business and Economics | BEC |
| Creative and Performing Arts | CPA |
| Education | EDU |
| Engineering Technology and Architecture | ETA |
| Health | HEALTH |
| Humanities and Law | HAL |
| Māori Knowledge and Development | MKD |
| Mathematical and Information Sciences and Technology | MIST |
| Medicine and Public Health | MEDPH |
| Pacific Research | PACIFIC |
| Physical Sciences | PHYSC |
| Social Sciences and Other Cultural/Social Sciences | SSOCSS |

### A2 Subject Area of Research codes

| **Subject Area Description** | **Code** |
| --- | --- |
| Māori Knowledge and Development | 10 |
| Law | 20 |
| History, History of Art, Classics and Curatorial Studies | 30 |
| English Language and Literature | 40 |
| Foreign Languages and Linguistics | 50 |
| Philosophy | 60 |
| Religious Studies and Theology | 70 |
| Political Science, International Relations and Public Policy | 80 |
| Psychology | 90 |
| Human Geography | 100 |
| Sociology, Social Policy, Social Work, Criminology & Gender Studies | 110 |
| Anthropology and Archaeology | 120 |
| Communications, Journalism and Media Studies | 130 |
| Education | 140 |
| Chemistry | 150 |
| Physics | 160 |
| Earth Sciences | 170 |
| Molecular, Cellular and Whole Organism Biology | 180 |
| Ecology, Evolution and Behaviour | 190 |
| Agriculture and Other Applied Biological Sciences | 200 |
| Pure and Applied Mathematics | 210 |
| Statistics | 220 |
| Computer Science, Information Technology, Information Sciences | 230 |
| Engineering and Technology | 240 |
| Architecture, Design, Planning, Surveying | 250 |
| Biomedical | 260 |
| Clinical Medicine | 270 |
| Public Health | 280 |
| Nursing | 290 |
| Dentistry | 300 |
| Veterinary Studies and Large Animal Science | 320 |
| Sport and Exercise Science | 330 |
| Other Health Studies (including Rehabilitation Therapies) | 340 |
| Management, Human Resources, Industrial Relations and Other Businesses | 350 |
| Accounting and Finance | 360 |
| Marketing and Tourism | 370 |
| Economics | 380 |
| Music, Literary Arts and Other Arts | 390 |
| Visual Arts and Crafts | 400 |
| Theatre and Dance, Film, Television and Multimedia | 410 |
| Design | 420 |
| Pharmacy | 430 |
| Pacific Research | 440 |

### A3 Research Output codes

|  |  |
| --- | --- |
| **Research Output Description** | **Code** |
| Authored Book | 100 |
| Chapter in Book | 110 |
| Conference Contribution – Other | 120 |
| Conference Contribution – Published | 130 |
| Creative Work | 140 |
| Discussion/Working Paper | 150 |
| Edited Volume | 160 |
| Intellectual Property | 170 |
| Journal Article | 180 |
| Oral Presentation | 190 |
| Other Form of Assessable Output | 200 |
| Report | 210 |
| Scholarly Edition/Literary Translation | 220 |
| Software | 230 |
| Thesis | 240 |

### A4 Research Contribution codes

|  |  |
| --- | --- |
| **Research Contribution Description** | **Code** |
| Contribution to research discipline and environment | 1 |
| Facilitation, networking and collaboration | 2 |
| Invitations to present research or similar | 3 |
| Other evidence of research contribution | 4 |
| Outreach and engagement | 5 |
| Recognition of research outputs | 6 |
| Research funding and support | 7 |
| Research prizes, fellowships, awards and appointments | 8 |
| Researcher development | 9 |
| Reviewing, refereeing, judging, evaluating and examining | 10 |
| Student factors | 11 |
| Uptake and impact | 12 |

### A5 Canterbury Extraordinary Circumstances impact codes

|  |  |
| --- | --- |
| **Impact Description** | **Code** |
| Ongoing trauma, stress and fatigue | 1 |
| Ongoing effects of loss or damage to house and/or contents | 2 |
| Disruption related to facilities/resources | 3 |
| Significant additional responsibilities | 4 |
| Reduced research opportunities | 5 |

### A6 Extraordinary Circumstances codes

|  |  |
| --- | --- |
| **Extraordinary Circumstances Description** | **Code** |
| Long-term illness or disability | 10 |
| Extended personal leave | 20 |
| Significant family/community responsibilities | 30 |