**NISRARSU001 - Researcher Guidelines: Do’s and Don’ts**

**Do** book visits to the secure environment in advance, giving at least one day’s notice, by email or telephone.

**Do not** arrive at the secure environment without the prior authorisation of the RSU.

**Do** familiarise yourself with RSU Policies.

**Do** lock your PC when leaving your desk (CTRL+ALT+DEL then click “Lock Computer” or Windows logo key then L) and log-off when you have finished your session. Switching off your monitor does not suffice.

**Do** ensure any files (including syntax files) which you wish to have transferred into your folder on the RSU network are emailed to the appropriate mailbox prior to visiting the secure environment.

**Do** wear your security pass at all times within NISRA Headquarters.

**Do** show your photographic ID on every visit to the secure environment if you are scheduled to work on the VML terminal.

**Do** place all of your belongings in the lockers provided, including ALL bags and electronic/optical media (this includes, but is not limited to, laptops, mobile phones, all music devices and digital photographic equipment). Coats must be placed on the coat stand. As there is limited space it is recommended that only small bags that will fit into the lockers are brought in to the secure environment.

**Do not** bring any stationery (such as pens, notebooks, paper) to the secure environment – these will be provided by the RSU. Only write on paper provided by a Research Support Officer.

**Do** **not** take any written notes out of the secure environment. If you have notes, software guides etc. that you wish to bring into the secure environment please gain permission of a Research Support Officer in advance.

**Do** **not** share your project username and/or password with other users (even those working on the same project).

**Do** notify RSU in advance, giving at least one day’s notice, if you need your project password reset otherwise RSU cannot guarantee that it can be completed on the day you attend. Password resets will depend on availability of RSU IT staff.

**Do** not attempt to access or view a system or account that you are not authorised to access or view.

**Do** alert RSO’s if you wish to log in to more than one RSU terminal at the same time. If resource allows this can be accommodated providing that researchers lock the screen of the terminal they are not currently working on.

**Do** notify RSO’s by 3pm if you wish to remain logged in to the RSU network after 7pm.

**Clearance of Outputs**:

**Intermediate**

**Do** consider whether outputs are required outside the RSU secure environment (note: current guidelines allow a maximum of 5 working days for clearance of all intermediate outputs).

**Do** submit an intermediate clearance form, clearly signposting which files are to be checked and transferred.

**Do** remove any potentially disclosive information prior to submitting outputs for clearance (please refer to the RSU Disclosure Policy).

**Do not** share intermediate outputs with any other individual(s) unless they have signed a licence agreement for that project, and have been granted Approved Researcher status.

**Do not** send intermediate outputs to anyone currently resident outside of the UK or the European Union. To send files to these individuals they should be submitted for Final Clearance.

**Final** This includes, but is not limited to, abstracts, policy papers, blogs, full theses (chapters can be submitted separately), presentations (even if they have been previously cleared), articles (prior to submission to journals even if they have been cleared for previous submissions), or any other output intended to be disseminated beyond the research team. All final outputs must be submitted to RSU including PhD thesis in full as well as previously cleared presentations, abstracts and journal articles.

**Do** ensure any outputs (draft and final) which will be disseminated beyond the named project team (e.g. reports, papers, presentations etc.) are submitted with a Final Outputs Clearance Form for clearance. Ensure all final outputs comply with the original aims of the project.

**Do** ensure that all data sources and their associated methodology are described correctly and approved acknowledgements are included within the output (please refer to the guidance included with the RSU Final Outputs Clearance Form). Note: current guidelines allow a maximum of 20 working days for clearance of all final outputs, with the exception of conference/journal abstracts for which 5 working days are required.

**Do** provide the RSU with a date when a final output, or the web title and location of a final output can be listed on either the NILS-RSU or ADRN websites.

rsu@nisra.gov.uk

# Document Management

| Access Limitations: | None |
| --- | --- |
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# Version History

| Version | Notes | Last Amended |
| --- | --- | --- |
| 1.5 | CL – updated the final outputs section to include clarification about clearing PhD theses | 02.06.20 |
| 1.4 | OB - Updated following accreditation visit | 5/4/19 |
| 1.3 | Added info on advance notice for password reset | 13.02.19 |
| 1.2 | Updated RSU email address | 04.05.17 |
| 1.1 | Updated to include procedure for network log-in after 7pm | 06.01.17 |
| 1.0 | Document reviewed and agreed at RSU team meeting | 10.06.15 |
| 00.02 | Amended by JS following review, 23.03.15 | 23.03.15 |
| 00.01 | Created by JS, based on NILS Researcher Guidelines: Do’s and Don’ts v2.2 | 24.02.2015 |