You can add creative research outputs manually into Elements. This guide will assist you in adding your research output in Symplectic Elements.

Manually adding a creative research output is essentially a ‘three-stage’ process:

1. Filling in the manual entry form
2. Nominating the output for the annual collection (the annual collection contains all Griffith’s eligible research outputs for a calendar year)
3. Uploading evidence and/or supporting files

Symplectic Elements uses terms that relate more to traditional research outputs:
- “Publication” refers to “research output”, regardless of what type of research output it is (e.g. a book or a creative work)
- “Author” refers to the creator of the research output

If a creative research output has already been entered in Elements by another Griffith user, you can simply click “Claim.” If the record is found in an external database through assisted search, you can simply “Add” it.

Note: If your creative research output is an eligible major research output (e.g. Q1, R1, S1, or T1), tick the Eligible research output checkbox when filling in the manual entry form. All eligible outputs are assessed and verified by the Office for Research.

STEP 1
Log in to Symplectic Elements using your Griffith University login details. The landing (Home page) page will display your name and basic profile information.
STEP 2

Select **+ add** on the home page.

STEP 3

Select the relevant type from the choices offered. In this example, we will select “original creative work”.

STEP 4

Your research output may already exist in Elements. Search for it first. If located, claim it.

If you cannot locate the research output in the list (as in this example), click **Skip** to continue adding it manually. Enter the Title or DOI, then click **Skip**.
STEP 5

Use the manual entry form to enter details of the research output, noting that mandatory fields are marked with an *.

In addition to the guidance text at the top of the page (in the blue section, under the heading “What do I need to do?”), you can also obtain field-specific help by hovering your mouse over the ? symbols.

Tips to help you fill in the form:

- Regarding the What is your relationship with this original creative work? field, be sure to select ‘Author of’ if this is your major output. You will be added to the author list on the form. To select the role, edit your name in the author list to select the creative role.
- If required, add other collaborators in the ‘Add another person’ section of the form. Be sure to select their Creative role from the drop-down list. Note that you need to provide institution and country details for any collaborators that are not affiliated with Griffith University.
- FOR code is mandatory, and you can add up to three FOR codes for an output.
- Be sure to enter your Research Statement in the Research Statement field, ensuring you enter it in three distinct parts - Research Background, Research Contribution, and Research Significance. There is a 2,000-character limit on the Research Statement field.
- Check the Eligible research output? checkbox if your research output is an eligible major research output. If not eligible, select ‘Minor research’ or ‘Professional practice’ from the If not major research: field directly below.
- When finished, click the Save button.
According to Middleburg's *Explanation of over a thousand distinct themes in Bach's church cantatas and motets*, the theme of suffering, which he specifies, includes grief and among the ten most frequent (324: 234-235). His research, like that of Chate [1997 & 2000],...
STEP 6
If required, link the research output to funding by selecting the relevant grant by clicking the checkbox of the relevant grant, and clicking the button.

In this example, no grant is associated with this research output, so we click **Not externally funded**.

STEP 7
A “Thank you” message confirms the output has been successfully added. You can click **View your publication details** to view the output.
STEP 8

The research output details display, showing that this is a manually added record (Data source is “Manual”). Note that you can make further edits to the record by clicking Edit record.

STEP 9

Nominate the research output for the Annual Collection by firstly clicking the 2019 Collection (2019 or other annual collection year) button under the Annual Collection heading.
STEP 10
The **Assessment Status** of the research output is currently **Not nominated**. Click **Nominate** to nominate the output.

STEP 11
The **Assessment Status** changes to **Nominated**.

STEP 12
Upload any evidence or supporting documentation by clicking the **View or upload associated files** icon.
STEP 13

The **Evidence** dialog box displays, prompting you to upload your file. Note that Elements has size and file type limitations on what can be uploaded, as per the message on the screen. Importantly, the file size must be no more than 10 MB. If the file size is greater than 10 MB, please email a Research Publications Officer on rps@griffith.edu.au to make alternative arrangements for uploading the file.

Click **+ Select files** …

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STEP 14

Browse to the file you wish to upload, and once selected, click **Open**
STEP 15
Select the attachment type from the drop-down list and click **Upload**.

STEP 16
Click **Done** when finished.

STEP 17
Once the upload process is successful, a (1) will appear beside the **View or upload associated files** icon.