

Terms of Use for Elements

The Elements Terms of Use determine how University of Sussex staff and postgraduate researchers engage with the Elements research information management system.

The Terms of Use cover

- An overview of the role and purpose of Elements
- Who can use Elements
- How users can access information held in Elements
- The responsibilities of system administrators and users
- Training
- Support and maintenance

Overview

Elements, provided by Symplectic, is the university's research information management system. It is a central collection of data on users, research outputs, professional and teaching activities and impact-related activities. It is accessible to registered users via the web address <https://elements.sussex.ac.uk> and Elements data is surfaced via the Discovery module at the [Find a researcher at Sussex](#) web page.

Elements is comprised of interconnecting 'modules'- Profiles (Publications, Grants, Teaching and Professional activities) Open Access, Records of Impact, Reporting and Assessment. The system supports institutional reporting and analytics, facilitates the public dissemination of information about research through individual academic profiles, and it underpins workflows for the institutional submission to the Research Excellence Framework (REF) assessment exercise. It is integrated with [Sussex Research Online](#) [SRO], the institutional research publications repository.

Who can use Elements?

All faculty staff who are actively contributing to the teaching or research activities of the university will have an active Elements account with an external facing [web profile](#).

Postgraduate researchers have an internal facing Elements account, with the option to opt in to a public web profile.

Associates of the University and Professional services staff whose responsibilities include research output administration can request an Elements account by contacting the Elements team.

When appropriate, the Elements team may assign extended system permissions to an account for specific requirements eg. reporting tools or impersonation rights. The

Elements team conducts regular audits of users with extended system permissions to ensure relevancy.

Roles and Responsibilities

Elements is managed by the division of Library, Culture & Heritage in partnership with IT Services and the Research, Quality & Impact team in RES. Decisions on system development ie. upgrades, implementation of new features etc. are made by the Elements Group - comprising of members of the Research & Open Scholarship team and system administrators - in consultation with other interested parties.

Administrators

System administrators and the Elements team within the division of Library, Culture and Heritage and ITS are responsible for monitoring system performance, configuration, managing user accounts and permissions, ensuring the system is up-to-date and troubleshooting technical issues. ITS are additionally responsible for managing integrations with external data sources.

Users

Individual users are responsible for keeping their Elements [profile](#) up-to-date and it must accurately reflect their research and scholarship outputs and activities. Authors should use Elements to create [publication](#) records for their research outputs and, via Elements, deposit publication records to [Sussex Research Online](#) [SRO]

Users must [link](#) their Elements profile to an active [ORCID](#) record

Data Management within Elements

Elements handles the following types of data in line with the university's data privacy and protection [guidelines](#).

- User data (name, job role, school, email address and contact phone number) is fed into Elements from the University's central HR systems.
- Publication data is received by Elements via data integrations with SRO, ORCID, and multiple external data sources.
- Grant data is received from Worktribe and Dimensions.

When a member of staff leaves the University of Sussex their Elements account is no longer visible; all the data relating to their profile, publications, teaching activities, professional activities and records of impact is retained in line with the University's data protection and retention [guidelines](#).

Support and Maintenance

In the first instance, end-user support is provided by either the Library Research and Open Scholarship Team using the elements@sussex.ac.uk email address or the ITS Helpdesk. Queries may be escalated to Symplectic's technical support team.

System upgrades are coordinated between the Library, ITS and Symplectic at regular intervals throughout the year.

Training and Documentation

The Library's Elements team is responsible for the development and maintenance of [training](#) materials and documentation. In addition, the team delivers a regular programme of [workshops](#), tailored to the needs of both professional services and faculty staff, covering various aspects of using the Elements system.

Responsibility for training and documentation relating to the Assessment Module and its use for the University's REF submission, lies with the Research, Quality and Impact team in Research & Innovation Services. Queries on OA compliance for REF should be directed to sro@sussex.ac.uk and for funder policies, to openaccess@sussex.ac.uk.

Accessibility

Elements complies with WCAG 2.1 AA standards for web accessibility.