



**IUSS**

Scuola Universitaria Superiore Pavia

# IRIS GUIDELINES

## FAQ

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U.O. Ricerca

Area Bilancio, Ricerca e Innovazione



**Q:** Hello, I am a PhD student enrolled in the PhD Programme in XX at the IUSS School, in collaboration with institution YY. I would like to know how to indicate the affiliations that I must include in a publication I am about to submit.

**A:** You are required to include both affiliations (IUSS and the collaborating University/institution).

**Q:** Good morning, I am writing regarding the publications to be entered into the IRIS portal. Specifically, I have a paper that I submitted before starting my PhD, but which was published afterwards. The paper is not open access. According to the publishing agreement, I am not allowed to upload the PDF to other websites or platforms. How should I proceed in this case? Is it possible to accept the IRIS license without uploading the file?

**A:** In this case, you must still upload the publisher's version of the publication (or the final peer-reviewed version if contractual restrictions prevent you from uploading the publisher's version) and select "Publisher's copyright" in the Usage license field. This ensures that the publication will be stored in the Institutional Repository but will not be made publicly available. You must, however, still grant the IRIS license to the IUSS School.

**Q:** Good evening, I am experiencing an issue with IRIS. I am a PhD student and have uploaded all my publications to IRIS using the credentials of my host university. To meet all the requirements for admission to the final defense, is it sufficient to have my publications uploaded only in the host university's repository, or do I also need to upload them using my IUSS School credentials?

**A:** You must upload your publications to both institutional repositories.

**Q:** Dear all, I am a newly affiliated professor at the IUSS School. My agreement states that I am affiliated 20% with the IUSS School and 80% with University XX. How should I proceed with uploading my publications to IRIS?

**A:** Regardless of the percentage of affiliation, you must upload your publications to both Institutional Repositories (IRIS). Specifically, you should upload all research outputs published after the start date of your affiliation agreement.

**Q:** Can IRIS be considered a "trusted repository"?

**A:** Yes. Therefore, it complies with the publication requirements established under the Horizon Europe programme.



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**Q:** Dear all, I accidentally uploaded a publication that now appears among the “validated publications.” I need to delete it. Can I do this myself?

**A:** No, deletions can only be performed by administrators. If you need to delete a record, please contact the Research Unit (e-mail: [ricerca@iusspavia.it](mailto:ricerca@iusspavia.it) ).