

ProSeek Database project submission manual

June 2021



This manual has been prepared by Flinders University on behalf of ELDAC.

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1 Introduction

1.1 Primary role and scope of ProSeek

The ProSeek research database project is part of the broader End of Life Directions in Aged Care (ELDAC) project's Stream 2 programme that focuses on digital innovations to facilitate palliative and end of life care in the aged care sector.

The primary role of the ProSeek research database is to provide a national inventory, and one stop software solution, that allows users to search and identify projects (past and present), and products of palliative care research and activities across Australia. The information scope includes listings of research projects (completed, ongoing or initiated) which have been identified as relevant to the deployment areas listed above, and associated details such as investigators, project funding sources and project outputs are provided.

The database has a searchable interface, which allows users to input a set of desired parameters to conduct a search and retrieve results. This searchable database will be a valuable tool for a range of users including funders, policymakers, health services, managers, clinicians, researchers, and the medical devices/technology sector.

1.2 Purpose of the manual

This information and operations manual has been developed as a resource to provide individuals with the processes required to conduct an essential ProSeek database activity, submission of a project.

2 Preparing to submit a project on ProSeek

2.1 Inclusion Criteria

Only resources that meet the inclusion criteria listed below should be entered in to the ProSeek database.

Resource inclusion criteria:

- Project relevant to the area of Aged Care and/or palliative care and/or end-of-life (EOL) context
- Project conducted in Australia
- Project includes some information on:
 - Project lead
 - Project setting
 - Population of interest
 - Phenomenon of interest
 - Intervention or product evaluated (if any)
 - Outcome of the project (if already completed) (e.g., abstract, executive summary).

The specific types of resources that should be considered for inclusion on the ProSeek database are:

- Documents outlining policy and/or legislation
- Position papers from peak bodies or organisations
- Guidance documents
- Websites / webpages with embedded resources
- Education resources including online modules and courses
- Resources including documents, Apps, scales, tools, and toolkits
- Theses
- Reports on current or recently completed research projects funded through Commonwealth or within organisation grant funding
- Research articles, reviews, systematic reviews, and case studies published in peer-reviewed journals
- Conference proceedings and abstracts

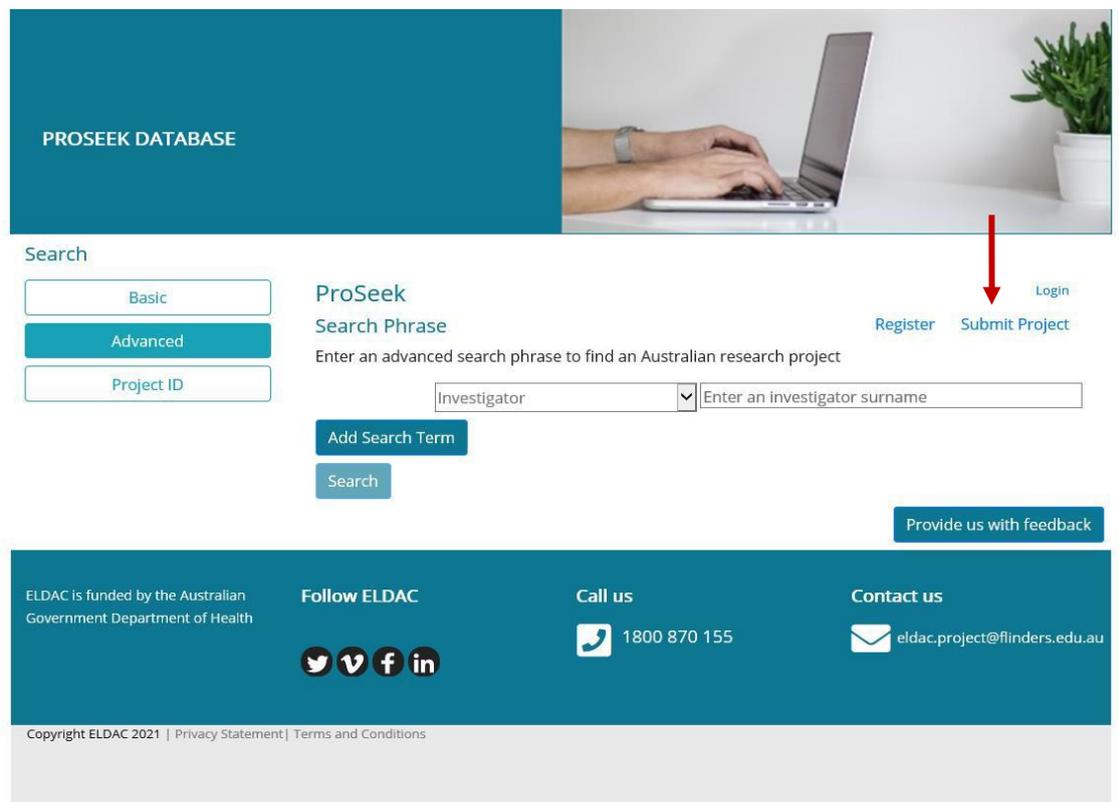
2.2 Project data upload

Please consider that information relating to some projects or resources may be exclusively available as text within websites, and not as a downloadable PDF documents. If the project information is not in a downloadable format, manual data upload should be conducted, this process includes manually entering in relevant information into the electronic ProSeek template.

3 Step by step process for ProSeek project submission

3.1 Commencing submission of a project

To submit a project, navigate to the homepage and select the submit project link on the top right-hand side of the page.



The screenshot displays the ProSeek Database homepage. At the top left, there is a teal header with the text "PROSEK DATABASE". To the right of the header is a photograph of hands typing on a laptop. Below the header, the page is divided into several sections. On the left, there is a "Search" section with three buttons: "Basic", "Advanced", and "Project ID". In the center, the "ProSeek" section features a "Search Phrase" input field with the instruction "Enter an advanced search phrase to find an Australian research project". Below this is a dropdown menu labeled "Investigator" and an input field for "Enter an investigator surname". There are also buttons for "Add Search Term" and "Search". On the right side, there are links for "Login", "Register", and "Submit Project". A red arrow points to the "Submit Project" link. At the bottom right of the main content area, there is a button that says "Provide us with feedback". The footer contains information about funding by the Australian Government Department of Health, social media links for Twitter, YouTube, Facebook, and LinkedIn, a "Call us" section with the number 1800 870 155, and a "Contact us" section with the email address eldac.project@flinders.edu.au. The footer also includes copyright information for ELDAC 2021 and links to the Privacy Statement and Terms and Conditions.

Enter an email address to commence project submission.

PROSEK DATABASE



ProSeek Project Submission
Project Submission

Enter an email address to commence project submission

Email Address:*

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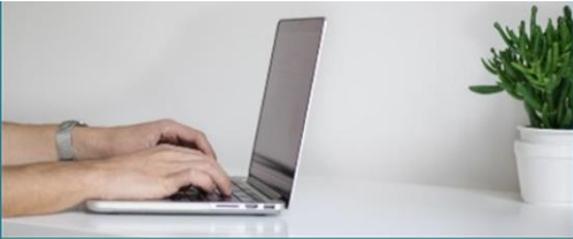
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3.2 Enter main project details (title, summary, keywords)

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Enter Main Project Details

Name*

Summary*

Keywords*

Project Start Date*

Project End Date*

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Step 1	Enter name / title of project resource (mandatory field).
Step 2	Enter in a short summary of the resource / publication.
Step 3	Enter keywords that users can use to search for this resource in the future (e.g., tool, terms relating to aged care, palliative care, advance care planning, end of life etc) (mandatory field). Ensure all keywords are separated with a comma (e.g., Aged Care, Palliation).
Step 4	Enter project start date. If the start date is unknown, enter the date '01/01/1000'. Type over default date automatically listed (mandatory field).
Step 5	Enter project end date. If the end date is unknown, enter the date '01/01/9999'. Type over default date automatically listed (mandatory field).
Step 6	Once all fields have been completed, press 'Next'.

3.3 Enter main grant details (funding body, publication date)

Enter Main Grant Details

Agency

Funding Body*

Funding Scheme

Amount*

Grant Term Start Date*

Grant Term End Date*

Approval Date*

Publication Date*

Provider's Grant Identifier

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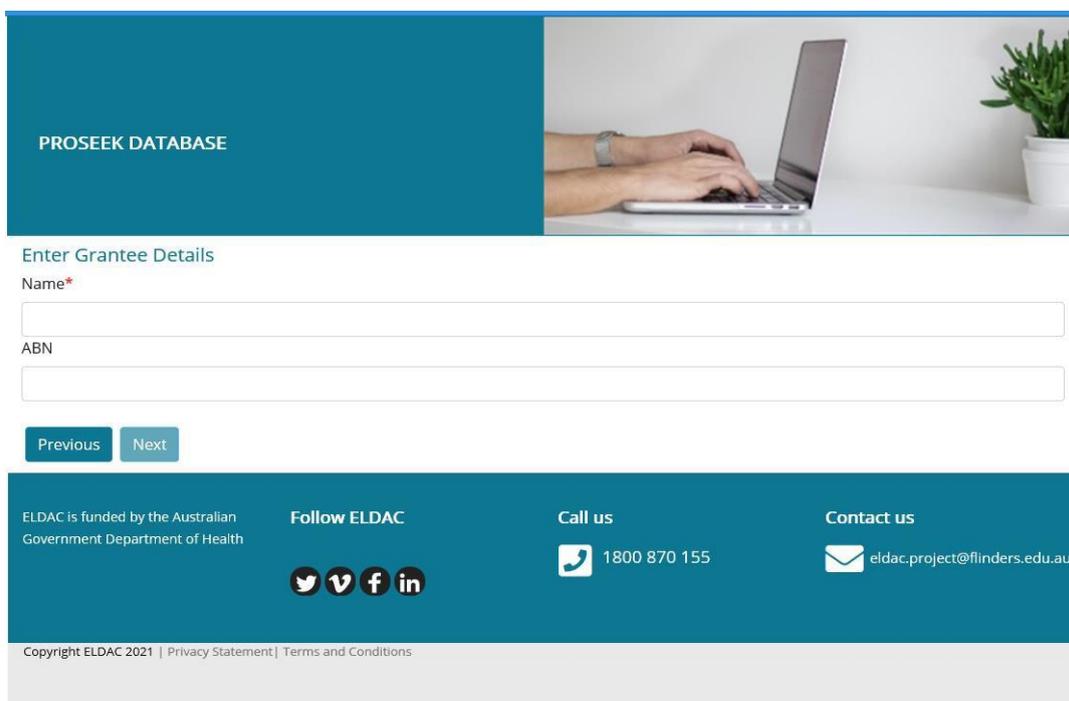
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Step 1	If applicable, enter 'Agency', if not applicable leave blank (non-mandatory field).
Step 2	If applicable to the resource / publication enter in the 'Funding Body' name, if not applicable please enter 'not applicable' (mandatory field).
Step 3	If applicable, enter 'Funding Scheme', if not applicable leave blank (non-mandatory field).
Step 4	If applicable to the resource / publication enter in the funding 'Amount', if not applicable please enter the number '1' (mandatory field).
Step 5	Enter in 'Grant Term Start Date' if known. If unknown, enter in the grant start date as 01/01/1000 (mandatory field). Date picker can be used, or the date can be entered in manually.
Step 6	Enter in 'Grant Term End Date' if known. If unknown, enter in the grant end date as 01/01/9999 (mandatory field).
Step 7	Enter in Grant 'Approval Date' if known. If unknown, enter in the grant start date as 01/01/1000 (mandatory field).
Step 8	Enter Grant 'Publication Date' if known. If unknown enter the date as 01/01/1000 (mandatory field).
Step 9	Enter 'Providers' Grant Identifier' if known. If unknown, leave blank (non-mandatory field).
Step 10	Press 'next' to progress to the next page of the online form.

3.4 Enter grantee details



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Enter Grantee Details

Name*

ABN

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Step 1	If applicable to the resource / publication, enter the Grantee 'Name'. Enter 'not applicable' if that is the case (mandatory field).
Step 2	If applicable, enter the ABN for the Grantee. If unknown or not applicable, leave field blank (non-mandatory field).
Step 3	Press 'Next'.

3.5 Enter main project details (Author / Person Details)

PROSEK DATABASE

Enter Person Details

First Name*

Initials

Last Name*

Role

ORCID

Previous Next

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Step 1	<p>If applicable to the resource / publication, enter the Author / Person's details including: 'First Name', 'Initials' of middle name, 'Last Name', 'Role' (e.g., author) and 'ORCID ID' (https://orcid.org/). The ORCID ID should be recorded as a 16-digit alpha-numeric code.</p> <p>If the 'Role' or 'ORCID ID' is not known, leave those fields blank (only 'First Name' and 'Last Name' fields are mandatory).</p> <p>Important Note</p> <p>To add another affiliation for an author/person, press the 'Add Affiliation' button at the bottom of the form instead of 'Next' and follow the instructions at 4.7 above.</p> <p>To add another author/person press 'Add Person' button at the bottom of the form instead of 'Next' and follow instructions provided above.</p>
Step 2	Press 'Next'.

As can be seen from the screen shot below, when adding another person / author, the original person / author is listed at the bottom of the form page.

PROSEK DATABASE

Enter Person Details

First Name*

Initials

Last Name*

Role

ORCID

First Name	Initials	Last Name	Role
o	o		

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3.6 Enter organisation details

Enter Organisation Details

Organisation Name*

Lead Organisation: (currently: -)

Street Address

Suburb

City*

State*

Postcode*

Country*

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Step 1	Enter the 'Organisation Name' (e.g., which organisation the author is affiliated with).
Step 2	Select the 'Lead Organisation' check box where appropriate.
Step 3	Enter the address details for the organisation including street address, suburb, city, state, postcode, and country (only city, state (use acronym only), postcode, and country are mandatory fields).
Step 4	If the author has more than one affiliation, press the blue 'Add Affiliation' button at the bottom of the form and provide the address details as explained above.
Step 5	If entering a publication, and there any other authors listed on the publication, click the blue 'Add Person' button at the bottom of the form, and follow the instructions listed at item 4.6.
Step 6	Press 'Next'.

3.7 Enter main project details (Name, purpose, domain, conditions)

PROSEK DATABASE

Enter Project Details

Short Name

Purpose

Project Domain

Health Conditions

This project has an associated publication:
 Yes No

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Step 1	Enter project details relevant to the resource / publication you are entering (including short name, purpose, project domain, health conditions and whether there are any associated publications) or enter 'not applicable' (non-mandatory fields). Refer to table below for description of the form fields.	
	Field Name	Description
	Short Name	Short name by which the project is known.
	Purpose	Enter in the main purpose or aim of the project.
	Project Domain	Research domain of project (e.g, Palliative Care).
	Health Conditions	Description of health conditions researched / discussed within project / publication / resource.
Step 2	Press 'Next'.	

3.7.1 Enter publication details

If 'yes' was selected on the last screen about whether the project has an associated publication, you will be asked to provide the details of (a) the publication and (b) all researchers involved (names, ORCID IDs and address details).

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Enter Publication Details

Title*

Journal Title

Year*

Place

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Enter Person Details

First Name*

Initials

Last Name*

Role

ORCID

Person is affiliated with an organisation:
 Yes No

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Step 1	Enter project details relevant to the publication, including title, journal title, year, and place (title and year (numeric field) are mandatory fields). Please specify 'not applicable' to title if irrelevant, and '1000' in the year field if not relevant.
Step 2	Press 'Next'.
Step 3	Provide the name, role and ORCID ID of each researcher listed on the publication into the following form page.
Step 4	Provide the organisation details for each researcher listed on the publication into the following form page.
Step 5	When finished, press 'Next' or add additional people / authors, affiliations, and publications.

PROSEK DATABASE



Enter Organisation Details

Organisation Name*

Street Address

Suburb

City*

State*

Postcode*

Country*

[Previous](#)

[Next](#)

[Add Person](#)

[Add Affiliation](#)

[Add Publication](#)

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Important note:

Additional people / authors, affiliations and publications can be added at the bottom of the form page above by pressing the relevant button.

3.8 Enter project details (location, gender, age, outcomes)

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Enter Project Details

Population Location

Population Age

Phenomenon

Outcomes

Novel Byproduct

Population Gender:

Diverse Population Groups:

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<p>Step 1</p>	<p>Enter project details relevant to the resource / publication you are entering (including population location, population gender, population age, phenomenon, outcomes, diverse population groups, novel by-products if applicable) or enter 'not applicable' (non-mandatory fields). Refer to the table below for description of the form fields.</p> <table border="1" data-bbox="375 1243 1305 1832"> <thead> <tr> <th>Field Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Population Location</td> <td>Location of population (e.g., Barossa Valley, Adelaide, South Australia).</td> </tr> <tr> <td>Population Gender</td> <td>Gender of population (e.g., male, female, non-binary etc).</td> </tr> <tr> <td>Population Age</td> <td>Age of population</td> </tr> <tr> <td>Phenomenon</td> <td>A fact or situation that is observed to exist or happen, especially one whose cause or explanation is in question.</td> </tr> <tr> <td>Outcomes</td> <td>Reported outcomes</td> </tr> <tr> <td>Diverse Population Groups</td> <td>Select from drop-down option</td> </tr> </tbody> </table>	Field Name	Description	Population Location	Location of population (e.g., Barossa Valley, Adelaide, South Australia).	Population Gender	Gender of population (e.g., male, female, non-binary etc).	Population Age	Age of population	Phenomenon	A fact or situation that is observed to exist or happen, especially one whose cause or explanation is in question.	Outcomes	Reported outcomes	Diverse Population Groups	Select from drop-down option
Field Name	Description														
Population Location	Location of population (e.g., Barossa Valley, Adelaide, South Australia).														
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Population Age	Age of population														
Phenomenon	A fact or situation that is observed to exist or happen, especially one whose cause or explanation is in question.														
Outcomes	Reported outcomes														
Diverse Population Groups	Select from drop-down option														
<p>Step 2</p>	<p>Press 'Next'.</p>														

3.9 Enter link set details (last page)

PROSEK DATABASE

Enter Link Set Details

Project Link

Report Link

Source Link

[Previous](#) [Save](#) [Cancel](#)

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Step 1	Enter the 'Project Link' (i.e., web address to information about the project) if applicable. If not applicable, leave field blank.
Step 2	Enter 'Report Link' (i.e., web address to project report) if applicable. If not applicable, leave field blank.
Step 3	Enter 'Source Link' (i.e., web address to source of information) if applicable. If not applicable, leave field blank.