

Vidatum Academic

Research Suite Overview

Service Definition G-Cloud 15

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1 Introduction

At VIDATUM, we understand the complex world of research and grant management. Since 2004, we have been helping universities and institutions streamline their processes through our specialised software and services.

At the heart of our success is a commitment to technical expertise and personalized client relationships. With a clear vision in mind, our founders, Shafiq Far and Simon Cullen, have assembled a team of talented specialists who strive to be at the forefront of technological advancements in the research sector. Together, we continue to refine and improve our platform, adding new features and capabilities to meet the evolving needs of our clients.

Our flagship offering, VIDATUM Academic, is a comprehensive modular application designed to simplify research activities, grant applications, project costing, academic timesheets, and Export Control Licences. Our software solution serves premium clients in Ireland, the UK, The Netherlands and Australia. We are headquartered in Ireland with offices in Europe and the Middle East and Aisa.

Vidatum Academic is a modular, cloud-hosted Software as a Service (SaaS) platform. The service is delivered as a single core platform with optional functional modules that can be licensed independently or in combination. The Vidatum Academic core platform underpins all modules and provides shared services including security, workflow, reporting, configuration, and integration capabilities.



2 Vidatum Academic Summary

Vidatum Academic Suite is a comprehensive suite of modules consisting of a Current Research Information System (CRIS), a Research Grant System, an Ethics Approval system and a timesheet tracking system which enhances the value derived from the online tools and supports which underpin the research activities undertaken by the staff and students at your University.

Vidatum offers a modern, mobile enabled system which uniquely in the market covers the entire research management process. From a project intent right through to publication stage our system has you covered.

2.1 Vidatum Research (CRIS)

Vidatum Academic is a research management application developed in conjunction with over 200 academic researchers and fully operational since 2006. Vidatum Academic is an **independent** web-based research management system providing institutions with a single source of information on researchers, publications, funding, collaboration and national reporting compliance. It allows research staff and institutions create, manage and publish their own profiles and research capability while simultaneously managing engagement with wider research communities.

2.1.1 Key Features and Benefits of Vidatum Academic:

- Showcase your research globally
- Easy research reporting
- Auto-retrieve from top publication sources
- Choose data sources that matter most
- Quickly publish researcher profiles
- Activity and impact reporting
- Seamless integration and smooth workflow
- Simple national reporting

2.2 Vidatum Projects

Vidatum Projects is a research project management system that allows all stakeholders manage research funding in a user friendly and compliant structure, tracking the full lifecycle of a project from research proposal intent to a fully funded project award incorporating contract negotiations and ethics review compliance.

With full customisation and intuitive interface, research managers, project administrators including relevant faculty can prioritise system features dependent on the funding opportunity relevant to them. This customisation allows the institution to track all relevant data central to the funding application while its powerful work flow engine provides complete oversight at each stage of the process. European Universities currently use Vidatum Projects to annually process over hundreds of million euros of research funding from diverse research sources /councils.

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2.2.1 Key Features and Benefits of Vidatum Projects:

Supports the full lifecycle of the Project including:

- Full Grant Lifecycle management (Pre-award and Post-award)
- Full economic costing, contract negotiation, and approval tracking
- Communicate more efficiently with funders
- Ensure that all key stakeholders are involved in the project lifecycle
- Custom forms and comprehensive support
- Integration with specialist research funding databases

2.3 Vidatum Ethics

Vidatum Ethics is an online easy-to-use solution for streamlining the review and approval of ethics applications. With comprehensive reporting, transparency and time-savings at every stage, Vidatum Ethics assures good research governance across an institution.

Vidatum Ethics is configured to display your institution's forms, workflow, terminology and processes. Vidatum team works closely with institutions throughout the configuration process to ensure a successful implementation.

2.3.1 Key Features and Benefits of Vidatum Ethics:

- Delegate tasks to other reviewers when needed
- Full oversight of the application process
- Privacy settings to protect anonymity of the review process
- Capture detailed comments from multiple parties
- Integrity at every step through change notifications
- Accommodates external reviewers

2.4 Vidatum Timesheets

Vidatum Academic Timesheets is an online easy-to-use solution for streamlining the review and approval of timesheets. With comprehensive reporting, transparency and time-savings at every stage, Vidatum Academic Timesheets assures time tracking governance across an institution.

Vidatum Academic Timesheets is configured to display your institution's timesheet forms, workflow, terminology and processes. Vidatum team works closely with institutions throughout the configuration process to ensure a successful tailored implementation.

2.4.1 Key Features and Benefits of Vidatum Timesheets:

- Track time easily and efficiently with a user-friendly interface
- Customize timesheets to fit your specific needs
- Record time against both project and non-project activities using multiple working calendars for improved data quality
- Ensure timesheets are reviewed and approved by relevant people for accuracy and compliance
- Simplify project cost tracking and funder returns

Vidatum Academic



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2.5 Vidatum ECL

Universities, like other institutions, must comply with export control laws and regulations, which are enforced by government agencies. Violating these laws can lead to serious legal and financial consequences. Current penalties for breaches are severe and can include fines and/or a prison sentences. These penalties can apply to individual researchers as well as to the University. Many funding bodies also include Export Control clauses as part of the grant terms and conditions.

From a system perspective, an Export Control can be associated by any user who has a grant accepted or a live project. For ethics export control submitters, it means they do not need to describe the project again, they can simply attach it to the application.

2.5.1 Key Features and Benefits of Vidatum ECL:

- Ensure that your employees comply with ECL funder and institution requirements
- Automatic reminders Emails and on-screen notifications
- Link to existing projects and ethics reviews to share data
- Provides powerful workflow capabilities to manage the approval of ECL submissions.
- Manage the expiring ECLs
- Management Information to monitor ECL compliance within the Institution, run reports instantly or schedule arrive automatically in your email



3 Vidatum Research

3.1 Profile

- Predefined categories which cover all areas of the professional life of a researcher though it is possible to configure the system to add more categories. Including:
 - Biography
 - Esteem
 - Events
- Integration with ORCID supports synchronisation of profile with ORCID record
- Captures curated impact linking:
 - Activities
 - Evidence
 - Measures of Esteem / profile data, publications, Projects
 - Stakeholders (Internal, External, organisational units)

3.2 Output management

- Automated harvesting of outputs and metadata from external systems
- Vidatum Academic automatically links publications with academics if specific identifiers like ORCID or SCOPUS researcher ID are available.
- Without specific identifiers, publications are presented to academics for claiming, with optional email notifications.
- Academics can accept or reject publications, with options for bulk actions or individual decisions.
- Accidentally rejected publications can be recovered through the system.
- Vidatum Academic lacks full-text repository functionality but allows academics to attach full text to publication metadata for upload to institutional repositories with workflows supported.
- Exportable in pre-defined document formats

3.3 Vidatum Portal

Vidatum portal is an alternative to providing profile, publication and research information to your institution Content Management System (CMS). Vidatum Portal showcases:

- research publications;
- current projects;
- activities;
- collaboration;
- impact; and
- other research outputs.



4 Vidatum Projects

4.1 Vidatum Projects overview

Vidatum Projects is laid out in an intuitive manor giving administrators and managers easy access to the history of the pre-award and post-award project information.

- All award lifecycle information accessible directly;
- All lists searchable and sorted by all visible columns;
- All award lifecycle information linked; and
- Configurable screens.

4.2 Project workflow budgeting tool

Vidatum Projects contains comprehensive budgeting functionality. Including Full Economic Costing (fEC) taking into account inflation for accurate costing and pricing of bids.

Key features of the system are:

- budget templates: fEC/TRAC compliant costing of projects
- automatic calculation of HR costs;
- funder budget and financial configuration;
 - funder specific budget templates;
 - default currency;
 - default budget template (or multiple budget templates);
 - an overhead rate;
 - the award rate;
 - estate costs (split into classroom and lab).
- Funder specific rules (default template):
 - Percentage award rate
 - Maximum award rate
 - Fixed award rate
 - Manual Award Rate - this means the user enters the funder contribution manually when creating the budget
- automatic calculation of overhead rates;
- multiple scenarios;
 - multiple versions of the same budget;
 - copy budget to create a new version;
 - delete budget versions and;
 - mark a budget as primary.
- multi-partner / multi-funder and multiple-part budget support;
- and foreign exchange.



5 Vidatum Ethics

Vidatum Ethics forms part of Vidatum Academic's broader compliance and governance capability, supporting the management of research ethics, regulatory approvals, and institutional compliance processes. The module provides configurable workflows, committee review management, document handling, and audit trails to support ethics approval and ongoing compliance requirements.

Vidatum Ethics is laid out in an intuitive manner consistent with other modules within the suite to give users, administrators and managers an easy-to-use system to submit and approve ethics applications.

5.1 Application Forms

- Customisable forms
- Complex data capture form
- Embedded guidance notes
- File uploads
- Drafts

5.2 Ethical Approvals

- Internal and external approvers
- Committees management automatically assigned based on:
 - Faculty
 - School / Department
 - Risk
 - Type
- Record private / public comments
- Task delegation

5.3 AI - assisted features

Vidatum Academic includes optional AI-assisted functionality to support users during data entry and review processes. This includes features such as automated summarisation of submissions and contextual assistance for reviewers and applicants. AI features are designed to assist users and do not replace institutional decision-making, with all approvals remaining under human control.



6 Vidatum Timesheets

Vidatum Academic Timesheets is laid out in an intuitive manor consistent with other modules within the suite to give users, administrators and managers an easy-to-use system to submit and approve Timesheet applications.

6.1 Timesheet Management

- Setting up annual calendars
- Managing working patterns for individual workers
- Being exempted from timesheets; disabling any timesheet reminders to these staff members
- Managing line managers for staff members
- Setting when timesheets can be submitted (this is optional)

6.2 Timesheet Capture

- Project Time
 - User can chose from projects they are associated with
 - Association can be determined based on team members or budget data
 - Project time can be split against work packages in the system
 - Where no Grant system available projects can be sourced from HR or finance sytems
- Non-Project time
 - Non-project time is displayed to the staff member grouped by categories. Typical setup would consist of the following:
 - Other Productive Time (no specific code)
 - Non-Productive Time
 - Annual Leave
 - Sickness Absence
 - Parental Leave
 - Other Leave
 - Administrators can manage non-project time in the system
- Validation
 - On-screen validation
 - Business rules validation
- Drafts
 - Staff members can save a draft of their timesheet
 - Drafts can be saved multiple time
 - No submission until all validation rules are fulfilled
- Version history
 - Each submission is saved in history
 - Users can easily view previous versions of the timesheet



7 Vidatum ECL

To improve manageability and auditability of the export control approvals as well as reduce the administrative overhead associated with the export control process, Vidatum has included an Export Control Licence (ECL) module to Vidatum Academic.

Full Lifecycle management:

- Draft;
- Under Review;
- Approved / Expired; and
- Rejected.

Data collection:

- Customisable forms; and
- Customisable business rules for submission.

Workflow approvals

- Secretariat review;
- Committees review; and
- External approval (e.g., department review).

Comiitee reviews:

- All or subset of committee to review;
- Reassign between committee members; and
- Member reminders.

Expiration process:

- Automatic notifications;
- New ECL required;
- Resubmit existing ECLs; and
- Copy expired ECLs for re-application.



8 Common components

8.1 Workflow

Vidatum Academic has a workflow management console with all workflow steps available in a decision tree view format. These workflows can be then be used to process submissions in any of the modules. Users assigned to workflow tasks can be defined at:

- a university level,
- a college / faculty level,
- a school / unit level;
- Unit of assessment level;
- Funding body level; or
- dynamically.

The workflow engine supports:

- Flexible Routing;
- Different levels of risk;
- Reviewing of submission from students and academics;
- Detailed comments from users by submission or field;
- Delegation;
- Restting of submission to draft;
- Versioning;
- File uploads;
- Process transparency; and
- Delegation and reassignment of tasks.

Tasks and notifications:

- Automated notifications to submitters and task owners;
- Automated task assignment and management;
- Refusal of task where not appropriate and re-assignment;
- Client defined reminders; and
- Delivery by email, system notification or both.

Workflow administration

- Reassign workflow tasks;
- Manually reset submissions;
- Override outcomes;
- Edit and / or delete reviewer comments; and
- Automated task assignment and management;



8.2 Integration

Vidatum Academic following types of interfaces:

- Inward bound:
 - XML / JSON end points;
 - Database to database views; and
 - CSV where no other options are available.
- Outward bound:
 - Customisable REST APIs in XML or JSON format.
 - All data exposed; and
 - Reporting schema for

8.3 Reporting

Vidatum Academic / Projects has two main reporting components:

- Reporting Dashboards and;
- Reporting console (standard reports).

8.3.1 Reporting Dashboards / Data explorer

The system comes with dashboard functionality which contains widgets that include graphs that show the current state of the reviews.

8.3.2 Standard Reporting

Standard reports consist of pre-defined master reports. Each module in the system has associated standard reports as well as administrative reports which are available when any module is in use.

During a typical implementation Vidatum deliver master reports and then work with our customer to define any other reports which are identified as being critical.

8.3.3 Customising reports

Once a standard report is selected the user can use the reporting console to create reports specific to their requirements which can be exported in standard formats such as Excel, CSV, PDF and HTML.

User can customise reports using tools such as:

- Interactive Grids;
- Sorting;
- Searches / Filters;
- Charts;
- Group by and;
- Pivots.



9 Onboarding

While Vidatum Academic can be made available to our clients as an SaaS application, most clients need the system to be configured and integrated with existing system.

Our onboarding process is designed to ensure a seamless transition for our clients. It begins with a thorough assessment of your specific needs and goals, followed by a customised implementation plan tailored to your requirements addressing all of the specifics of your implementation.

Our dedicated team of experts guides clients through each step of the process, providing comprehensive configuration services, and training to key stakeholders. We prioritise clear communication and transparency, keeping clients informed and involved at every stage.

All adaptations are delivered through configuration of the platform's rules, workflows, forms, and permissions, rather than bespoke code development, ensuring the service remains fully upgradeable as a SaaS offering.

Key activities in our onboarding process include:

- Detailed analysis of client requirements, objectives, and pain points.
- Develop a tailored plan outlining timelines, milestones, and responsibilities with the client.
- Configure the Vidatum Academic solution to align with the your specific workflows and business processes.
- Conduct rigorous testing to identify and resolve any issues or discrepancies before the system goes live.
- If required, assist with the migration of existing data into the new system, ensuring data integrity and accuracy.
- Gather feedback from users and stakeholders to make necessary adjustments and enhancements for continuous improvement.

9.1 Implementation

Our client management structure is designed to provide dedicated support and ensure seamless communication throughout the onboarding process and beyond.

Each client is assigned a dedicated project manager who serves as the primary point of contact. The project manager is responsible for understanding the client's needs, coordinating resources, and ensuring that all aspects of the onboarding process are executed smoothly.

The project manager is supported by an account manager. The account manager is assigned to each client to provide strategic guidance and support. The account manager acts as a liaison between the client and our organisation, advocating for the client's needs and ensuring alignment with their goals.

Comprising specialists from various departments such as technical support, training, and project management, the implementation team works closely with the project manager to execute the customised implementation plan. They provide expertise in areas such as platform configuration, integration, data migration, and training.



This client management structure ensures that clients receive personalised attention, proactive support, and consistent communication throughout their journey with Vidatum Academic implementation.



10 Technical and Support

10.1 Availability

- Vidatum Projects is hosted on Oracle Cloud, ensuring a 99.99% uptime SLA.
- Optional configuration available to ensure 100% uptime
- Most maintenance tasks are completed without interruption to service
- Maintenance tasks that require down time are communicated to clients in advance.

10.2 Service Performance:

- System performance is tested and proven in universities of similar size to new clients
- The Oracle infrastructure allows scalability; with seamless expansion options at a cost.

10.3 Service Support:

- Standard support includes email and web-based issue logging.
- Helpdesk support is available from 09:00 to 1700, Monday to Friday (local time).
- Fault logging requires details like name, email, telephone number, issue nature, and priority.
- Escalation procedures involve querying status after SLA, contacting helpdesk team lead, and addressing issues failing to meet SLA.

10.4 Account Management:

- Vidatum emphasizes account management, with dedicated managers assigned to clients.
- Account managers possess deep knowledge of Vidatum Projects and industry needs.
- Vidatum's service quality is attested by long-standing client relationships and recommendations.

10.5 Vidatum Academic Updates

Regular and extensive updates are made to Vidatum Academic to meet the evolving needs of universities and higher education institutions (HEIs) and to adapt to changes in the competitive landscape.

10.5.1 Overview of the Cycle

The upgrade cycle spans approximately 12 months, subject to changes in requirements.

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- Discussion and design phase involve user group meetings to discuss upcoming changes, including enhancements suggested by customers.
- Requirements are categorized, with high impact/priority changes included in the following release.
- A roadmap is created based on enhancements for upcoming releases.
- Development and testing phase lasts six to twelve months, involving tasks like development, testing, compatibility checks, and documentation updates.
- The system is re-versioned with a new version number reflecting the changes.
- Rollout of the upgrade is the final step, upgrading customers to the new version.

10.6 System environments

Vidatum provides each client with three distinct environments:

- Development / Training Environment: This environment is dedicated to the local configuration development of the system.
- User Acceptance Testing (UAT) Environment: Clients can test changes to the configuration here before they are implemented in the live environment.
- Live Environment: This is the production environment where the system operates in real-time.