

## Annex 1

### Procedure for Saving Results in PBD

Order	Name of the Action	Description	Performed by	Reviewed by and Responsible for Accuracy
1.	Record the result	The records are inserted into the PBD by the author. For J <sub>imp</sub> type results, he/she can import from the Web of Science citation database. The University Library regularly imports records into the “ <i>pre-imported stack</i> ”. The imported record must be linked to the PBD code lists (authors, workplaces and resources) and supplemented with missing data according to the rules of the Board and this Directive.	Author or person authorized by the author, UL	Author for the record, UL for the source code list, Department of Science and Academic Activities for other code lists
2.	Append the full text of the result to the 'J' and 'D' results referred to in Article 2 (1) of the Directive	Upload file(s) in pdf format.	Author or person authorized by the author	Author
3.	Submit the record for review	Change the recording status from “ <i>in progress</i> ” to “ <i>saved</i> ”.	Author or person authorized by the author	Author
4.	Review the records	Review the records and approve by changing the record status to “ <i>approved by the Department</i> ”	Department/Institute administrator	Department/Institute administrator
5.	Selection of records to be reported to RRI	Include the record in the “ <i>to be reported</i> ” folder by the deadline set by the faculty administrator for the given year.	Department/Institute administrator	Department/Institute administrator
6.	Review the records	Review the records approved by the department, after approval change the record status to “ <i>accepted</i> ”.	Faculty administrator	Faculty administrator
7.	Reporting to RRI for the faculty	Include the accepted records to be reported to the RRI in the “ <i>to be reported</i> ” faculty folder by the deadline set by the University Administrator for the given year.	Faculty administrator	Faculty administrator
8.	Reporting to RRI for the University	Generate data batches for individual faculties and deliver them to the respective provider within the set deadline.	University administrator	University administrator

### Procedure for Correction of Results Already Reported in PBD

Order	Name of the Action	Description	Performed by	Checked by and Responsible for Accuracy
1.	Correct the record	As soon as the data in the result changes, for example in connection with its inclusion in the Web of Science and/or Scopus databases, the Author is obliged to make this correction without delay in the PBD system.	Author or person authorized by the author	Author
2.	Report the record correction	The author is obliged to report correction of the record without delay to the relevant departmental administrator.	Author or person authorized by the author	Author
3.	Report the record correction to the faculty administrator	The department administrator informs the faculty administrator about the correction performed within the deadlines set by the faculty.	Department/Institute administrator	Department/Institute administrator
4.	The record corrected by the University Library	If the record is corrected by the University Library, it will immediately save the record in a folder "UL_corrected_report_year_faculty name" that is accessible to the respective faculty administrator.	University Library	University Library
5.	Preparation of reporting the corrected records	The University administrator will prepare files for individual faculties for reporting corrected records. The Faculty administrator will enter the corrected record into the appropriate folder within the deadline set by the University Administrator.	University administrator Faculty administrator	University administrator Faculty administrator
6.	Deadline for reporting corrections for the university	Specified by the University administrator and published on the employee intranet.	University administrator	University administrator
7.	Report the corrective batches to the RRI for the University	Generate corrective data batches for individual faculties and deliver them to the respective provider within the set deadline.	University administrator	University administrator