Introduction to using Nasjonalt Vitenarkiv (NVA)

As a faculty member, you are responsible for documenting the results from your artistic research (KUF-work).

KUF-work that has been carried out as part of your employment or research time, or otherwise supported by Oslo National Academy of the Arts, must be documented in NVA.

This introduction describes the procedure for archiving and registering results, and creating projects, in NVA.
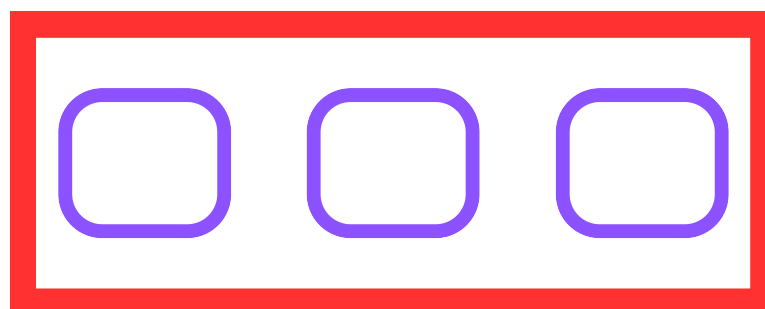
<u>Overview</u>

Result

Results from your KUF-work must be archived and registered in NVA. The results can be standalone, or part of a project.
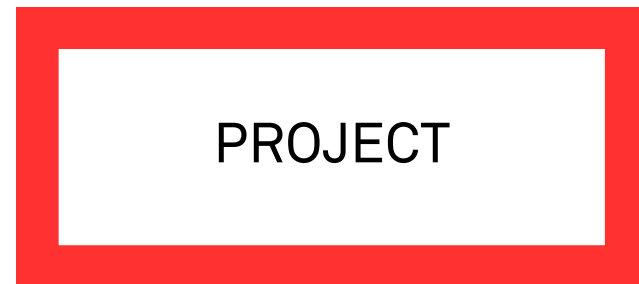
PROJECT

A project must be created if you have received funding, or if you archive several results that are connected to each other.

If you have created a project, the ensuing results must be linked to the project so that the connection between them is clear.

Result	Result	Result

Result: Results of your KUF work must be archived and registered in NVA. A result can be, for example, an article/book, an art exhibition, or a conference presentation/lecture.
The three squares represent three separate results.

A result must consist of descriptive information as well as documentation in the form of one or more files (pdf, photo, video, etc.) that are archived in NVA.
Note that results do not have to be part of a project. If you have carried out a stand-alone KUF-work that only consists of a single result, it can be archived and registered without being linked to a project.

See next page for an example.

New result

🔗 **Start with link to original version**
Link to the original version if the resource is already published on the Internet ⌄

☁ **Start by uploading a file**
Upload file if the resource isn't published on the Internet ⌄

📄 **Start in a blank registration form**
Enter information later

Choose "New Result", then one of the three options.

As part of the result registration, you can link the result to a project.
See the next page for more information about projects in NVA.

PROJECT

Project: If you have received funding for a KUF project, or have registered several separate results that belong to the same KUF-work, a project must be created in NVA.

When you create a project, you can enter information such as funding/project code/summary/time period in the project description. The red rectangle represents your project in NVA. The project is the overall framework that will contain the results.

See next page for an example.

Choose "My Page" in the top right corner, then "New Project" and start the registration.
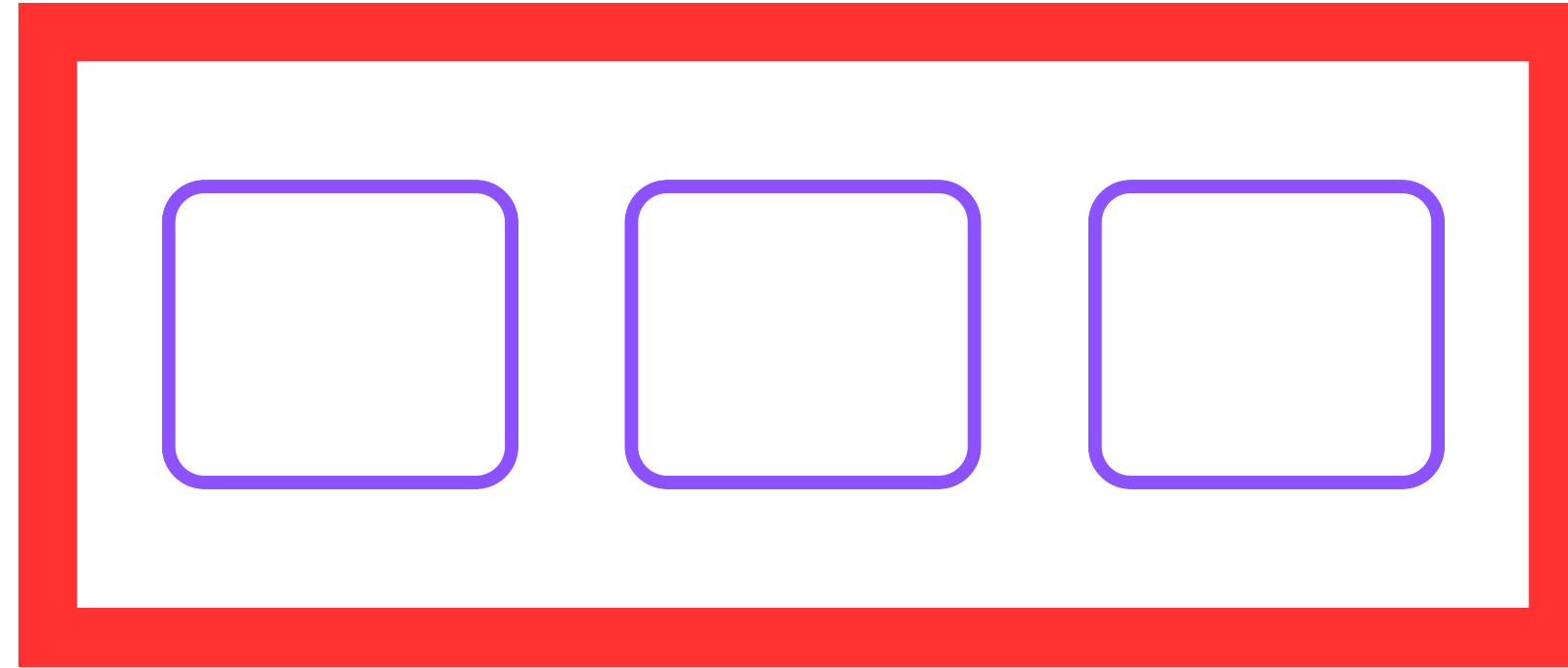
Context: If a result is part of a project, it must be linked to the correct project so that it is understood that they belong together. In the illustration above, the three results (squares) are placed inside the project (rectangle). It represents that the results are linked to the overall project. That way you can see the connection. If you look at a result in NVA, you should be able to see which project it belongs to, and vice versa.

See next page for an example.

Here is an example of a registered project with an associated result. The connection between the project and the result is clear.

Note that projects can also be linked to other projects in NVA.
If a KUF-work includes several sub-projects, these must also be linked together.