UNSW Medicine has participated in a pilot for the UNSW Research Profile database, with a number of new fields being added, allowing academics to better highlight their teaching and engagement activities beyond research and includes a new moderated keyword field to better categorise areas of expertise. This is in readiness for our new faculty website that is on track to be launched later in the year.

A small group of medicine researchers participated in the preliminary testing and the research office is now ready to make the new Profile site available to all UNSW Medicine staff (the site will roll out to other faculties at a later date).

The screens you see below and on Research Gateway will not be how your data will be displayed on the medicine website - this is the backend of the research gateway module and this data will be used to populate the Medicine website.

If you leave a section blank then this section will not appear on your profile. If you leave an entire tab blank (e.g. if you don’t do any teaching) then the teaching section will not appear once you save the data.

The following instructions have been devised specifically for Medicine academics

**Accessing your profile**

1. Log into [https://research.unsw.edu.au](https://research.unsw.edu.au)

2. Click on the “edit” tab - The new research profile will appear like this in edit mode

The Log In click appears in the footer of the webpage

Click on the clear triangles to expand or contract a section
Section 1: My personal details

- Field shading indicates fields imported from myUNSW (green) and HR data (yellow).
- Click on "How to Change Your Details" to update these fields.

Section 2: My Contacts

- Please use a UNSW email address.
- From HR – type over to change.

Section 3 Bio

- Your bio should be approximately 200 words.
- Write your bio in the third person.
- Highlight your achievements and the importance of your work. Include a brief overview of your work, areas of expertise, path to your current position (academic and professional), significant achievements and their impact. Include Professional title(s) and position(s), Main areas of expertise, brief biographical details i.e. academic qualifications, prior work – practical tips of what to include in a 200 word bio here.

For more information, refer to www.gradhacker.org/2011/09/23/narrating-your-professional-life-writing-the-academic-bio/.

If you have previously completed the bio section in your research profile, it will be displayed here.
Section 4 Research Activities

Please provide details of 3-5 recent or current research projects. Please include in these summaries the title of the research project followed by a brief description of why the research was undertaken/what issue or problem is was addressing; what was involved; what the findings were and what were their significance. A list of other research you would like to highlight – just paper/project title and a one or two line abstract summary is enough. You can include links to your projects within these summaries.

For those of you that have created custom page for your research projects you can add them in the "research activities" field below - an example of a custom page can be viewed at research.unsw.edu.au/projects/revision-guidelines-management-co-occurring-alcohol-and-other-drug-and-mental-health. Alternatively, you can your relevant webpage in the "Related Links" field (e.g. your lab may have its own webpage).

The custom pages links + external related links here are used to feed some school/centre websites

Note: A full list of your published papers will appear as part of your profile (fed from the UNSW ROS system)

Sections 5-6: My Grants, My Qualifications, My Awards

Please click on the clear arrows next to 'my grants’ ‘my qualifications’ and ‘my awards’ and fill in the free text boxes

NOTE: Please feature current/ most recent information first
TEACHING AND SUPERVISION tab

Section 1: My research supervision

Include student projects you are supervising – check with students before including student names. This is a free text field – future iterations to look at automatically populating information from the student system.

For guidance on determining ‘supervision keywords’, please refer to instructions in the “keywords and tags” tab.

Section 2: My teaching

NB: Teaching information is not published in research gateway but will be display on the faculty website.

KEYWORDS AND TAGS tab

For guidance on keywords and tags, please refer to instructions below each field.
Please only include social media accounts that relate to your position at UNSW – do not include personal accounts.

Include how you use your expertise to engage with business, government and/or community groups etc. Engagement may include policy making, consulting projects and roles (e.g. industry and government), board memberships, major media appearances and/or regular contributions, visiting positions.

Please note:
- Only include professional accounts.
- Do not include personal social media accounts.
- Ensure that your social media accounts are professional and up to date.
- Include links to your social media profiles as clickable links.

SOCIAL MEDIA tab

ENGAGEMENT tab

EXPERT tab