

# Medicine

## Completing your profile on Research Gateway

### BACKGROUND

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).

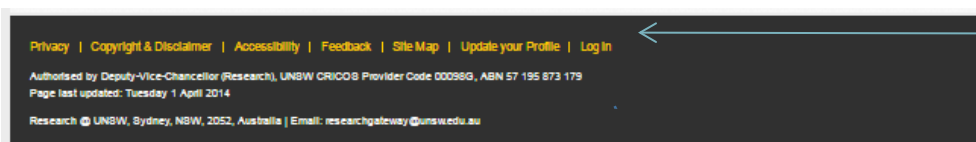
The screens you see below and on Research Gateway **will not be how your data will be displayed on the medicine website** - this is the backend of the research gateway module and this data will be used to populate the Medicine website.

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

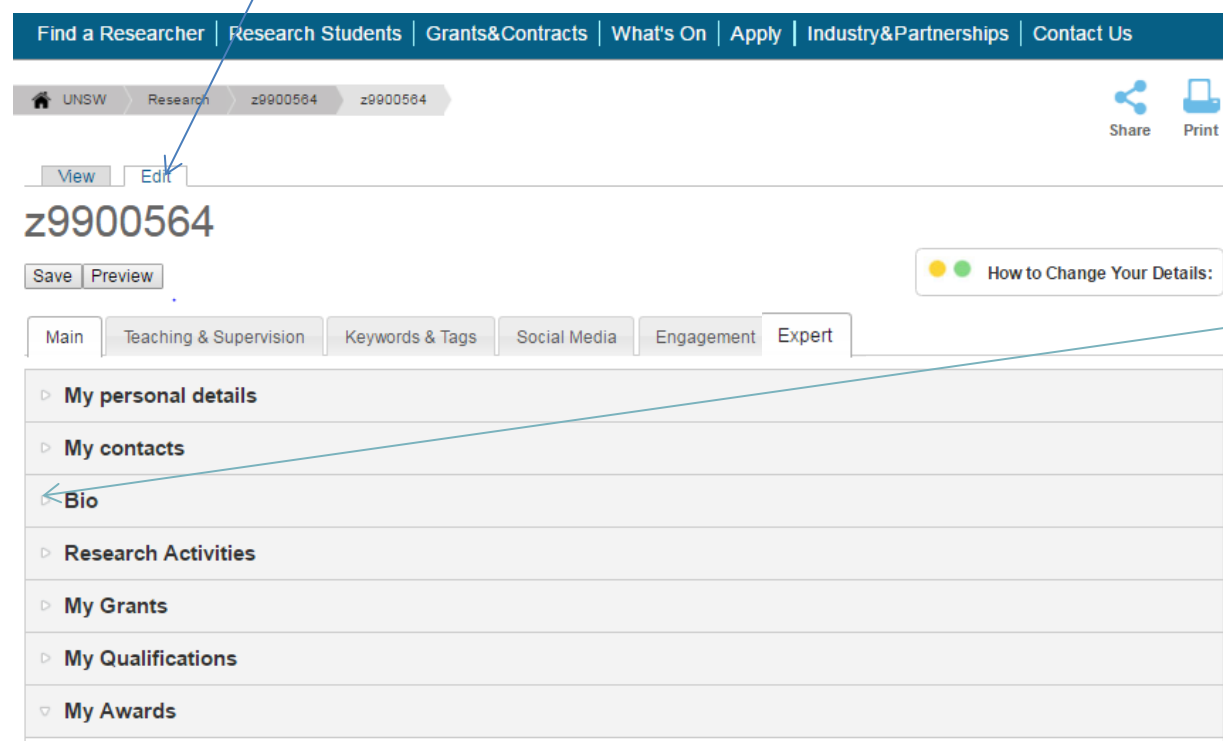
### Accessing your profile

1. Log into <https://research.unsw.edu.au>



The Log In click appears in the footer of the webpage

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



Click on the clear triangles to expand or contract a section

**Section 1: My personal details**

Main Teaching & Supervision Keywords & Tags Social Media Engagement Expert

How to Change Your Details:

My personal details

MyUNSW data HR Data

Name \* Mrs Cristina Kennett Title Mrs

First name Cristina Middle name

Last name Kennett Position Title

University role Manager Image Choose File No file chosen Upload  
Files must be less than 20 MB. Allowed file types: png gif jpg jpeg.

School Medicine Faculty Admin [nid:40653] Faculty + Medicine [nid:57893]

Shaded fields are imported from myUNSW (green) and HR data (yellow) – Click on “How to Change Your Details” to find out how to update these fields

**Section 2: My Contacts**

My Contact Email Make email visible No Yes How to Change Your Details:

Phone 9385 3064 Campus - None -

Location Location Map Ref Choose File No Files must be less than 20 MB. Allowed file types: png gif jpg jpeg.

Location Map Reference URL (Google Map) Title URL

The link title is limited to 128 characters maximum.

How-To: 1. Go to <http://maps.google.com.au/> 2. Navigate to the map that you want 3. Click the “Link” button in the “IM” link into the text field above.

Please use a UNSW email address.

From HR – type over to change

**Section 3 Bio**

Bio

Path: p

A user profile built as content.

**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  
[www.gradhacker.org/2011/09/23/narrating-your-professional-life-writing-the-academic-bio/](http://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**

Research Activities

My research activities

Path: p

Research Activities

Begin typing the title of your Custom Page and the field will auto populate. You can ask Research Gateway team to create a Custom Page for you to summarise your research projects or outline your research group's activities. Request Custom Page via email. You can also create and insert links to other webpages of relevance: How to create External Related Link

Add another activity

Related Links (Bottom of the Page)

Request Custom Page via email, or How to create and use External Related Links

This section is designed to capture your research highlights (e.g. published papers, projects, including what issue or problem the research was addressing and the significant of your findings.)

Please provide details of 3-5 five 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](http://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**

My Grants

My grants

Path: p

My Qualifications

My Awards

Hide this profile. Deselect and Save to publish.

De-select Hide this profile and click Save to publish your profile. Alternatively, you can update your profile and Save (with Hide still selected) so your changes will be saved but profile not made public. If you make your profile hidden, then it's never listed on the 'find a person' page, and it's not accessible to anyone except you and administrators. To hide your profile, select Hide and click Save. NOTE: The University of New South Wales may, at its discretion, remove or edit researcher profiles. ADMIN STAFF NOTE: you must receive direct permission from the researcher to access and publish their profile or project

Save Preview

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**

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My research supervision

I am available to supervise \*

No  Yes

Areas of supervision

Currently supervising

Supervision keywords

+ [text field] Add another item

My teaching

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**

My teaching

Teaching

[Rich text editor toolbar]

Path: p

\*My teaching\* field is not published on Research Gateway, but exported into your Profile at your Faculty or Unit, if they receive the data.

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

**KEYWORDS AND TAGS tab**

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My Keywords and Tags

My keywords

+ [text field]

Add both high level descriptors (e.g. Cancer, Corporate Law, Climate Change) and more specific keywords to describe your research area(s). This is particularly useful if you cannot find an appropriate FOR tag or SEO tag (below) to describe your research. Start typing to select an appropriate keyword. Can't find a suitable keyword? [Click this link submit a new keyword for consideration](#)

Add another item

Make keywords visible to public

Field Of Research (FOR) Tag

+ [text field]

NOTE: This field does not allow free text! Start typing a keyword and choose from the list of values available from 2008 FOR classification. Appearing as **Fields of research** on your page. Fields of Research (FOR) is a classification used by ANZSRC to categorise research activities according to the field of research. [More information](#)

Add another tag

SEO tags

+ [text field]

NOTE: This field does not allow free text! Start typing a keyword and choose from the list of values available from 2008 SEO classification. Appearing as **Tags** on your Page. Socio Economic Objective (SEO) codes are used by ANZSRC to categorise research activities according to the intended purpose or outcome. [More information](#)

Add another tag

For guidance on keywords and tags, please refer to instructions below each field

## SOCIAL MEDIA tab

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▼ Your social media

**My Facebook**  
Enter the URL to your Facebook page.

**My LinkedIn**  
Enter the URL to your LinkedIn page.

**My Delicious**  
Enter the URL to your Delicious page.

**Blog Feed URL**  
Please the URL of the blog feed (it can be in any of the following formats: RSS 1, RSS 2, Atom). Note that when you publish new posts on your blog, they may take up to 4 hours to appear on this site.

**Twitter widget**  
Please create widget on this page - <https://twitter.com/settings/widgets/new>. Recommended widget height 480px.

**Media Image Collection**  
If you want to display a photo gallery on this page, you can enter the URL of your gallery here. Supported photo galleries are: [Flickr](#) (example URL: <http://www.flickr.com/photos/yournamegoeshere/sets/1234567890/>); [Picasa Web Albums](#) (example URL: <http://picasaweb.google.com/yournamegoeshere/youralbumnamegoeshere>).

**Youtube Video Collection**

Youtube Video  
Browse  
+ Short description  
Remove  
Add another item

Please only include **social media accounts that relate to your position at UNSW** – do not include personal accounts.

## ENGAGEMENT tab

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▼ Engagement

Engagement

**B I** [Rich text editor toolbar]

Path: p

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)

## EXPERT tab

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▼ Find an expert

Sharing your expertise with the media can help raise your profile and publicise your research to a wider audience. These details will populate the [Experts Database on UNSW Newsroom](#) and appear on Research Gateway. Any prepopulated data below comes from your original entry in the Experts Database.

**I am an expert and willing to share my expertise with media \***  No  Yes  
Media or UNSW Media Office may contact you for expert opinion if you chose 'Yes'. Otherwise data will appear on your Research Gateway profile only. Leave all fields blank if don't want to publish data anywhere.

**Make expert profile public \***  No  Yes

**Mobile**  No  Yes  
Will be used by Media Office to contact you. If 'No', only Media Office will see the number.

**Make mobile visible to public \***  No  Yes

**Areas of expertise**

**B I** [Rich text editor toolbar]

Path: p

Keywords for 'Find an Expert' derived from the Keywords & Tags tab.

Comment: enter any additional information which may be useful to Media Office

Visible to Media Office and site administrators only