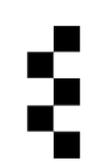




RIS

RIS Profile Guide

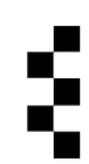
September 2022



About the RIS

The Research Information System delivers important benefits which include:

- The automatic searching of publications from a range of external sources and a simple process to deposit them into the Research Repository.
- A single place where researchers can manage grants, professional activities, teaching responsibilities and supervision, publications and impact.
- A way to manage and edit external web profiles.
- A platform in which REF submission and internal research monitoring can be managed with minimal re-keying of data or completing of forms.

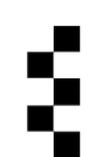


About this guide

This guide describes the process of managing your profile and biographical information in the RIS.

By the end of the guide you should be able to:

- **Login** to the System
- **Update** your biographical and profile details
- **Create and Edit** new Professional Activities
- **Control** which information is displayed on you public profile



Essex Research Information System Development Server Login

Enter your University of Essex credentials and click Login:

LOGIN

Please login using your normal university login.
Do not add @essex.ac.uk to the username.

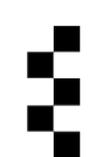
For support please email reors@essex.ac.uk

Log In

Login at: ris.essex.ac.uk

Your normal university login is all you need.

You don't need the VPN to access the RIS. It works from anywhere with an internet connection and in most browsers (Microsoft Edge, Chrome, Firefox, Safari).



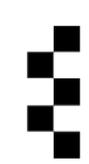
Your RIS Profile

Your Profile can be viewed by other users in the RIS. It contains your email address, an overview statement, your co-authors at Essex, experience, and a list of your Publications, Grants, Teaching and Professional Activities

Some parts of this profile data are used on your public facing web profile:

- Some categories in the About area (covered in this guide)
- Publications (covered in the separate Publications Guide)
- Grants (covered in this guide)
- Some Types of Professional Activities (covered in this guide)
- All Types of Teaching Activities (covered in this guide)

Note: In nearly all areas you can control visibility of items on your internally available RIS profile and your externally available web profile by using the Relationship Privacy controls.



Your external web profile

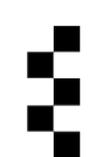
All members of academic staff have an external web profile managed using the RIS

View the web profile: When you are editing your RIS profile you can jump directly to your external web profile by clicking the 'View public profile' button in the top right of the screen.

How the Web Profile is updated: Changes made in the RIS are not immediately visible on the external Web Profile. They update overnight. That means changes you make on any given day will be visible on your external web profile the next morning by approximately 06:00.

Photos: These cannot be added or updated via the RIS. If you have a photo you wish to use on the external web profile, please send it the Communications Office comms@essex.ac.uk who will resize your photo to the correct size before uploading it. Your staff profile photo needs to be professionally-taken, feature your head and shoulders and be high-resolution. If you don't have a photo to upload the Communications Office arrange regular photo shoots for staff profiles. All staff are encouraged to include a photo with their profile, but it is not compulsory.

You can find more details about profiles at: <https://www.essex.ac.uk/staff/web-support/editing-your-staff-profile>

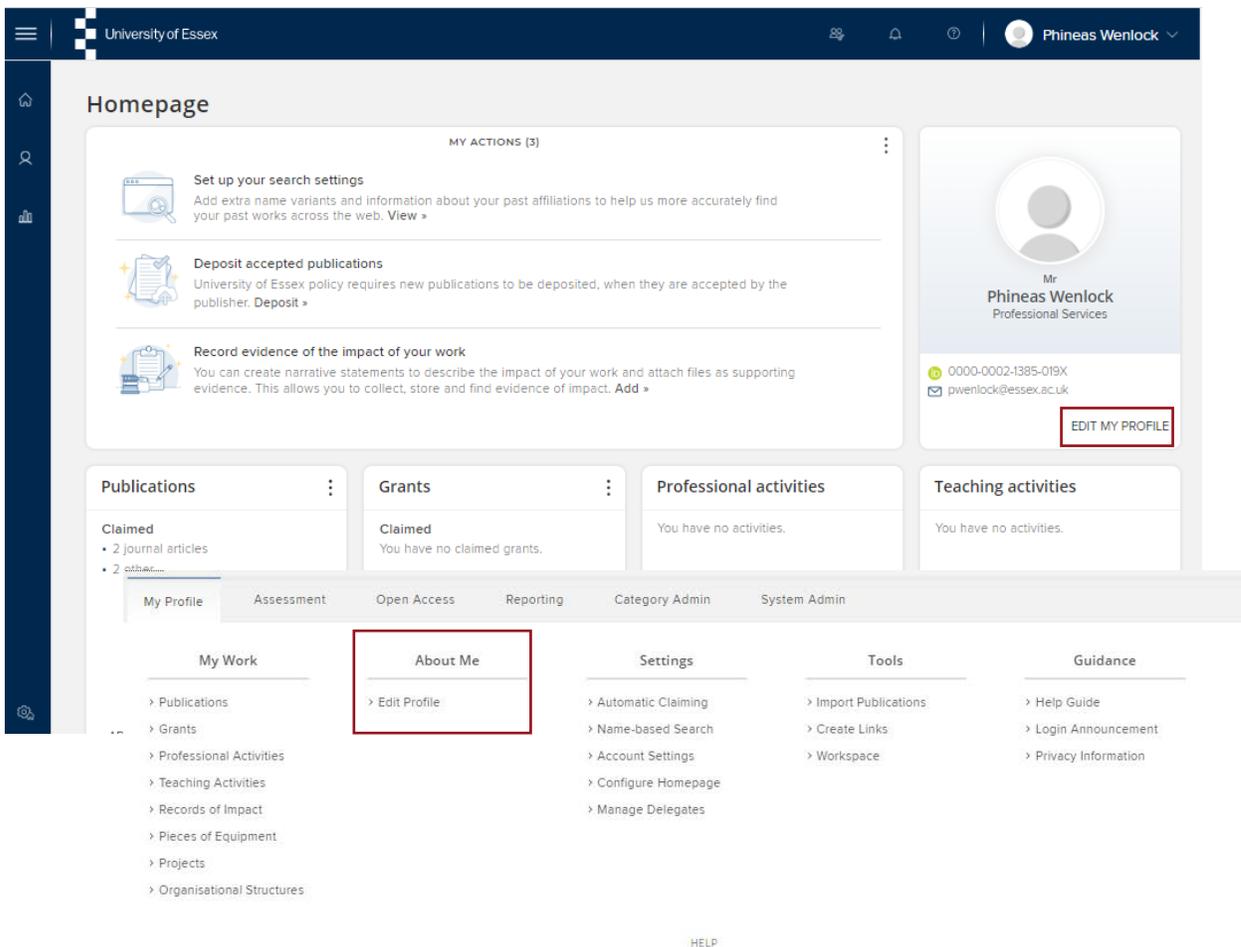


About

Your About information can be viewed by other users in the system. It contains your email address, an overview statement and details of qualifications, appointments, training and language competencies.

Some parts of this profile data is used on your public facing web profile:

- Overview
- Experience: Essex Appointments
- Experience : Academic appointments
- Experience : Non-academic employment
- Education: Degrees
- Web addresses (includes blogs, twitter, LinkedIn etc.)

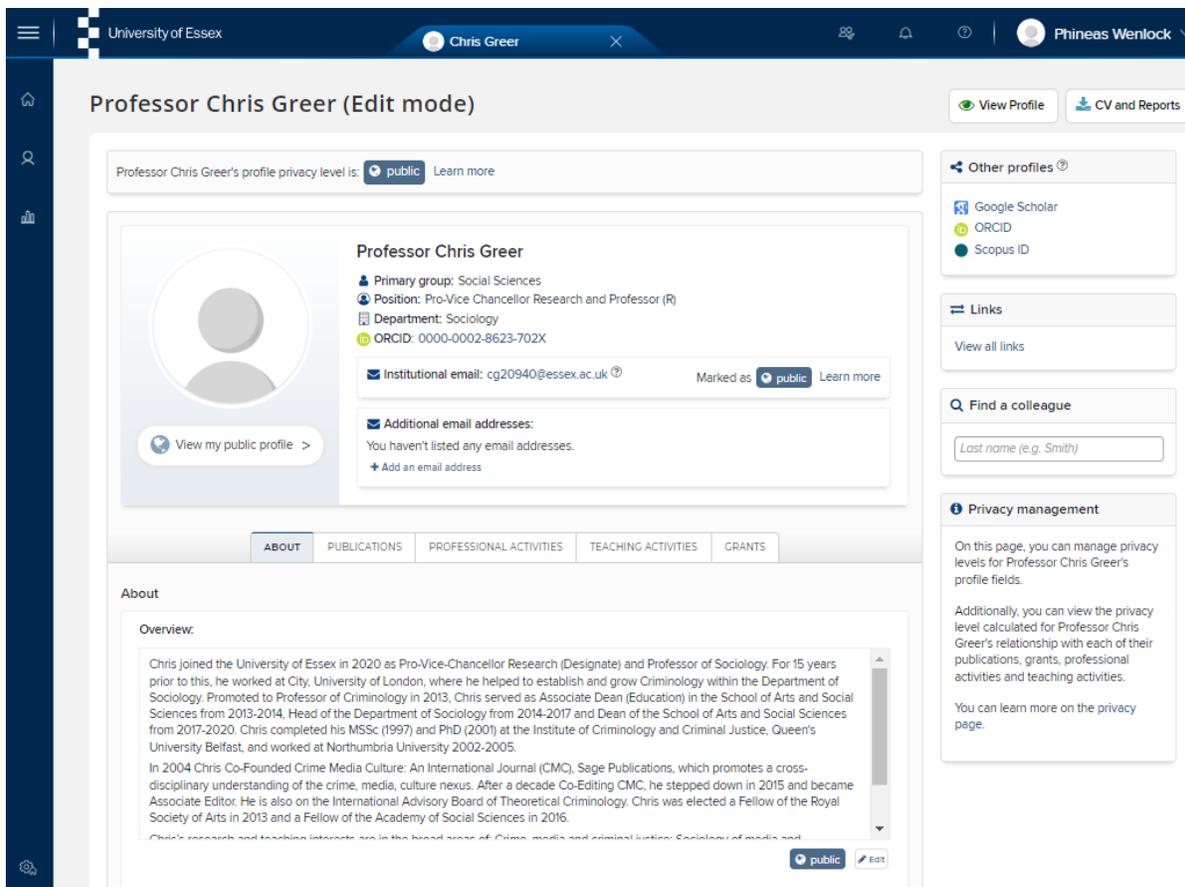


The screenshot shows the 'Homepage' of a user profile for Phineas Wenlock. The page is divided into several sections:

- MY ACTIONS (3):** Contains three action items: 'Set up your search settings', 'Deposit accepted publications', and 'Record evidence of the impact of your work'.
- Profile Card:** Displays the user's name 'Mr Phineas Wenlock', title 'Professional Services', and contact information: '0000-0002-1385-019X' and 'pwenlock@essex.ac.uk'. A red box highlights the 'EDIT MY PROFILE' button.
- Activity Summary:** Four cards for 'Publications', 'Grants', 'Professional activities', and 'Teaching activities'. 'Publications' shows '2 journal articles' and '2 other...'. 'Grants', 'Professional activities', and 'Teaching activities' all show 'You have no activities'.
- Navigation Tabs:** 'My Profile', 'Assessment', 'Open Access', 'Reporting', 'Category Admin', and 'System Admin'. 'My Profile' is selected.
- My Work:** A list of links including 'Publications', 'Grants', 'Professional Activities', 'Teaching Activities', 'Records of Impact', 'Pieces of Equipment', 'Projects', and 'Organisational Structures'.
- About Me:** A red box highlights the 'About Me' section, which contains a link to 'Edit Profile'.
- Settings:** Includes 'Automatic Claiming', 'Name-based Search', 'Account Settings', 'Configure Homepage', and 'Manage Delegates'.
- Tools:** Includes 'Import Publications', 'Create Links', and 'Workspace'.
- Guidance:** Includes 'Help Guide', 'Login Announcement', and 'Privacy Information'.

Edit your About

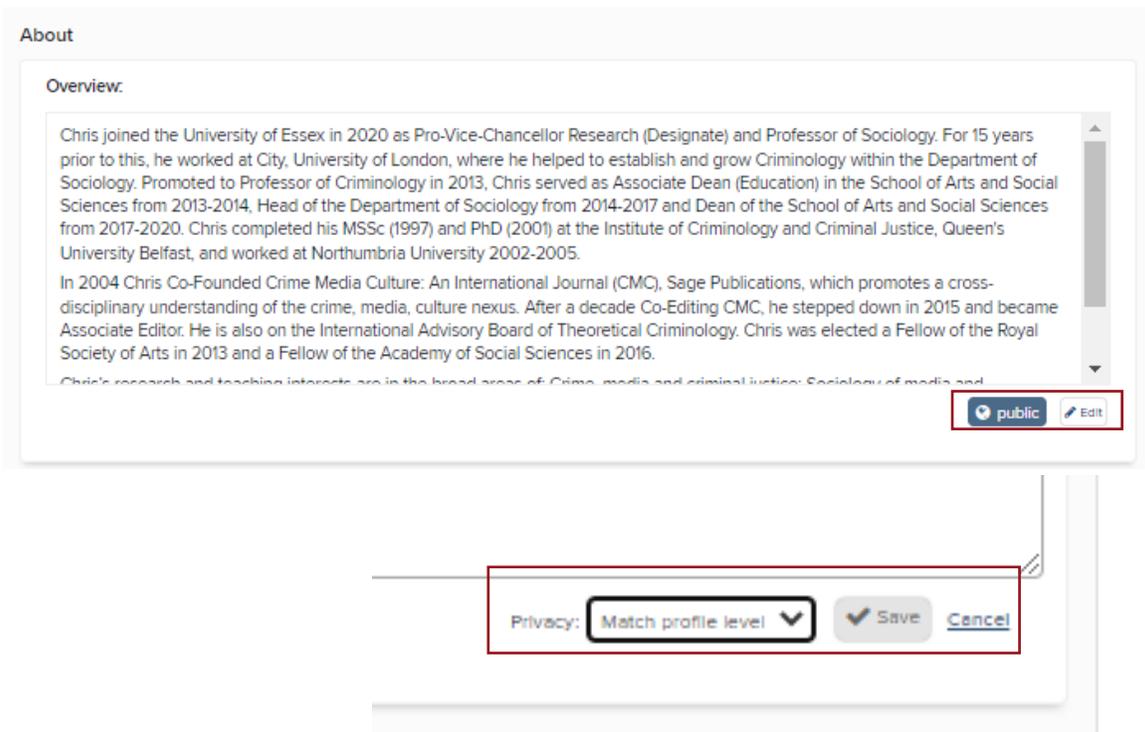
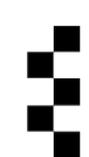
To begin editing your profile Click the Edit My Profile button from the Homepage or
Navigate: **Menu > My Profile > About Me > Edit Profile**



The screenshot shows the 'Edit mode' interface for Professor Chris Greer's profile. The top navigation bar includes the University of Essex logo, the user's name 'Chris Greer', and the name of the user editing the profile, 'Phineas Wenlock'. The main content area is titled 'Professor Chris Greer (Edit mode)' and includes a 'View Profile' button and a 'CV and Reports' download button. A privacy level indicator shows the profile is 'public'. The profile information includes a placeholder for a profile picture, the name 'Professor Chris Greer', and details such as 'Primary group: Social Sciences', 'Position: Pro-Vice Chancellor Research and Professor (R)', 'Department: Sociology', and 'ORCID: 0000-0002-8623-702X'. An institutional email 'cg20940@essex.ac.uk' is listed, marked as 'public'. There are also sections for 'Additional email addresses' and 'Other profiles' (Google Scholar, ORCID, Scopus ID). A 'Links' section is present with a 'View all links' button. A 'Find a colleague' search box is available. A 'Privacy management' section explains that users can manage privacy levels for profile fields and view calculated privacy levels for relationships. The 'About' section is active, showing an 'Overview' of Chris Greer's career and research interests. The bottom of the page has a 'public' privacy indicator and an 'Edit' button.

Edit your About

From the edit view you can see a summary of information, click to view your external profile, export you RIS profile to an editable MS Word CV documents, search for colleagues in the RIS and edit sections of the profile.



Edit your About

You can edit any area by clicking the **Edit** button. When you have finished editing, click **Save**.

You can also adjust the privacy level to hide this information from the internal and external profiles

Note: The Overview area does not support links, formatting or HTML. Please add links in the **Addresses** section.

Education

Degrees:

Edit degree: ✕

Qualification * ▼

Institution name * ▼

City

Country *

Start date

End date

Privacy: Match profile level ▼ ✓ Save ✕ Delete Cancel

↑ MSc Criminology and Criminal Justice, Queen's University of Belfast, Northern Ireland public Edit

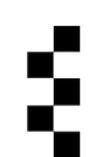
↑ PhD, Queen's University Belfast, Northern Ireland public Edit

+ Add a degree

Edit your About

For entries in other About sections including the Experience and Education areas you can **Add** and also **Delete** entries.

When adding entries to these section note that red starred * fields a mandatory and must be completed to save the record.



Professional Activities

Professional Activities are part of your profile. You can add a variety of types including: Research Interests, Current Research, Conference Participations, Media, Interviews or Broadcast, Consulting / Advisorships, Committee / Panel memberships, Editorships, Expert witness, Journal reviewing / refereeing, Professional Memberships, Offices held and Fellowships

Some of this profile is used on your public facing web profile:

- Research Interests (these are also used in the Research Finder)
- Current Research
- Conferences and Events

Homepage

MY ACTIONS (3)

- Set up your search settings**
Add extra name variants and information about your past affiliations to help us more accurately find your past works across the web. [View »](#)
- Deposit accepted publications**
University of Essex policy requires new publications to be deposited, when they are accepted by the publisher. [Deposit »](#)
- Record evidence of the impact of your work**
You can create narrative statements to describe the impact of your work and attach files as supporting evidence. This allows you to collect, store and find evidence of impact. [Add »](#)

Publications | **Grants** | **Professional activities** | **Teaching activities**

Professional activities (highlighted with a red border):
You have no activities.
[+ ADD NEW](#) [VIEW ALL](#)

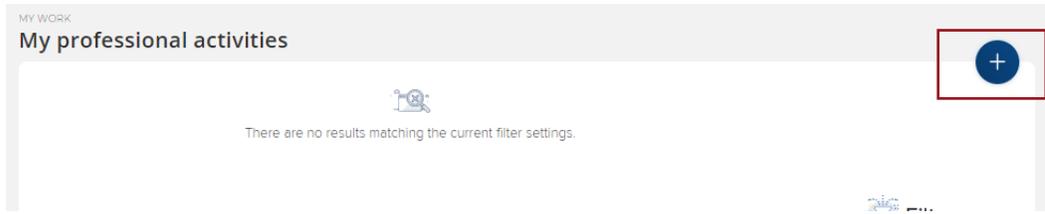
Your Professional Activities

To begin viewing or editing your Professional Activities click **View All** from the Homepage tile or Navigate: **Menu > My Profile > My Work > Professional Activities**

My Profile | Assessment | Open Access | Reporting | Category Admin | System Admin

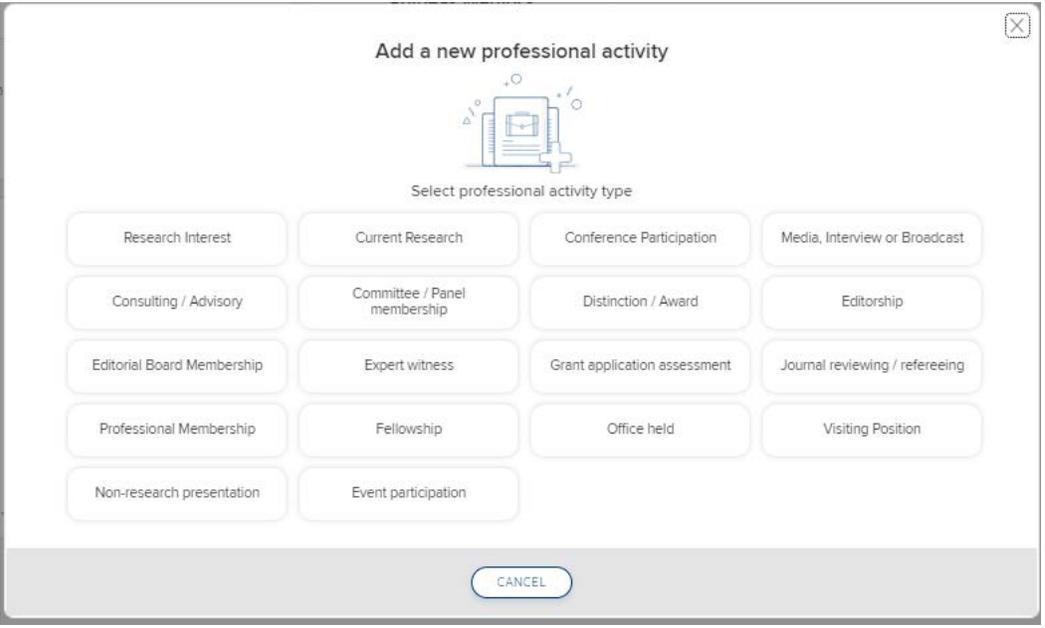
- My Work**
 - Publications
 - Grants
 - Professional Activities** (highlighted with a red border)
 - Teaching Activities
 - Records of Impact
 - Pieces of Equipment
 - Projects
 - Organisational Structures
- About Me**
 - Edit Profile
- Settings**
 - Automatic Claiming
 - Name-based Search
 - Account Settings
 - Configure Homepage
 - Manage Delegates
- Tools**
 - Import Publications
 - Create Links
 - Workspace
- Guidance**
 - Help Guide
 - Login Announcement
 - Privacy Information

HELP



New Professional Activities

To add new Professional Activities Click **+ Add New** from the Homepage tile or the Add button from the My Professional Activities page.



Add research interest

Information entered on this form is discoverable by other users of the professional activity module.

Essential Information

* Research Interests Title

Research Interests Keywords ?

Label scheme without a vocabulary: to add a keyword, type the value and click Add or press enter.

Unclassified

Research Interests Description ?

* Start Date ?

End Date ?

Supervise PGR students in this area ?

Primary PGR programme of study ?

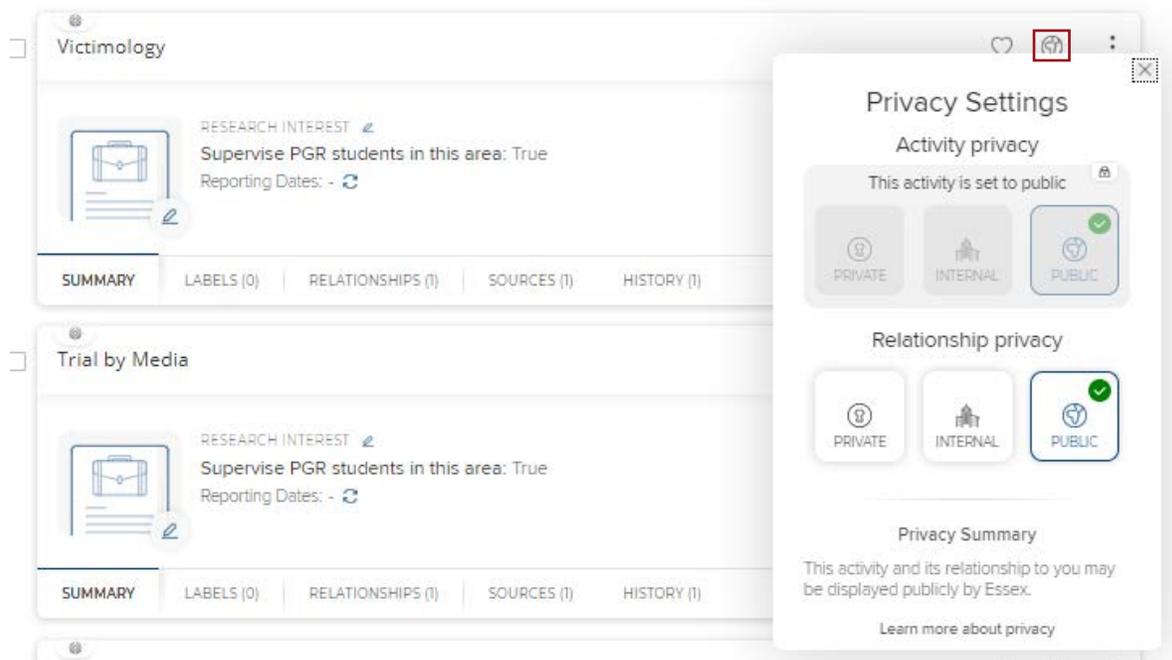
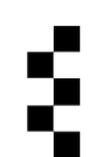
Additional Information 1 additional field >

New Professional Activities

Each Professional Activities type will have a different data entry form.

They all work in the same way: Red Star * fields must be completed in order to save. Other details are optional but as much details as possible is encouraged.

Add start and end dates where appropriate. (If current, no end date is needed.)



Manage Professional Activities

By default all Professional Activities are visible internally and externally if it is a type used on the external web profile. You can manage your relationship privacy to an item by clicking the privacy settings icon from the My Professional Activities page.

Add research interest

Information entered on this form is discoverable by other users of the professional activity module.

Essential Information

*** Research Interests Title**

Research Interests Keywords ?

Label scheme without a vocabulary; to add a keyword, type the value and click Add or press enter.

Unclassified

Research Interests Description ?

*** Start Date** ?

End Date ?

Supervise PGR students in this area ?

Primary PGR programme of study ?

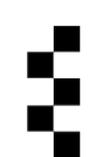
1 additional field >

Manage Professional Activities – Research Interests

When adding Research Interest you can manage how you appear in the Research Finder for Potential PGR Students. Check the box to indicate you are open to supervise Postgraduate Students for this research interest and all keywords associated with the research interest.

Matching your research interest to a programme of study will help prospective PGR students when they are searching for this research interest

If there is more than one programme that matches add them in the Additional Information section.



Teaching Activities

Teaching Activities are part of your profile. You can manually add Academic Support Hours. Modules Taught and Post Graduate Supervisions are added automatically.

All of this data is used on your public facing web profile:

- Academic Support Hours (Manually added – Just **one** entry required)
- Modules Taught (Automatically Added, the current academic year displayed on the web)
- Post Graduate Supervision (Automatically Added, Current and past Supervisions shown on the web)

What to do if Teaching Activity Data is wrong?

- Academic Support Hours are easily corrected in the system.
- Modules Taught are fed from the timetabling system – speak to your department Undergraduate Administrator to check what is recorded.
- Post Graduate Supervision is fed from the student records system. Speak to your department Post Graduate Administrator to check what is recorded.

Homepage

MY ACTIONS (3)

- Set up your search settings
Add extra name variants and information about your past affiliations to help us more accurately find your past works across the web. [View »](#)
- Deposit accepted publications
University of Essex policy requires new publications to be deposited, when they are accepted by the publisher. [Deposit »](#)
- Record evidence of the impact of your work
You can create narrative statements to describe the impact of your work and attach files as supporting evidence. This allows you to collect, store and find evidence of impact. [Add »](#)

Mr Phineas Wenlock
Professional Services

0000-0002-1385-019X
pwenlock@essex.ac.uk

[EDIT MY PROFILE](#)

Publications
Claimed
• 2 journal articles
• 2 other
[+ ADD NEW](#) [VIEW ALL](#)

Grants
Claimed
You have no claimed grants.
[+ ADD NEW](#) [VIEW ALL](#)

Professional activities
You have no activities.
[+ ADD NEW](#) [VIEW ALL](#)

Teaching activities
You have no activities.
[+ ADD NEW](#) [VIEW ALL](#)

Your Teaching Activities

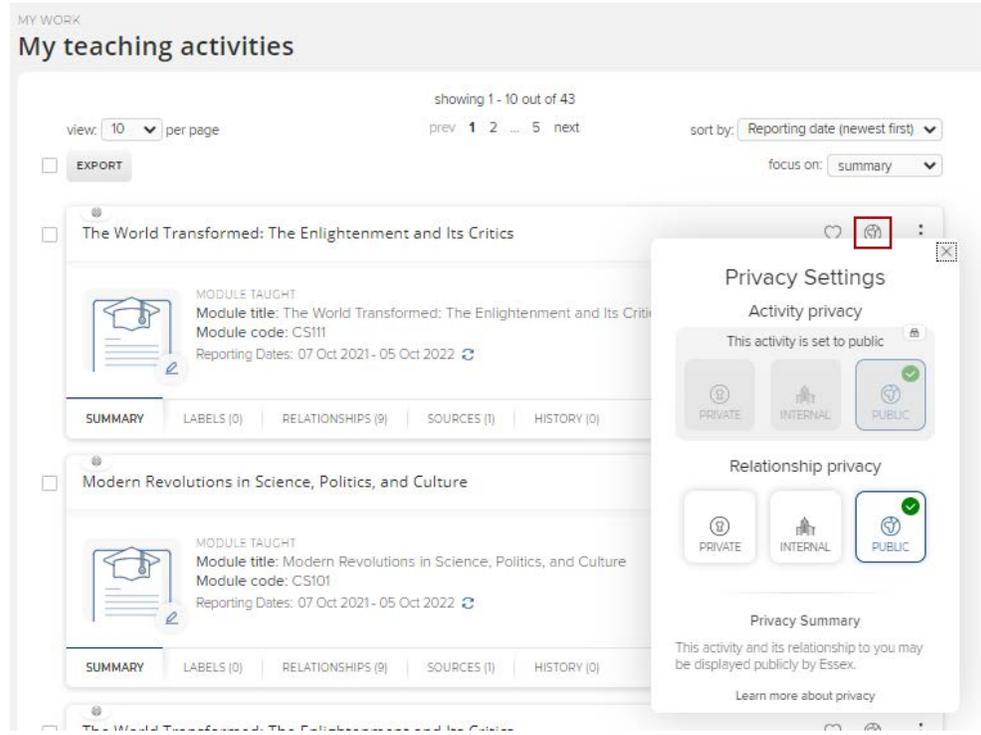
To begin viewing or editing your Teaching Activities click **View All** from the Homepage tile or Navigate: **Menu > My Profile > My Work > Teaching Activities**

My Profile | Assessment | Open Access | Reporting | Category Admin | System Admin

My Work | About Me | Settings | Tools | Guidance

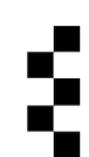
- > Publications
- > Grants
- > Professional Activities
- > Teaching Activities
- > Records of Impact
- > Pieces of Equipment
- > Projects
- > Organisational Structures

HELP



Manage Teaching Activities

By default all Teaching Activities are visible internally and externally. You can manage your relationship privacy to an item by clicking the privacy settings icon from the My Teaching Activities page.



MY WORK

My teaching activities

showing 1 - 1 out of 1

view: 10 per page sort by: Reporting date (newest first)

EXPORT focus on: summary

You can find details of Academic Support hours on the EBS UG and PG information page on Moodle or by calling EBS Student Services on 01206873911

ACADEMIC SUPPORT HOURS

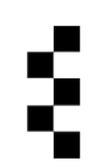
Academic Support Hours: You can find details of Academic Support hours on the EBS UG and PG information page on Moodle or by calling EBS Student Services on 01206873911

SUMMARY LABELS (0) RELATIONSHIPS (1) SOURCES (1) HISTORY (0)

Manage Teaching Activities

Note that for the Academic Support Hours type you only need one entry and you can simply edit the old record.

Don't create multiple versions of this type, just edit the existing one if the details need updating.



Grants

Grants are part of your profile that are added automatically from the Award Management system (Unit 4 RCP).

This data is used on your public facing web profile:

- Grants (only the Year, Project Title and Funder name are displayed externally)

What to do if Grants Data is wrong?

- Only Grants awarded at or transferred to Essex are displayed
- If a grant is missing it may be because it has not completed financial setup with the REO Post Award or Enterprise Teams. This must happen before it appears in the RIS.
- If you've received an Award Announcement and Cost Code and the grant is still not appearing in RIS then please email REO Research Systems reors@essex.ac.uk

Homepage

MY ACTIONS (3)

- Set up your search settings**
Add extra name variants and information about your past affiliations to help us more accurately find your past works across the web. [View >](#)
- Deposit accepted publications**
University of Essex policy requires new publications to be deposited, when they are accepted by the publisher. [Deposit >](#)
- Record evidence of the impact of your work**
You can create narrative statements to describe the impact of your work and attach files as supporting evidence. This allows you to collect, store and find evidence of impact. [Add >](#)

Mr Phineas Wenlock
Professional Services

0000-0002-1385-019X
pwenlock@essex.ac.uk

[EDIT MY PROFILE](#)

Publications | **Grants** | **Professional activities** | **Teaching activities**

Publications
Claimed
• 2 journal articles
• 2 other
[+ ADD NEW](#) [VIEW ALL](#)

Grants
Claimed
You have no claimed grants.
[+ ADD NEW](#) [VIEW ALL](#)

Professional activities
You have no activities.
[+ ADD NEW](#) [VIEW ALL](#)

Teaching activities
You have no activities.
[+ ADD NEW](#) [VIEW ALL](#)

[My Profile](#) | [Assessment](#) | [Open Access](#) | [Reporting](#) | [Category Admin](#) | [System Admin](#)

Grants

To begin viewing or editing your Grants click **View All** from the Homepage tile or Navigate: **Menu > My Profile > My Work > Grants**

My Work | **About Me** | **Settings** | **Tools** | **Guidance**

- > Publications
- > Grants**
- > Professional Activities
- > Teaching Activities
- > Records of Impact
- > Pieces of Equipment
- > Projects
- > Organisational Structures

About Me

- > Edit Profile

Settings

- > Automatic Claiming
- > Name-based Search
- > Account Settings
- > Configure Homepage
- > Manage Delegates

Tools

- > Import Publications
- > Create Links
- > Workspace

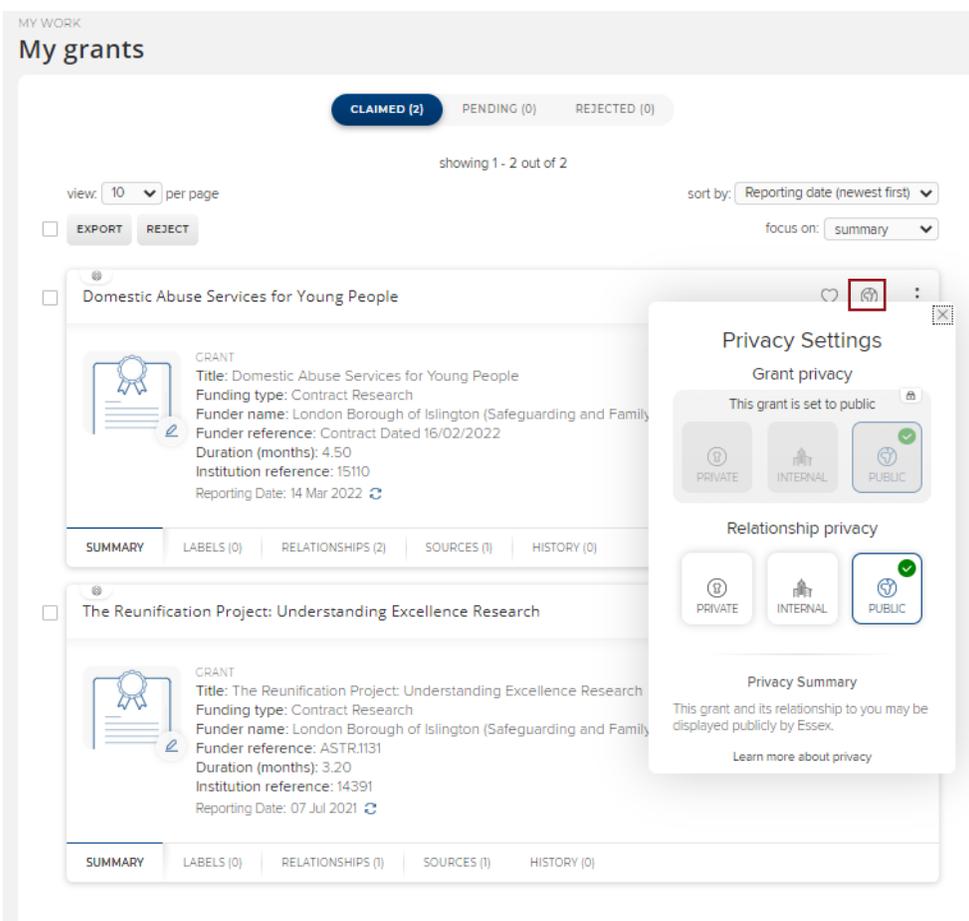
Guidance

- > Help Guide
- > Login Announcement
- > Privacy Information

[HELP](#)

Manage Grants

By default all Grants are visible internally and externally. You can manage your relationship privacy to an item by clicking the privacy settings icon from the My Grants page.



The screenshot shows the 'My Grants' page with two grant entries. The first entry is 'Domestic Abuse Services for Young People' and the second is 'The Reunification Project: Understanding Excellence Research'. A 'Privacy Settings' modal is open over the first grant, showing options for 'Grant privacy' (Private, Internal, Public) and 'Relationship privacy' (Private, Internal, Public). The 'Public' option is selected for both. The modal also includes a 'Privacy Summary' section stating: 'This grant and its relationship to you may be displayed publicly by Essex. Learn more about privacy'.

Link funding

Let's get started | Tell us more | **Link to funding**

i Make sure your work is linked to the relevant grants to stay eligible for future funding.
TODO: Default link funding guidance text.

Gas Turbine Engine Models T5313A, T5313B, T53-L-13, T53-L-13A, T53-L-13B, T53-L-13B Ser No. Suff A, T53-L-13B Ser No. Suff B Illustrated Parts Catalog
1979

Which grants are associated with this publication? **Not externally funded** **Grant not listed**

1 result

Select all on page

Link Selected | Unlink Selected

An Example Grant
An Example Funder Grant to Mr Phineas Wenlock, 01 Sep 2017

1 filter has been set.
[Reset filters](#)

Filters

Title:

Reporting date from: 

Reporting date to: 

Related to:

Link status:

[Reset filters](#)

Linking Grants

Linking is a key feature of the RIS which we encourage you to use with grants.

When you add a new record of another type in the RIS you can now link it to the funding that supported it. You can even link one grant to another grant.

Linking grants is part of the process of adding new **Publications** and **Impact** records, so look out for this when you are using other parts of the RIS.



Need help?

Contact REO Research Systems

reors@essex.ac.uk

www.essex.ac.uk/staff/research-systems