Research Profile
How-To Guide

About this Guide
This guide provides an overview and step-by-step instructions on how to set up a Researcher Profile page on UNSW’s Researcher Profiles platform (ResGate). Follow this guide to learn the best practice for profile creation. The guide will touch upon the following:

- Importance of Researcher Profiles
- What is a Researcher Profile?
- Profile example
- Profile access and set up
- Profile personalisation: category and field breakdown
- Contacts for further assistance

Importance of Researcher Profiles
Researcher profiles are one of the most clicked pages on the UNSW website. Students, Future Students, Alumni and Academics view Researcher Profiles to learn more about a Researcher's biography, field(s) of research, publications, qualifications, contact information, research activities, supervision, engagement and teaching.

These profiles help everyone learn more about you and your professional career, so it’s important to keep them regularly updated. Researcher profiles may also supply your data to your Faculty’s, School’s or Unit’s Profile.

What is a Researcher Profile?
A Researcher Profile is an online template that provides information about a UNSW Academic Staff member’s career. Your published Profile on the UNSW Research Website means people and organisations, both internal and external to UNSW, who are interested in your research are just a click away.

As a UNSW Academic staff member, you’re responsible for creating, editing and regularly maintaining the currency of your profile page.

Profile Access and Set Up
1. Navigate to the UNSW Research page and log in with your zID and zPass (the log in button is displayed at the top, right-hand corner of the page).
Note: It’s recommended to use Firefox or Chrome browsers. It also takes 72 hours for your profile to be activated or changes made to your HR or ROS data to be updated. If after 72 hours your profile is not activated, please email: researchgateway@unsw.edu.au.

2. After logging in, you will be taken to a “View” page. Once your profile is created, you can view what it will look like here. To start personalising your page, click “Edit.”
3. There are five categories for you to enter your personal details: Main, Teaching & Supervision, Keywords & Tags, Social Media, and Engagement. Within each category, there are several fields highlighted in green and yellow. The data entered into the green field can be changed by you at any time via myUNSW (change will take up to 72 hours to appear on your Profile).

The data entered into the yellow field is managed by HR. To make any changes to these fields, you’ll need to contact HR by clicking “How to Change Your Details” and selecting “Click to request HR changes.”

Profile Personalisation: Category and Field Breakdown
You want people to connect with your profile, so it's important to personalise your information. UNSW also wants every profile to be consistently formatted, so enter your information directly into each text field, as copying and pasting information results in formatting issues.

Please follow the below format and structure:

- Write in the first person
• Type your information directly into each text field or copy and paste information into Note pad or TextEdit and then copy text from Notepad or TextEdit into the fields (this ensures all formatting is the same and no extra code is inserted, which can cause formatting issues)
• Make sure your text fields contain all keywords describing your academic interest – from most generic to most specific
• Do not directly paste text from the web or a word document
• Use bullet points for lists
• Use 1.15 spacing
• Keep paragraphs at a maximum of four lines
• For all headings within each text field use Heading 3 format
• Press ‘Enter’ to create a new paragraph
• Press ‘Shift + Enter’ to create a new line below
• Enter spaces between all paragraphs
• Don’t add horizontal lines between sections
• Don’t add images into the body of the text
• Links should be hyperlinked instead of displaying the link
• Be concise, don’t add your whole thesis paper

Correct example:
UNSW News Room– Genetic study uncovers the evolutionary history of dingoes - this is a contextual hyperlink
Incorrect example:
https://newsroom.unsw.edu.au/news/science-tech/genetic-study-uncovers-evolutionary-history-dingoes - this is not a contextual hyperlink
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If at any time your information is not complete, you can leave it in draft mode and publish later. Just click “Hide this profile” at the end of the section. Don’t forget to save your information by clicking “Save” at the end of the page.

Once you’ve deselected “Hide this profile,” your profile will be published and will be made available online. It would also appear on your Faculty’s or Unit’s website, if it is integrated with Researcher Profiles.

1. Main
This category is for your personal details, contacts, biography, research activities, grants, qualifications and awards.

ROS (Research Outputs System)
The University publications system, ROS, automatically and regularly uploads the researcher’s publication data into your Researcher Profile page. This means all publications updated in ROS will automatically update on your profile page (within a 72-hour period).

Harvard referencing format is used on Researcher Profiles.

The currency/appearance of publications in your profile depends on the currency/appearance of information in ROS. You can only change the appearance of your publications via ROS.

To change the appearance of your publication data, log in to your ROS account: https://ros.unsw.edu.au/login.html.
For further assistance contact: researchpublications@unsw.edu.au.

**Images**

There’s also the option of adding an image. Please upload a high-resolution profile image of yourself, so anyone who lands on your profile page can recognise you. Your image should be 300x300 and professional images organised by UNSW are preferred.

If you choose not to upload an image, a generic icon will be used in its place.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Style</th>
<th>Word Count</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal details</td>
<td>Title, name, university role, image, school and faculty details</td>
<td>n/a</td>
<td>n/a</td>
<td>Fill out fields</td>
</tr>
<tr>
<td>Contacts</td>
<td>Email, phone, campus and location, etc.</td>
<td>n/a</td>
<td>n/a</td>
<td>Fill out fields</td>
</tr>
<tr>
<td>Bio</td>
<td>Who you are, job title, achievements, research portfolio, interests, previous work, current work, etc.</td>
<td>First person Paragraph</td>
<td>200-400</td>
<td>I obtained my PhD degree at Charles University in Prague. I work at ANSTO as a senior researcher and a numerical analyst...</td>
</tr>
<tr>
<td>Research Activities</td>
<td>Brief summary of your activities, why they appeal to you, the aim/outcome of your research, etc. Use this field to showcase all your research projects. This field integrates with UNSW faculty sites, including ADFA.</td>
<td>First person Paragraph</td>
<td>100-200</td>
<td>I have contributed to the overall research performance within the City Futures Research Centre and the larger Faculty of the Built Environment...</td>
</tr>
<tr>
<td>Grants</td>
<td>List of grants: date, name of grant and amount given (if applicable)</td>
<td>Bulleted list</td>
<td>50-150</td>
<td>2018-2019: Kumar Rebecca Cooper Foundation project grant $100,000</td>
</tr>
</tbody>
</table>
# Research Profile

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<table>
<thead>
<tr>
<th>Qualifications</th>
<th>List of qualifications: degree, name, institution</th>
<th>Bulleted list</th>
<th>20-100</th>
<th>• PhD International Communication: Communication for Development in Peacebuilding (Macquarie University, Australia)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards</td>
<td>List of awards: date, name, location</td>
<td>Bulleted list</td>
<td>20-150</td>
<td>• 2011: recipient of the Macquarie University Research Excellence Scholarship for PhD programme in Australia</td>
</tr>
</tbody>
</table>

## Qualifications

A list of qualifications, including degree, name, and institution.

## Awards

A list of awards, including date, name, and location.

## 2. Teaching & Supervision

Give an overview of what you teach, what you’ve taught in the past and who you’re currently supervising.

<table>
<thead>
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<th>Word Count</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Areas of Supervision</td>
<td>Highlight supervision work you’ve participated in training, mentoring, research projects, etc.</td>
<td>First person Paragraphs</td>
<td>200-400</td>
<td>Through research, teaching and the supervision of research students, it is my aim to raise awareness about the vital importance of design for inclusivity...</td>
</tr>
<tr>
<td>Currently Supervising</td>
<td>List people/groups you’re currently supervising. Full name &gt;&gt; Title &gt;&gt; Research project</td>
<td>Bulleted list</td>
<td>20-100</td>
<td>• Ria Kanazaki, PhD student: Development of clinical decision support tools to address variations in inflammatory bowel disease care</td>
</tr>
</tbody>
</table>
### My Keywords and Tags

This section is included to help people find your profile when they type certain keywords into a search engine like Google.

You can read more about keywords and tags [here](#).

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<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Keywords</td>
<td>High-level descriptors that best define and summarise your research</td>
<td>Predictive list of related keywords</td>
<td>3-10</td>
<td>Linguistically Diverse Populations, Behavioural Medicine, Psycho-oncology</td>
</tr>
<tr>
<td>FoR (Field of Research) Tags</td>
<td>High-level descriptors that best define your major fields and related sub-fields of research</td>
<td>Predictive list of related keywords</td>
<td>3-10</td>
<td>Built Environment and Design Housing Markets, Development, Management Geriatrics and</td>
</tr>
</tbody>
</table>
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</tr>
</thead>
<tbody>
<tr>
<td>Your Social Media</td>
<td>Include social media links that are directly related to your UNSW position.</td>
<td>Links</td>
<td>N/A</td>
<td><a href="http://example.com">http://example.com</a>.</td>
</tr>
<tr>
<td>Video Collection</td>
<td>Only public YouTube videos can be displayed. Enter a video description in the content field</td>
<td>Links</td>
<td>50-100</td>
<td>Scientia Professor Michelle Simmons on why Australia is one of the best places for science and innovation...</td>
</tr>
</tbody>
</table>

4. Social Media
In this category, add links to all relevant social media accounts like LinkedIn, Facebook, Twitter, YouTube, etc.

5. Engagement
In this category, include all the areas you’ve engaged with from media and membership to practice.

Your Faculty may use the field for additional aspects of engagement such as community involvement, board membership, etc. For each engagement section, underline a new heading and add a bulleted list to display your information.
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</tr>
</thead>
</table>
| Engagement| Create a new heading for each engagement area: media, membership, practice, etc. Add a list and links (if applicable) to highlight each engagement. | Bulleted list Links | 100-250 | In the Media  
Bayliss, R. (2012) Giant asteroid, mega-tsunami may have triggered Ice Age.  

### Contacts for Further Assistance

If you require further assistance with your Profile set up, please contact Vlad Tretyakov at researchgateway@unsw.edu.au.