2020 UTS Vice-Chancellor’s Awards for Research Excellence

How to create your Discovery Profile Guide
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1. What is a Discovery Profile?

A Discovery profile allows you to build your research reputation and promote the valuable work you do not just to the judging panel but to the broader research community. By November 2020 Discovery profiles will be replacing the current UTS profiles – so adding this information and building your profile now will be very valuable.

Below are the elements that your Discovery profile will need to have for the nomination and where this information can be added.

- career summary including qualifications, employment and appointment history under the ‘overview’ section and ‘experience and education’ section.
- key collaborations under ‘research interests’ section.
- research support including grants and fellowships under ‘research interests’ section.
- top 5 publications in the last 5 years under ‘publications’.
- international standing including invitations to speak and committee memberships under ‘professional activities’ section.
- peer review (e.g. for granting bodies, journals/editorial roles) under ‘professional activities’ section.
- professional activities (e.g. committees, conference organisation/participation) under ‘professional activities’ section.
- supervision and mentoring under ‘teaching activities’ section.

Further details on completing your profile can be found on the following pages.
2. How do I create a Discovery Profile?

Log into Symplectic (https://researchoutputs.uts.edu.au/) using your Staff ID and Password.

Once logged in select 'go to your profile'.

Select 'change profile privacy level' and select 'public'.

After about 40 seconds your profile will be live via https://discover-research.uts.edu.au/.
3. Profile overview

After logging into your profile you can provide a career summary that includes an overview, research interests and teaching summary.

Login to your profile and select the first tab – ‘about’.

Here you can provide an overview, research interests, and a teaching summary. Select the ‘add’ button to make contributions to any sections you wish to complete.
Once you have included your text select ‘save’.

You will be taken back to your profile to complete the next section.

### 3.2 Key collaborations

Include your key collaborations under ‘research interests’ by following the same process outlined above.
3.3 Research support

UTS Grants that have been through Research Master will already be on your profile automatically. If they do not appear, you can include them together with your fellowships under ‘research interests’.

3.4 Experience and education

Scroll down the page to find the section for ‘experience’ and further down ‘education’.

Press the green ‘+’ buttons and connected links to enter your relevant positions and accreditations.
4 Publications

Your publications from the past five years should automatically be listed in your Discovery profile. However, if they are not you can manually add them in.

Select the ‘Publications’ tab at the top of your profile, or scroll down the page until you find ‘Publications’.

Select ‘manage publications’.

Select ‘add new publication’.
4.1 How to select your top 5 publications

In your publication section of Symplectic select your top 5 publications by pressing the heart button. Now these 5 publications will show as ‘Featured’ on your Discovery profile.
5 Professional activities

Select ‘manage professional activities’.

Select ‘+add new professional activity’.

A pop-up window will show with a selection of professional activity types. Select the relevant professional activity record you would like to add and fill in the information.
5.1 International standing

Include information regarding invitations to speak at events or conferences, or committee memberships in ‘Professional Activity.’

5.2 Peer reviews

Peer review activities (e.g. for granting bodies, journals/ editorial roles) should be added in ‘Professional Activities.’

5.3 Committees, conference organisation/ participation

Add all activities relevant for the nomination to the professional activities section.
6 Teaching activities

Information such as supervision and mentoring should be added under this section. Select ‘manage teaching activities’.

Select ‘+add teaching activity’.

As with the professional activity a pop-up window will show with a selection of teaching activity record types. Select the relevant teaching activity record you would like to add and fill in the information.

You can also write about your experience in ‘teaching summary’ as part of your profile overview.