



2020 UTS Vice-Chancellor's Awards for Research Excellence.

How to create your Discovery Profile
Guide

Contents

Contents	1
1. What is a Discovery Profile?	2
2. How do I create a Discovery Profile?	3
3. Profile overview	4
3.2 Key collaborations	5
3.3 Research support	6
3.4 Experience and education	6
4 Publications	7
4.1 How to select your top 5 publications	8
5 Professional activities	9
5.1 International standing	10
5.2 Peer reviews	10
5.3 Committees, conference organisation/ participation	10
6 Teaching activities	11

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.

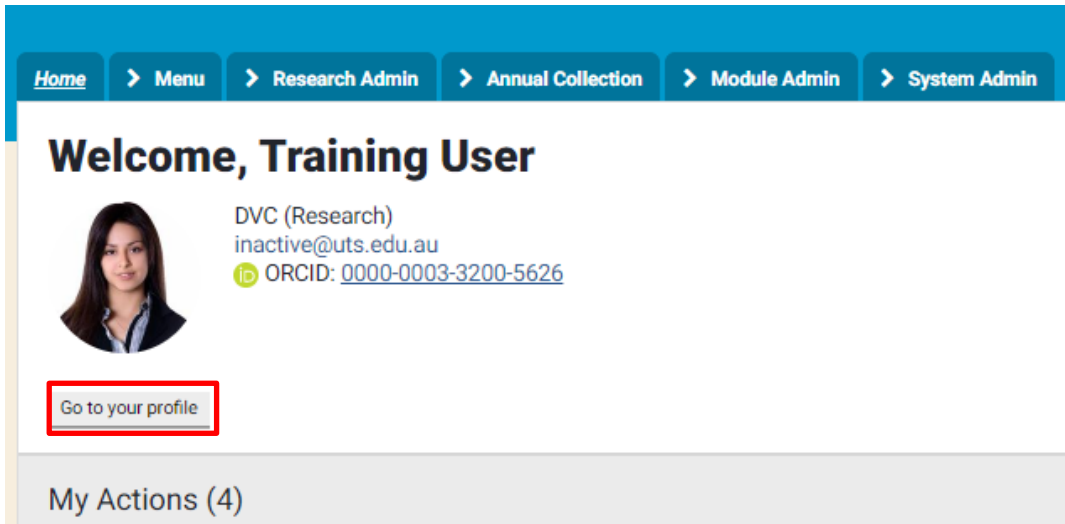
- career summary including qualifications, employment and appointment history under the 'overview' section and 'experience and education' section.
- key collaborations under 'research interests' section.
- research support including grants and fellowships under 'research interests' section.
- top 5 publications 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?

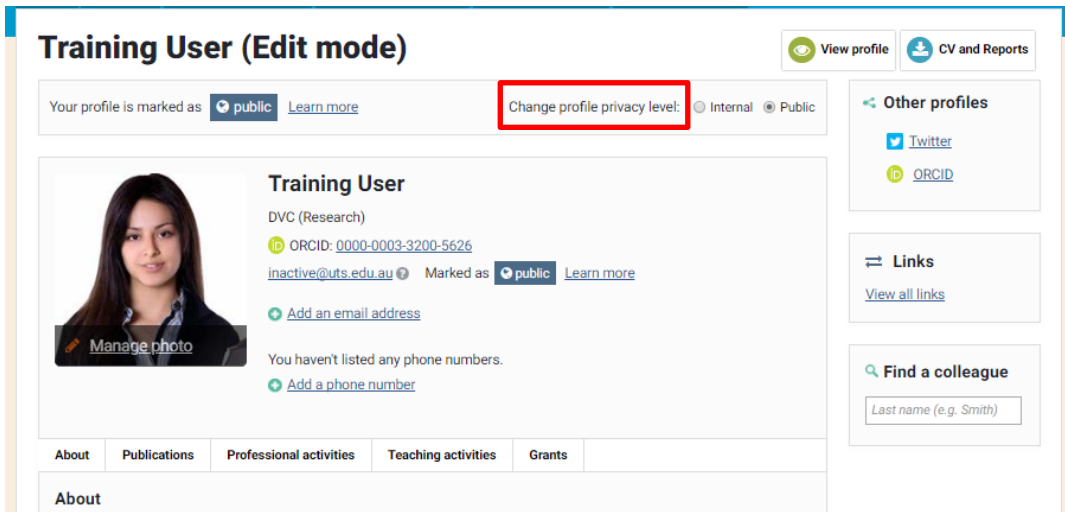
Log into [Symplectic \(https://researchoutputs.uts.edu.au/\)](https://researchoutputs.uts.edu.au/) using your Staff ID and Password.

Once logged in select 'go to your profile'.



The screenshot shows the user dashboard for 'Training User'. At the top, there is a navigation bar with links: Home, Menu, Research Admin, Annual Collection, Module Admin, and System Admin. Below this, a welcome message reads 'Welcome, Training User'. To the left is a profile picture of a woman. To the right, the text reads: 'DVC (Research)', 'inactive@uts.edu.au', and 'ORCID: 0000-0003-3200-5626'. Below the profile picture, a button labeled 'Go to your profile' is highlighted with a red rectangular box. At the bottom of the dashboard, there is a section titled 'My Actions (4)'.

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



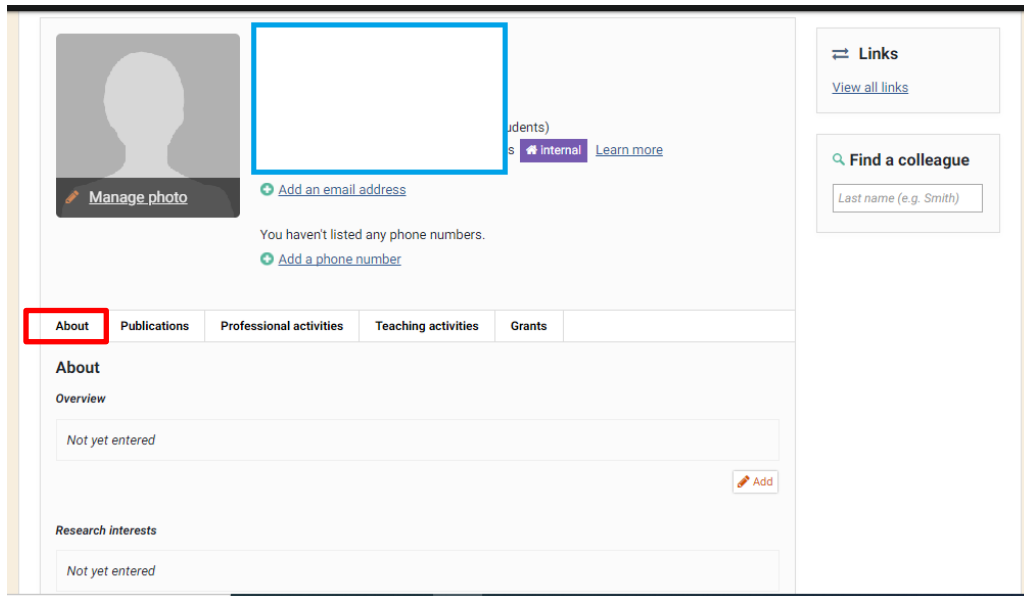
The screenshot shows the 'Training User (Edit mode)' profile page. At the top, there are buttons for 'View profile' and 'CV and Reports'. Below this, a status bar indicates 'Your profile is marked as public' with a 'Learn more' link. To the right of this bar is a dropdown menu labeled 'Change profile privacy level:' with radio buttons for 'Internal' and 'Public'. The 'Public' option is selected. Below the status bar is a profile card for 'Training User' with a photo, name, affiliation 'DVC (Research)', email 'inactive@uts.edu.au', and ORCID '0000-0003-3200-5626'. There are links to 'Add an email address' and 'Add a phone number'. To the right of the profile card are sections for 'Other profiles' (Twitter, ORCID), 'Links' (View all links), and 'Find a colleague' (Last name (e.g. Smith)). At the bottom, there is a navigation bar with tabs: About, Publications, Professional activities, Teaching activities, and Grants. The 'About' tab is currently selected.

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

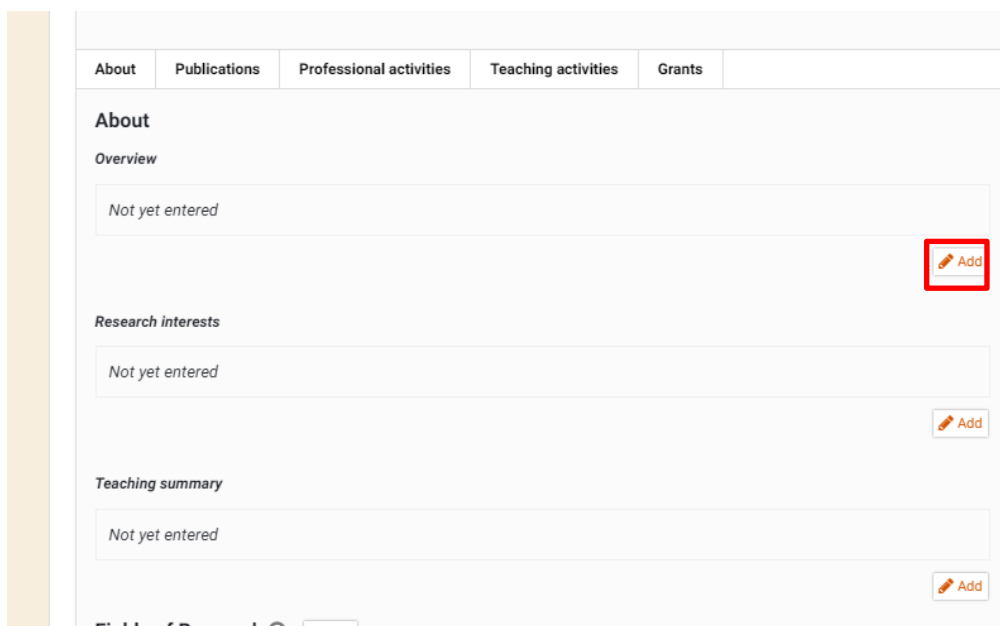
3. Profile overview

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.

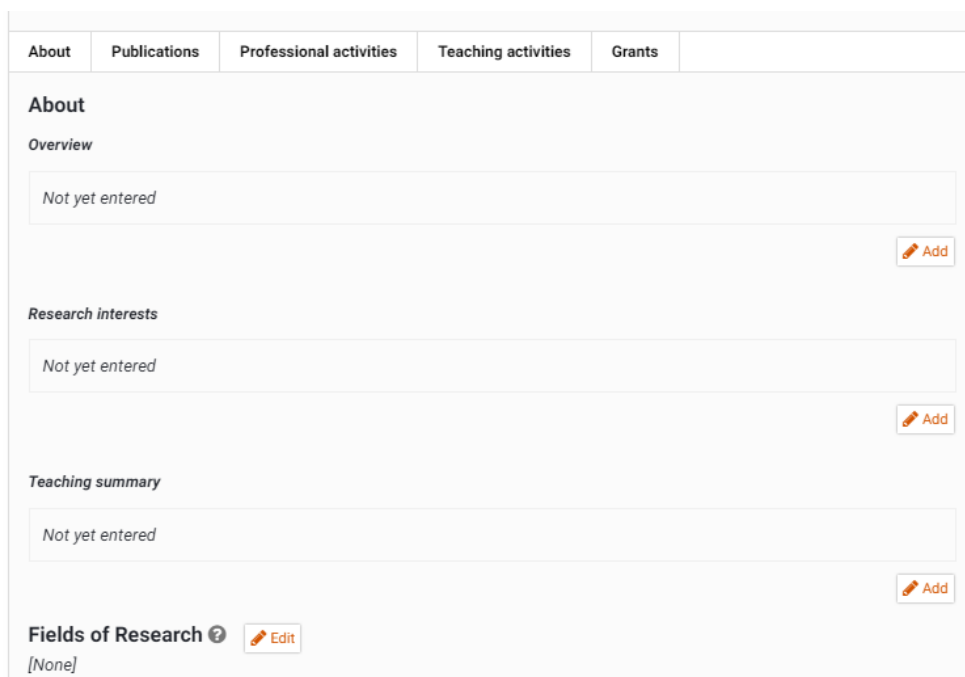


Once you have included your text select 'save'.



The screenshot shows a web interface for editing a profile. At the top, there is a header 'About' and a sub-header 'Overview'. Below this is a large, empty rectangular text area with a blue border. At the bottom right of the page, there is a 'Privacy:' dropdown menu set to 'Match profile level', a 'Save' button with a checkmark icon (highlighted with a red box), and a 'Cancel' button.

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



The screenshot shows a profile overview page with a navigation bar at the top containing 'About', 'Publications', 'Professional activities', 'Teaching activities', and 'Grants'. The 'About' section is active and contains the following elements:

- About Overview:** A text input field containing 'Not yet entered' and an 'Add' button with a pencil icon.
- Research interests:** A text input field containing 'Not yet entered' and an 'Add' button with a pencil icon.
- Teaching summary:** A text input field containing 'Not yet entered' and an 'Add' button with a pencil icon.
- Fields of Research:** A section with a plus icon and an 'Edit' button with a pencil icon. Below it, the text '[None]' is displayed.

3.2 Key collaborations

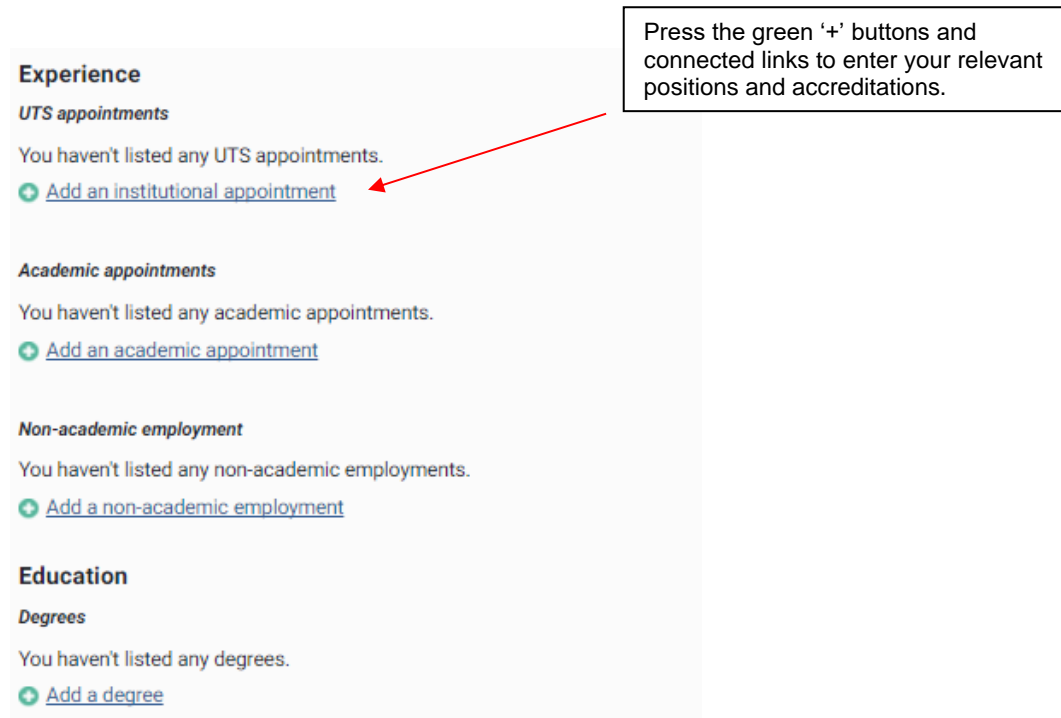
Include your key collaborations under 'research interests' by following the same process outlined above.

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'.



Experience

UTS appointments

You haven't listed any UTS appointments.

[+ Add an institutional appointment](#)

Academic appointments

You haven't listed any academic appointments.

[+ Add an academic appointment](#)

Non-academic employment

You haven't listed any non-academic employments.

[+ Add a non-academic employment](#)

Education

Degrees

You haven't listed any degrees.

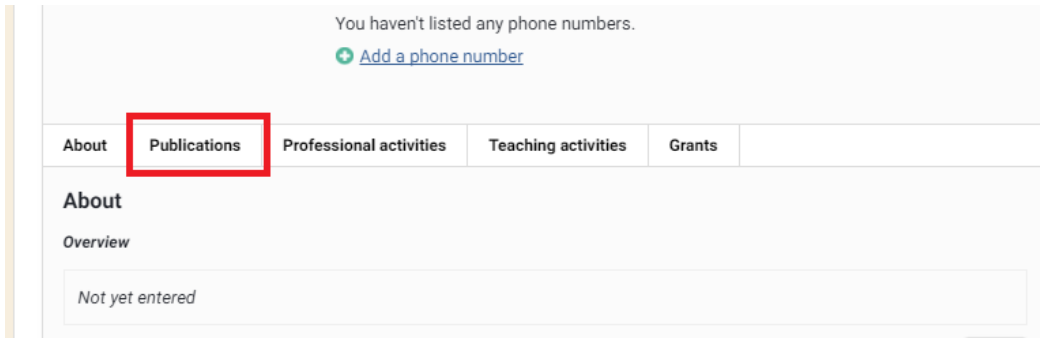
[+ Add a degree](#)

Press the green '+' buttons and connected links to enter your relevant positions and accreditations.

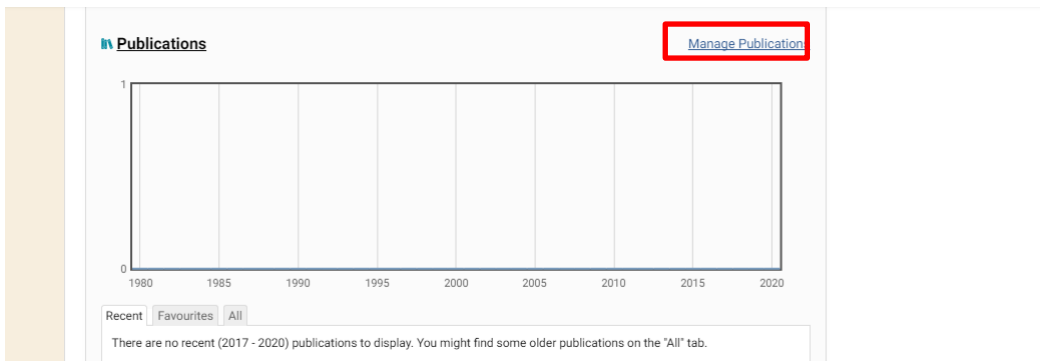
4 Publications

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.

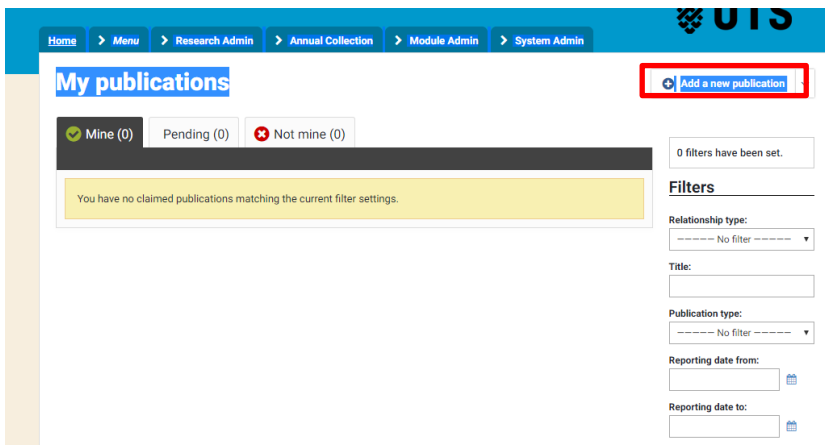
Select the 'Publications' tab at the top of your profile, or scroll down the page until you find 'Publications'.



Select 'manage publications'.

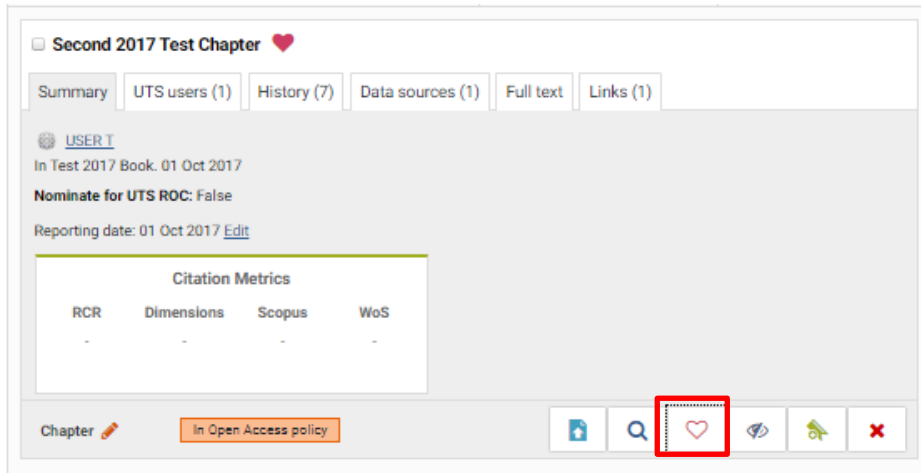


Select 'add new publication'.



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.

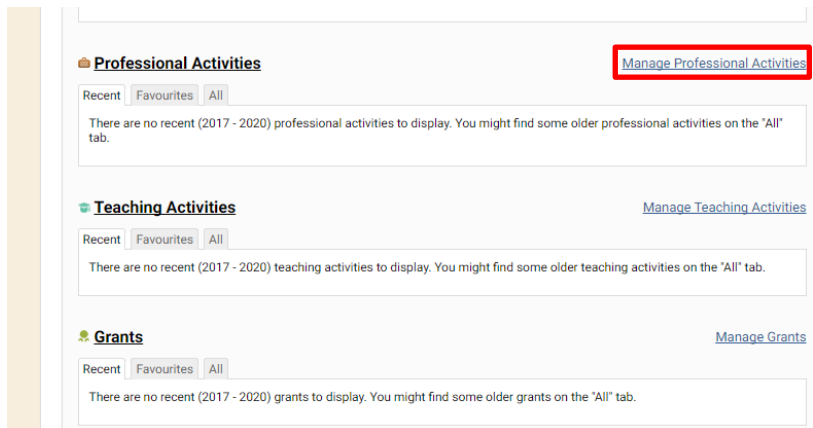


The screenshot shows a publication record for "Second 2017 Test Chapter" by USER I. The record includes a summary tab, UTS users (1), History (7), Data sources (1), Full text, and Links (1). The publication is from "In Test 2017 Book" dated 01 Oct 2017. It is not nominated for UTS ROC and has a reporting date of 01 Oct 2017. A citation metrics table is displayed with columns for RCR, Dimensions, Scopus, and WoS, all showing dashes. At the bottom, there is a "Chapter" label, an "In Open Access policy" button, and a toolbar with icons for sharing, search, a heart (highlighted in red), and other actions.

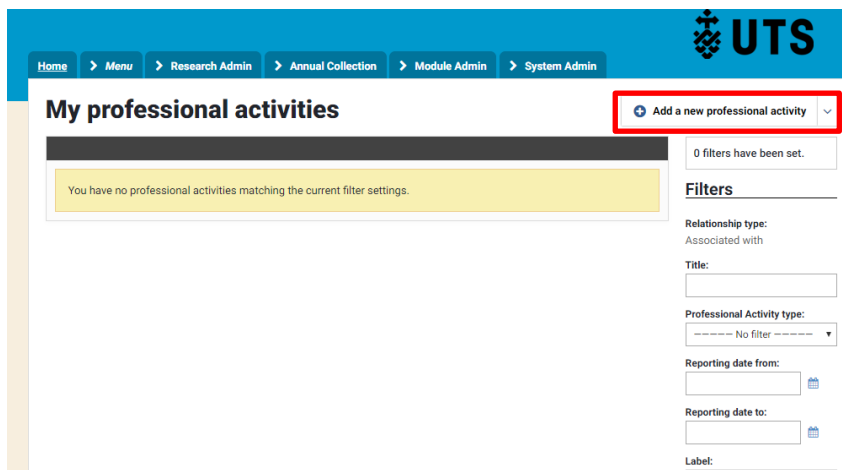
Citation Metrics			
RCR	Dimensions	Scopus	WoS
-	-	-	-

5 Professional activities

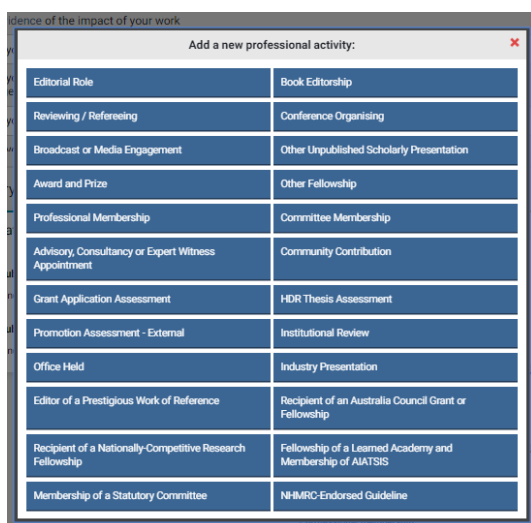
Select 'manage professional activities'.



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

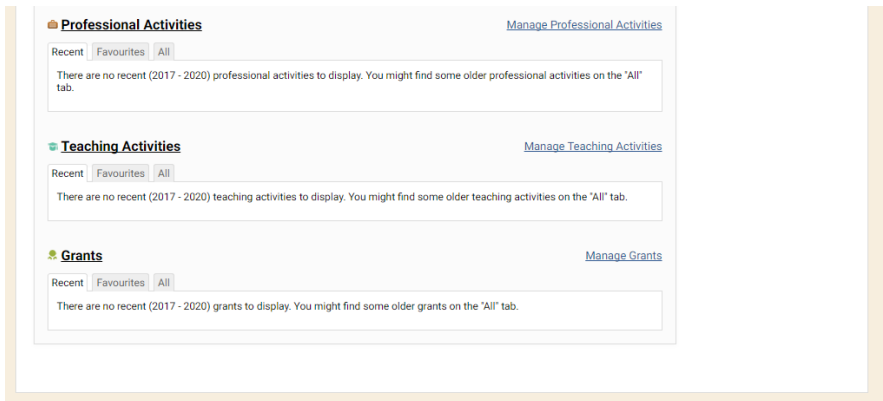
Peer review activities (e.g. for granting bodies, journals/ editorial roles) should be added in 'Professional Activities.'

5.3 Committees, conference organisation/ participation

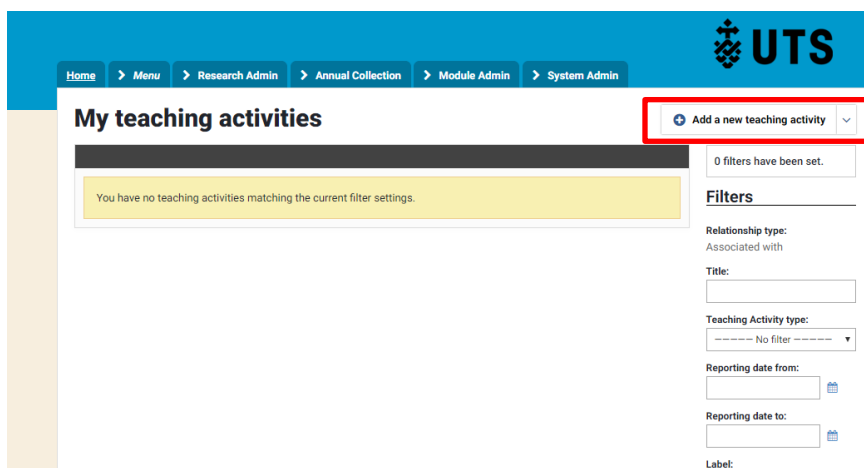
Add all activities relevant for the nomination to the professional activities section.

6 Teaching activities

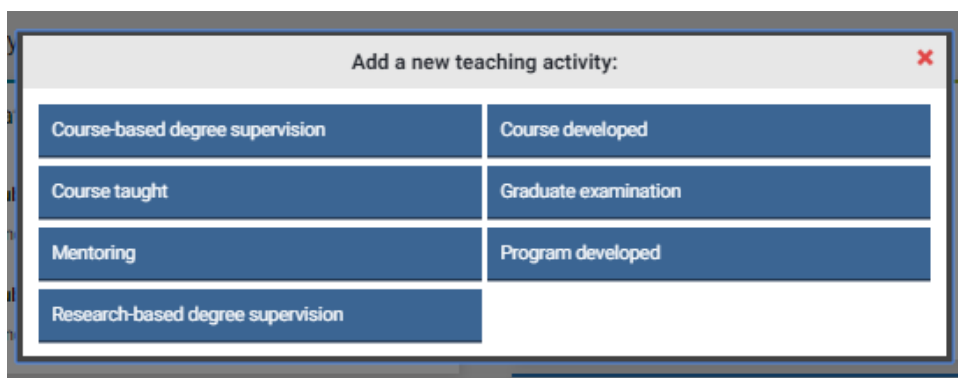
Information such as supervision and mentoring should be added under this section. Select 'manage teaching activities'.



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.