Division of Biosciences

UCL PROFILES- GUIDELINES FOR COMPLETION

UCL Profiles pages are organised under five main sections in which there are various sub-sections to be filled in. This document highlights the main subsections that need to be completed and how to do this.
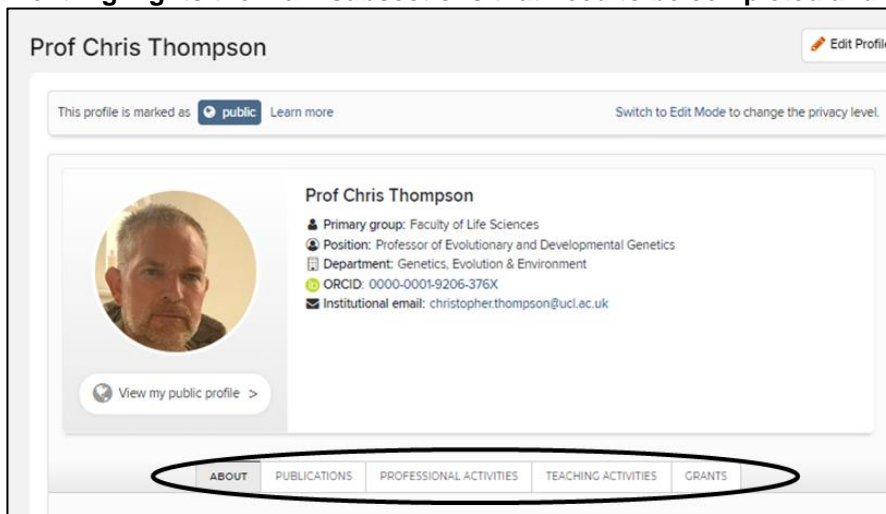
We advise using Microsoft Edge or Google Chrome browsers, particularly for Mac users.

Activating your public profile
All UCL staff and research postgraduates have an RPS account. If you have recently joined UCL, you will need to activate your public profile in **RPS**: find the privacy setting at the top of the 'Edit Profile' page and change it from 'internal' to 'public'. If you were at UCL when Profiles launched in September 2023, your IRIS profile was migrated and set either to 'internal' (hidden to the public) or 'public', depending on your staff/PGR category.

ABOUT PAGE
1. Add a profile photo
Choose 'Upload a photo' or 'Manage photo' at the top of the page, to replace or remove an image.

Try to avoid low resolution, blurry images - you can use files up to a maximum size of 6MB. Your face should take about 60% of the image space: after selecting an image, you will be able to select a square area and crop it. You should be the only person in the photo.

Profiles with photos receive more views than those without. Adding a recent (i.e. within the past few years), recognisable photo of yourself is highly recommended.

2. Add your overview/ bio

The Overview section in RPS populates your 'Bio' in Profiles (on your About page). This is likely to be the first thing people will read. The first few lines are included in search results, so visitors to Profiles will likely decide to click through to your profile based on your opening statement. We recommend being concise and selective in this section, bearing in mind that other pages in your profile will highlight your activities (publishing, roles, taught modules etc.). You may want to consider your target external audience when deciding on your writing style. Your entry is indexed for free text and keyword searches, so consider including keywords associated with your area of expertise. We recommend writing this section in the third person.

In the About section of your 'Edit Profile' page in RPS, click on 'Add' (if this section is empty) or 'Edit', underneath and to the right of the Overview box. Add, or check and update if your biography has been imported from IRIS.

## 3. Add your research and teaching summaries

The Research and Teaching interests sections in RPS populate the summaries at the top of the Research and Teaching pages in Profiles. The text you enter here is used in the system search, so consider including key terminology associated with your area of expertise. We recommend writing this section in the third person.

Research and Teaching interests are found underneath 'Overview', in the About section of your 'Edit Profile' page in RPS. Click on 'Add' or 'Edit'. Add, or check and update if imported from IRIS.
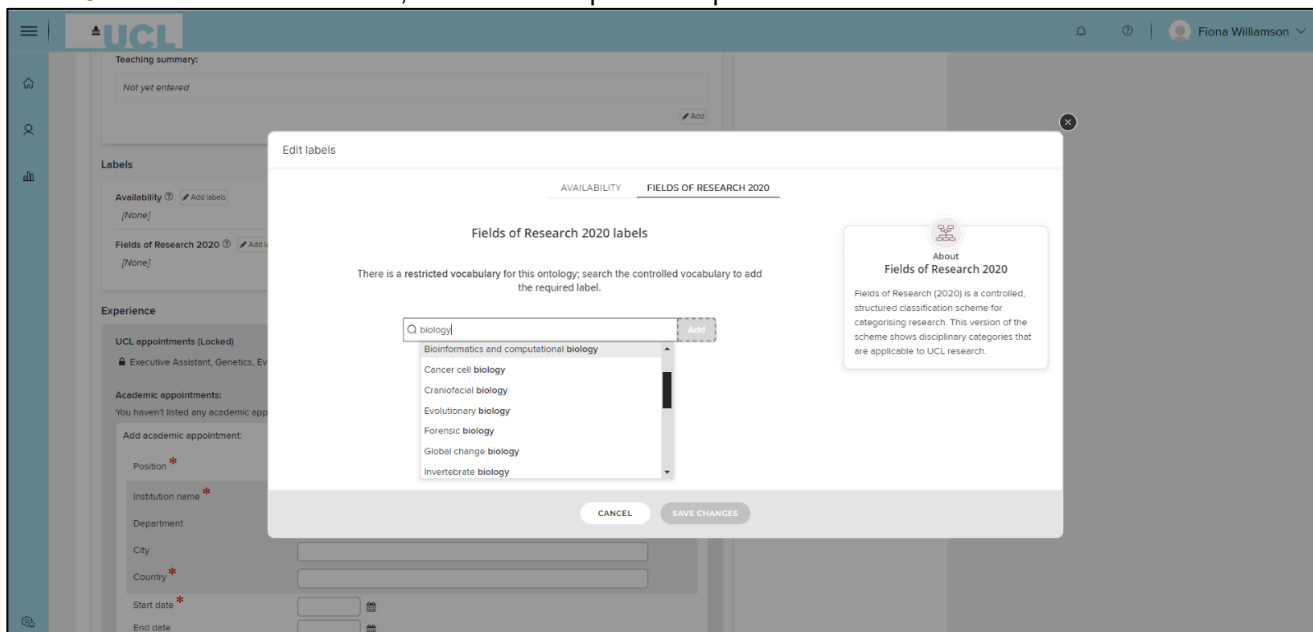
4. Set your availability

Use the optional labels to indicate your availability for activities such as supervision, media enquiries, outreach, consultancy etc. Visitors to Profiles can filter search results by these availability labels, so this is useful tool for making connections.
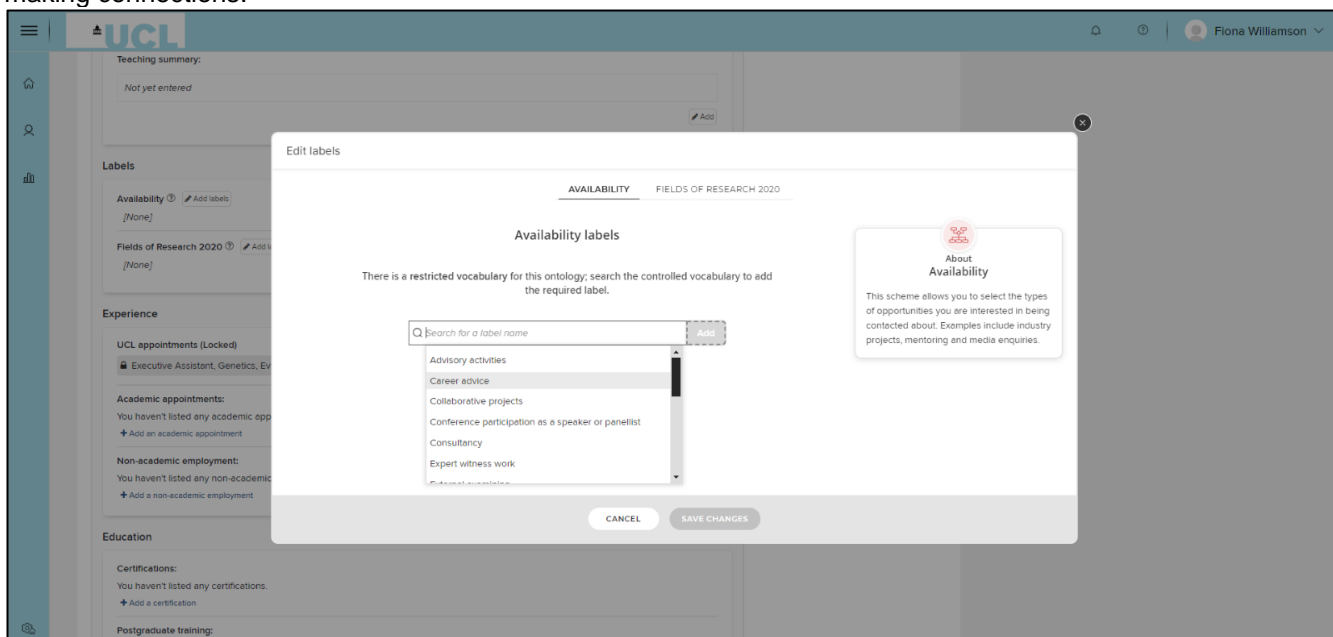
Click 'Add labels' or 'Manage labels' next to Availability. You will see a 'Search for a label name' box. Clicking in this box will list the options available for selection. After choosing or removing labels, click 'Add' and 'Save changes'.

5. <u>Review/add your fields of research (academic discipline) labels</u>

UCL is launching Profiles with a modified version of the Fields of Research 2020 classification scheme, developed by the Australian and New Zealand funding bodies but with widespread applicability.

Disciplinary labels are displayed in search results in Profiles, and at the bottom of your public profile. Visitors to Profiles can filter search results by these labels. Where possible, broad disciplinary labels from this scheme have been assigned to you on the basis of your publications. In addition, around 1,500 granular labels are available to select in RPS. We recommend that you review the labels assigned to you, and adjust and add to them as appropriate. The original scheme is available, and the UCL version used in Profiles can be viewed.

Click 'Manage labels' or 'Add labels' next to Fields of Research 2020. Start typing keywords, beginning with broad subject terms and narrowing as appropriate. Labels will be suggested while you type. After choosing or removing labels, click 'Add' and 'Save changes'.

6. Degrees

All Undergraduate and Postgraduate qualifications/ certifications should be listed here using the subsections to organise each into the correct place.

PUBLICATIONS PAGES
Manage your publications

RPS finds publications and either offers them for you to review and claim (or reject), or automatically claims them for you based on your identifiers (e.g. your ORCID). The Publications page in UCL Profiles displays works that you have claimed in RPS, except any that you have opted to make private. Guides are available to help you manage your publications in RPS, including claiming publications and uploading files, configuring ORCID, and adjusting how the system searches for your name to return publications.

EXPERTISE AND EXPERIENCE PAGE
Add professional activities

The Expertise and Experience page in Profiles lists professional achievements and activities migrated from IRIS as well as new activities added directly in RPS. It is not necessary to add all of your roles and activities, just the ones that you want to highlight. The easiest way to add a professional activity is from your RPS Homepage (Professional Activities > + Add New). You can also navigate to your list of Professional Activities from the 'Edit Profile' page (Professional Activities > Manage professional activities), where you can filter, view and edit existing activities, and add new ones using the + button. There are 14 broad types of activity to select from.

Most activities include a drop-down menu giving you the option to select a sub-type (e.g. 'Conference/event activity' includes 'Conference organisation', 'Invited speaker' etc.). This sub-type will not display in Profiles. The other Essential Information fields will all appear in Profiles if you populate them. Fields marked with a red asterisk are mandatory.

Organisation/institution fields can be confusing to populate at first. When adding a professional or teaching activity (e.g. fellowship), you may need to populate an Organisation/Institution field. This field includes a form for entering the organisation name. Start typing into the box labelled 'Organisation' which appears beneath the box at the top of the organisation field with the dotted outline (see image below). You will be offered organisations to select as you type: for example 'University College London, London (UCL)' is offered when you start typing 'University College L'. You are not restricted to prepopulated suggestions, so you can type a name that is not available. Note that you will not be able to save without clicking '+ Add' after making your selection or filling in the organisation details.

TEACHING PAGE
Add a teaching activity
The Teaching page in UCL Profiles lists modules, programmes and short courses added in RPS. It is not necessary to add all your teaching, just what you want to highlight. Student support, committee work and other teaching-related roles and activities should be added as professional activities.

The easiest way to add a teaching activity is from your RPS Homepage (Teaching activities > + Add New). You can also navigate to your list of Teaching Activities from the 'Edit Profile' page (Teaching Activities > Manage teaching activities), where you can filter, view and edit existing activities, and add new ones using the + button.
There are 4 types of activity to select from: Module led, Module taught, Programme led and Short course taught. The Essential Information fields will all appear in Profiles if you populate them. Fields marked with a red asterisk are mandatory.

GRANTS
Grants and research degree supervision in my RPS record?
Grants and research degree supervision records have been imported to RPS from Worktribe and Portico respectively, as a one-off data load. Grants appear in the Grants section of RPS, and research degree supervision

in Teaching Activities. Grants have been added to PIs' RPS records only; research degree supervision has been added to all supervisors' RPS records

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TRAINING MATERIAL
Online training sessions open to all staff and doctoral researchers are available for booking. If you would like to arrange an online training sessions for your department or faculty, please contact Profiles Support.
- Profiles FAQs