



**GETTING STARTED WITH RSS –
SUMMARY USER GUIDE**

Version 1.4

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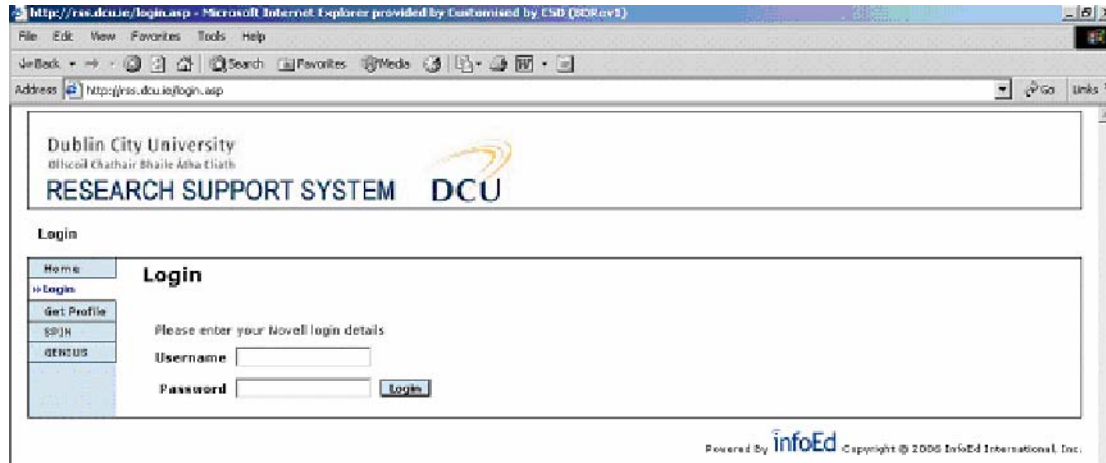
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Note: If you have queries regarding any of the information featured in this guide, please contact Fiona Brennan in the Office of the Vice President for Research (Tel: 7007816, E-mail: fiona.brennan@dcu.ie)

SECTION 1: My RSS Account

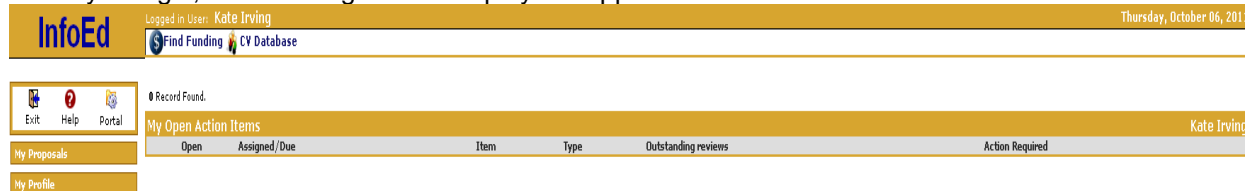
1.1 Access and Logging in

You can access the RSS system in a number of ways; via the OVPR website, via your portal page or directly at <http://rss.dcu.ie/login.asp>



Please enter your Novell username and password, and click the **Login** button. If you have no existing RSS profile, please e-mail fiona.brennan@dcu.ie and confirm your Novell username.

When you login, the following screen display will appear:



1.2 Navigation Menus

The navigation menu located across the top of the screen contains links leading to various search functions; they enable users to search for funding or experts, as well as logout and access the help files for the product. It consists of two parts, the stationary tool bar and the Funding/CV links. From left to right, these links are:

- Exit – clicking the Exit icon will log you out of the system
- Help – clicking the Help icon will take you to the online user's manual for My Profile.
- Portal – clicking the Portal icon will take you to the Old Portal. Most users will never need to visit the Old Portal since all main tasks can now be performed from this main New Portal. •
- Find Funding – clicking this icon opens a new popup window containing SPIN, where you can search for funding opportunities. *Please note that this product is no longer subscribed to by DCU.*
- CV Database – clicking this icon refreshes the screen to the CV Search Criteria screen, where you can search through the curriculum vitae database of product users by keyword, institution, country, research, etc. to find people with particular knowledge.

On the left side of the screen,

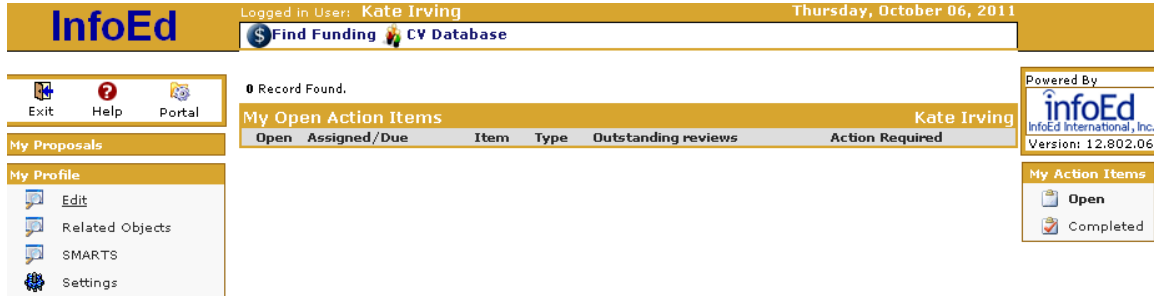
My Profile: My Profile allows you to store your research output information, which is then used to generate institutional reports. Some of the sections are also exported to the DCU website, populating your staff phonebook details.

Proposals: If the user has been awarded a grant/s from a funding body, the details of the grant, including scanned original documentation, will be accessible via this option. This information is maintained by the OVPR and the Finance Dept, but the PI has read-only access to the information.

The majority of new users will just have My Profile. Administrators and others will have access to an additional Administration Menu, which provides reporting options for My Profile, My Proposals or both. This functionality will be covered in a separate Administrator User Guide.

SECTION 2: My Profile

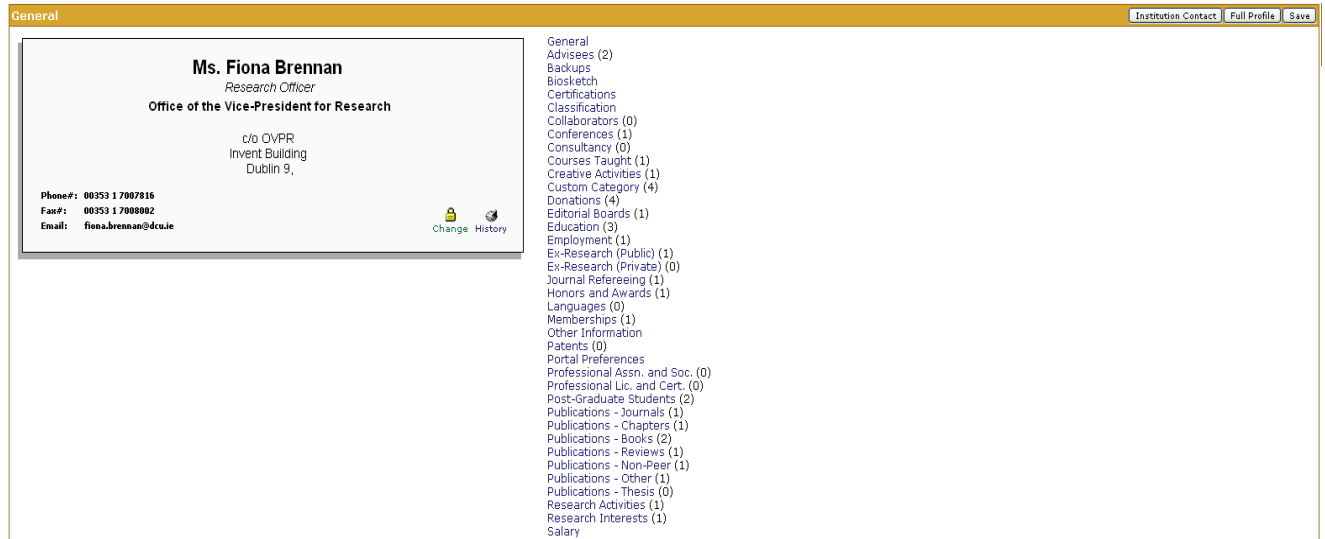
To access your profile, click on the **My Profile** tab on the left hand side menu. Select the Edit option.



You will automatically be presented with the **General** screen.

At the top right of all profile screens, three common buttons are visible:

- **Institution Contact** – clicking this button opens a new popup window containing the contact information for the institution contact; this information is entered and maintained by the administrator and is not editable here.
- **Full Profile** – clicking this button opens a new popup window containing all the information from your profile so that it can be viewed or printed out in one place. This is also a handy way to check for any data entry errors made without wading through each screen individually.
- **Save** – clicking this button verifies any of the changes made to the entered information and saves the profile.



Your profile consists of multiple categories used to log information related to your abilities and expertise. A summary list of these categories appears on the right hand side of the screen, along with the current number of records in each section (displayed in brackets). **Not all of these categories require completion by the user.** The main categories used in DCU are examined in the sections that follow.

2.1 Editing General Information in My Profile

The **General** screen contains information about you (name, degree qualification, department information etc.). Some information will be automatically pre-populated. The screen will normally appear in “business card” view, as above. To see the fields contained within the General screen, click on the **Change** link in the bottom right hand corner of the card. The main data fields in the General section will then appear.

When entering or updating your details, remember to save all changes by clicking the **Save** button in the button in the top right hand corner of the screen.

The following fields are mandatory

Affiliation to Research Centre: If you belong to more than one Research Centre, you may select more than one value from this field. However if this is not applicable, select None from the list

Biography: Include a brief synopsis of your research career, including your current role in DCU

Research Interests Summary: Use this section to record those areas in which you are currently working or to identify future areas of interest.

Employee ID: Please click the Set button and enter your DCU staff number here.

Other Profile Data section: If you scroll down the screen you will come to this section. You need to complete the Status and Private Profile sections here. Under **Status**, you should select Active. Under **Private Profile**, please keep the **No** option checked here, in order to allow designated categories of information within your Profile to appear on the DCU website, under the staff phone book

For information on the other fields within this category, please refer to section 2.6

2.2 Adding and Editing Research Outputs

Information should be entered into the other categories listed within your Profile. Note this will vary according to experience and research discipline. However, there are some key research outputs reported on at institutional level that, where existing, should always be recorded in your profile

- Refereed Journal Article (recorded in Publications – Journal)
- Refereed Conference Paper (recorded in Conferences, under Type= Peer Reviewed Conference Proceedings)
- Research Book (recorded in Publications – Books)
- Chapter in a Research Book (recorded in Publications – Chapters)
- Commissioned Report (recorded in Publications – Other, under Type= Commissioned Report)
- Policy Paper (recorded in Publications – Other, under Type= Policy Paper)

Please note that outputs should only be recorded in your profile when they are in the public domain, and therefore available to be viewed.

For details on the information each profile category should contain, please refer to sections 2.5 and 2.6. As a general rule, research outputs should be recorded in the following Profile categories. If you have a research output which is not included below, please contact fiona.brennan@dcu.ie for guidance.

Research Output	Profile Category
Media work, Multimedia, Software	Publ-Other, select specific type
Reports, Newsletters	Publ-Other, select specific type
Peer-reviewed journal articles	Publ-Journal
Journal Refereeing	Journal Refereeing
Books, Monographs	Publ-Books
Funded Research Projects	Ex-Research (Public)

Conference Activity (Invited Oral Presentation, Poster, Keynote Speaker etc.)	Conferences
Conference Proceedings	Conferences (unless appearing in a peer-reviewed journal – Publ-Journal)
Consultancy Activity	Consultancy
Practitioner Activity	Custom Category, under the Current Practice section
Clinical Trials Activity	Custom Category, under the Clinical Trials section
Acting as a reviewer, or external examiner	Custom Category, under the Reviewer Activity section
Plays, Performances, Exhibits	Creative Activities
Workshops, courses organised	Custom Category, under Events Organised section
Public Lectures/Talks (non-conference)	Custom Category, under Public Lectures section

Most categories have similar, if not an identical method for adding a new record. For example, to enter a Peer Reviewed Journal article, click on the **Publication – Journals** category from the menu. Any existing journal entries within this screen will be displayed here in summary form.

[Post-Graduate Students \(5\)](#)
[Publications - Journals \(12\)](#)
[Publications - Chapters \(1\)](#)
[Publications - Books \(0\)](#)
[Publications - Reviews \(0\)](#)
[Publications - Non-Peer \(0\)](#)
[Publications - Other \(0\)](#)
[Publications - Thesis \(0\)](#)
[Research Activities \(2\)](#)
[Research Interests \(2\)](#)

Publications-Journals **Add New**

Authors/Title/Journal	Year-Month/Volume/Issue	Impact/Citation/Link	Edit	RAE	View	Delete
Irving, K; Lakeman, R <i>Reconciling mental health recovery with screening and early intervention in dementia care</i> INTERNATIONAL JOURNAL OF MENTAL HEALTH NURSING	2010 November 19 6	http://		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irving, K; Detroyer, E; Foreman, M; Milisen, K <i>The Virtual Gateway: Opening doors in</i>	2009 February 21 1	http://		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To add a journal article, click **Add New**. This will bring up a blank template to complete.

Publ-Journal Detail Save and Return

Research Outputs Upload

Authors (e.g. surname x.y...)

Co-Authors (e.g. surname x.y...)

Title

Journal

Year

Note that the Research Outputs upload refers to a product not used by DCU, so can be ignored.

NB - The Authors field should be used to record all authors of an article, with the order of authors as per published article. Therefore, the option to use the Co-Authors field has been removed for new publication entries. As you can see from the screen shot, the following convention should be used: **Smith AA, Jones BB, Black CC.** Please note that that no other punctuation is necessary, nor do you use the word 'and' before the final author name in the string. This is the case when recording authors in all Profile categories.

Select the **Journal** title from the drop-down list, and the system should automatically populate the ISSN field for you. This is important, as it facilitates a link from the publication outputs exported to the DCU website and the Library OPAC system. If you find that a journal title does not appear in the drop-down list, please e-mail fiona.brennan@dcu.ie with the full journal title and ISSN number, and the drop-down list will be updated accordingly.

The **Year** field must be completed, this is essential for accurate reporting.

Other fields to note include:

Confidential

User-Defined Fields

15 digit max.

Confidential – this button, if ticked, prevents the journal article from appearing on the DCU website. This functionality allows you to control what publications are displayed on the website (you may only want key articles to appear, or may prefer your 5 most recent articles to display)


Digital Object Identifier - A Digital Object Identifier is a digital identifier for any object of intellectual property. A DOI name provides a means of persistently identifying a piece of intellectual property on a digital network and associating it with related current data in a structured extensible way. A typical DOI would look like this: 10.1000/182

Article Number – similar to the DOI, this is a six digit convention, allowing articles to be fully citable as soon as they are published electronically

Please complete as many other fields as are relevant. When the record is complete click **Save**.

Follow the same process to enter records into other publication categories, e.g. **Chapters, Books, Reviews, Non-Peer, Other, Thesis** etc., remembering to **Save** your work each time.

To edit a Journal entry, select the icon displayed under the **Edit** column:

Publications-Journals Add New			
Authors/Title/Journal	Year-Month/Volume/Issue	Impact/Citation/Link	RAE Edit Delete
D'Dowd NA, Richardson DHS <i>Production of tumors and roots by Ephedra following Agrobacterium rhizogenes infection</i> CANADIAN JOURNAL OF BOTANY	1994 February 72 2		 <input type="checkbox"/>

Follow the same process to edit **Chapters, Books, Reviews, Non-Peer, Other, Thesis** etc, remembering to **Save** your work.

2.3 Other Profile Categories

To view another category, for instance **Conferences**, click the relevant tab from the left menu. Select **Add New** to input additional information. Note that within the **Type** drop-down list, you can select the relevant research activity carried out

Conference Detail Save and Return	
Authors (e.g. surname x.y...)	<input type="text"/>
Title of Conference	<input type="text"/>
Conference Date From	<input type="text"/>
Conference Date To	<input type="text"/>
Location	<input type="text"/>
Title	<input type="text"/>
Type	<div style="border: 1px solid black; padding: 2px;"> -Select -Select Peer Reviewed Published Proceedings Non-Peer-Reviewed Published Proceedings Plenary Lecture/Keynote Speaker Invited Oral Presentation Oral Presentation Platform/Session Speaker Poster Presentation Conference Organising Committee Chairperson Conference Organising Committee Member Conference Programme Chair Conference Programme Member Conference Scientific Committee Chair Conference Scientific Committee Member Other Conference Proceedings Editor </div>
Attendance Funded By	<input type="text"/>
Editors of Conference Proceeding(s)	<input type="text"/>
Start Page	<input type="text"/>

You can also record publication details of any peer reviewed conference proceedings which emerged from the conference, in the Conference Proceedings section

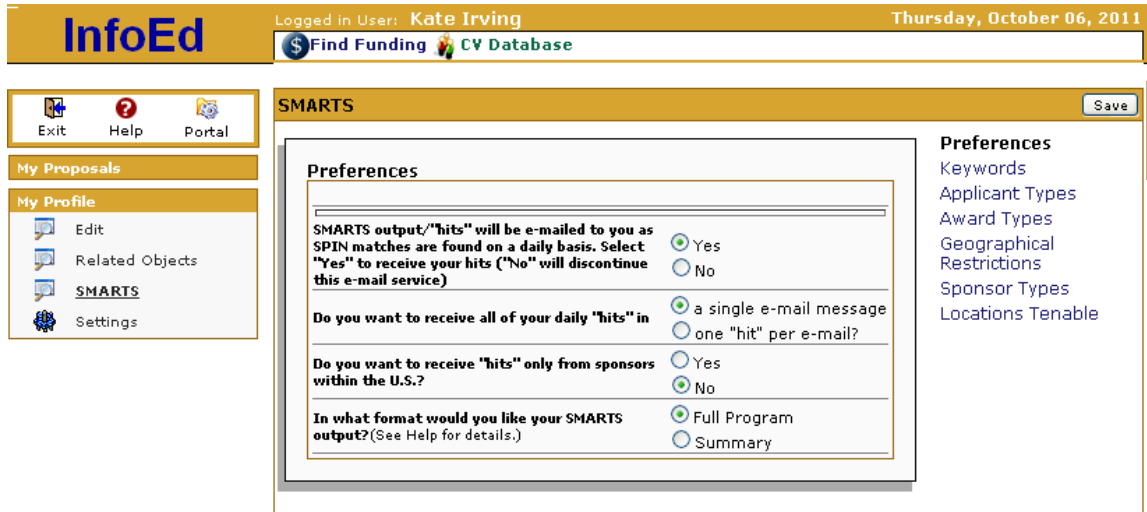
Conference Proceedings	
Publication Title	<input type="text"/>
Year Published	<input type="text"/>
Volume	<input type="text"/> 15 digit max.
Issue	<input type="text"/> 15 digit max.
Publisher Name	<input type="text"/>
Web Link	<input type="text"/>
Award	<input type="text"/>
Citings	<input type="text"/>
Impact Factor	<input type="button" value="A Very High"/> <input type="button" value="B High"/> <input type="button" value="C Good"/> <input type="button" value="D Average"/>
Review Status	<input type="text"/>

All profile category input screens follow a similar layout. Each category is described in **Appendices 3.1 and 3.2**

2.4 Adding Keywords to your Profile

You may list specific keywords appropriate to your work so that when another user searches a particular area of interest, your profile will be viewed for reference if their search criteria match your keywords.

To enter or edit your keywords you need to click on the SMARTS tab on the left hand menu:



Note the SMARTS option (ability to receive e-mails re. SPIN matches) is unavailable, as DCU no longer subscribe to SPIN.

On the right hand side under **Preferences**, click **Keywords**

Keywords and Keyword Categories

How would you like your SMARTS Keywords to match?
 Exact Hierarchical

Categories

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Law
<input type="checkbox"/> Education	<input type="checkbox"/> Management and Commerce
<input type="checkbox"/> Energy	<input type="checkbox"/> Medicine
<input type="checkbox"/> Engineering	<input type="checkbox"/> Other
<input type="checkbox"/> Geographical	<input type="checkbox"/> Science and Technology
<input type="checkbox"/> Humanities	<input type="checkbox"/> Social Sciences

Keywords

0 - 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

- None found -

Search

Selected Keywords

None

To select keywords, you may:

- search the term using the Search box provided
- use the A-Z listing by selecting the first letter of the keyword
- select a category by clicking on the blue hyperlinks to see a detailed list of keywords, which then populate the Keyword box below, then select chosen keywords within that category
- check the box to the left of the category to select all the associated keywords

If you find a particular keyword does not currently exist, please notify fiona.brennan@dcu.ie

Categories

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Law
<input type="checkbox"/> Education	<input type="checkbox"/> Management and Commerce
<input type="checkbox"/> Energy	<input checked="" type="checkbox"/> Medicine
<input type="checkbox"/> Engineering	<input type="checkbox"/> Other
<input type="checkbox"/> Geographical	<input type="checkbox"/> Science and Technology
<input type="checkbox"/> Humanities	<input type="checkbox"/> Social Sciences

Keywords

0 - 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Medicine

Education/Instruction (Health/Safety/Medical)

Electrolyte

Electrophysiology

Emergency Health Services

Emotional/Mental Health

Emotional/Mental Health--Child/Adolescent

Emotional/Mental Health--Geriatric

Emotional/Mental Health--Minorities

Emotional/Mental Health--Women

Endocrine System

Search

Selected Keywords

All)

Alzheimer's Disease

Dementia

The keywords which you selected will appear at the bottom of the screen. To delete any of the keywords, check the relevant term and click on the Remove icon (blue arrow). Save your selection.

2.5 Profile Category Summary Descriptions

NB – for a description of specific fields within any category, please refer to section 2.6

Backups

This category is currently not used by DCU

Biosketch

This category is currently not used by DCU

Certifications

This category is currently not used by DCU

Classification

This section of the profile enables the assignment of classification codes to categorize your work, research, area of expertise, etc. These classification codes are created and managed by the administrator.

Collaborators

List individuals with whom you have collaborated on a project, publication, etc.

Conferences

List details of conferences at which you have played an active role, along with any published proceedings

Consultancy

List periods of consultancy work stating field and availability.

Courses Taught

List the courses you have taught in DCU. Note that the Institution Reference Number field refers to the Module Code.

Creative Activities

List any exhibits, performances, public collections, public artistic presentations, etc., in which you have participated.

Custom Category

This category holds institution-specific fields created to capture data that does not fit into the standard Profile categories (e.g. practitioner activity, acting as a reviewer or external examiner, events organised etc.). Contact fiona.brennan@dcu.ie for any questions regarding the content of existing sections within this category, or to request that additional Custom Categories be added.

Donations

List types of donations received and their value.

Editorial Boards

Detail all journal editorial boards you work/ have worked on.

Education

List your educational background.

Employment

List your current and previous employment.

Ex-Research (Public)

Record funded research projects that you wish to make public (if they are not already set up under My Proposals)

Ex-Research (Private)

Record funded research that you wish to keep private (if they are not already set up under My Proposals. This will not be visible through CV Database search).

Honors and Awards

List any honours and awards received.

Journal Refereeing

List any journals for which you review articles.

Languages

List your proficiency in any languages.

Memberships

List any committees on which you have served or been a member

Other Information

List optional personal data

Patents

List all patents issued to you.

Portal Preferences

This screen enables the configuration of the portal's behaviour. The many available options include such traits as whether or not an email is sent to the person when they are assigned a record or task or which types of locations/resources, contacts, and sponsors are available when the person browses for them. Currently this does not require completion by the user.

Professional Associations and Societies

List all professional associations and societies to which you have belonged.

Professional Licenses and Certificates

List all professional licenses and certificates obtained.

Post Graduate Students

List information about Post-Graduate students you are currently working with.

Publ-Journals

List articles you have had published in a peer reviewed journal.

Publ-Chapters

List chapters published and the books they were in.

Publ-Books

List books or monographs you have published.

Publ-Reviews

List reviews published in journals.

Publ-Non Peer

List articles published in non peer reviewed journals.

Publ-Other

List any other publication outputs not covered by the previous categories. e.g. Commissioned Reports, Policy Papers, Newspaper Articles, T.V., Radio, Software, Multimedia, etc.

Publ-Thesis

List theses you have written.

Research Interests

Enter information about your research and research interests/areas of expertise. Use as many terms as possible when explaining your research interests

2.6 Field Level Descriptions

What follows is a description for all but the most obvious fields within your Profile categories:

CATEGORY	FIELD	DESCRIPTION
General - core details relating to the researcher	Academic Rank	Academic Rank is defined as the rank held by those members of the professional staff, having the title of professor, associate professor, assistant professor, and instructor. Contact OVPR if required choice is not available.
	Active Investigator	Profile is only available for use in Proposal Tracking (PT) if this is set to Yes. If an individual needs access to the Portal only for administrative purposes, Active Investigator should be unchecked. This will prevent the individual's profile from erroneously appearing in GENIUS search results
	Address (3x fields)	Full University address, not including department.
	Affiliation to Research Centre	More than one value can be selected. A 'blank' entry can be selected if have no affiliation.
	Appointment Date	Enter in mm/dd/yyyy format. This is the appointment date of current position.
	Biography	Short summary of background
	Degree (Degree name, Abbreviation)	Highest qualification gained
	Email	Will generally contain DCU email address.
	Email SMARTS output	Not used by DCU

General cont.	Expose profile within global GENIUS search*	Option in setups for all/none of profiles to be exposed or for the individual to make the choice. If investigator choice is selected, an additional field appears in the Portal Preferences section of Expertise allowing the individual to choose yes or no. Their choice is reflected in this box.
	Image	Personal photograph of profile user. Ideal size of image is 125w x 175h pixels. Note this is not exported to your staff web page
	Lock	Removes profile from searches.
	Other Title Positions	Field used for job title(s) as opposed to academic rank
	Positions	Used by system to identify role of individual in Proposal Tracking as assigned by system administrator
	Primary department (select)	Only one primary department may be designated. Additional departments associated with the academic can be added.
	Private Profile	No' by default unless 'Yes' is selected. The 'Yes' option ticked will make profile visible to self and administrators only.
	Research Interests Summary	Key areas of research interest
	Roles and Responsibilities in Portal	Displays access rights of the individual as assigned by system administrator
	Salutation	Dr., Mr., Mrs., etc.
	Status	The status of the profile. List values include: Active, Former Employee, Honorary, Study Leave etc.
	Suffix	i.e. III, Esq., etc.
	Validated	Unvalidated (not approved by system admin) profiles are unable to receive funding opportunities and are not returned in searches
	Web Page (url)	Personal or institutional web page
Collaborators - list individuals with whom you have collaborated on a project, publication etc	Name	Entries made are displayed chronologically according to the most recent entry.
	Organisation	Institution or company
	Type of Collaboration	Project, publication etc.

Conferences - list details of conferences at which you have played an active role, along with published proceedings	Title of Conference	Title of the event
	Title	Title of presentation/talk/poster, etc
	Location	Location where the conference took place
	Type	Select your primary activity
	Publication Title	Title of the journal that your conference proceedings appeared in
Consultancy - list periods of consultancy work stating area and availability	Previous Consultancy	Description
	Area	Field of expertise the consultancy fits into
	Availability	Yes/No
Courses Taught - list the courses you have taught	Institution Reference Number	Module Code
	Year	Year module was delivered
Creative Activities - list any exhibits, performances, public collections, public artistic presentations, etc.	Title	The title of activity/exhibit/performance
Custom Category - institution specific categories, capturing data not entered in other categories, e.g.		
	Events Organised	Event Type Workshop, course, etc.
Public Lectures	Title	Title of lecture given (non-conference related)
Reviewer Activity		Record acting as a reviewer (General Reviewer Activity) or external examiner (External Examiner Activity)
Clinical Trials Activity		Record involvement in Clinical Trials

Custom Category cont. Current Practice	Type	Detail the category of practioner activity - there should be some consistency in the categories used by any particular discipline. For example, categories used within Nursing would include Practice link role Sessional therapy Clinical supervision Organisational development work Community development work Clinical practice
Donations - list type of donations received and their value	Donation Type	Select from drop-down list
Editorial Boards - detail all journal editorial boards you work/worked on	Journal	Journal title
	Date From	Date started editorial duties
	Date To	End date of editorial duties
	Role	Editorial role
Education - record your educational background	Institution Name	Name of institution at which degree was attained.
	Institution Location	The location of institution i.e. Cambridge, MA, USA for Harvard University, or Dublin, Ireland for DCU
	Field of Study	Major subject area of users degree
Employment - list your current and previous employment	Employer	Name of employer
	Position or Title	Job title
	From	Start date
	Through	End date
	Description	Area of research carried out, degree taught etc
Ex-Research (Public) - record funded research projects you wish to make public	Project Summary	A brief layman's description of the project
	Contract/Agreement Number	Stores the Proposal Tracking ID number, if available
	Finance Code	Stores the Agresso P number
	Principle Investigator	If Yes, the next two fields should be left blank. If No, provide details in the following two fields.

Ex-Research (Public) cont.	Principle Investigator Name	see above
	Principle Investigator Institution	see above
	External Collaborators (eg Name/Inst)	Other researchers on project who are not based at DCU
	Other Internal Collaborators (eg Name/Dept)	Other researchers based at DCU
	Contract Agreement Amount (€)	Amount awarded to DCU
Ex-Research (Private) - record funded research projects you wish to keep private		Details as per Ex-Research-Public
Honours and Awards - list any received	Name of Honour/Award	The name of award/honour
	Month	The month won/awarded
	Year	The year won/given award/honour
	Reason Conferred	Description as why won/given award/honour.
Journal Refereeing - list any journals for which you review articles	Journal Name	The title of journal - if not available from the list, contact fiona.brennan@dcu.ie with the full title and ISSN
	End Year Refereed	Leave blank if ongoing
	Journal Ref. cont. Type of refereeing	e.g. Expert Reviewer
Languages - list your proficiency in any languages		Note your level of competency across categories
Memberships - list committees on which you have served or been a member	Committee	Name of the committee
	Period	Year or span of years if not using full dates
	Function	User's role
	Abstract	Description
Other Information - optional personal data, in addition to DCU academic group membership	Academic Work Groups	Record the academic group you belong to
Patents - list patents granted		

Portal Preferences - list preferences	Profile Preferences	Option to make profile available on the external Portal and therefore viewable by others outside of DCU
Professional Assn and Soc - detail all associations and societies you are affiliated to	Association Status	Indicate whether your affiliation is assessment based or membership based
Professional Licence and Certs - list all obtained		
Post Graduate Students - list current		
Publ-Journals - record articles published in peer-reviewed journals	Authors	Record all authors in this field, with the order of authors as per published article. The following convention should be used: Smith AA, Jones BB, Black CC. Please note that that no other punctuation is necessary, nor do you use the word 'and' before the final author name in the string.
	Issn/Isbn	Auto fills dependent upon journal selected
	Other Details	Any other details relating to the publication
	RAE	Field not currently used
	Link	Enter URL to journal article
	Confidential	Enables the publication to be hidden from external users
	Digital Object Identifier	Permanent identifier given to the article
	Article Number	6 digit convention, allows articles to be fully citable as soon as they are published electronically
Publ-Chapters - record chapters published and the books they were in		<i>Details as per Publ-Journals</i>
Publ-Books - record books and monographs published		<i>Details as per Publ-Journals</i>
Publ-Reviews - record reviews of publication published in journals	Peer Review	Indicates whether the journal is peer-reviewed or not
		<i>Other fields as per Publ-Journals</i>

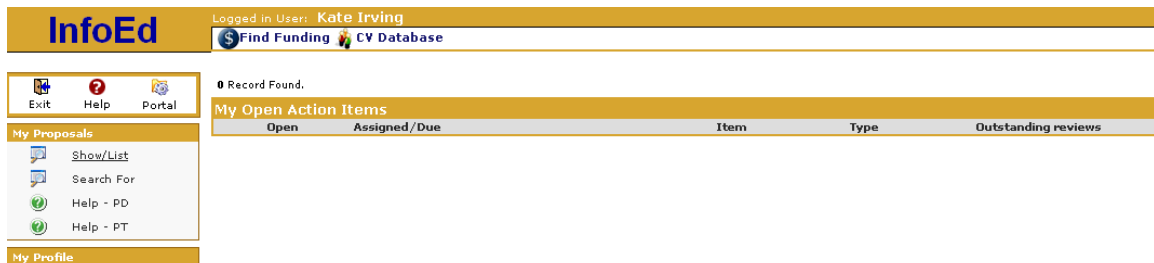
Publ-Non Peer - record non-peer reviewed publications	Issn/Isbn	Manually enter issn relating to journal
	Journal	Free text journal name
		<i>Other fields as per Publ-Journals</i>
Publ-Other - details of published research outputs not covered by previous categories	Type	Select relevant category of research output
	Peer Review	Indicates whether the research output is peer-reviewed or not
		Other fields as per Publ-Journals
Publ-Thesis - list theses you have written		Details as per Publ-Journals
Ex-Research (Public) - record funded research projects you wish to make public	Project Summary	A brief layman's description of the project
	Contract/Agreement Number	Stores the Proposal Tracking ID number, if available
	Finance Code	Stores the Agresso P number
	Principle Investigator	If Yes, the next two fields should be left blank. If No, provide details in the following two fields.
	Principle Investigator Name	see above
	Principle Investigator Institution	see above
	External Collaborators (eg Name/Inst)	Other researchers on project who are not based at DCU
	Other Internal Collaborators (eg Name/Dept)	Other researchers based at DCU
	Contract Agreement Amount (€)	Amount awarded to DCU
Ex-Research (Private) - funded research projects you wish to keep private		Details as per Ex-Research-Public
Research Interests - enter information about your research interests/areas of expertise		

SECTION 3: My Proposals

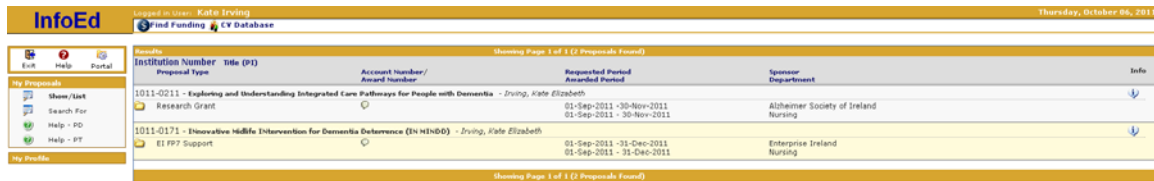
My Proposals is where OVPR record your research funding awards. When the funding agency issues a contract and other documentation to the PI, you normally obtain the institutional signature and stamp from OVPR. At this point we scan all relevant documentation and use this to set up the award in My Proposals. Finance have access to this information, and use it in order to set up a corresponding research account for you on Agresso. You have read access to all awards set up under your name via the My Proposals tab.

When you click on the My Proposals tab in the left hand sidebar, you see the following options:

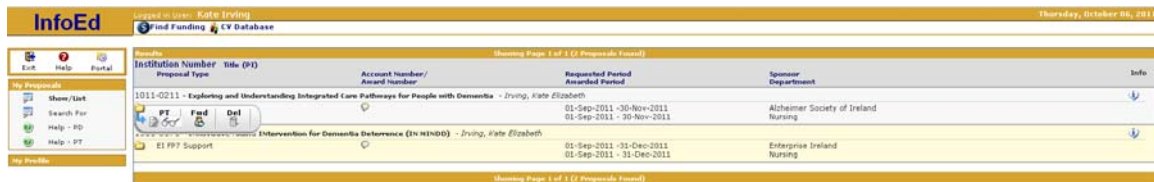
- **Show/List** – this lists the awards set up under your name
- **Search For** – this allows you to filter those awards by sponsor or other criteria
- **Help-PD** – this refers to a module not held by DCU, please ignore
- **Help-PT** – this is a comprehensive guide to the Proposals module



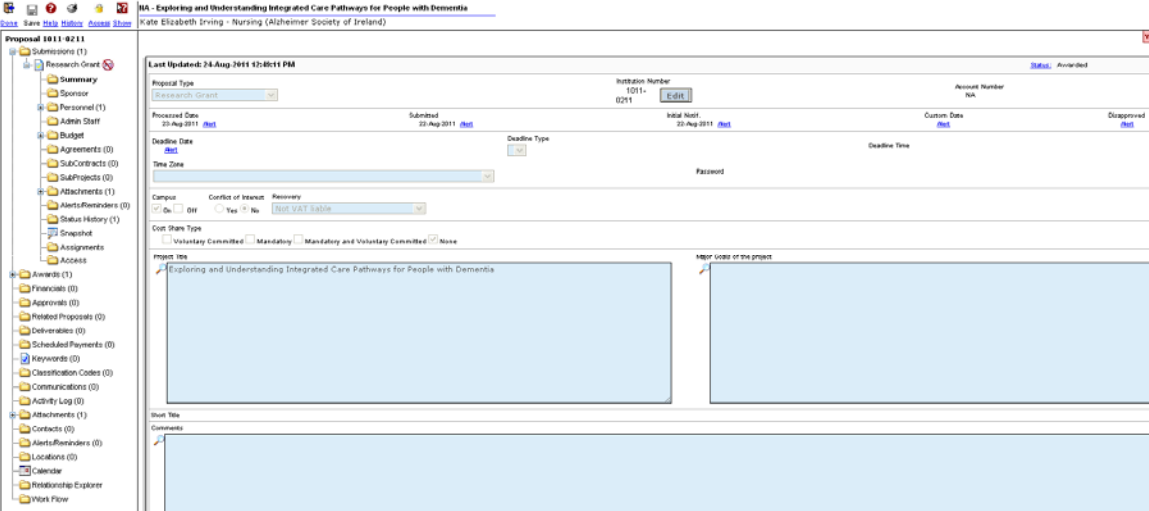
If you have a large number of awards on the system, you may wish use the **Search For** option to filter by funding agency or other criteria. However, in most cases it is enough to view records through **Show/List**. Please click this option and your awards will be displayed.



In order to view the contents of an award (including scanned documentation), hover over the folder icon in any record and click the **View** icon (glasses)

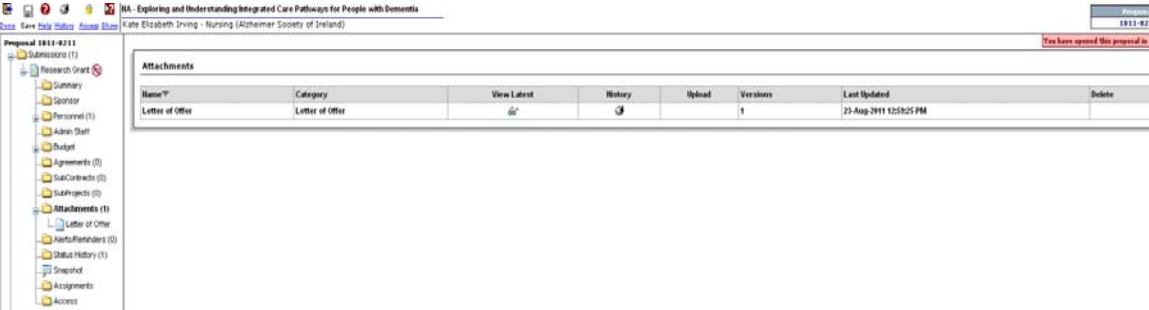


This will then take you into the award itself. The screen will open on the Summary Page



You will see a number of fields listed to the left hand side. The main fields of interest to you will be listed as subfolders of the Research Grant section.

Clicking on **Attachments** will allow you to see the documentation associated with the award. To view any of those documents, just click on the View Latest icon on the screen, and the document will open up.



For a general overview of the award, click the Snapshot option, which returns a summary of the award:

Summary Information: Institution No. - 1011-0211				Close	
Proposal Type	Research Grant	Status	Awarded		
Institution Number	1011-0211	Account Number	NA		
Submitted	22-Aug-2011	Award Date	22-Aug-2011		
Date Rejected		Processed Date	23-Aug-2011		
Previous Prop No		Custom Date			
Deadline Date		Ref Acct			
Deadline Time		Password			
Project Title: Exploring and Understanding Integrated Care Pathways for People with Dementia					
Short Title:					
Major Goals of the project:					
Associated Department					
Department	Primary	% Allocated	Alloc. Amt.		
Nursing	Yes		0	€0.00	
Comments	Campus	Conflict of Interest	Recovery	Cost Share Type	
No Comments Available	On	No	Not VAT liable	None	
Risk Assessment					
Risk Assessment Rating: Low					
Risk Rating Justification: Irish Charity funded, no discernable risk					