**Maynooth University**
Research Development Office
**Research Information System**

# Research Information System
## User Guide for Academic Staff

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Date: Sept 2014

# CONTENTS

# Welcome to the Maynooth University Research Information System

Maynooth University Research Information System comprises several areas of functionality to support academic researchers with their funded research activity needs.

As an member of academic staff, you will already have a profile created for you within the portal enabling you to hold information about your research expertise and academic interests. The profile categories, which are designed to mirror the requirements of the annual President's report, have been pre-populated with information from staff web pages to provide a foundation on which additional data can be added. In addition, all staff members who have submitted a proposal through the Research Development Office since 1st January 2009 will be able to track and access that proposal and any documentation related to the submitted proposal. By keeping a well maintained research profile, you will benefit from various services designed to help you raise your profile to both internal and external audiences.  Your research profile will also become valuable to you in various administrative processes at Maynooth University such as, research planning, contribution to the Annual President's Report and staff development.

A searchable Maynooth University Researcher Profile Directory (RPD) will be hosted on the Maynooth University Research website (https://www.maynoothuniversity.ie/research) from 1st August 2009.  The profiles of all Maynooth University academic staff will be displayed and searchable to the outside world through this directory so this is your chance to showcase your research and interests.  Throughout this user guide, there are certain categories in **red type**.  The red type depicts the categories that will be exported and displayed on the RPD.  Please make sure these categories are populated and up-to-date.

The Research Information System also enables you to track your research applications and awards plus other research related activities.  This helps you query the progress of your research applications through to the funder decision.

For further information about **Maynooth University Research Information System** please visit:

https://www.maynoothuniversity.ie/research/research-development-office/ris-guide

## Accessing Maynooth University Research Information System

To access the system navigate to Maynooth University Research Information System at the website address: https://infoed.nuim.ie/

Alternatively, click on the Maynooth University Research Information System link on the Research Development Services home page: https://www.maynoothuniversity.ie/research/research-development-office/ris-guide

To access Maynooth University Research Information System you need to login to the system. Select **Login** and enter your username and password when prompted.

→ *See Screenshot (S) 1 in Appendix 1 for assistance*
*Screenshots available will be marked with '→ See S…' throughout the guide*

If you have not received an e-mail containing your username and password or are unable to log into the system, please contact the Research Development Office: **research.development@maynoothuniversity.ie**

Once you have entered the system you will see S.2.

**My Profile** - holds information relating to your research profile including your contact information, research interests, publication details.

**My Proposals** - enables you to track your funding applications as they progress through status stage through to funding agency decision.


## Editing your Research Profile

The tab on the left-hand side called **My Profile** is available for editing profiles.


### 1. How to enable profile editing

  i. *Select the **My Profile** tab.*
  ii. *In the next menu, select **Edit**, (→ See S.3), which loads the main **My Profile** screen. You will see a boxed area which displays your name, job title, department and contact details → See S.4*
  iii. *To access the area which holds your contact information, click on **Change** shown in the box (as shown on page 5).*
  iv. *Next select **General** from the list on the right hand side.*


On the right-hand side there is a column of links to the sections that make-up a user's profile. These links will always be displayed regardless of where you are in the system.

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**Please note:** If you have previously visited your **My Profile** area you may not see the screen illustrated above. Instead you may be presented with a screen displaying fields holding your personal information. To return to the above illustrated screen, simply click on the **Check-In** icon towards bottom of page.

Check In

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To access the area which holds information about your name, degree qualification, department etc, click on the **Change** link shown in the box.

## 2. How to change your Password to your Maynooth University network password

This should be done the first time you log in.

   i.   *Follow the steps in 1. How to enable profile editing.*
   ii.  *Once in the general section scroll down to the bottom left hand side of the page to the **Security** section in order to update your password.*
   iii. *Select **Set** as shown below:*



   iv.  *Add your **Maynooth University password** when prompted.*
   v.   *Select **Submit**.*
   vi.  *Then select **Close**.*



**Please note**: After updating your password, all future log in attempts will require your Maynooth University username and password.

## 3. How to edit the general section

From here you can add/amend your personal information. The **General** section includes fields containing your name, address and contact details.

   i.   *Follow the guidelines in section 1. How to enable profile editing.*
   ii.  *Check that your contact details are correct and enter the relevant text into empty fields.*

*→ See S.5*

iii. *Whenever you add or edit information in **My Profile**, save your changes by clicking on the **Save** icon situated upper right of the screen and shown below.*

| Primary Party Contact | Full Profile | Save |

---
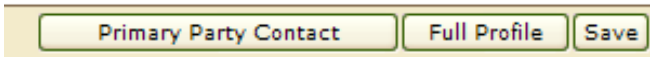
**Please note:** Throughout the **My Profile** system you will find fields marked with a red asterisk, these are mandatory fields. You will not be able to save any changes in a section until the mandatory fields contain data. If you do not have any information for a mandatory field you should enter TBA (to be added) in the field to allow you to save any changes you have made within a section.

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*→ See S.6*

iv. **Inputting the <span style="color:red">Research Interests Summary</span>***: This is one of the key areas of interest to someone viewing your profile. Use this section for inputting information about the research you are currently working on or to identify future areas of interest.*

v. **Other Profile Data and <span style="color:red">Primary Address</span>***: Within the **General** section there are also **Other Profile Data** and **Primary Address** sub-sections. To view these sub-sections click on the **General** link displayed on the right-hand side. Once you have clicked on the **General** link and the page has re-loaded you will need to scroll down the page to view the **Other Profile Data** and **Primary Address** sub-sections and their respective fields.*

*→ See S.7*

vi. **Editing the Primary Address***: The address can be assigned as being either a work or home address by selecting the appropriate address type from the **Address Type** drop-down menu. You can also add multiple addresses using the **Add Additional Address** facility and denoting what address should be displayed as the active address by ticking the **Primary Address** tick button.*

vii. **Including a <span style="color:red">Web Page</span>:** *The **Web Page** field can be used for a web page link (which may be a link to any research-related web page). Enter the appropriate url into the **Web Page** field. Please omit **http://** when entering the url details.*

viii. **Setting the Status:** *This field should be populated, via the drop-down menu selection, with **Active** for an academic currently employed at the University.*

ix. **Setting the Academic Rank:** *Select your academic rank from the drop-down pick list. If there is not an option that best describes your academic rank, then please contact the Research Development Office to inform them of your preferred choice.*

x. **Setting a Private Profile:** *This option allows you to choose whether your profile information is made public via external searches and web pages which source information, from the Research Information System. If you select 'Yes' your contact information, research interests and five most recent publications will be displayed on the Maynooth University Researcher Profile Directory.*

Private Profile: Yes ○   No ●

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**Please note:** the default setting for your Private Profile is **No**, therefore you need to tick **Yes** if you wish to make your profile private.

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xi. ***Printing My Profile Information:*** *The **Full Profile** option allows you to view and print all of your **My Profile** data. To view your profile data click on the **Full Profile** button (upper right of screen). A pop-up window will open displaying your profile information. You may choose to view your data and close the window or you may wish to print your profile information by simply clicking on the **Print Profile** button. Close the window by clicking on the **Close Profile** button.*

When you have finished adding/amending data to the **General** section ensure to save your changes. To complete editing of the General section, click on the **Check-In** icon.

➔ *See S. 8*

If, at this point, you decide to leave the **My Profile** section please ensure you save any changes before clicking the **Log Out** button (top left hand corner of the screen).

Alternatively, you may want to enter other categories to add/edit data. To navigate to another category, click on the appropriate link from the list on the right-hand side.

## 4. How to add new publication information

Adjacent to the box containing contact information, there is a list of categories to which data can be added. The categories relate directly to Annual President's Report and include Publications (7 types: Journals, Chapters, Books, Reviews, Non-peer-reviewed, Other, Thesis) Custom category (4 types: Conferences hosted, Public body assignments, Public presentation, Visiting & Guest lectures) and Sponsored Funding.

➔ *See S.9*

i. *To add publications, follow the guidelines in section 1. How to enable profile editing.*
ii. *Select the appropriate Publications category, eg. Publications-journals*
iii. *When the page has re-loaded, scroll down until you see the **<span style="color:red">Publications-Journals</span>** heading.*
iv. *To add the details of a peer reviewed journal select the **Add New button**.*

➔ *See S.10*

v. *Add the relevant journal data to the required fields.*

➔ *See S.11*

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**Please note:** Ignore the Research Outputs Upload icon as Maynooth University does not run the Research Outputs module.

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vi. ***Authors:*** *This field, along with the **Co-Authors** field enables you to give the authors names in the order most appropriate. By default, your own name is shown in the author's field. This may not always be applicable and so is editable for you to make the relevant amendment.*
vii. ***Journal:*** *Select a journal from the drop-down menu and its ISSN number will automatically populate the ISSN field. If the journal you wish to select is not shown in the list, please contact the Research Development Office.*

viii. **Link:** *If it exists add the URL to the publisher's full text of the article. If this field contains a link, this will be automatically collected by the Maynooth University E-prints repository. A URL entered into this field will display as an active hyperlink.*

ix. **Additional information:** *E-prints ID code: if your publication was deposited into the Maynooth University E-prints repository, it will have a unique E-prints ID code. Add the E-prints ID code to this field to ensure that a link to the full text is included in your external profile (Researcher Profile Directory). Significant publication – check this box if the publication is significant.*

x. *Select* **Save and Return** *to save your journal details and re-load the page.*

## 5. How to edit existing publication information

i. *To edit existing publications, follow the guidelines in section 1. How to enable profile editing.*

ii. *Select the appropriate Publications category, eg. Publications-journals*

iii. *When the page has re-loaded, scroll down until you see the* **Publications-Journals** *heading.*

iv. *Navigate to the relevant listed publication and click on the* **Edit** *icon. You will then enter the editable data screen for that publication.*

v. *Select* **Save and Return** *to save your journal details and re-load the page.*

→ *See S.12*

## 6. How to delete publication information

i. *To delete existing publications, follow the guidelines in section 1. How to enable profile editing.*

ii. *Select the appropriate Publications category, eg. Publications-journals*

iii. *When the page has re-loaded, scroll down until you see the* **Publications-Journals** *heading.*

iv. *Navigate to the relevant listed publication and select the tick box of the appropriate entry, then click on the* **Delete** *button.*

v. *Select* **Save and Return** *to save your journal details and re-load the page.*

The same data entry and editing process is followed for the other publication sections (**Chapters, Books**, **Reviews, Non-Peer, Other,** **Thesis**).

## 6. How to add/edit Sponsored Funding information

The **Sponsored Funding** table is used to hold information about your current research projects. This can be edited in the same way as the Publications tables.

> **Please note:** For successful proposals submitted through the Research Development Office since 1st January 2009, the information held in **Sponsored Funding** will be updated automatically by the Research Development Office upon receipt of notification that the proposal has been successful.

i. *To add/edit the Sponsored Funding table, follow the guidelines in section '1. How to editing'*

ii. *Select* **Sponsored Funding** *from the list.*

iii. *Select* **Add new** *to add a new grant, or select the* **edit** *icon on an exiting grant to edit it.*

iv. *Complete the required fields*

*v. Select **Save and Return** to save your journal details and re-load the page.*

### 7. How to add/edit information on Public Presentations

*i. To add/edit information on Public Presentations, follow the guidelines in section 1. How to enable profile editing.*
*ii. Select **Custom Category** from the list.*
*iii. Select **Public Presentations** from the next list.*
*iv. Select **Add new** to add a new presentation, or select the **edit** icon on an existing presentation to edit it.*
*v. Complete the required fields.*
*vi. Select **Save and Return** to save your presentation details and re-load the page.*

### 8. How to add/edit information on Conferences Hosted

*i. To add/edit information on Conferences Hosted, follow the guidelines in section 1. How to enable profile editing.*
*ii. Select **Custom Category** from the list.*
*iii. Select **Conferences Hosted** from the next list.*
*iv. Select **Add new** to add a new conference, or select the **edit** icon on an existing conference to edit it.*
*v. Complete the required fields.*
*vi. Select **Save and Return** to save your conference details and re-load the page.*

### 9. How to add/edit information on Public Body Assignments

*i. To add/edit information on Public Body Assignments, follow the guidelines in section 1. How to enable profile editing.*
*ii. Select **Custom Category** from the list.*
*iii. Select **Public Body Assignments** from the next list.*
*iv. Select **Add new** to add a new assignment, or select the **edit** icon on an existing assignment to edit it.*
*v. Complete the required fields.*
*vi. Select **Save and Return** to save your assignment details and re-load the page.*

### 10. Exiting My Profile

When you wish to exit from **My Profile** you can log out by clicking on the **Log Out** icon that is situated top left of the screen.

## Tracking your Research Proposals

The ability to track your research applications online can be carried out via **My Proposals**. Please note, only those proposals that have been submitted through the Research Development Office since 1st January 2009, will be accessible through My Proposals.

### 1. How to locate your proposal records

Follow the guidelines in Entering the Maynooth University Research Information System to log in. If you are unable to log into the system, please contact the Research Development Office: research.development@maynoothuniversity.ie

i. *Once you have entered the system you will see the following screen:*

→ *See S.13*

ii. *To track your proposals click on the **My Proposals** tab on the left-hand side of the screen. A drop-down menu will then appear.*

iii. *Using the **Show List** option:*
   a. *The **Show List** option enables a user to view a list of those proposals on which you are named as a Principal Investigator (PI) (or Chief Investigator – CI).*
   b. *On clicking on the **Show List** link, the page will re-load displaying your proposal records in listed form. The records listed here will not, however, display those records on which you are named as a Co-Investigator.*

→ *See S.14*

iv. *Using the **Search For** option:*
   c. *The Search For option is used to see proposals on which you are named as the Principal Investigator along with those on which you are named as Co-Investigator (regardless as to which department the PI is from).*
   d. *The **Search For** function is also used when a user has many proposals but only wishes to view specific records.*

→ *See S.15*

   e. *Select Search For from the menu.*
   f. *The **Search For** screen then loads.*
   g. *Select **Locate** to list all proposals on which you are the Principal Investigator (PI).*

→ *See S.16 (The search criteria fields covered by blue boxes are visible to all users but are **NOT** active fields within the Maynooth University version of the **My Proposals**).*

   h. *The **Set** facility can be used to select search words or terms from an alphabetical list or via a filter option.*
v. ***Status:** can be used to locate proposals according to their status. Choose an option from the drop-down list.*
vi. *Once your search criteria have been selected, click on the **Locate** button to return the results. If there are too many results they can be filtered further by inputting other parameters.*
vii. *The screen re-loads and your results are listed.*

## 2. How to view your proposal records

i. *Locate your proposal following the guidelines in **12. How to locate your proposal***
ii. *Regardless of whether you choose to locate your proposals using the **Show List** or the **Search For** commands, the results will display in the same manner, as a list of records. The results page contains details of the number of results returned and for each individual proposal: Institution proposal number, requested start date, proposal type, proposal title, sponsor name and scheme, Principal Investigator, and department.*

→ *See S.17*

iii.  *To open up a proposal in summary format, select the* **PT icon** *on the left-hand side of each proposal record. A pop-up window opens displaying the summary of the proposal.*
iv.  *To view the proposal in greater detail, select the* **Summary** *tab on the left hand side.*

→ *See S.18*


## 3. How to navigate through a Proposal Tracking (PT) Record

The navigation menu can be used to select and view information for all sections of a proposal such as Sponsor, Personnel, Budget (Requested), Agreements, Attachments, etc.

→ *See S.19*

**Please note:**  please ignore the link **New Proposal** 🚫 as this is only for viewing proposals created using the Proposal Development module and currently no proposals are created using PD at Maynooth University.

i.  **Summary:** *This screen displays the proposal in summary format. The field names and data seen within this screen should be self explanatory but should you have any questions please contact the Research Development Office.*
ii.  **Sponsor:** *The Sponsor screen displays all the information relevant to the sponsor (Funding agency) and scheme (Programme) to which the proposal is submitted.*
iii.  **Personnel:** *The Personnel screen displays key personnel, significant contributors, and non-key personnel details. The Principal Investigator will be displayed within the* **Key Personnel** *section and is denoted by the greyed-out radio button. Co-Investigators will also be listed within the Key Personnel section.*
iv.  **Budget:** *Click on the* **Budge***t link to view the main* **Budget** *screen. To view the budget information, click on the* **Budget** *tab.*

→ *See S.20*

v.  **Subcontracts:** *Some proposals may have third party subcontracts and information relating to this will be held in this section. The subcontract document/s may also be associated with the proposal as an attachment.*
vi.  **Status History:** *Information indicating the progress of the proposal can be viewed by following the* **Status** *link.*
vii.  **Awards:** *All successful proposals will translate to an Award. The approved budget amount is displayed here. In some instances there may be a difference in the monetary values shown in the Requested Budget section compared with Awarded.*
viii.  **Related Proposals:** *Information regarding related proposals can be viewed here. A Pre-proposal or an Expression of Interest, are examples of related proposals.*
ix.  **Attachments:** *All documents associated with the proposal can be viewed here and may include: Full proposal, CVs, Letter of Offer, budget spreadsheets, Expression of Interest, subcontractor information, correspondence, copies of emails, supporting documents etc.*


## Exiting the Research Information System

i.  To exit the proposal window click on the **Done** icon (top left-hand side) and you will be returned to the main system screen.
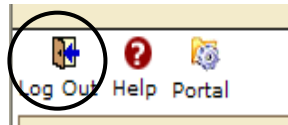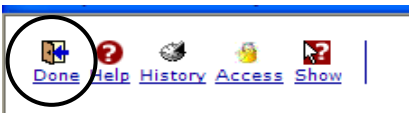
    *ii.* To exit the system from the main screen, click on the **Log out** icon (top left-hand side).

# APPENDIX 1

## Screenshots: (S)
## S1:



## S.2

## S.3



## S.4



## S.5



## S.6

## S.7

**Primary Address**

| | |
|---|---|
| Address Type | Office |
| Address | Auxilia House |
| | NUI Maynooth |
| | |
| | |
| Suburb/Town | Maynooth |
| State | |

**Other Profile Data**

Profile Status Validated Profile

Web Page (URL) _____

Academic Rank _____

Private Profile  Yes ● No ○

## S.8

| | |
|---|---|
| Research Interests Summary | |
| GAMS ID | |
| Commons ID | |

Check In    History

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### Cathy A Jones   Ph.D.

**Research Support Office**

Auxilia House
NUI Maynooth
Maynooth,

Phone#:  +353 1 708 6412
Fax#:
Email:   catherine.a.jones@nuim.ie

Change  History

General
Appointments
Backups
Biosketch
Custom Category (15)
Delegation
Honours and Awards (2)
Patents (3)
Portal Preferences
Publications - Journals (16)
Publications - Chapters (3)
Publications - Books (0)
Publications - Reviews (2)
Publications - Non-Peer (0)
Publications - Other (0)
Publications - Thesis (1)
Research Interests (0)
Reviewed Works (0)
Sponsored Funding (0)

## S.9

### Cathy A Jones   Ph.D.

**Research Support Office**

Auxilia House
NUI Maynooth
Maynooth,

Phone#:  +353 1 708 6412
Fax#:
Email:   catherine.a.jones@nuim.ie

Change  History

General
Appointments
Backups
Biosketch
Custom Category (15)
Delegation
Honours and Awards (2)
Patents (3)
Portal Preferences
Publications - Journals (16)
Publications - Chapters (3)
Publications - Books (0)
Publications - Reviews (2)
Publications - Non-Peer (0)
Publications - Other (0)
Publications - Thesis (1)
Research Interests (0)
Reviewed Works (0)
Sponsored Funding (0)

**Custom Category**

▶ Conferences Hosted (0)

▶ **Public Body Assignments (2)**

▶ **Public Presentations (13)**

▶ Visiting & Guest Lecturers (0)

# S.10

**Publications-Journals** | Add New

# S.11

**Publ-Journal Detail** | Save and Return

| | |
|---|---|
| Research Outputs | Upload |
| Authors (e.g. surname x.y...) | Cathy A Jones |
| Co-Authors (e.g. surname x.y...) | |
| Title | |
| Journal | -Select |
| Year | 2009 |
| Month | -Select |
| Volume | |
| Issue | |
| Issn/Isbn | |
| Start Page | |
| End Page | |
| Link | |
| Digital Object Identifier | |

# S.12

**Publications-Journals** | Add New

| Authors/*Title*/Journal | Year-Month/*Volume*/Issue | Impact/*Citation*/Link | RAE | Edit | Delete |
|---|---|---|---|---|---|
| Brueggeman R, Druka A, Nirmala J, Cavileer T, Drader T, Rostoks N, Mirlohi A, Bennypaul H, Gill U, Kudrna D, Whitelaw C, Kilian A, Han F, Sun Y, Gill K, Steffenson B, Kleinhofs A. *The stem rust resistance gene Rpg5 encodes a protein with nucleotide-binding-site, leucine-rich, and protein kinase domains* PROCEEDINGS OF THE NATIONAL ACADEMY OF SCIENCES, USA | 2008 September *105* 39 | | | | ☐ |

Edit icon

## S.13



## S.14



## S.15

## S.16

**$Find Funding** 🐾 **CV Database**

### Proposals - Search For     (Locate) (Clear)

Use * for wildcard

| Property | Matching Value | | Property | Value | |
|---|---|---|---|---|---|
| Sponsors/Schemes | | Set | Title | | |
| Primary Assoc. Dept. | | Set | Status | | |
| CI | | Set | Deadline | - | |
| Investigator | | Set | Start Date | = | |
| Approval Date | = | | End Date | = | |
| Proposal Number | | | Award Date | = | |
| Award Number | | | Sponsor Tracking Number | | |
| BU Number | | | Sub Contractor Number | | |
| IRB Protocol Number | | | CFDA Number | | |
| Proposal Type | | | IACUC Protocol Number | | |

## S.17

### Results     2 Proposals Found

| Actions | Institution Number ▲▼ Proposal Type | BU Number Award Number | Title | Requested Period | Awarded Period | Sponsor CI Department |
|---|---|---|---|---|---|---|
| 📄 | NUIM2009//00017 Post-doctoral Fellowship | / | The role of Hsp70 in prion propagation | 01-Oct-2009 - 20-Sep-2011 | -None- | /IRCSET -- EMPOWER Postdoctoral Fellowship(**) Jones, GaryW Biology |
| PD PT | NUIM2009//00048 Full Proposal | / | New Proposal Created for Cathy A Jones on 02-Feb-2009 4:31:49 PM | 01-May-2009 - 30-Apr-2010 | 01-May-2009 - 30-Apr-2010 | Enterprise Ireland Jones, GaryW Biology |

## S.18

Done Back Save Help History Access Show

**The role of Hsp70 in prion propagation**
Dr Gary W Jones- Biology (Irish Research Council for Science, Engineering and Technology / IRCSET -- EMPOWER Postdoctoral Fellowship)

**Proposal**
**NUIM2009//00017**

**Proposal NUIM2009//00017**
- Submissions (1)
  - Post-doctoral Fellowship
    - Summary
    - Personnel (1)
    - Budget
    - Agreements (0)
    - SubContracts (0)
    - SubProjects (0)
    - Attachments (0)
    - Status History (3)
    - Snapshot
    - Access
- Awards (0)
- Keywords (0)

| Type | Number | Master | Reportable | Created | Submitted | Status | Amount Requested | Awarded | Open PD | Delete |
|---|---|---|---|---|---|---|---|---|---|---|
| Post-doctoral Fellowship | NUIM2009//00017 | ⊙ | ☑ | 13-Jan-2009 16-Jan-2009 | 16-Jan-2009 | Pending | 83,100.00 | | 📄 | 🗑 |

## S.19

Done Back Save Help History Access Show

**Proposal NUIM2009//00017**
- 📁 **Submissions (1)**
  - 📁 Post-doctoral Fellowship
    - 📁 Summary
    - 📁 Personnel (1)
    - 📁 Budget
    - 📁 Agreements (0)
    - 📁 SubContracts (0)
    - 📁 SubProjects (0)
    - 📁 Attachments (0)
    - 📁 Status History (3)
    - Snapshot
    - 📁 Access
- 📁 Awards (0)
- ☑ Keywords (0)

# S.20

**The role of Hsp70 in prion propagation**

Dr Gary W Jones- Biology (Irish Research Council for Science, Engineering and Technology / IRCSET -- EMPOWER Postdoctoral Fellowship)

Requested Project Period Dates  01-Oct-2009 - 20-Sep-2011

Currency Euro (I) ▾ Rate 1    [Set] [Void] [Get]

Prime

Budget Summary **Dr Gary W Jones  - Biology**    [CS Hours]

| Year/Period | | | Start | End | Directs | Overhead Costs | Sponsor | Inst | Project |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | | 01-Oct-2009 | 30-Sep-2010 | €41,550 | €0 | €41,550 | €0 | €41,550 |
| 2 | | | 01-Oct-2010 | 30-Sep-2011 | 41,550 | 0 | 41,550 | 0 | 41,550 |
| | | | | **Total** | € 83,100 | € 0 | € 83,100 | € 0 | € 83,100 |

Requested Budget

| Applied to Period | View | Status | Delete | Type | Total |
|---|---|---|---|---|---|
| 1 | 👓 | **Requested** | | **Budget Period** | €41,550 |
| 2 | 👓 | **Requested** | | **Budget Period** | €41,550 |