



**Maynooth
University**

National University
of Ireland Maynooth

RIS FAQ'S

1. What Is RIS?

The Maynooth University Research Information System (RIS) is a user-friendly, intuitive, web-based system that provides functionality for academics.

- Research Profile Module
- Proposal Tracking (PT) Module
- Ethical Review Module

2. What are the benefits of having a RIS Profile?

RIS will save both time and effort by enabling you to maintain your research profile in an easy-to-use, web-based application.

- Feeds for staff profiles on School/Department websites
- Once published, your profile will allow your colleagues and others to more easily cite your publications in referencing
- Seamless integration with Maynooth University's Institutional Repository
- RIS also allows accurate measurement and analysis of research output activity to support effective strategic planning
- Integrated automatic updates from University systems including HR, Student Registration, Financial
- Integrated with Web of Science and Scopus, allowing you to import your publications directly into RIS.
- Multiple options for downloading information for your own use.

3. What are the benefits of having an Institutional Research Information System?

The Maynooth University Institutional Research Information System (RIS) enables researchers to maintain an up-to-date record of their professional and academic activities. It allows RIS users to showcase their research expertise and maintain their publications through one centralised system.

4. How do I login to RIS?

To access RIS you need to login at https://ris.maynoothuniversity.ie/live/w_rms_security.login

You can login using your MU network username and password, which is the same one you use to access your email.

Once you have logged into RIS, you can begin updating your profile.

5. Can I access RIS Off-Campus?

Yes, as IRIS is a web based programme it is fully accessible off campus and worldwide.

To access RIS you need to login at https://ris.maynoothuniversity.ie/live/w_rms_security.login

You can login using your MU network username and password, which is the same one you use to access your email.

Once you have logged into RIS, you can begin updating your profile.

6. Where can I find the RIS User Guidance?

The RIS user guidance is available at <https://www.maynoothuniversity.ie/research/research-development-office/ris-guide> offers comprehensive guidance on how to navigate add information to your profile.

If you wish to add publications to your RIS profile, you must do the following:

- login into RIS using you MU network username and password
- select the **'publications'** tab at the top of the page
- select **'add publications'**
- select the appropriate option for example **'manually add publications'**
- complete the steps as prompted on screen

Please note if you have Scopus or Web of Science author profile you can export your publications record as an Endnote or Bibtex file and import this into RIS.

To do this complete steps 1-3 as outlined above and select the **'import/export publications'** button, and import the relevant file.

You can also **claim or reject publications**, which the system has recognised as having an affiliation to you.

7. Can I add RIS publications to the Institutional Repository?

To add the publication to the Institutional Repository please select the **red book icon**, which will appear in a box beside you publications.

8. Can I Re-order my Publications?

To re-order your publications (e.g chronologically) you can select the **'publications'** tab and begin reordering your publications by **clicking** on the publications you wish to re-order and **drag and drop** each publication either higher up or further down on the list.

Then click **'save'**, and **'publish'**, and this will update your live record

9. How do I 'Show' or 'Hide' my Profile Information or Publications?

You can manage this element of your publication record in the **'Tools'** tab which you can select from the top left of the screen.

You will then be in the **'manage profile'** section of your RIS profile.

From here, you can select any of the sections from **'Biography, Research, Publications, Professional, Training, Collaborations'** from the list across the top of your profile (see screenshot below). If any information is **greyed out**, this indicates that this piece of information is not visible on your live profile and have been set to **'hide'**. To rectify this you can select the **'show'** button, which will be at the top right of each publication record. If you wish for your entire publication record to be publically visible you can select the **'show all'** option which is available at the top right of your publication record. Alternatively, if you want to re-set anything to be hidden select the **'hide'** option

The screenshot shows the Maynooth University Research Information System (RIS) interface. The top navigation bar includes 'Home', 'Profile', 'Publications', 'Grants', 'Tools', 'Reporting', and 'Administration'. The 'Publications' tab is selected. Below the navigation bar, there is a search bar and a 'View Publications' section with an 'Add Publications' button. The main content area is titled 'Add New Publications' and includes a 'Show Deleted / Rejected' checkbox and a 'Display' dropdown menu. The 'Claiming Publications' section contains a description and a 'Claim Publications' button. The 'Search Online Sources' section contains a 'Search Online Sources' button. The 'Not Found? Add Publications Manually' section contains a 'Manually Add Publication' button. The 'Import / export Publications?' section contains an 'Import / Export' button. Red circles highlight the 'Publications' tab, the 'Add Publications' button, the 'Claim Publications' button, the 'Manually Add Publication' button, and the 'Import / Export' button.

10. How do I Re-publish my RIS Profile?

Please note if you make any changes to your record you will have to **republish your profile**.

To **re-publish** your RIS profile please complete the following steps:

- **Login** to RIS with your MU username and password
- Select the **'Tools'** tab from the list at the top of the page
- Click **'Save'** on the top left of the screen
- Click **'Publish'** on the top right of the screen
- Select the **'Save and Republish my profile to the Web'** option

11. Can I Paste My Information From Elsewhere?

Yes, when copying and pasting text, it is advisable to first paste the text into Notepad or Wordpad as this removes unwanted formatting.

12. Whom can I contact if I have any queries?

Contact Louise Bolger louise.bolger@nuim.ie in the Research Development Office