



2024 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	5
3.4 Experience and education	6
4 Publications	7
4.1 How to select your top 5 publications	10
5 Professional activities	9
5.1 International standing	13
5.2 Peer reviews	13
5.3 Committees, conference organisation/ participation	13
6 Teaching activities	14

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. Discovery profiles is replacing the UTS profiles – so adding this information and building your profile now will be very valuable.

You can find more information about Discovery Profile [here](#).

Below are the elements that your Discovery profile will need to have for the nomination and where this information can be added:

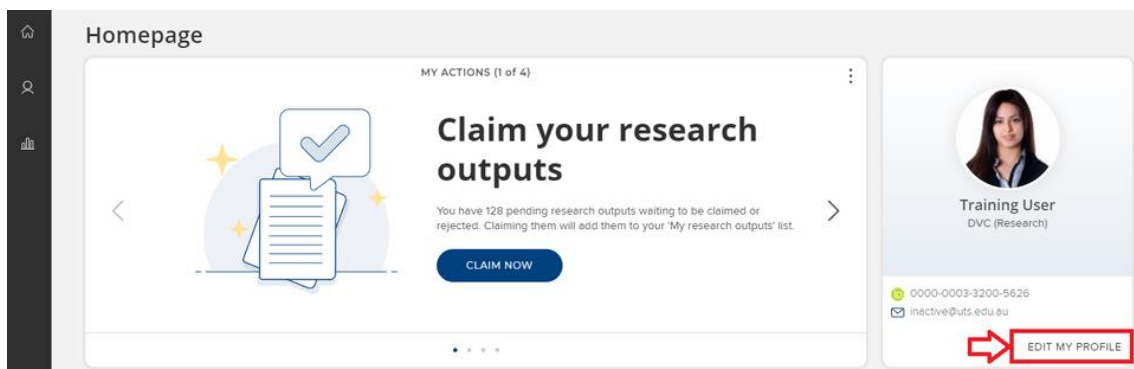
- Career summary including qualifications, employment and appointment history under the 'Overview' section and the 'Experience and education' section;
- Key collaborations under 'Research interests' section;
- Research support including grants and fellowships under 'Research interests' section;
- Top 5 publications in the last 5 years under 'Research outputs';
- International standing including invitations to speak and committee memberships under 'Services & leadership' section;
- Peer review (e.g. for granting bodies, journals/editorial roles) under 'Services & leadership' section;
- Professional activities (e.g. committees, conference organisation/participation) under 'Services & leadership' section;
- Supervision and mentoring under 'Learning & teaching' section.

Further details on completing your profile can be found on the following pages.

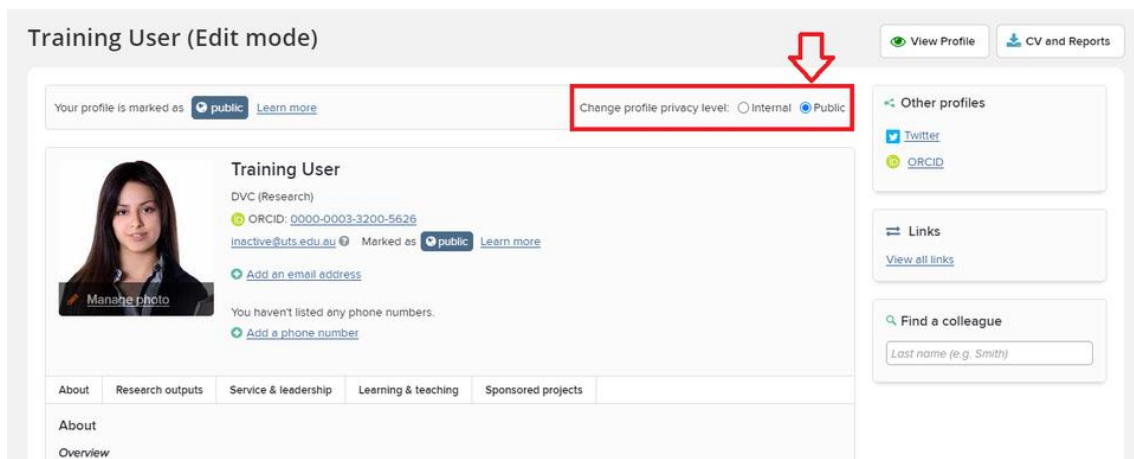
2. How do I create a Discovery Profile?

Log into [Elements](http://elements.uts.edu.au/) (<http://elements.uts.edu.au/>) and you should be automatically logged in with the UTS Single Sign On.

On your Homepage under your photo, select 'Edit my profile'.



Once in edit mode, at the top of the page press the button that says 'Public' to make your profile public or select 'Internal' to remove your profile.



This change will take about 2 minutes to be reflected on <http://profiles.uts.edu.au/> - so go and check!

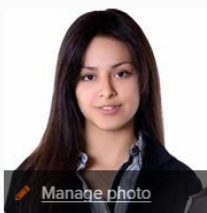
3. Profile overview

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.

Training User (Edit mode)

Your profile is marked as **public** [Learn more](#) Change profile privacy level: Internal Public



Training User
DVC (Research)
ORCID: [0000-0002-9859-2117](#)
inactive@uts.edu.au [Marked as public](#) [Learn more](#)
[+ Add an email address](#)
You haven't listed any phone numbers.
[+ Add a phone number](#)

About	Research outputs	Service & leadership	Learning & teaching	Sponsored projects
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About

Overview

Not yet entered [Add](#)

Research interests

Not yet entered [Add](#)

Once you have included your text, select ‘Save’.

About	Research outputs	Service & leadership	Learning & teaching	Sponsored projects
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About

Overview

overview

Privacy: Match profile level Save Cancel

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

About	Research outputs	Service & leadership	Learning & teaching	Sponsored projects
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About

Overview

overview

public Edit

Research interests

Not yet entered

Add

Teaching summary

Do you teach or coordinate courses? Which ones, and what is your approach?
 Are you currently taking on any new PhD students?
 Think about your intended audience in this space (probably students) and write with them in mind.

public Edit

Availability Edit

Collaborative projects

Media enquiries

MSc or PhD student supervision

3.2 Key collaborations

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

3.3 Research support

UTS Grants that have been awarded through Research Master will already be on your profile automatically. In case 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.

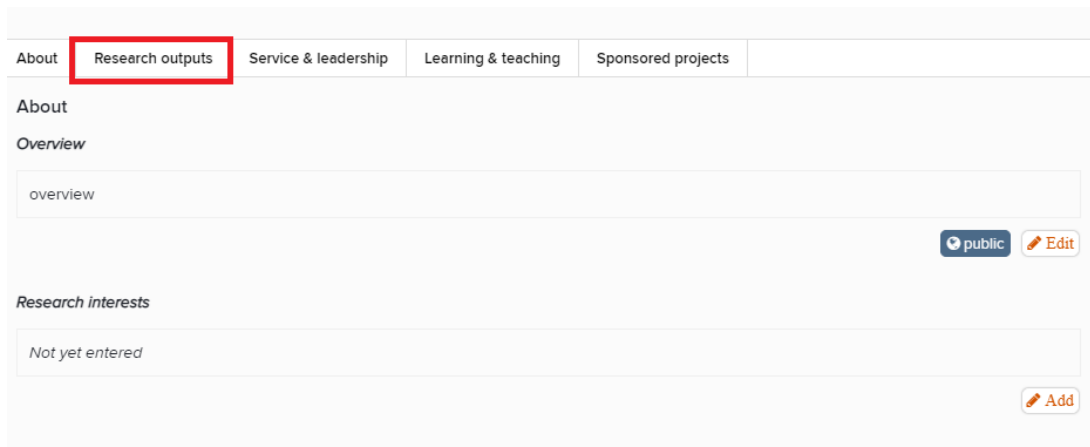
[+ Add a degree](#)

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

4 Research Outputs

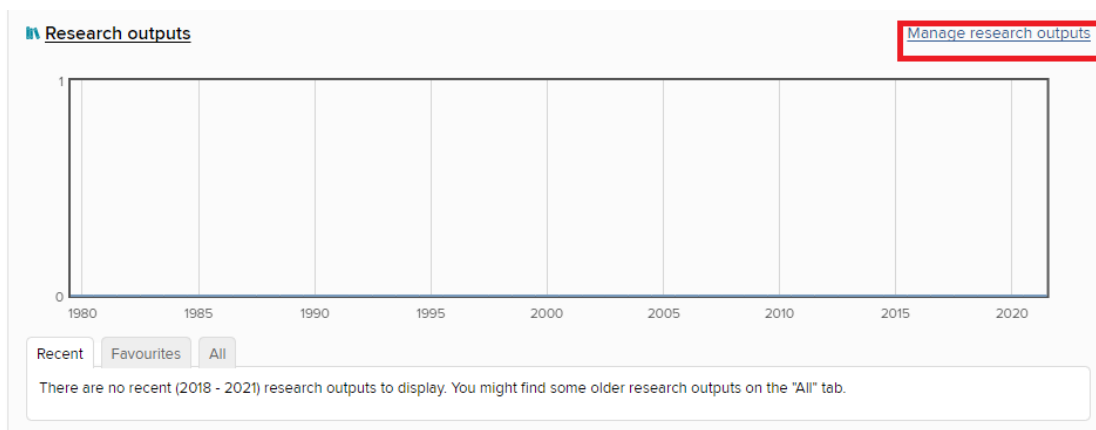
Your publications from the past five years should automatically be listed in your Discovery profile. However, if they are not listed, you can manually add them.

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



The screenshot shows a navigation menu with the following tabs: About, Research outputs, Service & leadership, Learning & teaching, and Sponsored projects. The 'Research outputs' tab is highlighted with a red box. Below the menu, the 'About' section is visible, including an 'Overview' field with the text 'overview' and buttons for 'public' and 'Edit', and a 'Research interests' field with the text 'Not yet entered' and an 'Add' button.

Select 'Manage research outputs'.



The screenshot shows the 'Research outputs' page. At the top right, there is a link 'Manage research outputs' highlighted with a red box. Below this is a large empty chart area with a y-axis from 0 to 1 and an x-axis from 1980 to 2020. At the bottom, there are tabs for 'Recent', 'Favourites', and 'All'. Below the tabs, a message states: 'There are no recent (2018 - 2021) research outputs to display. You might find some older research outputs on the "All" tab.'

Select 'Add new research output'.

MY WORK

My research outputs

CLAIMED (0) PENDING (0) REJECTED (1)

There are no results matching the current filter settings.

Filters

Research output type

- Book
- Chapter
- Journal article
- Conference
- Report or Govt Submission

Relationship type

- Author of
- Editor of
- Translator of
- Contributor to

Title

Reporting date

Select the research output type you would like to add.

Add a new research output

Select research output type

Book	Chapter	Journal article	Conference
Report or Govt Submission	Visual or Design Exhibition of Creative Work	Curated or Produced Substantial Public Exhibition or Event	Written Creative Work
Recorded or Rendered Creative Work	Architectural Creative Work	Live Performance of Creative Work	Role in Production of a Creative Work
Other	Dataset	Patent	Standard
Poster	Design	Thesis / Dissertation	Scholarly edition
Software / Code	Working Paper	Internet publication	Composition
Figure	Fileset	Media	Presentation
Preprint			

CANCEL

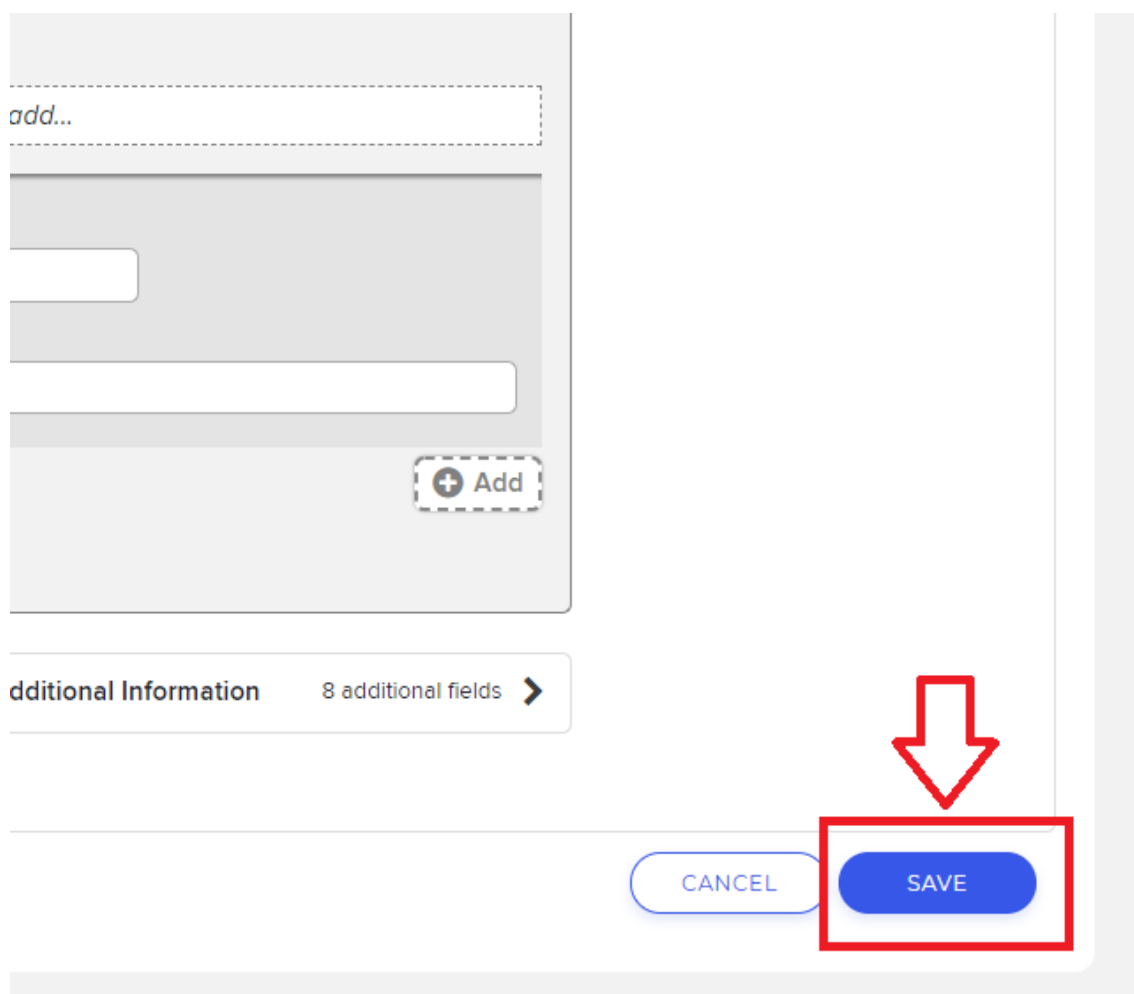
Enter in Title or DOI and Symplectic Elements will search both its own database and external databases to find a match. If it is unable to find a match, just press 'Skip'.

The screenshot shows the 'Add journal article' form in the UTS system. At the top, there is a blue header with the UTS logo and a navigation menu. Below the header, the form title 'Add journal article' is displayed. A progress bar indicates the current step: 'Let's get started' (active), 'Tell us more', 'Link to funding', and 'Deposit'. A blue information box contains the text: 'Enter your journal article title or DOI. Your journal article may already exist in Symplectic Elements, so to save time you can search for it here and claim it. Titles returned may contain any of your search words.' Below this is a search input field labeled 'Title or DOI' with a red rectangular highlight. To the right of the input field are buttons for 'Skip' and 'Search' (the latter is highlighted with a dashed red box and a red arrow pointing up), and a 'Cancel' button at the bottom right.

Enter the relevant fields (noting the mandatory fields).

The screenshot shows the 'Add journal article' form in the UTS system, specifically the 'Essential Information' section. The progress bar shows 'Tell us more' as the active step. A grey box contains the text: 'Information entered on this form is discoverable by other users of the research outputs module.' Below this, there are several mandatory fields marked with a red asterisk: 'What is your relationship with this journal article?' with a red arrow pointing up, and 'Sub types' with a list of options: Article, Letter, Review, Corrigendum, Addendum, Rapid Communication, Editorial Comment, Abstract, and Book Review. The 'Title' field is a text input with a red arrow pointing left. The 'Authors' field is a text input with the placeholder text 'No Authors - please add...'. The 'Essential Information' section is titled 'Essential Information' and contains the sub-type options.

Then scroll to the bottom of the form and press 'Save'.



The image shows a portion of a web form. At the top, there is a dashed border box containing the text "add...". Below this is a large grey rectangular area with a white input field and a "+ Add" button. Underneath is a section titled "Additional Information" with "8 additional fields" and a right-pointing arrow. At the bottom of the form, there are two buttons: "CANCEL" and "SAVE". The "SAVE" button is highlighted with a red rectangular box, and a red arrow points downwards towards it.

4.1 How to select your top 5 publications

In your research outputs 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.

My research outputs

CLAIMED (1)

PENDING (0)

REJECTED (1)

showing 1 - 1 out of 1

view: 10 per page

sort by: Reporting date (newest first)

EXPORT REJECT

focus on: summary

rrr

 BOOK [↗](#)

Reporting Date: 07 Jul 2021 [↻](#)

SUMMARY | METRICS (0) | DEPOSITS (0) | LABELS (0) | RELATIONSHIPS (2) | SOURCES (1) | HISTORY (7)

5 Service and Leadership

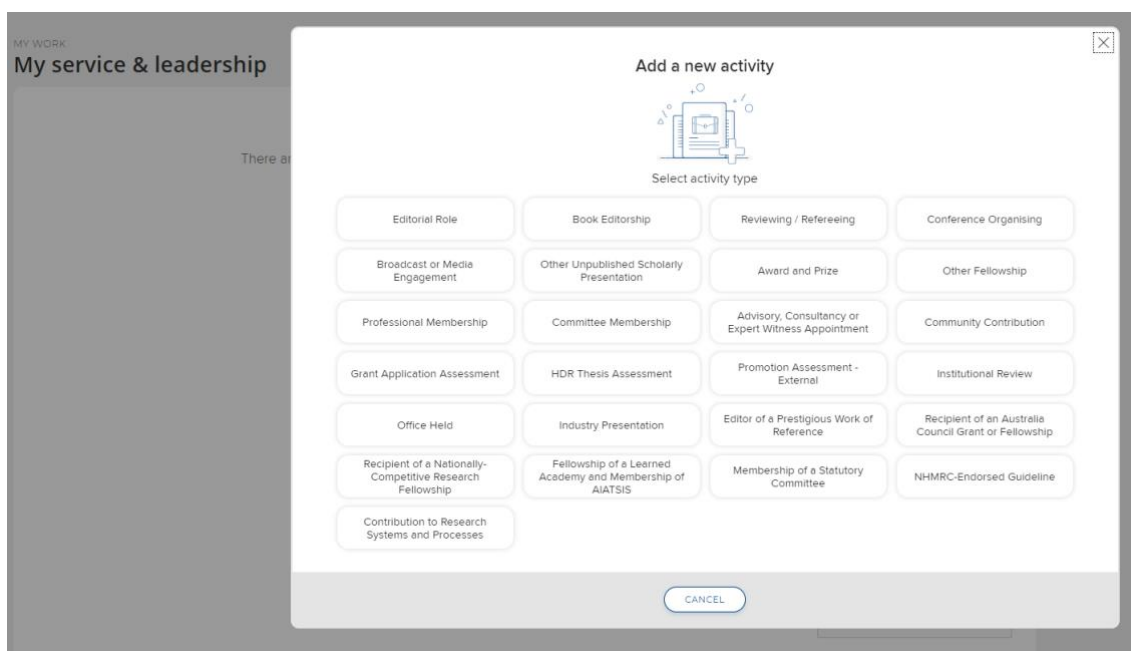
Select 'Manage activities'.

The screenshot shows a user interface with three main sections: 'Service & leadership', 'Teaching & supervision', and 'Grants'. Each section has tabs for 'Recent', 'Favourites', and 'All'. The 'Service & leadership' section has a 'Manage activities' link highlighted with a red box. The 'Teaching & supervision' section has a 'Manage activities' link. The 'Grants' section has a 'Manage grants' link and shows a list of grants for the year 2017, including 'Testing production - can be deleted once testing is complete. (Project)'.

Select '+Add new activity'.

The screenshot shows a user interface for 'My service & leadership'. The main area displays 'There are no results matching the current filter settings.' with a magnifying glass icon. On the right side, there is a 'Filters' panel with the following options: 'Activity type' (Editorial Role, Book Editorship, Reviewing / Refereeing, Conference Organising, Broadcast or Media), 'Title' (text input), 'Reporting date' (From and To date pickers), and 'Label' (text input). A blue circular button with a white plus sign is highlighted with a red box in the top right corner.

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.



The screenshot shows a web interface with a sidebar on the left containing the text 'MY WORK' and 'My service & leadership'. The main content area is partially obscured by a pop-up window titled 'Add a new activity'. The pop-up window has a close button in the top right corner and a central icon of a document with a plus sign. Below the icon is the text 'Select activity type'. The pop-up contains a grid of 20 activity type buttons arranged in 5 rows and 4 columns. At the bottom of the pop-up is a 'CANCEL' button.

Add a new activity			
Editorial Role	Book Editorship	Reviewing / Refereeing	Conference Organising
Broadcast or Media Engagement	Other Unpublished Scholarly Presentation	Award and Prize	Other Fellowship
Professional Membership	Committee Membership	Advisory, Consultancy or Expert Witness Appointment	Community Contribution
Grant Application Assessment	HDR Thesis Assessment	Promotion Assessment - External	Institutional Review
Office Held	Industry Presentation	Editor of a Prestigious Work of Reference	Recipient of an Australia Council Grant or Fellowship
Recipient of a Nationally-Competitive Research Fellowship	Fellowship of a Learned Academy and Membership of AiATSIS	Membership of a Statutory Committee	NHMRC-Endorsed Guideline
Contribution to Research Systems and Processes			

5.1 International standing

Include information regarding invitations to present at events or conferences, or committee memberships in 'Service & leadership.'

5.2 Peer reviews

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

5.3 Committees, conference organisation/ participation

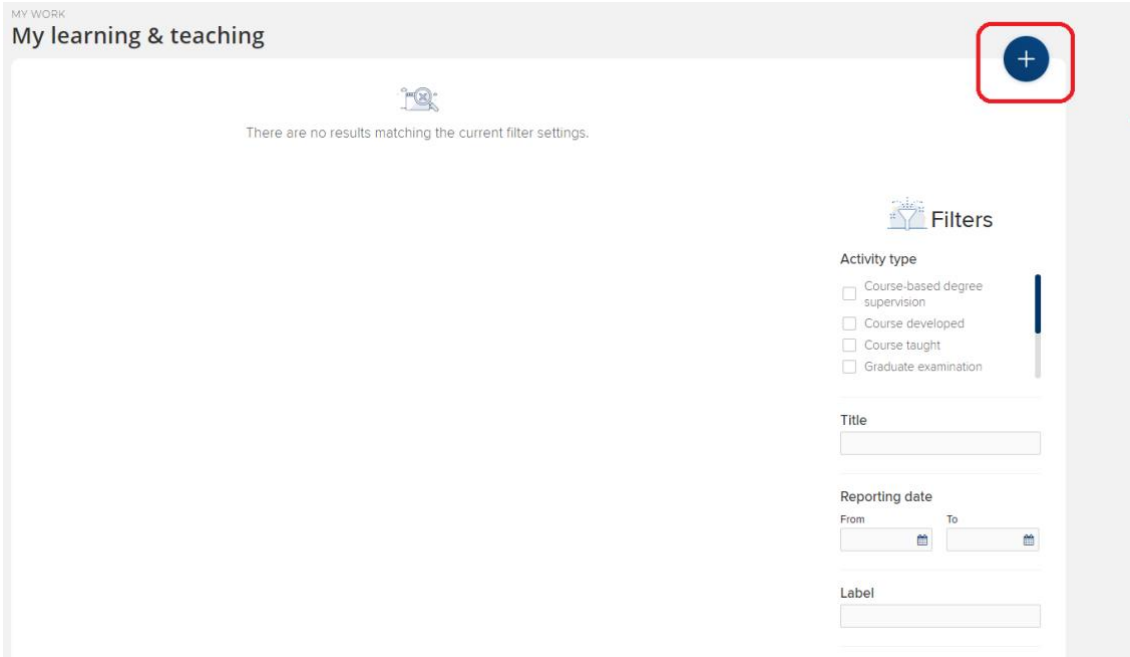
Add all activities relevant for the nomination to the 'Service & leadership' section.

6 Learning & Teaching activities

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

The screenshot shows a user profile page with several tabs: 'About', 'Research outputs', 'Service & leadership', 'Learning & teaching' (highlighted with a red box), and 'Sponsored projects'. The 'About' section is expanded, showing an 'Overview' field with the text 'overview', a 'public' status button, and an 'Edit' button. Below this is a 'Research interests' section with the text 'Not yet entered' and an 'Add' button. The 'Learning & teaching' section is also expanded, showing a 'Manage activities' button (highlighted with a red box) and a 'Recent' tab. Below the 'Recent' tab, there is a message: 'There are no recent (2018 - 2021) activities to display. You might find some older activities on the "All" tab.' Below this is a 'Sponsored projects' section with a 'Manage sponsored projects' button and a 'Recent' tab. Below the 'Recent' tab, there is a message: 'There are no recent (2018 - 2021) sponsored projects to display. You might find some older sponsored projects on the "All" tab.'

Select 'Add new 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.