

How do I add Activities, Prizes/Awards (including in-kind awards) and Press/Media information to my profile?

Prizes, Activities or Press/Media you add to the **UWA Profiles and Research Repository** will display as separate tabs on your public profile.



These instructions describe the process of logging into the **UWA Profiles and Research Repository** and demonstrate how you can add **Prizes, Activities** or **Press/Media** to your profile. It also demonstrates how you can create links from those records to other related content in your profile.

Login to start:

1. Go to the [UWA Profiles and Research Repository](#)
2. Click on **login to the UWA Profiles and Research Repository here**.
3. Log in with your UWA Office365 login details. staffnumber@uwa.edu.au and PHEME password, or studentnumber@uwa.edu.au and PHEME password

Welcome to the UWA Profiles and Research Repository

The UWA Profiles and Research Repository is an open platform where you can discover UWA staff, find information about their research, teaching, grants, and activities, and access their research outputs.

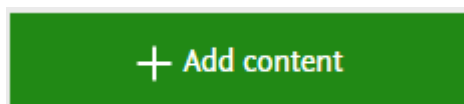
UWA Staff and HDR students can [log in to the UWA Profiles and Research Repository here](#).

For further assistance please contact staffsupport-lib@uwa.edu.au (for staff) and hdrsupport-lib@uwa.edu.au (for students)

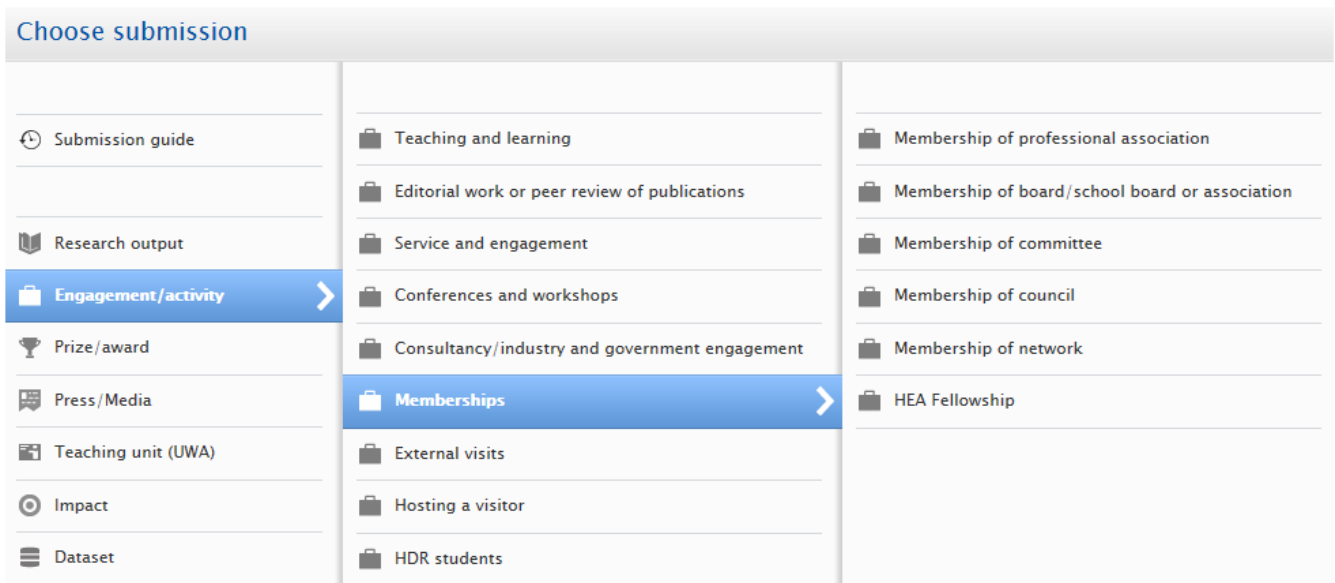


Adding Engagement/Activities

1. Once logged into **the UWA Profiles and Research Repository**, click on the green **+Add content** button.

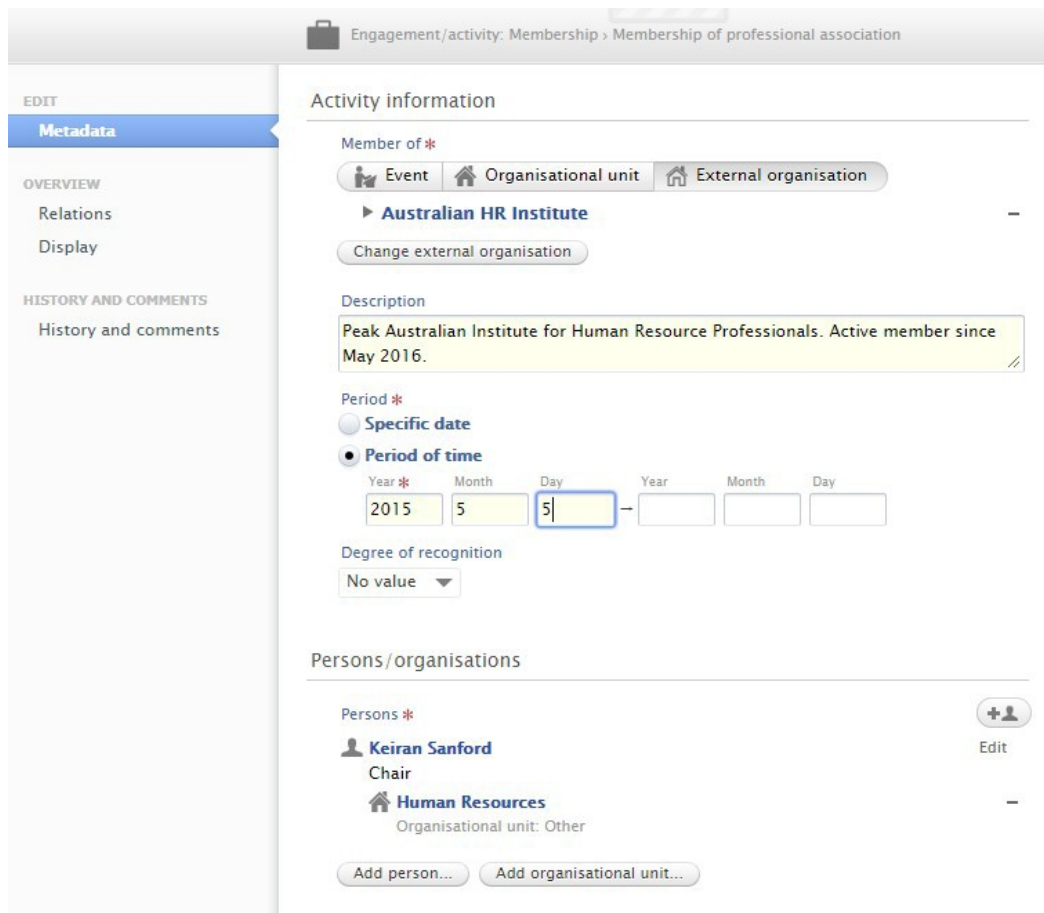


2. From the **Choose submission** page, select the most appropriate engagement type template.



The screenshot shows the 'Choose submission' interface. On the left, a sidebar lists various submission categories: Submission guide, Research output, Engagement/activity (highlighted), Prize/award, Press/Media, Teaching unit (UWA), Impact, and Dataset. The main area is divided into three columns. The middle column has 'Memberships' highlighted. The right column has 'Membership of professional association' highlighted.

3. Add your **Engagement** details to the record, ensuring that all fields marked with a red asterisk are completed.



The screenshot shows the 'Engagement/activity: Membership' form. The breadcrumb trail is 'Engagement/activity: Membership > Membership of professional association'. The left sidebar has 'EDIT' and 'Metadata' selected. The main content area is titled 'Activity information' and includes the following sections:

- Member of ***: Includes buttons for 'Event', 'Organisational unit', and 'External organisation'. The 'Organisational unit' is selected, showing 'Australian HR Institute' with a minus sign and a 'Change external organisation' button.
- Description**: A text area containing 'Peak Australian Institute for Human Resource Professionals. Active member since May 2016.'
- Period ***: Includes radio buttons for 'Specific date' and 'Period of time'. 'Period of time' is selected. Below it are input fields for Year (*), Month, and Day. The values are 2015, 5, and 5 respectively.
- Degree of recognition**: A dropdown menu set to 'No value'.
- Persons/organisations**: Includes a 'Persons *' section with a plus icon and an 'Edit' link. It shows 'Keiran Sanford' as the 'Chair' of 'Human Resources' (Organisational unit: Other). There are also 'Add person...' and 'Add organisational unit...' buttons.

4. To add a link to a related content, select the type you wish to relate your content to under **Relations**, then begin typing the name of the content. Select the related content from the drop-down menu.

Relations

Activities



Research outputs



Prizes



Press/Media



UWA Recognised for le

UWA Recognised for leadership in employee relations

Keiran Sanford

24/05/18

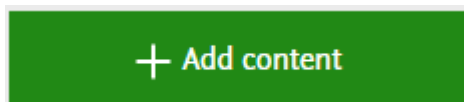
1 media contribution

Press/Media: Press / Media

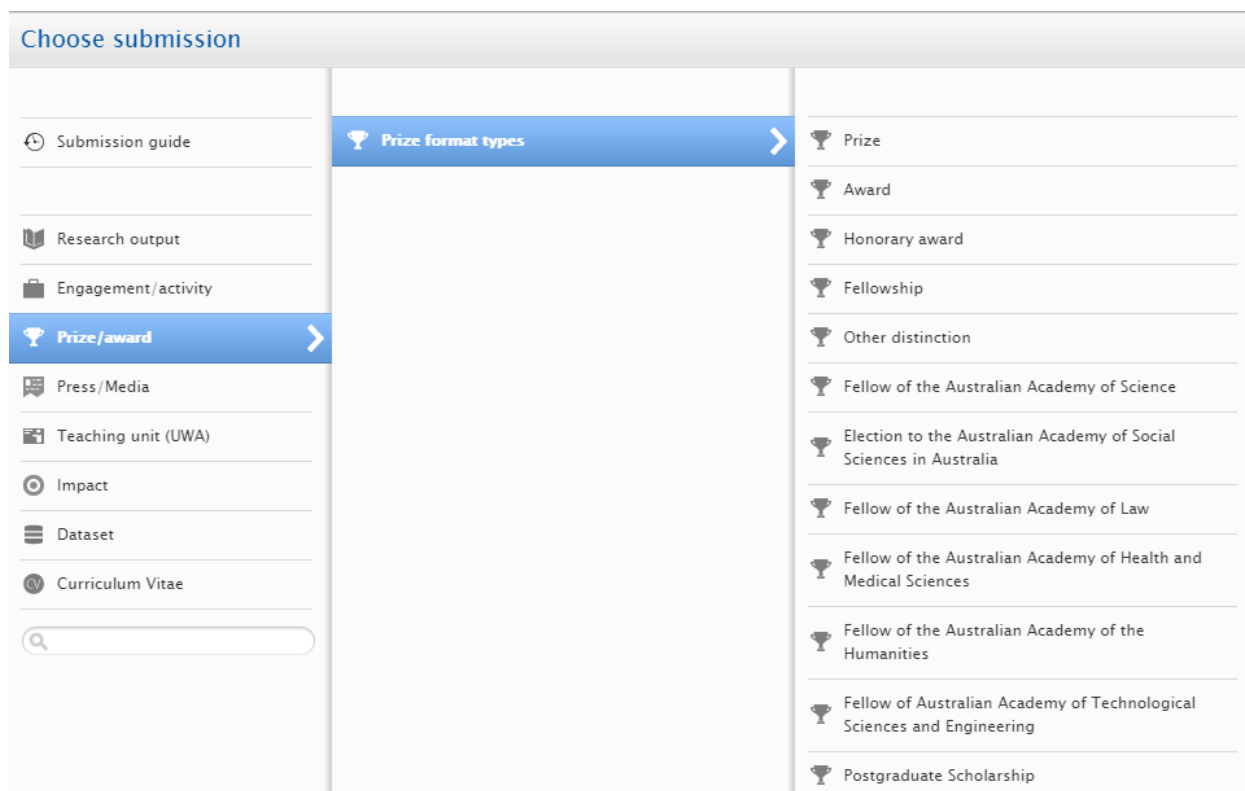
Note: The related content must already be entered into the UWA Profiles and Research Repository. If you have just added the related content item, it may not yet be viewable when you search for it. In this instance, **Save** the record and edit it once that content item becomes available.

Adding Prizes and Awards (including in-kind awards)

1. Once logged into the **UWA Profiles and Research Repository**, click the green +Add content button.




2. From the **Choose submission** page, select the most appropriate **Prize** or **Award** template from the list provided.



The screenshot shows the 'Choose submission' interface. On the left, a sidebar lists submission categories: Submission guide, Research output, Engagement/activity, Prize/award (selected), Press/Media, Teaching unit (UWA), Impact, Dataset, and Curriculum Vitae. The main area is titled 'Prize format types' and contains a list of award templates, each with a trophy icon:

- Prize
- Award
- Honorary award
- Fellowship
- Other distinction
- Fellow of the Australian Academy of Science
- Election to the Australian Academy of Social Sciences in Australia
- Fellow of the Australian Academy of Law
- Fellow of the Australian Academy of Health and Medical Sciences
- Fellow of the Australian Academy of the Humanities
- Fellow of Australian Academy of Technological Sciences and Engineering
- Postgraduate Scholarship

3. Add your **Prize** details to the record, ensuring that all fields marked with a red asterisk are completed. Please use the description field to record the details of a prize/award (for example specifics of or monetary value for an in-kind award)

 Prize/award: In-kind Award

Type

Type
In-kind Award ▼

Prize information

Title *
Excellence in research prize, University of Test


Description
Monetary value A\$20,000


Awarded date
Year * Month Day
2020



4. To add a link to a related content, select the type you wish to relate your content to under **Relations**, then begin typing the name of the content. Select the related content from the drop-down menu.

Note: The related content must already be entered into the UWA Profiles and Research Repository to be linked. If you have just added the related content item, it may not yet be viewable when you search for it. In this instance, **Save** the record and edit it once that content item becomes available.


Relations

Prizes


Research outputs


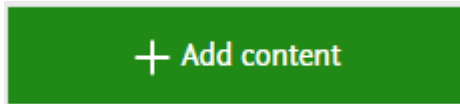
Activities
 Australian HR Institute 

Australian HR Institute (External organisation)
Sanford, K. (Chair)
5 May 2015 – ...
Engagement/activity: Membership · Membership of professional association

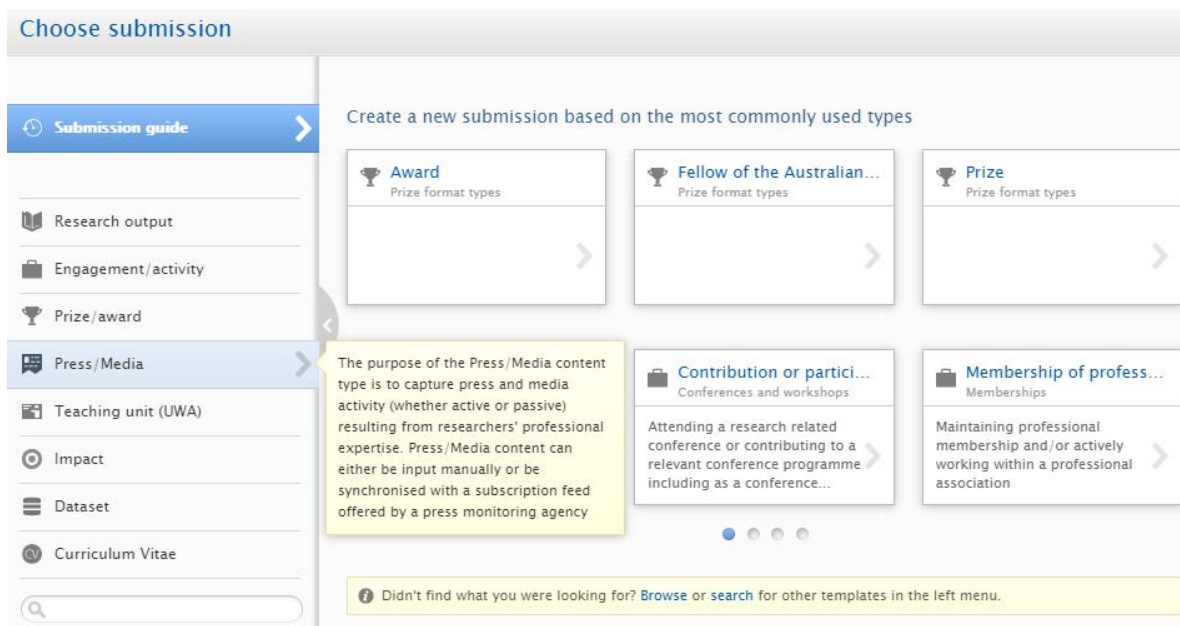
Impacts


Adding Press and Media

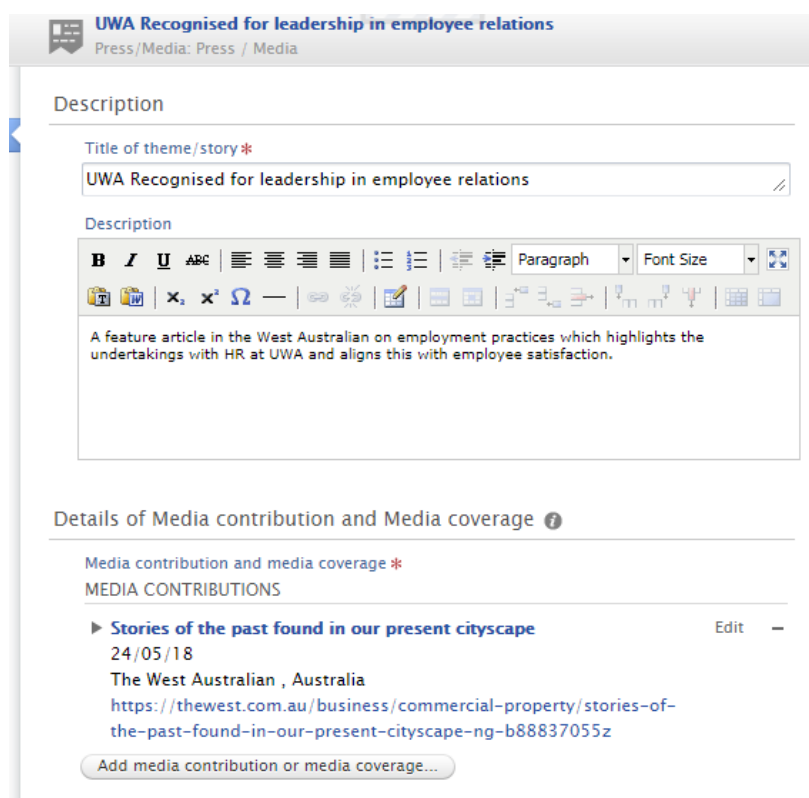
- Once logged into the **UWA Profiles and Research Repository**, click on the green +Add content button.



- From the **Choose Submission** page, select **Press/Media** from the menu.



- Add your **Press** or **Media** details to the record, ensuring that all fields marked with a red asterisk are completed.



- Click on the Add media contribution or media coverage button.

Details of Media contribution and Media coverage ?

Media contribution and media coverage *

Add media contribution or media coverage...

- Select the Media Contribution radio button where you have written the media/press piece yourself, or Media Coverage where you/your work has been covered by others. Complete the fields labeled with a red asterisk and any other information you are able to provide.

Add media contribution/media coverage

Type

Type *

Media contribution Media coverage

Description

Title *

Description/Abstract

Persons and affiliations

Persons and organisations *

No persons or organisational units associated

+P

Add person... Add organisational unit...

Details

Date *

Cancel Create

- To add a link to a related content, select the type you wish to relate your content to under **Relations**, then begin typing the name of the content. Select the related content from the drop-down menu.

Relations

Press/Media



Research outputs



Activities



Australian HR Institute

Australian HR Institute (External organisation)

Sanford, K. (Chair)

5 May 2015 → ...

Engagement/activity: Membership > Membership of professional association

Impact



UWA Profiles and Research Repository



Note: The related content must already be entered into the UWA Profiles and Research Repository. If you have just added the related content item, it may not yet be viewable when you search for it. In this instance, **Save** the record and edit it once that content item becomes available.

Remember: When updating fields in your profile, the **Create** or **Update** button will apply your changes, but you will still need to press the blue **Save** button to retain any changes (this is always located at the bottom of the record window).

