

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.



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[Overview](#) [Fingerprint](#) [Network](#) [Research Output \(6\)](#) [Prizes \(1\)](#) [Activities \(1\)](#) [Press / Media \(1\)](#)

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.

+ Add content

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

Choose submission

 Submission guide	 Teaching and learning	 Membership of professional association
 Research output	 Editorial work or peer review of publications	 Membership of board/school board or association
Engagement/activity	 Service and engagement	 Membership of committee
 Conferences and workshops	 Membership of council	
 Consultancy/industry and government engagement	 Membership of network	
 Prize/award	 HEA Fellowship	
 Press/Media	 External visits	
 Teaching unit (UWA)	 Hosting a visitor	
 Impact	 HDR students	
 Dataset		

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

Engagement/activity: Membership > Membership of professional association

EDIT	Metadata
OVERVIEW	Activity information
Relations	Member of *
Display	 Event  Organisational unit  External organisation ► Australian HR Institute Change external organisation
HISTORY AND COMMENTS	Description
History and comments	Peak Australian Institute for Human Resource Professionals. Active member since May 2016.
	Period * <input type="radio"/> Specific date <input checked="" type="radio"/> Period of time Year * 2015 Month 5 Day 5 → Year Month Day
	Degree of recognition No value
	Persons/organisations
	Persons *  Keiran Sanford Chair  Human Resources Organisational unit: Other Add person... Add organisational unit...

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 leadership in employee relations

Keiran Sanford

24/05/18

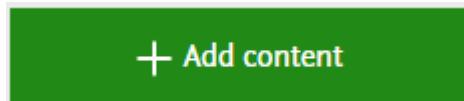
1 media contribution

Press/Media: Press / Media

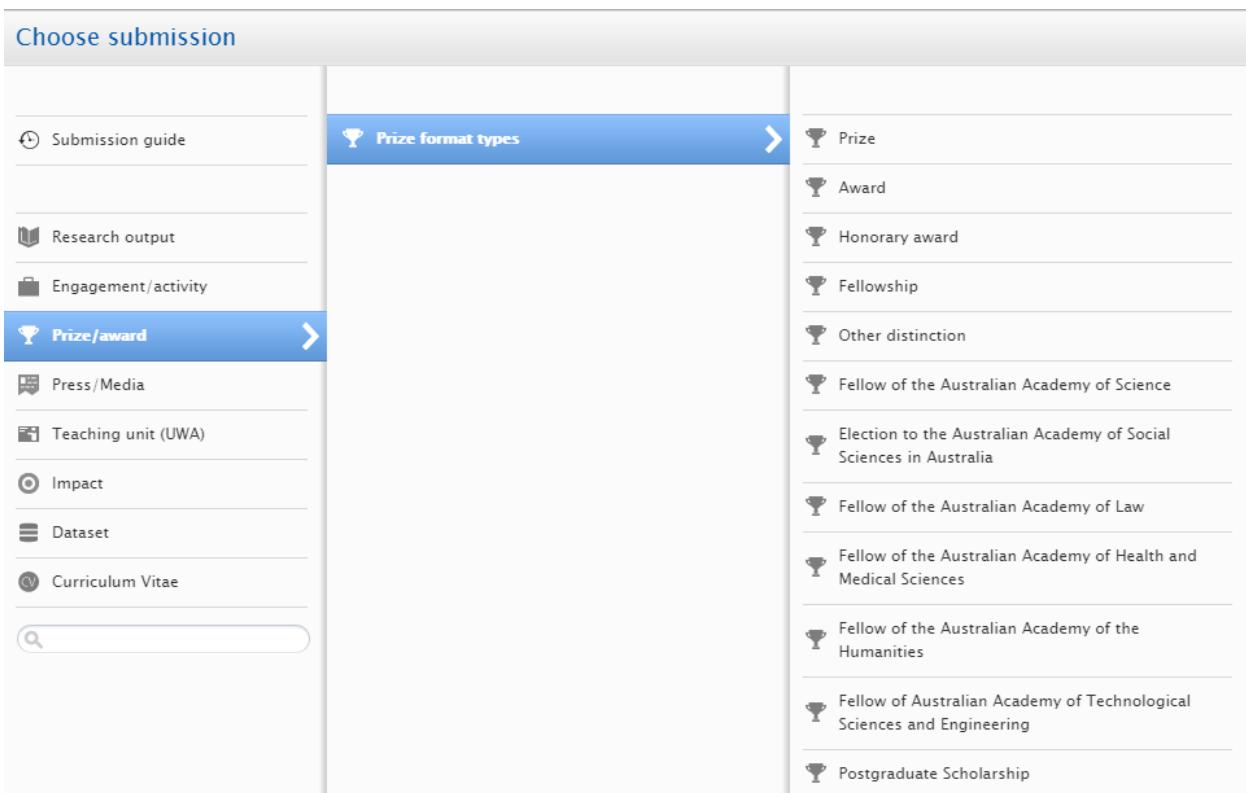
Note: The related content must already be entered into the UWA Profiles and Research Repository. If you have just added the related content item, it may not yet be viewable when you search for it. In this instance, **Save** the record and edit it once that content item becomes available.

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 categories: 'Submission guide', 'Research output', 'Engagement/activity', 'Prize/award' (which is selected and highlighted in blue), 'Press/Media', 'Teaching unit (UWA)', 'Impact', 'Dataset', and 'Curriculum Vitae'. A search bar is also present. The main content area is titled 'Prize format types' and lists various award types, 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', and '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.

Choose submission

Submission guide

- Research output
- Engagement/activity
- Prize/award
- Press/Media**
- Teaching unit (UWA)
- Impact
- Dataset
- Curriculum Vitae

Create a new submission based on the most commonly used types

- Award** Prize format types
- Fellow of the Australian...** Prize format types
- Prize** Prize format types
- Contribution or partici...** Conferences and workshops
- Membership of profess...** Memberships

The purpose of the Press/Media content type is to capture press and media activity (whether active or passive) resulting from researchers' professional expertise. Press/Media content can either be input manually or be synchronised with a subscription feed offered by a press monitoring agency

Didn't find what you were looking for? [Browse](#) or [search](#) for other templates in the left menu.

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

UWA Recognised for leadership in employee relations
Press/Media: Press / Media

Description

Title of theme/story*
UWA Recognised for leadership in employee relations

Description

A feature article in the West Australian on employment practices which highlights the undertakings with HR at UWA and aligns this with employee satisfaction.

Details of Media contribution and Media coverage

Media contribution and media coverage*
MEDIA CONTRIBUTIONS

► **Stories of the past found in our present cityscape** Edit

24/05/18
The West Australian , Australia
<https://thewest.com.au/business/commercial-property/stories-of-the-past-found-in-our-present-cityscape-1g-b88837055z>

[Add media contribution or media coverage...](#)

4. 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...](#)

5. 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

[Add person...](#) [Add organisational unit...](#)

Details

Date *



[Cancel](#) [Create](#)

6. 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



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).

