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| RESEARCH PROFILE UPDATE |

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| **Name:** |  |

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| **Name, job title and contact information** |
| The contact information (telephone, e-mail and internal postal address) at the top of the profile is generated automatically from HR and **cannot be edited in t4**.  If you need to edit your phone number or internal address, log on to the HR Core Portal system at: <https://hrportal.mis.gla.ac.uk/pls/coreportal_live/cp_por_public_main_page.display_login_page>   1. Select **My Profile:** 2. Change the details for Work **Address** and **Telephone Work** 3. You can feature your **ORCiD** at the top of your profile. This needs to be connected to your profile using the Enlighten system. See: [**www.gla.ac.uk/myglasgow/research/managingyourpublications/publicationsandresearchreputation/identifiers/orcid/**](http://www.gla.ac.uk/myglasgow/research/managingyourpublications/publicationsandresearchreputation/identifiers/orcid/)   If you have changes to your **Name** or **Job Title**, you must contact **Human Resources** at: [**humanresources@gla.ac.uk**](mailto:humanresources@gla.ac.uk) |

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| **Biography** |
| Text: |

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| **Research Interests** |
| Text: |
| 1. Primary theme (please circle one): **Cardiac - Cardiovascular Data Science - Vascular - Metabolic** 2. Research units (select each unit you would like to be part of):   \*All units can be found on our webpage within each theme - <https://www.gla.ac.uk/schools/cardiovascularmetabolic/research/>  (You will be automatically added to your chosen Themes mailing list and teams page.) |

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| **Publications** |
| This is automatically populated with a publications list drawn from Enlighten and may not be edited via t4.  For resources for how to edit your publications in the Enlighten system, visit: [University of Glasgow - MyGlasgow - MyGlasgow Research - Enlighten](https://www.gla.ac.uk/myglasgow/research/enlighten/)   1. If all publications are entered in Enlighten but still not showing in your profile, inform your school administration – Esteemed data may need to be enabled in your profile. |

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| **Grants** |
| Grants are entered automatically by the MVLS research office. The update is done on a quarterly basis so new grants may take some time to show. If they are not showing within four months, please inform your school administration. |

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| **Supervision** |
| This is automatic from the MyCampus system.   * Only students with an active profile will be shown in this section.   If students are not appearing here, guide them to activate their profile: <https://www.gla.ac.uk/myglasgow/staff/webpublishing/registrationandtraining/pgrprofile/> |

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| **Teaching** |
| Text: |

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| **Additional Information (Professional Activities and Recognition)** |
| This tab may be left empty or used for relevant information that does not fit well in the other tabs. Some of these may be completed in your Enlighten Esteem data.  Esteem data can be added to your staff profile page through Enlighten. Esteem indicators can be added under the following sections:  • Editorial Boards  • Grant Committees  • Professional & Learned Societies  • Research Fellowships  • Prizes, Awards, Distinctions  • Selected International Presentation  • Other  There is a guide to adding Esteem:  [www.gla.ac.uk/myglasgow/research/enlighten/howtoaddesteemdata/](http://www.gla.ac.uk/myglasgow/research/enlighten/howtoaddesteemdata/)   1. Inform your admin team when this info has been entered – they will need to update your profile to pull this information to your live profile. |

* To add a profile photograph, send this as a separate file (original file format) cutting and pasting to a word document compromises image quality.

Send completed forms to:

[Tracy.mcarthur@glasgow.ac.uk](mailto:Tracy.mcarthur@glasgow.ac.uk)