RESEARCH INFORMATION SYSTEM (SIR)

MY RESEARCH ACTIVITIES

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INITIAL CONSIDERATIONS

ORCiD ACCOUNT

Before you can start creating and modifying your "Research Activities", you need to have an updated ORCiD account. To do this, you can refer to the ORCiD section on the UniFr website or to ORCiD itself.

EQUIVALENCE OF NAMES

The names of the items in the "My Research Activities" area of MyUnifr do not necessarily correspond to those used in ORCiD. For example, what ORCiD calls work and funding, you will find it in MyUnifr under the names of publications and projects, respectively.

REFRESH PERIOD

ORCiD publications are updated in MyUnifr every 2 hours. Consequently, any changes made to ORCiD will not necessarily be immediately visible in MyUnifr or in the directory's public profile.

WORK WITH TABS

If you are using the SIR system for the first time, or if you intend to make a lot of changes, we recommend that you have three windows/tabs open at the same time, the first with MyUnifr, another with your ORCiD account, and the last with your own entry in the university directory. This way, you can quickly check that the changes you make in the SIR have the desired effect in ORCiD or in your public profile.
ORCiD VISIBILITY PARAMETERS

If you would like the work and projects in your ORCiD account to be listed in the university directory, please set the visibility parameters for each item to "Public" or at least "Trusted parties".

To avoid having to perform this operation for future publications or projects added to ORCiD, you can define this visibility globally in your account settings.

To do this, click on your name in the top right-hand corner and go to "Account settings".

Scroll down to Visibility Select Everyone (or Trusted Organizations).
1 LINK YOUR ORCiD ACCOUNT

The first step is to link your ORCiD profile and MyUnifr.

- Log in to the MyUnifr portal using your usual login details.
- Go to Search > My search activities.

- The first time you access the system, you will be asked to link your ORCiD.
- Click on "Create or connect your ORCiD ID”.

- Log in to your ORCiD account
- Authorize MyUnifr to access your ORCiD account.

Your ORCiD account is now linked to your MyUnifr profile.
2 ACCOUNT DELEGATION

The system allows you to select and add delegates. Delegates can access and modify all the content of another person's "My Research Activities section", except for the "Configuration" part, in the same way as they can with their own account.

- To add a delegation, go to the "Configuration" tab.
- Click on Add a delegation

- Find the person to whom you wish to delegate your account by entering their name and confirm the selection.

From now on, when the delegated person accesses "My research activities", they will be able to consult and modify the data as themselves or as the person who has delegated their management to them. Delegations can be revoked at any time.
3 "PUSH" AND "UNPUSH" PUBLICATIONS TO ORCiD

Since you have linked and authorised MyUnifr to access your ORCiD account, MyUnifr can read the contents of your ORCiD, but it can also write or "push" jobs or projects into your ORCiD. This is particularly useful for jobs that have previously been entered by hand into FUTURA, or those that can be found in FOLIA or UNIBOOK.

- To push a job, go to the "Sync publications" tab.

  - This section contains works and publications received from FUTURA, FOLIA or UNIBOOK.
  - Click on the pencil if you want to see the details.
  - Select the publications you want to push to ORCiD.
  - Then publish it on ORCiD by going to Actions > Publish on ORCiD.
- To check, go to your ORCiD and search for your publication.
- Works received from FOLIA and UNIBOOK can be automatically published in ORCiD. To activate this function, tick the box "I wish to activate the automatic publication of items from this source on ORCiD" in the corresponding sections.

Publication on ORCiD can always be cancelled. To "Unpush" a publication:

- Go back to MyUnifr in the "Synchro publications" tab.
- Tick the "Show only items published on ORCiD" box (1) and select the desired publication (2).
- Click Actions > Delete from ORCiD (3).
- Go to your ORCiD and refresh the page. Your publication should have disappeared.
4 "PUSH" AND "UNPUSH" PROJECTS TO ORCiD

In the same way that you push jobs from MyUnifr to ORCiD, you can push your projects to ORCiD.

For your information, SNSF-funded projects in which you have participated as a principal or associate researcher are automatically included in MyUnifr. In some cases, the system may also contain limited information from other funding sources (European, Innosuisse, etc.) that have been received from the Research Promotion Service.

You can also manually add projects funded by sources other than the SNSF by clicking on Actions > Add a research project.

- To push a project onto ORCiD, go to the 'My projects' tab.
- Then select and publish the projects you want on ORCiD by going to Actions > Publish on ORCiD.
- To check, go to your ORCiD and search for your project under "Funding".
- This action can also be cancelled. To unpublish or 'Unpush' a project, in MyUnifr, go back to your project and click on 'Delete selected items from ORCiD'.
- Refresh your ORCiD, your project must have been unpublished.
- Projects can be published automatically in ORCiD. To activate this function, tick the "I want to activate automatic publication of elements from this source on ORCiD" box in the Projects sections.
5 CREATION AND DISPLAY OF LISTS OF PUBLICATIONS IN THE UNIFR DIRECTORY

You can create personalised lists of publications (called works in ORCiD) to appear in your public profile in the UniFr directory, on your personal web page or on the department's web page.

If you already had publication lists with the old directory system, you need to click on the "Enable the display of my search data on the directory and my personal page with the new version" box (indicated by the number 1 in the image below). However, if this is the first time you have created a list of publications, you will not see this option.

- To create a new list, from "My research activities", go to the "My public profile" tab.
- Go to "My searches, publications and commitments" and select "Add a new list of publications" (2).
- Assign a name to the list of publications (indicated by the number 1 in the image below), the name is automatically copied in the other languages by default, but you can give different names in the different languages.

- For the display format you can choose between a *standard* style, more suited to the social sciences, and the *Natural Sciences style*, more suited to the bibliographic styles used in the natural sciences (2).

- Select whether you wish to group the items in the list by year or by type of publication (3), or to have no grouping at all, in which case all publications will be displayed from the most recent to the oldest.

- Finally, you can decide to include all your publications in the list (by selecting "Automatically include all selected publications"), or create a custom selection based on the year or type of publication (4).

- To finalise, click on "Save".

- To check, go to the directory and search for your profile.

- You can create and display different lists according to different criteria.
6 CREATION AND DISPLAY OF A LIST OF PROJECTS IN THE UNIFR DIRECTORY

You can create a personalised list of projects (called Funding in ORCiD) to appear in your public profile in the UniFr directory.

- To create a new list, from "My research activities", go to the "My public profile" tab.
- Under "My projects" select "Select the projects to be displayed".

- You can choose to select projects by year or range of years (1), include all your projects (2) or create a manual selection of projects (3).

- Once you have made your selection, save the changes.
- To check, go to your public profile in the directory, and the new list should appear as Search Projects.