

## RESEARCH INFORMATION SYSTEM (SIR)

### MY RESEARCH ACTIVITIES

## CONTENTS

INITIAL CONSIDERATIONS .....	2
1 LINK YOUR ORCID ACCOUNT .....	4
2 ACCOUNT DELEGATION.....	5
3 "PUSH" AND "UNPUSH" PUBLICATIONS TO ORCID.....	6
4 "PUSH" AND "UNPUSH" PROJECTS TO ORCID.....	8
5 CREATION AND DISPLAY OF LISTS OF PUBLICATIONS IN THE UNIFR DIRECTORY .....	9
6 CREATION AND DISPLAY OF LISTS OF PROJECTS IN THE UNIFR DIRECTORY .....	11

## INITIAL CONSIDERATIONS

### ORCID ACCOUNT

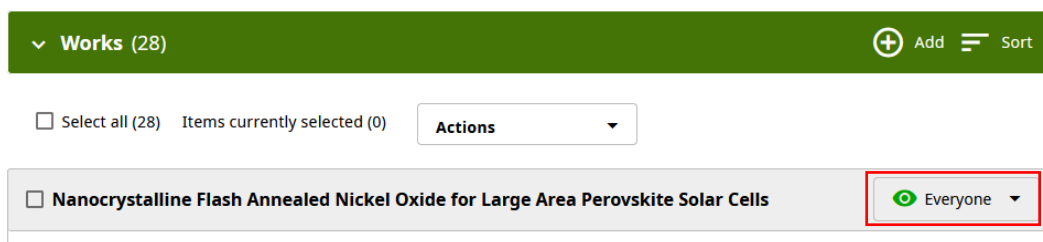
Before you can start creating and modifying your "**Research Activities**", you need to have an updated ORCID account. To do this, you can refer to the [ORCID section on the UniFr website](#) or to ORCID itself.

### EQUIVALENCE OF NAMES

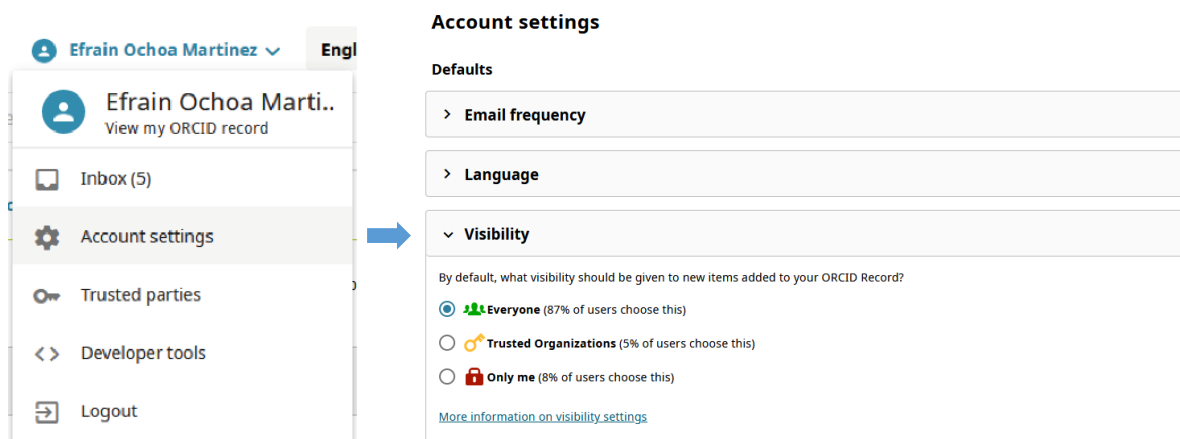
The names of the items in the "My Research Activities" area of MyUnifr do not necessarily correspond to those used in ORCID. For example, what ORCID calls **work and funding**, you will find it in MyUnifr under the names of **publications and projects**, respectively.

### 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 organizations".



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 and select *Everyone* (or *Trusted Organizations*).



## 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 would recommend to work simultaneously on three windows/tabs 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.



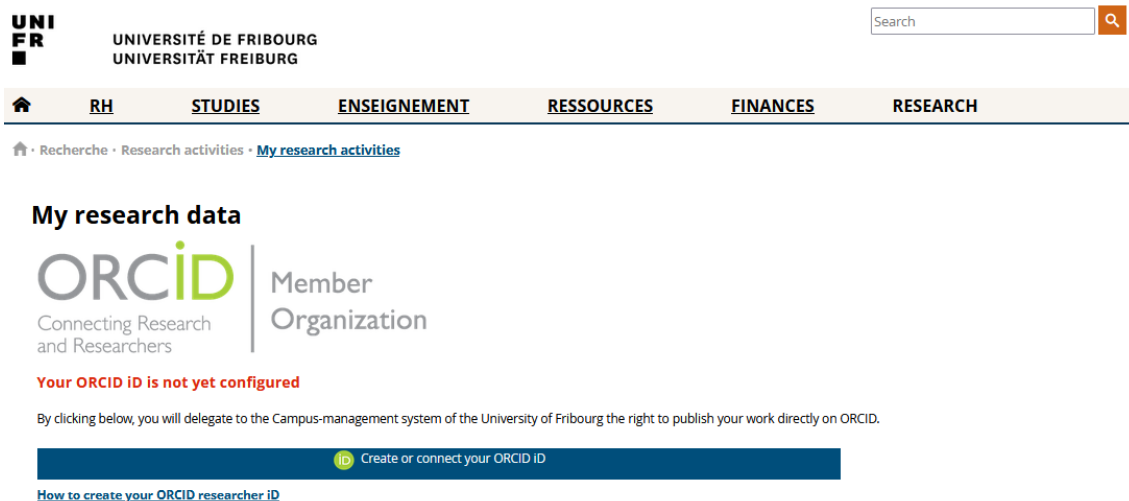
# 1 LINK YOUR ORCID ACCOUNT

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

🏠 · Recherche · Research activities · [My research activities](#)

### My research data

My public profile | My groups | My projects | Sync publications | **Setup**

#### Configuring my ORCID iD



My ORCID iD <https://orcid.org/0000-0002-5565-0954>

Disconnect my ORCID iD

#### My delegations

Add a delegation **Actions**

▲ Last name

No result

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

Add a delegation ✕

Person I delegate to  ...

cancel

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.

🏠 · Recherche · Research activities · [My research activities](#)

### My research data

Enter data as

▼

(myself)

Matthias Held

### 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**.

Title	Publication type	Publication date
<input checked="" type="checkbox"/> Nanostructured implant surface coating with antimicrobial properties	Conference abstract	2009
<input checked="" type="checkbox"/> Ag Nanoparticle Formation Induced by Peptides Identified within Split and Mix Libraries - Generation of Ag-Nanoparticles in Different Sizes	Journal article	2009
<input checked="" type="checkbox"/> Moleküle on the road	Journal article	2009
<input type="checkbox"/> Counterion effect on the formation of coordination polymer networks between AgNO <sub>3</sub> and L (2,2'-oxybis(tetane-2,1-diyl) diisonicotinate), Part 2	Journal article	2008
<input type="checkbox"/> Silver nanoparticle engineering via oligovaline organogels	Journal article	2008

- 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.

This action is reversible and can always be cancelled or undone. To remove a publication from ORCID:

- 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.

The screenshot shows the 'Sync publications' tab in the MyUnifr interface. At the top, there are navigation tabs: 'My public profile', 'My groups', 'My projects', and 'Sync publications'. Below this is a yellow banner stating: 'This screen allows you to configure the publication of your work on ORCID.' The main content area is titled 'FUTURA - 881 element(s) to validate'. It features a filter section with 'Select all' (1) and two checkboxes: 'Show only published items on ORCID' (checked) and 'Show only never published items on ORCID'. A table lists publications with columns for 'Title', 'Publication type', and 'Publication date'. The first row is selected, and an 'Actions' dropdown menu (3) is open, showing 'Publish selected items on ORCID' and 'Delete selected items from ORCID'. A mouse cursor is pointing at the 'Delete' option.

Title	Publication type	Publication date
<input checked="" type="checkbox"/> Jahrbuch für Migrationsrecht / Annuaire du droit de la migration 2021/2022	Book	25.12.2022
<input type="checkbox"/> Die Europäische Union	Book	31.10.2022
<input type="checkbox"/> Schweizerisches Jahrbuch für Europarecht / Annuaire suisse de droit européen 2021/2022	Book	26.09.2022
<input type="checkbox"/> Binnenmarkt ist nicht gleich Freihandel	Newspaper article	15.01.2021

## 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.

Recherche · Research activities · [My research activities](#)

### My research data

My public profile | My groups | **My projects** | Sync publications | Setup

This screen allows you to configure the publication of your projects on ORCID.  
You have the possibility to supplement the data of your projects that has been taken over from the SNSF in order to have a more comprehensive presentation of the information to post on the websites

SNSF projects +

Other projects - 1 item(s) to validate +

- Then select and publish the projects you want on ORCID by going to **Actions > Publish on ORCID**.

SNSF projects - 26 item(s) to validate -

I want to enable automatic publication of items from this source on ORCID

Select all

Last name	Published on ORCID	Dates start/end	Actions
			<ul style="list-style-type: none"> <li>Ajouter un projet de recherche</li> <li><b>Publier sur ORCID les éléments sélectionnés</b></li> <li>Supprimer d'ORCID les éléments sélectionnés</li> <li>Ne jamais publier les éléments sélectionnés</li> </ul>
<input checked="" type="checkbox"/> Bioinorganic Chemistry of Silver: Silver ion binding, silver ion and electron transfer in peptides and proteins		01.12.2022 30.11.2026	
<input checked="" type="checkbox"/> NCCR Dio-Inspired Materials: Using Concepts from: Nature to Create „Smart“ Materials (phase III)		01.06.2022 31.05.2026	

- 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](#), or on the web page of your unit (faculty, department, research group).

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)**.

### My research data

**My public profile** | My groups | My projects | Sync publications | Setup

This screen allows you to configure the information you want to display in the University directory, as well as on your personal web page.

My personal information

[Edit my personal information](#)

Displaying research data

This checkbox allows you to transition from the old to the new presentation system of research data. Unless it is checked, the old system data will be displayed in the University directory and on your personal page. Once your research data has been updated in the new system, you will be able to tick this box.

**1**  Activate the display of my research data on the directory and my personal page with the new version

My research, publications and commitments  
Publications are reloaded from ORCID every 2 hours

**2** [Add a new publication list](#)

List	Actions
Conference contributions	<a href="#">✎</a> <a href="#">✖</a>
Publications	<a href="#">✎</a> <a href="#">✖</a>

- Assign a name to the list of publications (1), by default the name will be copied in the other languages, but you can also assign different names in the different languages.

Recherche · Research activities · [My research activities](#)

### Editing a list of publications

1 List name (FR)  ✓

List name (DE)

List name (EN)

Category  Publications and research  
 Appointments

2 Formatting of the publications  ✓

3 Regrouping of publications  None  
 By year  
 By type of publication (Work type)

ORCID Publications to include

Select the criteria for the ORCID publications you wish to include into your list, and click on one of the options in the field "Publications to be included," so as to display the list of publications.

Minimum year of publications

Maximum year of publications

Types of publications allowed

4 ORCID Publications to include  Automatically include all selected publications  
 Manually select ORCID publications to include

Title / Type	Publication date
Nanocrystalline Flash Annealed Nickel Oxide for Large Area Perovskite Solar Cells Journal article	31.05.2023
Encapsulated salts in velvet worm slime drive its hardening Journal article	10.11.2022

- 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, type of publication, or to have no grouping at all, in which case all publications will be displayed from the most recent to the oldest (3).
- 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 (see example below).

Research and publications

Conference contributions

2016 2013 2012 2011

Publications

Journal article Conference

## 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).

Recherche · Données de recherche · [Mes activités de recherche](#)

### Projects

Select the criteria for the projects you want to include in your list.

1 Minimum year of project start

Maximum year of project start

Include projects I participate in

2 Projects to include  Automatically include all projects from the selection

3  Manually select the projects to include

Title / Role	Start / End date
<input checked="" type="checkbox"/> <b>Bioinorganic Chemistry of Silver: Silver ion binding, silver ion and electron transfer in peptides and proteins</b> PI	01.12.2022 30.11.2026
<input type="checkbox"/> <b>NCCR Bio-Inspired Materials: Using Concepts from Nature to Create 'Smart' Materials (phase III)</b> Co-PI	01.06.2022 31.05.2026
<input checked="" type="checkbox"/> <b>pH responsive chitosan - cellulose hydrogels for wound dressing applications</b> PI	01.03.2022 31.08.2022

- 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 Research Projects (see example below).

