

# Profile, Keywords & Collaboration

This site lets you edit your information that appears on the Research Experts Search. The public version of the Search (found at the top right corner of the UM homepage) will display only information that you have designated as accessible to the public. The internal version of the Search, available to all UM researchers through My Research Tools, will display all the information you have entered.

## My Profile

This page will appear automatically on your initial visit to this application. Change your name to how you would like it to appear publicly and check the box to show that you have confirmed it. Fill in all other profile information. Be sure to click on "Save" at the bottom.

UNIVERSITY OF MANITOBA - OFFICE OF RESEARCH SERVICES (ORS)  
YOUR ROLE: **Researcher**

Menu Logout Monday, September 30, 2013

### Profile, Keywords & Collaboration

#### My Profile

**Update:**  
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My Biography  
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MY ROLE:  
**Researcher**

COLLABORATION

- Experts Search (Internal)
- Experts Related Search (Internal)

PROJECTS

- My Projects
- Funding Opportunities
- CFI Equipment
- Resource Library
- Student (Research Grants Funded) Jobs

MENU

LOGOUT

#### Researcher Name

Note: Any updates to your position or address may be made by contacting Human Resources at [hris@umanitoba.ca](mailto:hris@umanitoba.ca)  
Updates to your email or phone number may be made by contacting [campus\\_directory@umanitoba.ca](mailto:campus_directory@umanitoba.ca)

Your formal name has been generated electronically. Please make any necessary changes and check the confirmation box below.

Formal Surname:  Given Names:

Preferred First Name (if different than above):

By checking this box, I confirm that this is how I want my name to appear publicly.

**Would you like your phone number to be public? If yes, please check this box.**  
(Updates to your phone number may be made by contacting [campus\\_directory@umanitoba.ca](mailto:campus_directory@umanitoba.ca))

**Are you interested in technology commercialization opportunities? If yes, please check this box.**  
(Questions on this or Intellectual Property (IP) issues should be directed to the Technology Transfer Office at 474-6200)

**Are you currently recruiting graduate students? If yes, please check this box.**

**Please confirm your principal Tri-Council Funding Agency (select one):**

NSERC  SSHRC  CIHR

**Home Page URL:**

**Notice Regarding Collection, Use, and Disclosure of Personal Information by the University**  
Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purposes of sponsor matching and research collaboration. Your personal information may be disclosed to the University community and only if you choose to the public. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and

## My Keywords

### Keywords

To enter keywords, click on "Add new" under the Keywords heading. A new window will open. In the new window:

- Step 1** Select the discipline
- Step 2** a) Choose the keyword from the existing list (you may only select one at a time)
- or**
- b) Search keywords or create a new keyword:
- Click on Search/Add New
  - Search for the keyword
  - Click on the desired keyword or on "Add ... as a new keyword"
- Step 3** Choose the appropriate keyword options
- Step 4** Save

Repeat this step for each keyword you would like to add.

### Descriptions

To enter or edit descriptions, click on "Edit Texts". Make sure to click "Save Changes" at the bottom of the page.

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MY ROLE: **Researcher**

COLLABORATION

- Experts Search (Internal)

### My Keywords

Researcher Name

**Keywords** Edit sort order

Keyword	Discipline	Collab.	Media	Fund.	Opp.	Public Edit	Delete	Last Modified
<a href="#">Add new</a>								

**Research Description**

**Medicine Profiles Description**

**Teaching Description**

**Public/Media (Non-Technical) Description**

[Edit Texts](#)

# My Biography

## Languages

To add languages, click on "Add New Language". A new window will open.

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MY ROLE: **Researcher**

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• Experts Related Search (Internal)

PROJECTS  
• My Projects

### My Biography

Researcher Name

#### Languages

Language (other than English)	Country (if applicable)	Read	Write	Speak	Comprehend Aurally	Public	Last Modified
<a href="#">Add New Language</a>							

#### Curriculum Vitae

**Current version:**  
[None]

**Upload new/Replace existing version:**

Select the file to upload (PDF or Word only, max 5MB):

You can choose to make your CV accessible to the public once you have uploaded the file.

## CV

Click on "Browse" to select your CV file and then click "Upload".  
Once your CV is uploaded, you will have the option to make it accessible to the public.

## Curriculum Vitae

### Current version:

Filename: **CV\_.pdf** (PDF - 2.95 MB) [View](#) [Delete](#)  
Last modified: 2011-Apr-06 03:17:33 PM

Options:  
 Accessible to the public

## My Activities

This section allows you to enter International Activities. Click on "Add New Activity". A new window will open where you can enter your information as well as choose whether to make data accessible to the public.

This information is collected by the Office of International Relations (click on "More info" for details). Any activities that are made accessible to the public will also appear on the UM homepage's Research Experts search.

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MY ROLE:  
**Researcher**

COLLABORATION  
· Experts Search (Internal)  
· Experts Related

**My Activities**

Researcher Name

**International Activities**  
(e.g. research collaborations, development projects and service abroad, conferences and visiting lectureships, field trips and travel study courses) [More info...](#)

**Activity #1** [Edit](#)

**Title:**  
**Description:**  
**Institutional Partners:**  
**Funding Agencies:**  
**Location:**  
**Countries:**  
**Regions:**  
**Dates:**

**Add New Activity**

**International Activity #1**

Title:

Description:   
Max. length: 4000 chars  
0

Institutional Partners:

Funding Agencies:

Location:

Countries:

Regions:

Start Year:  End Year:

Make this activity accessible to the public.

Save Cancel

## My Postings

Postings entered here are intended for collaboration with other UM faculty and will not appear on the public Research Experts Search. To enter postings seeking students, go to the Student Jobs site on the My Research Tools menu.

Clicking on "Add New Postings" will load the page below. First enter a title, stage, message, and project dates, and then click "Save Text Changes". You will then be able to add any relevant keywords and send email to potential collaborators who have those keywords on their profiles.

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### My Postings

Researcher Name

This site allows you to post project proposals to seek collaborators within the University.

No postings found.

**Add New Posting**

Title:

Proposal Stage:

Posting Message:

Max. length: 4000 chars  
0

This posting message is valid from [Date Unknown] to [Date Unknown].  
Start date (yyyymmdd):   
End date (yyyymmdd):

**SAVE TEXT CHANGES**

Posting Keywords:

Discipline	Keyword	Edit	Delete	Last Modified
<i>You must enter a title and save text changes before keywords may be added.</i>				

Send email to alert matching collaborators

## Other Functions

