Stockholm University Research Database

The purpose of the University's Research Database is to make information about research at the University accessible and searchable via the Internet. The database contains data about research grants, researchers and project descriptions and presentes the information in a uniform manner. It is also possible to create lists for different channels, for example, a department may present all research projects on its website.

Researchers are free to edit the texts about the projects they participate in and their own pages. In addition, information about granted external funding is imported from the research funding agencies' own project databases via the national system Sweden ScienceNet.

There are many advantages with a common research database for the whole University. For example, it becomes possible to present an overall picture of the University's researchers, research groups, research contracts (approved external grants) and research projects which makes it easy for visitors to get an overview of the University's research. With the research database, departments and researchers can present their ongoing research for research funders, potential partners and internally at the University.

Connection to Sweden ScienceNet

Sweden ScienceNet is a Vinnova-funded project which aims to support the development of a national system for management of research information. Sweden ScienceNet's database retrieves contract information directly from research funding agencies' own databases. Stockholm University's research database, retrieves, in turn, information about the University's research contracts from Sweden ScienceNet. So far Chalmers, KI, KTH, Linköping University, Lund University, Swedish University of Agriculture, Uppsala University and Stockholm University and funding agencies VR, Formas, FAS and VINNOVA participate in Sweden ScienceNet. The goal is to expand with more institutions and funding agencies to become the most comprehensive source of information for ongoing research in Sweden.

Sweden ScienceNet website: www.sciencenet.se

URL of the Research Database

www.su.se/researchdatabase

Information objects in the research database

Somewhat simplified, one can say that the Research Database contains three different types of information:

- Projects - Ongoing research described by researchers themselves
- Research contracts - Imported data on research contracts from the University's economy system and from research funding agencies (the latter via Sweden ScienceNet)
- People - staff at Stockholm University that participate in ongoing research

What does each researcher have to do?

- Write a short presentation of her/himself and her/his research interests in English (500-1000 characters) and list their most important publications (about 5)
- Choosing which SUKAT data to be visible externally
- Upload a portrait photo
- Possibly to upload other files (eg CV)

What does each project manager have to do?

- Write a summary in Swedish of 400-500 characters
- Write a summary in English of 400-500 characters
- Write an article in English of 1000-3000 characters
- Connect project to contract if there is external funding
- Connect project to people working in the project
- Possibly to upload images and documents

Further informtion

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Research Liaison Office

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Stockholm University

How to write a short presentation of yourself

Your »personal website« shall include a brief presentation of yourself and your research interests. It should be written in English and be 500-1000 characters long. It should not describe your current research, as your research projects and awarded funding (contracts) are separate pages in the research database that are linked to your »personal website«.

Start by describing your current position and your background, such as where and when you were awarded your PhD (if you have one) and where you have worked before. Also mention any awards, honors, and collaboration with the community. Please link if materials are online, or upload full-text files, but remember that you may not upload copyrighted material without permission.

If you teach, you can specify which courses, and link to course pages of the university course catalogue SISU. http://sisu.it.su.se/search/en

Then list your most important publications under the heading Selected publications. Preferably do not list more than five titles and a maximum of 10. Try not to choose any publications that are older than 5 years. (A connection to the publication database DiVA is planned. When this connection is in place, all your publications in DiVA will appear on your page automatically).

Please attach your CV as a PDF document that you give the name »Curriculum Vitae for [your name]«. Below your most important publications, you can write for example »For a full listing of publications, See Curriculum Vitae.«

Portrait photo
Your portrait photo can be a close-up or a half-length. The picture should be in the environment indoors or outdoors and not with a backscene in a studio. It is good if the background is not too messy because there will be small images on the web. The image must be mounted and edited by software. The image can be a jpg, gif, or png.
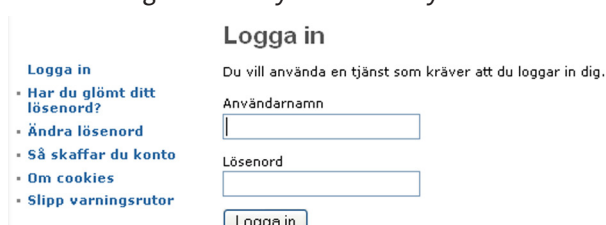
If you do not have any imaging software or do not know how to do it, you can email your picture to emre.ozlu@fs.su.se and he will help you to edit and upload your picture.

How to sign in and edit your profile

1. Go to www.su.se/researchdatabase or http://su.avedas.com and click »Login« at the top right corner.

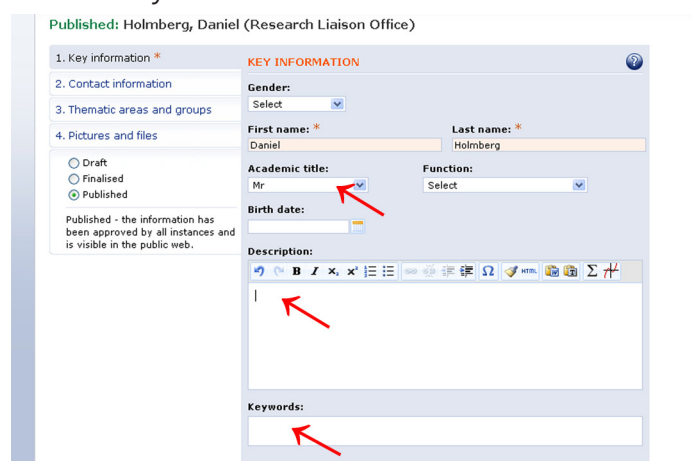2. Use the login detils of your university account.

3. You may receive a warning asking you if you want to accept the security certificate. Accept the certficiate by clicking »Continue to this website (not recommended)«, »Continue Anyway«, »Accept« or similar. Exactly what answer you get depends on the browser you use.

4. The first time you log in you must accept the terms. Please read the terms and click »Accept« if you agree.

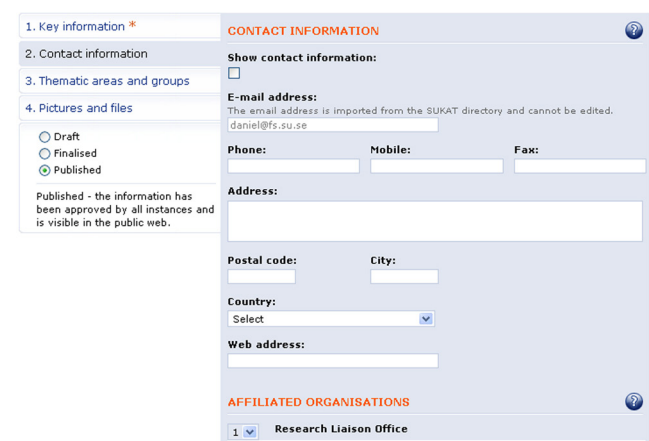5. Now you will come to your home page, My pages. Click »EDIT PROFILE« to start editing your profile.

6. On the page *Key information* it is sufficient to complete the *Academic title, Description* and *Keywords*. Your name is already in the system, because it comes from other systems within the University.

If you paste text from another page, use the paste icon with T. The icon with a W is used for pasting in text from Word. When you are finished, click »Next« to go to the next page.


7. On the page *Contact information*, fill in your address and telephone number. E-mail address and organizational affiliation are retrieved automatically from SUKAT. If you want your contact information to be visible externally, you need to check the box »Show contact information.« Click »Next« to proceed.

8. On the page *Thematic areas and groups* you choose under which heading in the left menu on the public web your profile will appear. The easiest way is to search for your department in English, eg 'Cinema Studies »or« Physics« and click »Search«. You can also choose to view all disciplines in either tree view (Tree view) or in alphabetical order (List view). Click »Add« when you have found your department and click »Next« to

9. On the page Pictures and files you upload an image (jpg, gif or png) and possibly other files, such as your CV (doc, ppt, xls, pdf or rtf). Make sure to have your image saved on your hard drive. Click »Upload« under PHOTO.
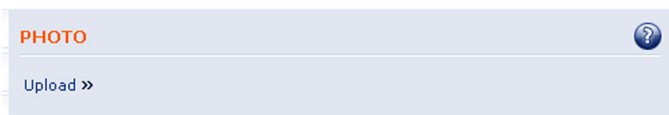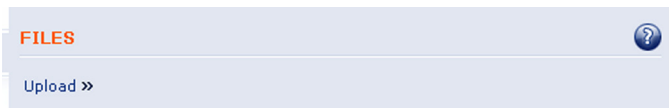

Select the file in the window that opens, and click »Open«.
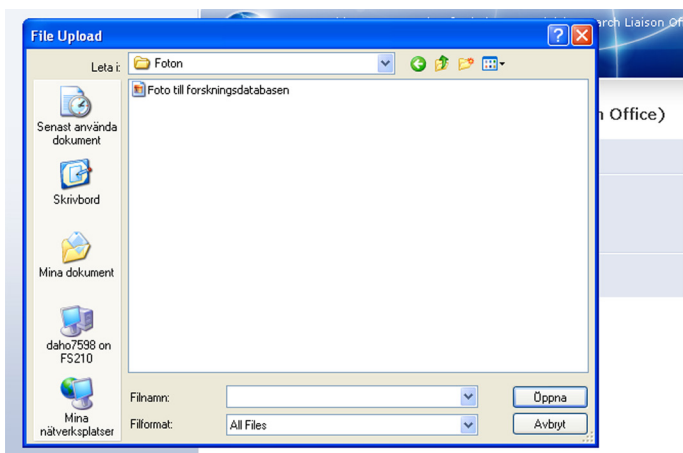
Enter the photographer's name in the field »Caption«.

If you want to upload your CV or any other file, do the same as above, but click »Upload« under FILES instead.

Name the file in the »Caption«. The name you enter in this box will be a clickable link to your page.

Click »Save« to complete.

How to write a project description

Projects in the research database are meant to present the University's ongoing research. A project should be understood as a broader research activity that does not necessarily have given start and end dates, and that are financed by one or more research grants (contracts). Projects can also describe research without external funding (faculty grants). Your research contracts and your personal page are separate information objects in the research database, and these should be related to your project.

Target group

The target group for the project description is a research-interested public, journalists, business representatives, research funders and researchers and employees at colleges and universities (both nationally and internationally) who want an overview of the University's research. Examples of sharp search situations:

- Researcher/employee at another institution of higer education looking for partners
- Research funder orienting her/himself in a new research area or looking for an evaluator
- Business developer looking interfaces with academic knowledge
- Student or employee want to get an overview of the University's research or information about a particular person
- Journalist looking for an expert
- Skillful high school student looking for existing research

Content of the project description

The text should be easy to read and written in three parts:

1. Brief summary in Swedish of 400-500 characters (incl. spaces) under the heading Svensk sammanfattning
2. Brief summary in English of 400-500 characters (incl. spaces) under the heading English summary
3. Article in English of 1000-3000 characters (incl. spaces) under the heading English article

You should assume that the audience has no prior knowledge about your research area. Therefore the article should begin with a general background description that puts your research in a broader context. The text should be informative as well as interesting. Avoid jargon and abbreviations. Use short but complete sentences. Make sure to make a language review before publishing. The text should provide answers to the following questions:

- What are you researching about?
- Why is your research is important/necessary?
- What have you already done?
- How will you proceed? - material and methods

Feel free to mention publications that the project has resulted in, and link to the title in DiVA or url/document with full text.

Project title

Writing a good project title is important if you want to receive visitors. Choose a project title that gives the reader information about what the project is about and that invites to reading. It is good to place your keywords as early as possible in the title to position yourself better in search engines. The project title should be written in English.

How to publish your project description

1. Once you have logged into the research database and find yourself on the homepage *My pages*, click »Add new« under the heading *Projects*.

2. On page *Key information* it is sufficient to fill in the fields *Name*, *Description* and *Keywords*. If you want, you can also fill in start and end dates and an external URL for the project.

If you paste text from another page, use the paste icon with a *T*. The icon with a *W* is used to paste text from Word. When you are finished, click »Next« to go to the next page.

3. On the page *Participants*, you can add additional project participants. The easiest way is to search by name, but you can also get a list of people in alphabetical order (List view). Click »Add« to add a project participant. If the person you're looking for is not in the system, you can write to emre.ozlu@fs.su.se.

If there are project participants from external organizations you can add these by searching on (part of) the organization's name in English. Click »Add« to add the partner organization. If the organization is not listed, you can add a new one by clicking »Add new«. The organization must then approved by a research database administrators (to avoid duplicates) before it is visible externally.

If you want to add the names of project participants from external organizations, click »edit relational attributes.«

Then, type their name in the free text field. Click »Done« and then »Next« to go to the next page.

4. On the page *Areas, files and pictures*, you choose under which heading in the left menu on the public web your profile will appear. The easiest way is to search for your department in English, eg »Cinema Studies« or »Physics« and click »Search«. You can also choose to view all disciplines in either tree view (Tree view) or in alphabetical order (List view). Click »Add« when you have found your department.

If you want to upload files or photos, click »Upload« under *Project documents* or *Pictures*. Click »Next« to proceed..

5. On the page *Contracts* you should relate your project to one or several contracts if you have been granted external funding for your research. Search for (part of) the contract's English title. Click »Add« to add a contract. If the contract you seek is not in the system, you can write to emre.ozlu@fs.su.se.

6. To publish the project description, change the status from »Draft« to »Published« in the left menu. Then click »SAVE« to complete.