



Universität Hamburg
DER FORSCHUNG | DER LEHRE | DER BILDUNG

Center for Sustainable Research Data Management
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Research Information System

RIS-Manual

Version 2.1



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1 INTRODUCTION AND FIRST LOGIN

The Research Information System (RIS) offers every researcher at the University of Hamburg (UHH) the opportunity to save their own research activities and publish them on the UHH website as well as use them for their own purposes.

The central component of the RIS is the software *Pure* from Elsevier, originally developed by the Danish software manufacturer *Atira*. The content of the RIS can be edited in a web browser and does not require any software installation.

To log in to the RIS, you need your **user ID (B-identifier)** and the corresponding **password**. You already use the user ID and password for the KUS portal, STiNE and Sharepoint, for example. It consists of three letters and four digits and begins with 'b'. If you have any questions or problems with the user ID and password, please contact the RRZ ServiceLine (rrz-serviceline@uni-hamburg.de) or visit the RRZ website:

<https://www.rrz.uni-hamburg.de/en/kennung-authentifizierung/kennung-beantragen/kennungen.html>

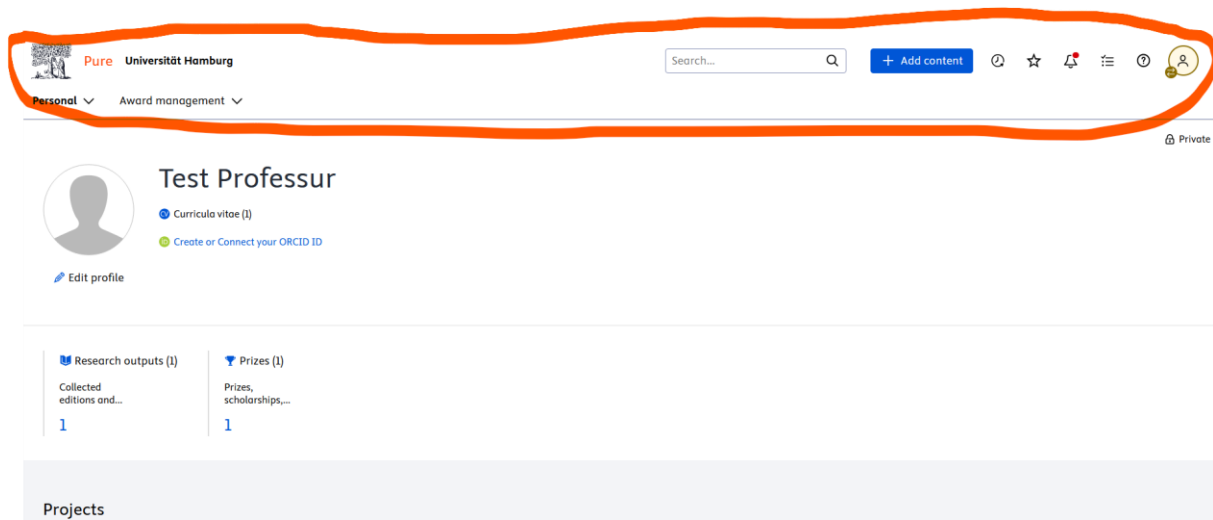
Note

When you log in for the first time, the system asks for your preferred language. You can choose between German and English.

When viewing and editing your content, you can switch between English and German at any time, regardless of your default language setting.

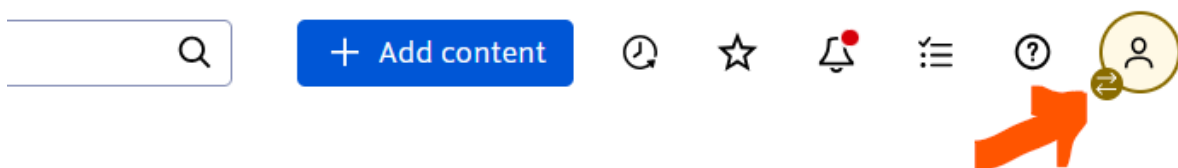
2. HEADER: USER SETTINGS AND TRUSTED USERS

The Pure user interface is web-based. This means that it can be called up in any web browser. The header is located at the top (see illustration below, marked in orange).

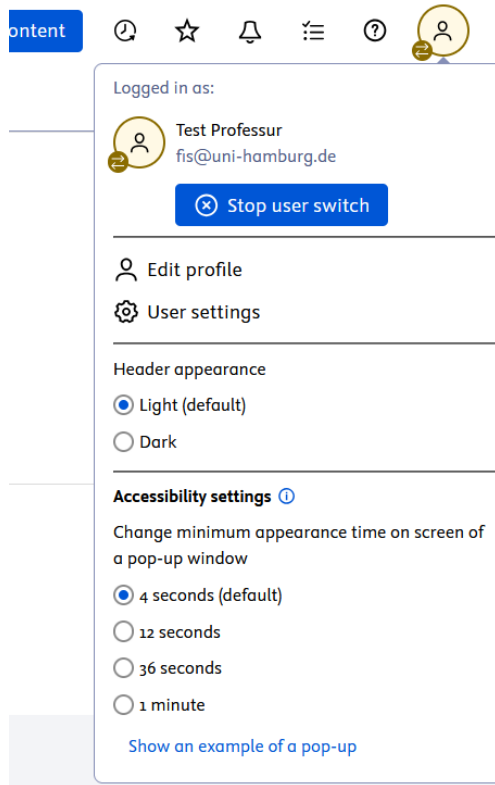


The header contains various functions. The 'Help and support' area can be accessed by clicking on the question mark. The content items 'Tasks' and 'Notifications' have additional menu items. 'Tasks' can be permanently shown or hidden.

In the 'Profile menu' item (see illustration below, orange arrow) you will find the most important settings for your profile settings.



Clicking on the 'Profile menu' item opens the following pop-up window:



Your user profile can be accessed under 'Edit profile'. Under 'User settings' you will find, among other things, the language setting, an overview of your roles in FIS, and the notification settings for all content types.

The default setting for email notifications is 'instantly' if you have been assigned to a content or if new comments have been added to a content (as part of a workflow).

In addition, you have the option here to designate someone as a 'trusted user(s)' for your data maintenance.

User settings

Profile | Email settings | Notification settings | Task settings

Profile

Language

Language: | Default submission language:

Associated person

[Edit person profile](#)

Always show the personal workspace
Shows a personal workspace even when there is no personal content

Role(s)

Administrator, Personal User

Language

- Associated person
- Role(s)
- Usage analytics
- Trusted user(s)
- Connect with Funding Institutional

↶ ↷ | Cancel Save

In 'Trusted user(s)' you can add other people to act on your behalf using your account. If the person cannot be found, please contact us and we will set up the person at short notice.


User settings

Profile | Email settings | Notification settings | Task settings

Trusted user(s)

Add users you trust to act on your behalf using your account

← Previous | Showing results from 1 to 1 | Next →

 **bao2402 - Heinrich, Alexander, fis@uni-hamburg.de**
User

Language

- Associated person
- Role(s)
- Usage analytics
- Trusted user(s)**
- Connect with Funding Institutional

Connect with Funding Institutional

Enter the ID from Funding Institutional to connect your user

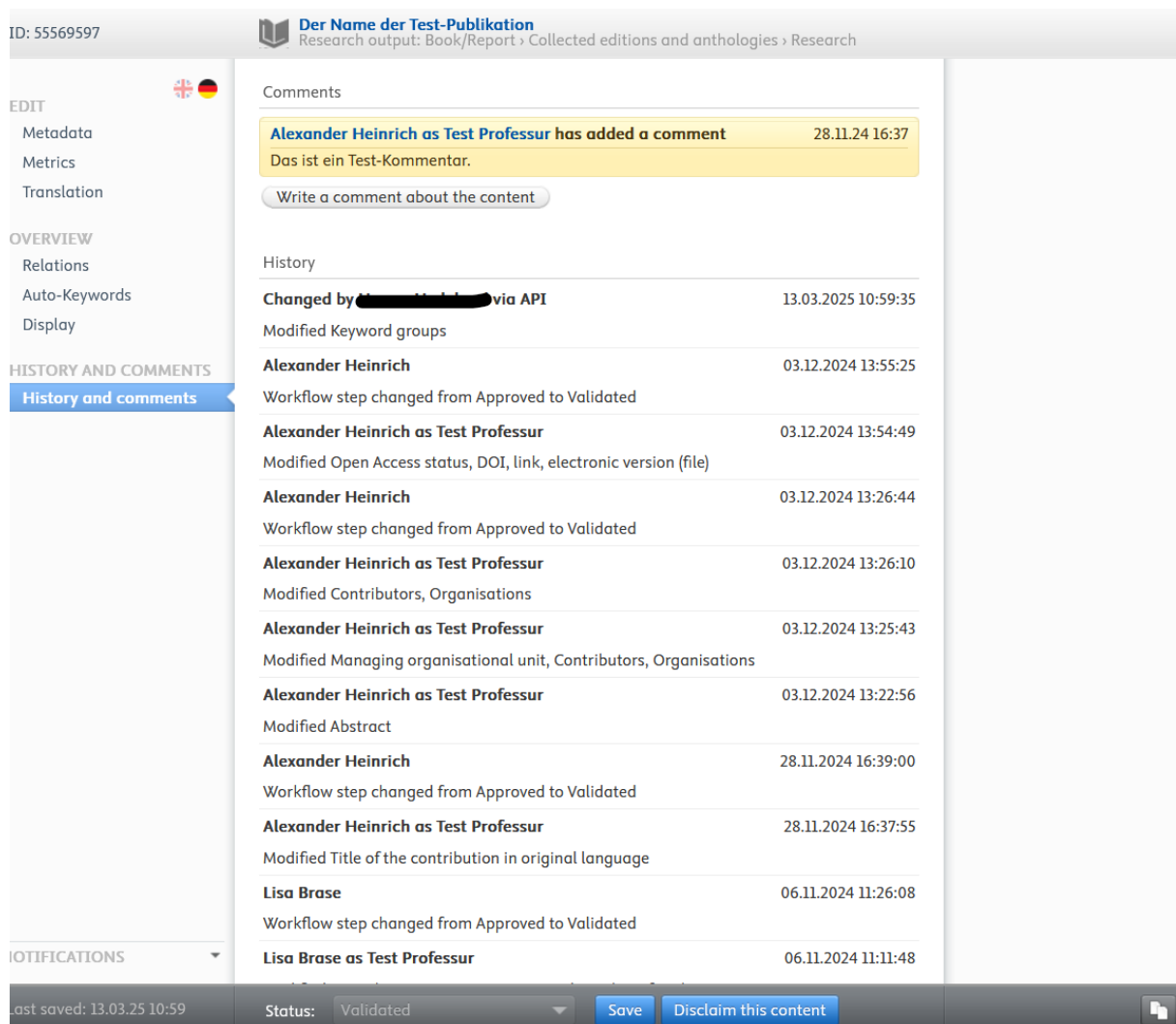
↶ ↷ | Cancel Save

3 HELP

3.1 LEAVE A COMMENT TO A SPECIFIC CONTENT

You can send messages to other users within the RIS.

In the documents (publication, project, etc.), you will find the **'History and comments'** item at the bottom of the left-hand menu bar. Here, a comment can be left in the system, or sent directly to a corresponding editor.



The screenshot shows the RIS interface for a document titled "Der Name der Test-Publikation". The left-hand menu is expanded to "HISTORY AND COMMENTS", with "History and comments" selected. The main content area displays a list of comments and history entries. At the top, there is a notification: "Alexander Heinrich as Test Professor has added a comment" on 28.11.24 at 16:37, with the text "Das ist ein Test-Kommentar." and a button to "Write a comment about the content". Below this, the "History" section lists several entries:

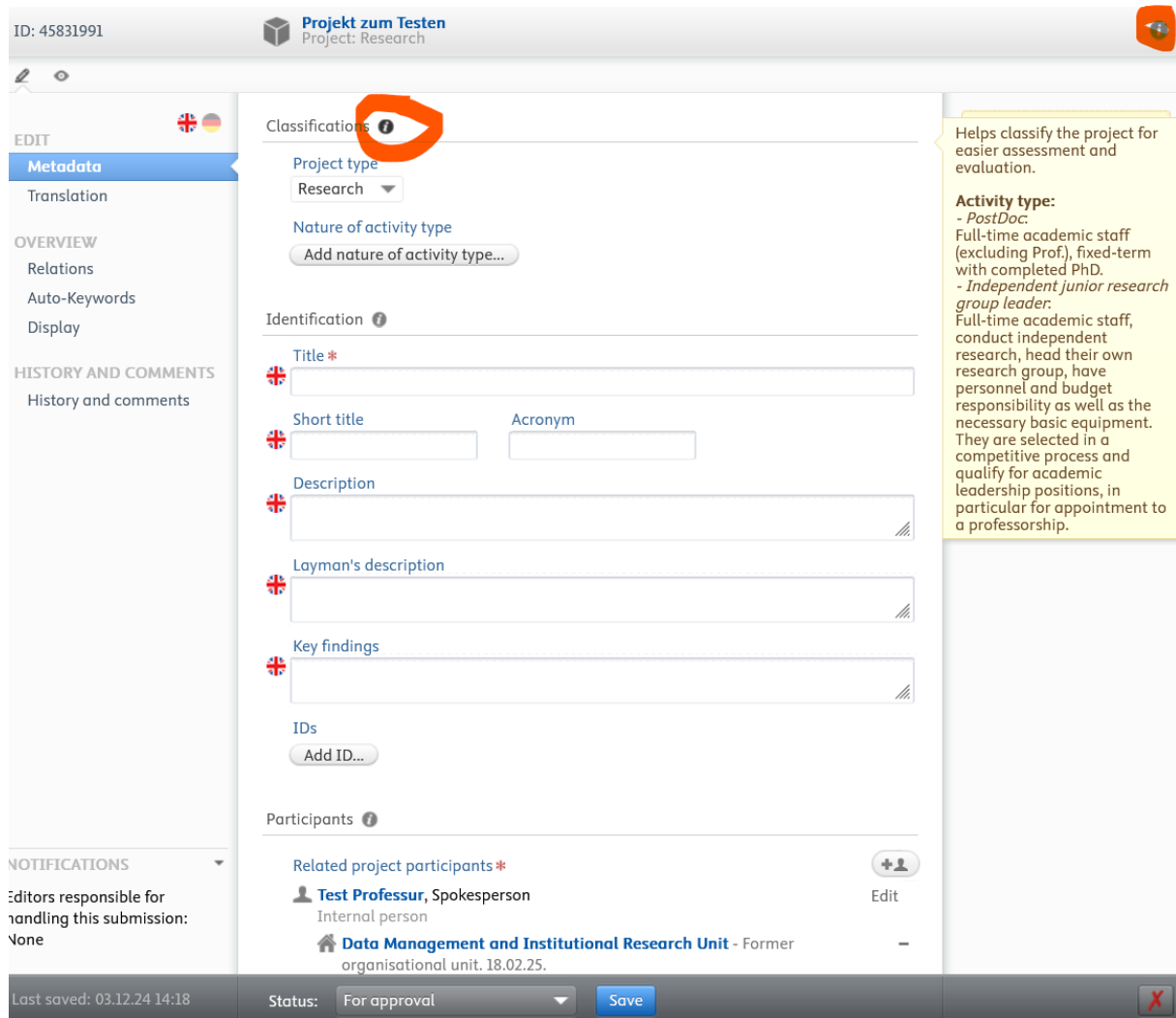
Author	Action	Timestamp
[Redacted]	Changed by [Redacted] via API	13.03.2025 10:59:35
Alexander Heinrich	Modified Keyword groups	03.12.2024 13:55:25
Alexander Heinrich	Workflow step changed from Approved to Validated	03.12.2024 13:55:25
Alexander Heinrich as Test Professor	Modified Open Access status, DOI, link, electronic version (file)	03.12.2024 13:54:49
Alexander Heinrich	Workflow step changed from Approved to Validated	03.12.2024 13:26:44
Alexander Heinrich as Test Professor	Modified Contributors, Organisations	03.12.2024 13:26:10
Alexander Heinrich as Test Professor	Modified Managing organisational unit, Contributors, Organisations	03.12.2024 13:25:43
Alexander Heinrich as Test Professor	Modified Abstract	03.12.2024 13:22:56
Alexander Heinrich	Workflow step changed from Approved to Validated	28.11.2024 16:39:00
Alexander Heinrich as Test Professor	Modified Title of the contribution in original language	28.11.2024 16:37:55
Lisa Brase	Workflow step changed from Approved to Validated	06.11.2024 11:26:08
Lisa Brase as Test Professor		06.11.2024 11:11:48

At the bottom of the interface, there is a status bar showing "last saved: 13.03.25 10:59", a status dropdown set to "Validated", and buttons for "Save" and "Disclaim this content".

3.2 HELP TEXTS

There is context-sensitive help on the input pages.

You can either move the mouse pointer over the small 'i' next to the respective text to display a yellow help text for as long as you remain on the symbol. Or click on the i symbol at the top right to display all the help texts together:



The screenshot shows the RIS system interface for a project titled "Projekt zum Testen" (Project: Research). The interface includes a sidebar with navigation options like "EDIT", "OVERVIEW", and "HISTORY AND COMMENTS". The main content area is divided into sections: "Classifications", "Identification", and "Participants".

The "Classifications" section is highlighted with a red circle around the "i" icon. A yellow tooltip is displayed on the right side of the screen, providing help text for the "Classifications" section:

Helps classify the project for easier assessment and evaluation.

Activity type:

- *PostDoc*: Full-time academic staff (excluding Prof.), fixed-term with completed PhD.
- *Independent junior research group leader*: Full-time academic staff, conduct independent research, head their own research group, have personnel and budget responsibility as well as the necessary basic equipment. They are selected in a competitive process and qualify for academic leadership positions, in particular for appointment to a professorship.

The "Identification" section contains input fields for "Title *", "Short title", "Acronym", "Description", "Layman's description", and "Key findings". The "Participants" section shows a list of related project participants, including "Test Professur, Spokesperson" and "Data Management and Institutional Research Unit".

At the bottom of the interface, there is a status bar showing "Last saved: 03.12.24 14:18", "Status: For approval", and a "Save" button.

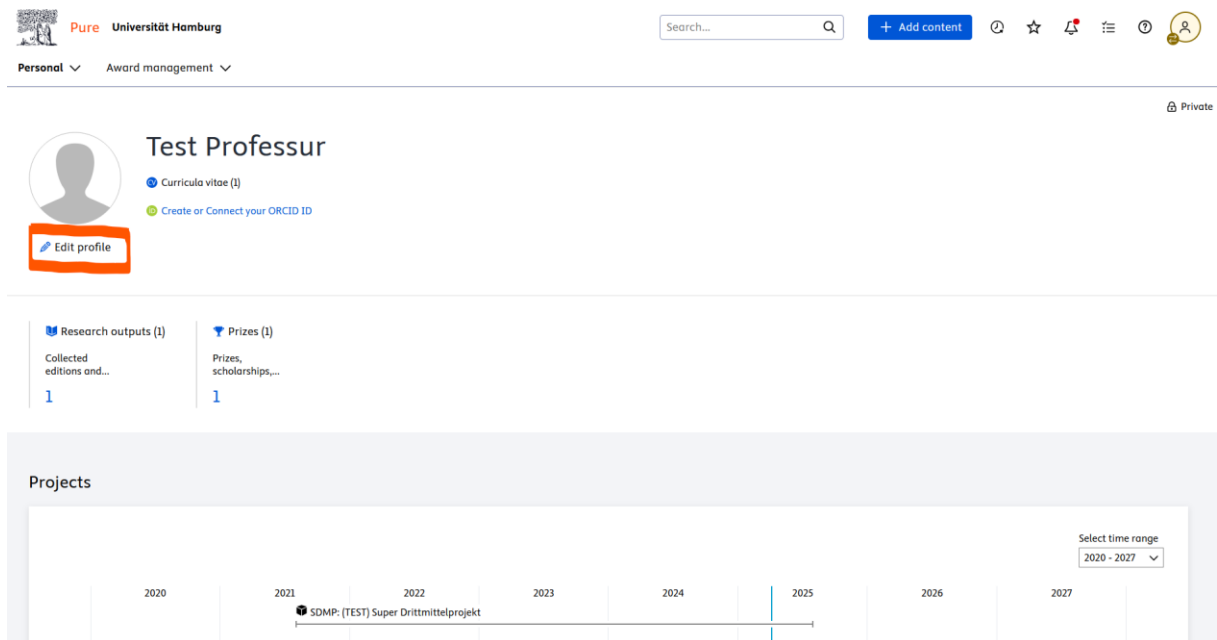
4 GETTING STARTED: PERSONAL DATA AND CONTENT

On the start page you will find an overview of the data currently available in the RIS.

To edit content, click on 'Personal'. A window opens with personal data that has been transferred from the data warehouse (DWH).

By clicking on 'Edit profile', you have the option of adding your personal data.

To save changes to the data you have entered, confirm them by clicking on the blue 'Save' button.



The screenshot shows the user interface of the Pure system. At the top, there is a navigation bar with the University of Hamburg logo, a search bar, and a '+ Add content' button. Below the navigation bar, the user's profile is displayed for 'Test Professur'. The profile includes a placeholder for a profile picture, a link to 'Edit profile' (highlighted with an orange box), and options to 'Create or Connect your ORCID ID'. Below the profile information, there are two sections: 'Research outputs (1)' and 'Prizes (1)'. The 'Research outputs' section shows 'Collected editions and...' with a count of 1. The 'Prizes' section shows 'Prizes, scholarships,...' with a count of 1. At the bottom, there is a 'Projects' section with a timeline view. The timeline shows a project 'SDMP: (TEST) Super Drittmittelprojekt' starting in 2021 and ending in 2025. A 'Select time range' dropdown menu is set to '2020 - 2027'.

ID: 15035631 Test Professor
Person

EDIT 🇩🇪

Metadata

- Highlighted content
- Associated user
- Translation
- Automated search

OVERVIEW

- Relations
- Auto-Keywords
- Display

HISTORY AND COMMENTS

- History and comments

Personal identification ⓘ

First name(s) Last name*

Nationality

Name variant (with * is additionally displayed in the portal)

Title
 Prof. Dr. Academic degree Edit -

ID

ORCID

Profile photos

Links

Curriculum and research description ⓘ

Profile information

Organisational affiliations ⓘ

Organisations*
 STAFF

Units Set primary Edit
 18.02.25 → present Fixed-term
 Junior Professors

Start date at institution
End date at institution
FTE (as of today)

The language-specific fields are not filled out in English. Use the menu item [Translation](#) to assist with translation, or change submission language.

Last saved: 03.04.25 12:33

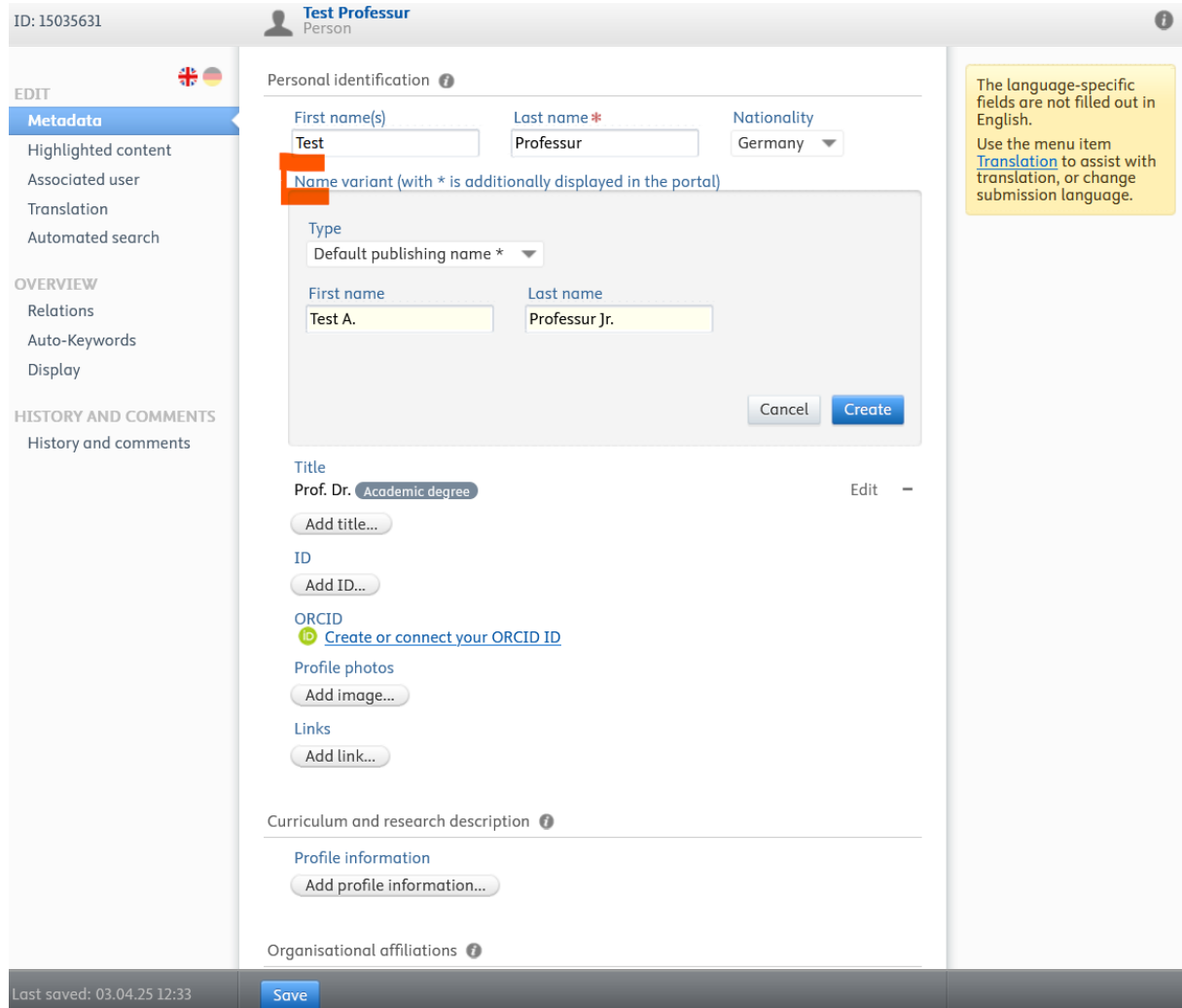
Note

The personal data in the RIS originates from the KoPers (= HR system) and is automatically synchronized via the DWH.

Synchronized content cannot be altered in the RIS, and is marked with the icon: 🔄

If it is necessary to correct synchronized content, please contact your responsible HR administrator in Department 6 Human Resources directly.

If you publish under a different name than the one used in data synchronization, you can enter this under 'Name variant':



The screenshot shows a user profile editing page for 'Test Professor' (Person). The interface includes a sidebar with navigation options like 'Metadata', 'Highlighted content', and 'Overview'. The main content area is titled 'Personal identification' and contains several form fields:

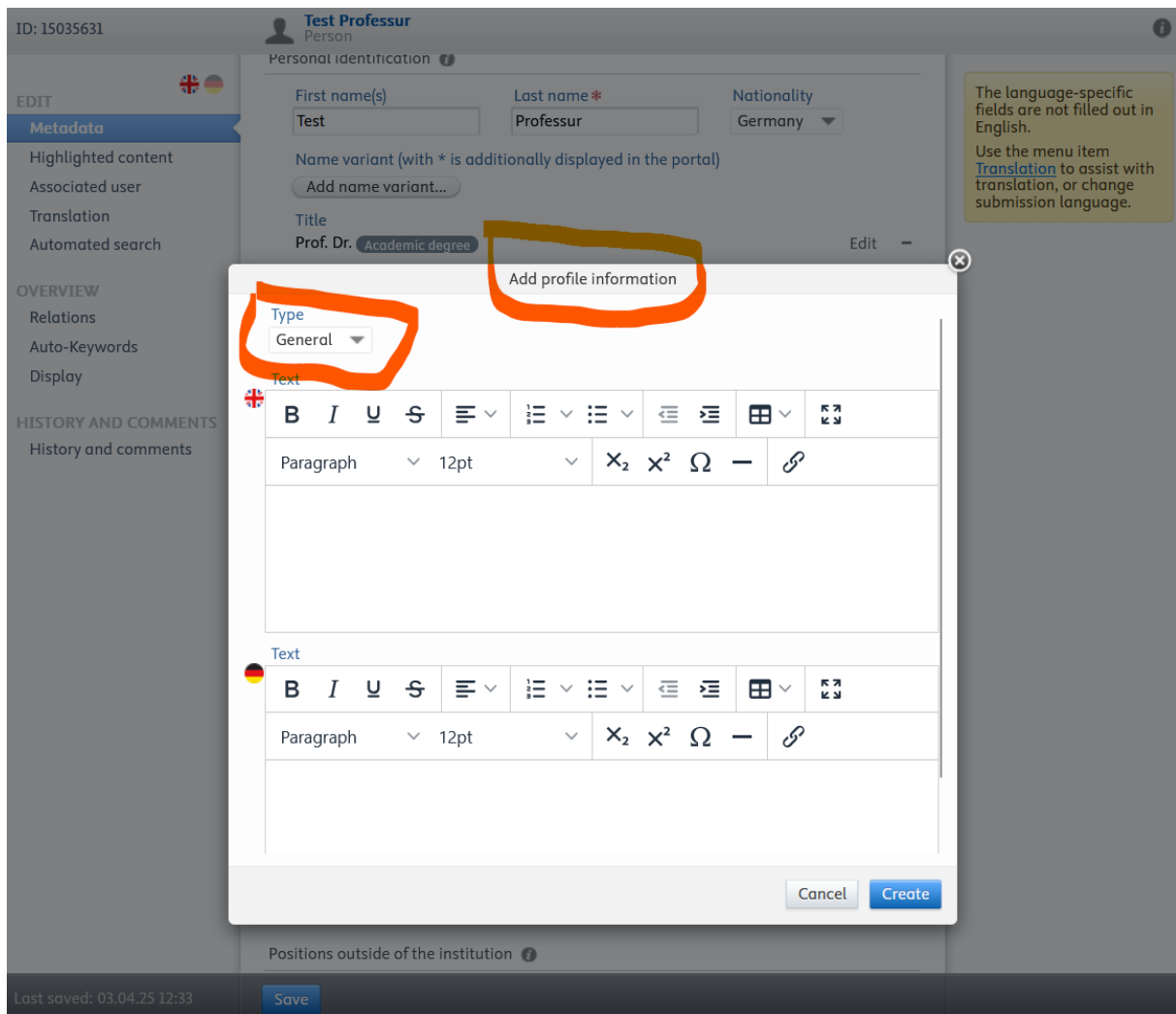
- First name(s):** Test
- Last name*:** Professor
- Nationality:** Germany
- Name variant (with * is additionally displayed in the portal):** This section is highlighted with an orange box and contains a sub-form with:
 - Type:** Default publishing name *
 - First name:** Test A.
 - Last name:** Professor Jr.
 - Buttons:** Cancel and Create
- Title:** Prof. Dr. (Academic degree)
- ID:** Add ID...
- ORCID:** Create or connect your ORCID ID
- Profile photos:** Add image...
- Links:** Add link...
- Curriculum and research description:** Add profile information...
- Organisational affiliations:** (Section header)

A yellow callout box on the right side of the page states: "The language-specific fields are not filled out in English. Use the menu item Translation to assist with translation, or change submission language." At the bottom left, it says "Last saved: 03.04.25 12:33" and there is a "Save" button.

Note

Please check your data for completeness and correctness. Please add any existing organizational affiliations and IDs, such as ORCID. This will make it easier for you to maintain your RIS data, as the IDs can be used for automatic comparison with online sources if you activate this option.

Under 'Curriculum and research description -> Profile information -> Add profile information' you can complete your profile with general information, research focus, transfer offers, equipment, etc.:



The screenshot shows the 'Add profile information' dialog box in the RIS system. The dialog box is open over the 'Personal identification' section of a user profile for 'Test Professor'. The 'Type' dropdown menu is set to 'General' and is circled in orange. The 'Add profile information' button is also circled in orange. The dialog box contains two text editors with rich text toolbars. The background shows the user's profile information, including first name 'Test', last name 'Professor', and nationality 'Germany'. A 'Save' button is visible at the bottom of the page.

It is possible to select different categories. The selection can be made via the drop-down box 'Type'.

5 ADD NEW RESEARCH OUTPUT

The RIS of the University of Hamburg represents the university bibliography. Old holdings were transferred from the Pica library system of the State and University Library. Since the launch of the system in 2018, research output metadata has only been recorded via the system.

Research output recorded in the RIS usually consists of several parts:

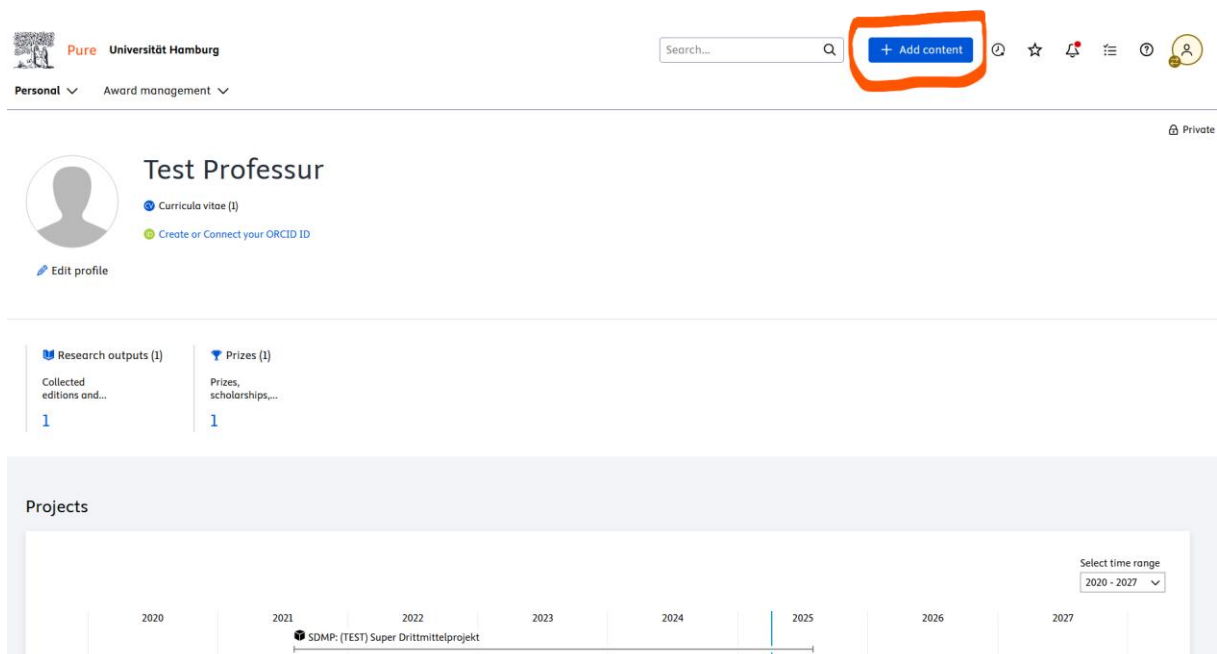
- the bibliographic data (metadata of the publication),
- the corresponding text (usually a link via DOI).

The RIS is used to record the metadata of research output. The full texts are linked via DOI in the data record of a publication.

The RDM offers a repository for the long-term storage of your research data at the following address: <https://www.fdr.uni-hamburg.de/>

5.1 RESEARCH OUTPUT METADATA

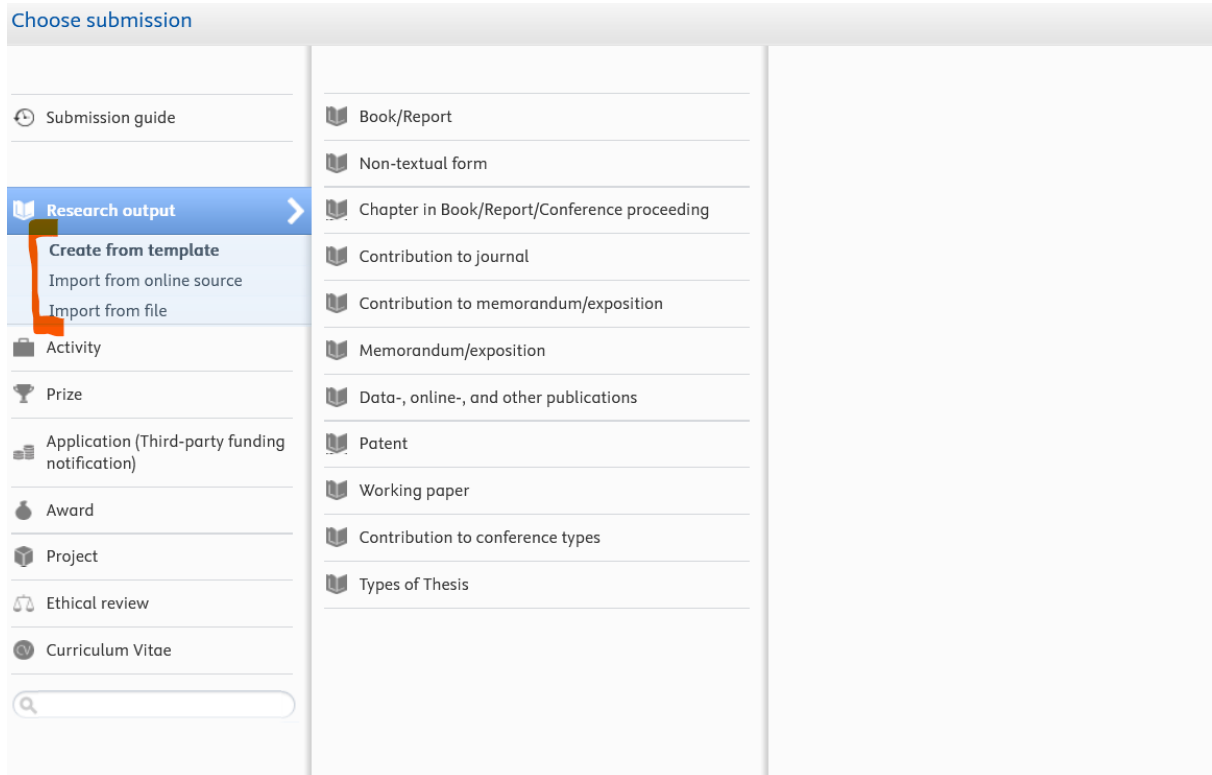
To add a new research output, click on the blue 'Add content' field at the top right.



The screenshot shows the top navigation bar of the Pure University of Hamburg interface. The 'Add content' button is highlighted with an orange rectangle. Below the navigation bar, the user profile for 'Test Professur' is visible, including options for 'Edit profile', 'Curricula vitae (1)', and 'Create or Connect your ORCID ID'. The main content area displays 'Research outputs (1)' and 'Prizes (1)'. At the bottom, a 'Projects' section shows a timeline from 2020 to 2027, with a project 'SDMP: (TEST) Super Drittmittelprojekt' listed for 2021. A 'Select time range' dropdown is set to '2020 - 2027'.

A 'Choose submission' tab will open.

The RIS offers you three options for recording your publication.



5.1.1 Create from template

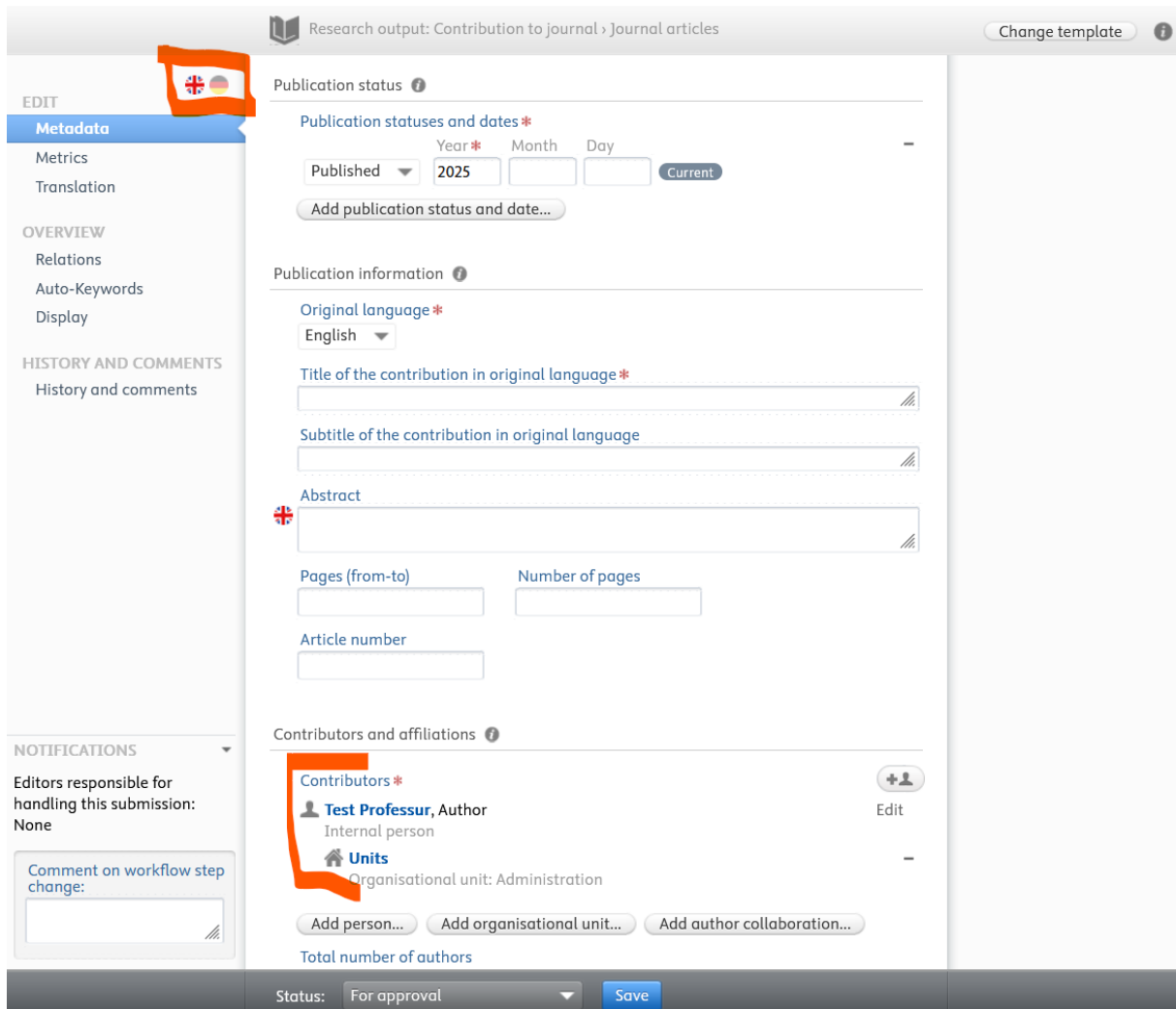
Select a research output type, e.g. ‚contribution to journal – Journal articles‘.

A template opens with fields that must be filled in for the corresponding publication metadata. Mandatory fields are marked with a red *. The different language versions can be changed at the top left by clicking on the corresponding flags.

Note

All input fields can be filled in in German and English. Please ensure that you select the correct language version when entering the data. If your publication is in a different language, you are free to choose between the two.

As the person entering the data, you are automatically entered as the author of the according research output. If necessary, enter other persons as authors or editors.



Research output: Contribution to journal > Journal articles

Change template

EDIT

- Metadata
- Metrics
- Translation

OVERVIEW

- Relations
- Auto-Keywords
- Display

HISTORY AND COMMENTS

- History and comments

NOTIFICATIONS

Editors responsible for handling this submission: None

Comment on workflow step change:

Publication status

Publication statuses and dates *

Published Year * 2025 Month Day Current

Add publication status and date...

Publication information

Original language * English

Title of the contribution in original language *

Subtitle of the contribution in original language

Abstract

Pages (from-to) Number of pages

Article number

Contributors and affiliations

Contributors *

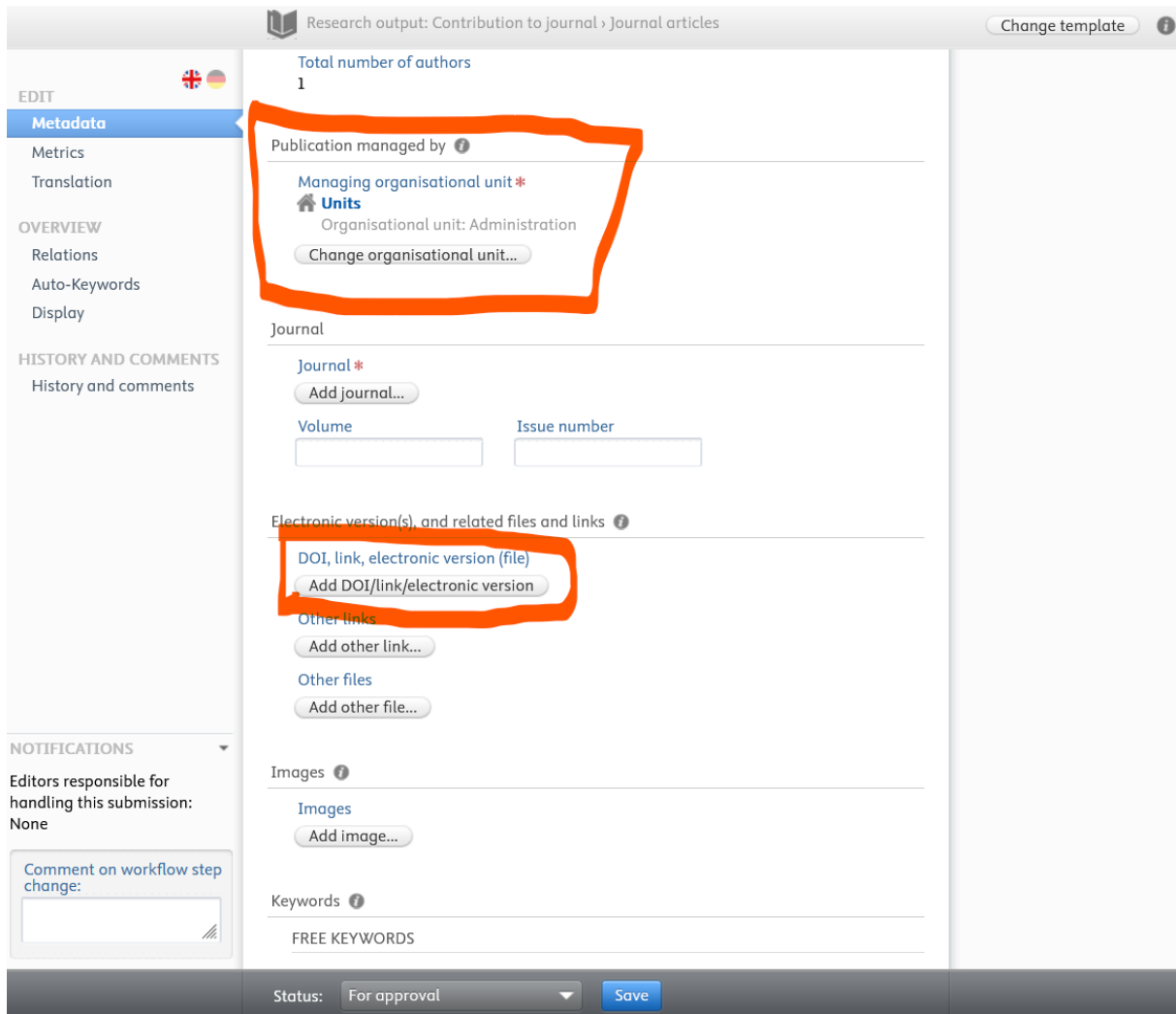
- Test Professor, Author Internal person Edit
- Units Organisational unit: Administration

Add person... Add organisational unit... Add author collaboration...

Total number of authors

Status: For approval Save

The RIS internal assignment of the publication is defined in the 'Publication managed by' field. This has an impact on access rights within the system for editors.

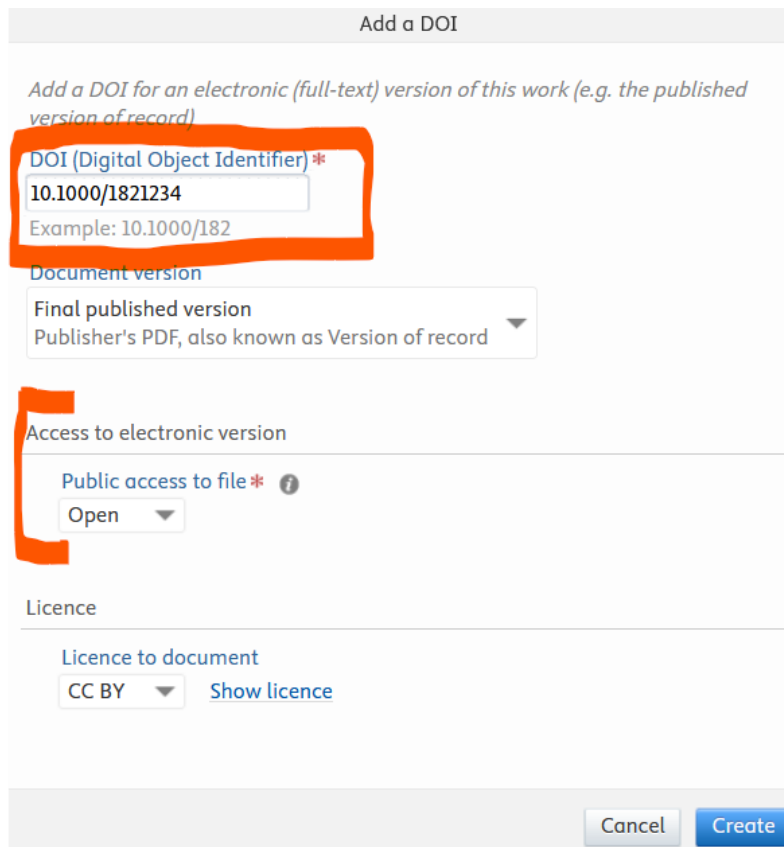


The screenshot displays the 'Research output: Contribution to journal > Journal articles' page. The left sidebar contains navigation options: EDIT (with a language selector), Metadata (highlighted), Metrics, Translation, OVERVIEW (Relations, Auto-Keywords, Display), HISTORY AND COMMENTS (History and comments), and NOTIFICATIONS (Editors responsible for handling this submission: None, and a comment box). The main content area shows the following fields:

- Total number of authors:** 1
- Publication managed by:** This field is highlighted with an orange box. It includes a 'Managing organisational unit' section with a home icon, the text 'Units', 'Organisational unit: Administration', and a 'Change organisational unit...' button.
- Journal:** Includes a 'Journal' field with an 'Add journal...' button, and 'Volume' and 'Issue number' input fields.
- Electronic version(s), and related files and links:** This section is also highlighted with an orange box. It contains a 'DOI, link, electronic version (file)' field with an 'Add DOI/link/electronic version' button, and 'Other links' and 'Other files' sections with their respective 'Add' buttons.
- Images:** Includes an 'Add image...' button.
- Keywords:** Includes a 'FREE KEYWORDS' input field.

At the bottom, the 'Status' is set to 'For approval' and there is a 'Save' button.

Under 'Digital version(s) and related files and links' you can enter links to the full text version of the publication. The DOI is entered here and the Open Access status is determined by selecting the 'Access to electronic version' field.



Add a DOI

Add a DOI for an electronic (full-text) version of this work (e.g. the published version of record)

DOI (Digital Object Identifier) *
10.1000/1821234
Example: 10.1000/182

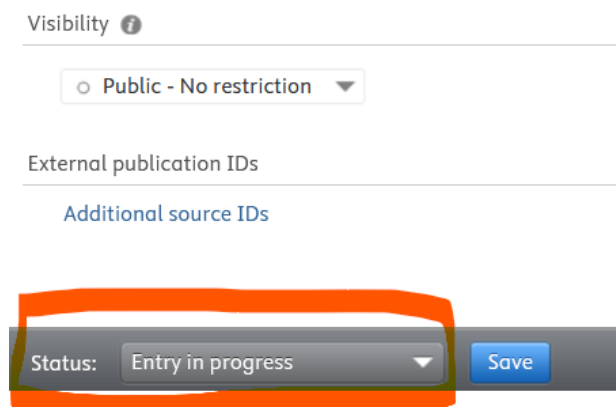
Document version
Final published version
Publisher's PDF, also known as Version of record

Access to electronic version
Public access to file * ⓘ
Open

Licence
Licence to document
CC BY Show licence

Cancel Create

The status of the data record is set by the system to 'For approval'. If you save the data record with the status 'Entry in progress', you can continue to edit it at a later date.



Visibility ⓘ

Public - No restriction

External publication IDs

Additional source IDs

Status: Entry in progress Save

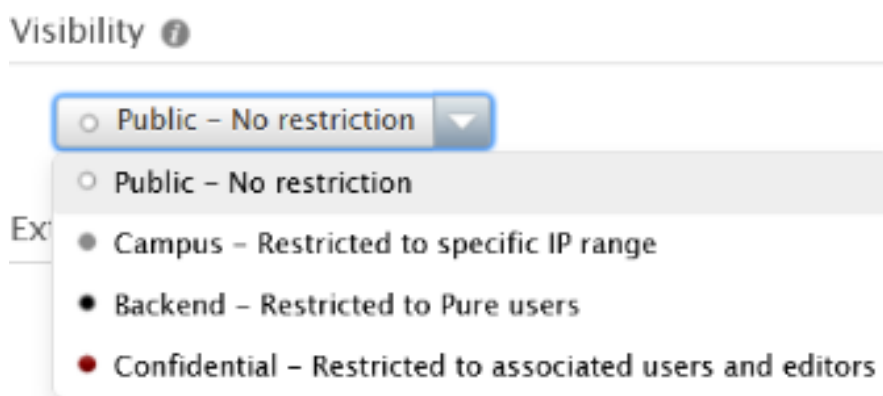
When you have finished filling in the template, set the status to 'For approval' and save. This leads to the following:

1. The publication data can be displayed on your personal UHH employee website via the FIONA web content management system (FIONA elements *FIS Box* and *FIS Daten*).
More information on the FIONA web pages:
https://www.fiona.uni-hamburg.de/funktionen/templates.html#sort_t1=&index_t1=f
Note: The display of the entry is independent of the status!
2. The RIS team or the editors responsible for your organizational area are automatically notified to validate the data. After successful validation, the data set is marked with 'Validated'. Note: The validation process is not used in all faculties. It has no influence on the visibility of the data. A small exception is the visibility in the research portal, where only validated entries with the filter 'Originated at UHH' are displayed.

The visibility of an added research output can be set independently, no matter in which progress the status is.

The following visibility levels are available:

1. Public – No restrictions
2. Campus – Restricted to specific IP range
3. Backend – Restricted to Pure users
4. Confidential – Restricted to associated users and editors



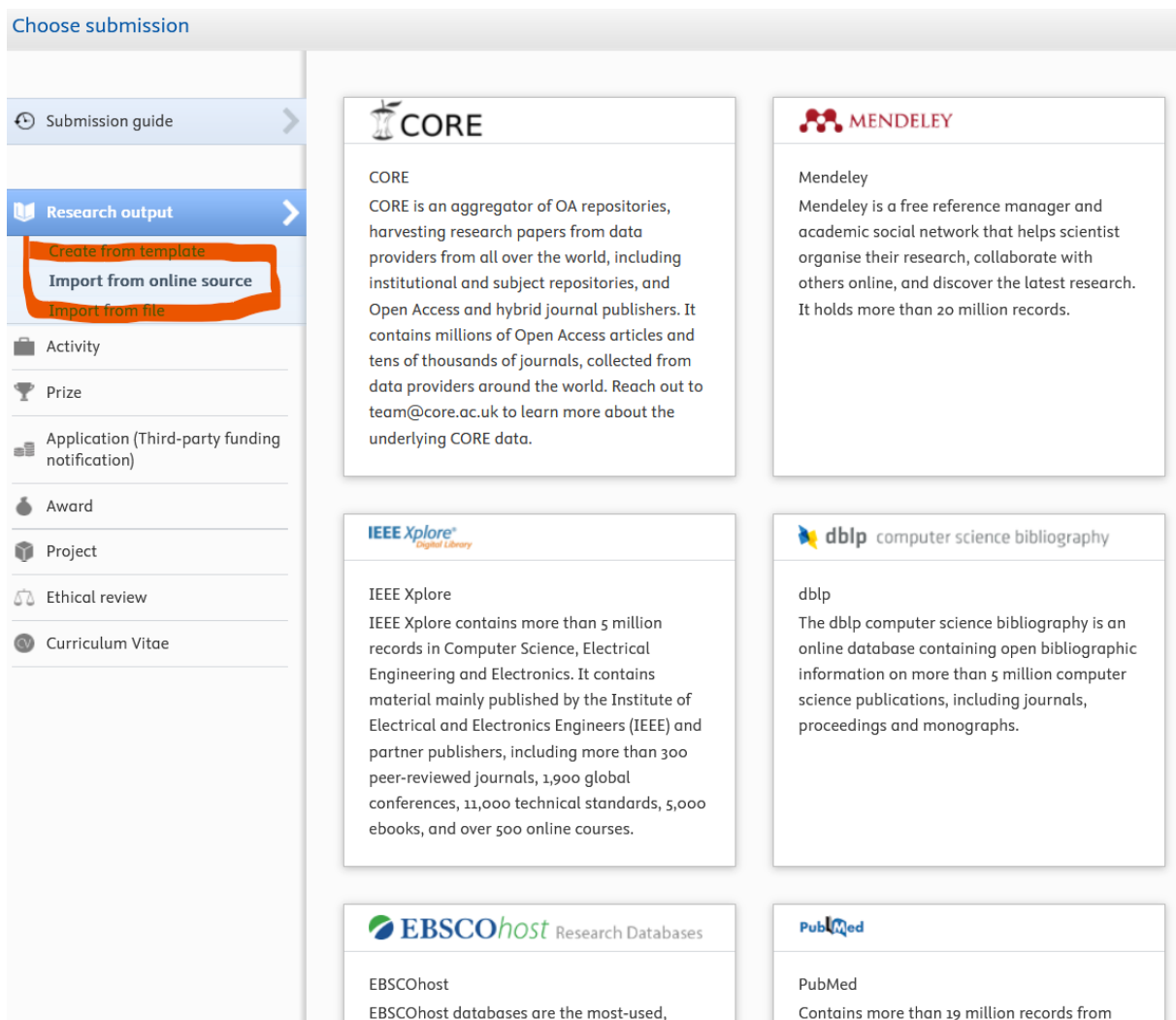
When visibility is set to 'Public – No Restrictions', research output will be displayed on the web page and the research portal immediately.

5.1.2 Import from online sources

The RIS is currently connected to various online sources. A search is possible within the RIS.

We recommend entering publications using the ‘Import from online source’ option, as this works much faster than manually.

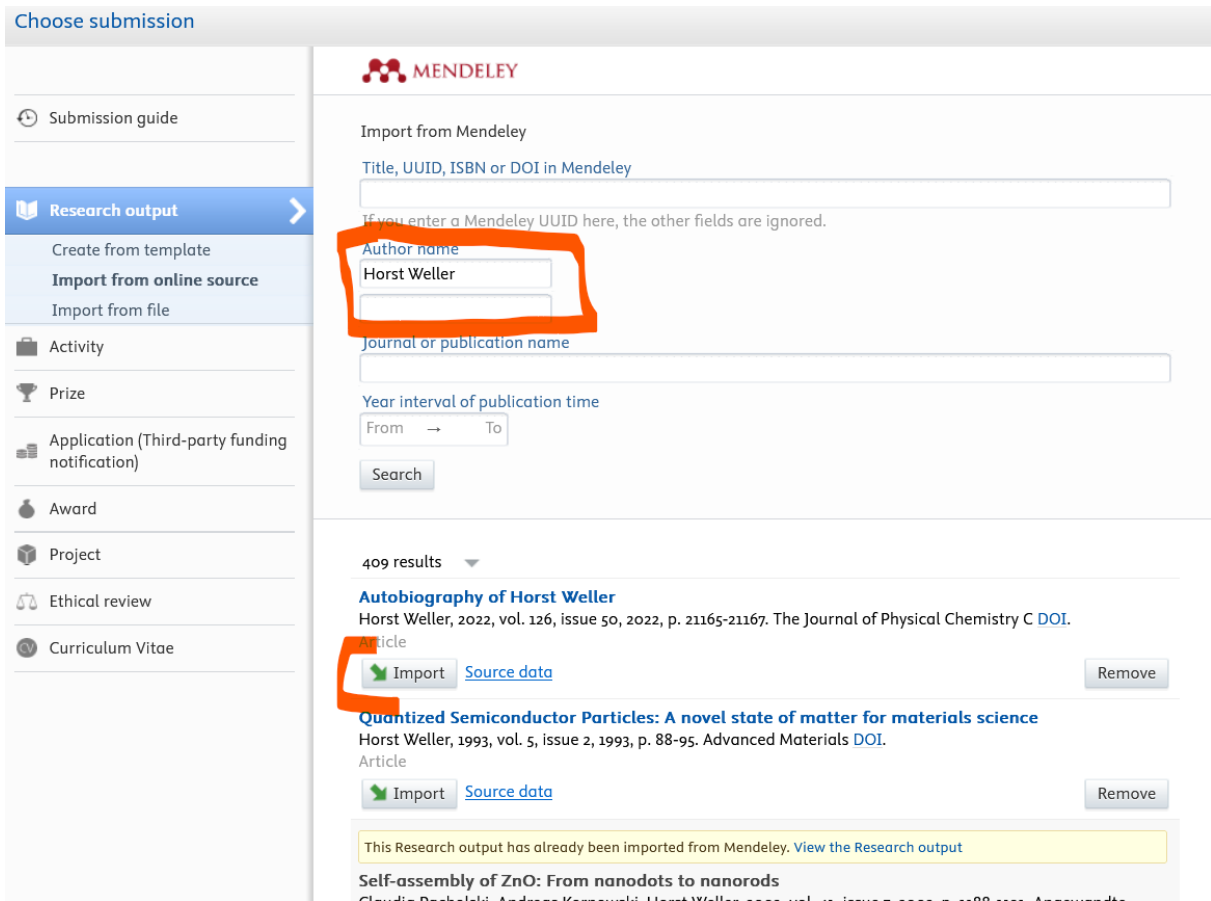
If the publication to be recorded is referenced in one of the listed sources, the metadata can be imported and then edited. Simply select an online source and search for your publications. The results are then displayed and can be imported individually.



The screenshot shows a web interface titled "Choose submission". On the left is a sidebar menu with options: "Submission guide", "Research output" (highlighted), "Create from template", "Import from online source" (highlighted with an orange box), "Import from file", "Activity", "Prize", "Application (Third-party funding notification)", "Award", "Project", "Ethical review", and "Curriculum Vitae". The main content area displays six cards for different online sources:

- CORE**: CORE is an aggregator of OA repositories, harvesting research papers from data providers from all over the world, including institutional and subject repositories, and Open Access and hybrid journal publishers. It contains millions of Open Access articles and tens of thousands of journals, collected from data providers around the world. Reach out to team@core.ac.uk to learn more about the underlying CORE data.
- MENDELEY**: Mendeley is a free reference manager and academic social network that helps scientist organise their research, collaborate with others online, and discover the latest research. It holds more than 20 million records.
- IEEE Xplore**: IEEE Xplore contains more than 5 million records in Computer Science, Electrical Engineering and Electronics. It contains material mainly published by the Institute of Electrical and Electronics Engineers (IEEE) and partner publishers, including more than 300 peer-reviewed journals, 1,900 global conferences, 11,000 technical standards, 5,000 ebooks, and over 500 online courses.
- dblp computer science bibliography**: dblp The dblp computer science bibliography is an online database containing open bibliographic information on more than 5 million computer science publications, including journals, proceedings and monographs.
- EBSCOhost Research Databases**: EBSCOhost EBSCOhost databases are the most-used,
- PubMed**: PubMed Contains more than 19 million records from

If the search was successful, the hits are displayed as a list. To enter the according research output in the RIS, please click on the 'Import' button.



Choose submission

Research output

- Submission guide
- Research output
- Create from template
- Import from online source**
- Import from file
- Activity
- Prize
- Application (Third-party funding notification)
- Award
- Project
- Ethical review
- Curriculum Vitae

MENDELEY

Import from Mendeley

Title, UUID, ISBN or DOI in Mendeley

If you enter a Mendeley UUID here, the other fields are ignored.

Author name
Horst Weller

Journal or publication name

Year interval of publication time
From → To

Search

409 results

Autobiography of Horst Weller
Horst Weller, 2022, vol. 126, issue 50, 2022, p. 21165-21167. The Journal of Physical Chemistry C DOI.
Article
Import [Source data](#) Remove


Quantized Semiconductor Particles: A novel state of matter for materials science
Horst Weller, 1993, vol. 5, issue 2, 1993, p. 88-95. Advanced Materials DOI.
Article
Import [Source data](#) Remove

This Research output has already been imported from Mendeley. [View the Research output](#)

Self-assembly of ZnO: From nanodots to nanorods
Claudia Barchiesi, Andrzej Kossowski, Horst Weller, 2003, vol. 11, issue 2, 2003, p. 1188-1191. Accounts of Chemical Research DOI.

After you have clicked on the selected file, a two-step import routine opens. On the first page, selected details of the publication are displayed to check them. If the publication is suitable for import, please click on 'Import and review':

Import from Mendeley

 MENDELEY

Autobiography of Horst Weller
Horst Weller, 2022, vol. 126, issue 50, 2022, p. 21165-21167. The Journal of Physical Chemistry C DOI.

Language




Select original language of the contribution *

English ▾

Select submission language to map to *

English ▾

Author match

Author in Mendeley	Author and affiliations in Pure
1 Weller, Horst	 Weller, Horst Prof. Dr. Physikalische und präparative Chemie von Nanostrukturen (Prof. Dr. Weller) - Former Person  Physikalische und präparative Chemie von Nanostrukturen (Prof. Dr. Weller) - Former organisational unit. 02.01.23. Physical Chemistry Organisational unit: Chair 

After the import, a pre-filled template opens with data fields already known from the manual entry.

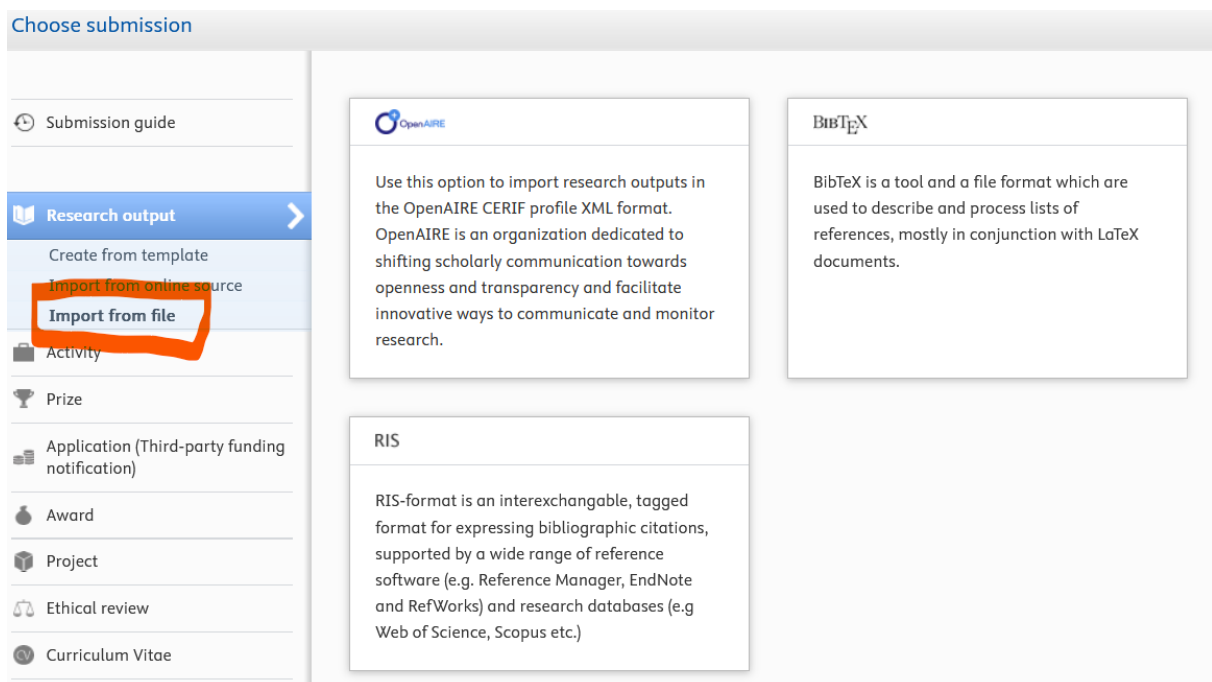
Note

Data from online sources always requires verification. Unfortunately, it regularly happens that assignments to organizations or persons are incorrect and have to be corrected.

Please make corrections and additions, and set the status and visibility as described under '5.1.1. Create from template'.

5.1.3 Import from file

You can also transfer publication metadata as a bibTeX or ris file from your reference management program or other sources that offer an export option via one of these two formats. Follow the menu navigation and upload a file export from the corresponding source.



The screenshot shows a web interface titled "Choose submission". On the left is a navigation menu with items: "Submission guide", "Research output" (highlighted in blue), "Activity", "Prize", "Application (Third-party funding notification)", "Award", "Project", "Ethical review", and "Curriculum Vitae". Under "Research output", there are three sub-items: "Create from template", "Import from online source", and "Import from file" (highlighted with an orange box). The main content area contains three panels: "OpenAIRE" (describing its CERIF XML format), "BibTeX" (describing it as a tool and file format for LaTeX documents), and "RIS" (describing it as a tagged format for bibliographic citations).

The content of the file will be displayed and the data records can be imported individually. After the import, a pre-filled template opens. Please make corrections and additions and set the editing status and visibility as described under '5.1.1 Create from template'.

Note

Here too, errors can occur during import, e.g. the correct research output type is not always automatically recognized, and not all metadata in the ris or bibtex file is transferred or written to the correct fields.

If you have problems with the data transfer, please contact the RIS team; some problems can be solved relatively easily by correcting the import file.


Research output that was published before you worked at the UHH:

If a research output was published before your time at UHH and you would like to have it included in your publication list, you must add the missing previous activity at another institution to your organizational affiliation accordingly.

Change the organizational affiliation by defining a new affiliation. To do this, click on 'Edit' in the input form under 'Authors and affiliations'.

Contributors and affiliations ⓘ

Contributors *

 **Test Professur**, Author
Internal person

 **Units**
Organisational unit: Administration



Add person...

Add organisational unit...

Add author collaboration...

Total number of authors

1

Publication managed by ⓘ

Managing organisational unit *

 **Units**
Organisational unit: Administration

Change organisational unit...

A window opens with the internal affiliations and the button 'Affiliation to an external organisation'. Please deactivate all internal organizations by simply clicking on them. Then click on the button for the external organizations, a list of available organizations corresponding to your search term will be displayed:

Edit person

Test Professur
Internal person

Name and role

First name: Last name*:

Role*:

Corresponding author

Organizational affiliation at the time of the research output

Units (18.02.25 -- present)

Affiliate to another organisational unit...

Affiliate to an external organisation...

Author contribution and percentage

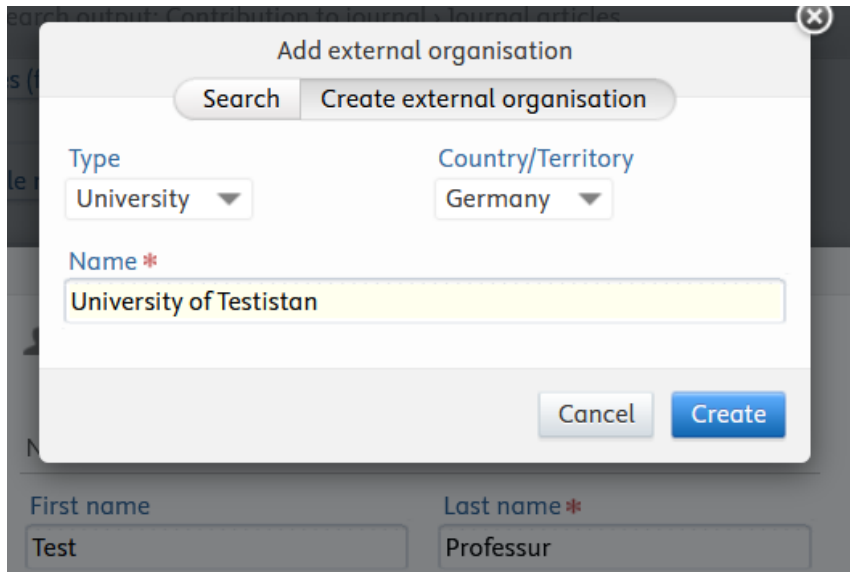


Add external organisation

1 - 10 / 8615

- Ulm University**
Helmholtzstr. 16, 89069, Ulm, Baden-Württemberg, Germany
External organisation: University
- Uppsala University**
P.O. Box 516, 751 06, SE-751 20 Uppsala, Sweden
External organisation: University
- Bielefeld University**
Universitätsstraße 25, 33615, Bielefeld, Germany
External organisation: University
- Leiden University**
Rapenburg 70, 2311 EZ, Leiden, Netherlands
External organisation: Academic
- Tishreen University**
Latakia, Syrian Arab Republic
External organisation: University
- Nord University**
Universitetsalléen 11, 8026, Bodø, Norway
External organisation: University
- Örebro University**
Fakultetsgatan 1, 702 81, Örebro, Sweden
External organisation: University
- University of Munster**
Schlossplatz 2, 48149, Münster, Germany
External organisation: University
- University Grenoble**
621 Avenue Centrale, 38400, Saint-Martin-d'Hères, France
External organisation: University
- University Savoie**
27 Rue Marcoz, 73000, Chambéry, France
External organisation: University

If the external organization you are looking for is not listed, create a new organization. To do this, click on 'Create external organization' and fill in the template that opens. (Please only enter the name of the parent organization here, e.g. the university or research institution - no departments or similar!) Then click 'Create' :



The screenshot shows a modal dialog titled "Add external organisation". It has two tabs: "Search" and "Create external organisation". The "Create external organisation" tab is active. Inside the dialog, there are two dropdown menus: "Type" (set to "University") and "Country/Territory" (set to "Germany"). Below these is a text input field labeled "Name *" containing the text "University of Testistan". At the bottom right of the dialog are two buttons: "Cancel" and "Create". Below the dialog, parts of other form fields are visible: "First name" with the value "Test" and "Last name *" with the value "Professur".



Entering Open Access articles full text

As part of the Open Access (OA) efforts of the University of Hamburg, e.g. *Open Access Portal* (<https://www.aa.uni-hamburg.de/> or *Hamburg Open Science*) it is strongly recommended that you upload the full texts of your publications. Please observe the licensing regulations.

In the 'Electronic version(s) and related files and links' section of the input screen (template), you can upload the publication in PDF format or enter the link (DOI, link, etc.) to the publication.

Electronic version(s), and related files and links ⓘ

DOI, link, electronic version (file)

Add DOI/link/electronic version

Other links

Add other link...

Other files

Add other file...

Note

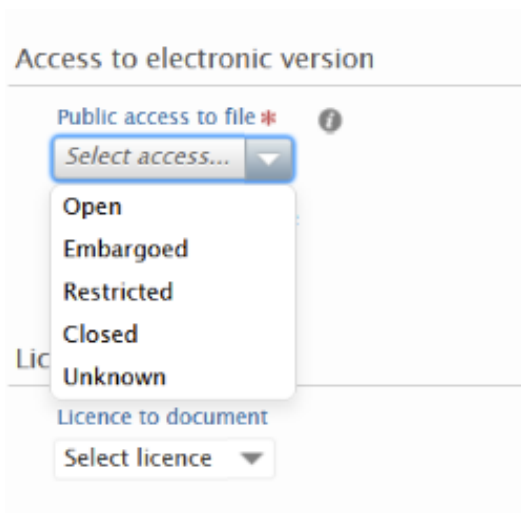
If you upload a digital version of your publication as a pdf, this process is considered a secondary publication! Permission for a secondary publication of a text depends on the publisher or journal. You will find precise details in the author contract you have signed with the publisher.

Specify the **document version**. The following versions are available:

- Submitted manuscript (Early version, also known as pre-print)
- Accepted author manuscript (Peer reviewed version)
- Proof (Version created as part of publication process, publisher's layout, not normally made publicly available)
- Final published version (Publisher's PDF, also known as Version of record)
- Other version

Chose the correct '**Public access to file**' under '**Access to electronic version**':

- Open
- Embargo
- Restricted
- Closed
- Unknown



Access to electronic version

Public access to file * ⓘ

Select access...

- Open
- Embargoed
- Restricted
- Closed
- Unknown

Lic

Licence to document

Select licence ▾


Note

An Open Access status results from the combination of the document version settings with the status 'Final published version' or 'Accepted author manuscript' and the 'Public access to file' with the status 'Open'.

If the publication is marked as Open Access, it will be included as such in the research portal after review: [research_portal-OA-publications](#)

Open Access publications are marked as follows:

Electronic version(s), and related files and links ⓘ



Content input in this section indicates that this work is openly accessible:
Final published version - Open

DOI, link, electronic version (file)

FINAL PUBLISHED VERSION

 **10.1000/1821234**

Show Edit -

Final published version

CC BY-NC-ND

 Open

Add DOI/link/electronic version

Other links

Add other link...

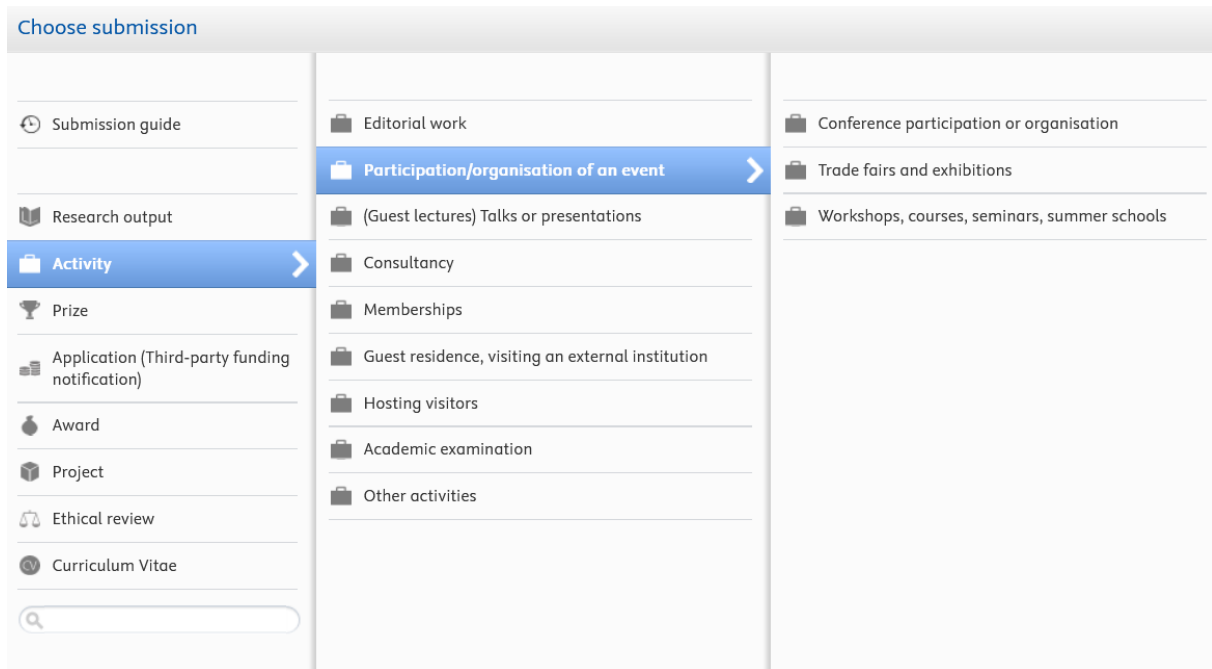
Other files

Add other file...

6 ADDING RESEARCH ACTIVITIES

You have the option of entering various research activities in the RIS.

To add an activity, please first select the corresponding category:



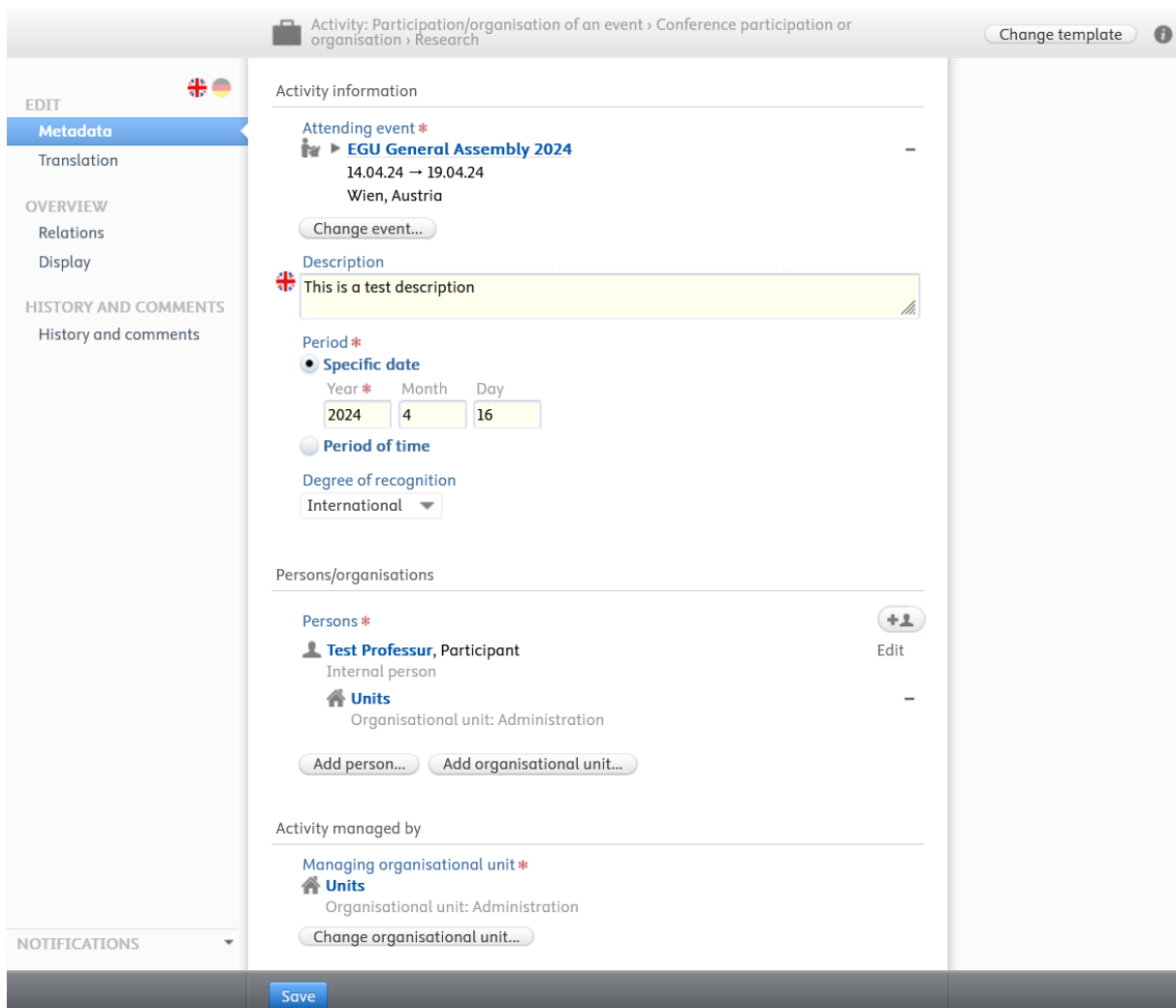
The screenshot shows a web interface titled "Choose submission" with a three-column grid of categories. The "Activity" category in the first column is selected, and the "Participation/organisation of an event" category in the second column is highlighted with a blue bar and a right-pointing arrow. A search bar is located at the bottom of the first column.

Choose submission		
Submission guide	Editorial work	Conference participation or organisation
Research output	 Participation/organisation of an event >	Trade fairs and exhibitions
 Activity >	(Guest lectures) Talks or presentations	Workshops, courses, seminars, summer schools
Prize	Consultancy	
Application (Third-party funding notification)	Memberships	
Award	Guest residence, visiting an external institution	
Project	Hosting visitors	
Ethical review	Academic examination	
Curriculum Vitae	Other activities	
<input type="text"/>		

The top of the page contains general information about the type of entry, followed by the description (depending on the category, there is also a title), the next section lists the people and organizations involved (default: yourself), then the UHH organization that has editorial access to the content (default: your own organization).

The 'Attending event' can either be selected from a list or created; these are located in different places depending on the metadata mask.

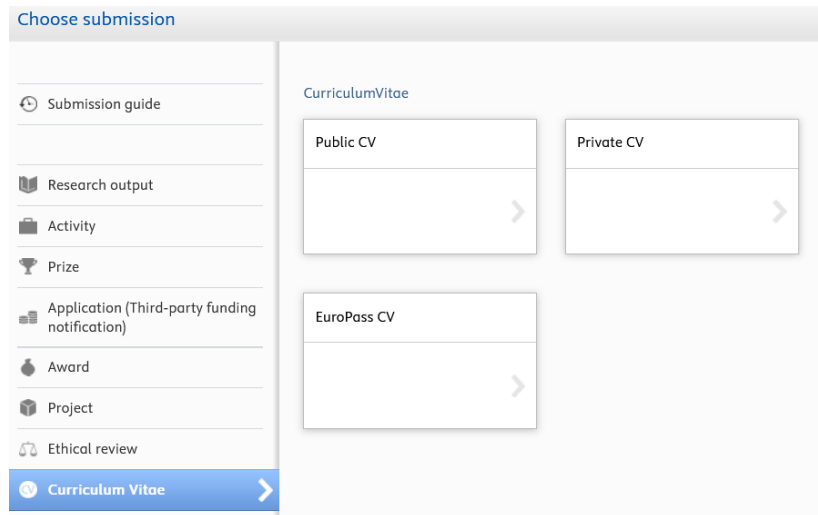
Confirm your entries with **'Save'**.



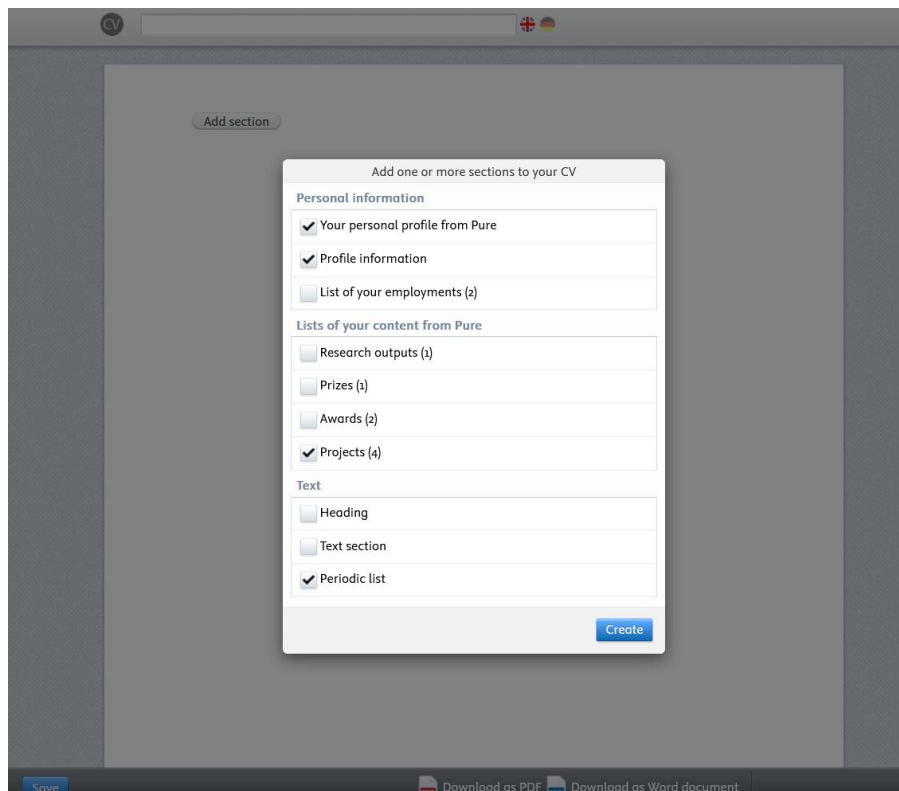
The screenshot shows the 'Activity information' form in the RIS system. The breadcrumb trail is 'Activity: Participation/organisation of an event > Conference participation or organisation > Research'. A 'Change template' button is in the top right. The left sidebar has sections: 'EDIT' (with 'Metadata' selected), 'OVERVIEW' (Relations, Display), and 'HISTORY AND COMMENTS' (History and comments). The main form area is divided into sections: 'Activity information' (Attending event, EGU General Assembly 2024, 14.04.24 - 19.04.24, Wien, Austria), 'Description' (This is a test description), 'Period' (Specific date: 2024-04-16), 'Degree of recognition' (International), 'Persons/organisations' (Test Professor, Units), and 'Activity managed by' (Units). A 'Save' button is at the bottom left.

7 CREATE A CURRICULUM VITAE (CV)

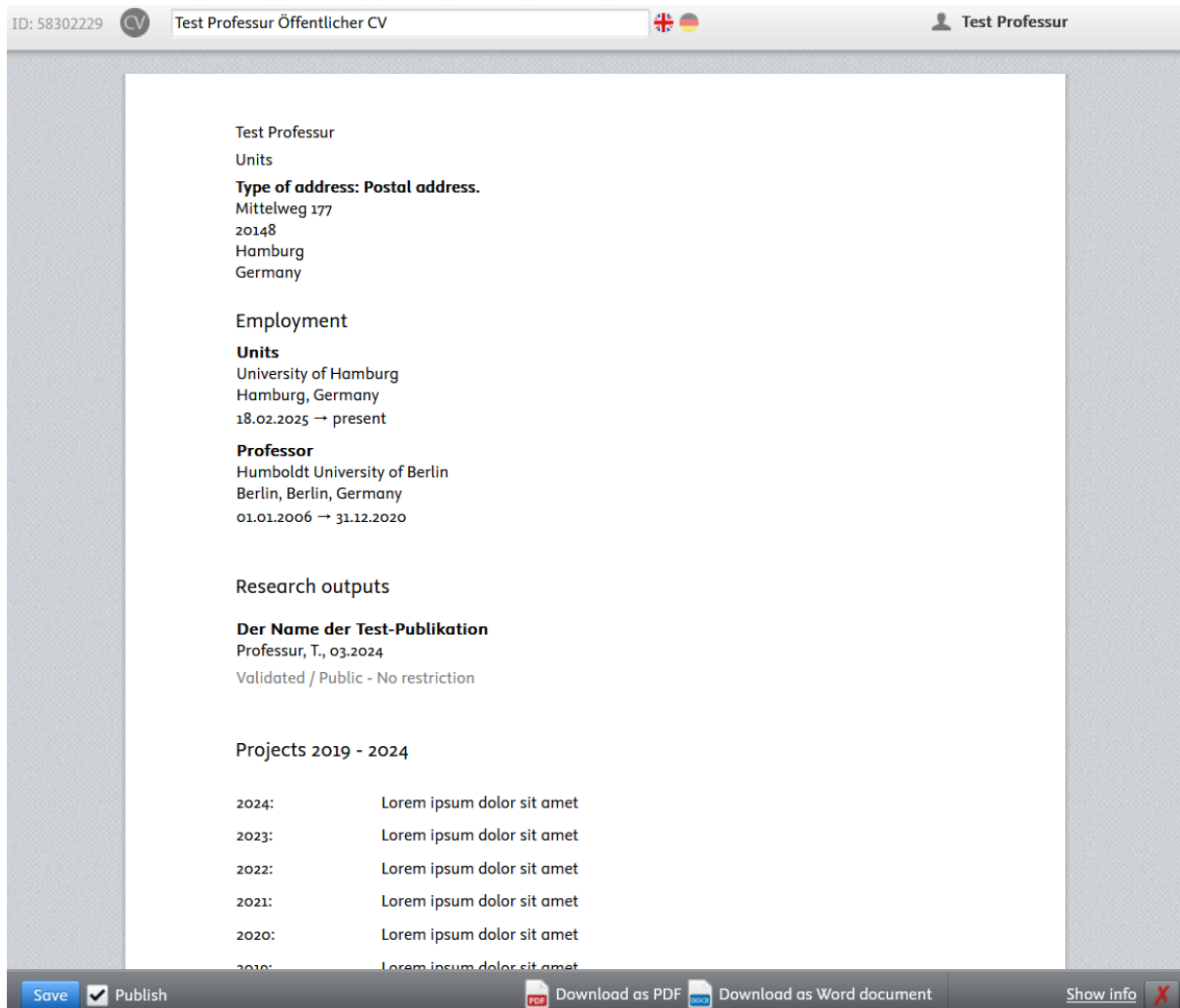
You can create CVs under the menu item Curricula Vitae. These can be created dynamically, i.e. they update themselves automatically when new content is added (e.g. new publications added to your profile).





You can select which content you want to display from the list of entries you have created. Only the categories in which you have already created content are displayed.



The following is an example of a public CV in the RIS:



ID: 58302229 CV Test Professur Öffentlicher CV   Test Professur




Test Professur
Units
Type of address: Postal address.
Mittelweg 177
20148
Hamburg
Germany

Employment
Units
University of Hamburg
Hamburg, Germany
18.02.2025 → present
Professor
Humboldt University of Berlin
Berlin, Berlin, Germany
01.01.2006 → 31.12.2020

Research outputs
Der Name der Test-Publikation
Professur, T., 03.2024
Validated / Public - No restriction

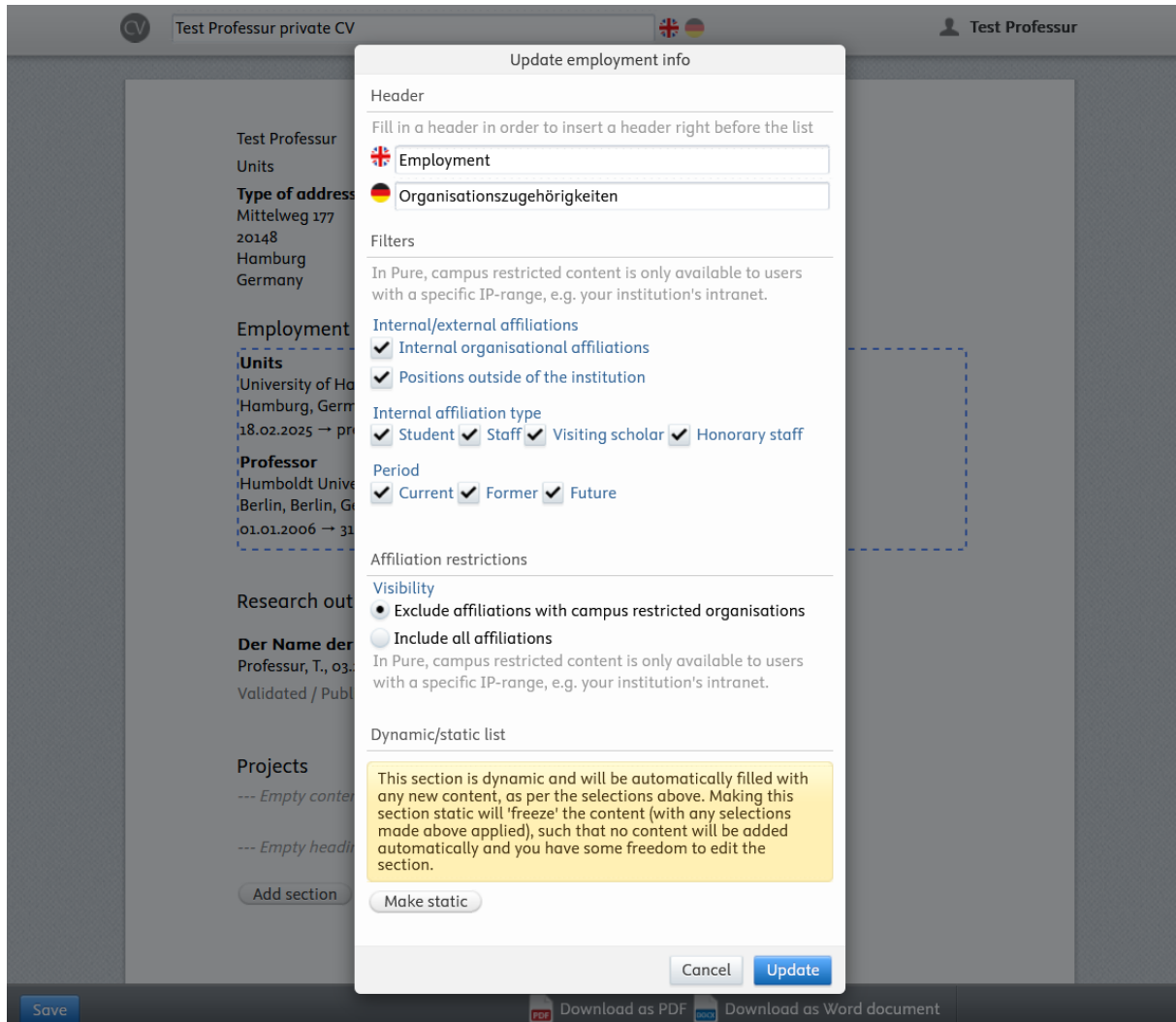
Projects 2019 - 2024

2024:	Lorem ipsum dolor sit amet
2023:	Lorem ipsum dolor sit amet
2022:	Lorem ipsum dolor sit amet
2021:	Lorem ipsum dolor sit amet
2020:	Lorem ipsum dolor sit amet
2019:	Lorem ipsum dolor sit amet

Save Publish  Download as PDF  Download as Word document Show info 

Here you also have the option of working bilingually by clicking on the respective country flag to switch between the languages (at the top next to the input field for the name of the CV). You can also download it as a pdf or word file.

You can edit each section (in the example the organizational affiliations) and, if necessary, set it as 'Make static' if necessary, as it will otherwise change as soon as you remove/add entries in your personal profile or in your research-related data.



The screenshot shows a user profile page for 'Test Professur private CV' with a modal dialog titled 'Update employment info' open. The dialog contains the following sections:

- Header:** A text input field with the value 'Employment' and a dropdown menu showing 'Organisationszugehörigkeiten'.
- Filters:** A section with a warning about campus restricted content. It includes:
 - Internal/external affiliations:** Two checked checkboxes for 'Internal organisational affiliations' and 'Positions outside of the institution'.
 - Internal affiliation type:** Four checked checkboxes for 'Student', 'Staff', 'Visiting scholar', and 'Honorary staff'.
 - Period:** Three checked checkboxes for 'Current', 'Former', and 'Future'.
- Affiliation restrictions:** A 'Visibility' section with two radio buttons: 'Exclude affiliations with campus restricted organisations' (selected) and 'Include all affiliations'.
- Dynamic/static list:** A yellow warning box stating: 'This section is dynamic and will be automatically filled with any new content, as per the selections above. Making this section static will 'freeze' the content (with any selections made above applied), such that no content will be added automatically and you have some freedom to edit the section.' Below this is a 'Make static' button.

At the bottom of the dialog are 'Cancel' and 'Update' buttons. The background profile page shows sections for 'Units', 'Employment', 'Research output', and 'Projects'.

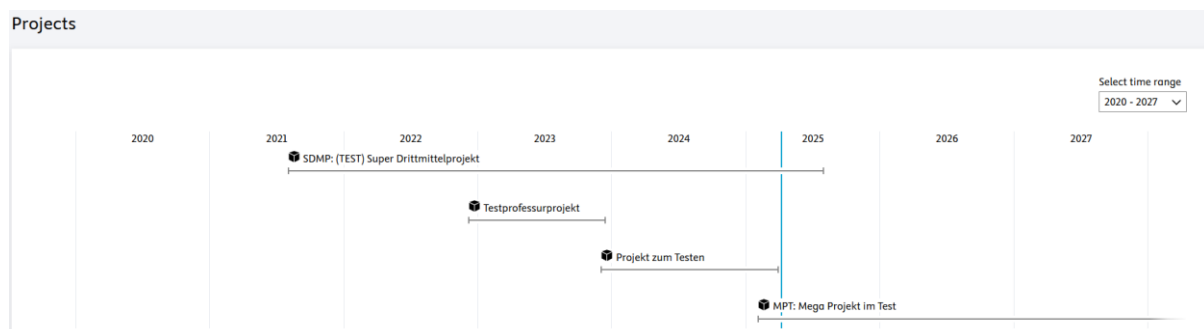
8 APPLICATIONS, AWARDS & PROJECTS

Under the menu item 'Applications (third-party funding notification - DMA)' you can submit a notification electronically, provided your faculty/center supports this. To do this, please contact your respective faculty or center management. If your faculty supports this, please check the section of [how to add an electronic DMA in the RIS](#). This information is **confidential** and only visible to you and the parties involved. If you enter data yourself, please ensure that it is marked accordingly. The information will not appear in the research portal.


The 'Awards' item contains your awards from SAP (WBS elements), if available. Depending on the workflow step (status), these can also be edited by you. Awards are also not displayed in the research portal. If you would like to make corrections here, and it is not possible, don't hesitate to contact us.

In 'Projects' you will find your projects also synchronized with SAP. Their information is identical to the awards, but do not contain any financial data. You can edit/add projects at any time, e.g. by adding a project description or additional researchers. You also have the option of adding projects yourself and linking them to an award (which you may also have created before).

You can also find a graphical representation with a timeline for your projects on your personal start page.



Note

Synchronized content cannot be edited in the RIS and is indicated by the following symbol: 

You can add additional data, but not delete existing data.

If there are errors in the project data and it is therefore necessary to correct synchronized content, please contact us.

Research network

Once you have completed all the required data, you can get an overview of your own research activities.

An overview of the data related to you (publications, researchers, projects, activities, etc.) can be found at the bottom of your homepage:

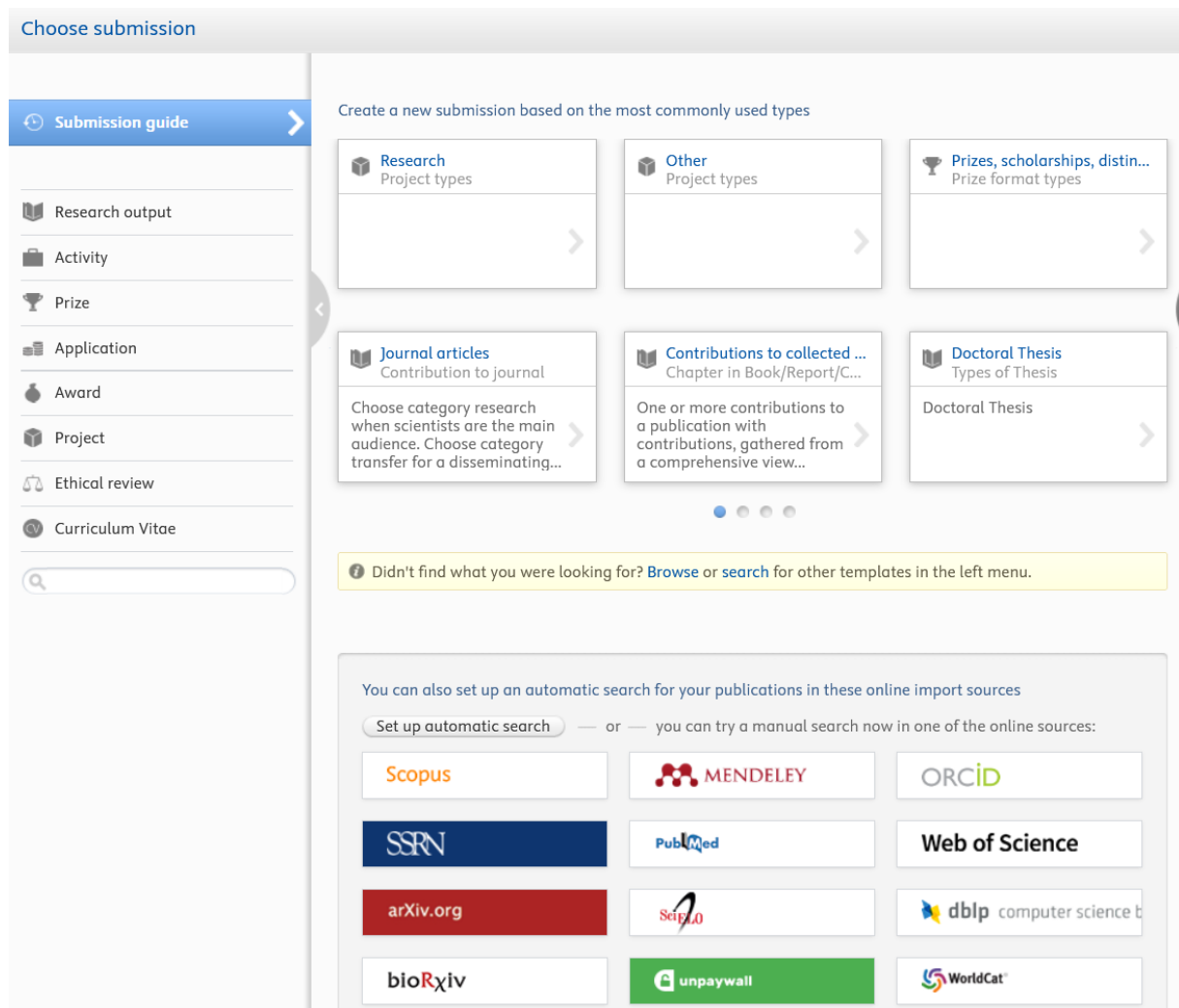


9 THE ELECTRONIC THIRD-PARTY FUNDING NOTIFICATION (DMA) IN THE RIS

9.1 ADD A NEW ENTRY 'ELECTRONIC DMA'

To add an electronic DMA, you have two options:

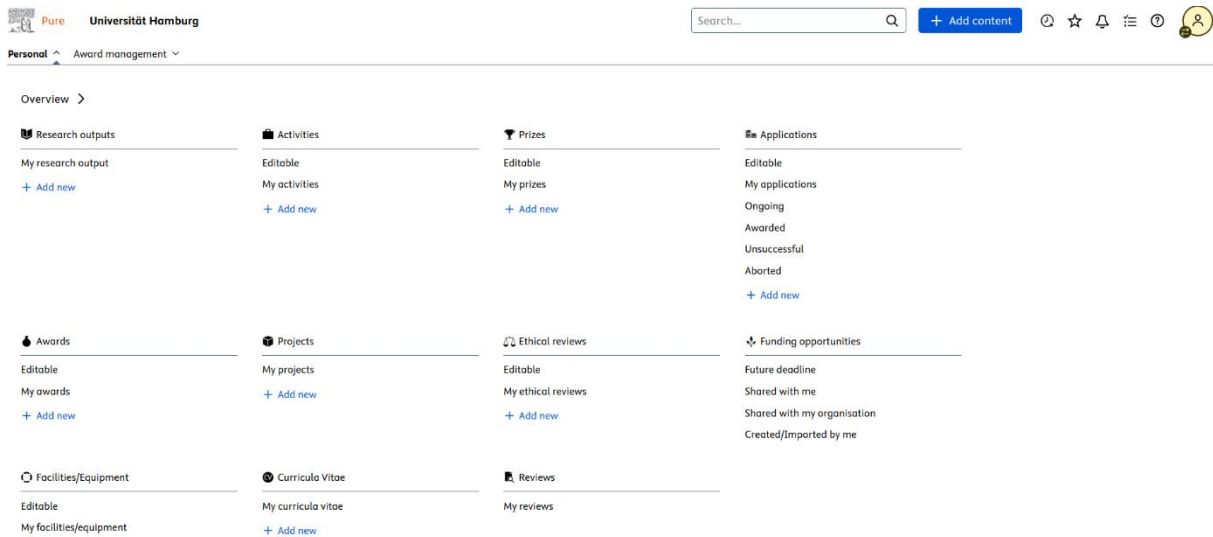
Option 1: Next to the search field at the top right, click on the blue button '+ Add content', a new window will open:



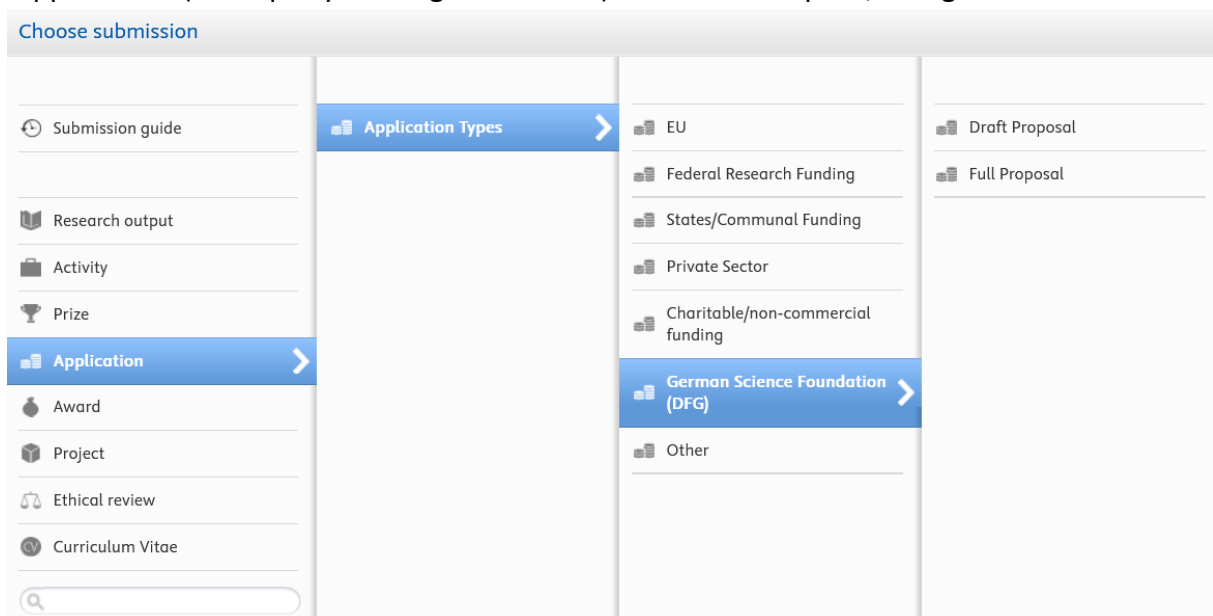
The screenshot shows the 'Choose submission' interface. On the left is a sidebar with a 'Submission guide' menu and a list of categories: Research output, Activity, Prize, Application, Award, Project, Ethical review, and Curriculum Vitae. The main area is titled 'Choose submission' and contains a section 'Create a new submission based on the most commonly used types' with six options: Research Project types, Other Project types, Prizes, scholarships, distinctions Prize format types, Journal articles Contribution to journal, Contributions to collected works Chapter in Book/Report/Conference Proceedings, and Doctoral Thesis Types of Thesis. Below this is a yellow warning box: 'Didn't find what you were looking for? Browse or search for other templates in the left menu.' At the bottom, there is a section 'You can also set up an automatic search for your publications in these online import sources' with buttons for Scopus, MENDELEY, ORCID, SSRN, PubMed, Web of Science, arXiv.org, Scopus, dblp computer science bibliography, bioRxiv, unpaywall, and WorldCat.

Here you can select from all the categories which are available to you in the RIS to add a new entry.

Option 2: Click on the arrow next to 'Personal' on the far left to open an overview:



Regardless of which of the two options you choose, if you select a new entry under 'Applications (Third-party funding notification)' the window opens/changes as follows:



Select the relevant application type here to access the metadata screen.

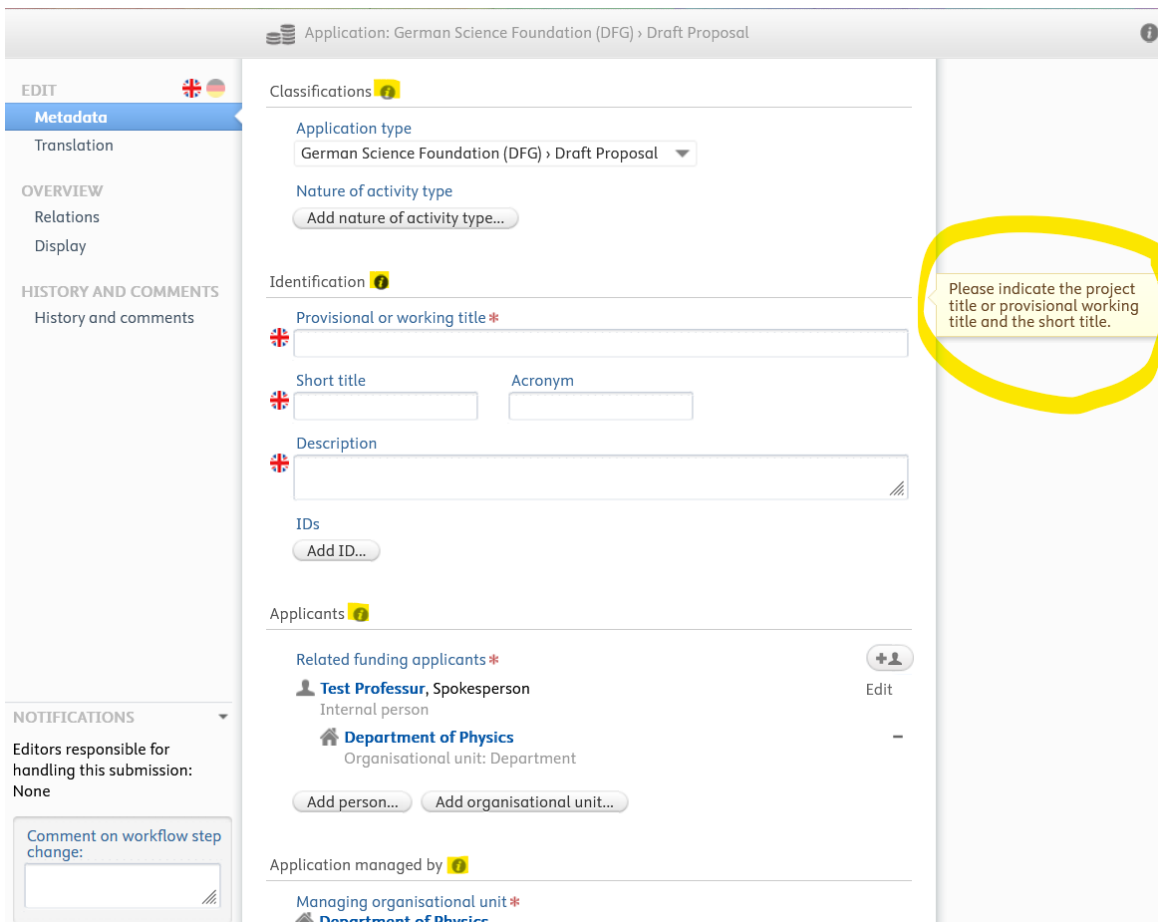
9.2 COMPLETE THE METADATA MASK

The metadata is based on to the existing .pdf.

(<https://www.fid.uni-hamburg.de/drittmittelanzeige.pdf>)

If you need more information to complete the form, click on the information 'i' next to it - a short explanation will open.

You will find these information symbols next to many fields, here highlighted in yellow:



Application: German Science Foundation (DFG) › Draft Proposal

EDIT 🇩🇪

Metadata

Translation

OVERVIEW

Relations

Display

HISTORY AND COMMENTS

History and comments

NOTIFICATIONS

Editors responsible for handling this submission: None

Comment on workflow step change:

Classifications ⓘ

Application type
German Science Foundation (DFG) › Draft Proposal

Nature of activity type
Add nature of activity type...

Identification ⓘ

Provisional or working title * ⓘ

Short title ⓘ Acronym ⓘ

Description ⓘ

IDs
Add ID...

Applicants ⓘ

Related funding applicants * ⓘ

Test Professor, Spokesperson ⓘ Edit
Internal person

Department of Physics ⓘ -
Organisational unit: Department

Add person... Add organisational unit...

Application managed by ⓘ

Managing organisational unit * ⓘ
Department of Physics

Please indicate the project title or provisional working title and the short title.

Good to know: All entries created here are set to 'Confidential - limited to assigned users and editor role' by default.

This means that, apart from the persons listed under 'Applicants', only persons with the editor role (persons involved in the workflow and Department 4) have access to the display. All other users of the RIS can neither see it nor find it via the general search.




IMPORTANT TO NOTE:

Please ensure that the chair (=professorship) (or institute/department, if applicable) assigned to you is listed under 'Managing organizational unit'. This controls the [workflow](#) and thus access authorization in the system.

If there is a cluster here, for example, you can send the notification, but it will not be seen by any of the responsible persons and cannot be processed further.


If a change is necessary, you can use the 'Change organization...' button to select the correct one. (Example here highlighted in yellow = correct):

Related funding applicants *


 [Redacted], PI	Edit	-
Internal person		
 Climate, Climatic Change, and Society (CLICCS)		-
Organisational unit: Centre		
 Oceanography with a focus on Remote Sensing (Prof. Dr. Stammer) -		-
Former organisational unit. 30.09.23.		
Organisational unit: Chair		

Application managed by 

Managing organisational unit *

 **Climate, Climatic Change, and Society (CLICCS)**

Organisational unit: Centre

 |

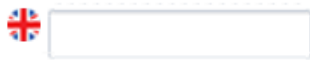
- Oceanography with a focus on Remote Sensing (Prof. Dr. Stammer) -**
- Institute of Oceanography
- Organisational unit: Chair
- Climate, Climatic Change, and Society (CLICCS)**
- Central institutions
- Organisational unit: Centre

Under 'Keywords' - '**Relevant information for third-party funding notification**' you will find further fields with questions to answer. Be sure to read through the associated information ('i') before answering them.

Note: For fields that appear in two languages - e. g. Workstations/Equipment - it is sufficient to enter the information in one of the two language fields.

Keywords 

RELEVANT INFORMATION FOR THIRD-PARTY FUNDING NOTIFICATION



CONTINUATION OF AN EXISTING PROJECT?

There are no associations

Add continuation of an existing project?...

ADDITIONAL BASIS RESOURCES - WORKSTATIONS/EQUIPMENT 

There are no associations

Add additional basis resources - workstations/equipment...

ADDITIONAL BASIS RESOURCES - STAFF 

There are no associations

If you have started to complete your DMA but do not yet have all the information, you can 'Save' it and return to it later. In this case, the underlying workflow is not yet started and nobody receives a notification.

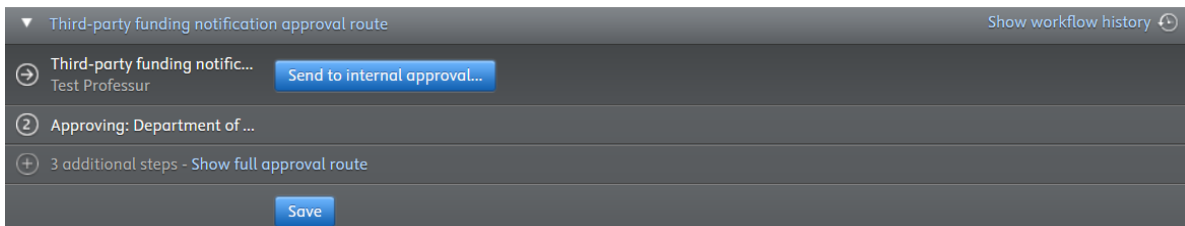


9.3 SUBMITTING THE ELECTRONIC DMA AND WORKFLOW

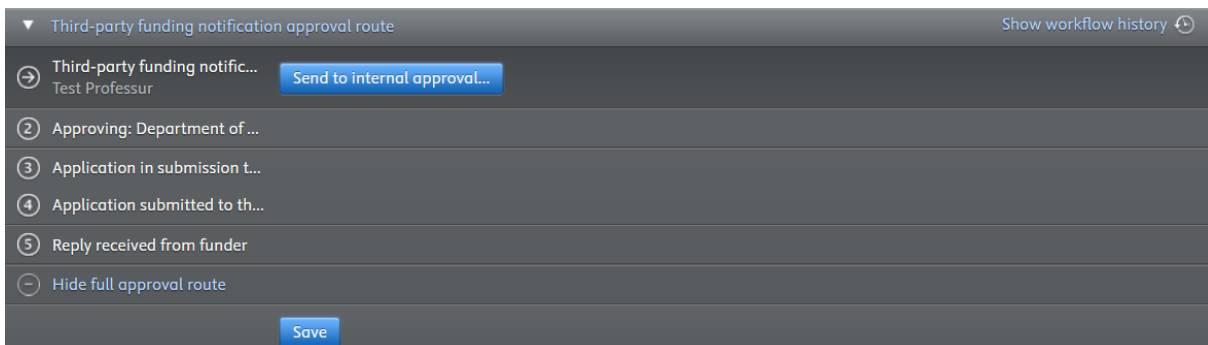
9.3.1 Workflow

The DMA workflow integrates the organizations involved in the notification: Department → Faculty → Department 4.

You can see the workflow by moving the mouse over 'Third-party funding notification approval route'. You can click on the small white arrow to fix it if needed.



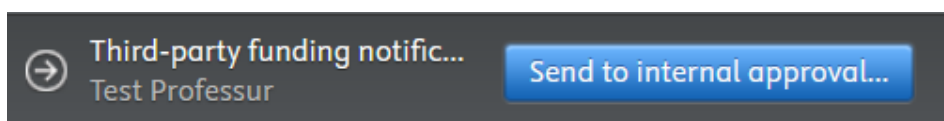
You can also display the complete approval route (this varies depending on the department and faculty affiliation):



9.3.2 Submitting the electronic DMA

Once you have entered all the necessary details and attached the relevant documents, you can send your DMA to internal approval.

You can do this by clicking on 'Send to internal approval...'.



After submitting for internal approval, a new tab will appear where you must check the yellow-highlighted box at the bottom to confirm that you agree to the terms and conditions in accordance with ‘§ 77 III HmbHG and the UHH third-party funding statutes’.

You also have the option of (voluntarily) sending a comment.

Third-party funding notification proposal

By submitting the application, the project leader confirms that the project proposal meets the requirements of [§ 77 III HmbHG](#) and [UHH third-party funding statutes](#).

I confirm according to [§ 77 III HmbHG](#) and [UHH third-party funding statutes](#),

1. that the implementation of this externally funded project does not interfere with my other official duties or the rights and duties of other members of the university,
2. that the UHH does not incur any further follow-up costs, and
3. that the relevant safety regulations are observed.

I am aware that any third-party funds I raise are subject to budgetary regulations. The above-mentioned project can be carried out or continued by me under the conditions and requirements specified in the application / notice of approval / contract.

Agree to the above terms and conditions

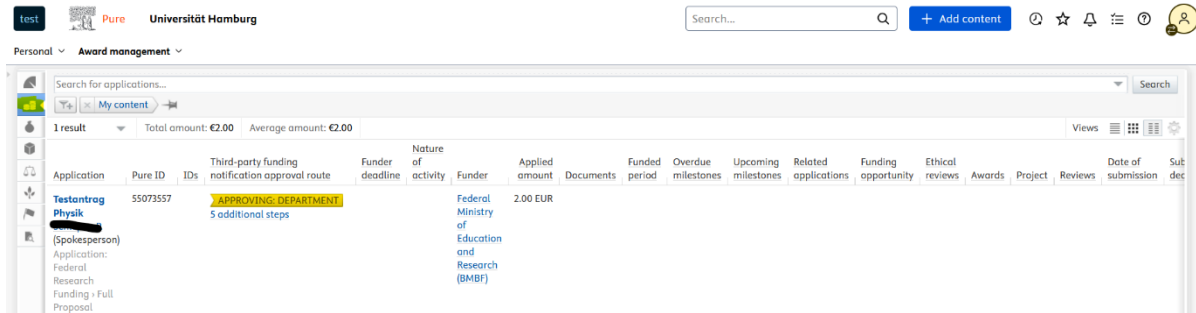
Comment

Cancel

Send to internal approval

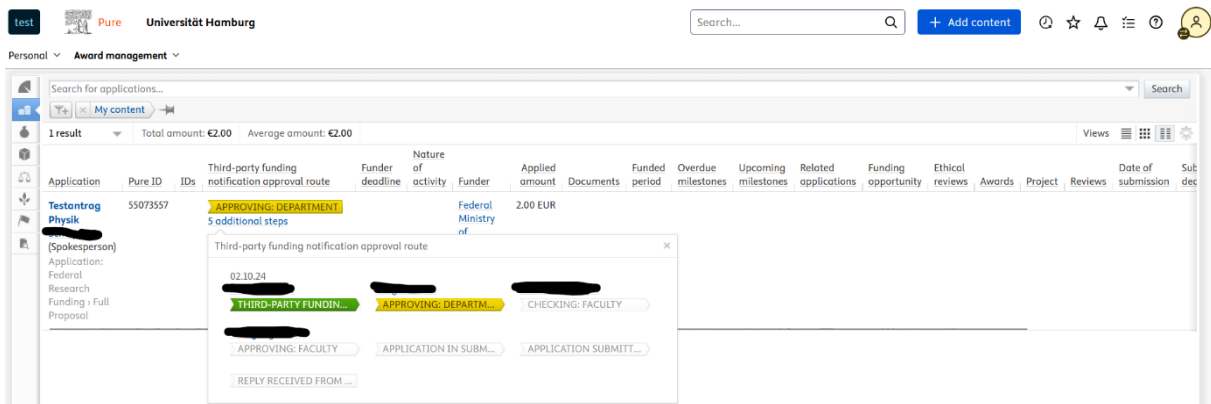
9.4 APPROVAL STATUS OF THE DMA

You can check the approval status of your DMA any time. To do this, click on the icon with the coins under 'Award management'.



(The option via 'Personal' → 'Applications' (click directly on the heading above) also works).

If you go to 'Additional steps', you can see who is responsible for each step. Department 4 is responsible for the last ones.



If you have only saved the DMA and want to edit it further, click on the title and the metadata mask with the previously saved information will open.



10 CONTACTS

If you need help or have any questions, please do not hesitate to contact us:

Contact RIS-Team

Dr. Lisa Brase, Phone: +49 40 42838-7043

Hanna Hedeland, Phone: +49 40 42838-7510

Dr. Steffen Grünler, Phone: +49 40 42838-8790

Alexander Heinrich (Tue, Wed, Thu), Phone: +49 40 42838-4366

Email: fis@uni-hamburg.de

RIS-Homepage: <http://uhh.de/fdm-fis-en>

Change requests: Please use the general email address to report any changes to the data in the system. The RIS administrators can change a lot of data at short notice. For some data, however, we are dependent on the corresponding source systems. We ask for your understanding that it may take some time to correct the data in these cases.