

Center for Sustainable Research Data Management RIS Manual v2.0, status: 11.04.2025

Research Information System



Version 2.0



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1 INTRODUCTION

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.

2 FIRST LOGIN

To log in to the RIS, you need your personal 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.



Header introduction

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).

nburg nent ∨			Search	Q	+ Add content	Ø	☆	ţ ,	ĭΞ	0	۹
: Professur la vitae (l) or Connect your ORCID ID											A Private
 Prizes (1) Prizes, scholarships, 1 											
	nburg hent V C Professur la vitae (I) or Connect your ORCID ID Prizes, scholarships, 1	nburg enent v S Professur sovitoe (1) or Connect your ORCID ID Prizes, (1) Prizes, scholarships, 1	nburg enent v S Professur av vitoe (1) or Connect your ORCID ID Prizes, scholarships, 1	burg Search enent ✓ CPOOFESSUE Javitae (1) or Connect your ORCID ID r Prizes, scholarships, 1	nburg Search Q nemt	nburg Q + Add content enent ✓ C Professur iso vitae (i) or Connect your ORCID ID Prizes, scholarships, 1	<pre>search Q + Add content @</pre>	heurg Q + Add content Q ★ Add content Q ★ Add content Q ★ entert C Professur iso vitae (1) or Connect your ORCID ID Prizes, scholarhips, 1	heurg Q	nburg Q + Add content Q ★ C ★ C ★ C ★ C ★ C ★ C ★ C ★ C ★ C ★	search autor(i) or Connect your ORCID ID I Prizes (i) Prizes (i) Prizes (i) Prizes, scholarships, 1

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 is called up under 'Edit profile'. Under 'User settings' you will find the language setting, an overview of your roles in the RIS and the 'Trusted user(s)' settings.



×

	User settings	
	Profile Email settings Notification settings Task setting	gs
Profile		Language
		Associated person
Language		Role(s)
Language	Default submission language	Usage analytics
English	✓ English ✓	Trusted user(s)
		Connect with Funding
Associated person		Institutional
Edit person profile		
Always show the personal works	pace	
Snows a personal workspace even w	/nen there is no personal content	
Role(s)		
Administrator Personal Liser		
Administrator, Personal Osel		
		Cancel S

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.

Contact: fis@uni-hamburg.de

		Us	ser settings		
	Profile	Email settings	Notification settings	Task settin	ngs
T ()					
Irusted user(s)					Language
Add users you trust to act on	your behalf using you	r account			Associated person
heinrich ale				۹	Role(s)
\leftarrow Previous	Showing	results from 1 to 1	Nex	$dt \rightarrow$	Usage analytics
bao2402 - Heinrich, A	Alexander, fis@uni-ha	mburg.de			Trusted user(s)
User					Connect with Funding
					Institutional
Connect with Fundin	ng Institutional				
Enter the ID from Funding In	stitutional to connect	your user			
		, 			
					🗅 🔿 Cancel Sa



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.

ID: 55569597	Der Name der Test-Publikation Research output: Book/Report > Collected editions and antholog	gies > Research
FDIT	Comments	
Metadata	Alexander Heinrich as Test Professur has added a comment	28.11.24 16:37
Metrics	Das ist ein Test-Kommentar.	
Translation	Write a comment about the content	
OVERVIEW		
Relations	History	
Auto-Keywords	Changed by demonstrate by the P ivia API	13.03.2025 10:59:35
Display	Modified Keyword groups	
HISTORY AND COMMENTS	Alexander Heinrich	03.12.2024 13:55:25
History and comments	Workflow step changed from Approved to Validated	
	Alexander Heinrich as Test Professur	03.12.2024 13:54:49
	Modified Open Access status, DOI, link, electronic version (file)	
	Alexander Heinrich	03.12.2024 13:26:44
	Workflow step changed from Approved to Validated	
	Alexander Heinrich as Test Professur	03.12.2024 13:26:10
	Modified Contributors, Organisations	
	Alexander Heinrich as Test Professur	03.12.2024 13:25:43
	Modified Managing organisational unit, Contributors, Organisations	
	Alexander Heinrich as Test Professur	03.12.2024 13:22:56
	Modified Abstract	
	Alexander Heinrich	28.11.2024 16:39:00
	Workflow step changed from Approved to Validated	
	Alexander Heinrich as Test Professur	28.11.2024 16:37:55
	Modified Title of the contribution in original language	
	Lisa Brase	06.11.2024 11:26:08
	Workflow step changed from Approved to Validated	
OTIFICATIONS •	Lisa Brase as Test Professur	06.11.2024 11:11:48
.ast saved: 13.03.25 10:59	Status: Validated Save Disclaim th	is 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:

ID: 45831991	Projekt zum Testen Project: Research		
2 0			_
Metadata Translation OVERVIEW Relations Auto-Keywords Display HISTORY AND COMMENTS History and comments	Classification Project type Research Research Add nature of activity type Identification Title * Short title Acronym Description Layman's description Key findings Key findings IDs Add ID	li.	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, 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.
	Participants		
Editors responsible for nandling this submission: None	 Related project participants * L Test Professur, Spokesperson Internal person M Data Management and Institutional Research Unit - Former organisational unit. 18.02.25. 	Edit	
Last saved: 03.12.24 14:18	Status: For approval 🗸 Save		X



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.

Pure Universität Hamburg	Search	Q + Add content	0 ☆	⊈ 1≣ ® 🔗
Personal V Award management V				
Create or Connect your ORCID ID Create or Connect your ORCID ID Create or Connect your ORCID ID				₿ Private
Research outputs (1) Prizes (1) Collected editions and Prizes, scholarships, 1 1				
Projects				
2020 2021 2022 2023 © SDMP: (TEST) Super Drittmittelprojekt	2024 2025	2026		Select time range 2020 - 2027 V 2027



ID: 15035631	Person	0
CEDET 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 * Test Professur Nationality Germany Name variant (with * is additionally displayed in the portal) Add name variant Title Prof. Dr. Academic degree Edit - Add title ID Add ID ORCID Create or connect your ORCID ID Profile photos Add image Links Add link	The language-specific fields are not filled out in English. Use the menu item <u>Translation</u> to assist with translation, or change submission language.
	Curriculum and research description Profile information Add profile information Organisational affiliations Organisational affiliations Organisations * STAFF Units Set primary I8.02.25 → present Fixed-term Junior Professors Start date at institution End date at institution	
Last saved: 03.04.25 12:33	Save	

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: ${\cal O}$

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':

ID: 15035631	Person	0
EDIT 🕀 🛑	Personal identification 👔	The language-specific fields are not filled out in
Metadata	First name(s) Last name * Nationality	English.
Highlighted content	Test Professur Germany 🔻	Use the menu item
Associated user	Name variant (with * is additionally displayed in the portal)	translation, or change
Translation	-	submission tanguage.
Automated search	Type Default publishing name *	
OVERVIEW	First name	
Relations	Test A. Professur Ir.	
Auto-Keywords		
Display		
LITETODY AND COMMENTS	Cancel	reate
HISTORY AND COMMENTS		
History and comments	Title	
	Prof. Dr. Academic degree	dit –
	Add title	
	ID	
	Add ID	
	ORCID	
	Create or connect your ORCID ID	
	Profile photos	
	Add image	
	Links	
	Add link	
	Curriculum and research description	
	Profile information	
	Add profile information	
	Organisational affiliations 🕥	
Last saved: 03.04.25 12:33	Save	

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.:

ID: 15035631	Person	0
	Personal identification 🕐	
EDIT 🗮 💭	First name(s) Last name * Nationality	The language-specific
Metadata	Test Professur Germany 🔻	English.
Highlighted content	Name variant (with * is additionally displayed in the portal)	Use the menu item
Associated user	Add name variant	translation, or change
Translation	Title	submission language.
Automated search	Prof. Dr. Academic degree	
	Add profile information)
OVERVIEW	Add prone mornation	
Relations	lype	
Auto-Keywords		
Display	Text	
HISTORY AND COMMENTS	™ B I U S ≣ × ∐ × ⊟ × ⊡ ∞ ⊡ ∞ 53	
History and comments		
, ,	Paragraph \vee 12pt \vee $X_2 \times^2 \Omega - \mathcal{G}^2$	
	Text	
	Paragraph \vee 12pt \vee \times_2 \times^2 Ω – \mathscr{P}	
	Cancal	
	Curicer	
	Pacitions outside of the institution	
Last saved: 03.04.25 12:33		

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.

Pure Universität Ham Personal V Award managem	burg ent 🏏		Search	Q (+	Add content	☆ 🗘	ĭ≡ (9
Edit profile	Professur a vitae (1) or Connect your ORCID ID							A Private
 Research outputs (1) Collected editions ond 1 	 Prizes (1) Prizes, scholarships, 1 							
Projects								
2020	2021 2022 Ø SDMP: (TEST) Super Drittmittelprojekt	2023	2024 2	025	2026	2027	elect time ra 2020 - 2027	nge V



A 'Choose submission' tab will open.

The RIS offers you three options for recording your publication.

Choose submission	
Submission guide	 Book/Report Non-textual form
Research output	Chapter in Book/Report/Conference proceeding
Import from online source Import from file	Contribution to memorandum/exposition
Activity Prize	 Memorandum/exposition Data-, online-, and other publications
Application (Third-party funding notification)	Patent Working paper
Award Project	Contribution to conference types
Ethical review Curriculum Vitae	Uppes of Thesis
(Q,)	

5.1.1 Create from template

Select the appropriate 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 👔
# ●	Publication status 🗿	
Metadata	Publication statuses and dates *	
Metrics	Year* Month Day - Published 2025 Current	
Translation	Add publication status and date	
OVERVIEW Relations		
Auto-Keywords	Publication information 👔	_
Display	Original language * English 🗨	
HISTORY AND COMMENTS History and comments	Title of the contribution in original language *	
	Subtitle of the contribution in original language	
	Abstract	
	+	
	Pages (from-to) Number of pages	
	Article number	
NOTIFICATIONS	Contributors and affiliations	
Editors responsible for	Contributors *	
handling this submission:	Lest Professur, Author Edit	
None	Internal person	
Comment on workflow step change:	Grganisational unit: Administration	
li.	Add person Add organisational unit Add author collaboration	
	Total number of authors	
	Status: For approval 🛛 🗸 Save	



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

	Research output: Contribution to journal > Journal articles	Change template 🛛 🚯
4	Total number of authors	
EDIT T	1	
Metadata		
Metrics	Publication managed by 🔮	
Translation	Managing organisational unit * Managing organisational unit *	
OVERVIEW	Organisational unit: Administration	
Relations	Change organisational unit	
Auto-Keywords		
Display	Journal	
HISTORY AND COMMENTS	Journal *	
History and comments	Add journal	
	Volume Issue number	
	E <mark>lectronic version(s), and relate</mark> d files and links 🕖	
	DOI, link, electronic version (file)	
	Add DOI/link/electronic version	
	Other links	
	Add other link	
	Other files	
	Add other file	
NOTIFICATIONS -		
Editors responsible for	Images 🕖	
handling this submission:	Images	
None	Add image	
Comment on workflow step		
change:	Keywords 🕐	
1.	FREE KEYWORDS	
	Status: For approval 🗨 Save	



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	0		
ΟΡ	ublic - No restriction	•	
External	publication IDs		
Addit	ional source IDs		
5 1 1	Fata in an and		(and)
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:

- 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.





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		
	R MENDELEY	
Submission guide	Import from Mendeley Title, UUID, ISBN or DOI in Mendeley	
🔰 Research output	If you enter a Mendeley UUID here, the other fields are ignored.	
Create from template Import from online source Import from file	Author name Horst Weller	
Activity	Journal or publication name	
🍸 Prize	Year interval of publication time	
Application (Third-party funding notification)	From → To Search	
land Award		
🍿 Project	409 results 🔍	
5 Ethical review	Autobiography of Horst Weller Harst Weller 2022 vol. 126 issue so. 2022. p. 21165-21167. The Journal of Physical Chemistry C. DOL	
Curriculum Vitae	Ticle	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	
	Market 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	



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':

Language	
Select original language of	the contribution *
Select submission languag	e to map to *
English	
Author match	
Author in Mendeley	Author and affiliations in Pure
	L Weller, Horst
	Prof. Dr.
1 Weller, Horst	Match Physikalische und präparative Chemie von Nanostrukturen (Prof. Dr Weller) - Former
	Person
	Physikalische und präparative Chemie von Nanostrukturen
	Physical Chemistry
	Organisational unit: Chair
	TO

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.

Choose submission						
Submission guide	CoperAIRE	BibT _E X				
 Research output Create from template Import from online source Import from file Activity 	Use this option to import research outputs in the OpenAIRE CERIF profile XML format. OpenAIRE is an organization dedicated to shifting scholarly communication towards openness and transparency and facilitate innovative ways to communicate and monitor research.	BibTeX is a tool and a file format which are used to describe and process lists of references, mostly in conjunction with LaTeX documents.				
T Prize						
Application (Third-party funding notification)	RIS					
left Award	RIS-format is an interexchangable, tagged format for expressing bibliographic citations,					
Project	supported by a wide range of reference software (e.g. Reference Manager, EndNote					
52 Ethical review	and RefWorks) and research databases (e.g.					
Ourriculum Vitae						

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 *	+1
La Test Professur, Author Internal person	Edit
Wnits Organisational unit: Administration	-
Add person Add organisational unit Add author collaboration Total number of authors 1	
Publication managed by 🕖	
Managing organisational unit * Munits	

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	Add external organisation			
T t D f		Search Create external organisation	n		
Internal person		Q univer	8		
internat person		1 - 10 / 8615			
Name and role	1	Ulm <mark>University</mark>			
First name	Last name *	Helmholtzstr. 16, 89069, Ulm, Baden-Württemberg External organisation: University	, Germany		
Test	Professur				
Role *		P.O. Box 516, 751 06, SE-751 20 Uppsala, Sweden			
Author 💌		External organisation: University			
Corresponding author		Bielefeld University Universitätsstraße 25, 33615, Bielefeld, Germany			
		External organisation: University	External organisation: University		
		Leiden <mark>University</mark>			
Organizational affiliation	at the time of the research output	Rapenburg 70, 2311 EZ, Leiden, Netherlands	Rapenburg 70, 2311 EZ, Leiden, Netherlands		
M Inits					
(18.02.25 → present)		Latakia, Svrian Arab Republic			
		External organisation: University			
Affiliate to another o	organisational unit	Nord <mark>University</mark>			
Affiliate to an extern	al organisation	Universitetsalléen 11, 8026, Bodø, Norway			
Diff. Annuale to an extern	areiganisationin	External organisation: University			
		Örebro <mark>University</mark> Felwikterster 1,702,01, Örebra Guadar			
Author contribution and n	arantaa	External organisation: University			
	Cancel Update	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

Cancel



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' :

earc	h output: G	A	dd external	organisat	orticles ion		\otimes
s (1	(Search	Create ex	ternal org	anisation		н
le r	Type			Country/	Territory		
	Name *			derman	y ·		
	University	of Testisto	in				
N					Cancel	Create	
Fir Te	st name st			Last nan Professu	ne * Ir		



Entering Open Access articles full text

As part of the Open Access (OA) efforts of the University of Hamburg, e.g. *Open Access Portal* (<u>https://www.oa.uni-hamburg.de/</u> or <u>Hamburg Open Science</u>) 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 *	0
	Select access 🤜	
	Open	
	Embargoed	
	Restricted	
Lie	Closed	
LIC	Unknown	
	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: <u>research portal-OA-publications</u>



Open Access publications are marked as follows:

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

Content input in this section indicates that this work i Final published version - Open	s openly acce	ssible:	
DOI link electronic version (file)			
FINAL PUBLISHED VERSION			
 10.1000/1821234 Final published version CC BY-NC-ND Open 	Show	Edit	-
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:

Choose submission		
Submission guide	Editorial work	Conference participation or organisation
	Participation/organisation of an event	Trade fairs and exhibitions
W Research output	(Guest lectures) Talks or presentations	Workshops, courses, seminars, summer schools
📫 Activity 🔶	Consultancy	
🍸 Prize	Memberships	
Application (Third-party funding	Guest residence, visiting an external institution	
Award	Hosting visitors	
	Academic examination	
Project		
52 Ethical review		
Ourriculum Vitae		
٩		



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'.



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).

Choose submission		
Submission guide	CurriculumVitae	
Research output	Public CV	Private CV
Activity	· · · · · · · · · · · · · · · · · · ·	>
Prize		
Application (Third-party funding notification)	EuroPass CV	
land Award		
🗊 Project		
🖧 Ethical review		
🛞 Curriculum Vitae	>	

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.

	# •	
(Add section)		
	Add one or more sections to your CV	
	Personal information	
	✓ Your personal profile from Pure	
	✓ Profile information	
	List of your employments (2)	
	Lists of your content from Pure	
	Research outputs (1)	
	Prizes (1)	
	Awards (2)	
	✓ Projects (4)	
	Text	
	Heading	
	Text section	
	✓ Periodic list	
	Granta	
Save	📷 Dawnload as PDF 🔜 Download as Word document	



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



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.



8 Applications (third-party funding notification), Awards & Projects

Under the menu item 'Applications (third-party funding notification)' you can submit a thirdparty funding notification electronically, provided your faculty/center supports this. To do this, please contact your respective faculty or center management. 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: ${ old S}$

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 CONTACT

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

Contact RIS-Team

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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 administrators of the source systems. We ask for your understanding that it may take some time to correct the data in these cases.