RESEARCH EXPERTISE ENGINE: MANUAL FOR RESEARCHERS

UPDATING YOUR SETTINGS

1. UPDATING YOUR PERSONAL INFORMATION

Once logged into Research Expertise Engine (REE), click on ‘Settings’ on the top left-hand side of the page to update information in your profile:

By default, your primary name is displayed. If you wish to change this, please update your preferred name using the fields shown below:

You are also able to add your preferred email address, preferred pronouns, primary campus and languages to your profile. These fields are optional but may make it easier for colleagues to connect with you and your research:
2. ACCEPTING GRADUATE STUDENTS

If you are currently accepting graduate students, you can activate this section to display in your profile. Activating this section also allows you to add additional recruitment notes to show on your profile.

ACCEPTING GRADUATE STUDENTS: ✔

RECRUITMENT NOTES: Accepting PhD but not Masters students
3. UPDATING YOUR RESEARCH INFORMATION AND KEYWORDS

Use the fields pictured below to update your research keywords and personal webpage.

If you wish to add additional information regarding your research, toggle the ‘show research description’ field to active. You will then be able to add your relevant information.

4. ADDING RESEARCH CREATIONS

Research creations need to be entered into the system manually, as they are not readily captured by other research databases or systems. Follow the instructions below to add a new research creation to the REE.

After successfully logging in to the REE, click the ‘Settings’ option in the menu bar:
From the settings screen, select the 'Research Creation' link:

CREATE A NEW RESEARCH CREATION

From the Research Creation tab, click ‘Add New’ to view the Add a New Research Creation form.

The Add a New Research Creation form allows you to input information about a research creation.

Note: Required fields are marked with an asterisk.

Note: The fields on this form were created through a collaboration between RIO and a faculty member working on behalf of the School of Contemporary Arts.
ADDING COLLABORATORS (OPTIONAL)

The ‘Add a New Research Creation’ allows you to add SFU Faculty Collaborators to a research creation. Adding a collaborator or collaborators will link the research creation to the faculty collaborators. This means that the research creation only needs to be added to the REE once and can appear on multiple faculty members’ profiles.

Note: If you are unable to find the name of a faculty member that you believe should be directly associated with your new research creation, please contact rio@sfu.ca.

SAVING YOUR RESEARCH CREATION

After adding the required information and any optional information, the work can be saved by clicking the Save button at the bottom of the form.

After saving, the work will be added to the REE where it will be publicly viewable in the Research Creations module, as well as on your profile and the profiles of all listed collaborators.

Note: Research Creations can be edited and deleted by all listed collaborators.

Once added, your research creation will display on your profile as pictured: