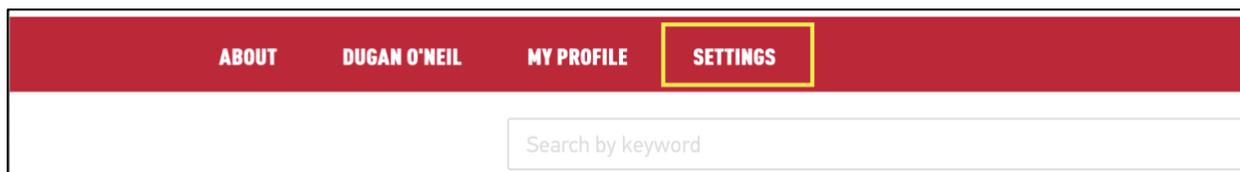


# RESEARCH EXPERTISE ENGINE: MANUAL FOR RESEARCHERS

## UPDATING YOUR SETTINGS

### 1. UPDATING YOUR PERSONAL INFORMATION

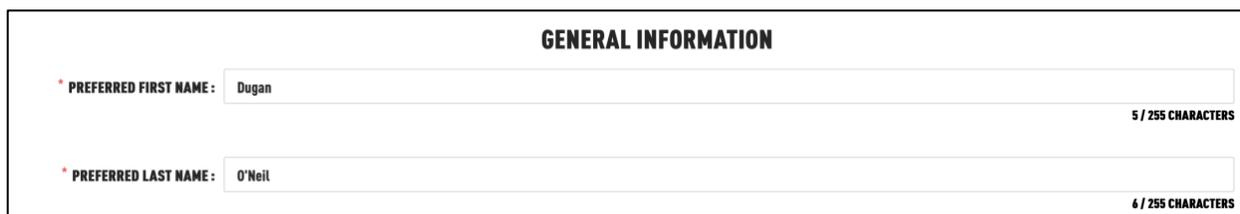
Once logged into [Research Expertise Engine \(REE\)](#), click on 'Settings' on the top left-hand side of the page to update information in your profile:



ABOUT DUGAN O'NEIL MY PROFILE **SETTINGS**

Search by keyword

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



**GENERAL INFORMATION**

\* PREFERRED FIRST NAME: Dugan 5 / 255 CHARACTERS

\* PREFERRED LAST NAME: O'Neil 6 / 255 CHARACTERS

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:

**SHOW PREFERRED EMAIL:**

**PREFERRED EMAIL:**  13 / 255 CHARACTERS

**SHOW PREFERRED PRONOUNS:**

**PREFERRED PRONOUNS:**  12 / 20 CHARACTERS

**SHOW PRIMARY CAMPUS:**

**PRIMARY CAMPUS:**

**SHOW LANGUAGES:**

**LANGUAGES:**

## 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:**

### 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.

**RESEARCH KEYWORDS:** Higgs bosons, machine learning, data processing, high energy physics, particles, ATLAS, LHC  
PLEASE SEPARATE YOUR KEYWORDS BY A COMMA. 91 / 1000 CHARACTERS

**SFU OR PERSONAL WEBPAGE:** <https://www.sfu.ca/physics/people/faculty/doneil.html>  
53 / 255 CHARACTERS

**SHOW RESEARCH DESCRIPTION:**

**RESEARCH DESCRIPTION:**  
My research is best described here: [my homepage](#)

- test
- bullet 2
- bullet 3
- [new link](#)
- [another link](#)

351 / 5000 HTML CHARACTERS

### 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:

SFU SIMON FRASER UNIVERSITY RESEARCH EXPERTISE ENGINE

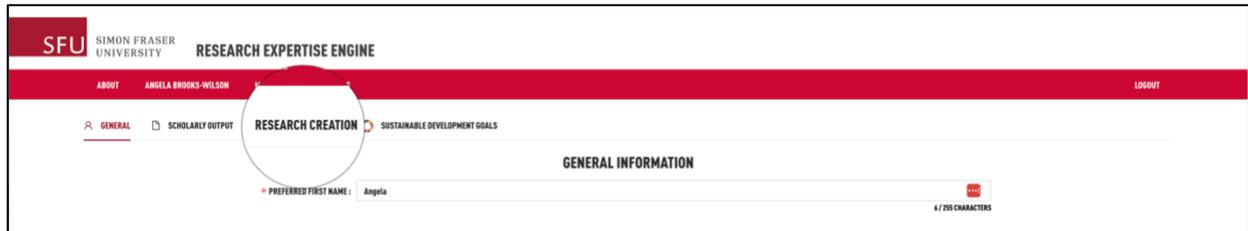
ABOUT ANGELA BROOKS-WILSON MY PROFILE **SETTINGS** LOGOUT

Search by keyword [input] [search icon]  
Boolean operators OR and - are supported. You can also search for an exact phrase by wrapping it in double quotation marks. e.g. "big data" -review OR vision

Keyword  Researcher  
 Only show researchers accepting graduate students

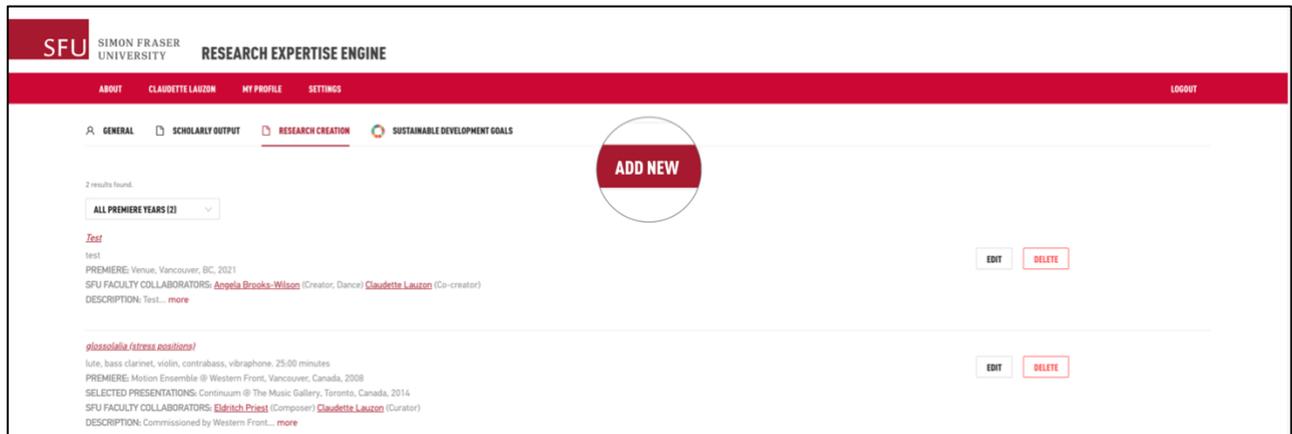
ALL FACULTIES (154) [dropdown]  
ALL DEPARTMENTS (154) [dropdown]  
SUSTAINABLE DEVELOPMENT GOALS [dropdown]

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.

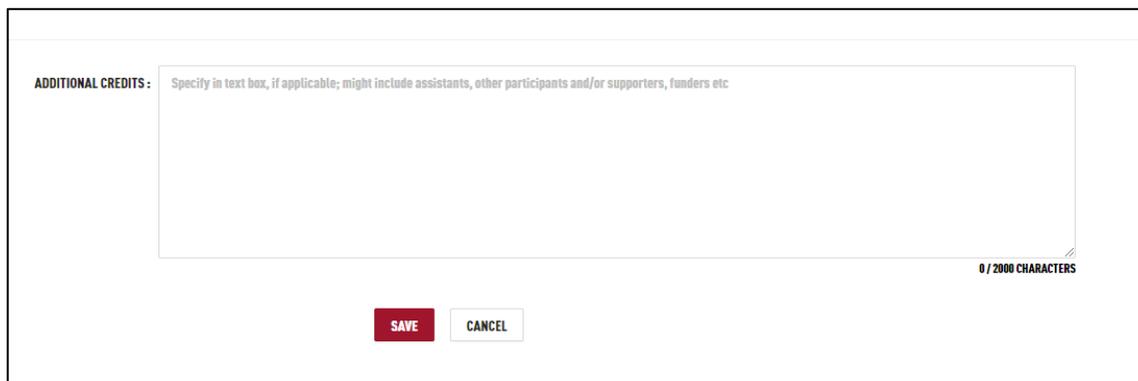
## ADDING COLLABORATORS (OPTIONAL)

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](mailto: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.

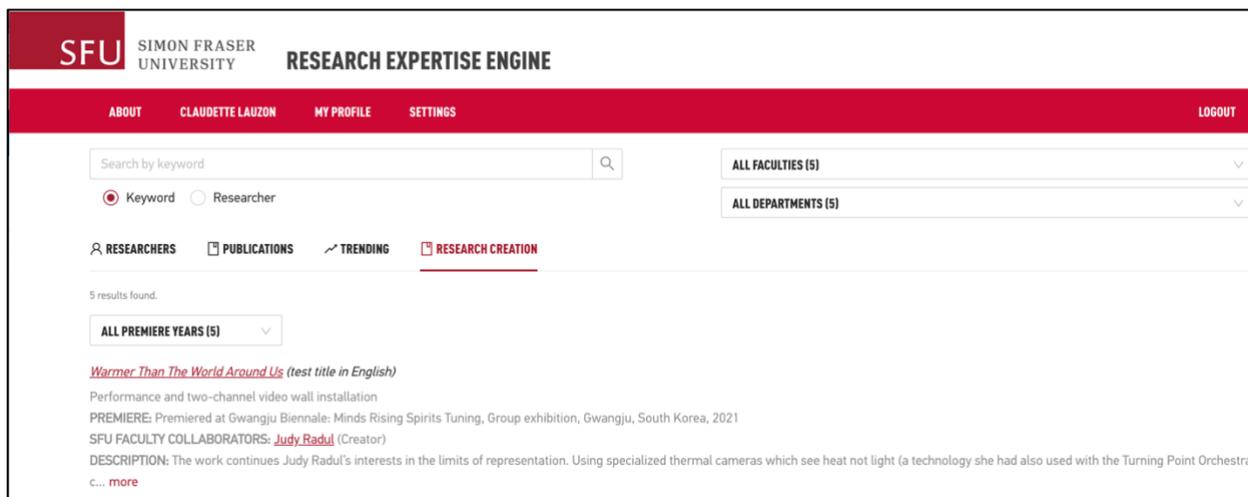


The screenshot shows a form titled "ADDITIONAL CREDITS:" with a text area for input. The text area contains the placeholder text: "Specify in text box, if applicable; might include assistants, other participants and/or supporters, funders etc". At the bottom right of the text area, it says "0 / 2000 CHARACTERS". Below the text area are two buttons: "SAVE" (in a red box) and "CANCEL" (in a white box with a red border).

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:



The screenshot shows the SFU Research Expertise Engine (REE) interface. The header includes the SFU logo, "SIMON FRASER UNIVERSITY", and "RESEARCH EXPERTISE ENGINE". The navigation bar includes "ABOUT", "CLAUDETTE LAUZON", "MY PROFILE", "SETTINGS", and "LOGOUT". The main content area has a search bar with "Search by keyword" and a search icon. Below the search bar are radio buttons for "Keyword" (selected) and "Researcher". There are also dropdown menus for "ALL FACULTIES (5)" and "ALL DEPARTMENTS (5)". The "RESEARCH CREATION" tab is selected. Below the tabs, it says "5 results found." and "ALL PREMIERE YEARS (5)". The first result is "Warmer Than The World Around Us (test title in English)", with a description: "Performance and two-channel video wall installation. PREMIERE: Premiered at Gwangju Biennale: Minds Rising Spirits Tuning, Group exhibition, Gwangju, South Korea, 2021. SFU FACULTY COLLABORATORS: [Judy Radul](#) (Creator). DESCRIPTION: The work continues Judy Radul's interests in the limits of representation. Using specialized thermal cameras which see heat not light (a technology she had also used with the Turning Point Orchestra... more".