

Research Database

Users guide

PERSONAL PROFILE

1. The information that is provided in your personal profile is visible in the public view if you:
 - a. Have chosen at least one research profile area (read the text under the "?" for more details) AND
 - b. You have changed the status from "draft" to "published" under the status information.

RESEARCH PROFILE AREA (MUST select at least MIUN)			Select ?
Here you select the research profiles you belong to. If you do not belong to any specific profile, select "Mid Sweden University"			
1	Learning and Education	Published	✕
2	Mid Sweden University	Published	✕

STATUS INFORMATION		?
Status must be set to "Published" for your personal profile to appear on public web part		
Editing Status:	<input type="radio"/> Draft <input type="radio"/> Finalised <input checked="" type="radio"/> Published <input type="radio"/> Archived	
Publishing Status:	Published, visible in public view.	

2. Check to make sure the information that is imported from the personnel database (Palasso) is correct. If any information is incorrect, please contact the personnel office.
3. If you use another name professionally than your employment name, you can make the change manually in the research database.
4. Groups: you can create a variety of groups that reflect your partnerships in research and other kinds of networks. Under GROUPS you can create a group name, write a description and select the internal and external partners. All persons within MIUN who are members of the group will have access to the group's information. A group only needs to be created once, and new persons can be added at any time.

RELATED GROUPS (including centrumbildningar)			Select Add new ?
Add/create the groups, research groups or networks that you belong to. See the help text (?) for more information.			
1	Digital Competence Research Group	Published	✎ ✕
2	ISC Research Group	Published	✎ ✕

PUBLICATIONS

1. Publications are registered in the national databasen, DIVA, which is connected to the research database. To register a publication, open the research database, click on "my publications" in the left-hand menu, then click on "add new". At this point you will be asked to select a link in red text that will automatically connect you to DIVA.
2. You will log in to DIVA with the same userid that you use in the research database.
3. When you have completed the registration process in DIVA, your publication information will be imported to the research database during that night.
4. It is important to verify the next day that your publication is registered in the research database successfully. Open "my publications" and search for you newly added publication. When you find it on the list, open the publication and be sure to fill in the following additional information:
 - a. Select at least one research profile area OR Mid Sweden university to insure that your publication will be visible in the public view
 - b. If your publication is older than the current year or was completed under an employment other than MIUN, check the box "do not include in annual report" under the Annual Report subheading. Otherwise leave this information blank

YEARLY REPORTING 

NOTE! Please read the helptext before you save and close

Do not use for annual report This does not apply to my yearly activities report

Approval year

5. Make sure the status of your publication is "published".

If you have any questions regarding publications please read the users guide for publications located under the Help button or contact Britt-Marie Sohlström (063-165729) or Lars Våge (060-148839) at the library. They are our DIVA representatives.

PROJECT

1. To create a project select "my projects in the left-hand menu. And then "add new"
2. Fill in the necessary information (all data fields). Remember that the information you include will also be available publically.
3. The project needs to be created one time only and is visible for all participating members by selecting their name from the list of MIUN employees under "project members. Everyone in the list will see and have access to the project.
4. If your project does not have a determined end date, leave this blank
5. "Miun as Main Contractor" should be checked if MIUN has the primary responsibility for the project.
6. It is important to select at least one profile area under "research profile" in order for your project to be visible in the public view. For more details, read the help text in the database under the "?".

7. External organisation och persons: All obligatory fields must be completed before you can add additional organisations and persons.
8. Funding source: You can select from a list of funding sources, both internal and external financing. If your funding source does not appear, please contact Kriste Snyder directly: forskningsdatabasen@miun.se
9. Annual report: Check the box only if your project should not be included in the annual report for the university (i.e. it is an old project, or it relates to another employment).








CONFERENCES, TRAVEL, MERITS, ETC

Information in the following named categories is used by the university for demonstration of the quality of academic activities. It is important to pay close attention to the following:


1. Under conference type, you can select a variety of types of participation. If you attend a conference and have several roles, then you will want to create the associated number of conference merits. For example, a paper presentation and a coordinator role would assume that you create two conference participations. If you have delivered a paper, you will also need to be sure to register that in DIVA under conference paper or proceedings.
BEFORE CLOSING: CHANGE THE STATUS FROM DRAFT TO PUBLISHED.
2. Under Merits you can select a variety of merit types under the following categories: pedagogical, administrative, cooperation, and scientific. Included in this section is promotion to docent or professor, as well as completion of two courses: högskolepedagogik-flexibelt lärande and forskarhandledarutbildning. BEFORE CLOSING: CHANGE THE STATUS FROM DRAFT TO PUBLISHED.
3. Travels information should be included when you travel to another university or business in an academic role: exchange, guest lecturer or presenter, etc. Choose from the list in the pull-down menu. BEFORE CLOSING: CHANGE THE STATUS FROM DRAFT TO PUBLISHED.
4. NOTE!!!! It is important that you change the status from DRAFT to PUBLISHED before closing conferences, travel, and merits. This you will find under "status information!".
5. Check the box next to "do not include in annual report if your activity took place while under another employment or during a year other than the current year.

STUDY PLANS

1. As a student or tutor you need additional permission to access the study plans. For more details see above under Login.
2. There are two types of study plan: Major and Minor. Major is a completed, and approved study plan which is locked. The minor study plan is the working version. You can ONLY HAVE ONE minor version at a time. The minor version is created automatically each year during the approval process. You never need to create your own minor version.

Hansson, Anneli - 2008 - Major	App. by faculty	2009-11-27		
Hansson, Anneli - 2008 - Major	App. by faculty	2009-11-27		
Hansson, Anneli - 2008 - Major	App. by faculty	2009-11-27		
Hansson, Anneli - 2009 - Minor	Draft	2009-11-27		

3. To make changes in the study plan, the status must be set to Draft. When the student is ready for the tutor to approve the plan, they should change the status to "approved by student", at which time an email is sent by the database to the tutor informing them that the studyplan is ready for their approval. The tutor can then review the plan. If changes are necessary, they can write in the comment box, and set the status back to draft. This generates an email to the student that they need to make changes. The studyplan can also remain in draft mode until the yearly reporting process for the faculty takes place, if they student and tutor do not want to use the email system. As long as the study plan is in draft mode changes can be made by the student.

STATUS INFORMATION (approval process for faculty of science) 

Editing Status: Draft App. by stud. App. by tutor App. by dept. App. by faculty Archived

Publishing Status: Drafted, not visible in public view.

4. When the studyplan is accepted by the faculty, it is saved as a major version and the accepted version is cloned and renamed minor and ready for continued development.
5. Course information is imported from the Ladok system and points are calculated within the database. If you notice that information is incorrect, please contact helpdesk. Be sure to verify first that the courses have been updated in Ladok first.
6. In the study plan there are three types of courses that you can register: MIUN courses, credited courses, and doctoral thesis credits.
 - a. Courses with a course code can be selected from the list under "GRADUATE AND ADVANCED LEVEL COURSES".
 - b. Courses that do not have a course code should be written in under "PLANNED INDIVIDUAL COURSES" by selecting "add new". Be sure to select planned under status. When the course has been credited in Ladok, the information will appear under "credited" and the status will change to finish.
 - c. Activities that are associated with your thesis for which you receive credits can be registered under MILESTONES. When the milestone is in the planning or active stage, the status should be set to "**draft**". When the activity is completed, the status should be changed to "**approved by student**" at this point the tutor can open the milestone and assign the number of credits. Be sure to change the status to "**approved by tutor**" in order for the points to be registered in the database.

ADDITIONAL FUNCTIONS

Annual Report: when it is time for the university yearly reporting, the database will send an automatic message to let you know that the function has been opened. In the left-hand menu, you will see a link to "ANNUAL REPORT". When you open the link you will see a list of the activities that you need to select from for including in the annual report. If there is an activity that should not be included, select the box to indicate that it should be removed from the annual reporting process. When you have identified and selected the items for inclusion in the annual report. Select "approve selected items for annual report". You can repeat this step as many times as needed, which also means that you can add activities have you have already approved previously registered activities.

CV Generator: There is a function to create a CV from the information that is included in your profile. The CV function is located in the left-hand menu. When you open the CV function you will be able to choose from a list of variables to include, as well as a time frame and a file format.