



Beyond being a showcase of your activities externally to the wider world, [UQ Researchers](#) is a tool used by the Faculty (and other areas within UQ) to identify researchers for potential opportunities, such as: funding bids, profiling for publications, collaborating internally or externally, identifying research interests and strengths, and HDR student enquiries. UQ Researchers is also one of the first sites to be listed when doing a researcher name search in Google or using other search engines. We rarely use local area staff websites, as they are often out of date and the search functionality is not as useful as UQ Researchers.

This checklist will help you work through the most important aspects of updating UQ Researchers, breaking it down into manageable chunks. Pin it to your wall and work through over summer! If you have questions please contact the HASS FRO at research@hass.uq.edu.au

Please note: most of these tasks can be fulfilled in [UQ Researchers \(click for link to portal\)](#) but those marked with a star must be done in [UQ eSpace](#), which feeds information to UQ Researchers.

TASK	TIME	TICK
Add a Profile Photo	2 mins	
Write an up-to-date Overview (see examples here and here)	20 mins	
Write a paragraph for Research Impact (see examples here and here)	10 mins	
List your Research Interests via the Biography & Links menu item (see examples here and here)	10 mins	
List HDR Available Projects (see examples here and here)	5 mins	
Mark some featured publications (this function is available via the Publications menu item: "featured" is the second last column)	2 mins	
Fill out your Expert for Media keywords (think about the kind of things you'd be comfortable being interviewed about)	10 mins	
*Check that your eSpace is up to date via this link	2 mins	
*Add publications to eSpace via this link	10 mins	
*Add details to NTRO records (if you need to do this the "NTRO data required" banner will appear at the top of your eSpace record)	20 mins per NTRO	
*Link your ORCID to eSpace via your eSpace dashboard	2 mins	
No ORCID? Register for one here .	15 mins	
Assign UQ Researchers tasks to somebody else e.g. a research assistant. Choose the Agents menu item, fill in their UQ username (e.g. uqfbaggi) and click the plus symbol.	2 mins	