

For more information see the [UQ Researchers Profile - Health Check Website](#)

TASK	TIME	Y / N
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	