Guidelines for the MoA Research Information System (CRIS)

First Steps and Procedures

Login at https://cris.moa.hu-berlin.de

Due to the importance of data protection and privacy, you are kindly requested to provide your confirmation of the acceptance of the privacy policy (The link can be found on the bottom of the home page)

<mark>If you have not yet accepted the privacy policy, please do so.</mark> This will allow other members to find you in the list of the Cluster Members.

1. Beneath "Please complete the following entries", you will see your name in green letters. Please click on it to proceed to your personal profile where you will be able to confirm the privacy policy.
2. On your profile page please check your entered data and complete your entry as far as you consider necessary. For example, here you can add your research interests/skills which you would like to have on your webpage.
3. At the bottom of the page please click on "Accept".
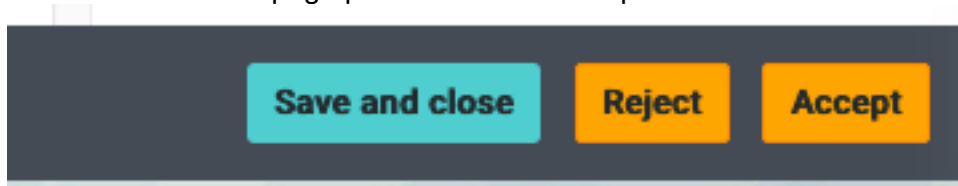
Preferences:

- To make any adjustments on your profile, click on your name on the right side, this will redirect you to your profile page.
- The main navigation menu is located on top in the black background.
- You can add topics to the main navigation menu on top by clicking on the plus sign following *Additional Achievements*. Then you can add *Cluster members* for example and click apply.
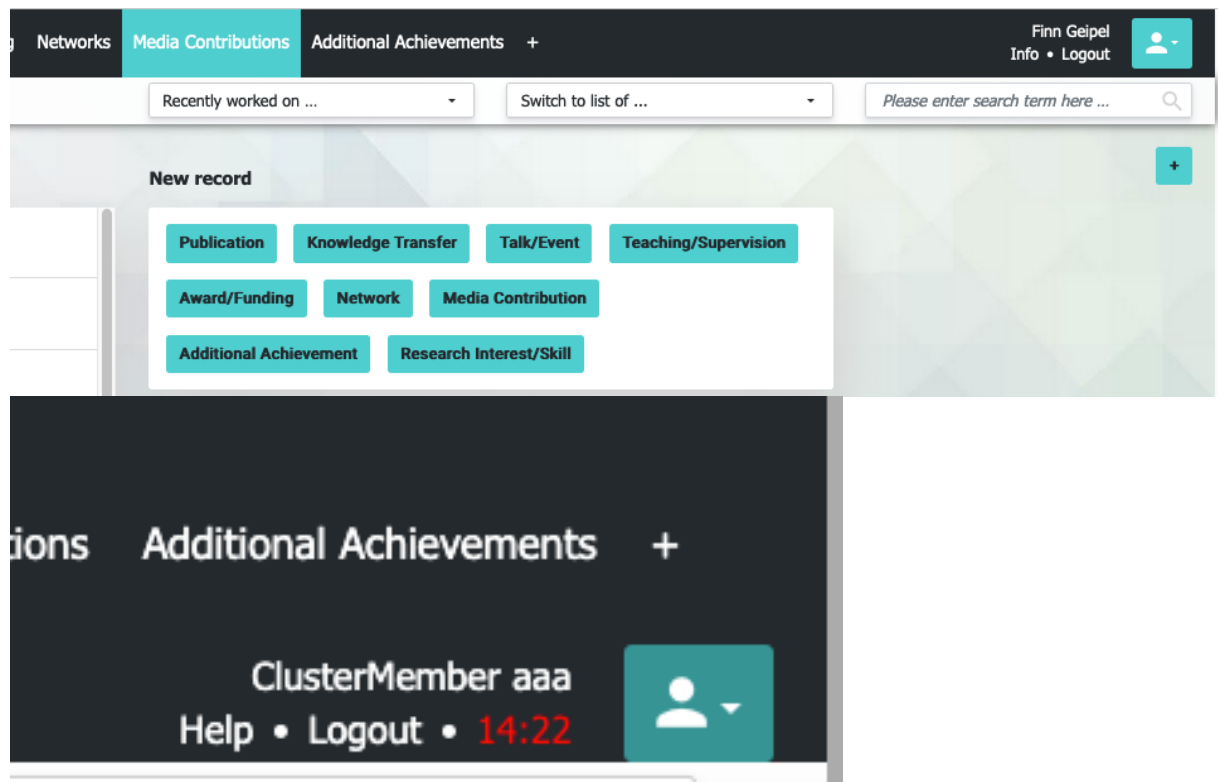
The Main Navigation bar at a glance:
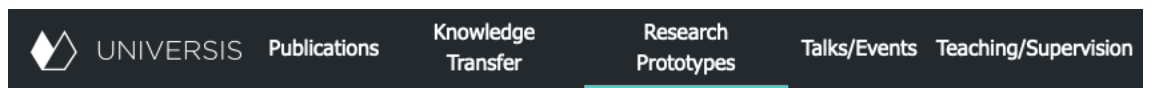
Please note, in the newest update a new major category "Research Prototypes" including

We did not yet do the transfer/duplication of existing data to the new category from Knowledge Transfer. Please contact us with suggestions which should be transferred or duplicated.

- Publications
- Knowledge Transfer currently still includes the following:
  Exhibitions, contributions to an exhibition/exhibit, research objects, patents, consultancies, and spin-offs/start-ups.
- Talks/Events includes the following: Talks/Presentations, invited moderations/comments, and events/workshops (e.g. conferences, lectures, colloquiums, podium discussions)
- Teaching/Supervision
- Awards/Funding
- Media Contributions

Making a Data Entry:

Please add your MoA achievements. You could also add other previous achievements when you want them added to your profile on the website.

- - **For Publications**:
  You can either add a publication manually or through DOI import – currently, this works only through CROSSREF import. **Please consider that DOI Import works best for published articles in journals, whereas for some conference proceedings DOI import may not result in complete bibliographical data.** You will hence need to add information on the publication and the conference.

  Please click on publications in the main navigation menu, then on + (previously New record). For entering a publication that has a DOI, please try DOI import.

  Put the DOI number in (without https://doi.org/) and then click on "Start DOI Import" at the bottom.

Digital Object Identifier (DOI)	Current work step:
Input format: 10.xxx	Enter DOI and start DOI import
10.1021/ja309256t	After the DOI-Import, the record is saved with a title _DOI... Please open it and complete the entry.

Delete Cancel	Start DOI import

The window will close and you will get _DOI IMPORT in the list of your publications. You can also find it by clicking on "Recently worked on…".

_DOI IMPORT FOR 10.1021/ja309256t
Waiting for DOI-Import

Click on it. If you see the correct title of the publication, the DOI Import worked. If you do not see the title, you will need to add the publication manually. We are working on this problem and hope to get DOI Import also from lens.org soon.

You will see all obligatory fields in the middle panel:

Current work step:

Complete your entry and submit
Once all required fields are filled in, please click on
Submit.

Requirement for save action:

Title of publication

Please complete mandatory fields:

Type of publication

Year of publication

Authors/Contributors/Editors

Achieved within Cluster context?

Personal agreement

At least 1 Cluster member

When you fill in the **required field "Cluster members"** your name is already added. Please use the search tool to add other Cluster Members who are authors/contributors, and click on their names, the name(s) should appear beneath Cluster members with a green pencil and a red cross next to the name. In this way, the data set you added will be linked to your co-authors' profiles.

Then fill in the required fields and check for any missing information like the page range, author's name initials and any additional bibliographic information of the publication. Please also make sure it got uploaded as **the correct type of publication**, then click on Save and close.

A pop-up with the citation preview should open. Please check for mitakes. If necessary, go to edit and correct/add missing info. If completed, please click on "Submit". If you want you co-authors to check the entry before submitting, please click "Send to related MoA researchers".
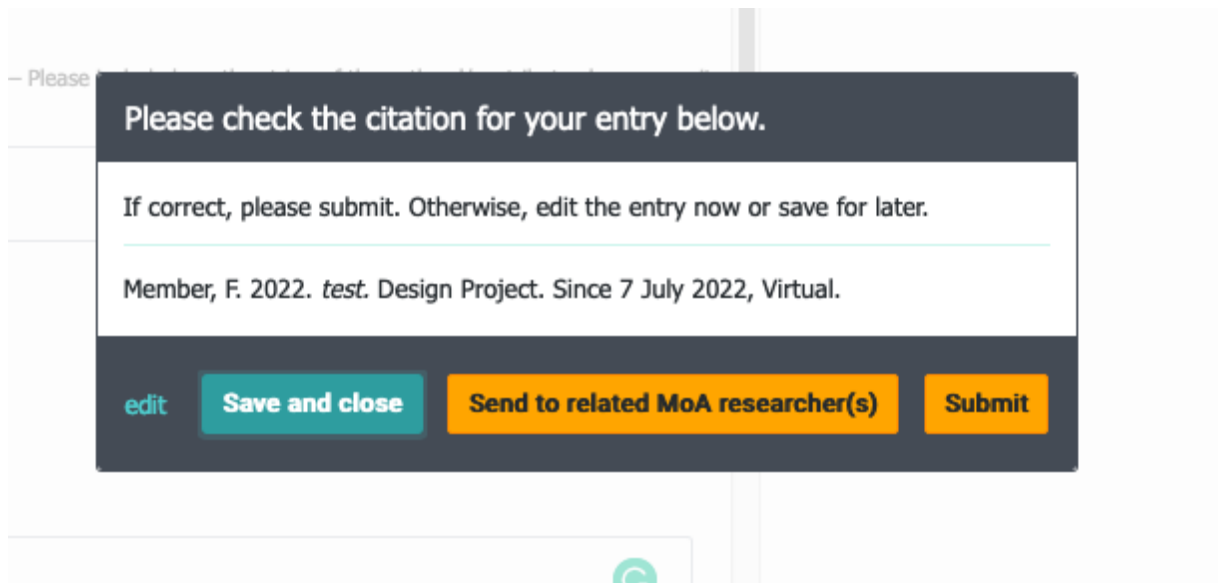
You can also go to recently worked on and check the last record you worked on.
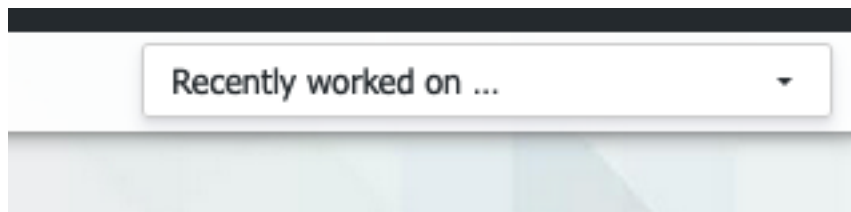
- ## For events you organized, a workshop or a conference:

Please click on Talks/Events, then on + (previously New record). When you go to the **required field "Cluster members",** you should see your name already. Please use the search tool (three letters at least) to add other Cluster Members, who are contributors or co-organizers. Then fill in the title of the event or the talk with only the title. Choose the type of talk/event and fill in all the necessary fields and finally click on save.

When clicking on "Save and close" you will get a preview citation.

- **For Exhibitions/Patents:**

Please click on Knowledge Transfer, then on + (previously New record), and follow the same above-mentioned steps.
If the organizing institution cannot be found in the list, please add necessary info to "Additional bibliographic information" – we will add the institution to the list. Please avoid abbreviations, which are clear only in your discipline.

Searching for entries
- When you are searching for entries while using an author/contributor as a keyword, you need to use the last name in order to get all the relevant entries.
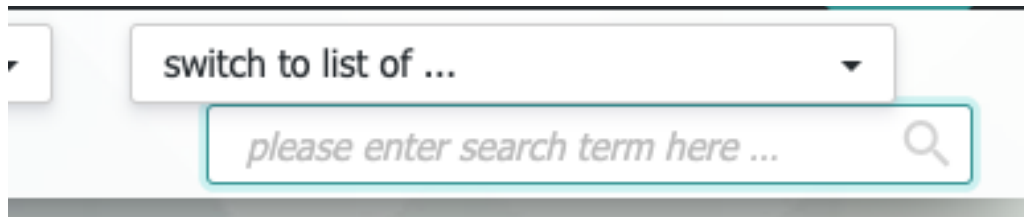
- There is another filtering option for every individual category. They can be saved for further usage as a "saved list."

Please note that Exports/Reports, „Filter", and "Group by" functions are currently above the list of the entries. However, user tests revealed that this is not very practical. The lists will be placed on the left next year.
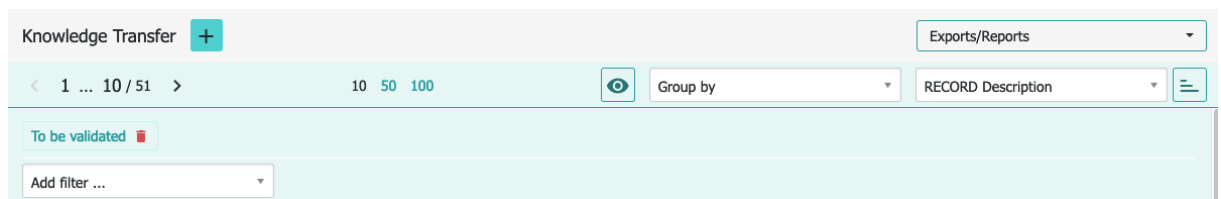
- The "Sort by" function enables listing the records according to a specific criteria alphabetically and in either descending or ascending order.
- The "Group by" function lists the records according to a specific group, like authors. This function is ideal for noticing duplicates.

FAQ

- **Translating Events or Publications in German**: If the event or the publication you are entering has only German titles, please list the title as it is without translating it.

- **If the contributor and cluster member correspond to the same value, then please add them while noting the style difference.** For contributor, please write the last name followed by a comma and the first name's initial followed by a full stop. When more than one, please separate them using a semi colon. For the cluster member entry, please search the last name and click on it so it appears under cluster members and repeat this process if more than one member is involved.

- **To generate a personal report** of all the activities and publications you are linked to, please click on your name (for example corresponding here on the screenshot to ClusterMember aaa) to the right of the main navigation bar.
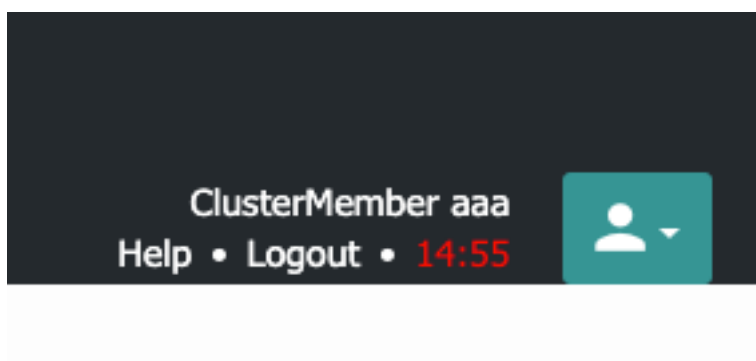
You will be directed to a new page, where you will find Exports / Report on the right side below Workflow Overview. Once you click on **"Overview of my entries"**, you will get a pdf of all your entries.

- For **Cluster members without a HU account**, please change your password once you are done with the preliminary privacy acceptance steps.
  To change your login password, please click on "forgot password" upon logging in, enter the username and click on password reset. You will receive an email with a link to reset your password, please click on that link and follow the steps, just create any password you want, repeat it and press on password reset. Now you will be able to login with your new password.

- **Interests and Skills:** Please list them in keywords separated by commas

- **Dates:** For records without a specific date, please choose the first day of the month as an alternative solution for the date entry. For a manual date entry in the additional bibliographic information, please use the following formatting style: Day Month Year, 8 July 2020.

- **RIS Import:** if you have your publications available in RIS format, please send them to the Research Support Team and we will help you upload them to CRIS.

- **Achievements done before the Cluster:** please choose NO for MoA Funding acknowledged and display the old achievements on your personal page.