

Find a Researcher Profile Editing Guide

Who is included in Find A Researcher?

- **Research (Non-clinical) investigators** with the following job titles in Peoplesoft: Instructor in Investigation, Assistant Investigator, Associate Investigator, Investigator, Honorary Investigator, Physician Investigator (NonCl) and Investigator, Senior.
- **Clinical investigators** with the following job titles in Peoplesoft: Physician Investigator (Cl), PhD Investigator Clinical, Nurse Scientist, and Munn Nurse Researcher.
- **Harvard Medical School faculty** who are professors, associate professors, assistant professors and instructors (in addition to meeting the Peoplesoft criteria above)

Getting Started

- Visit Find a Researcher website at <https://researchers.mgh.harvard.edu/>
- Search your name:
 - A drop-down list will appear as you type and you can then click on your name in the list, or click the search button after entering your name
 - This should take you to your live Find a Researcher profile
- If you are unable to find your profile and believe you should be included on the site, please contact us at researchinstitute@mgh.harvard.edu. You may need your PeopleSoft title to be updated.

Edit Your Profile Page

- To edit your profile page, scroll down to the bottom and click the “Edit your page” link.
- Use your Partners ID and password to sign in

Profile Images

Images look best when they are sized to 250 x250 px. Very large images (over 1MB may impact the load time of your profile page)

Adding or Replacing Image

- Many profiles are preloaded with profile images
- If you want to add a photo or update your existing photo, click new (for profiles with no photo) or change (for profiles with an existing photo)

- If you do not want to use the prepopulated photo you can click the delete button and it will no longer appear on your profile
 - Please note once you click delete, the image is not recoverable

Preferred Name

If you go by a different name than we have on file or use a nickname or initials, you can update this in the preferred name field.

Degrees

The degrees listed have been preloaded from the Mass General Medical Staffing Office database. If you have additional degrees that are not reflected on the site, you can add them in this degree field.

- If more than one degree, please separate them using commas
- Please do not use punctuation in your degrees (i.e. use MD instead of M.D., PhD instead of Ph.D)

Principal Laboratory or Research Unit Location

This is the physical location/address of your lab at Mass General. If you cannot find your organization unit in the dropdown, you can choose “Other” and enter it manually.

- Note that Institution, Organization Unit, Building Name, and State are dropdown menus. You will not be able to write text in these fields. If you are unable to find the location or organization you are looking for in these lists, please select “Other”

Titles / Appointments / Affiliations

Clinical, research and academic titles have been preloaded from the Mass General Peoplesoft HR database, the Mass General Medical Staffing Office database, and from data provided by Harvard Medical School.

Theses preloaded titles are considered a source of truth and cannot be edited. However, you can choose to display or hide individual titles. You can also add additional titles. If you can't find your job title or organizational unit within the dropdown lists, you can choose “other” and enter the information manually.

Display and Arrange Your Titles

Use the up and down arrows to arrange the order of your titles. You can check or uncheck the “Display?” box to choose which titles to display on your title page.

Research Interests

Research interests been preloaded (in many cases) from publication keywords and can be updated at any time. Please add all search terms that are relevant to your research so potential collaborators, colleagues or philanthropic donors can find you.

- To delete keywords, click the grey x to the right of the keyword
- To add a keyword, click into the box to the right of the last keyword.
- Start typing in a keyword – keywords that exist in the database will show up as suggested text. If the keyword is not in the system, you can enter it manually.
- To maximize searchability, please select keywords that best reflect how people would search for a specific term. For example, use “coronary artery disease” as opposed to “artery disease, coronary”
 - If you are having trouble adding a keyword, it may already be in your profile (this has happened to us before!)
- Once you are set with your keywords, click the blue “Save & Update Profile” button.
Please note that if you do not click save and update, the keywords you added will not be saved.
- **Note: keywords can contain spaces and apostrophes**

Research Narrative

You may copy and paste in text that describes your research.

- To add or edit your research narrative, click the “Add” or “Edit” hyperlink to the right of the text
- This will bring you to a text field, where you can add and edit your text in a word document-like setting
- Once you are finished with your edits, click the blue “Save & Update Profile” button

Research Unit or Center Web Site

Use this field to add a link to your research center or website. Please note the “Website Description” field is the text that will display on your profile. We suggest using “Research website” as the title for your link. You can add multiple links if you are associated with different labs and centers.

Publications

We recommend using a PubMed link for your publications. The link will appear as a button on your live profile with the default text “Publications.”

Clinical Profile

If you have a Find a Doctor profile on the Mass General website, you may add a link to it here to direct people to your clinical profile. The link will appear as a button with the default text “Clinical Profile”

Education

Degrees, school and graduation year have been preloaded from the Medical Staffing Office database. These degree entries are not editable. If the information from the Medical Staffing Office about your education is incorrect, please contact your department administrator, who can work with the Medical Staffing Office to correct that information.

Research Email address

Your Partners email address has been preloaded into the profile database. To add or edit your email address, click the “Add” or “Edit” hyperlink to the right of the text. If you do not want to display an email address, you can elect to choose to delay it.

Research Phone Number

- To add or edit your phone number, click the “Add” or “Edit” hyperlink to the right of the text
- To hide your phone number, uncheck the box marked “Visible”