UTS Symplectic User Guide

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Prepared by the UTS Research and Innovation Office (RIO)
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Symplectic is used to manage research outputs at the University of Technology Sydney (UTS). It captures research publication data either by searching online academic databases (e.g. Scopus or Web of Science) or via manual data entry.

Symplectic data is used to:

- Populate the publications section of your UTS web profile page
- Output a CV
- Report on research activities for the annual UTS Research Outputs Collection (ROC) and Excellence in Research for Australia (ERA) submissions
- Run administrative reports

Symplectic also connects to the UTS library’s Open Access Repository (OPUS). Depositing a copy of your publication into Symplectic allows you to:

- Comply with the UTS Open Access Policy
- Comply with open access mandates by funders (where these exist)
- Ensure the widest possible dissemination and impact of your research

Access Symplectic at [https://researchoutputs.uts.edu.au](https://researchoutputs.uts.edu.au)
NAVIGATION

Use the top menu to navigate within Symplectic.

HOME: return to the home page at any time

MENU: expand for:

- **MANAGE** – view and manage existing records, manage Symplectic’s automatic searching, create links between records
- **BUILD** – extract records for CVs and other reports
- **EXPLORE** – search within Symplectic
- **MY ACCOUNT** – edit your Symplectic profile, manage delegates to your account, access help

ANNUAL COLLECTION: allows you to nominate your publications for the annual UTS Research Outputs Collection. Through here you can upload evidence, respond to requests from assessors, and keep track of your nominations’ status.

RESEARCH ADMIN: this is only available to statistians within the system and allows administrators to extract data directly from Symplectic for reporting purposes
THE HOME PAGE

Note: only administrators will see the Research Admin, Module Admin, and System Admin tabs
On your My Publications page you can view a list of your Symplectic records. From here you can:

- View publications under Mine, Pending, and Not Mine
- Change the publication type for any of your records
- Manage which publications appear on your UTS web profile page
- Upload copies of publications to OPUS
- Create links to other publications, grants, or professional activities
Upload a document to OPUS

View the detailed record

Mark a publication as a favourite

Hide a publication to prevent it from appearing on your UTS web profile page

Move a record to your workspace (use this to manage duplicates)

Reject a previously claimed publication
The detailed record view shows you all the data available for a record. From here you can:

- Edit record data
- Add / edit FOR codes
- Upload a document to OPUS
- Add / edit UTS co-authors
- View multiple data sources and set a preferred record
- Link to other publications, grants, or professional activities
- View the history of your record
Symplectic will automatically search a selected list of UTS library databases for your publications, potentially saving you having to enter the data yourself.

When a match is found, you will receive an email asking you to login and claim or reject the publication. Alternatively, if you have added your ORCID, Scopus ID, or other IDs to Symplectic and told Symplectic to automatically claim publications linked to these IDs, Symplectic will automatically claim the publication for you (see Automatic Claiming).

Your search settings are initially set to your last name and initial/s. If you have a common last name, or publish under a variant of your legal name, it’s a good idea to adjust your search settings.

**CHANGE YOUR SEARCH SETTINGS**

1. Expand Menu and click **Search Settings** (Manage → Publications → Search Settings)

2. Type into the relevant textboxes the search terms you wish to add. Click the green to add.

   - **Name variants**: use the format ‘Last name, initials’
     
     If your name is common it can be a good idea to also add:

   - **Addresses**: add in the University of Technology Sydney. If you’re new to UTS we suggest that you also add the names of the organisations you’ve previously by-lined.
Once Symplectic has found the publications related to these organisations, remove the organisations’ names from Symplectic.

- **Start date**: the date you began publishing

- **Keywords and Journals**: we recommended that you leave these blank. If you add keywords or journals, Symplectic will only retrieve publications that contain the specified keywords and are in the specified journals.

3. Click (located at the bottom of the screen) after altering your search settings. This will trigger a new search which will be run with the updated information.

### AUTOMATIC CLAIMING

Under Automatic Claiming you can provide information to enable Symplectic to automatically claim your publications for you. The identifiers Symplectic is currently using to automatically claim your publications will be displayed, and you can add further information such as ID numbers and email addresses.

![Automatic Publication Claiming](image)

- **Add external profiles**:
  - Add arXiv Author ID
  - Add False ID
  - Add Researcher ID
  - Add Scopus ID
  - Add ORCID Author ID

- **External profiles**: Publications associated with the following profiles will be automatically claimed for you.

- **Add email addresses**: Publications in which the following email addresses are seen will be automatically claimed for you.
CLEARING YOUR PENDING PUBLICATIONS

If your search settings produce a large number of false positives, i.e. publications that are not yours, you should adjust your settings to refine the search criteria. Large numbers of incorrect pending publications can result when you have a common name.

In your pending publications list are the options to clear the pending list and then modify your search settings.

![My publications](image)

Click to clear the pending list
When Symplectic finds a potential publication for you, you will be emailed asking you to login to claim or reject it (unless you have told Symplectic to automatically claim publications for you using certain identifiers).

Your Symplectic home page will indicate if you have pending publications in the My Actions section.

1. Click Claim publications under My Actions

1. You will be taken to the Pending tab of your My Publications page

2. Select Claim as mine or Reject (not mine) for each pending publication, or select multiple items to claim and reject in bulk.
The Claim Plus icon indicates which of your publications are covered by the UTS Open Access Policy. The policy includes research outputs published from 1 January 2014. Clicking on the Claim Plus icon allows you to claim a publication and upload a file in accordance with the policy.

For information on depositing to OPUS see page 25 of this guide.
ADD A MANUAL PUBLICATION

Not all publications will be found through searches of the data sources you select so you can add a publication record manually to fill in any gaps in your publication record.

From the Home page:

1. Click the +add on your publication summary

2. Select the type of publication record you are creating from the pop-up window

3. You will be taken to the Assisted Entry screen. Enter the title (or DOI / ISBN number if you are adding a journal article or book/book chapter) and click Search.

Symplectic will check to see if your publication already exists in the system or if it can find it online via Crossref.
IF SYMPECTIC FINDS YOUR PUBLICATION IN ASSISTED ENTRY

Click Claim beside your publication.

Symplectic will take you to the Link Funding screen and you won’t need to complete any manual data entry.

For more information on linking funding see page 23 of this guide.

Clicking either Not externally funded or Grant not listed skips this step. You can create links at any time.
1. Click **Go to next step**

2. Fill in the compulsory fields, indicated with a red asterisk  * beside the field name

3. **Save** the record

Symplectic will take you through to the Link Funding screen.

For more information on linking funding see page 23 of this guide.

**ADDING UTS CO-AUTHORS**

Linking to your UTS co-authors when you create a manual record will send them a notification for a pending publication. This means publication records only have to be entered once into the system.

1. In the **Authors** field, fill in their last name and initial(s) and click **+Add**

2. Symplectic will ask if the author is an existing user with a name match. Select the correct person and click **Yes**.
1. In the **Authors** field, fill in the author’s last name and initials(s) and click **+Add**

2. Click **No** when Symplectic asks if it has found the right person

3. You can add in their institution address in the **Addresses** field
CHANGING AUTHOR ORDER

Drag and drop author names to rearrange the order in which they appear on the publication.

NOMINA TE FOR UTS ROC FIELD

If you tick the Nominate for UTS ROC box and your publication is in the current collection year, it will automatically be nominated in the Annual Collection module.

Nominate for UTS ROC: True / False does not indicate whether your publication was accepted or declined for ROC. It indicates whether or not the box was ticked on the manual record.

ASSIGN FOR CODES

1. Open the record for the publication you wish to add a FOR code/s to

2. Click on Labels

3. The Labels screen will open. Click on the orange + button next to Fields of Research
4. Start typing your FOR code and select the one you want from the drop down list that appears. Click the green +

5. Click the blue % icon that now appears next to Fields of Research

6. Enter the percentage/s and click Save
EDIT EXISTING PUBLICATION RECORDS

You can edit data in publication records in one of two ways depending on whether the record is manual or was sourced online by Symplectic.

EDITING MANUAL RECORDS

1. Open the detailed view of the record for the publication you wish to change. You can access the detailed view by clicking the title of the record.

2. Click the Edit record button.

3. Save changes once you are finished.

EDITING ONLINE SOURCED RECORDS

You cannot directly edit the data from records that come in from one of the online databases. To make corrections you instead create a manual record to supplement the existing record.

1. Open the detailed view of the record of the publication you wish to change.

2. Click the Add manual record button.
3. The data entry screen will be automatically populated with the online record’s data for you to edit.

4. **Save** changes once you are finished.

**MANAGE DUPLICATE RECORDS**

Symplectic doesn’t delete records, instead any duplicates you find can be merged into one record.

1. **Click the green** on each of the duplicate records to move them to your workspace.

   ![Image of a record with green icon](image1)

   **Click here on each duplicate record you wish to merge**

2. **Click on your workspace in the top right of the screen**

   ![Image of workspace button](image2)

   **Click this icon to be taken to your Workspace**

3. **Select the records you wish to merge and click Join**. Only two records can be joined at one time.
CHANGE PUBLICATION TYPE

You can change the Publication Type at any time.

Click the symbol next to the current Publication Type either on your My Publications page or when in the record’s detailed view.

Choose the correct category and click Save.
You can upload a Reference Manager/Endnote or BibTex file of your publication records into Symplectic.

A BibTex file can be created from your Google Citation profile. For more information on how to do this see -

1. Expand Menu and click **Import** (Manage → Publications → Import)

2. Click **Choose File** and select the file you wish to upload

3. Select the **File Type** you are uploading (either Reference Manager/Endnote or BibTex)

4. Click **Upload**
Symplectic will compare the records you are uploading with those already in the system and present you with some options.

5. Once you’ve selected **Do not import** on any matching records, click **Import** at the bottom of the screen.

Once you have imported your publication records, you will be able to edit them as you would any other manual record.
There are three types of links you can create to a publication:

- Link other publications
- Link grants
- Link professional activities

**LINK FUNDING PAGE**

Whenever you claim a publication as yours, or create a new manual record, Symplectic will take you to the Link funding page. If you do not wish to create a link at this stage, selecting **Grant not Listed** or **Not Externally Funded** will skip this step. You can return to the linking page at any time.

**HOW TO CREATE LINKS**

1. From the detailed view of the record you wish to create links for, click **Create links** at the bottom of the page
2. Select the type of record you wish to link to, e.g. to link to a project record select ‘Grant’

3. You will be taken to the Create links page

4. Select the records you wish to link and click Create new link at the bottom of the screen

5. You can now view the link on the record page. You can remove or edit the links you create at any time.

Delete a link by clicking X
Symplectic helps you comply with the UTS Open Access Policy by allowing you to upload your publications to the institutional repository, OPUS.

**WHY UPLOAD YOUR WORK TO OPUS?**

- From 2014 the UTS Open Access Policy requires all UTS authors to deposit their research outputs in the institutional repository, OPUS
- OPUS increases the visibility of your research. OPUS is indexed by Google and other search engines, facilitating discovery of your work.
- OPUS increases the impact of your research. Providing Open Access to your research outputs via OPUS will allow readers to easily read your work and increases the opportunity for other researchers to cite and build on your work.
- OPUS assists you to comply with ARC, NHMRC and other funder Open Access policies
- Items uploaded to OPUS will be preserved for long-term access and discovery

**ARC DISSEMINATION OF RESEARCH OUTPUTS**

All ARC-funded research projects must comply with the [ARC Open Access Policy](#) on the dissemination of research findings. The ARC requires research outputs metadata to be made available in an institutional repository immediately upon publication.

To comply with this, link your publication record to the ARC-funded project record in Symplectic (refer to p. 25) and upload a copy of the research output to OPUS.

**WHAT TO UPLOAD TO OPUS**

**Journal articles**

Publishers of your journal articles often own the copyright to your work. However, they are very likely to allow you to deposit a full-text version of your work in Open Access within OPUS, often the Accepted Manuscript version.

As well as advice from UTS, Symplectic also provides information from Sherpa RoMEO to help you check which version of your article to upload to OPUS. Sherpa RoMEO is a database of journal publisher policies in relation to open access repositories.
File Version Definitions

**Published Version** – the publisher’s PDF which has been copy-edited and formatted for publication. This is the *preferred* version for OPUS if it is permitted in Open Access by the publisher.

**Accepted Manuscript Version** - the final peer reviewed & corrected version of your paper before it has undergone copy-editing and formatting by the publisher. This version is most often permitted in Open Access by journal publishers.

**Submitted Version** – the original submitted version prior to peer review. This version is not required in OPUS for RoMEO green journals.

**NOTE:** If you are unsure about what you are permitted to deposit in OPUS, upload your Accepted Manuscript version. Library staff will check compliance with publisher policies.

Peer Reviewed Conference Papers

- Accepted manuscript version for Conference papers with a DOI (Digital Object Identifier)
- Published version for Conference Papers with no DOI

Books, Book Chapters, Conference Items, and Published Reports

- Published Version (any digital file is acceptable including scanned copies)

Creative Works

- Any digital file is acceptable

THE OPUS DEPOSIT PAGE

Symplectic will show the following sections:

**Deposit advice** – consult this to ensure you upload the correct version of your paper. It has two tabs:

1. **Institutional advice** – this is the general UTS advice, provided as an infographic
2. **SHERPA / RoMEO advice** (for journal articles) – this is specific advice for this publication informed by SHERPA RoMEO. It is important to upload the version of your paper which is permitted in Open Access by the publisher.

**Upload files** – this is where you can view or add any files connected to this publication.
Publisher’s Policy
Use this information to determine which version of your publication to upload

Publisher’s Conditions
Library staff will check these for you to ensure compliance

Deposit Advice from UTS
Use these details for guidance on deposit

Publisher’s Conditions
Library staff will check these for you to ensure compliance
HOW TO UPLOAD A FILE TO OPUS

Note: you may deposit multiple files for a single publication (e.g. Published Version and Accepted Manuscript Version). However, this must be done at the same time. You will only be able to undertake the deposit process once for any publication. If you wish to deposit subsequent files for a publication, after your initial deposit, email the relevant files to opus@uts.edu.au

1. Either click the blue upload button when looking at the list of your publication records

2. In the Upload files section, click on Choose File to select your file. Choose the correct version from the File version drop-down menu and click the Upload button.

3. Your file will appear under Upload a file. To complete the file upload tick the box next to ‘license terms’.

OR

Click Go to the deposit page when in the record’s detailed view
4. Click the **Deposit my publication** button

5. Your file has been sent to OPUS. Library staff will check the file for copyright compliance and ensure it is openly accessible, if permitted by the publisher, as soon as possible.

*Note:* if you wish to deposit a second file into OPUS for the same publication email opus@uts.edu.au
You can quickly export a list of your publications, grants, or professional activities from Symplectic.

1. Expand the Menu and choose the record list you are exporting, e.g. Click **Publications** to view your publications list for export.

2. Click **Export** to export a list of all records. To export only a selection of records, tick the records you wish to export or use the filters on the right of the screen to narrow down to a particular subset of records.

3. Select the **File Type** you want your export to appear in.

4. The file will download to your computer.
You can assign someone to manage your Symplectic account on your behalf. They will be able to impersonate you, claim or reject publications, create new publication or professional activity records, and will receive an email when you have pending publications waiting for you.

1. Select the Menu tab, then My Account, Account Settings, Manage delegates

2. Type the delegate’s Name (surname first) in the Manage Delegates section

3. Select the correct person from the drop down list that appears and click Add delegate

Delegates can be removed at any time by selecting the red ✗ next to their name on your delegate screen.
Assessment of the eligibility of publications for the annual UTS Research Outputs Collection (ROC, formally known as HERDC) is done through Symplectic. You should ensure all of your eligible publications for the current collection year have been **Nominated** in the system.

**NOMINATE A PUBLICATION FOR ROC**

Books, book chapters, journal articles, conference papers, and ERA-eligible non-traditional research outputs may be nominated for ROC. If these are entered into Symplectic with a publication date that matches the current collection period the records will automatically appear on your Annual Collection nominations page.

Records that come from PubMed, Scopus, or Web of Science, or manual records where **Nominate for UTS ROC** has been ticked (see page 16 of this guide) will automatically appear with the status **Nominated**.

All other records will appear with the status **Not Nominated**.

Click **Annual Collection** to access it

Check the status of your publications from the current collection year

Nominate, withdraw, add comments, or appeal using the Action icons
You can upload supporting evidence for your nomination directly into Symplectic from the Annual Collection tab.

Types of supporting evidence you may wish to upload include:

- A PDF of the final, fully published version of your nominated publication
- Evidence of peer review of full conference papers
- A statement of author affiliation (if you are not by-lined to UTS on the publication but undertook the research whilst you were a UTS staff member or Higher Degree Research student)

You can upload these at any time. Alternatively, you may be sent a request from the assessors to provide supporting evidence.

Click the upload symbol

Add your files and click Done
The current status of all of your ROC nominations for the current collection year can be viewed from your My Nominations page.

Your nomination could have any of the following statuses:

<table>
<thead>
<tr>
<th>ASSESSMENT STATUS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Nominated</td>
<td>Publication has not been nominated by the researcher for consideration in the research publications collection.</td>
</tr>
<tr>
<td>Nominated</td>
<td>Publication has been nominated but no action has yet been taken to assess.</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Publication has had its nomination withdrawn from a ROC return year. It may be re-nominated again and will retain any previous processing data.</td>
</tr>
<tr>
<td>Accepted</td>
<td>Publication has been deemed as valid for inclusion in a ROC return i.e. categorised as an A1 Book, B1 chapter, C1 Journal Article, or E1 Conference Paper.</td>
</tr>
<tr>
<td>Accepted (internal)</td>
<td>Publication has been accepted for inclusion in the publications collection at the faculty level.</td>
</tr>
<tr>
<td>Declined</td>
<td>Publication has been deemed ineligible for ROC return. This may be because it is not published in the current collection year or it does not fit into any of the publication categories in the ROC specifications.</td>
</tr>
<tr>
<td>Pending Response</td>
<td>Publication is awaiting a response from another party, usual the author/s. The nomination enters this status when a request for information has been sent.</td>
</tr>
<tr>
<td>Under Appeal</td>
<td>Publication category or non-inclusion in the publications collection has been appealed by the researcher.</td>
</tr>
</tbody>
</table>

You can view the history of your nomination by clicking the symbol.
You may receive requests to provide information for your ROC-nominated publications, e.g. a copy of the final version of the publication or peer review evidence. These requests will be emailed to you and you will need to log in to Symplectic to action them.

1. Log in to Symplectic

2. Select the Annual Collection tab, then the Publications requiring attention tab

3. Click on the History icon, 📊, to view the request details
4. Attach the requested information by clicking the white icon

5. Click the **Provide info** action button, make a brief comment (e.g. ‘Peer review evidence uploaded’), and click **Confirm**

6. When you refresh the page, the nomination will move from the *Publications requiring attention* tab to the *My publications* tab

**APPEAL A ROC DECISION**

If a nomination is declined by an assessor, you can appeal the decision within Symplectic.

1. Select the **Annual Collection** tab in the menu

2. Click **Appeal** on the declined nomination

3. Type your appeal in the textbox and click **Submit**. The publication’s status will change from Declined to Under Review.
The Appeal button will be available if one of your nominations is declined.
Creative works are assessed for eligibility as Non-Traditional Research Outputs (NTROs). You can nominate your work for review through Symplectic.

NTROs can be:

- Visual or design exhibition of creative works
- Curated or produced substantial public exhibitions or events
- Written creative works
- Recorded or rendered creative works
- Architectural creative works
- Live performances of creative works
- Role in production of creative works

**NOMINATE YOUR CREATIVE WORKS FOR NTRO ASSESSMENT**

1. Add your creative work as a manual publication record in Symplectic
2. Finalise your research statement and enter it into the Research Statement field
3. Tick **Nominate for ROC** once you have completely finalised your record and research statement
4. Your work will be assessed for eligibility as a NTRO. If it is successful the status of the record will change to **Verified** and you will be unable to edit the record further.
1. Log in to Symplectic
2. From your home page, scroll down to My Summary. Click +add at Records of impact.

3. Complete the data entry screen. Fields marked with a red asterisk are mandatory. Fields can be edited at any time.

4. Click Save & continue

5. You will be taken to the ‘link to users’ page. Here you are able to add other UTS colleagues. Added users will be able to view and edit the record. Users can be added to records at any time.
   Click Continue.

6. You will be taken to the ‘attach evidence’ page. Here you can attach documents, store links, and add contact details. Additional evidence can be attached at any time.
   Click Done.
1. From your Symplectic home page, scroll down to My Summary. Click on your records of impact.

2. You will be taken to your list of impact records. Click the title of the record you wish to edit.

3. Whilst viewing your record you can edit the data entry fields, attach additional evidence, add other UTS users, and link to existing grant and/or publication records.
PROFESSIONAL ACTIVITIES

WHAT ARE PROFESSIONAL ACTIVITIES?

Activities that you undertake which contribute to the research environment or provide examples of peer esteem can be recorded in Symplectic as Professional Activities. These are activities which showcase your contribution to a vital high-quality research environment and/or indicate the quality of your research.

WHY IS IT IMPORTANT TO ADD YOUR PROFESSIONAL ACTIVITIES?

Symplectic is the database which UTS uses to capture all research activities and outputs. Along with the information collected for research reporting, the recording of your professional activities assists in the representation of esteem factors for researchers at an individual level, for your schools/faculties/research strengths/centres, and for the University as a whole. The information greatly assists in the University’s participation in accreditation ratings in the sector.

Symplectic also allows you to easily extract a list of your professional activities in various file formats, see page 30 of this guide.

NOTE: Currently professional activities recorded in Symplectic do not appear on your UTS web profile. If you wish to add details of your professional activities to your web profile page go to Edit your profile on your profile page and complete the Professional section.

WHAT SORT OF ACTIVITIES SHOULD I ADD?

Some of the types of professional activities you may wish to add to Symplectic include:

- Editorial roles e.g. editorial board memberships, associate editorships, editorships of journals, proceedings editorships
- Book editorships – books on which you are a named editor (authored forewords or introductory chapters may be entered separately as book chapter publications)
- Reviewing / refereeing – reviewing or refereeing for journals, conferences, or books
- Conference organising
- Broadcast or media engagements e.g. radio and TV interviews, newspaper articles, media appearances
• Other unpublished scholarly addresses e.g. plenary or keynote addresses, invited talks, conference presentations that were not published in proceedings

• Awards and prizes e.g. international or national awards, academic distinctions

• Australia Council Grant or Fellowship

• Nationally Competitive Research Fellowship

• Fellowships of a Learned Academy

• Other fellowships

• Professional memberships

• Statutory committee memberships – membership of legislative working groups established by statute

• Committee memberships

• Advisory, consultancy, or expert witness appointments

• Community contributions – community service roles

• Grant application assessments

• External promotion assessments – appointments to promotions boards for external institutions

• Institutional reviews – conducting reviews of other institutions

• Offices held – past academic or industry offices, e.g. Dean, Associate Dean, Director, Trustee, etc.
From your Home page:

1. Click +add on professional activities under My Summary

2. Choose the type of professional activity record you are creating from the pop-up window

3. Fill in the compulsory fields indicated with a red asterisk * beside the field name

4. Save the record
The Grants Module in Symplectic displays your grants information from OPeN. This information is **not editable** within Symplectic.

For instructions on how to link grant data to your publication records see page 23 of this guide.

**HELP AND TRAINING**

For Symplectic troubleshooting please contact your School/Faculty Publications Officer or Research Manager. You can also email [Rio.Data@uts.edu.au](mailto:Rio.Data@uts.edu.au)

You can register for Symplectic training from the log in screen.