



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

# User Guide for Online Academic Application Form for Probation and Annual Tenure Reviews

RSS profile and MyRSS Wizard

HR Staff Performance and Review

October 2019

## Purpose of this Guide:

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To showcase the MyRSS “*MyApplication Wizard*” for the purpose of performance reviews, e.g. academic probation and annual tenure reviews.

This guide will allow you to:

- Learn how to use the “*MyApplication Wizard*” to create your MyRSS Review CV
- Understand how to edit your profile in the Research Support System (RSS)

# How to Access the Research Support System

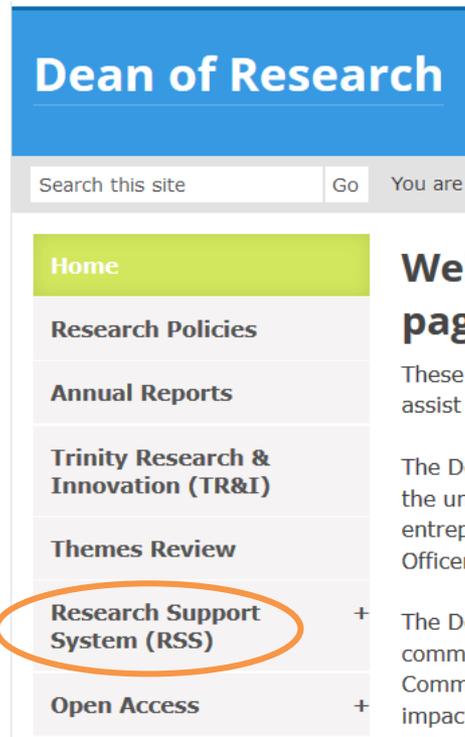
- [Local Homepage:](#)



And then scroll down

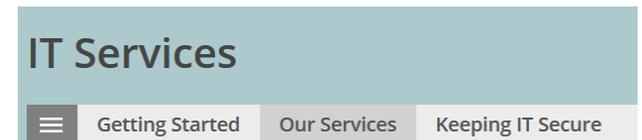


- [Dean of Research:](#)

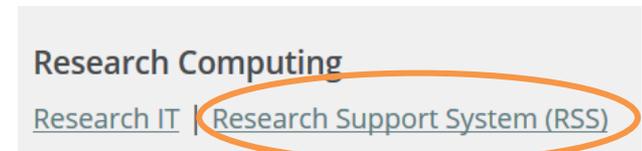


- [IT Services:](#)

Click on "Our Services"



And look for Research Computing section



# Registration and Logging in

## How to Access the Research Support System

### Trinity Web Systems

This Trinity Web Systems site provides current registered Trinity staff and students access to various online services including the **Research Support System (RSS)**, **Telephone System**, **Asset Register** and **University Register**. Further information on the above services, as well as answers to common queries, can be found via the [FAQ](#) link below.

### Registering for this service

If you have not logged in here previously then you must first Register below using your Trinity computer account username and current network login password. Each time you change your network login password you will need to Register once more, using the link below.

Log in with the username and password you registered with

**LOGIN**

**REGISTER**

**FAQ**

If this is your first time logging in, or you have not visited your RSS profile for a while, register first.

rded and may be audited.  
[.ie](#)

Last updated: October 26, 2016

# RSS Launcher

## How to Access the Research Support System

The University of Dublin

    
[Portal Home](#) [Portal Help](#) [Log me off](#)

### TCD Web Portal

-- empty list --

#### Web Applications

##### [Research Support System](#)

For researchers at Trinity College. Record publications, maintain your CV, submit documents, latest research news and deadlines etc.

##### [Data Warehouse](#)

The Data Warehouse will contain static information on entities which are important to College. Initially, it allows queries on staff members and displays publicly available information on them.

#### Your Menu

##### [Maintain Your Favourites](#)

This option allows you to maintain a list of your favourite or most important sites. This list will always be accessible to you when you log into the TCD Web application. These appear as a list on your menu.

##### [Your Style Preferences](#)

Use this option to choose your style preferences for each or all of the web applications that you have access to.

##### [Update Your Registration](#)

This link will bring you to the registration screen, which will allow you to update your registration details. Do this if your TCD password has changed.

#### Documentation

##### [TCD Web System Help](#)

New to using the system? Then click here for help on how to navigate round the TCD Web Application.

##### [College Code of Conduct](#)

Code of Conduct for use of Trinity's computer facilities.

##### [Disclaimer](#)

The College accepts no liability for any loss or damage arising as a result of use of or reliance on these web pages, and is not responsible for the contents of personal web pages, nor for the accuracy or integrity of material accessed via links from these pages.

#### Provide Portal Feedback

##### [Provide feedback and suggestions on this system.](#)

Provide feedback.

Users of these systems should be aware that their actions are recorded and may be audited.  
For system support email [itservicedesk@tcd.ie](mailto:itservicedesk@tcd.ie)  
Last updated:

### Web Applications

#### [Research Support System](#)

For researchers at Trinity College

#### [Data Warehouse](#)

The Data Warehouse will contain

**Click here to access the RSS  
Launcher**

# RSS CV and MyRSS MyApplication Wizard

## How to Access the Research Support System

Menu   Trinity College Dublin  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin

### Research Support System

Portal Home Portal Help Log me off

RSS Launcher Page help ?

Changes made to the RSS may not appear on external systems as promptly as designed i.e. Peoplefinder, research website, school profile and publication lists. The problems are beyond the scope of the RSS and are currently being investigated by IT Services

CV

[Your CV](#)



[Your Publications and Other Research Outputs](#)



[Your Projects](#)

T

[Your Research Themes](#)



[Person Search](#)



[Your Reports](#)

M

[Main Menu](#)



[Import Your Publications and Other Research Outputs](#)



[Support and Training](#)

Click on the "CV" button to edit your RSS Profile

Click on "Your Reports" button to access MyRSS Wizard

# Your Reports

## How to Access the MyRSS MyApplication Wizard

The screenshot shows the Trinity College Dublin Research Support System interface. At the top, there is a navigation bar with a home icon, the Trinity College Dublin logo and name, the title 'Research Support System', and utility icons for user profile, help, and logout. Below this is a blue 'Reports Menu' header. The main content area is titled 'Reports Menu' and contains a table of report categories. The 'Academic Review Forms (Probation, Promotion, Progression, Tenure Track)' entry is highlighted with an orange box, and an arrow points from this box to a larger, rounded orange box containing the same text in a larger font.

Reports Menu	
General	
<a href="#">My PI Quantitative Analytics</a>	A web application featuring data visualizations and reports communicating grant information and research activity at College level and at your school level
<a href="#">MyRSS</a>	A web application featuring data visualizations communicating your research activity.
<a href="#">RSS Analytics</a>	A web application featuring data visualizations communicating research activity at the College level.
<a href="#">Your Calendar of Publications and Other Research Outputs</a>	Review which publications and other research outputs will automatically go forward for inclusion in the College Calendar.
<a href="#">Academic Review Forms (Probation, Promotion, Progression, Tenure Track)</a>	Use the Promotions Wizard in MyRSS to review your research data and output a Promotions CV

**[Academic Review Forms \(Probation, Promotion, Progression, Tenure Track\)](#)**

# Direct link

## How to Access the MyRSS MyApplication Wizard

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If you are an active RSS user, your CV on the RSS is up to date and you want to move on with your application form, you can simply use the following direct link to the Wizard:

### [MyRSS MyApplication Wizard](https://tcdlocalportal.tcd.ie/pls/EnterApex/f?p=115:110)

<https://tcdlocalportal.tcd.ie/pls/EnterApex/f?p=115:110>

# Logging in

How to Access the MyRSS MyApplication Wizard

**Log in with your  
TCD username and  
password**

Login

Username

Password

Login

# List of sections in the “MyApplication” to fill

MyApplication CV



# Quick overview

## MyApplication CV

The screenshot shows the MyRSS MyApplication CV wizard interface. At the top, there is a navigation bar with the MyRSS logo and a search bar. Below the navigation bar is a breadcrumb trail: Home / Promotions (Junior). A horizontal progression bar shows 15 stages: General Information, Degrees, Awards, Members..., Career, Research, Top 5 Works, Overview, All PR Works, All NPR Works, Grants, Patents, Ventures, Teaching, Service to College, Service to Discipline/So, and Output (Junior). The current stage is General Information. The main content area shows the 'Application form Wizard' for 'Healy, Ronan (Staff, Human Resources)'. It includes a 'Select Application Type' dropdown menu set to 'Junior Academic Progression' and a 'Save Type' button. A 'Next (General Information)' button is circled in red. A large arrow points from the left sidebar to the main content area, labeled 'All sections of MyApplication CV'. Another arrow points to the 'Next (General Information)' button, labeled 'Moving through the wizard to the next section'. A third arrow points to the progression bar, labeled 'Progression bar showing stage of CV as you move through it'. The footer contains the text 'Trinity College Dublin, The University of Dublin'.

MyRSS

healyr2 Return to the Research Support System

Home / Promotions (Junior)

General Information Degrees Awards Members... Career Research Top 5 Works Overview All PR Works All NPR Works Grants Patents Ventures Teaching Service to College Service to Discipline/So Output (Junior)

Person: Healy, Ronan (Staff, Human Resources)

Application form Wizard

First decide what you would like to apply for:

Select Application Type: Junior Academic Progression Save Type

You can progress through the wizard by clicking on the Next button.

Next (General Information)

All sections of MyApplication CV

Progression bar showing stage of CV as you move through it

Moving through the wizard to the next section

Trinity College Dublin, The University of Dublin

# Selecting Application Type

## MyApplication CV

MyRSS

Home / Performance Review

Person: Healy, Ronan (Staff, Human Resources)

Select the appropriate Application Type from the drop-down list

First decide what you would like to apply for:

Select Application Type: Performance Review

Save Type

Then click "Save type" and move onto the General Information section.

Next (General Information)

Performance Rev

Senior Academic Promotions

Junior Academic Progressions

Clinical Promotions

Performance Review

# General Information

## Performance Review form

The screenshot shows the MyRSS Performance Review form. The breadcrumb trail is Home / Performance Review / General Information. The navigation bar includes links for Research, Top 5 Works, Overview, All PR Works, All NPR Works, Grants, Patents, Ventures, Teaching, Service to College, Service to Discipline/Soci, and Output (Performance Review). The user is identified as 'healyr2' and is logged in from 'Return to the Research Support System'. The form is for a staff member in Human Resources. A 'Next (Achievements)' button is visible. The 'Start Date in Current Post' is 01-JAN-2017. The user is prompted to select their Faculty/Faculties: Faculty of Arts, Humanities and Social Sciences (N), Faculty of Engineering, Mathematics and Science (N), and Faculty of Health Sciences (Y). The Head of School is Michael Gill (Psychiatry). The 'Type of Review' dropdown menu is open, showing options: Year 3 (Tenure Track), Year 1 (Probation), Year 2 (Tenure Track), Year 3 (Tenure Track), and Year 4 (Tenure Track). The 'Year 1 (Probation)' option is selected. Below the dropdown, there are radio buttons for 'passed probation?' (N) and 'Special Circumstances to request a form?' (Y). There are 'Request Form', 'Save', and 'Cancel' buttons.

Certain details will populate automatically – some of them you can amend if you want.

Remaining fields you need to update manually.

Use the dropdown menu to select the Type of Review you are completing

Once happy with the information on the **General Information** click "Save".

Probation applies to all academic staff, but tenure track reviews refer to staff in tenure appointments only!

# General Information

## Performance Review form

Home / Performance Review / General Information

Person: Healy, Ronan

Staff Number: 13211641

Name: RONAN HEALY

Trinity Title: Administration

Start Date in Current Post: 01-JAN-2017

Please select your Faculty:

Faculty of Arts, Humanities and Social Sciences  N  Y

Faculty of Engineering, Mathematics and Science  N  Y

Faculty of Health Sciences  N  Y

Applicants who wish to be considered for Special Circumstances should tick "Yes" to request a form.

N  Y

Request Form

Type of Review: Year 1 (Probation)

Have you passed probation?  N  Y

Applicants who wish to be considered for Special Circumstances should tick "Yes" to request a form.

N  Y

Request Form

Save Cancel

Select "Y" or "N" to indicate whether you wish to be considered to have special circumstances. After selecting "Y" a button will appear allowing you to request the Special Circumstances form from HR. In order to have your special Circumstances considered, you need to fill in this form and submit it along with your application form.

Once happy with General Information section, click "Save".

# Achievements

## Performance Review form

The **Achievements Section** is filled out entirely on this platform.

It covers:

- Research
- Teaching
- Service to College
- Engagement with Discipline/Society
- Professional Development
- Evaluation of Teaching and Learning

As this section is rather long, please scroll down to check if you covered all boxes.

Once happy with the information on the Achievements Section click "Save" at the bottom of this page.

The screenshot shows the MyRSS Performance Review form for Ronan Healy. The breadcrumb trail is: Home / Performance Review / General Information / Achievements. The 'Achievements' tab is active. The form includes a dropdown menu for the user's name (Healy, Ronan (Staff, Human Resources)) and a 'Next (Degrees)' button. The main content area contains several text input fields for achievements, with a word count of 9 for the first field. Below this, there are sections for 'Key achievements under the four criteria (Research, Teaching, Service to College, Engagement with Discipline/Society)', with sub-sections 2.1 Research, 2.2 Teaching, and 2.2.4 Engagement with Discipline/Society, each with a text input field and a word count of 0.

# Editing in the RSS

## Performance Review Form

Some sections on the MyApplication Wizard are pulled directly from your RSS profile, so if you want to update anything in the Wizard, you need to edit it in the RSS first:

- Biography,
- Degrees & Professional Qualifications,
- Awards,
- Memberships,
- Career,
- Research,
- Patents,
- Ventures,
- Service to College, and
- Service to Discipline.

Edit in the RSS (Biography)

Edit in the RSS (Professional Qualifications)

Edit in the RSS (Awards and Honours)

Edit in the RSS (Membership of Professional Institutions, Associations, Societies)

Edit in the RSS (Employment Details)

Edit in the RSS (Description of Research Interests)

Publications, both Peer Reviewed and Non Peer Reviewed, to select your “Top 5 works”, are also pulled from the RSS.

The other sections and questions are housed with the Promotions Wizard and so will be answered there.

# Editing in the RSS

## Performance Review Form

The screenshot shows the RSS system interface. A blue navigation bar at the top contains a search icon, the user name 'healyr2', and a link to 'Return to the Research Support System'. Below the navigation bar is a horizontal menu with items: Research, Top 5 Works, Overview, All PR Works, All NPR Works, Grants, Patents, Ventures, Teaching, Service to College, Service to Discipline/Soc, and Output (Performance Review). A sidebar on the left lists various categories: Dashb, Publica, Project, MyApp, General Infor, Achievements, Degrees, Awards, Memberships, Career, Research, Top 5 Works, Overview, All PR Works, All NPR Works, Grants, Patents, Ventures, Teaching, Service to College, Service to Discipline, Output, and Engagement.

Two callout boxes highlight the 'Edit in the RSS (Professional Qualifications)' button. The top callout box points to a button in the '2.1 Degrees & Professional Qualifications' section. The bottom callout box points to a button in the '3.1 Degrees & Professional Qualifications' section. A large arrow points from the bottom callout box to the text 'Click here to Edit in RSS'. Below this text is a large text box explaining the process: 'Clicking Edit in the Promotions Wizard (above) will open a new tab which will be your RSS profile. You will probably be asked for your credentials before it will open up the new tab.' To the right of this text box is a 'Windows Security' dialog box asking for credentials for 'tcdlocalportal.tcd.ie'. Below the Windows Security dialog is an 'Authentication Required' dialog box with fields for 'User Name' and 'Password' and 'OK' and 'Cancel' buttons.

# Easy example - Qualifications

## Editing in the RSS



Trinity College Dublin  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin

## Research Support System



[Portal Home](#) [Portal Help](#) [Log me off](#)

[Menu](#)

### Curriculum Vitae

[Page help](#) ?

[Printer friendly page](#)

Information in the box below, including photo, is taken directly from the HR database. Please contact HR at [HR@tcd.ie](mailto:HR@tcd.ie) to have changes made. Items that can be edited in the RSS have an edit button beside them.

	<b>Approved:</b>	Please approve your CV for display in the Researcher Directory	<input type="button" value="Not Approved"/>
	<b>Name</b>	Mr. Ronan Healy	
	<b>Gender</b>	Male	
	<b>Address</b>	Human Resources House 4 College	
	<b>College Title</b>	Administrative Officer	<b>ORCID ID</b>
	<b>Telephone</b>		<b>Fax</b>
	<b>Email</b>	<a href="mailto:healyr2@tcd.ie">healyr2@tcd.ie</a>	<b>Personal Web Page</b>
<input type="button" value="Show Image"/>	<b>Notes</b>		<b>Status</b> <input type="button" value="Administration Staff"/>
	<b>Media Directory Permission</b>	Not Granted	<b>Scopus ID</b>

To add your Professional Qualifications information click on the "Plus" icon.

Click below to go directly to that CV's

<a href="#">All</a>	<a href="#">Biography</a>	<a href="#">QUALIFICATIONS</a>	<a href="#">Representations</a>	<a href="#">Outreach Activities</a>	<a href="#">Admin Functions</a>	<a href="#">Service to College</a>	<a href="#">Memberships</a>
<a href="#">Awards</a>	<a href="#">Education</a>	<a href="#">Themes</a>	<a href="#">Keywords</a>	<a href="#">Tags</a>	<a href="#">Projects</a>	<a href="#">Publications</a>	<a href="#">References</a>

### + Professional Qualifications

Last Updated: 07-MAR-17

Qualification	Institution	Class of Degree	Title of Dissertation	Subject	Date Conferred	Public
Bachelor of Science Degree	Maynooth University	2.1		Biology & Chemistry	Sep 2015	Y <input checked="" type="checkbox"/>

[Output Your CV to Word](#)

# Section easy to edit - Qualifications

## Editing in the RSS

### Professional Qualifications

Qualification \*

Institution \*

Class of Degree

Date Conferred

Title of Dissertation

Subject

Display order: (No. 1 appears first on the CV)

Fill in the fields that are required

To save your new Professional Qualification click the "Create" button

Create Cancel

After clicking "Create", you will be brought back to the main page of your RSS Profile that will show your newly added record.

Any input fields suffixed with the \* symbol are mandatory and must be filled in.  
If you choose not to enter any dates, a "?" will appear in the date section of your CV beside the entry.  
Display on public CV?

### + Professional Qualifications

Last Updated: 03-OCT-18

Qualification	Institution	Class of Degree	Title of Dissertation	Subject	Date Conferred	Public
Bachelor of Science Degree	Maynooth University	2.1		Biology & Chemistry	Sep 2015	Y <input checked="" type="checkbox"/>
MSc	UCC	1.1	Analytical Chemistry: Utilisation of HPLC in Industry	Analytical Chemistry	September 2018	Y <input checked="" type="checkbox"/>

# Refresh and move on

Editing in the RSS



Do not be alarmed when you return to this window and the changes you have made are not showing up. Simply hit the “Refresh” button and then your changes will appear.

home / Performance Review / General Information / Degrees

General Information Achiev... Degrees Awards Members... Career Research Top 5 Works Overview All PR Works All NPR Works Grants Patents Ventures Teaching S

Person:

3.1 Degrees & Professional Qualifications

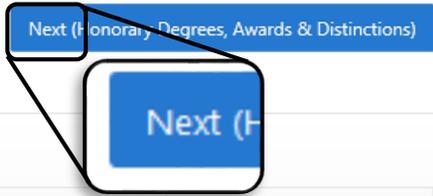
Edit in the RSS (Professional Qualifications)

Degrees should be moved from Education Details to Professional Qualifications. Please note that a subject field is now available

Go Rows 50 Actions

Qualification	Institution	Degree Class	Date	Subject
---------------	-------------	--------------	------	---------

Adding and Editing other sections will be similar. “Next” button will move you through next sections of your CV. Keep following the “Next” button to complete your CV.



# Sections not so easy to edit

Editing in the RSS



- Most sections in the RSS are easy to run through.
- The sections that are little trickier to fill in are as follows:

Publications

Grants

# Step 1 – Editing in the RSS Publications

## Dean of Research

Search this site

Go

You are here: [Home](#) » [Research Support System \(RSS\)](#) » How to use

Home

Research Policies

Annual Reports

Trinity Research & Innovation (TR&I)

Themes Review

Research Support System (RSS)

About the RSS

FAQs

**How to use**

Book a workshop

Research, Evaluation & impact

RSS User group

Open Access +

Research Ethics

Implementation Of Research Strategy

Research Quality Metrics

## How to use the Research Support System

Training and support materials on using the Research Support System are available on the

How to...

Add a publication or other research output to your Research Support System profile

Click on the underlined column headings to reorder your outputs

Edit	Share	Type	Reference
		Journal Article	Hayes A, and Bren
		Journal Article	Mattsson N, Zetterb

[Download](#) - 'How to add a new publication to your RSS profile' (PDF, 45kB)

The section on Publications has been covered extensively by the Dean of Research's Office. For more information on how to add publications to your RSS Profile click on the following link:

<https://www.tcd.ie/research/dean/rss/how/>

# Step 2 - Editing in the MyRSS Wizard

## Publications

After adding your publications to the RSS you will have to select your top 5 works.

You will have to give a brief justification as to why you have selected a work to feature in your top 5.

Then you will have to ensure that you are correctly listed as the Senior Author on publications which you are the Senior Author.

To add a publication to your "Top 5 Works" and add a justification, click the pencil icon

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# Editing Top 5 works

## Publications

The screenshot shows the 'Edit Work' page in the MyRSS system. The breadcrumb trail is 'Awards / Memberships / Career / Research / Top 5 Works / Edit Work'. The page features a 'Top 5' section with a radio button set where 'Y' is selected. Below this is a 'Google Scholar Citation Count' field containing '22222'. A text area for justification contains the text 'Best Book Ever.' and shows a character count of '3 words'. At the bottom are 'Save' and 'Cancel' buttons. Four callout boxes provide instructions: one points to the 'Y' radio button, another to the citation count field, a third to the justification text area, and a fourth to the 'Save' button.

Trinity College Dublin  
MyRSS

Awards / Memberships / Career / Research / Top 5 Works / Edit Work

Select "Y" to add a publication to your "Top 5 Works"

Top 5  Y  N

You can add your google scholar citation here

Google Scholar Citation Count 22222

Explain why you included this in your Top 5 Works. (Max 150 words)

Best Book Ever.

You add your justification for choosing your work into this box

3 words

Once satisfied click save and you will be brought back to the list

Save Cancel

# Editing Senior Author Publications

The “Edit Senior Author” tab can be important, as many disciplines use different naming conventions and it can be tough for a cross discipline review committee to assess and understand on which publications you feature as Senior Author.

**Edit Senior Author**

Please select your Top 5 Research Works to explain your role (e.g. senior author). Wherever possible/relevant provide quantitative evidence for the importance of the work and choose whether this publication is to be added to your Top 5. You can also add your Google Scholar Citation count here and give a brief description of your role including writing of the manuscript, and/or one directed/supervised the work. Click the “Edit Senior Author” button below to review the Senior Author tag so that your research works are marked as “Senior” in the Promotions CV

Year	Reference	Work Type	Web of Science Times Cited ↓	Scopus Times Cited	Google Scholar Times Cited	In TARA	Senior Author	Top 5 yn
-	Does Ireland need a demagogue, Ronan Healy, Irish Politics Now, Ireland, McMillen, Ronan Healy	Book Chapter	-	-	133	N	Y	Y
-	Ronan Healy, The greatest soon to be published book	Book	-	-	22222	N	Y	Y
-	Ronan Healy, Me and Mrs Jones	Book	-	-	-	N	Y	N
-	Ronan Healy, Blah Blah Blah	Book	-	-	-	N	N	N

# Editing Senior Author (cont.)

## Publications

These buttons allow you to set all or none of your works to Senior Author

Once happy with your changes, click the "Save" button

Double-click on the Senior Author values to change them, then click Save. Mouse over the Reference to view it fully.

Set All of my Works to Senior    Set None of my Works to Senior

Search: All Text Columns    Go    Actions    Edit    Save

Publication Id	Senior Author	Year	Work Type	Reference
154306	No	-	Book	Ronan Healy, Irish Politics Now, Ireland, McMillen, Ronan Healy
159618	Yes	-	Book	Ronan Healy, Irish Politics and Boredom, 2017
159	Yes	-	Book	Ronan Healy, Intellectual Power Vacuum - Repercussions of the Death of Christopher Hitchens, 1st, Ireland, 2017
175	No	-	Book	Ronan Healy, The Great Nothing, 2017
154	No	2017	Book	Ronan Healy, Conor McGregor - New Hero for a New Age, 2017
154305	No	2017	Case Study	Ronan Healy, Gobeklitepe - Redefining our view of civilisation, 2017

You need to click the "Edit" button to change details of individual publications.

Senior Author  
Yes  
No

Once you click "Edit", you will be able to select "Yes" (Senior Author) or "No" (Not Senior Author) from the drop down menu.

# RPAMS and Non-RPAMS Grants

MyRSS

healyr2 Return to the Research Support System

Research / Top 5 Works / Overview / All PR Works / All NPR Works / Grants

General Information Achievem... Degrees Awards Members... Career Research Top 5 Works Overview All PR Works All NPR Works **Grants** Patents Ventures Teaching Service to College Service to Discipline/So (Performance Review) Output

Person: Healy, Ronan (Staff, Human Resources)

RPAMS research grants awarded since October 2012. Last refreshed on 30-APR-2019

4.7 RPAMS Research Grants

You must click the edit button and select a role for the grant to be included in the CV

Next (Patents)

Non-RPAMS Research Grants / Other Funding Received

Add Grant

You should only enter grants awarded that will never be entered into the RPAMS system. Pre 2013 RPAMS grants not appearing above will have to be added through this section. Other funding opportunities and grants not associated with RPAMS will have to be added to this section

RPAMS Grants awarded after 2013 should appear automatically in your MyRSS Wizard.  
Recently Awarded RPAMS grants will have to be added manually into your CV later.  
Grants Awarded prior to 2013 can be added into the Non-RPAMS section in Grants.

# Editing Grant details and Role in Obtaining it

## Grants

MyRSS

Research / Top 5 Works / Overview / All PR Works / All NPR Works / Grants

General Information

Non-RPAMS Research Grants / Other Funding Received

Add Grant

You should only enter grants awarded that will never be entered into the RPAMS system. Pre 2013 RPAMS grants not appearing above will have to be added through this section. Other funding opportunities and grants not associated with RPAMS will have to be added to this section

	Date Contract Signed	Contract Start Date	Contract End Date	Years Covered by the Grant	Funding Body	Funding Call Name	Title of Grant	Amount of Grant to Consortium in €	Role in Obtaining the Grant	Amount Allocated to the Applicant in €	Awarded since last promotion
	05-MAR-2017	06-MAR-2017	11-JUL-2019	2017-2019	Biotechnology and Biological Sciences Research Council	ASSISTID Marie Curie fellowships (June 2016)	Money, Money, Money, Money ..... MMMooooonnnneeeeyyyy	1,000,000	Lead PI	100,000	Y

Total Grants Awarded

Total Grants Awarded to Applicant (where role has been selected) €100,000

1 - 1

In order for the grant money awarded to count towards your Total Grants Awarded you must select your role in obtaining the grant

You can edit your Grant Information, including your role, by clicking the pencil icon.



# Output Form to Word

The screenshot shows the MyRSS application interface. At the top, there is a navigation bar with the MyRSS logo and a search bar containing 'healyr2'. Below the navigation bar is a progress bar with 18 items, each with a green checkmark, indicating completion. The items are: General Information, Achievem..., Degrees, Awards, Membersh..., Career, Research, Top 5 Works, Overview, All PR Works, All NPR Works, Grants, Patents, Ventures, Teaching, Service to College, Service to Discipline/Soc, and Output (Performance Review). The 'Output (Performance Review)' item is highlighted with a blue circle.

On the left side, there is a sidebar menu with the following items: Dashboard, Publications, Projects, MyApplication, General Information, Achievements, Degrees, Awards, Memberships, Career, Research, Top 5 Works, Overview, All PR Works, All NPR Works, Grants, Patents, Ventures, Teaching, Service to College, Service to Discipline, and Output.

The main content area shows the 'Person' field with the value 'Healy, Ronan (Staff, Human Resources)'. Below this, there is a section titled 'Next Steps/Output Form to Word'. A text box contains the following instructions:

Clicking this button will produce your word document RSS MyApplication CV. Your browser will act same way as if you were downloading a file, so make sure you save it to a suitable and known to you location.

Below the instructions, there is a list of research work types for inclusion in the Other Material section:

- Archaeological excavation work
- Bibliography, filmography, etc.
- Broadcast
- Campus Company
- Case Study
- Conservation, restoration work
- Critical Edition (Book)
- Critical Edition (Chapter)
- Datas...
- Digital

At the bottom of the page, there is a file download dialog box with the following text:

Do you want to open or save RSS Performance Review Form - (2019) - Ronan Healy.docx (77.4 KB) from tcdlocalportal.tcd.ie?

Below the dialog box, there is a notification bar with the following text:

The RSS Performance Review Form - (2019) - Ronan Healy.docx download has completed.

# Following Output of your Review Form

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- **Please Note: Your outputted document will be in word format. This allows you to go back and make edits where you please.**
- **Please complete section 5.4 on Teaching and and 5.6 Supervision which is located within the Promotion CV Output to Word.**
- **Please review the overall content of the document to ensure you are satisfied with the application.**

# Help and Assistance

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If at any time you need assistance with your application please contact:

**Email:**

- [probations@tcd.ie](mailto:probations@tcd.ie) for help with probation reviews
- [Junpromo@tcd.ie](mailto:Junpromo@tcd.ie) for help with tenure reviews

• **Phone:**

- (01) 896 – **4821** – Ronan
- (01) 896 – **3937** – Marta



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

**Thank You**

