



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Online Academic Application Form for Junior Academic Progressions

RSS profile and MyRSS Wizard

HR Staff Performance and Review

October 2019

Purpose of this Guide:

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

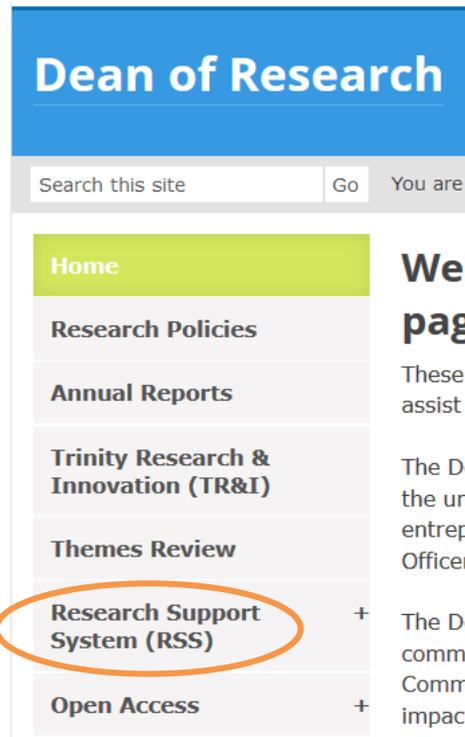
- [Local Homepage:](#)



And then scroll down

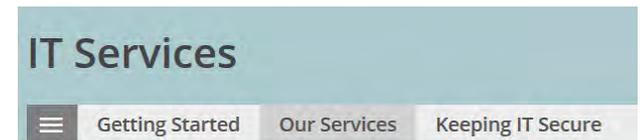


- [Dean of Research:](#)



- [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
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



Trinity College Dublin
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The University of Dublin

Research Support System



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

Menu

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 the college logo, name, and 'Research Support System' title. On the right, there are icons for home, help, and log out, along with links for 'Portal Home', 'Portal Help', and 'Log me off'. Below this is a blue 'Reports Menu' header with a 'Page help ?' link on the right. The main content area is titled 'Reports Menu' and contains a table of links and descriptions. The link 'Academic Review Forms (Probation, Promotion, Progression, Tenure Track)' is highlighted with an orange border, and an orange arrow points from this link to a larger orange-bordered box containing the same text.

Reports Menu	
General	
My PI Quantitative Analytics	A web application featuring data visualizations and reports communicating grant information and research activity at College level and at your school level
MyRSS	A web application featuring data visualizations communicating your research activity.
RSS Analytics	A web application featuring data visualizations communicating research activity at the College level.
Your Calendar of Publications and Other Research Outputs	Review which publications and other research outputs will automatically go forward for inclusion in the College Calendar.
Academic Review Forms (Probation, Promotion, Progression, Tenure Track)	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

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. The top navigation bar includes the MyRSS logo, a search icon, the user name 'healyr2', and a link to 'Return to the Research Support System'. Below the navigation bar is a breadcrumb trail: 'Home / Promotions (Junior)'. A horizontal progression bar shows various stages of the CV process, with 'General Information' currently selected. The main content area displays 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. The left sidebar contains a list of sections: 'General Information', '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'. Annotations with arrows point to the 'Application form Wizard' label, the progression bar, the 'Next (General Information)' button, and the left sidebar.

Application form Wizard

Progression bar showing stage of CV as you move through it

Moving through the wizard to the next section

Next (General Information)

All sections of MyApplication CV

Selecting Application Type

MyApplication CV

The screenshot shows the MyRSS application interface. The left sidebar contains a navigation menu with the following items: Dashboard, Publications, Projects, MyApplication (selected), General Information, Degrees, Awards, Memberships, Career, Research, Top 5 Works, Overview, All PR Works, All NPR Works, Grants, Patents, Ventures, Teaching, Service to College, and Service to Discipline. The main content area is titled 'Home / Promotions (Junior)' and features a breadcrumb trail with icons for General Informat..., Degrees, Awards, Member..., Career, Research, Top 5 Works, Overview, All PR Works, All NPR Works, Grants, Patents, Ventures, Teaching, Service to College, Service to Disciplin..., and Output (Junior). Below the breadcrumb trail is a search bar containing 'Healy, Ronan (Staff, Human Resources)'. A callout box with a black border and white background points to the 'Select Application Type' dropdown menu, which is currently set to 'Junior Academic Progressic'. The dropdown menu is open, showing a list of options: 'Junior Academic Progressic', 'Senior Academic Promotions', 'Junior Academic Progressions' (highlighted in blue), 'Clinical Promotions', and 'Performance Review'. Another callout box with a black border and white background points to the 'Save Type' button, which is a blue button with white text. A third callout box with a black border and white background points to the 'Next (General Information)' button, which is a blue button with white text. The main content area contains the following text: 'First decide what you would like to apply for:', 'Select Application Type', 'Junior Academic Progressic', 'Save Type', 'You can progress through the wizard by clicking on the Next button.', 'On most pages the underlying data can be edited in the RSS by clicking on the "Edit in the RSS" button. On some pages, the data is edited locally. The RPAMS research grants cannot be edited here.', 'On the final "Output" p', 'On subsequent visits, y', 'Junior Academic Progressic', 'Senior Academic Promotions', 'Junior Academic Progressions', 'Clinical Promotions', 'Performance Review', 'on.', 'go straight to the "Output" page and generate a fresh CV.', and 'Next (General Information)'.

Select the appropriate Application Type from the drop-down list

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

General Information

Junior Academic Progressions form

The screenshot shows the 'General Information' section of the MyRSS Junior Academic Progressions form. The form includes a breadcrumb trail: Home / Promotions (Junior) / General Information. A navigation bar at the top contains links for Awards, Member..., Career, Research, Top 5 Works, Overview, All PR Works, All NPR Works, Grants, Patents, Ventures, Teaching, Service to College, Service to Disciplin..., and Output (Junior). The main form area contains the following fields and options:

- Head of Discipline: [Text input field]
- If you are in a single discipline School (e.g. Physics), Head of Discipline may not be r [Text]
- Review Type: [Dropdown menu showing 'Merit Bar Review']
- Check Eligibility [Envelope icon]
- Have you passed probation? [Radio N] [Radio Y]
- Have you been confirmed in [Text] by Council and Board? [Radio N] [Radio Y]
- Have you applied previously for Accelerated Advancement? [Radio N] [Radio Y]
- Apply to the Committee? (may only apply two times in a three year period) [Text input field]
- Do you wish to apply for Accelerated Advancement? [Radio N] [Radio Y]
- Considered for Special "es" to request a form. the Junior Academic Progressions Procedure. [Text input field]
- Request Form [Envelope icon]
- Save [Blue button]
- Cancel [Grey button]

Annotations on the form include:

- A text box on the left stating: "Certain details will populate automatically – some of them you can amend if you want. Remaining fields you need to update manually."
- A callout box pointing to the 'Review Type' dropdown menu, listing the options: 'Merit Bar Review', 'None Selected', 'Merit Bar Review', and 'Accelerated Advancement'.
- A text box on the right stating: "Use the dropdown menu to select the Type of Review you are completing"
- A text box at the bottom left stating: "Once happy with the information on the **General Information** click 'Save'."

General Information

Junior Academic Progressions form

Home / Promotions (Junior) / General Information

General Information

Review Type: Merit Bar Review

Have you passed probation? N Y

Following probation, have you been confirmed in appointment by Council and Board? N Y

Have you applied previously for Progression/Accelerated Advancement? N Y

If yes, in what year did you apply to the Committee?
(Please note that applicants may only apply two times in a three year period)

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

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".

Editing in the RSS

Junior Academic Progressions 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:

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

[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

Junior Academic Progressions Form

The screenshot shows the RSS interface for a user named 'healyr2'. The main content area displays '2.1 Degrees & Professional Qualifications' with a blue button labeled 'Edit in the RSS (Professional Qualifications)'. Below this, a section titled '3.1 Degrees & Professional Qualifications' contains a table with a row for 'Degrees should be moved from Education Details to Promotions Wizard'. A callout box points to this row with the text 'Click here to Edit in RSS'. Another callout box points to the 'Edit in the RSS (Professional Qualifications)' button in the table with the text 'Degrees should be moved from Education Details to Promotions Wizard'. A third callout box points to the 'Edit in the RSS (Professional Qualifications)' button in the top navigation bar with the text 'Edit in the RSS (Professional Qualifications)'. The interface also shows a 'Next (Honorary Degrees, Awards & Distinctions)' button and a 'Windows Security' dialog box asking for credentials.

2.1 Degrees & Professional Qualifications

Edit in the RSS (Professional Qualifications)

Degrees should be moved from Education Details to Promotions Wizard

3.1 Degrees & Professional Qualifications

Edit in the RSS (Professional Qualifications)

Click here to Edit in RSS

Next (Honorary Degrees, Awards & Distinctions)

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.

Fill in your Username and Password you registered to RSS with, and you will be redirected to your RSS profile page.

Windows Security

The server tcdlocalportal.tcd.ie is asking for your user name and password. The server reports that it is from webapps.

User name

Password

Authentication Required

https://tcdlocalportal.tcd.ie is requesting your username and password. The site says: "webapps[Mon, 26 Aug 2019 13:51:52]"

User Name:

Password:

OK Cancel

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](#)

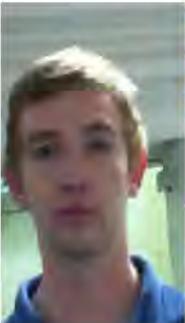
Curriculum Vitae

[Page help](#)

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

[Printer friendly page](#)

Not Approved ▼



Show Image ▼

Approved:	Please approve your CV for display in the Researcher Directory
Name	Mr. Ronan Healy
Gender	Male
Address	Human Resources House 4 College
College Title	Administrative Officer
Telephone	
Email	healyr2@tcd.ie
Notes	
Media Directory Permission	Not Granted

-  ORCID ID
-  Fax
-  Personal Web Page
-  Scopus ID

Administration Staff ▼

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

Click below to go directly to that CV's

All	Biography	QUALIFICATIONS	Representations	Outreach Activities	Admin Functions	Service to College	Memberships
Awards	Education	Themes	Keywords	Tags	Projects	Publications	References

+ 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 

[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?

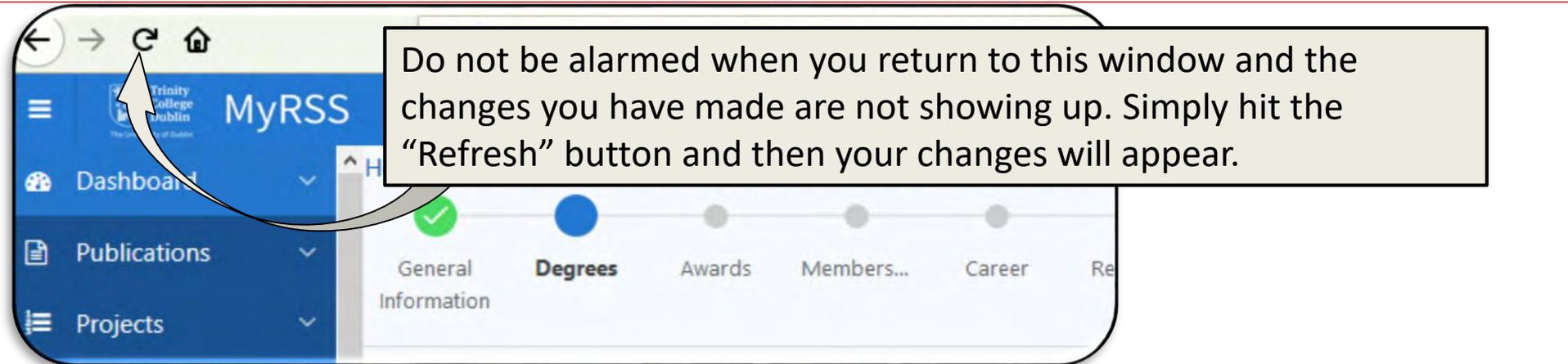
+ Professional Qualifications

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 Achievem... 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
---------------	-------------	--------------	------	---------

Next (Honorary Degrees, Awards & Distinctions)

Next (H

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

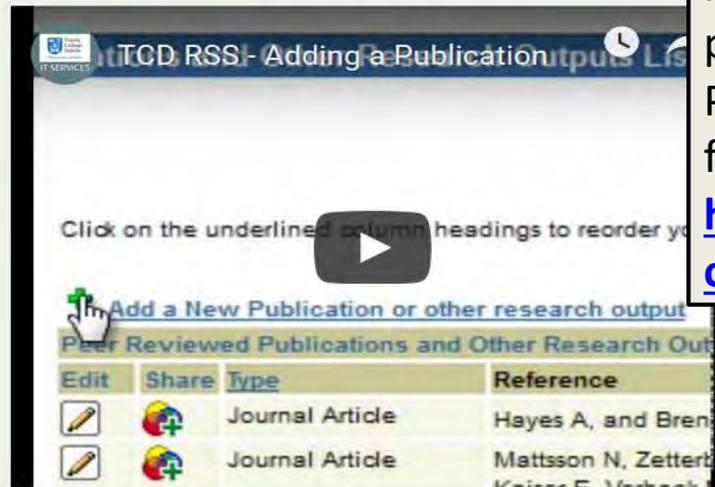
Research Quality Metrics

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



The screenshot shows a video player interface. At the top, the video title is 'TCD RSS- Adding a Publication'. Below the title, there is a play button in the center. The video content shows a table with columns for 'Edit', 'Share', 'Type', and 'Reference'. The 'Type' column has two entries: 'Journal Article' and 'Journal Article'. The 'Reference' column has two entries: 'Hayes A, and Bren' and 'Mattsson N, Zetterb'. A hand cursor is pointing at the 'Add a New Publication or other research output' link.

Edit	Share	Type	Reference
		Journal Article	Hayes A, and Bren
		Journal Article	Mattsson N, Zetterb Keira E. Meehan

[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

Trinity College Dublin, The University of Dublin

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 contains a form for editing a 'Top 5 Work'. The form includes a title field with the text 'Best soon to be published book', a 'Top 5' selection field with radio buttons for 'Y' (selected) and 'N', a 'Google Scholar Citation Count' field with the value '22222', and a text area for justification with the text 'Best Book Ever.'. Below the text area is a '3 words' counter and 'Save' and 'Cancel' buttons. A left-hand navigation menu is visible with items like 'Dashboard', 'Publications', 'Projects', 'MyApplication', 'General Information', 'Achievements', 'Degrees', 'Awards', 'Memberships', 'Career', 'Research', and 'Top 5 Works'. Four callout boxes provide instructions: one points to the 'Y' radio button, one points to the citation count field, one points to the justification text area, and one points to the 'Save' button.

Trinity College Dublin
MyRSS

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

Best soon to be published book

Top 5 Y N

Google Scholar Citation Count 22222

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

Best Book Ever.

3 words

Save Cancel

Dashboard

Publications

Projects

MyApplication

General Information

Achievements

Degrees

Awards

Memberships

Career

Research

Top 5 Works

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

Top 5 Y N

You can add your google scholar citation here

You add your justification for choosing your work into this box

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

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

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

4. 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	-	-	Ronan Healy, Irish Politics Now, Ireland, McMillen, Ronan Healy
159618	Yes	-	-	-
159	-	-	-	-
175	-	-	-	-
154	Yes	2017	Book	Ronan Healy, Conor McGregor - New Hero for a New Age, 2017
154205	No	2017	Case Study	Ronan Healy, Irish Politics and Boredom, 2017
-	-	-	-	Ronan Healy, Free Speech and the Right to offend, 1st, Ireland, 2017
-	-	-	-	Ronan Healy, Intellectual Power Vacuum - Repercussions of the Death of Christopher Hitchens, 1st, Ireland, 2017
-	-	-	-	Ronan Healy, The Great Nothing, 2017
-	-	-	-	Ronan Healy, Gobeklitepe - Redefining our view of civilisation, 2017

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

3. 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

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

General Information Achievements 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 (Performance Review)

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 MMMoooooooooooooooooooo	1,000,000	Lead PI	100,000	Y

Total Grants Awarded

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

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

MyRSS

healyr2 Return to the Research Support System

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/Soc Output (Performance Review)

Person: Healy, Ronan (Staff, Human Resources)

Next Steps/Output Form to Word

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.

Output Form to Word

Following Output of your Form to Word please complete the

- (1) Please complete sections 5.4 and 5.6 on Teaching and Sup
- (2) Please insert any Pending RPAMS Grants in your Review F
- (3) Don't forget to review the overall content of your review.

Select research work types for inclusion in the Other Material

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

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

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Following Output of your Review Form

- **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 4.4 on Teaching and 4.6 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

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

Email:

- Junpromo@tcd.ie for help with Junior Academic Progression - 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

