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:

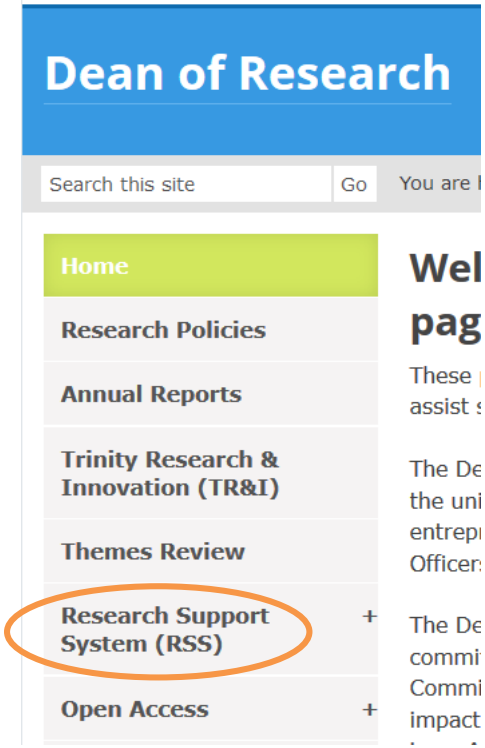
- Learn how to use the "*MyApplication Wizard"* to create your MyRSS Review CV
- Understand how to edit your profile in the Research Support System (RSS)

How to Access the Research Support System

- Local Homepage:

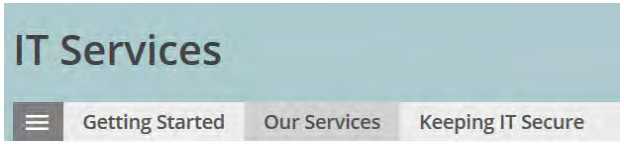
And then scroll down

- Dean of Research:

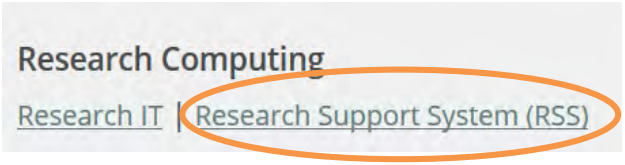


- IT Services:

Click on “Our Services

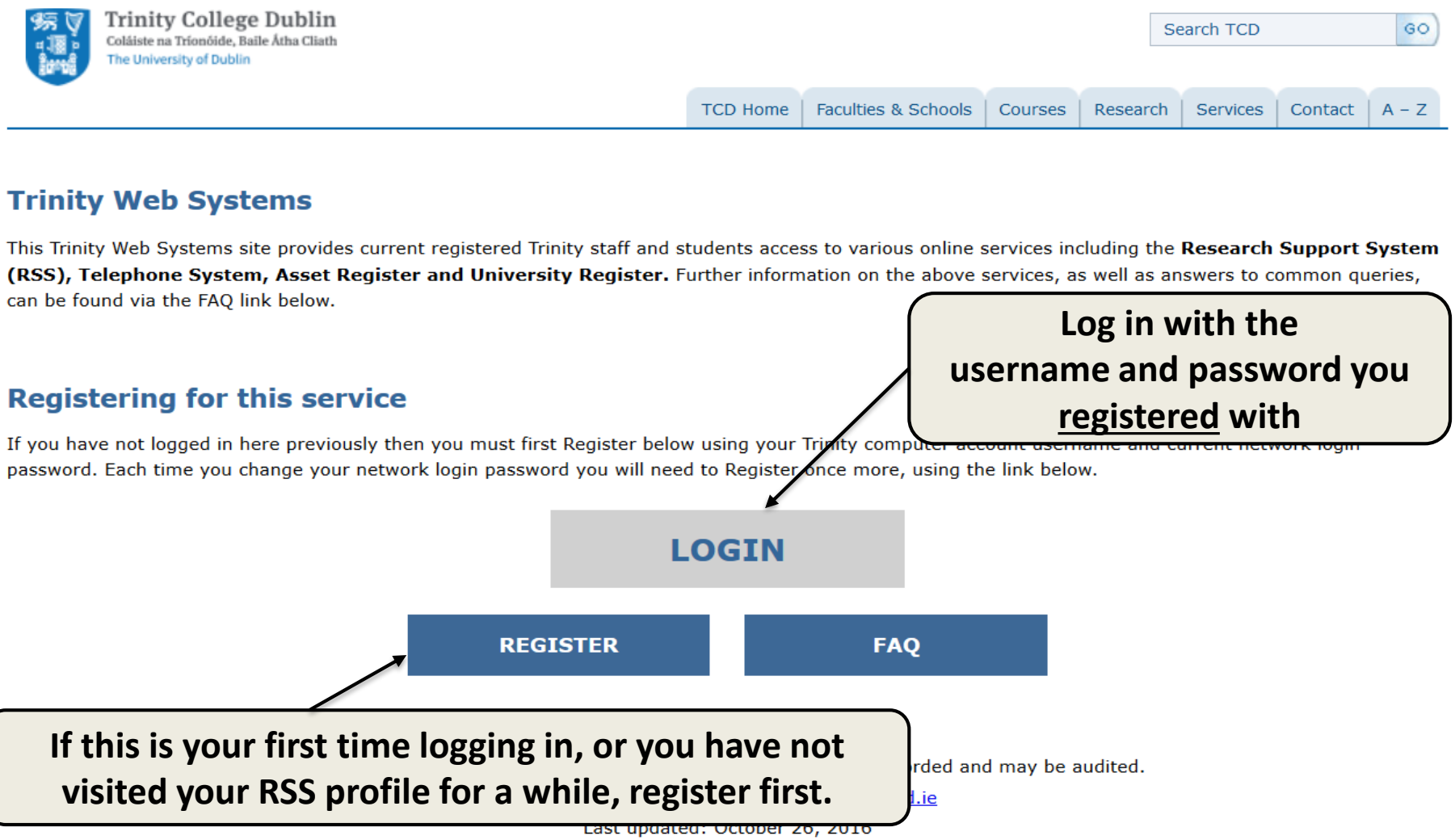


And look for Research Computing section



Registration and Logging in

How to Access the Research Support System

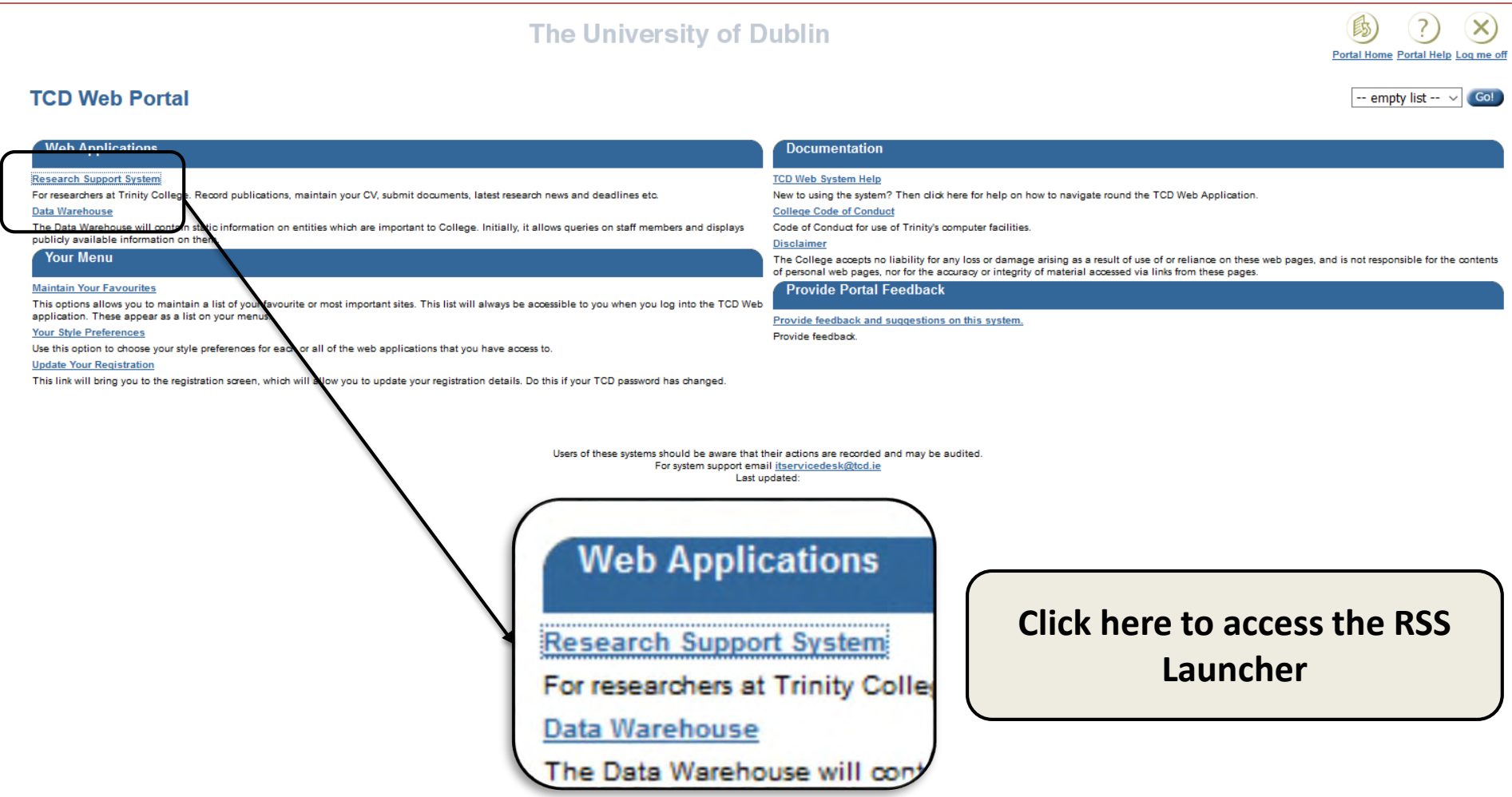


Log in with the username and password you registered with

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

RSS Launcher

How to Access the Research Support System



Click here to access the RSS Launcher

RSS CV and MyRSS MyApplication Wizard

How to Access the Research Support System

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

Direct link

How to Access the MyRSS MyApplication Wizard

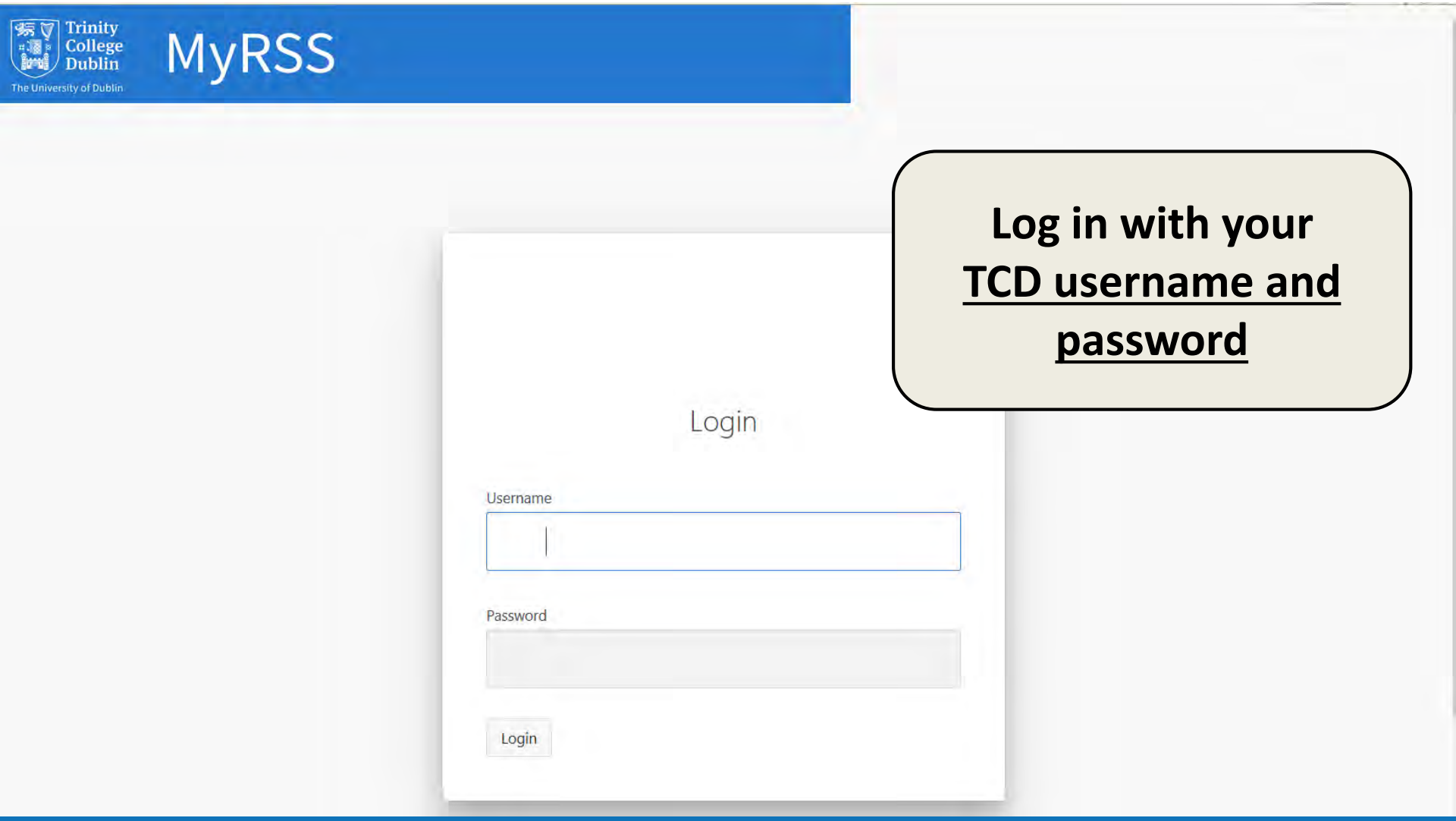
If you are an active RSS user, your CV on the RSS is up to date and you want to move on with your application form, you can simply use the following direct link to the Wizard:

MyRSS MyApplication Wizard

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

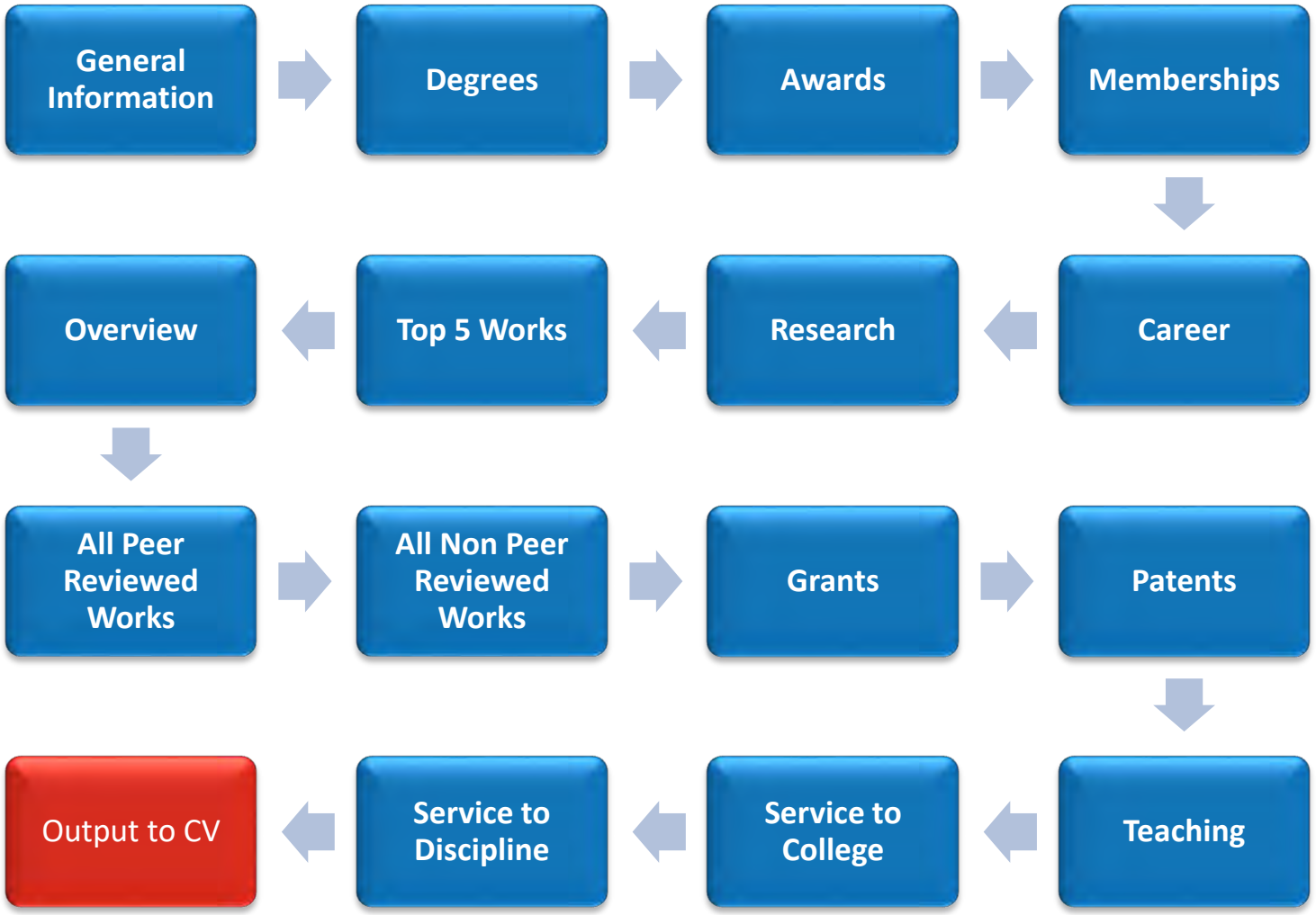
Logging in

How to Access the MyRSS MyApplication Wizard



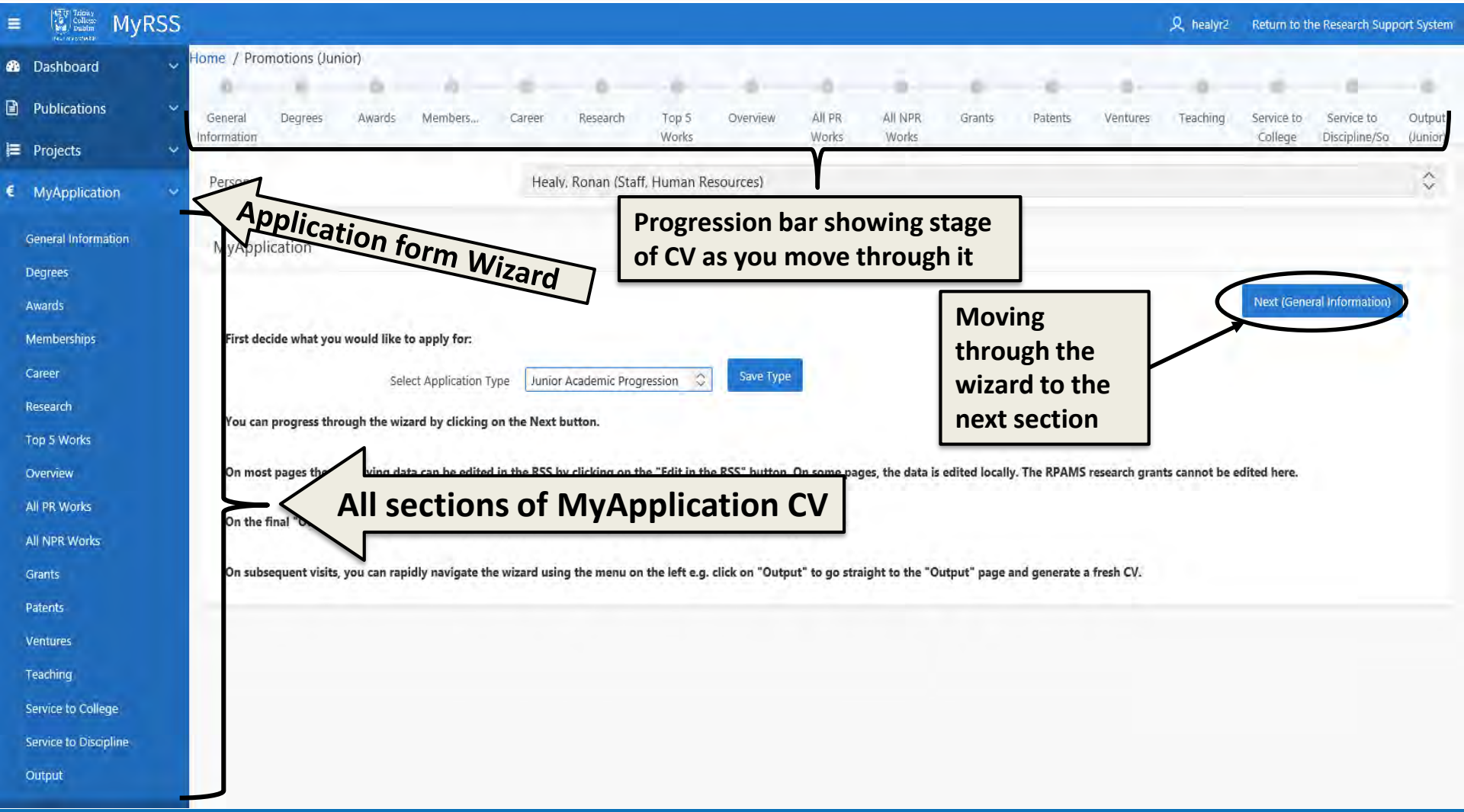
List of sections in the “MyApplication” to fill

MyApplication CV



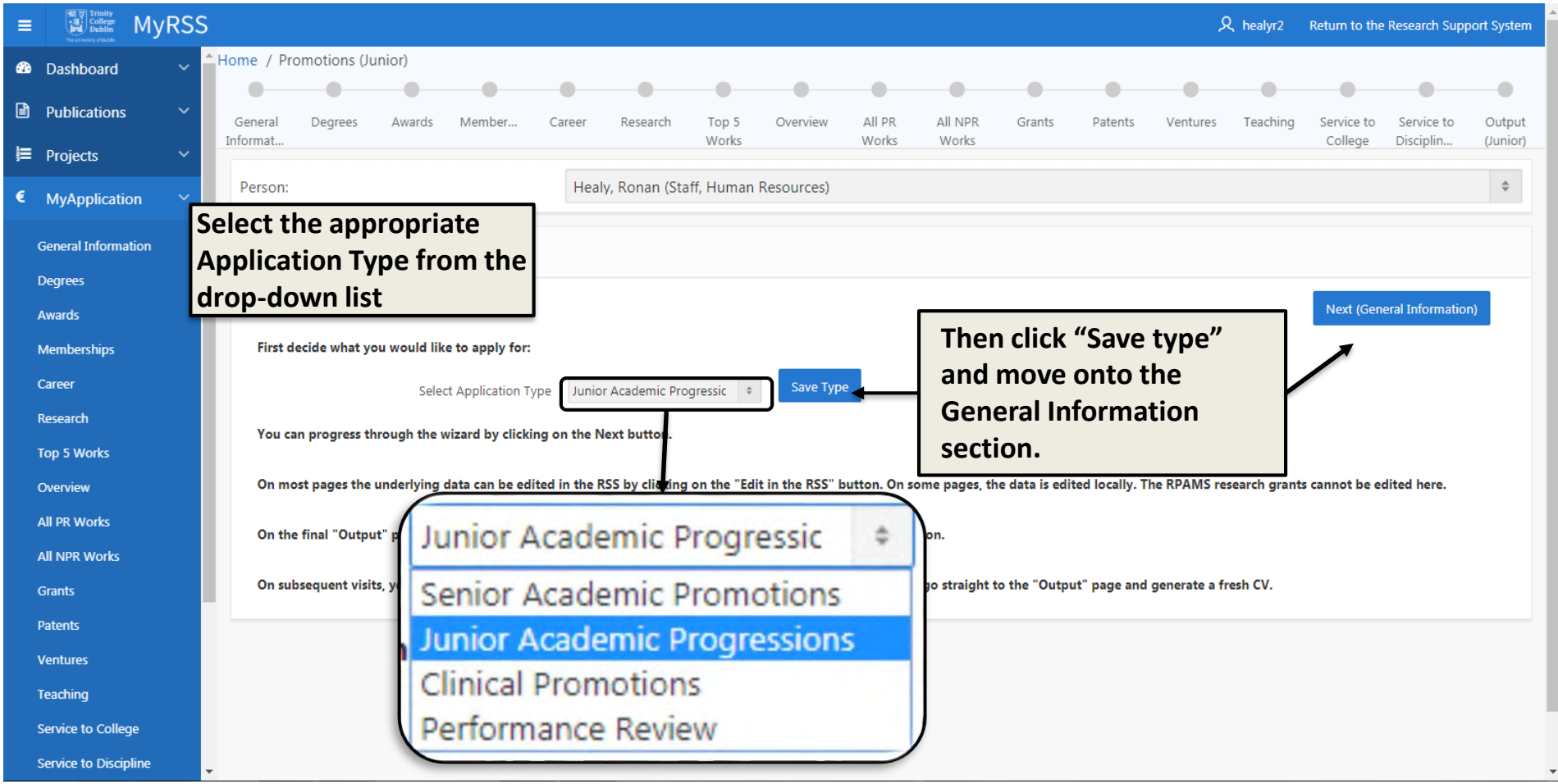
Quick overview

MyApplication CV



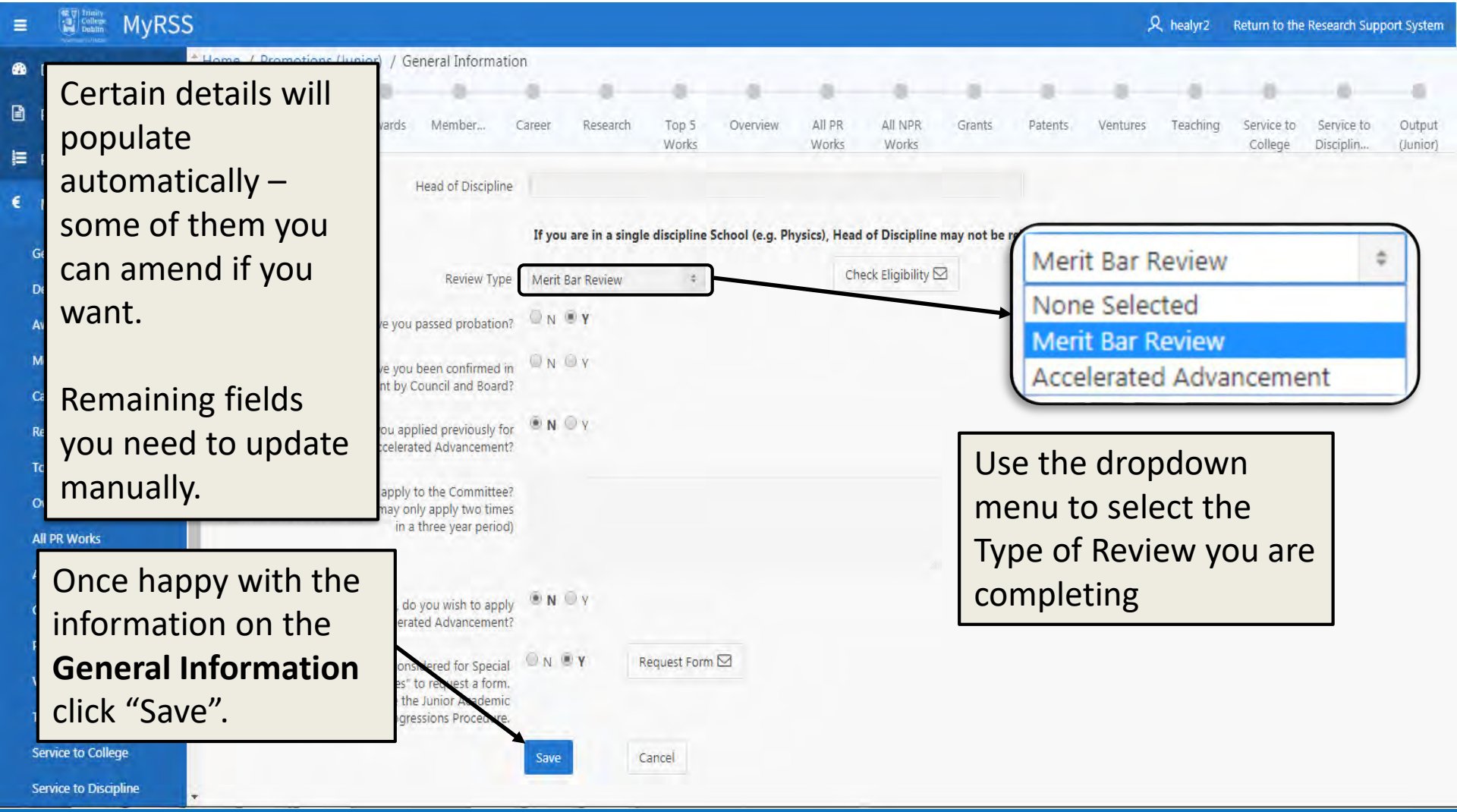
Selecting Application Type

MyApplication CV



General Information

Junior Academic Progressions form



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

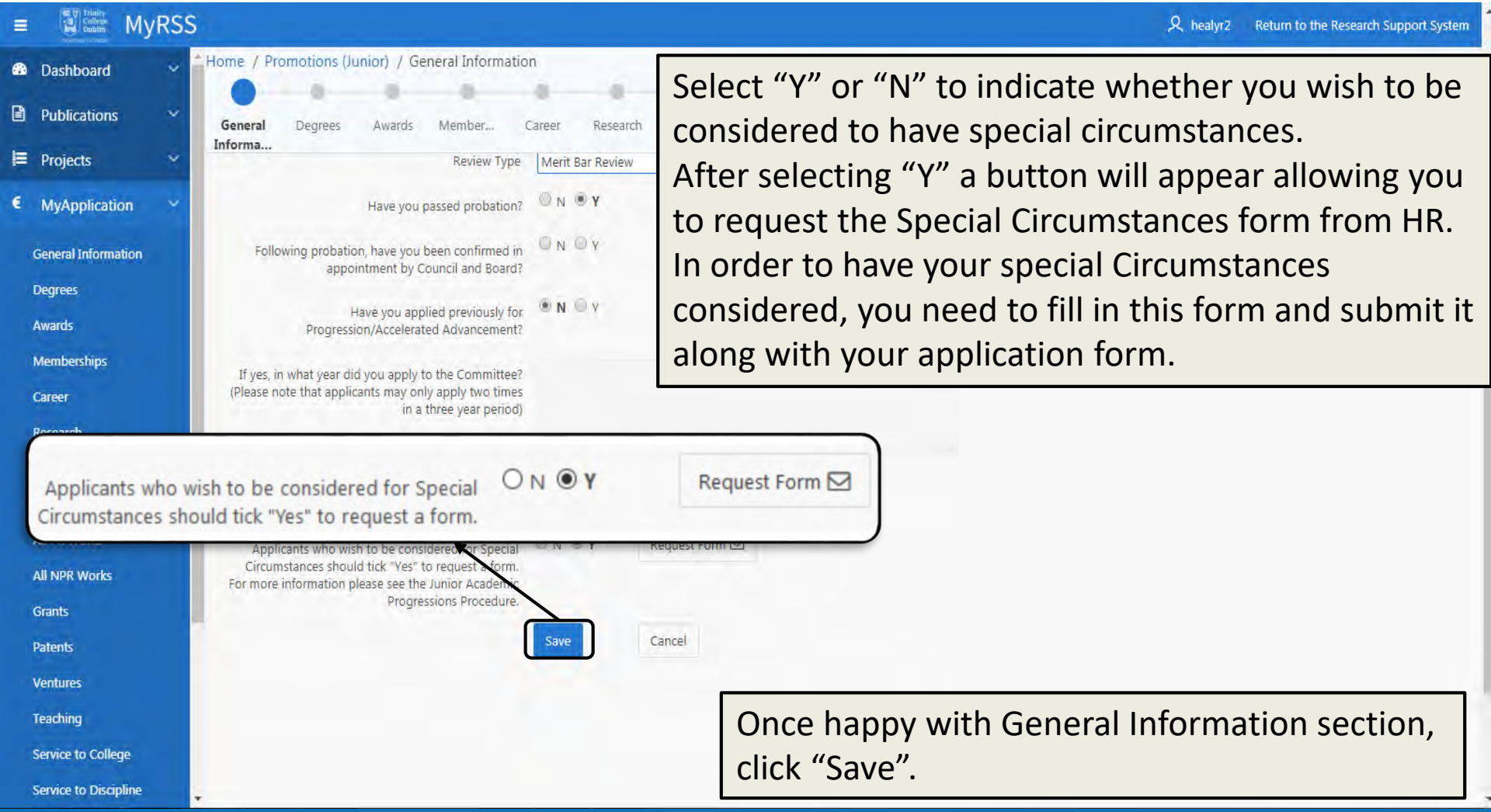
Remaining fields you need to update manually.

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

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

General Information

Junior Academic Progressions form



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.

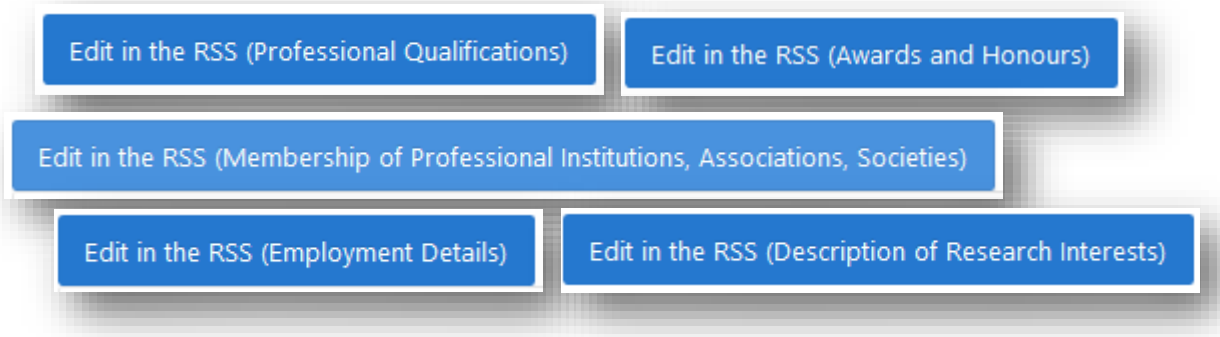
Once happy with General Information section, click “Save”.

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.**

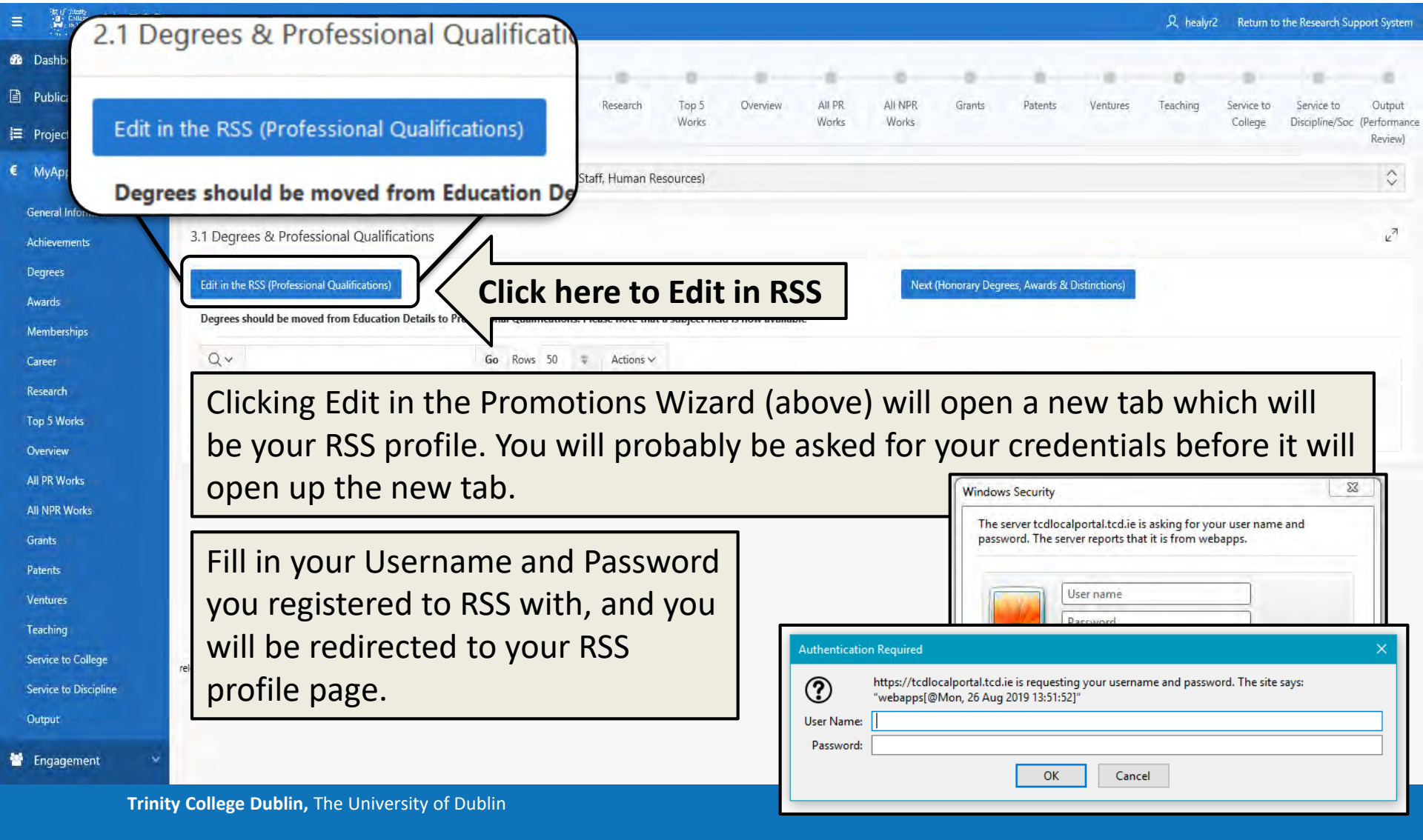


Publications, both Peer Reviewed and Non Peer Reviewed, to select your "Top 5 works", are also pulled from the RSS.

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

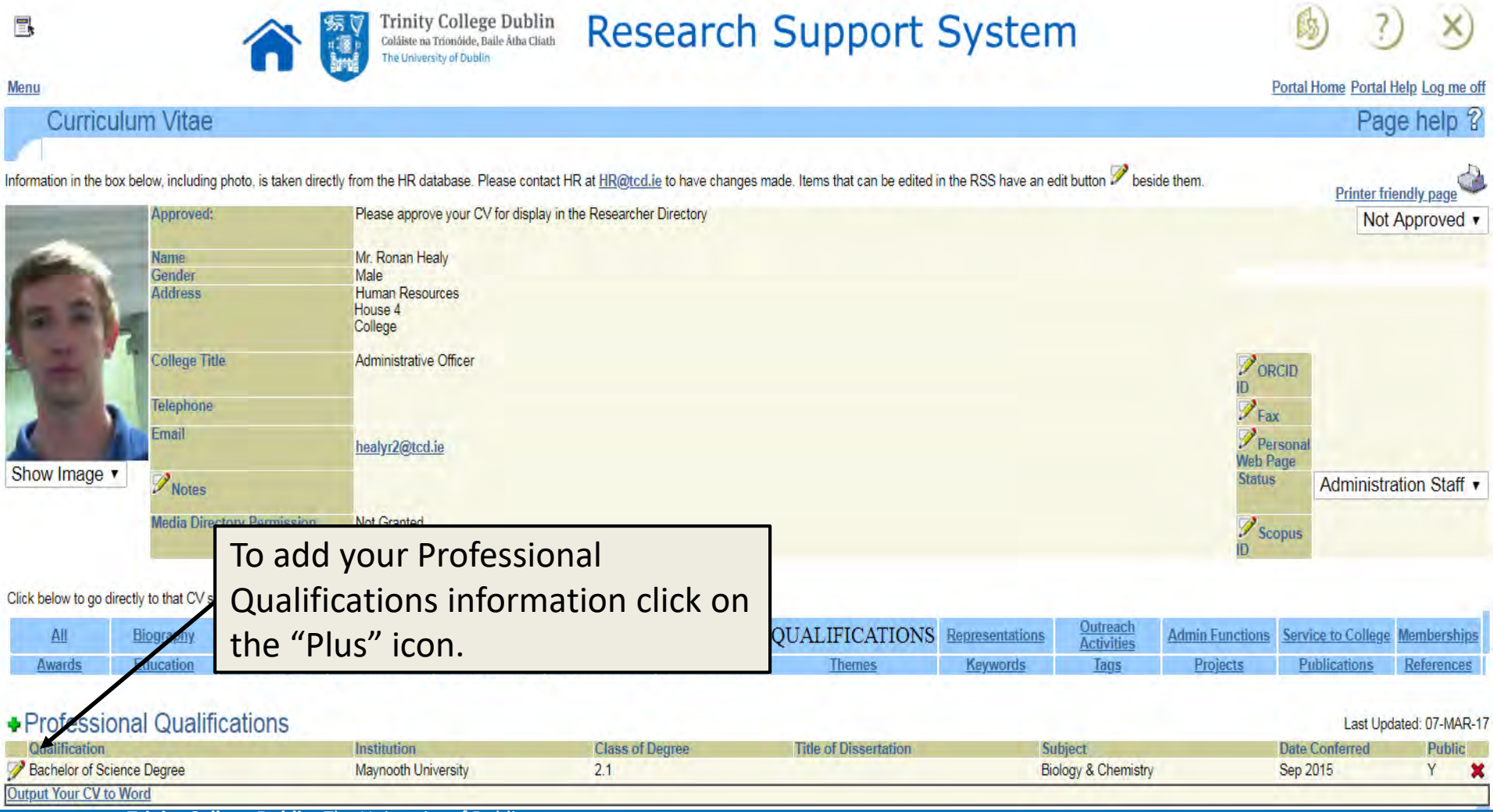
Editing in the RSS

Junior Academic Progressions Form



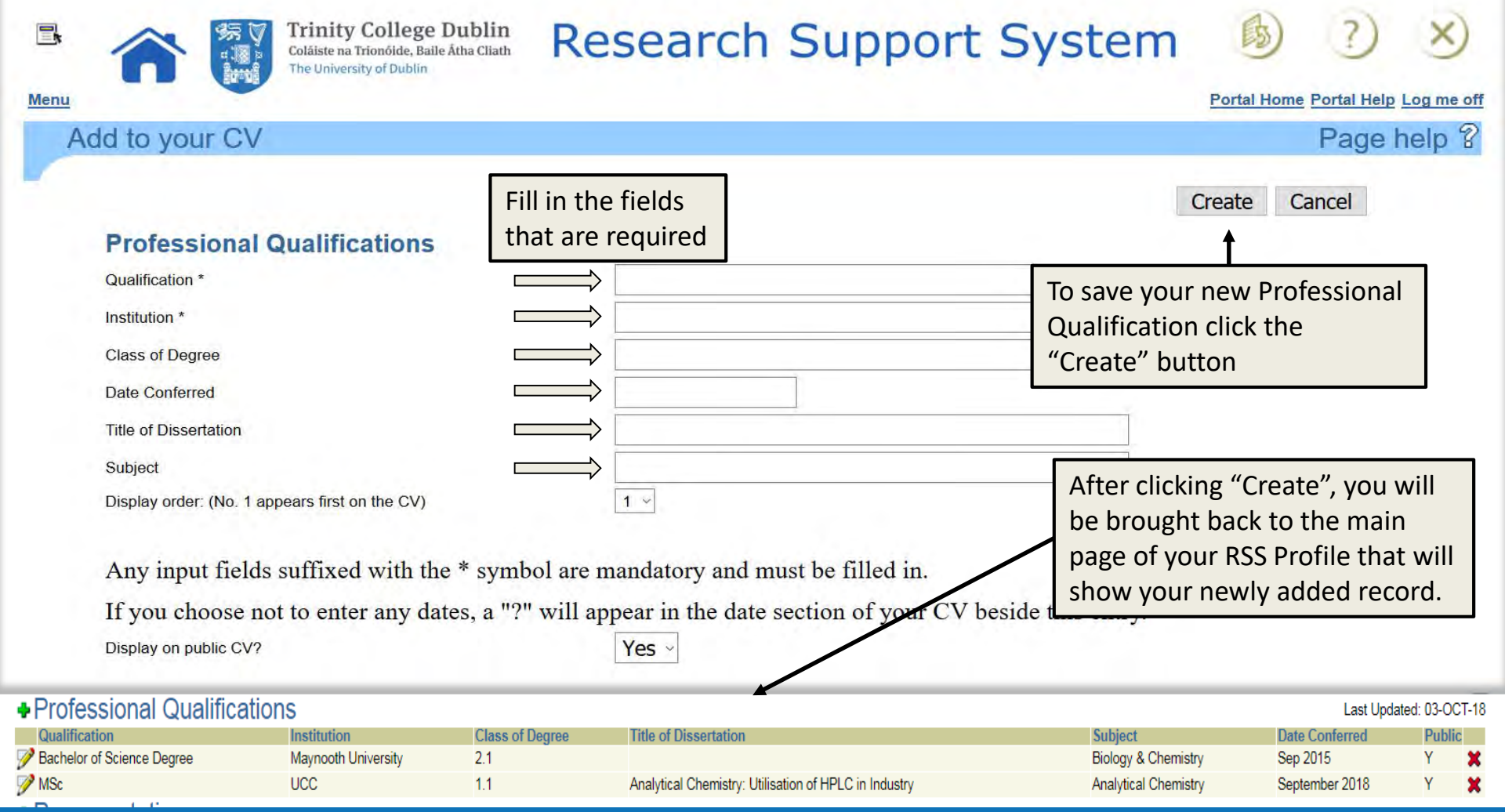
Easy example - Qualifications

Editing in the RSS



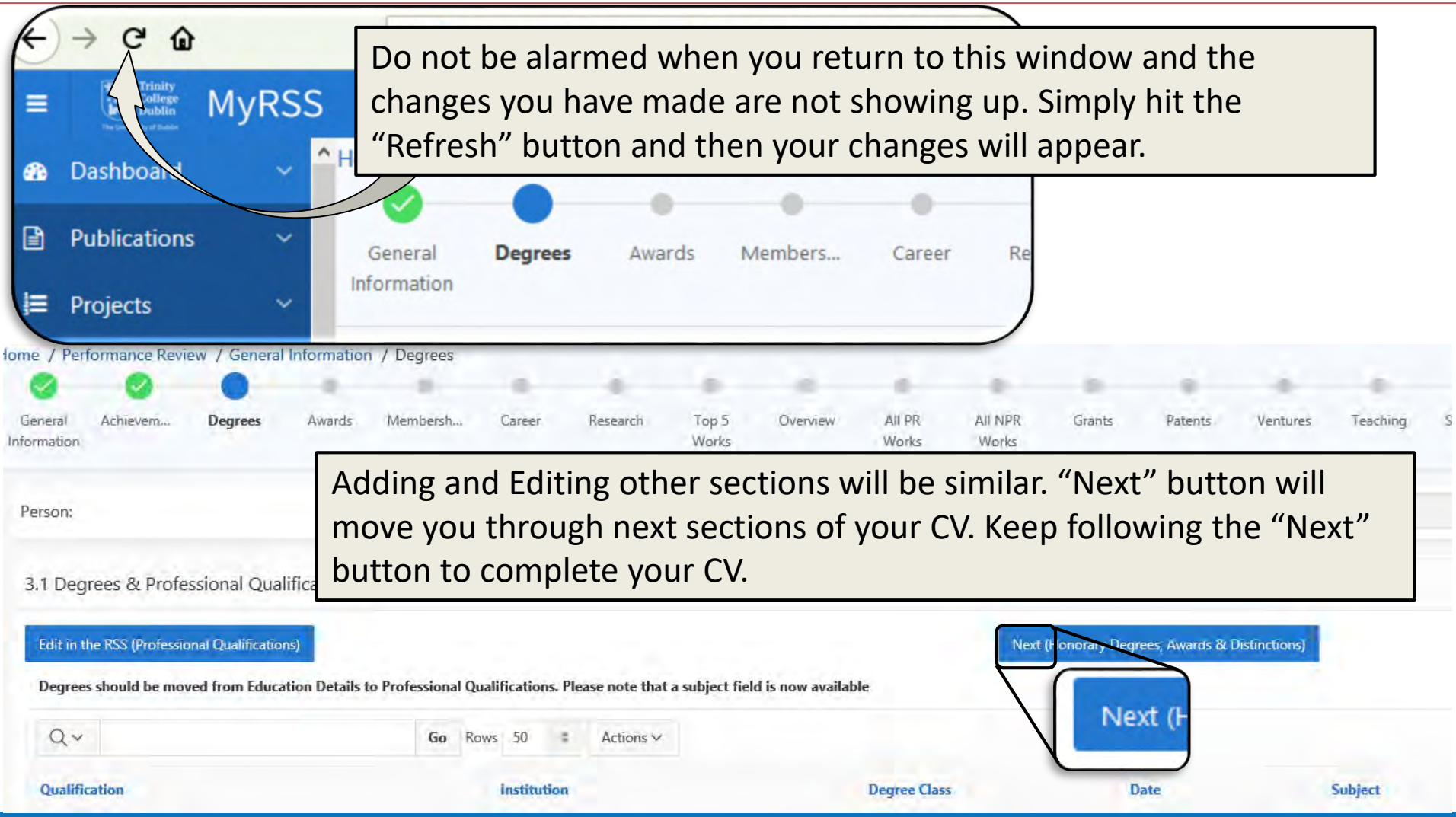
Section easy to edit - Qualifications

Editing in the RSS



Refresh and move on

Editing in the RSS



Sections not so easy to edit

Editing in the RSS

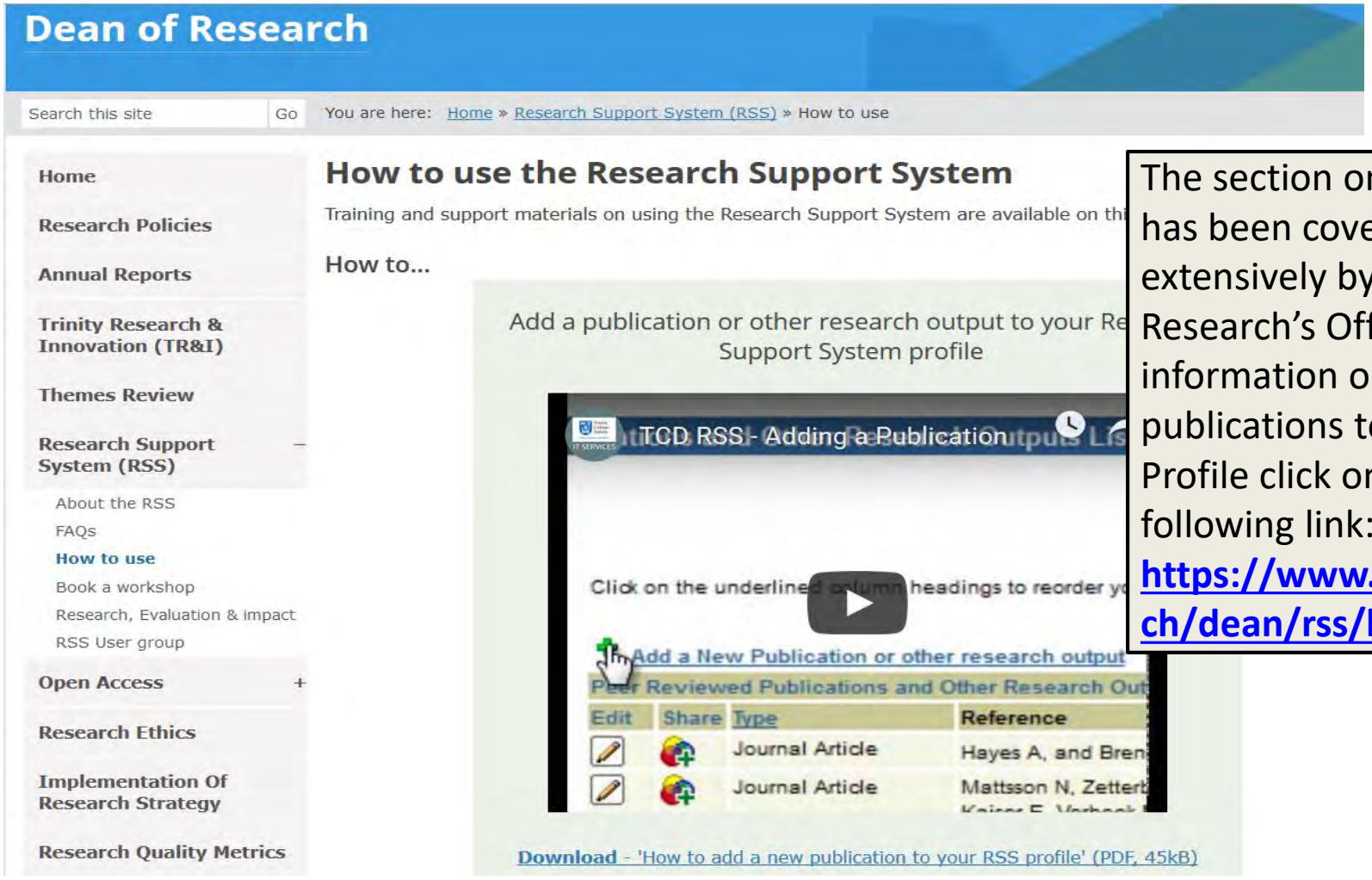
- Most sections in the RSS are easy to run through.
- The sections that are little trickier to fill in are as follows:

Publications

Grants

Step 1 – Editing in the RSS

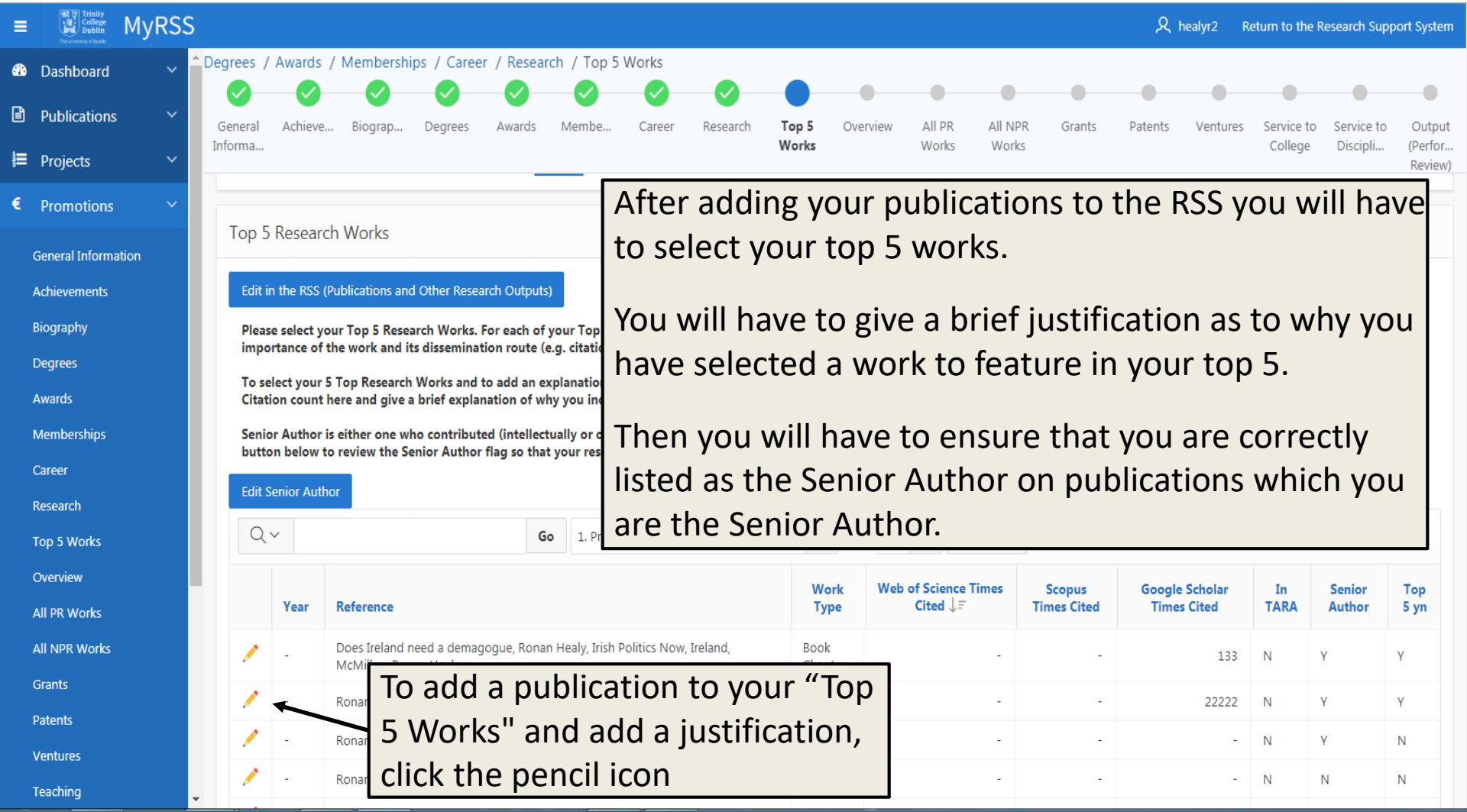
Publications



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.

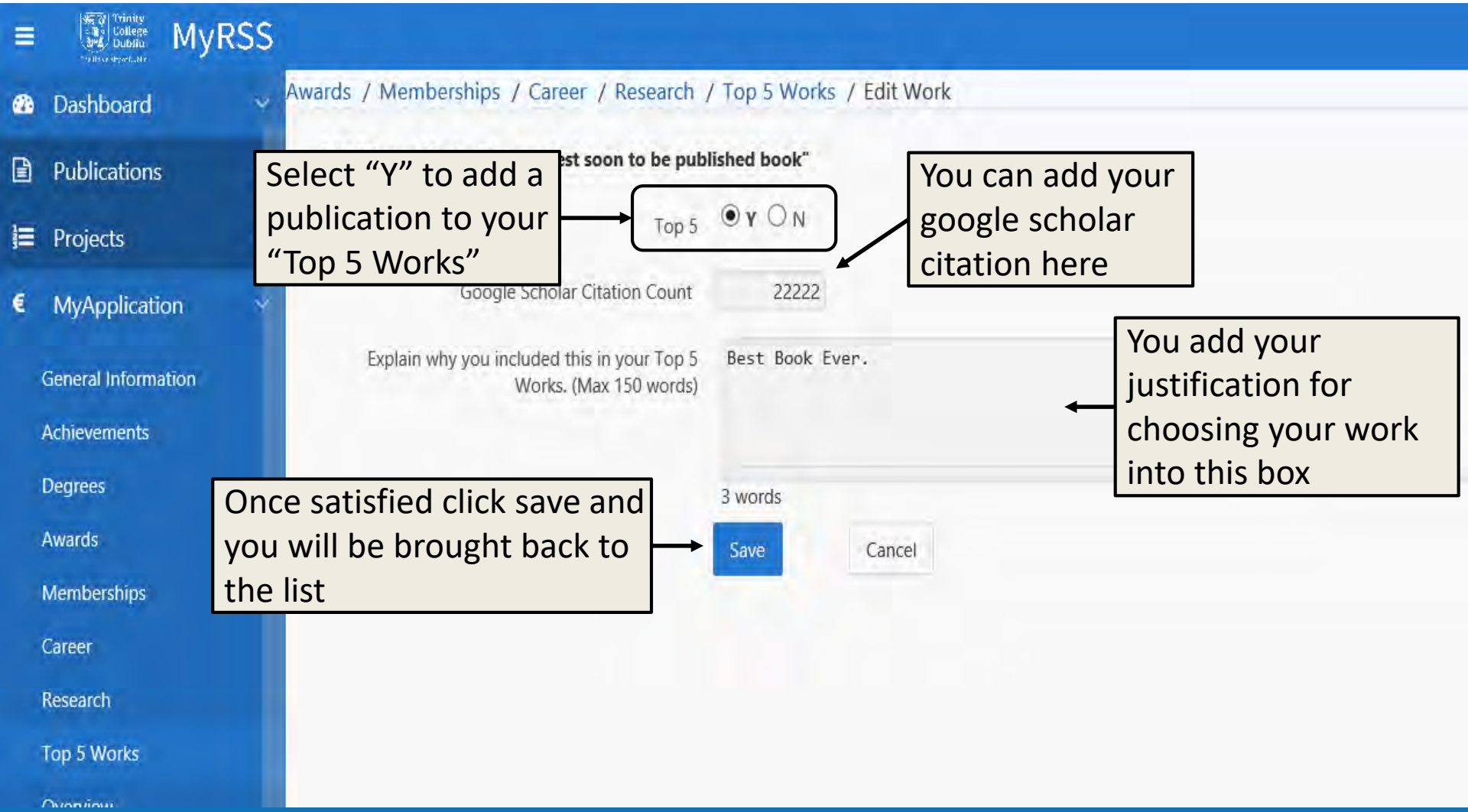
You will have to give a brief justification as to why you have selected a work to feature in your top 5.

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

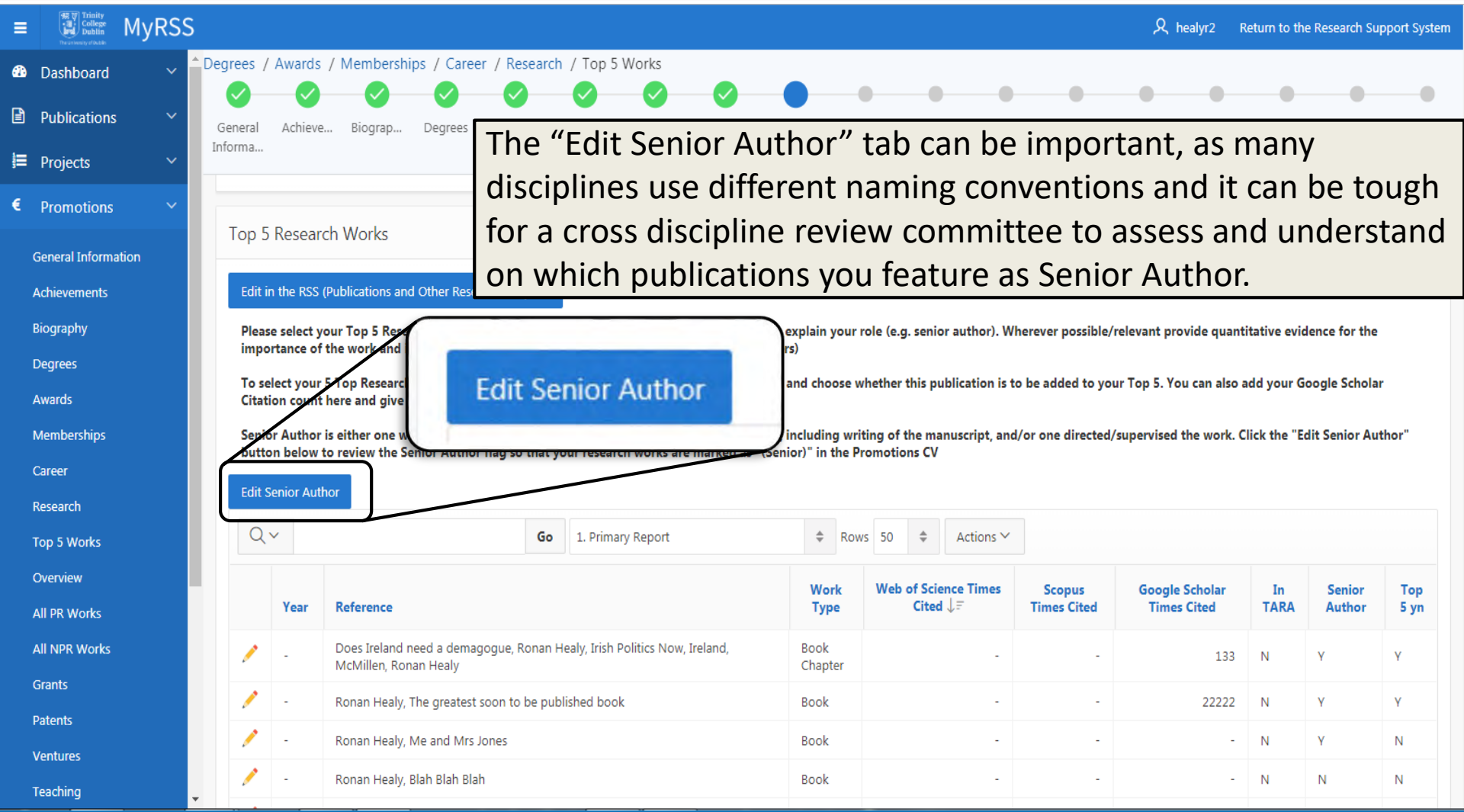
Editing Top 5 works

Publications



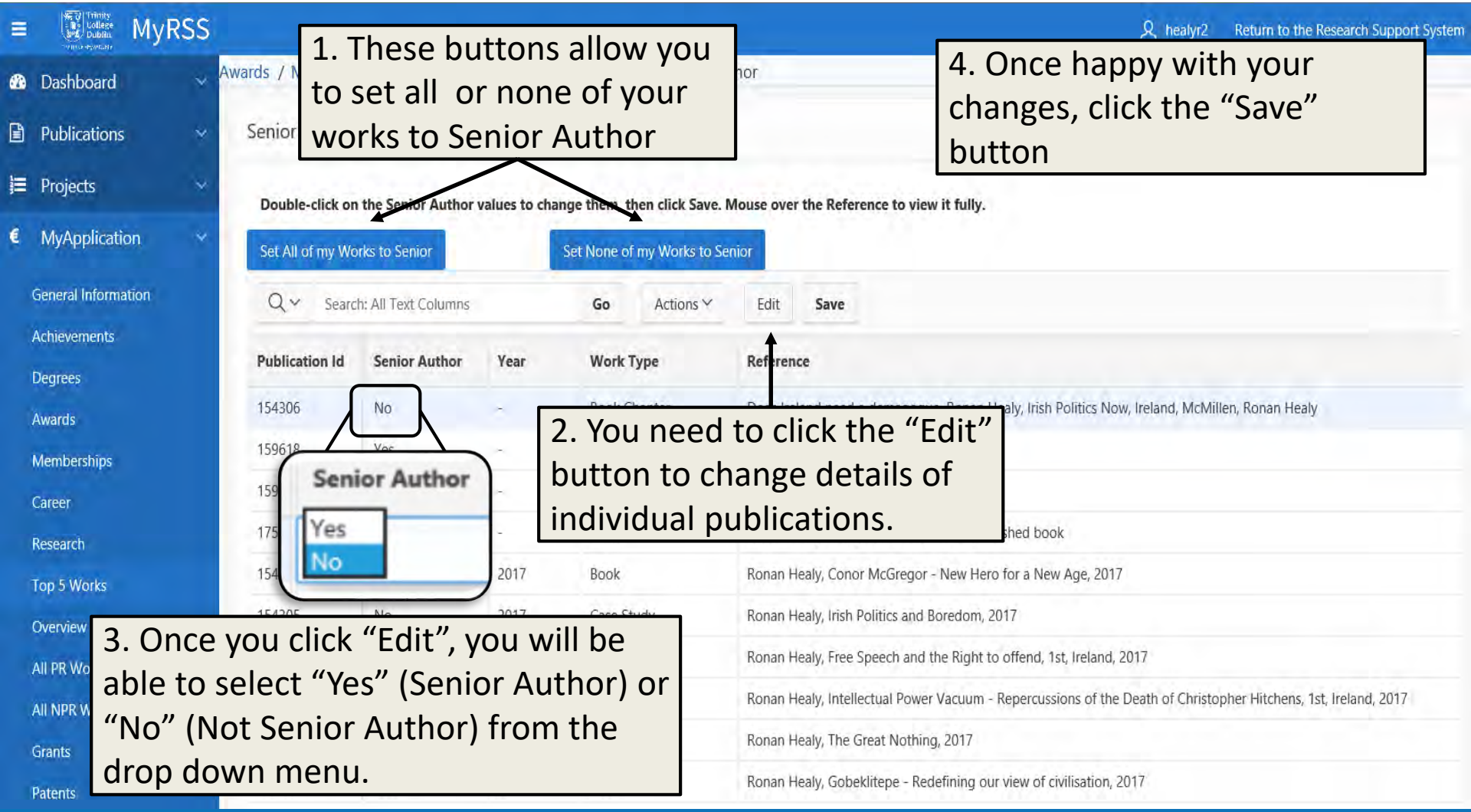
Editing Senior Author

Publications



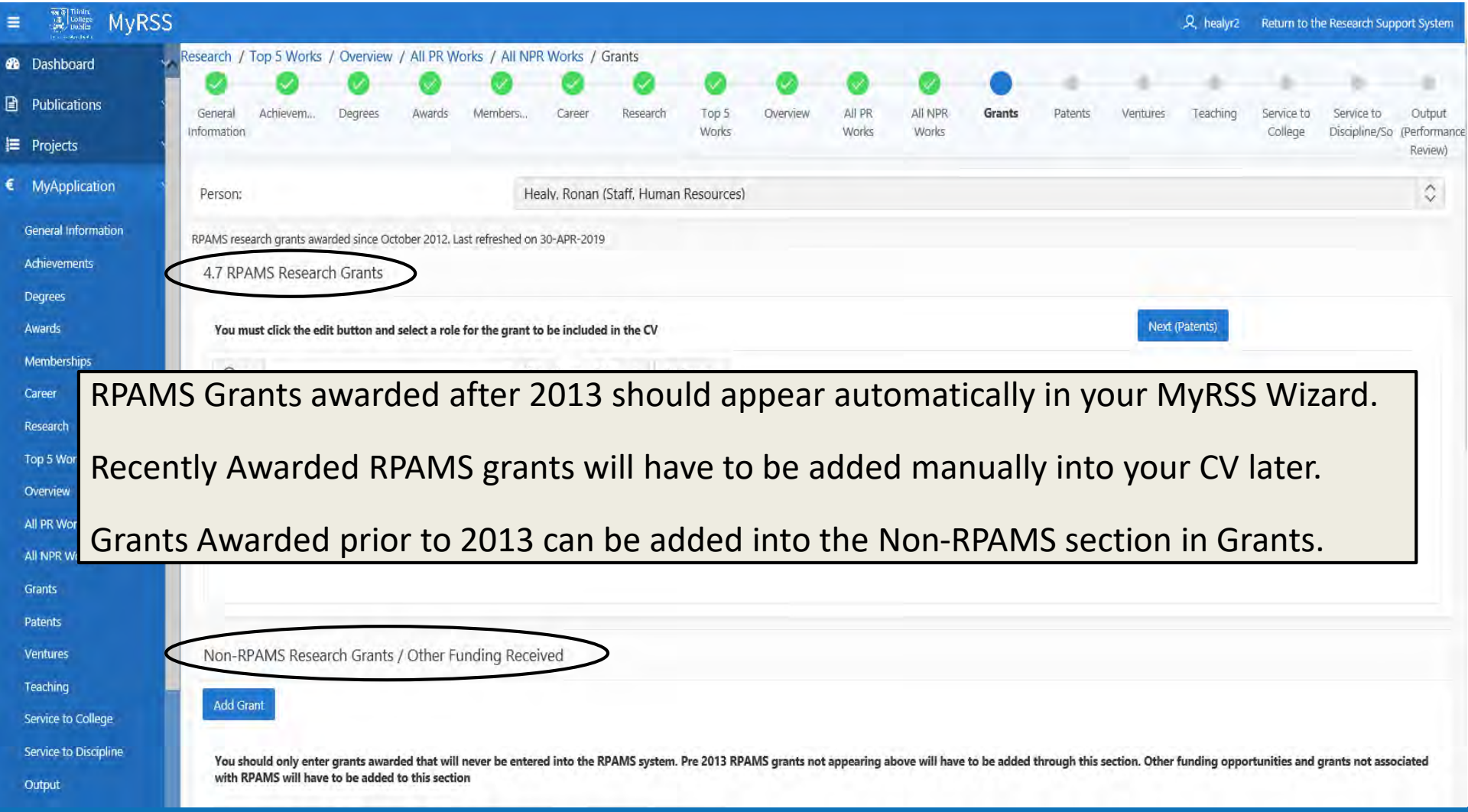
Editing Senior Author (cont.)

Publications



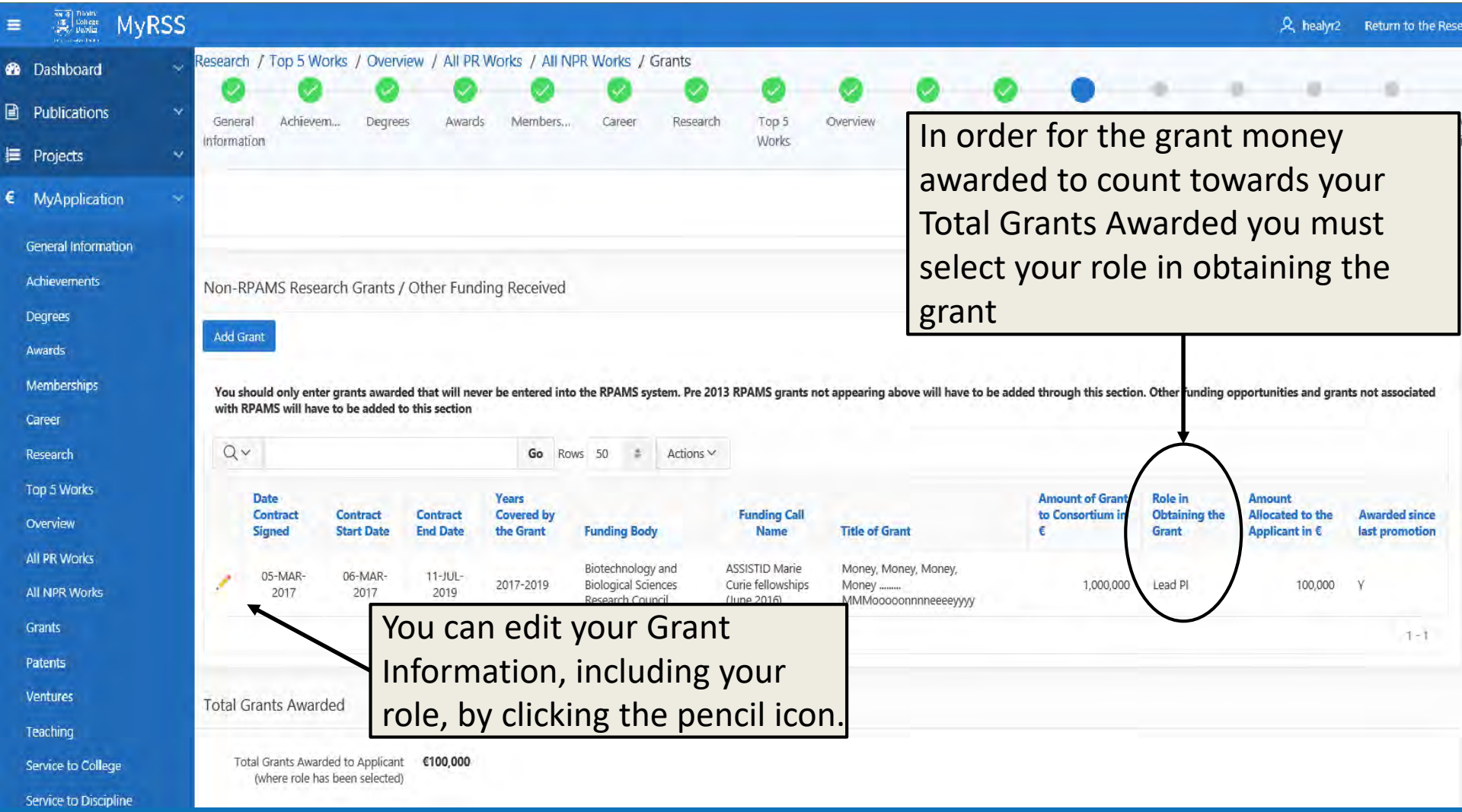
RPAMS and Non-RPAMS

Grants



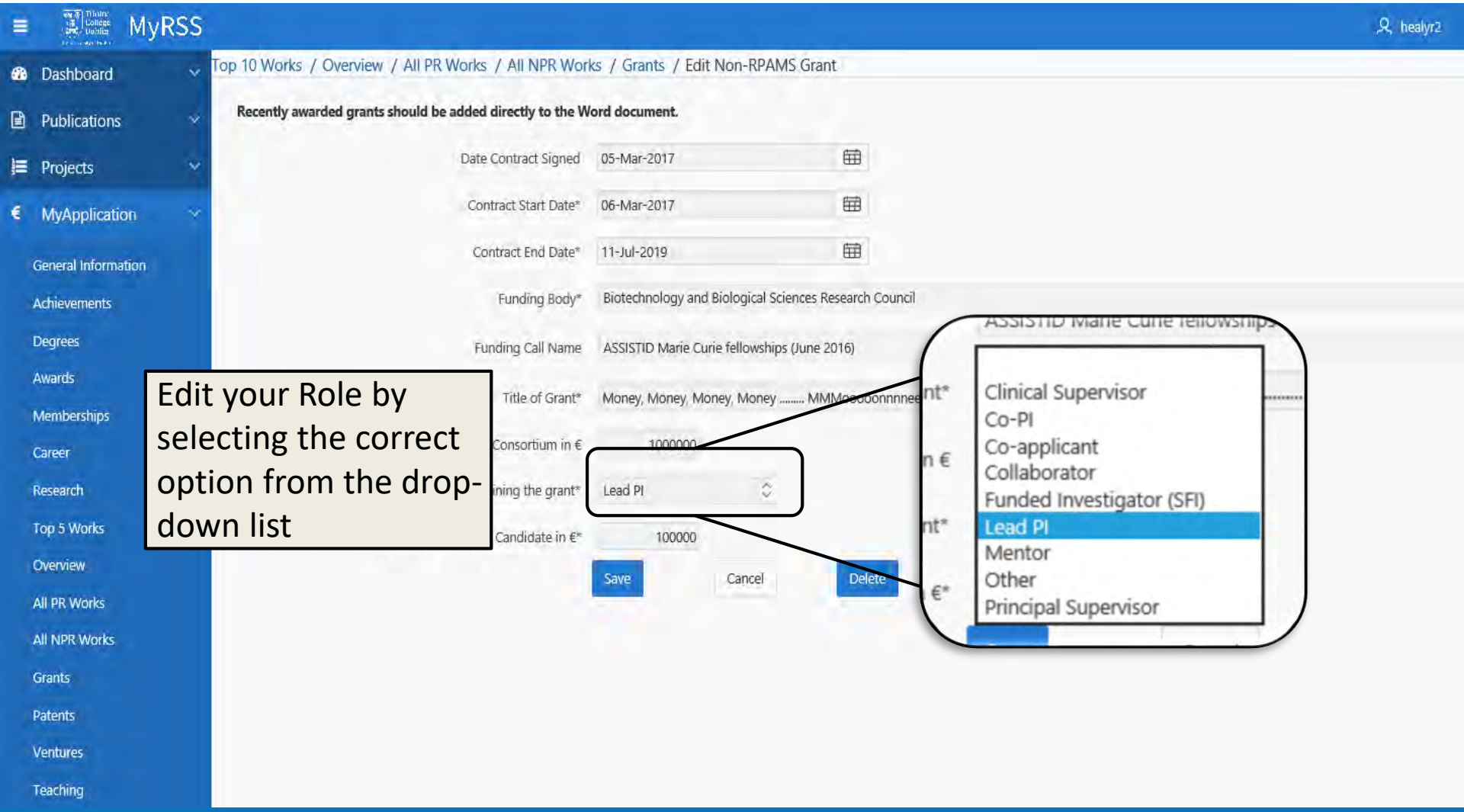
Editing Grant details and Role in Obtaining it

Grants

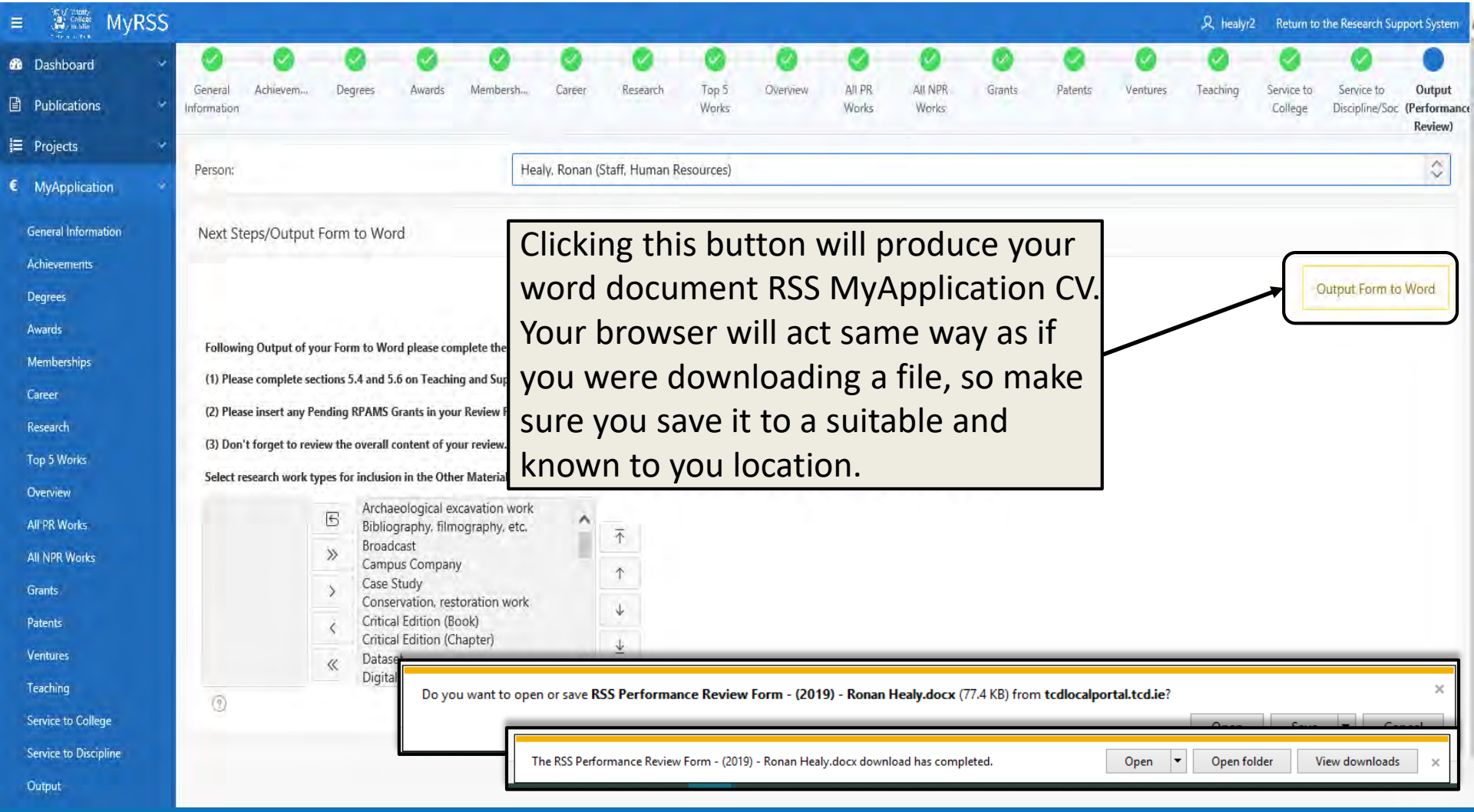


Editing Grant details and Role in Obtaining it (cont.)

Grants



Output Form to Word



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

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Thank You