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

Online Academic Application Form for Senior Academic Promotions

RSS profile and MyRSS Wizard

HR Staff Performance and Review

May 2020

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:**

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Local Homepage

And then scroll down

Library

Research Support System (RSS)
- Register with the RSS
- Launch the RSS
- About the RSS

College Calendar

- **The Library**

Research Support System (RSS)

The Research Support System is a web-based information system which allows Trinity College Dublin academic staff, research staff and research postgraduates to maintain and update their research profiles with information on research interests, research projects and publications. Research publications can be uploaded directly to the repository through this system. The system provides a central source for this information within the University thus allowing researchers to maximise their impact while saving time.
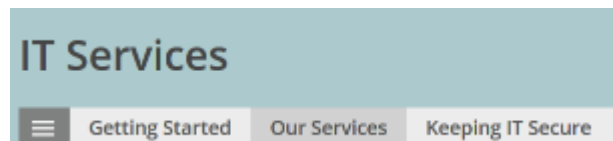
Search Trinity College Dublin Research

Login to the Research Support System

Getting Your Profile on to the Research Support System (PDF 263KB)

Research Support System FAQs

- **IT Services:**

Click on "Our Services" and look for Research Computing section

IT Services

| ≡ | Getting Started | Our Services | Keeping IT Secure |

Research Computing

Research IT | Research Support System (RSS)
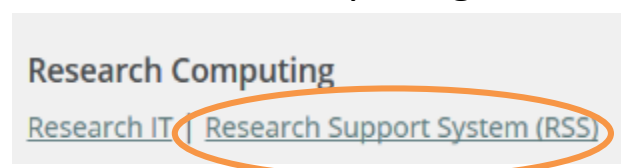
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Registration and Logging in
How to Access the Research Support System

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Search TCD | GO

TCD Home | Faculties & Schools | Courses | Research | Services | Contact | A – Z

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.

LOGIN

REGISTER **FAQ**

> **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.**

...rded and may be audited.

...d.ie

Last updated: October 26, 2016

RSS Launcher
How to Access the Research Support System

Portal Home   Portal Help   Log me off

TCD Web Portal

-- empty list -- Go!

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 options 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 menus.
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 Colle
Data Warehouse
The Data Warehouse will con

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

MyRSS

Login

Username

Password

Login

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

List of sections in the "MyApplication" to fill
MyApplication CV

Quick overview
MyApplication CV

Progression bar showing stage of CV as you move through it

Application form Wizard

Moving through the wizard to the next section

All sections of MyApplication CV

Selecting Application Type
MyApplication CV

Select the appropriate Application Type from the drop-down list

First decide what you would like to apply for:

Select Application Type [Senior Academic Promotic] Save Type

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

Next (General Information)

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" page ... ...ation.

On subsequent visits, you ... ...o go straight to the "Output" page and generate a fresh CV.

Junior Academic Progressic
Senior Academic Promotions
Junior Academic Progressions
Clinical Promotions
Performance Review

General Information
Senior Academic Promotions form

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

Remaining fields you need to update manually.

Use the calendar and dropdown menus to fill in relevant details

General Information
Senior Academic Promotions form

MyRSS

- Dashboard
- Publications
- Projects
- MyApplication

General Information
Degrees
Awards
Memberships
Career
Research
Top 10 Works
Overview
All PR Works
All NPR Works
Grants
Patents
Ventures
Teaching
Service to College
Service to Discipline
Output

Home / Promotions (Senior) / General Information

General Inform... Degrees Awards Member... Career Research Top 10 Works

Head of School — Michael Gill

Head of Discipline — Aiden Corvin

If you are in a single discipline

Promotional Grade — Professor In

Have you applied previously for promotion to this grade? ○ N ● Y

If yes, in what promotion call did you apply to the Committee? (Please note that applicants may only apply two times in three consecutive years) — 2018

Applicants who wish to be considered for Special Circumstances should tick "Yes" to request a form. ○ N ● Y Request Form ✉

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

Applicants who wish to be considered for Personal Circumstances should tick "Yes" to request a form. For more information please see the Senior Academic Promotions Procedure. ● N ○ Y

Save Cancel

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
Senior Academic Promotions 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 10 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
Senior Academic Promotions form

Click here to Edit in RSS

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.

Easy example - Qualifications
Editing in the RSS

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

Section easy to edit - Qualifications
Editing in the RSS

Fill in the fields that are required

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

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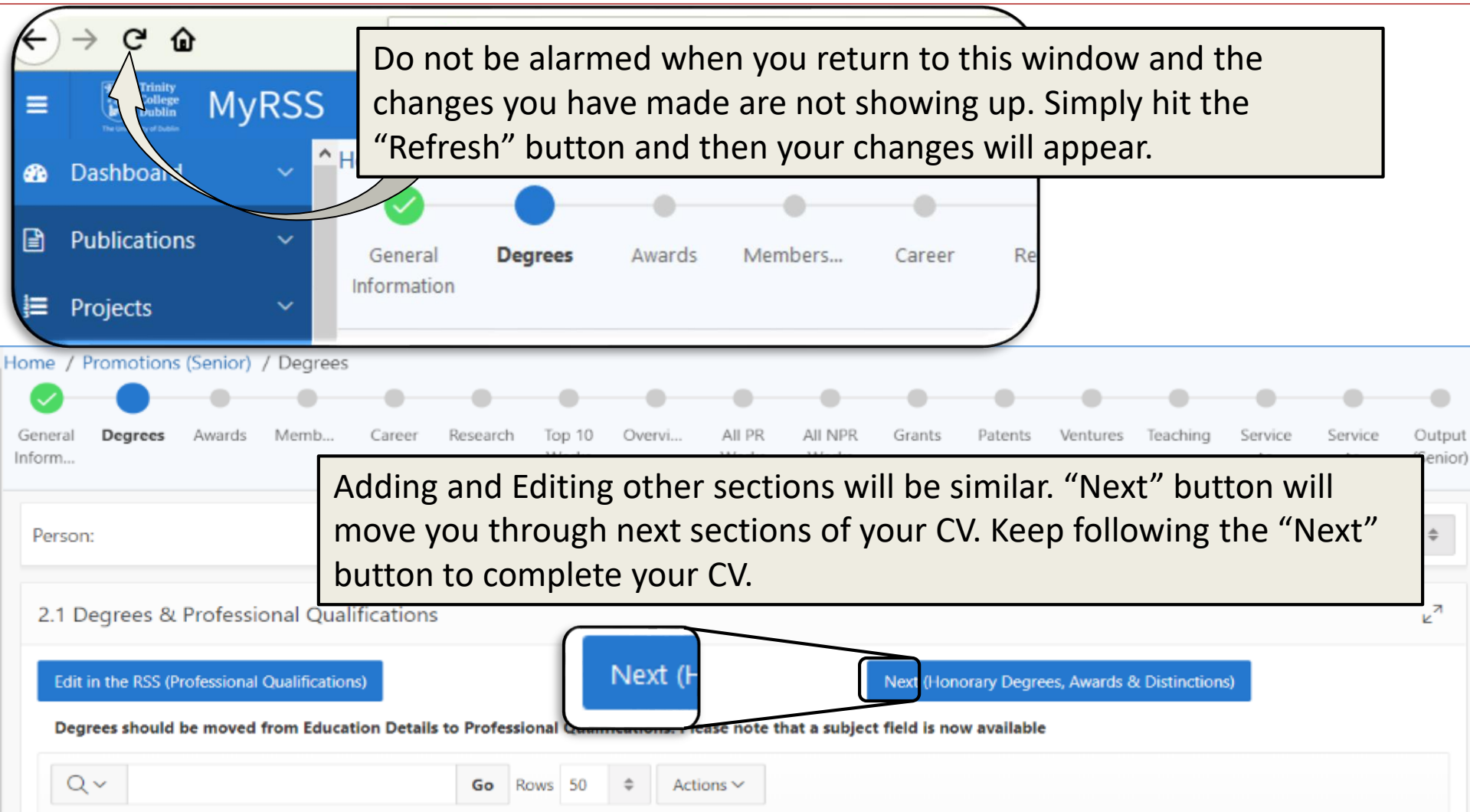
Refresh and move on
Editing in the RSS

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.

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.

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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 IT Services on their Youtube channel. For more information on how to add publications to your RSS Profile click on the following link to watch their video:
https://youtu.be/0t9dXYdm410

Step 2 - Editing in the MyRSS Wizard
Publications

After adding your publications to the RSS you will have to select your top 10 works.

You will have to give a brief justification as to why you have selected a work to feature in your top 10.

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 10 Works" and add a justification, click the pencil icon

Editing Top 5 works
Publications

Select "Y" to add a publication to your "Top 10 Works"

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.

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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

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

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

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.

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

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Output Form to Word

MyRSS

Patents / Ventures / Teaching / Service to College / Service to Discipline/Society / Output (Senior)

General Informat... | Degrees | Awards | Member... | Career | Research | Top 10 Works | Overview | All PR Works | All NPR Works | Grants | Patents | Ventures | Teaching | Service to College | Service to Disciplin... | Output (Senior)

- Dashboard
- Publications
- Projects
- MyApplication

General Information
Degrees
Awards
Memberships
Career
Research
Top 10 Works
Overview
All PR Works
All NPR Works
Grants
Patents
Ventures
Teaching
Service to College
Service to Discipline
Output

Person: Healy, Ronan (Staff, Human Resources)

Next Steps/Output CV to Word

Following Output of your CV to Word please

(1) Within the Teaching Section of your output

(2) Within the Research Section of your output

(3) Please insert any Pending RPAMS Grants

(4) Don't forget to review the overall content of your application.

(5) Finally don't forget to submit your application alongside your External Assessor nominees to eRecruitment.

Click Here to Continue to eRecruitment

Select research work types for inclusion in the Other Materials section of All PR Works and All NPR Works. Works in the right-hand box shall be output to the CV.

Archaeological excavation work

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 CV to Word

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

The RSS Performance Review Form - (2019) - Ronan Healy.docx download has completed. | Open | Open folder | View downloads

Critical Editi
Critical Edition (Chapter)

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 4.3 on Teaching and 4.5 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:

- Senpromo@tcd.ie for help with Senior Academic Promotions Application Form

Microsoft Teams:

- Ronan Healy

- Marta Borkowska

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Thank You