

How do I access the Scholars@UK Portal?

To access the public version of the portal, visit scholars.uky.edu

To access and edit your specific page, visit <https://www.research.uky.edu/research-analytics/scholarsuk-help> and click the login button.


What reporting is required for CURATE Awardees?

After receiving funding from the OVPR CURATE Program, the OVPR will add your CURATE project information into Scholars@UK as a "Project". This is found in the "Projects and Grants" section of Scholars@UK. Annually (in Oct.) for 3-5 years post award date, awardees will receive a prompt to update their Scholars@UK profile to include any outcomes or impacts of the CURATE funding. Investigators should include in their reporting any outcomes such as publications, presentations, exhibits, performances, etc. that have been a direct or indirect outcome of the CURATE funding. Investigators may also add an "Impact" related to their project. This is especially important if the outcome of the work is not a tangible item like a publication, external grant application, etc. It allows individuals to describe the impact in narrative form and provide more qualitative data related to the outcomes and impact of the work.

Where should I begin?

Please review your CURATE "Project" – our team will add the title and description we have available—but you may want to add more details about the project specifics, locations, research team, etc. **Note:** Please do not remove "OVPR CURATE Program" from the project title. This is how we identify them as being a part of this specific program. Also, note that descriptions (abstracts) are public. Investigators should improve what is available for their project description.

How to find/edit your CURATE Project: Once logged in, 1.) select "Edit Profile" and then 2.) select "Relations". Here you will see all content that is related to you as a researcher in Scholars@UK. Click on the title of the specific CURATE project. Make sure you select the "project" and not the "grant" record. From there you can see the details and edit any section by 3.) using the pencil icon at the top left corner.

1.  Edit profile

2.



3.



Note: There will be a "project record" and a "grant record" for each of your CURATE projects and grants/contracts if you have them. Please use the "Project Record" for edits.

How can I relate content to my CURATE Project?

Often you may already have content (publications, exhibits, presentations, other projects, datasets, etc.) already on your profile that are outcomes of your CURATE project. Below is how you can relate this existing content to your CURATE project to accomplish reporting requirements.

Relating Existing Content to a Project: Following the same steps as above, you will want to find your CURATE project. Open the project by clicking the title and select the pencil icon to open the edit panel. Once in edit mode, remain on the Metadata section and scroll towards the bottom until you see "Related Applications and Grants".

Related Applications and Grants – In this section you can add any currently pending and/or other awarded grants/contracts that were a direct outcome of this CURATE award. Select the appropriate button and then search for your existing content. Once related click "Save" at the bottom and now the content is tied together and through our metadata we can see outcomes of your CURATE project.

Related Projects – Like above, in this section you can related existing other projects (funded or not) that exist on your profile to this CURATE project. Always click "Save" at the bottom to record any relations or changes.

Related Outputs, Activities, Prizes, Press/Media, Datasets, or Equipment – These sections are like the two above and allow you to associate a variety of research outcomes that are already on your profile. Select each section, find the content, select it, and relate the content. This is particularly important for the CURATE project reporting to include outcomes such as publications, exhibits, performances, and activities that are already on your profile. Always click "Save" at the bottom to record any relations or changes.

What if I don't have specific outcomes like publications, performances, or exhibits to report, but I need to provide an update or impact of my project?

Sometimes, not every project will have specific outcomes such as publications, exhibitions, performances, etc. The project may have funded data collection or travel, but the researcher decided to not continue to pursue publication or analysis, for a variety of reasons. Or the project is not outcome focused or outcomes such as these are not yet available or complete. You can use the **IMPACT** content type to provide more qualitative information about a project outcome(s) or impact.

How to create an Impact Record – Once logged into your personal profile, select the green "+ Add New" button and then select "Impact". A template will come up and allow you to add a title, description or narrative, specific dates, categories of impact, and allows you to add individuals, files and even create relationships like the above instructions. Enter the information, make any relations you might want to include, and then click "Save". If you did not enter relationships into the impact record at the time of creation, you will need to go to the steps above and relate it to your CURATE Project. **Note:** Impacts are currently hidden from public view. Even if your record indicates visibility as "public" – we have it blocked on the backend and it will NOT show on the public profile. It is for internal use only.

Why are my research outputs not on my profile?

Scholars@UK connects to a variety of scholarly databases including Scopus, Web of Science, SSRN, EBSCOHost, and a variety of others. However, not all research output is indexed or indexed timely in these global databases. Depending on where your research output is stored or published will determine if you will need to add it to Scholars@UK manually. Many different types of research output can be added including contributions to journals, books, book chapters, working papers, conference papers/presentations, non-textual forms (software, digital or visual products, artifacts, exhibitions, performances, composition, and design), Thesis, and others. In addition, researchers can add a wealth of other content including activities, service, prizes/honorific awards, equipment, datasets, etc.

Adding Research Output from a Template – Once logged into your personal profile, select the green “+ Add New” button and then select “Research Output” and then “Create from template”. A menu of multiple templates will come up. Select the content type that most relates/reflects your work and complete the template. Required data elements are indicated with a red star. Here you will also be able to add all authors, publisher data, DOI information, attach documents, specific dates, keywords, and create relationships with other existing content. Enter the information, make any relations you might want to include, and then click “Save”. If you did not enter relationships into the record at the time of creation, you will need to go to the steps above and relate it to your CURATE Project after it has been added.

Adding Research Output using Online Sources – Once logged into your personal profile, select the green “+ Add New” button and then select “Research Output” and then “Import from online sources”. You will find a variety of online databases that have direct connections to Scholars@UK through either subscriptions or they are Open Access. Select the database of interest, type in the prompts such as research name, content title, or ID numbers and search for results. If results appear and you want to add it to your profile, follow the prompts by clicking “Import” and then validate the information. **Note:** the system will attempt to ensure that duplicate records are not included but know that is it not always perfect. This step does not allow you to add additional relationships. Therefore, after it is added you will need to go back to the steps above and add in any relationships.

When are CURATE Awardees Required to Report Outcomes?

Investigators may enter outcomes of their CURATE project and other research at anytime within Scholars@UK and are encouraged to maintain an updated profile of their research within the system. Each September, before the **October 1st deadline** investigators and Associate Deans for Research will be prompted/reminded about the reporting requirements. We will include all awardees in this reminder who received funding in the last five years—this allows ample time from some projects that may have outcomes that take more time. If a researcher has no further outcomes to report/update—they do not need to do anything. Reported outcomes will be shared with the VPR, CURATE Committee, and college Associate Deans for Research.

Where can I find help and training videos for Scholars@UK?

To access Scholars@UK resources such as help questions, links, and training videos, visit:

<https://www.research.uky.edu/research-analytics/scholarsuk-help>