Ottawa Hospital Research Institute Online Researcher Profile Management System

Every scientist at the Ottawa Hospital Research Institute is required to publish a profile on the Research Institute website (www.ohri.ca) within 30 days of their appointment taking effect. Investigators are encouraged to do so as well.

These online profiles are useful for potential recruits and collaborators, as well as media and even potential donors. They are available through the Researcher Profiles page, as well as on the pages for each Research Program.

A Profile Management System allows you to easily create and maintain an online profile. Every profile will include at least the following three pages:
- Profile
- Research Activities
- Publications

However, you have the flexibility to add pages that profile your group/lab, its members and activities. You also have the ability to create pages unique to your group/lab, and use a look and feel that reflects its work and culture.

Starting your online profile

The system is accessible via http://www.ohri.ca/OHRIEvents/Account/Login.aspx. **Bookmark this page!**

If you have registered for Research Day in the last two years, you will already have an account and can go to *"Returning users"* (below). Otherwise, you will need to start with *"New users"* (below).

Please note that you can designate people in your group as contributors/editors to your profile site (see step 4 in "*Returning users*").

Before starting, please give some consideration to the URL you would like to use for your profile. It will be: www.ohri.ca/profile/ResearcherNameLab. You can choose the URL's "ResearcherNameLab" portion. Once your profile is published, this URL becomes difficult to change and results in dead links.

New users
1. You will need to create a new account. We recommend using your OHRI / TOH email address and choose a password different than your current TOH login password.
2. Once you have created your account, you need to send an e-mail to irissupport@ohri.zendesk.com to let us know that we can now initiate your profile on the system.
3. After confirmation that your profile is initiated, follow the instructions below for returning users.

Returning users
1. Log into the system.

2. Select "Profiles > Home" from the main menu (the dark blue bar across the top)
3. If you are a principal investigator, you can begin by clicking "Edit" under "Your Access > Profiles."
4. If you are a contributor, go to "Request Access" at the bottom of the page. There you can select access to the profile of the researcher you are supporting. The researcher will receive an e-mail requesting access for you and a link to approve it. Once approved, you will receive an e-mail confirmation, at which time you can log back into the system and begin modifying the profile.

Tagging your research interests

After step 3 (above), click "PI details" and scroll to the bottom to see the checklists.
1. Check off the "Diseases, conditions and populations of interest" that apply to your research.
2. Keep scrolling down to check off applicable "Research and clinical approaches".
3. Changes will be made to your profile (at the bottom) in real-time, as you check off boxes, but you may have to refresh your profile to see them.
4. Note that some tags appear in more than one category for ease of browsing. Please check a given tag only once (it will look the same, no matter which category it is in).
5. If you would like to add a disease, condition, etc., please email Jenn Ganton (jganton@ohri.ca).

Updating frequency
- Profile content must be reviewed at least annually.
- Changes to titles, affiliations, chairs and appointments should be changed within 30 days of taking effect.

External links
Links to affiliated institutions and departments are permitted (e.g., University of Ottawa, The Ottawa Hospital, CHEO, the Bruyère Research Institute, Department of Medicine, and national or international researcher consortiums or teams).

Links to an external site that is published by the researcher, which exclusively features their work or that of their lab/group (e.g. www.scientistname.ca), are not permitted on:
- the researcher's online profile or
- in their OHRI email signature.

Copyright
Researchers must hold copyright, have obtained copyright permission or use material that is open access for all content published in their online profile sections.

Images and videos
- Publishing images and videos of recognizable animals should be avoided; exceptions can be approved by the Director of Communications.
- If you wish to publish an image of a patient, please contact OHRI Communications and Public Relations to ensure appropriate permissions are obtained.
- A person who is not a patient (e.g., lab member) must give consent for their image to be posted; an email exchange will suffice.

- Any questions regarding the use of images or videos that involve recognizable animals or people should be addressed with OHRI Communications and Public Relations.

Researcher's responsibility

Principal investigators are responsible for managing contributors they delegate to maintain their online profile and their access to the publishing system (i.e., removing access when a contributor leaves the researcher's group).

Principal investigators are ultimately responsible for all content published in their profile section

Support to help you with your profile

We have four levels of support:

1. **Embedded guidelines for each section:** Click on the "i" beside a section title to find out more about the expected length, style and format for that content.
2. **Short instructional videos:** these short, context-specific videos will guide you through numerous processes, such as editing an image or delegating the ability to manage your content.
3. **A visual Feedback tool:** The feedback tab (bottom right) allows you to ask visual, page-specific questions that feed automatically into the ticketing system used by our IRIS support team.
4. **IRIS Support:** You can always email our IRIS support team using irissupport@ohri.zendesk.com.