جامعة خورفكان
UNIVERSITY OF KHORFAKKAN

Pure Researcher Portal

User Manual

RESEARCH | INNOVATION | IMPACT



UNIVERSITY OF KHORFAKKAN
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Pure Research Portal

User Manual: Managing Your Researcher Profile

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1. Introduction

1.1 Purpose

This manual explains how researchers at the University of Khorfakkan (UKF) can build and maintain their profile on the Pure Research Portal. The portal is the public face of research at UKF: it brings together researcher profiles, publications, projects and activities in one place, so that colleagues, students, funders and the wider community can find them.

A complete, current profile is one of the simplest ways to promote your work. It helps you attract collaborators and postgraduate students, and makes your expertise easy to find for the media and for partner organisations. At a minimum, your profile should carry a profile photo, a short biography and a linked ORCID iD; adding research expertise keywords is also strongly encouraged.

1.2 What this manual covers

The manual guides you through the following tasks:

- Accessing and opening your profile for editing
- Adding a profile photo, biography and research interests
- Changing the order in which profile sections appear
- Adding keywords and managing your Fingerprint
- Connecting your ORCID iD and adding profile links
- Adding titles, academic degrees, qualifications and external positions
- Adding prizes, press coverage and a curriculum vitae

1.3 Before you begin

- You need an active UKF account with access to the Research Portal.
- Changes are stored only when you click **Save** at the bottom of the editing page — anything you enter is lost if you navigate away first.
- Some fields, such as text and links, are published immediately. Records such as publications are checked by the Research, Innovation and Development DSRI before they appear.

> **Note:** Some screenshots in this manual were captured using sample accounts. The information displayed on your own screen will differ.

For further help, or to book a support session, contact the Research, Innovation and Development DSRI at **dsri@ukf.ac.ae**.

2. Accessing Your Profile

You can access the Pure Research services through the **University of Khorfakkan website**.

1. Go to the University of Khorfakkan website: UKF
2. From the main menu, select the **Research** tab.
3. Under the Research section, you will find the following options:
    - **Pure Portal** – Use this option to view your public researcher profile and the information displayed about you, including your research activities, publications, projects, and other profile information.
    - **Pure Profile Setup** – Use this option when you need to update or edit your researcher profile.

To **view your profile and information**, select **Pure Portal**.

To **edit or update your profile**, select **Pure Profile** and log in using UKF university email address. When you receive the password reset email, please reset your password first, then use the new password to log in.

All profile changes are made in the profile editor. The following steps explain how to open it, and the remaining sections of this manual refer back to them.

1. Log in to the UKF Research Portal (**research.ukf.ac.ae**) with your university account.
2. Select your name at the top of the page to open your **Personal overview**, or open your public profile page directly (Figure 1).
3. To update your profile, click on this link: Pure profile
4. Log in using your UKF university email address, and the new password
5. Click **Edit profile** below your name or photo (Figure 2). Alternatively, click your profile icon at the top right of the page and select **Edit profile** (Figure 3).



Figure 1: *Example of a researcher's public profile page*

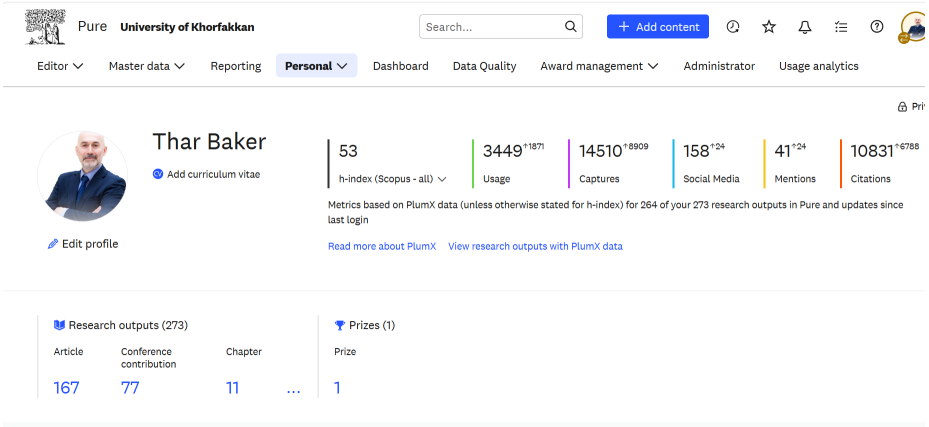


Figure 2: *The Edit profile link on your Personal overview*

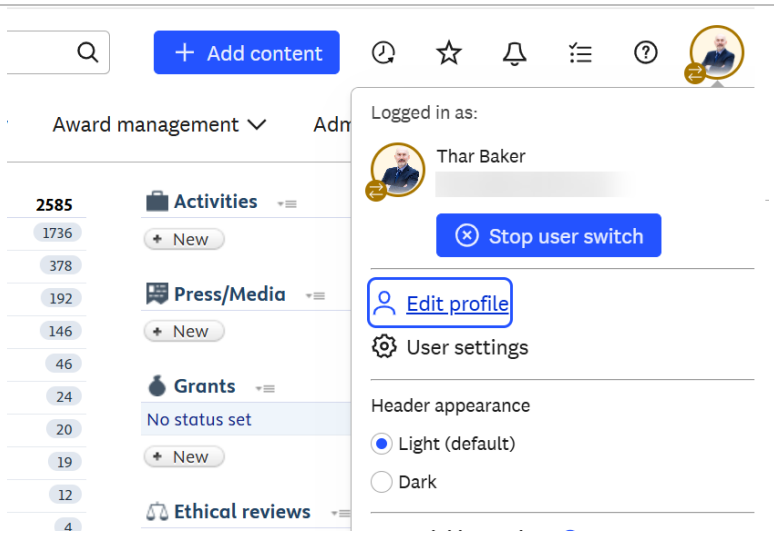


Figure 3: *Opening the profile editor from the user menu*

The editor opens on the **Metadata** tab. The page is divided into the following sections: Personal identification, Curriculum and research description, Organisational affiliations, Positions outside of the institution, Education/Academic qualification, Keywords and Visibility. The menu on the left also provides access to **Fingerprints** and other pages.

3. Adding a Profile Photo

A photo makes your profile recognisable and is often the first thing a visitor notices. Profiles with a photo are also easier for the media and for prospective students to identify.

1. Open the profile editor (see Section 2).
2. Under **Personal identification**, find **Profile photos** and click **Add image…** (Figure 4).
3. Drag your photo into the upload area, or click **browse** to select it from your computer (Figure 5).
4. Set **Category** to **Portrait**. Optionally, complete the **Copyright statement**, **Caption** and **Alt-text** fields.
5. Click **Create**, then click **Save** at the bottom of the page.

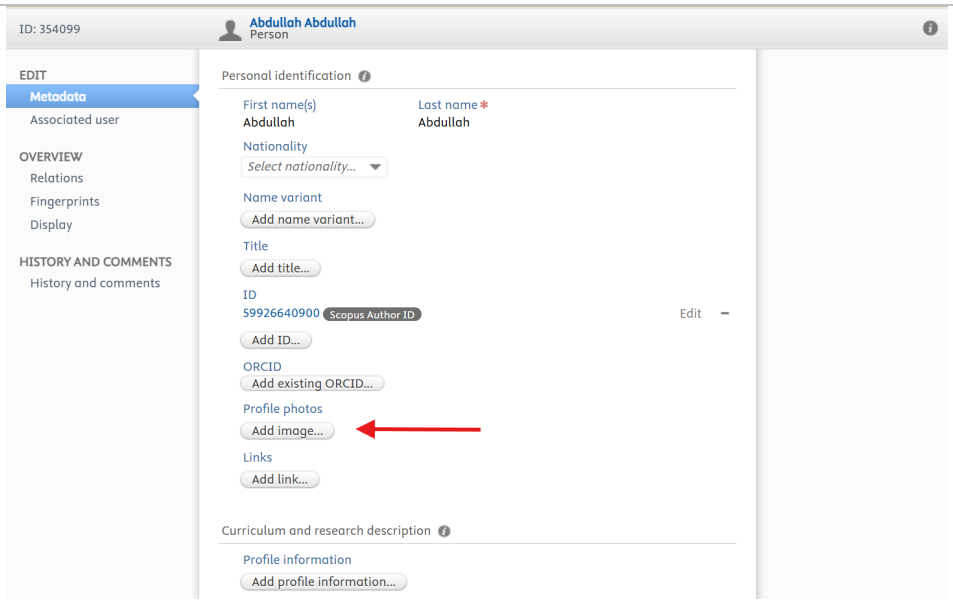


Figure 4: *Profile photos: Add image*

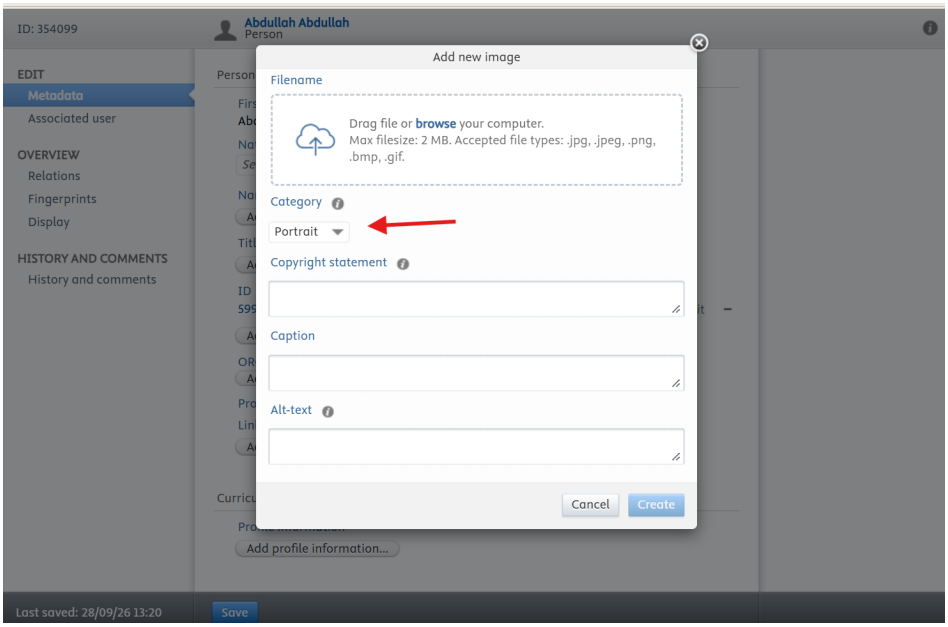


Figure 5: *The Add new image window*

Guidance for a good profile photo:

- Accepted file types are .jpg, .jpeg, .png, .bmp and .gif, up to 2 MB.

- Upload a square image, at least 500 × 500 pixels.
- Use a recent, professional headshot with your face centred.
- Choose a plain background and avoid group photos or images containing text.

4. Adding Your Biography and Research Interests

Your biography and research interests tell visitors who you are and what you work on. Write for a general reader — a prospective student, a journalist, or a colleague from another discipline should be able to follow it.

1. Open the profile editor (see Section 2) and scroll to **Curriculum and research description**.
2. Click **Add profile information…** (Figure 6).
3. Choose the entry **Type**: **Research interests**, **Personal profile** or **Teaching** (Figure 7).
4. Write your text in the editor, using the toolbar for formatting, lists and links.
5. Confirm the entry, then click **Save** at the bottom of the page.

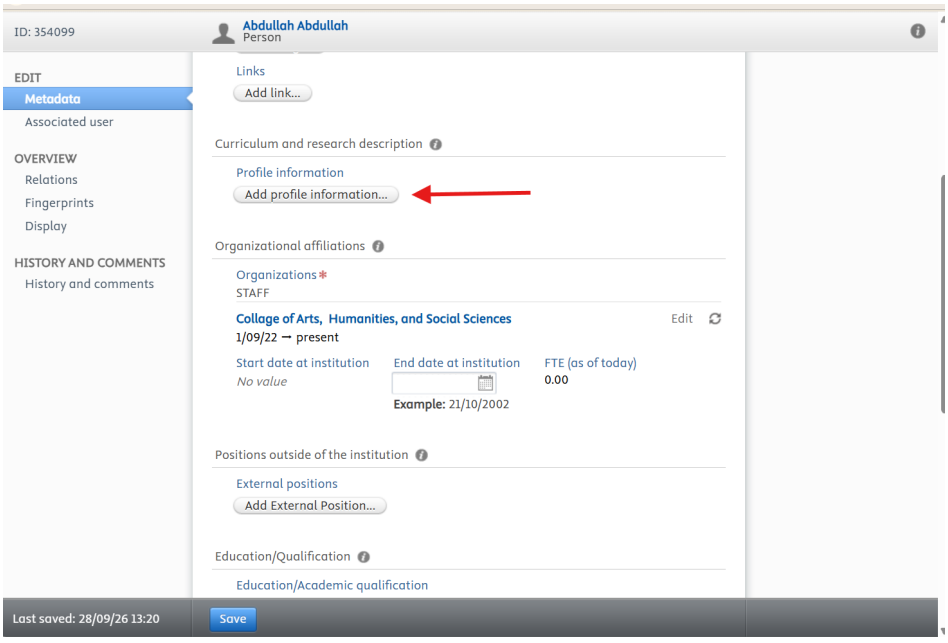


Figure 6: *Curriculum and research description: Add profile information*

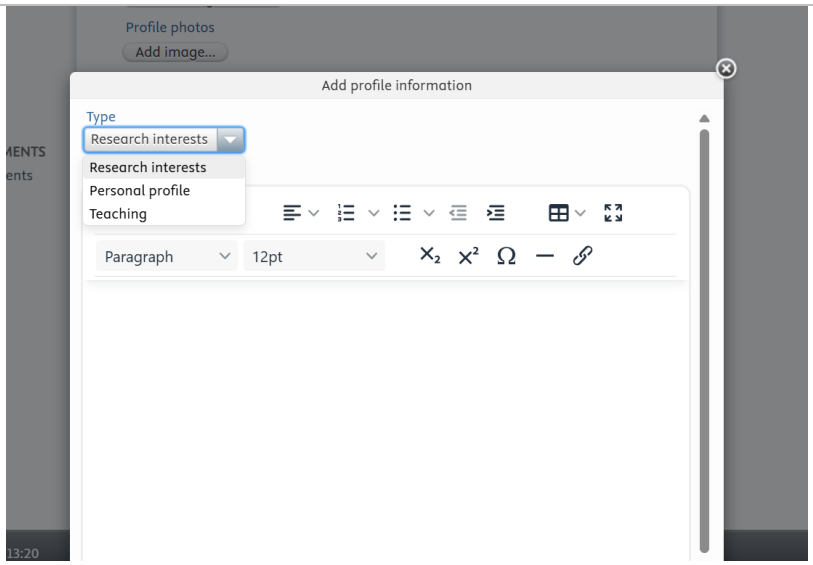


Figure 7: *Selecting the type of profile information*

Guidance for writing the entry:

- Aim for 150 to 250 words, in short paragraphs.
- Open with your current role and main research area, then your qualifications and notable projects.
- Close with what you are working on now and what you would like to collaborate on.
- Avoid abbreviations that only your own field would recognise.
- After saving, check the published version on your public profile.

5. Changing the Order of Profile Sections

By default, **Research interests** appears at the top of your profile page. If you wish to give another entry more prominence, you can move it closer to the top.

1. Open the profile editor (see Section 2) and go to **Curriculum and research description**.
2. Beside the entry you wish to move, click the arrow icon (Figure 8). Repeat until the entries appear in the order you prefer.
3. Click **Save** at the bottom of the page.

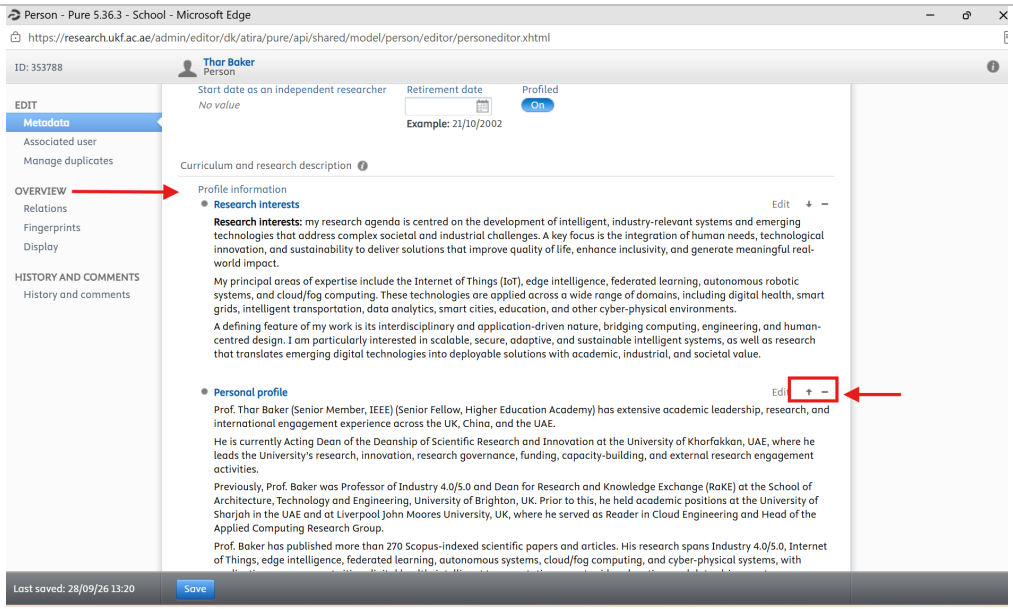


Figure 8: *Arrow icons used to reorder entries (highlighted)*

6. Adding Keywords

Keywords describe your expertise. They are used by the portal search and help visitors from industry and government find someone who works on the topic they need.

1. Open the profile editor (see Section 2) and scroll down to **Keywords**.
2. Click **Add keywords…** and select the terms that best describe your research (Figure 9, Figure 10).
3. Confirm your selection, then click **Save** at the bottom of the page.

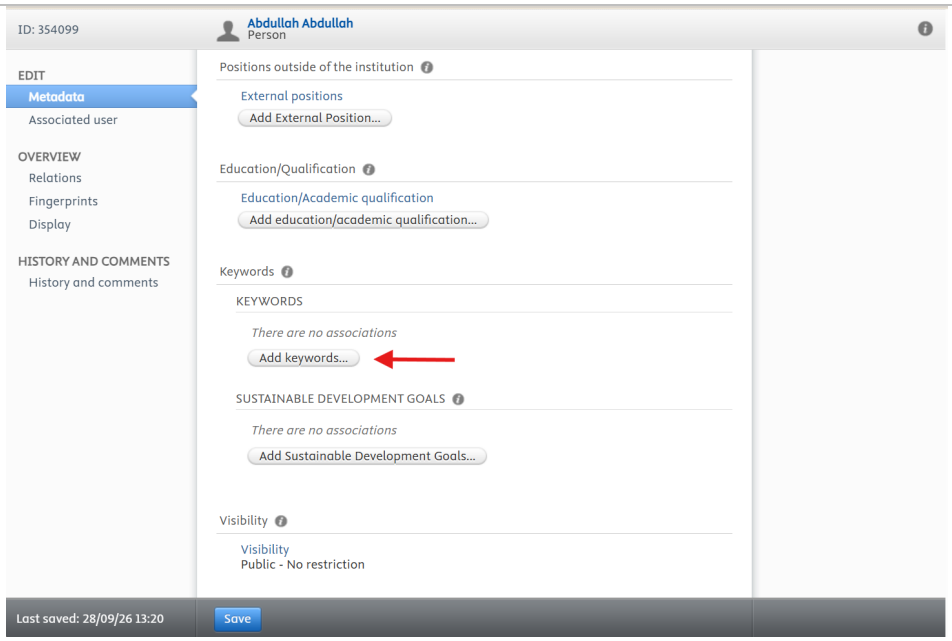


Figure 9: *Keywords: Add keywords*

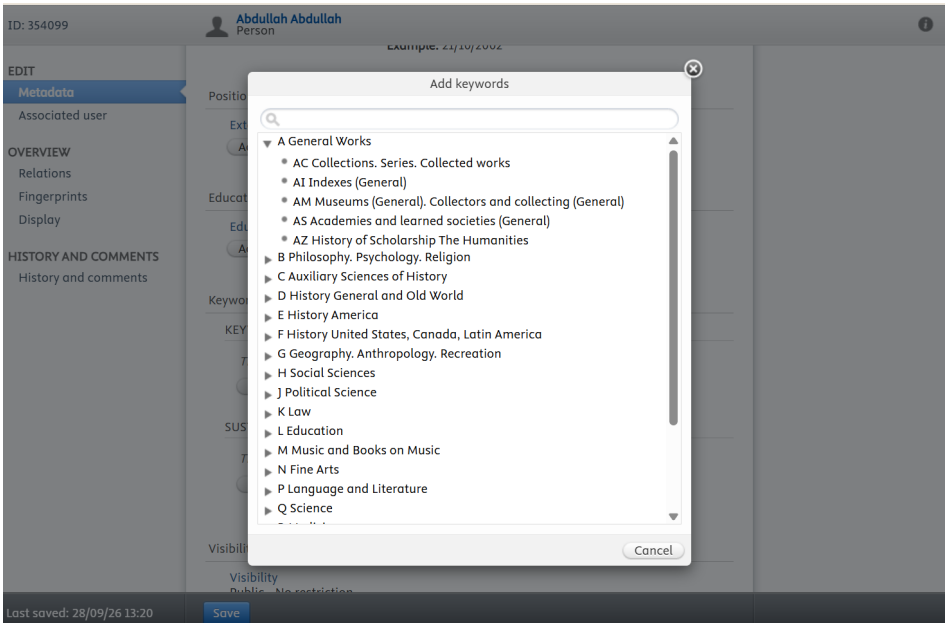


Figure 10: *Selecting keywords from the list*

If the industry keywords available do not fit your work, add **Research expertise** keywords instead, using plain-language terms that a non-specialist would search for. The same section also lets you link your profile to the United Nations **Sustainable Development Goals** by clicking **Add Sustainable Development Goals…**.

7. Managing Your Fingerprint

Fingerprint terms are generated automatically from the titles and abstracts of your publications, the titles and descriptions of your prizes, and your **Research interests** text (see Section 4). They appear on your public profile under the **Fingerprint** tab.

7.1 Removing an individual term

1. Open the profile editor (see Section 2) and select **Fingerprints** from the menu on the left (Figure 11).
2. Hover over the term you wish to remove and click the red **x** icon. The term is removed.

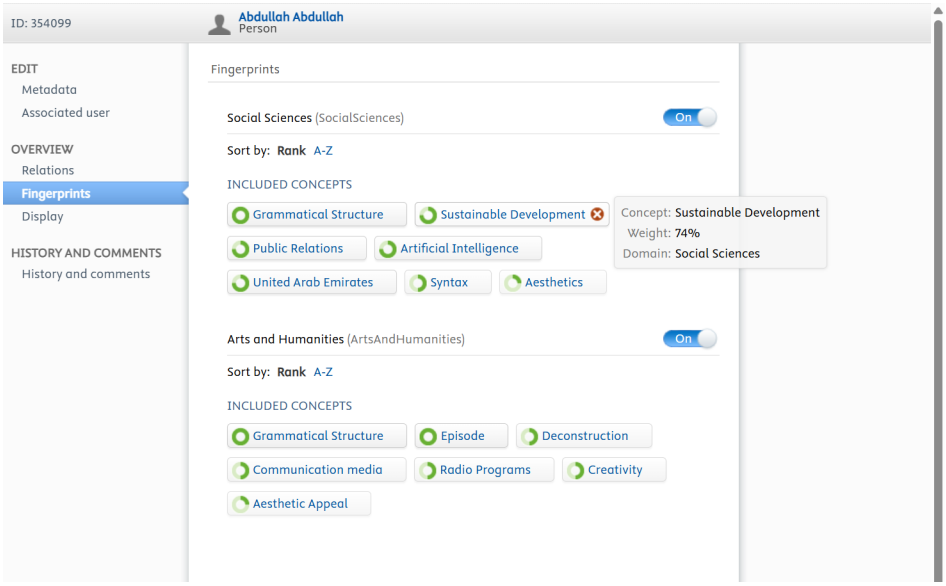


Figure 11: *The Fingerprints page*

7.2 Switching off a Fingerprint

Please ensure that the **Fingerprint** option is always switched **ON** on the **Fingerprints** page (Figure 12).

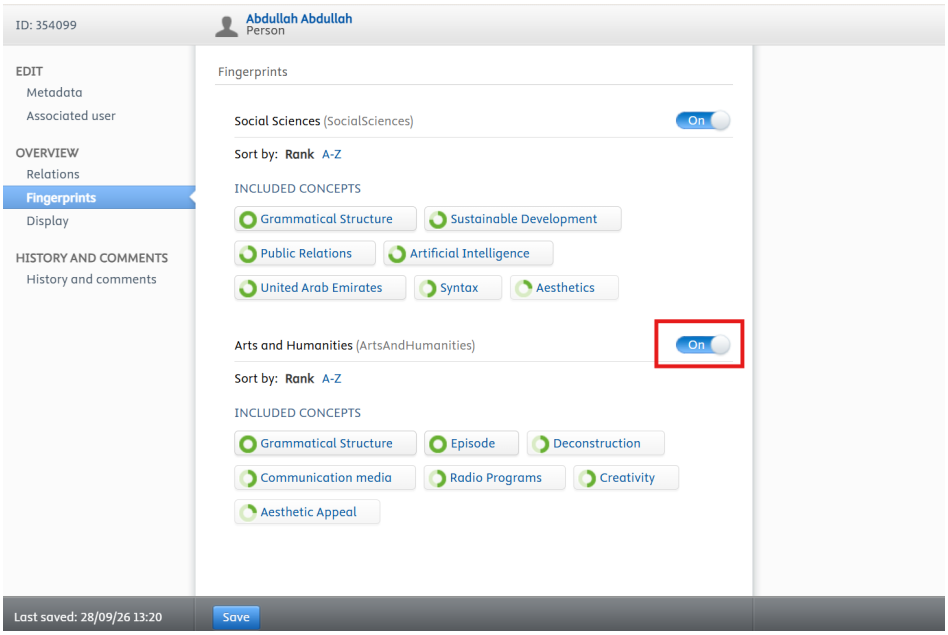


Figure 12: *The on/off toggle for a Fingerprint (highlighted)*

8. Connecting Your ORCID iD

ORCID gives researchers a unique identifier that stays with them throughout their career. It separates your work from that of researchers with similar names, so your publications are attributed to you consistently wherever they appear. Connecting your iD also lets new outputs added to the repository update your ORCID record, and adds your University of Khorfakkan affiliation to that record.

1. Open the profile editor (see Section 2).
2. Under **Personal identification**, find **ORCID** and click **Add existing ORCID…** (Figure 13).
3. Follow the on-screen instructions to sign in to ORCID and authorise the connection.

4. Click **Save** at the bottom of the page. Your iD then appears under your title on your public profile.

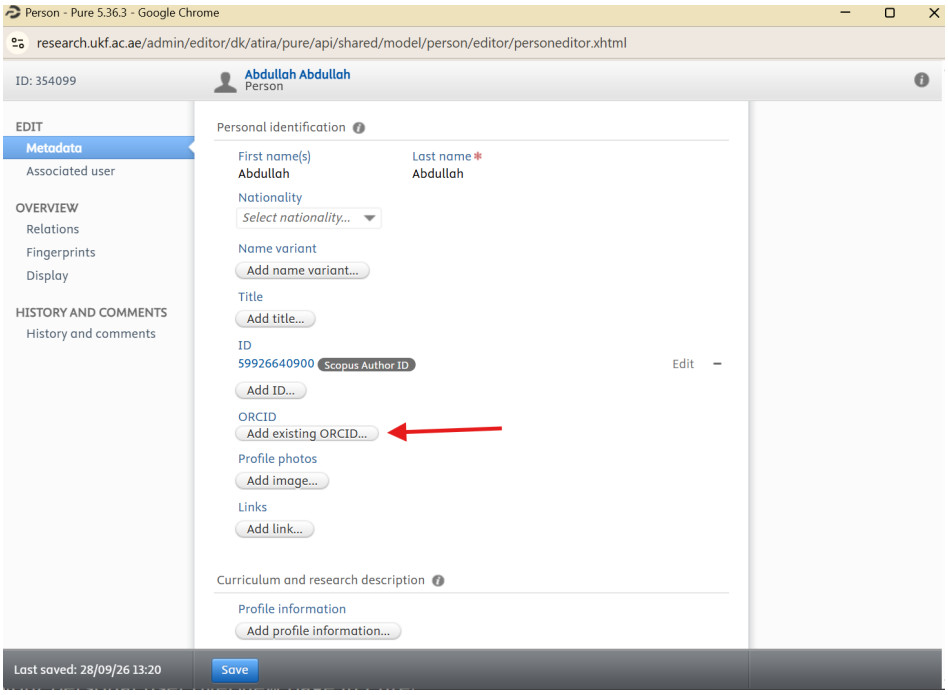


Figure 13: *Personal identification: Add existing ORCID*

> **Note:** If you do not yet have an ORCID iD, register for one at orcid.org, then add it to your profile as above. Connecting your iD does not copy publications from ORCID into the repository — these still need to be added to your profile separately.

9. Adding Profile Links

You can link your Google Scholar profile and other professional or social media profiles, such as LinkedIn, so that visitors can follow your work across the services you already use.

1. Open the profile editor (see Section 2) and scroll to **Links** under **Personal identification**.
2. Click **Add link…** (Figure 14).
3. Select the **Link type** from the drop-down menu, for example LinkedIn, and enter the **Web address (URL)** of the profile or website.

4. Click **Create**, then click **Save**. The link appears in your profile as shown in Figure 15.

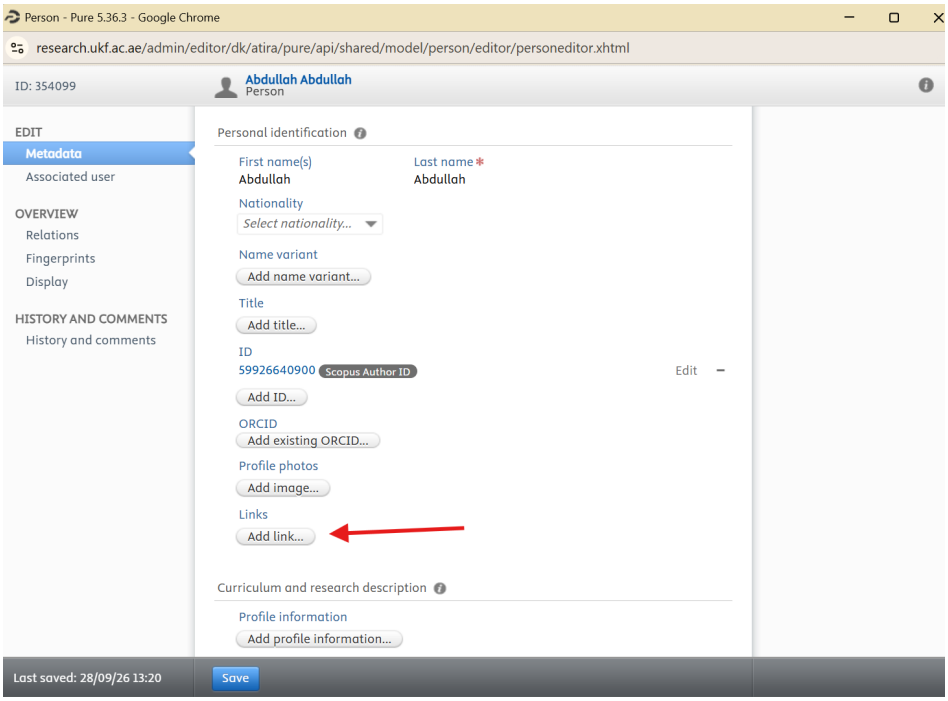


Figure 14: *Links: Add link*

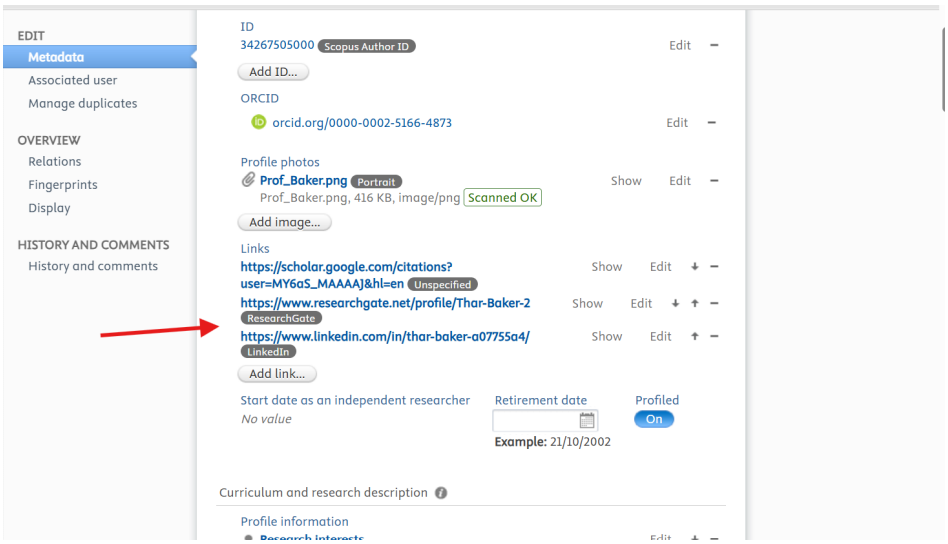


Figure 15: *Links added to a profile*

Suitable links include Google Scholar, ResearchGate and LinkedIn, or a personal or laboratory website. After saving, check that each link opens correctly from your public profile.

10. Adding Titles and Academic Degrees

Your position and college come from University records and cannot be edited here — email the Research, Innovation and Development DSRI if either is shown incorrectly. Additional titles, pronouns and academic degrees are added by you in the profile editor.

1. Open the profile editor (see Section 2).
2. Under **Personal identification**, click **Add title…** (Figure 16).
3. From the **Type** drop-down menu, select the type of title to add — for example **Academic degree** or **Academic title** (Figure 17).
4. Enter the title or degree (PhD, MSc, MBA and so on) in the field provided and click **Create**.
5. Repeat for any further titles, pronouns or degrees, then use the arrows on the right of each entry to set the order.
6. Click **Save** at the bottom of the page. The degree then appears under your name on your public profile.

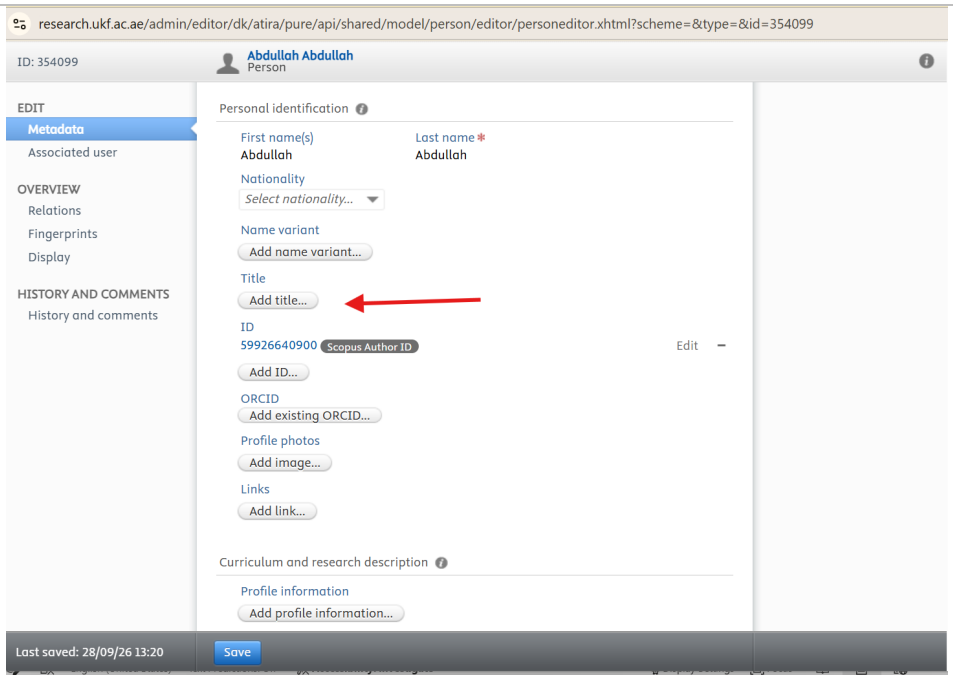


Figure 16: *Title: Add title*

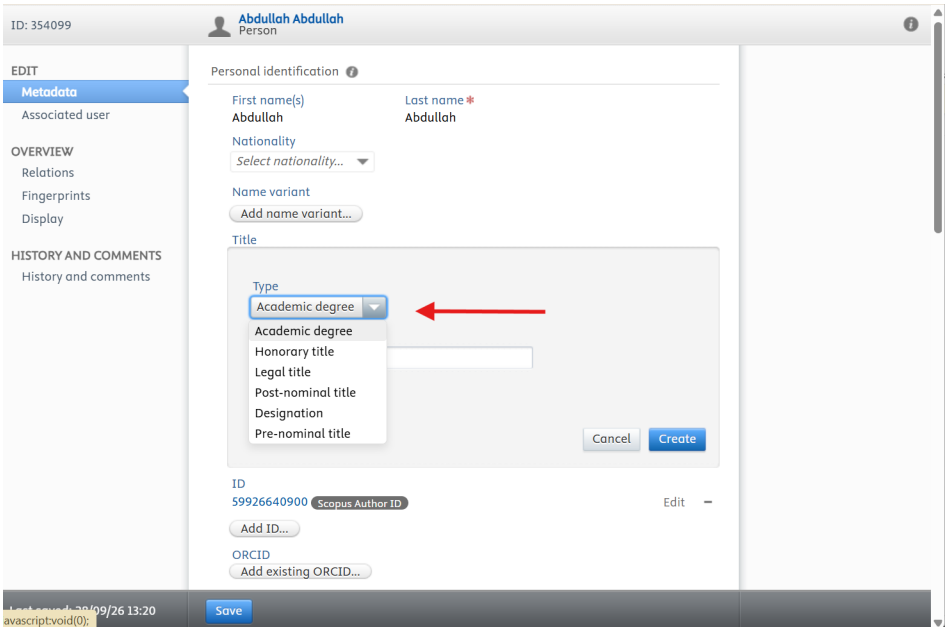


Figure 17: *Selecting the type of title*

11. Adding Education and Academic Qualifications

1. Open the profile editor (see Section 2) and scroll to **Education/Academic qualification**.
2. Click **Add education/academic qualification…** (Figure 18).
3. Complete the award, the awarding institution and the year, then click **Create**.
4. Click **Save** at the bottom of the page.

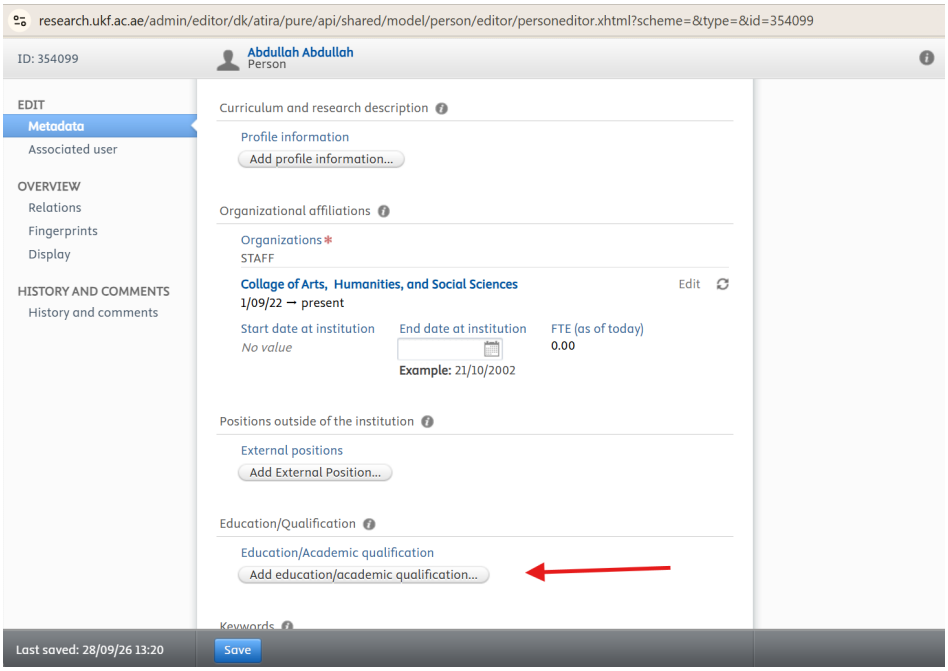


Figure 18: *Education/Academic qualification: Add*

List qualifications from the most recent backwards.

12. Adding Positions Outside the Institution

Use this section to record an appointment you hold at another institution.

1. Open the profile editor (see Section 2) and scroll to **Positions outside of the institution**.
2. Click **Add External Position…** (Figure 19).

3. Complete the requested details, click **Create**, then click **Save**.

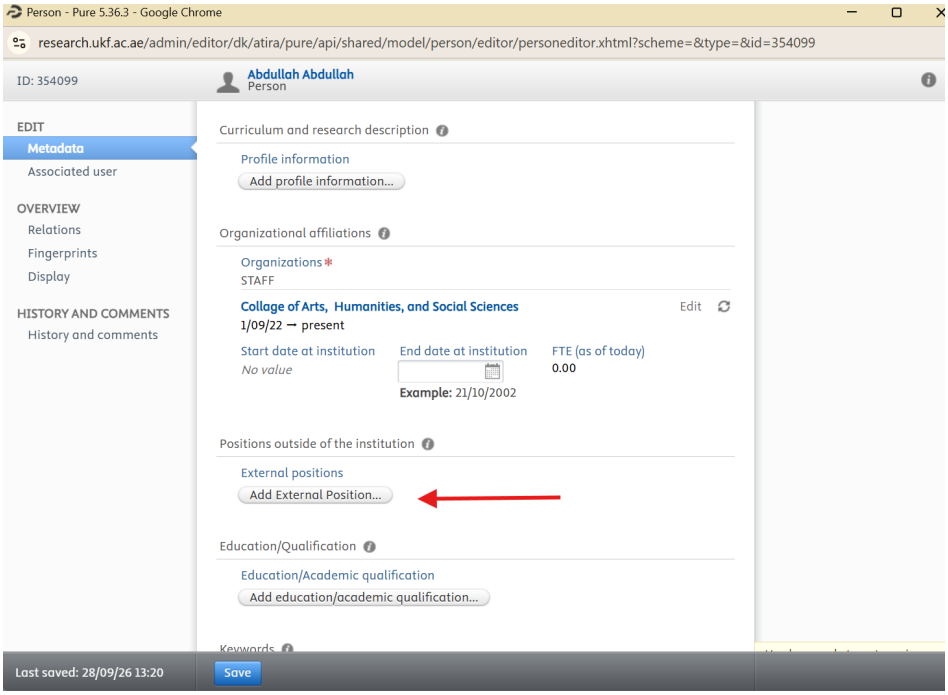


Figure 19: *Positions outside of the institution: Add External Position*

13. Adding Other Elements

Your profile can hold much more than publications. Activities, prizes, media coverage and a downloadable curriculum vitae all add to the picture of your work. From your **Personal overview**, select **Add content**, choose the element type, complete the details — including dates and the people or organisations involved — and save the record for review.

13.1 Prizes and Awards

Record prizes, honorary awards and other distinctions so they appear on your profile and in the University's reporting.

1. From the **Personal** menu at the top left of the Pure home page, click the drop-down arrow.
2. Under **Prizes**, click **+ Add new**.

3. On the **Choose submission** page, select **Prize** from the left-hand menu, then choose the format that fits — **Prize**, **Honorary award** or **Other distinction**.
4. Complete the required information on the form that appears.
5. Review your entry and click **Save** to add the prize to your profile.

- Name the award exactly as the awarding body writes it.
- Add the awarding organisation, the date, and the degree of selectivity where known.
- For a team award, name the other recipients.

13.2 Press and Media

Media records show how your research reaches the public, and are useful evidence when research impact is assessed. Add the outlet, the date and a link to the coverage; say whether it was an interview, a quoted comment or an article you wrote yourself; and link the record to the publication or project it refers to.

13.3 Curriculum Vitae

The portal can assemble a curriculum vitae from the records already on your profile, for you to download and adjust for a particular purpose.

1. Open your **Personal overview** and select **Curriculum vitae**.
2. Choose the sections to include, such as publications, activities and awards.
3. Generate the document and download it.

> **Note:** Complete your profile records first — anything missing from your profile will also be missing from the generated CV.

14. Viewing Award Management and Project Budgets

In addition to your profile, Pure gives you access to **Award management** — the area where your research funding, grants and projects are tracked. From here you can see how many projects you are linked to and, for each one, its budget and a full budget breakdown.

14.1 Opening Award Management

1. Log in to the UKF Research Portal and open your **Personal overview** (see Section 2).
2. Click **Award management**, next to **Personal**, at the top of the page (Figure 20).
3. A menu opens with **Applications**, **Grants**, **Projects**, **Contracts**, **Ethical reviews** and **Funding opportunities** (Figure 21).

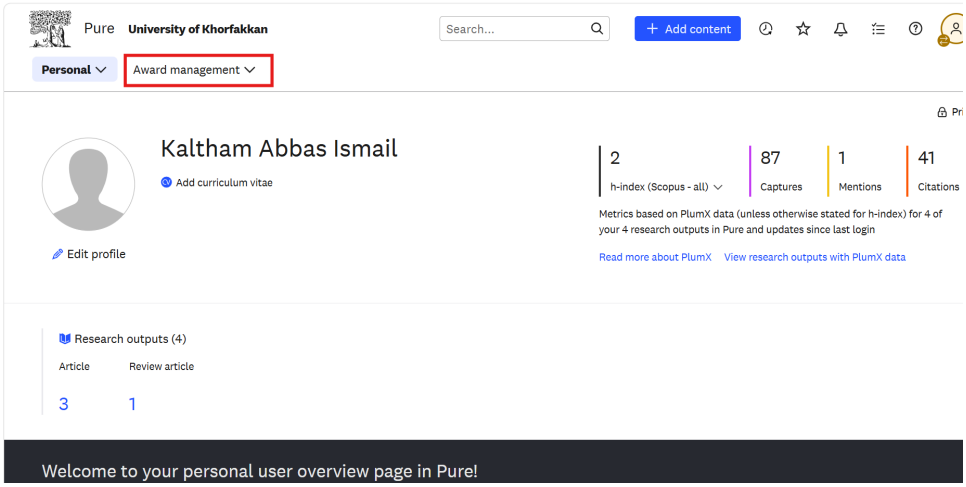


Figure 20: *The Award management tab on the Personal overview page*

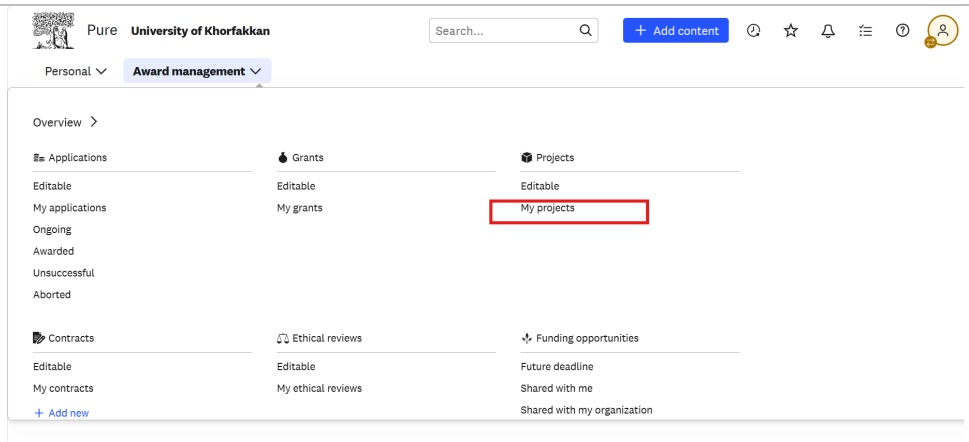


Figure 21: *The Award management menu*

14.2 Viewing Your Projects and Total Budget

1. From the **Award management** menu, under **Projects**, click **My projects** (Figure 21).
2. The project list opens. The number of projects you are linked to is shown both in the side menu and above the results, alongside the **total amount** and **average amount** across all of them (Figure 22).
3. Each row lists the project title, funder, applications, awards, the amount awarded and spend to date. Click a project title to open its full record.

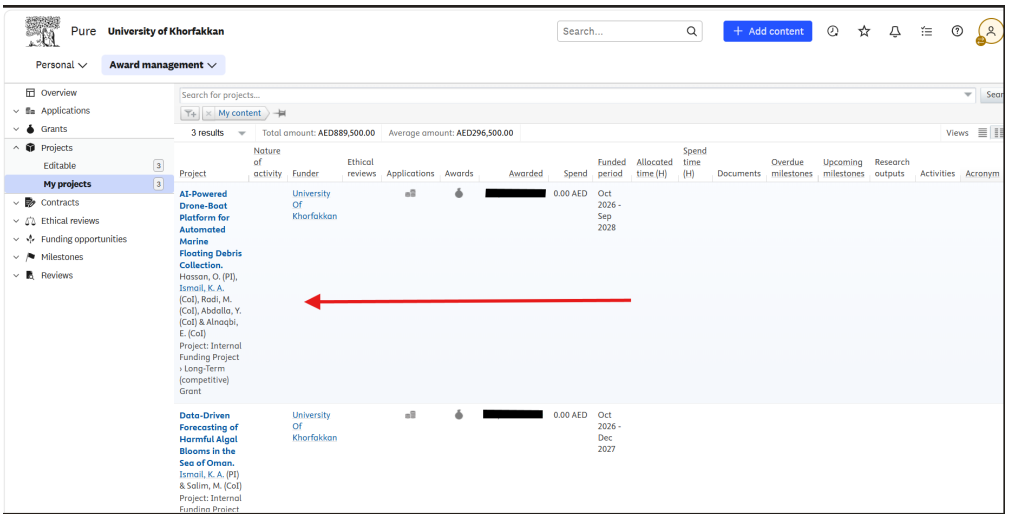


Figure 22: *The My projects list, showing the number of projects and total and average budget amounts*

14.3 Viewing a Project's Budget Breakdown

1. From **My projects**, click the title of the project you wish to review.
2. On the project record, scroll down to **Budget & expenditure (Financial overview)**.
3. Use the tabs above the table — **Summary**, **Calendar year**, **Academic year**, **Fiscal year** or **Month** — to choose how the figures are grouped.
4. The **Budget breakdown** table lists each budget line — for example Professional Services, Library, Consumables and Software License Renewal — with its allocated **Budget**, its **Expenditure** (Actual, Committed and Total), and the **Budget remaining**, together with a **Total** row (Figure 23).

__Figure 23:__ A project record showing the Budget & expenditure breakdown by budget line

> **Note:** This financial data is maintained as part of the project record by the Research, Innovation and Development Department. If a figure appears incorrect, contact the department rather than editing it yourself.

15. Frequently Asked Questions

I cannot sign in to the portal. What should I do?

Check that you are using your University of Khorfakkan account. If the problem continues, email the Research, Innovation and Development DSRI with your name, your college, and a description of what you see.

How long does it take for my publication to appear?

Records are checked by the Deanship of Scientific Research and Innovation before they are published. Allow a few working days, and make sure the reference is complete and includes a DOI where one exists also ,If the publication is indexed in Scopus, it will usually appear automatically in Pure within a few days after it has been published online.

A publication of mine is listed under the wrong author.

Open the record and correct the author list so the UKF author is linked to the right profile. If you cannot edit the record, email the DSRI.

Do I have to add publications from before I joined UKF?

You may. Earlier work gives a fuller picture of your expertise. Record your affiliation at the time so the University's reporting stays accurate.

Something on my public profile is wrong and I cannot edit it.

Position, college and other details drawn from University records are maintained centrally. Email the Deanship of Scientific Research and Innovation at dsri@ukf.ac.ae and they will arrange the correction.