Create your researcher profile in Promas
Inhoudsopgave

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1. Introduction

This manual shows how your researcher profile can be created. A researcher profile is an individual internet profile that provides a user friendly and efficient way of showcasing the work of you.

Having a researcher profile:

- Showcases your work to the world
- Manages your publications list
- Helps to be identified by potential collaborators
- Helps to avoid misidentification
- Enables your research output to be attributed to the EUR
- Enhances your EUR researcher profile page by including a link to other profiles

A researcher profile is dynamically built with data from the data sources:

- **Promas**: Researcher profile information
- **Personal Metis**: Publications
- **HR SAP**: Employee and affiliation information
- **IDM**: Email address, room number and telephone number

The first chapter shows how you can add information in **Promas** to build your profile. Chapter 2 shows which information is derived from other databases as written before.

2. Promas and the People pages

- Log in via [https://metis.ru.nl/federation/login/personalmetis](https://metis.ru.nl/federation/login/personalmetis)
Username is: ERNA-ID (numbers+letters@eur.nl)
Password: known by the user

- Click on Profiles
In the example below three different types of profiles are shown. Only the faculty profile is linked to the EUR People pages.

Profiles created by the researcher, which can be exported (e.g. for CV)
• Click on the Faculty Profile

In the paragraphs below, more information is given about how the Promas data are related to the People pages.

2.1 Basic Information

**Personal**
Titulature, Firstname (if available), Initials and Lastname from Promas will **not** be used for the People Pages, but when exporting your personal profile, these personal information will be used.

The personal information (titulature, Firstname (if available), Initials and Lastname) shown in the People pages are derived from SAP.

- To add a first name, go to [https://ess.eur.nl](https://ess.eur.nl)
- Go to *Mijn administratie/Persoonlijke gegevens*
- Fill in your first name (nickname).
**Professional experience**

Only the present position with rank 1 will be shown. As you can see in the picture above the second position is also a present position. It’s free to select this second position as the first one by changing the numbers.
Languages

This information will not be shown in the people pages, but can be used in exporting your own personal profile.

2.2 Training

This information will not be shown in the people pages, but can be used in exporting your own personal profile.

2.3 Research

General Expertise

- Click on General Expertise to write your own text about your expertises.
Your expertises will be shown in the People pages.

**Profile**

Guido Baltussen is Professor in Finance (Chair: Behavioral Finance and Financial Markets) and a full Tinbergen and ERIM (high performance) fellow. In addition, he works at Robeco Asset Management as (Co-)Head of Quant Allocation, managing several quantitative investment strategies. Before he obtained his PhD in Finance at the Erasmus University Rotterdam, and was visiting at Stern School of Business of New York University, New York, USA. His expertise is Behavioral Finance, Factor-based Investing and Behavioral Finance Investing, with research focusing on the boundaries of Behavioral Finance and Asset Pricing, Investments, Portfolio Construction and Individual Investor Decision Making. Guido has published several articles in the leading... Read more

**Research**

This information refers to research projects but will not be shown on the People pages.

2.4 **Results**

Manage the results you would like to show on your People pages. Further on, it’s possible to show your Key publications apart from the complete publication list.
Promas only distinguishes between the audience of your works (Academic, Professional and Popular), but the differentiation between the output types will be visible on the People pages.
The Key publications in Promas will be shown as featured publications on the People pages.

In addition to your research work maybe you also lecture. Your courses will be shown from the current academic year. These courses are derived from Osiris and will be shown on your People pages.

2.5 Teaching
In addition to your research work maybe you also lecture. Your courses will be shown from the current academic year. These courses are derived from Osiris and will be shown on your People pages.
2.6 Recognitions

Editorial Positions

The editorial positions are shown on the people pages.

<table>
<thead>
<tr>
<th>Journal</th>
<th>Journal of Banking and Finance</th>
<th>Role</th>
<th>Associate Editor</th>
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<tbody>
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<td>Start date</td>
<td>01-11-2011</td>
<td>(dd-mm-yyyy)</td>
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<tr>
<td>End date</td>
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<td>(dd-mm-yyyy)</td>
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<tr>
<td>Additional Information</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Journal</th>
<th>Multinational Finance Journal</th>
<th>Role</th>
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<td></td>
</tr>
<tr>
<td>Additional Information</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Present position

Add any additional information here if needed.
Organisational memberships

Your organisational memberships will not be shown on the people pages, but can be exported when you create your own personal profile.

Side Positions

This information will not be shown on the people pages, but can be used in exporting your own personal profile. The ancillary activities which are shown on the people pages are based on the Erasmus Register.
3. People pages

3.1 General characteristics

- The personal pages are available for researchers
- They are dynamically built with data from different data sources
- Personal pages can only be displayed if the email address in the Metis work address and the MyEUR addressbook are the same!
- Content management is done via data sources: Metis, Personal IDM, the Erasmus Register for Side Positions and Osiris
- The personal page update is running 4 times a day (5:00, 11:00, 17:00, 23:00).
- Personal pages have an EUR look and feel
- The detail page url is: https://www.eur.nl/people/ followed by the fristname-lastname or initials-lastname.
- There is only one version of a personal page available, this is the EN version.
- Above the list is a search field for search on name of a researcher

3.2 List View

On the EUR website you will find the list with Researcher Profiles also known as people pages.
The list view displays

**A profile picture**
This picture can be edited in MyEUR my.eur.nl login with ERNA id Under setting, My account the profile picture can be edited.

Note: It takes 24 hours, for the changed profile picture to be visible on the Personal page

**Titulature, Firstname (if available), Initials, Lastname**
Procedure to add a first name go to personal.idm.eur.nl and use the tab “Given name” in the Personal Details tab

**Profession, Organisation**
This information comes from Metis Present position. This information will also be shown on the detail page.

### 3.3 Detail page

Location, Room, Phone and Email
Information from Personal IDM, personal.idm.eur.nl Use the active appointment!
More Information

- Links social icons from Personal IDM, personal.idm.eur.nl
- Google-scholar is generated search, in future development begin June 2018 this will also be a link field in personal idm.
- CV, edit or add: Metis, basic information Personal, Full CV upload for profile page

Address
Information hardcoded in Drupal.