



THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

# IRIS

## Professional Activities: Adding

# Adding a Professional Activity

**Professional Activities** is located on the IRIS home page.

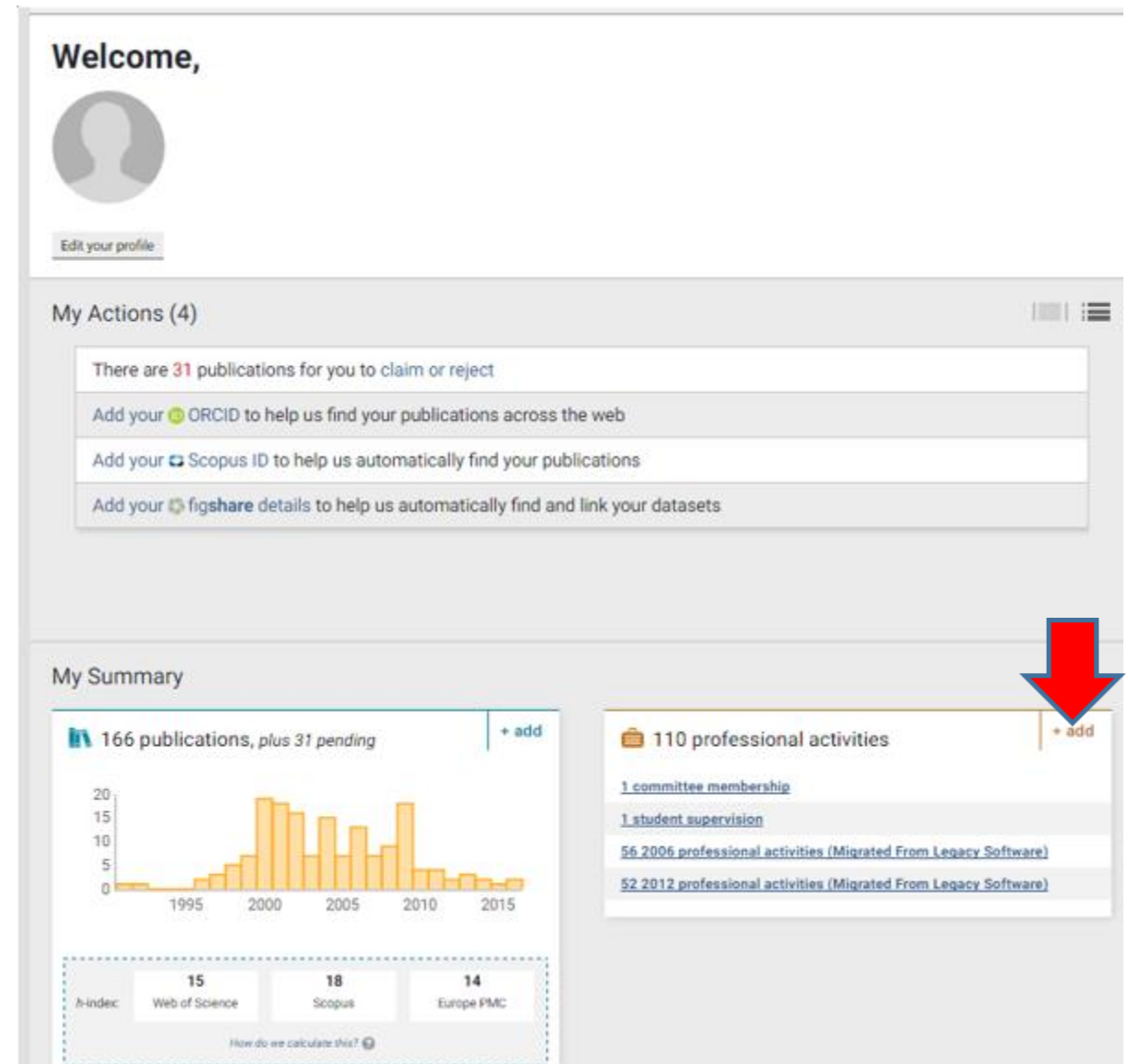
Recording your research-related activities in **Professional Activities** is a good way of ensuring this information is not forgotten between when the event occurred, and when you need to include this information in a funding application, or a research CV.

It is not necessary to spend hours crafting each **Professional Activity** entry. If preferred simply jot a brief note – just enough to help you recall the event - and then save it.


The screenshot shows the IRIS system interface. At the top, a navigation bar contains links for Home, Menu, Research Admin, Module Admin, and System Admin. A red arrow points to the Home link. Below the navigation bar is a user profile section with a placeholder for a profile picture and an 'Edit your profile' button. The main content area is divided into two sections: 'My Actions (4)' and 'My Summary'. The 'My Actions' section lists tasks such as claiming publications, adding ORCID, Scopus ID, and figshare details. The 'My Summary' section features a bar chart of publications from 1995 to 2015, with a total of 166 publications plus 31 pending. Below the chart are metrics for h-index: 15 (Web of Science), 18 (Scopus), and 14 (Europe PMC). To the right of the 'My Summary' section is a 'Professional Activities' summary box, which is highlighted with a red arrow. This box shows 110 professional activities, including 1 committee membership, 1 student supervision, 56 2006 professional activities (migrated from legacy software), and 52 2012 professional activities (migrated from legacy software).

# Adding a Professional Activity

To add a **Professional Activity** click **+ add**




Welcome,





[Edit your profile](#)

My Actions (4)


There are 31 publications for you to claim or reject


Add your  ORCID to help us find your publications across the web

Add your  Scopus ID to help us automatically find your publications

Add your  figshare details to help us automatically find and link your datasets

My Summary

 166 publications, plus 31 pending [+ add](#)

 110 professional activities [+ add](#)

[1 committee membership](#)

[1 student supervision](#)

[56 2006 professional activities \(Migrated From Legacy Software\)](#)

[52 2012 professional activities \(Migrated From Legacy Software\)](#)

**15** Web of Science

**18** Scopus

**14** Europe PMC

[How do we calculate this?](#)

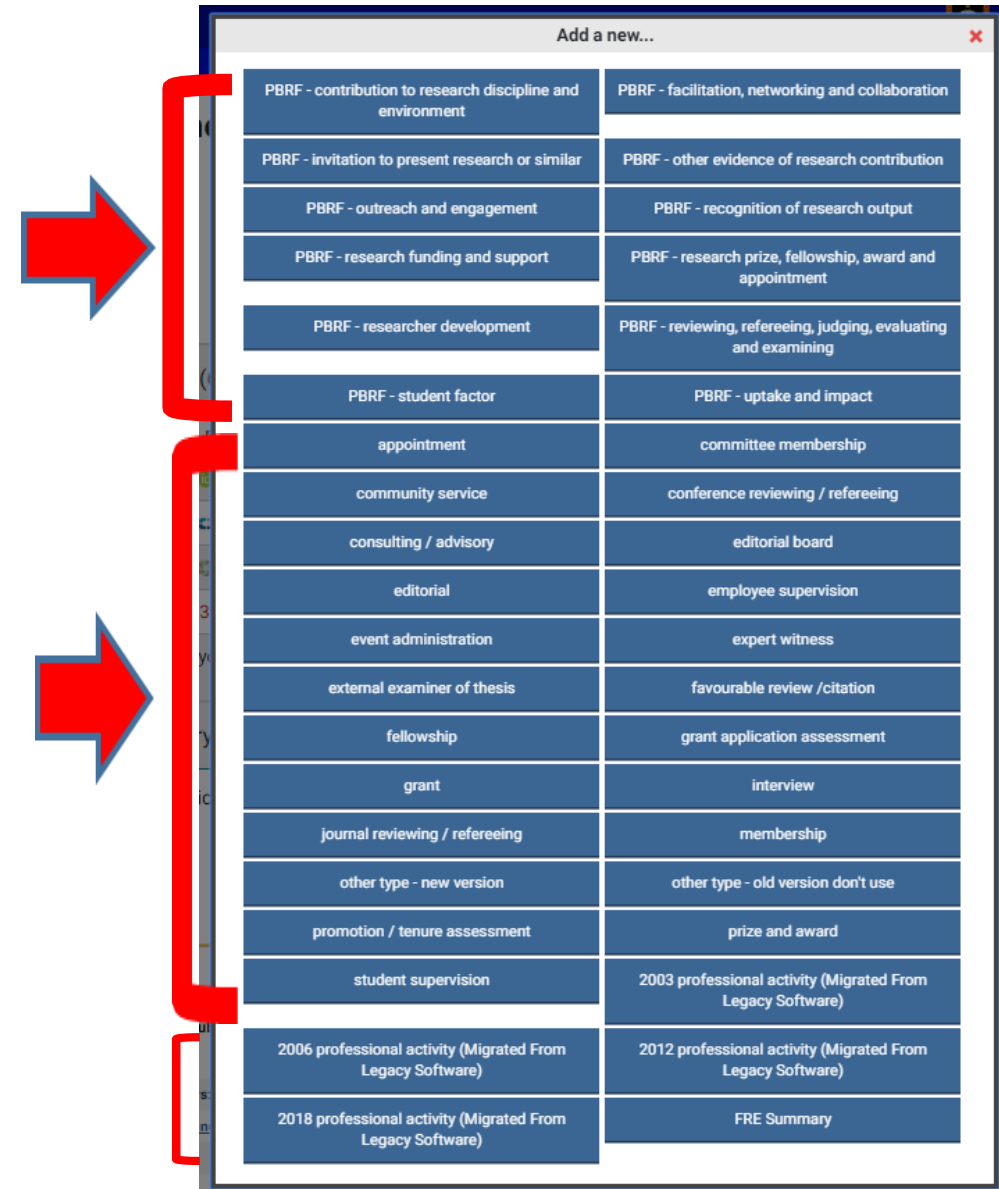
# Adding a Professional Activity

You will notice the top section lets you make notes about PBRF related research activities

The middle section is a generic listing of activities

The bottom section contain entries migrated from the old software

Select one of the categories from the **top two sections**



The screenshot shows a dialog box titled "Add a new..." with a list of professional activity categories. The categories are organized into three sections. The top two sections are highlighted with red arrows, indicating they are the sections to select from. The bottom section contains entries migrated from legacy software.

PBRF - contribution to research discipline and environment	PBRF - facilitation, networking and collaboration
PBRF - invitation to present research or similar	PBRF - other evidence of research contribution
PBRF - outreach and engagement	PBRF - recognition of research output
PBRF - research funding and support	PBRF - research prize, fellowship, award and appointment
PBRF - researcher development	PBRF - reviewing, refereeing, judging, evaluating and examining
PBRF - student factor	PBRF - uptake and impact
appointment	committee membership
community service	conference reviewing / refereeing
consulting / advisory	editorial board
editorial	employee supervision
event administration	expert witness
external examiner of thesis	favourable review /citation
fellowship	grant application assessment
grant	interview
journal reviewing / refereeing	membership
other type - new version	other type - old version don't use
promotion / tenure assessment	prize and award
student supervision	2003 professional activity (Migrated From Legacy Software)
2006 professional activity (Migrated From Legacy Software)	2012 professional activity (Migrated From Legacy Software)
2018 professional activity (Migrated From Legacy Software)	FRE Summary

# Adding a Professional Activity

Complete each text box.

You only need to record enough detail to help you recall this event at some future date.

Hovering your mouse over the ? Question mark reveals help information


Click **Save** when you have finished


## Add PBRF - invitation to present research or similar

Essential Information

Title:

Commentary:   
1400 characters left

\* Start date:  

End date:  

[Cancel](#) **Save**

