April 1, 2020

# How to update your achievement information in researchmap using TRIOS

We, the University of Tsukuba, manages achievement information using TRIOS. However, since reviewers of KAKENHI may use researchmap for evaluating your proposals, we need to configure TRIOS to update data in researchmap. These slides explain how to do it.
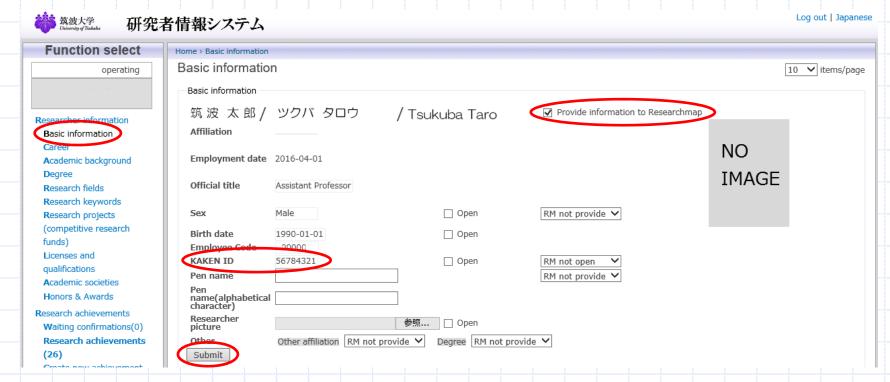
## TRIOS Support Desk

# To update users' achievement information in researchmap using TRIOS

Once a month, users' achievement information (already confirmed by the researcher) will be transferred to researchmap.

## Step 1:
## Check [Provide information to researchmap] box

Login to the TRIOS, select Basic information menu from Function select, and put a check in the [Provide information to researchmap] box. Finally push submit button.



\* If there is no check in [Provide information to researchmap] box, no information will be provided to researchmap.

\* Please confirm that your KAKEN ID is displayed.

## Step 2:

Set [open] status individually for each record to "RM Open", which will send information to researchmap.（This sample is Bibliographic information screen)
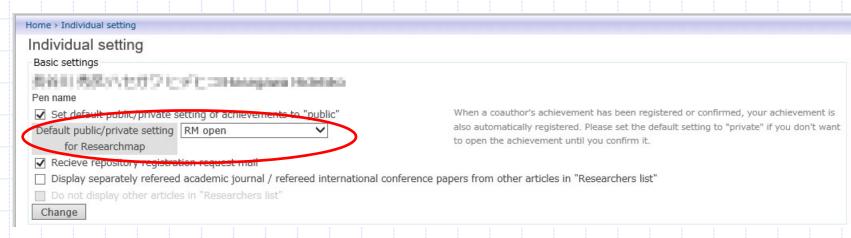
# Step 3:
# Confirm [open] status from the achievement list.

Select [Order by] of Research achievements from [Function select] to confirm the status of the records. Change the status if needed. Finally push Done button.

# Step 4:
## Set default settings for [open] status

Select [Individual setting] screen from Function select, set [RM open] for Default public/private setting for researchmap. Finally push submit button.

Home > Individual setting

### Individual setting

Basic settings

████████████████████████████

Pen name

☑ Set default public/private setting of achievements to "public"

Default public/private setting RM open ▼

for Researchmap

☑ Recieve repository registration request mail

☐ Display separately refereed academic journal / refereed international conference papers from other articles in "Researchers list"

☐ Do not display other articles in "Researchers list"

Change

When a coauthor's achievement has been registered or confirmed, your achievement is also automatically registered. Please set the default setting to "private" if you don't want to open the achievement until you confirm it.

＊After this setting, all achievement records will be made available to researchmap [RM open].

＊Achievement information in waiting for confirmation will not be provided to researchmap.

# Open status for researchmap

Open status for researchmap

RM open ▼ ⟶  RM not provide
RM not open
RM open
RM open(researcher only)

RM not provide : Do not provide any information to researchmap
RM not open : Provide information to researchmap but not open to public
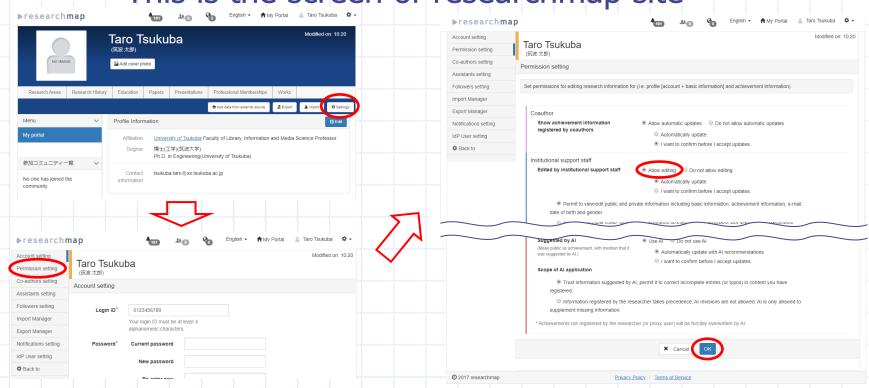
RM open : Provide information and open to public

RM open (researcher only) : Provide information to researchmap and
open only to researcher

＊To set your achievement information open to public from
researchmap, the open status must be [Rm open].

# To allow TRIOS to override existing information in researchmap

If you want to update your researchmap with TRIOS information, log in to researchmap, select your settings, select Permission Setting, and select Allow Editing. Finally press the OK button.

## This is the screen of researchmap site



*All achievement information linked from TRIOS, such as articles, books, and presentations, will be updated with the latest TRIOS information.

# Note:

◆ Restrictions on updating information
　・Regarding the update of research achievements, research achievement information
　 that has been updated at least once on the researchmap by AI, the researcher
　 himself  or his agent, co-author is not updated.
　・Deleting the research achievement of TRIOS does not delete the information of
　 researchmap.


◆ Use correct e-mail address
　○ tsukuba.taro.xy@u.tsukuba.ac.jp
　× tsukuba.taro.xy＠u.tsukuba.ac.jp（Do not use Kanji-code）
　× tsukuba.taro.xy _at_ u.tsukuba.ac.jp

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◆ Use a full URL
　○ http://www.tsukuba.ac.jp/
　× www.tsukuba.ac.jp/

# Contact:

◆ TRIOS Support Desk
   e-mail: trios@un.tsukuba.ac.jp