

# Explore VCU Research (EVR) FAQs

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## Profile Questions: Faculty Information

### How do I get an EVR profile?

All VCU faculty with active primary appointments in Banner have an EVR profile. Profiles are automatically generated when the faculty member's primary appointment becomes active. If the primary appointment expires, your EVR profile disappears. If you cannot find your profile, contact your HR representative to verify that your primary appointment is active in Banner. If your appointment is active but you have no EVR profile, contact [evr@vcu.edu](mailto:evr@vcu.edu)

### Where does profile information come from?

Profile data are compiled from VCU systems and trusted sources, including the HR system Banner. Publications come from the **PubMed and Web of Science databases**. Grant funding information comes from and RAMS-SPOT sponsored projects system.

### How do I update my profile?

Search for your profile by typing your name in the Search box. On your profile page, click the **Log in** button to edit your profile. Click on the pencil icon to begin editing each section. Be sure to create Overview and Research Overview paragraphs and add your photo. You can customize other sections of your profile by hiding entire sections or individual items. See our **video tutorials** for more information.

### How do I change my name or title?

Your name comes from Banner and must be updated by your department's personnel administrator. Your title is entered into Banner as it appears on your contract or appointment letter. To change or add titles and positions, click on **Log in** at the top right of the page, and use your VCU eID and password to log in. After logging in, click on the "+" symbol under **Positions**. Fill in and save the information. Repeat this process if you wish to have more than one position listed.

### Can non-faculty members have EVR profiles?

No. At this time, EVR only contains faculty profiles.

### Can I assign a delegate to update my profile?

Yes. Email [evr@vcu.edu](mailto:evr@vcu.edu) with your name and the name and VCU eID of the person you would like to delegate to manage your profile.

### How do I link my CV or research group website to my profile?

Click the **Log in** option at top right. Log in using your VCU eID. Once logged in, you can add links under the **Webpages** option (top portion of the profile landing page under **Contact Information**).

### I don't see my photo or would like a different photo to be used. How do I update it?

Click the **Log in** option at top right. Log in using your VCU eID. Once logged in, click on the pencil icon under the photo, then follow the steps to upload a saved photo.

## Profile Questions: Publication Information

Can I change publications listed on my profile?

Yes. Click the **Log In** option at top right. Log in using your VCU eID. To add publications, choose an option under **Claim Publications** (right hand side of page, just above **Visualizations**). Publications can be claimed either by inserting the DOI or PubMed ID#. To remove (hide) publications, click “+” next to **Manage Publications** (in the gray bar above the publications list). Click on the boxes next to publications you do not wish to display.

How often is EVR updated?

Source data is loaded into EVR nightly.

Why don't I see all of my publications under my profile?

Citations are currently loaded from PubMed and Web of Science. The dataset starts in 2008 and shows publications associated with your name and a VCU position. This limitation is due to the amount of data we could load when building the site and because attempting to link your name to other organizations generates accidental mismatches. We continue to explore other sources that can be automatically loaded into EVR and hope to expand our data in the future.

What publications might be missing?

Those without a VCU affiliation, published prior to 2008, or not indexed in PubMed or Web of Science.

How do I add missing publications?

Click the **Log In** option at top right of the profile landing page. Log in using your VCU eID. To add publications, choose an option under **Claim Publications** (right hand side of page, just above **Visualizations**). Publications can be claimed either by inserting the DOI or PubMed ID numbers.

I prefer my publications be pulled from Scholars Compass or Google Scholar. Can you help me import into EVR?

We are currently gathering data from Web of Science and PubMed but will prioritize Scholar's Compass in the future unless a redundant data source is found first. This is a work in-progress. Unfortunately, Google Scholar does not allow data transfer to other sites.

How long do I have to wait before my publications shows up?

Once publications are indexed in PubMed or Web of Science, they will appear in EVR within the next day. If your publications are indexed on one of these sites but not showing on your profile, you may claim the publication using its DOI.

I see you only list my grants from my time at VCU. How do I get grants from my prior institutional affiliation to be loaded?

Grant funding information is gathered from RAMS-SPOT, so only VCU-associated grants will be automatically loaded. To add other grants, click on **Log In** at the top right of the profile landing

page and log in using your VCU eID. Once logged in, choose the “+” symbol at the top of the grants section you wish to alter (PI or co-investigator) and add the desired grant information.

[My name or department are incorrect, or I have multiple entries with different names. How can I correct this?](#)

Faculty names and departments are pulled directly from Banner HR data. If either of these pieces are incorrect or you identify redundant or inaccurate listings for yourself, please contact your department’s human resources professional.

## Navigation and Usage of EVR

[What is the EVR website?](#)

EVR is powered by VIVO, an open-source software developed by Cornell University Library in 2003. In 2009, the NIH awarded a grant to several universities to expand VIVO. Dozens of universities use this platform as a means of sharing research accomplishments.

[How do I search the portal?](#)

You can search from the Home page or from the Search box at the upper right on any other page. All information is searched, so you can search for names, keywords, publication titles, etc.

The search results are returned in order of relatedness to the search terms. A menu on the right of your search results will help you filter to show just People, Organizations, Research, etc.

Search Tips:

- When you enter multiple terms, results will contain all terms (AND)
- To search for a phrase, put it in quotation marks: "student success"
- Use an asterisk, \*, at the end of a word stem to find multiple endings: neuro\* will find Neuron, Neurosis, Neurology, Neuroscience, etc.
- Once you choose a category of data from the search results (e.g. People or Research), note the delimiters on the right side of the page that allow you to further refine the data by faculty rank or type of research product.

[What types of end-users search EVR?](#)

Similar systems at other institutions often experience 50% of site traffic coming from outside the university, including faculty at other universities searching for cross-institutional teams, press looking for commentary on breaking news, businesses looking for public-private partnerships, and more. Those searching from within are often students trying to find classes and faculty to work with or faculty/staff searches.

[What are the People, Organizations, and Research Areas links for?](#)

The menu links at the top of the page allow you to browse through alphabetical lists of

- People: Faculty researchers arranged alphabetically with a rank filter available on the page
- Organizations: Arranged by name and based on the Banner Home Org associated with each researcher’s V#. These pages are only partly constructed at this time.

- Research Areas: This is an alphabetical list of research areas based on WOS terms. This is NOT the same as academic department listings, so faculty may be listed under multiple areas associated with their publications.

### What is the Capability Map?

Clicking on the **Capability Map** next to the listed **Research Areas** will allow you to find VCU researchers and see how they are connected based on the subject categories of their publications.

### Further Questions

How can I get help with my EVR profile or correct a problem?

Contact us at [evr@vcu.edu](mailto:evr@vcu.edu).