BRIAN – Minimum data requirements for academics

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1   Introduction

1.1   Document purpose

The purpose of this document is to define the minimum amount of information required in an academic profile in BRIAN. In addition to setting out this minimum standard, this document also contains guidance and examples on the information to the included in the required sections.

1.2   Intended audience

The intended audience for this document is the BU academic staff who have a BRIAN account.

1.3   Why a minimum standard?

The academic profile in BRIAN can hold a wide range of information about professional activities, publications and grants. As the information in BRIAN is used to populate the profile page which is available to anyone on the web, it is important that there is a minimum set of information that everyone maintains. This minimum set of information will ensure that everyone's academic profile contains entries for the same types of data, ensuring a consistent level of information across all profiles within the University

Academic staff are encouraged to go beyond this minimum level and to record and maintain as much of their academic lives in BRIAN as possible. We encourage you to use BRIAN as a living academic CV and to ensure that your research information and publications are always up to date.

The profile pages are displayed whenever anyone from inside or outside the University seeks information on a member of the academic staff. The external viewers include other academics who may be seeking collaboration partners, potential students, commercial enterprises investigating research or enterprise possibilities etc.

1.4 Monitoring and compliance

Training and support is available for using BRIAN. R&KE have been tasked to monitor compliance so academic staff need to be prepared to receive some emails prompting action if individual profiles do not meet the minimum standard.

1.5 Feedback

We welcome your feedback. If you have any comments or suggestions about this document, please email BRIAN@bournemouth.ac.uk.

2 Profile areas

The following sections set out the parts of BRIAN that all academics are expected to complete and include examples of the information required.

2.1 Biography

What is required?	Sample entry
For your biography, consider a novel approach that will capture the interest of the reader and make them want to read on. Chronological biographies should be avoided. Consider using the summary / first paragraph from your CV as a start and build from there. As there is a separate section for your research, information on this topic should be excluded or only touched on in the biography. The maximum number of characters is 2,000. There is an on-screen count of the number of characters used.	Holger's route through academia in Germany and the UK has seen him emerge at the top of bioarchaeology, in a research field that he feels extremely passionate about. "Human skeletal remains are the most immediate source material we can interrogate about lifestyle, living conditions and wellbeing in the past. Archaeology without human remains would be like a stage without actors". The core of his work "focuses on how the biological outcomes of cultural strategies can be detected in human/environment interaction of past societies through the study of human skeletal remains". Having joined BU as Professor of Bioarchaelogy, Holger brings a wealth of academic experience to the role. He received his Masters, Doctoral and Post-Doctoral degrees in Anthropology from the University of Gottingen and subsequently held positions as Post-Doctoral Fellow funded by the German Research Council and as lecturer in Gottingen. Holger also takes a "keen interest in skeletal analysis and the development of diagnostic methods, which is one of the most important foundations for bioarchaeological analysis". He was the first academic to propose a comprehensive method for assessing sex in sub-adult skeletons. "This finally enables us to detect and understand differential mortality and morbidity in infancy and childhood in the past. One of the wider implications of this is that it allows us to learn about infanticide or parental neglect, and to interpret it in the social, political and

	economic context of the time. "This", Holger states, "is a topic which continues to be important in our modern world".
	The nature of Holger's work means he travels regularly to support initiatives and studies. He has been part of investigative projects in the Middle East and he continues to be involved in large-scale excavation projects, most recently a British Museum-sponsored project in Lebanon.
	In his spare time, Holger enjoys music and, playing the viola, he is a keen musician himself.
	[1,977 characters]

2.2 Research

What is required?	Sample entry
The research field in BRIAN is used to capture information on your current research projects, themes, areas of interest etc.	I am currently conducting a research study examining the use of digital imagery in news reporting during times of crisis.
Some academics use this field to provide up to date information on their activities and future plans such as conference attendance etc.	My most recent book, Great Expectations, was published by Chapman and Hall, in June 2013.
It is important that you update your research information on a regular basis to ensure your profile page contains the most recent information. Weekly updates are ideal.	My overseas work is largely based in Peru where I am involved in the evaluation of a community-based project funded by Amantani. This involves connecting communities, and in particular, school aged children with global changes. I will be visiting Lima and Arequipa in October '13 to continue with my research and hope to establish a network with Guayaquil in Ecuador.
The maximum number of characters is 2,000. There is an on-screen count of the number of characters used.	I am organising a conference to be held on 13th November 2013 on the 'Transparency and accountability of journalism'. Applications for papers to be submitted will be open on 1st October. More details can be found here: www.journo.conf@BU.ac.uk
	If you are interested in journalism in countries in conflict then please contact me for potential collaboration opportunities at joe.bloggs@BU.ac.uk
	[973 characters]

2.3   Photograph

What is required?	Sample photographs
Portrait photographs showing the head and shoulders are recommended. Pictures showing you in your research are also suitable. The image should be recent and in focus. The image should be square. The size should be between 300 to 400 pixels. You can change your profile picture as frequently as you like.	

2.4   Research theme

What is required?	Sample entry
There are 8 research themes. Choose one of more research themes that apply to you. The research themes are used by people who search the BU site to identify the names of people who work within a particular theme.	Ageing, Society and Dementia Leisure, Recreation and Tourism

2.5   Keywords

What is required?	Sample entry
BU has defined a list of over 200 keywords from which you can one or more that apply to you. The keywords are used by people who search the BU site to identify the names of people who are associated with a particular keyword.	Sociology Social organisation

2.6   Qualifications

What is required?	Sample entry
Enter details of your qualifications. The information consists of the date awarded, awarding body, name of the qualification and subject. Enter details of your undergraduate degree, Masters and Doctorate as applicable.	Awarded Year: 2004 Qualification: PhD Subject: Project Management Awarding Body: Bournemouth University

2.7   Publications

What is required?	Sample entry
BRIAN can hold information on book, chapters, journal articles etc. If this information is available in an academic database, such as Scopus, BRIAN can import the information for you. Publications can also be entered manually.	Darvill, T., & Wainwright, G. (2009). Stonehenge excavations 2008. *Antiquaries Journal*, *89*, 1-19. doi:10.1017/S000358150900002x

Where there are Co-authors from BU, ensure their names are added. Ensure all your publications are identified. You can mark selected publications as a favourite. Publications so marked appear on the home page of your academic profile and have increased visibility.	

2.8 Grants

What is required?	Sample entry
Enter details of grants that you have been awarded. Grants to be included must have been awarded but can be completed. Courses and conferences should not be included. Only include grants that are significant to your external profile such as those from prestigious funders, of significant value, etc'. Where there are Co-Is from BU, ensure their names are added. You can mark selected grants as a favourite. Grants marked in this way appear on the home page of your academic profile and have increased visibility.	Principal Investigator: John Jones Project Title: The evaluation of artificial nests for migrating swift colonies. Funder Name: RSPB Description: Understand the effectiveness of different artificial nest sites for swifts to enable better advice about nest sites in the future. This will include positioning, entrance direction and size, dimensions, material, height, clearance, type of building, surroundings, etc. Start Date: 1 April 2011 End Date: 31/3/14 Status: Awarded Funder type: Charity