FREQUENTLY ASKED QUESTIONS

(A) What is the Faculty Profile System and who is it for?

The Faculty Profile System (FPS) is a web-based database, designed for Duke-NUS faculty members and research staff to manage and retrieve their Curriculum Vitae (CV) data. The format of the downloaded CV from the FPS is in accordance to the CV template to be submitted for (1) appointment and promotion to Senior / Principal Research Scientist and (2) any Duke-NUS faculty appointment, promotion and tenure review.

(B) Logging into the FPS?

Prerequisites for accessing Faculty Profile System (FPS) are as follows:

(1) You must have an <u>active</u> Duke-NUS ID (NUSNET ID) (eg. gmsxxx) with a corresponding password.

(2) You must be enrolled in 2FA (Two-Factor Authentication).

Q1. What login ID do I use?

Please login at https://inetapps.duke-nus.edu.sg/fps/home/#/ with your NUSNET ID together with the domain (eg. **nusstf\gmsxxxx**) and corresponding password which is registered with Duke-NUS Human Resource Department (HR). You will also require a Security Code generated through the Two-Factor Authentication (2FA).

Please contact:

(i) Your respective ACP administrator if you are unsure of your active NUSNET ID or

(ii) Duke-NUS HR at hr@duke-nus.edu.sg if you do not have a NUSNET ID.

Q2. How do I reset my NUSNET password?

If your account has been unused for a period of time, your account may have been disabled.

You will need to re-activate the account. To activate your account, please email NUS ITCare at itcare@nus.edu.sg providing your (i)NUSNET ID; (ii) NUS staff number; and (iii) scanned copy or photo of a valid identification proof, if you do not have a NUS staff card.

Q3. How do I enroll in 2FA?

The 2FA registration can be set up at https://2fa.nus.edu.sg

The one-time password will be sent to your mobile phone (registered with NUS) for setting up of the 2FA.

Please visit the 2FA Service Portal https://inetapps.nus.edu.sg/2fa/ for more details and support pertaining to 2FA.

If you require any technical assistance, please refer to the following options:

Option 1

If you are based in Duke-NUS, you may visit the Duke-NUS IT Department at #04-38 (Level 4) or contact Mr Htike Lin Win Maung at htike.linwinmaung@duke-nus.edu.sg / DID: (65) 66012585.

Option 2

If you are not based in Duke-NUS or any other NUS Campuses (e.g. SingHealth Institutions), you can provide your VIP Access Credential ID and send a scanned copy or photo of your NUS staff card to NUS ITCare at ITCare@nus.edu.sg. Please provide your NUSNET ID, staff number and valid identification proofs if you do not have a NUS staff card.

The installation guide for the VIP Access is available at https://inetapps.nus.edu.sg/2fa/start.html. The Credential ID is auto-generated through the VIP Access App upon installation. Please see below a sample Credential ID generated through the VIP Access Mobile App installed on a smartphone and VIP Access Desktop App installed on the desktop.

VIP Access Mobile
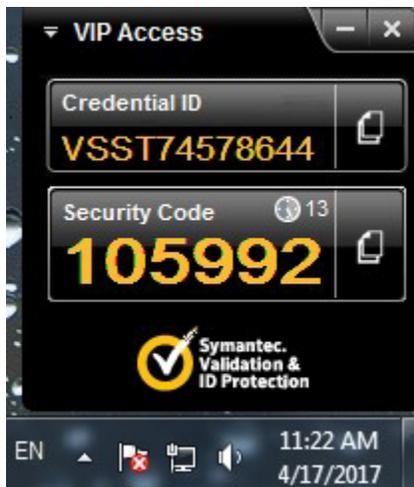
 VIP Access Desktop

Q3. How do I de-register my VIP credential from a device and change it to another device?

You are allowed to use only one device as your VIP credential. If you decide to change your VIP credential from one device to another, your current device will have to be de-registered first before you can register a new device as your VIP credential.
Please visit https://inetapps.nus.edu.sg/2fa/deregister.html for a step-by-step guide on how to de-register your device.

(Please note, 2FA registration and De-registration can only be done within NUS Network)

(C) Assigning Of Viewing And Editing Rights

Q1. As a faculty member, am I able to assign viewing and editing rights of my CV to someone else?
Yes.

Q2. Who can I assign rights too?
You may assign viewing and editing rights to any Duke-NUS staff member. E.g. you may assign viewing and editing rights to your Duke-NUS personal assistant or administrative staff.

Please note the following:
(i) The party whom you have assigned rights to will be able to view your personal information.
(ii) Non-Duke-NUS staff members do not have access to the FPS, i.e. you will not be able to assign viewing or editing rights to them.

Q3. How do I assign viewing or editing rights of my CV?
Please refer to Appendix 1 user guide "*Guide to Assign Viewing / Viewing & Editing Rights to Other User*".

Q4. If I have been given rights, how do I access the FPS to view/edit on behalf of the researcher / faculty member?
Please refer to Appendix 2 user guide "*Guide for Authorised User to View and/or Edit Other Faculty Member / Research Staff's CV information*".

(D) Personal Information

Q1. How do I update my particulars in the "Personal Information" section?
Personal particulars are automatically retrieved directly from NUS' SAP and Duke-NUS HR's systems, and hence are not editable on this platform.

(i) You may update your Address and Personal Contact at the NUS Staff Portal.
Go to https://staffportal.nus.edu.sg/staffportal/portal/ and click on "More…" under "eServices" column on the left. Click on "my Contact" folder followed by "Update address & contact". Please note that the update will take up to 24 hours to be in effect.

(ii) To update all other personal particulars, such as Education background and Nationality etc., please contact your offices' respective Duke-NUS HR partners. Please note that supporting documents, such as certificates and passport / NRIC, are required before HR can carry out the respective update.

Faculty member's office	HR partner
Office of Academic and Clinical Development (OACD)	Ms Alvina Wong alvina.wong@duke-nus.edu.sg (+65) 6601 2682
Office of Education (OoE)	Ms Alvina Wong alvina.wong@duke-nus.edu.sg (+65) 6601 2682
Office of Research (OoR)	Ms Tan Siew Khim Siewkhim.tan@duke-nus.edu.sg (65) 6516 1761 Ms Carolina Tan Carolina.tan@duke-nus.edu.sg (65) 6516 7929

(E) Publications

Q1. What is a PubMed Identifier (PMID)?
PubMed is a free online resource database containing over 22 million literatures from life science journals, review articles, editorial material and commentaries etc. The PubMed Identifier (PMID) is a unique sequence of numbers that is assigned to each PubMed record.

Q2. Where can I find the PMID for my journal paper?
If your journal paper is indexed by PubMed, you will be able to locate its PMID on the abstract page of the paper on the PubMed website (http://www.ncbi.nlm.nih.gov/pubmed/).

Q3. How do I add a publication entry if it does not have a PMID or is not PubMed indexed?
You may add the publication by filling in the data fields manually.

Q4. Where do I find information on the following?
- (i)   Citation count for each publication
- (ii)   h-index of researchers / faculty members
- (iii)   Journal impact factor

Please visit the NUS library website http://libguides.nus.edu.sg/researchimpact for range of different guides on the topics. If you require more assistance on this, you may approach the NUS Librarians who would be more than happy to help.

(F) Top 10 Publications

Q1. How do I fill up the Top 10 Publications section?
You are recommended to fill up the "Publications" sections (i.e. Refereed Journals and Non-Refereed Journals) first before starting on this section. Upon clicking the "**Add**" button, you will find that items previously entered in the different sub-sections under both "Refereed Journals" and "Non-Refereed Journals" have been automatically sorted into different publication categories. You can then simply select the desired entry from the dropdown list under "Article Title".

Tips: Simply drag the publication entry up and down to rearrange the ranking of your Top 10 Publications.

(G) Intellectual Property

Q1. What is Duke-NUS IP?
Duke-NUS IP refers to any invention, discovery, process, machine, composition of matter, life form, software, new or improved devices, drugs, genetically engineered material and many more that was conceived during the course of research at Duke-NUS. It can be in the form of a copyright, trademark,

know-how, invention disclosure or patent whereby Duke-NUS funding and resources were utilized and at least one of the inventors listed Duke-NUS as his/her academic affiliation. The "Other IP" section allows you to add and manage any other IP which is not affiliated to Duke-NUS.

Q2. What information is required for the "Registration/Publication Number" field?
Please enter the registration number for your trademark/copyright or patent grant/award number issued by the respective patent offices.

Q3. Which Country should I select for my Patent Cooperation Treaty (PCT) or regional (e.g. the European Union (EU)) patent applications?
PCT patents filed through the World Intellectual Property Organization (WIPO) or regional patents filed by European Patent Office (EPO) are not restricted to a particular country. For such entries, please select "Others" in the "Country" list.

(H) Conferences And Speaking Invitations

Q1. Under the sub-section "Conferences without Presentation", do I only include conferences which I was invited to by the organizer?
No, you may include any conference which you attended, regardless of whether you were invited or sponsored by the organizer, paid from your own or institution funding or even those that did not charge conference fees.

(I) Collaborations With Local And Overseas Institutions

Q1. What do I input in the field "Name of Collaboration"?
Please provide the title of the research project which you collaborated on with your external collaborators from other institutions.

Q2. Under the "Collaborator" section, what does it mean by "Named as a PI, Co-PI or Co-I in a grant?"
Please only select the option "Yes" if you are a Principal Investigator, Co – Principal Investigator or Co – Investigator in the research grant awarded for the project. Please also proceed to fill in the "Funding Agency" box, if applicable.

(J) Download APT-CV Print Out

Q1. Am I able to remove any irrelevant sections of the CV from the downloadable print out?
No, please do not remove any section from the the downloaded CV. The CV is in accordance to the CV format required for submission to the AP / APT Committee.

Q2. How do I edit the content from the downloadable CV print out?
While the content of the CV can be edited through the FPS, editing directly on the downloadable CV is not encouraged. However if you must, you can do so by downloading the <u>WORD</u> copy of the CV and do the edits manually. The PDF version of the CV is a static template and hence it is non-editable.

Q3. Why are there 2 versions of downloadable CV [i.e. CV (for submission to AP/APT) and CV (for submission to AC)]? Which do I download for submission?
Please download the "CV (for submission to AP/APT)" for submission directly for AP / APT Committee through the Research Affairs Department (RAD). For appointments through Office of Clinical, Academic and Faculty Affairs, please download and submit both versions of the CV [ie. CV (for submission to AP/APT) and CV (for submission to AC)].

If you have other queries or would like to give feedback on the FPS, please drop us an email at fps.help@duke-nus.edu.sg, accompanied with your name and contact number.

Guide to Assign Viewing / Viewing & Editing Rights to Other Users

1. Please login at: https://inetapps.duke-nus.edu.sg/fps/home/#/

2. Click on **Account Authorisation.**

3. Click on **My Faculty Profile** to assign your individual viewing / editing rights to other users.
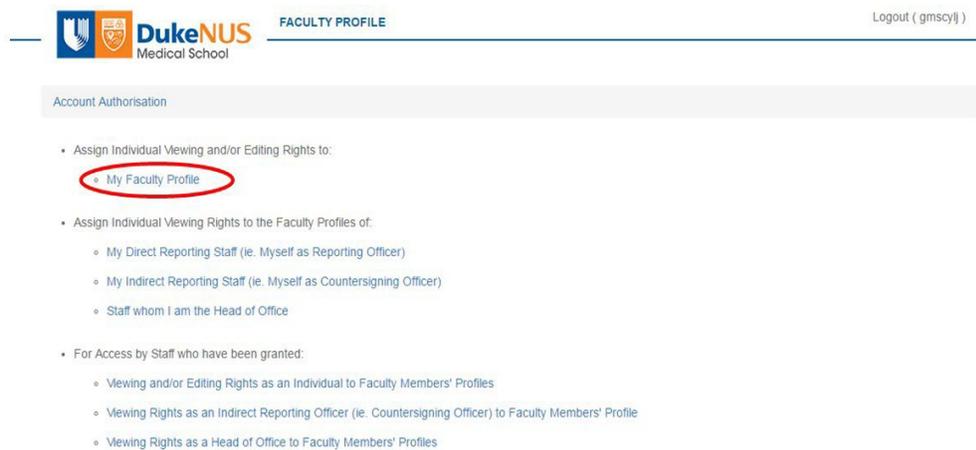
4. Click on green **Add Individual** button to add assigned viewer / editor.
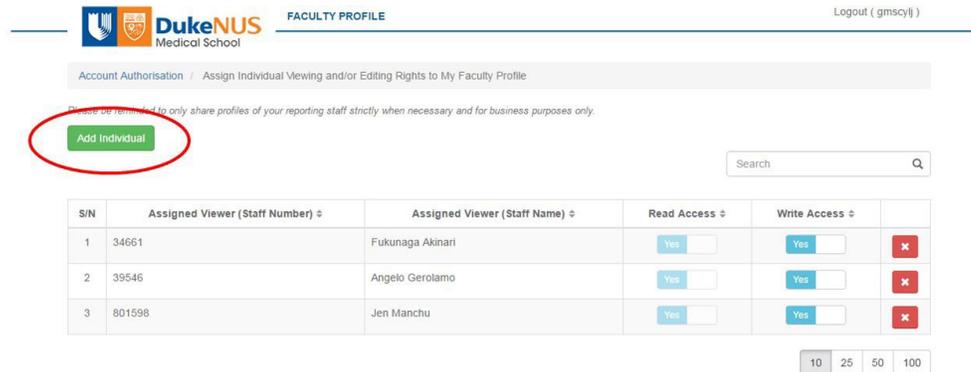
5. Enter **Staff number** of the assigned viewer / editor. Select the corresponding staff's name from the drop-down menu.
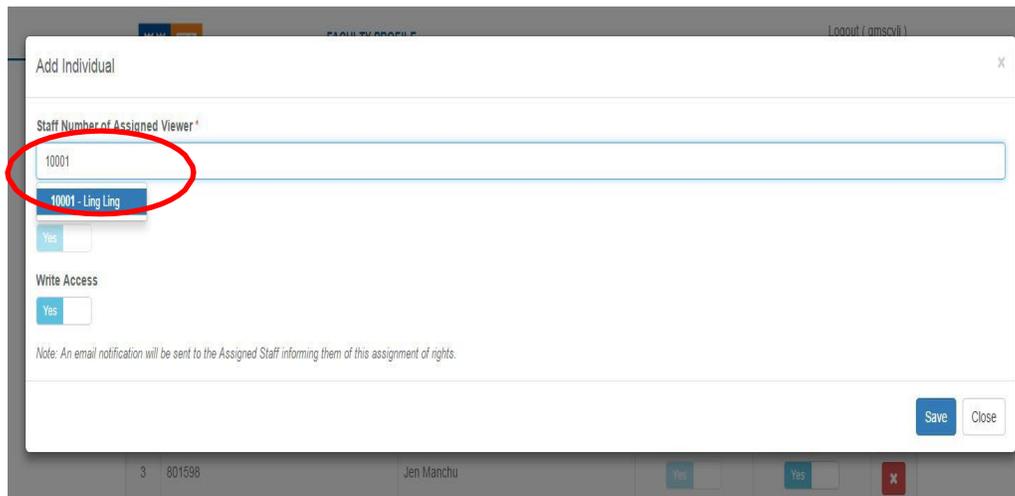
6. You can turn the Write Access (Editing function) on or off by sliding the button. Click "Save".
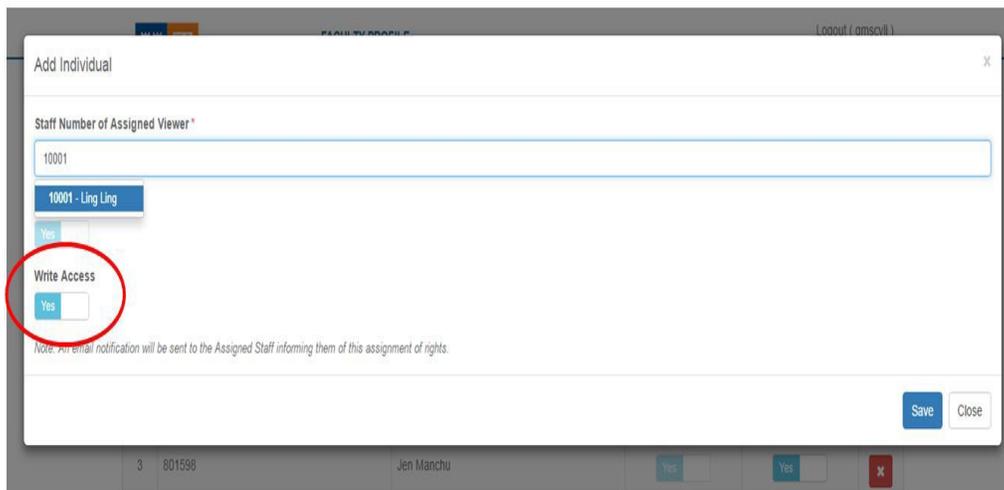
7. A green banner will appear at the top of your screen when the Staff has been successfully added to your list of assigned viewers.
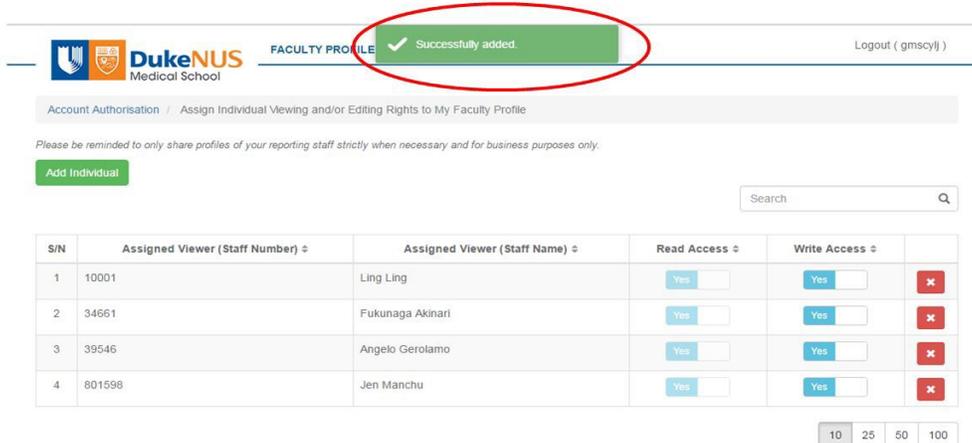
8. The newly added authorized individual will be listed in the table together with all other authorized individuals, outlining their corresponding rights.

Guide for Authorised User to View and/or Edit Faculty Members/Research Staff's CV Information

1. Please login to: https://inetapps.duke-nus.edu.sg/fps/home/#/

2. Click on **Account Authorisation**.

3. Click on "Viewing and / or Editing Rights as an Individual to Faculty Members' Profiles" to view / view & edit other Faculty Members' CV information.
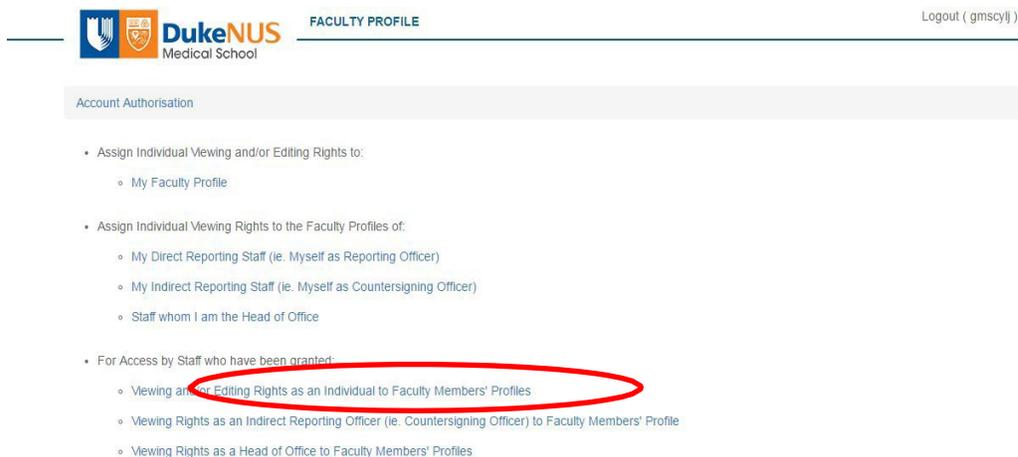
4. A list of Faculty Members / Research Staff whom have given you access to their profiles will be displayed. CV (APT), CV (Personal Info) and NIH Biosketch can be downloaded in PDF or MS-word formats.

5. Click on to edit the respective Faculty Members / Research Staff's CV directly on FPS.