

## Elements Profile Management Checklist

### Access & Navigation

- Navigate to the Discover Research site and search for your public profile
- Verify profile visibility settings (public/private)
- Log into Elements and update any privacy setting you would like to change

### Publications

- Review list of claimed publications
- Claim any pending/unclaimed publications
- Link ORCID iD and your Scopus IDs to your account
- Add missing publications manually (if not already suggested by the automated feed)
- Verify profile visibility settings for your Scholarly & creative works (public/private)

### Grants

- Review all claimed grants
- Check funding status (active, pending, completed)
- Update grant details (note, if you manually enter grants it may result in a duplicate record when the data feed is updated)
- Verify profile visibility settings for your Grants & contracts (public/private)

### Conferences

- Review listed conferences
- Confirm start and end dates
- Confirm geographic scope (local, national, international)
- Confirm your role (speaker, organizer, panelist, attendee)
- Add missing conference presentations or posters

Verify profile visibility settings for your Conferences (public/private)

### Curriculum Vitae (CV)

Export TFoM CV from profile

Review CV for:

- Accuracy of publication and grant listings
- Up-to-date education and employment history
- Inclusion of awards, honors, and affiliations
- Teaching experience and supervision
- Professional memberships and service roles

### Profile

- Add a professional profile photo
- Write or update fields in the profile section
- Add an overview, research interest and teaching summary
- Ensure contact information is current