Research Networking: Creating or Editing Your RTRN Profile and Joining an RTRN Cluster to Facilitate Team-Science Research

Solomon T. Garner, Jr., Ph.D.
Director, Research Resources and Research Networking

RTRN is supported by grant number U54MD008149 from the National Institute on Minority Health and Health Disparities, National Institutes of Health.
Step 1. Go to the RTRN website at www2.rtrn.net
Step 2. Click on RTRN PROFILES (bottom right)
Step 3. You are now on the main PROFILES page. Click on “Add My Profile”.

Find Experts

Keyword

Institution

Clusters

Last Name

Search for exact phrase

All except the one selected

All except the one selected
Step 4. Unless you are a CDU member, Click on “Continue – I’m not a CDU member”.

If you are a Charles Drew University researcher\faculty\staff member

Please use the following instructions to register your profile with RTRN:

1. Request your profile to be added to the CDU Profiles system. Your information will be automatically retrieved from CDU, and generally it will take no more than 24 hours (from the time your profile is added to CDU) for your information to appear on the RTRN Profiles website.

2. To join a cluster, please send an email to Pamela Bullard at pbullard@hawaii.edu

3. Members of other institutions, please note that the above instructions only apply to Charles Drew University members.

Continue
I’m not a CDU member

Cancel
I’m a CDU member
Step 5. You are now on the PROFILES Registration page.
Step 6. Enter your Professional Information.

Professional Information

First Name
Last Name
Title
Faculty Rank
Degree
Institution  --Select--
Department
Joining an RTRN Cluster

Step 7. Select one or more clusters related to your area of research interest.

- CANCER
- CARDIOVASCULAR AND RELATED DISEASES
- COMMUNITY ENGAGEMENT
- GENES AND ENVIRONMENTAL HEALTH/TOXICOLOGY
- HIV/AIDS
- INFORMATICS
- INFECTIOUS AND IMMUNOLOGICAL DISEASES
- NEUROLOGICAL DISORDERS AND MENTAL HEALTH
- OBESITY AND METABOLIC SYNDROMES
- WOMEN’S HEALTH AND REPRODUCTIVE BIOLOGY
- OTHER
Step 8. Enter your professional contact information. A complete address, including e-mail address, is required.
Step 9. Create your personal login. Passwords must be 4-16 characters with at least one number. Please save this information. It is needed to complete your Profile, and to edit or update your Profile in the future. Answer the math question and click “Submit”.

Login Information

Username
Password
Confirm Password

Please answer the following:

1 + 6 = 

Submit  Cancel
Step 10. You are now successfully registered on PROFILES.
Step 11. Next, you will need to enter your affiliations, awards and honors, narrative and publications. To do so, enter your institution, username and password, then click “Login”.

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Step 12. Click on the arrow to edit and add information.

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<tr>
<td><strong>Edit Basic Information</strong></td>
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Step 13. Enter Other Affiliations and Awards and Honors.
Step 14. Add a Narrative and additional information.
Step 15. Search for and add your Publications.

- Add PubMed (Search PubMed and add multiple articles.)
- Add by ID (Add one or more articles using codes, e.g., PubMed ID.)
- Add Custom (Enter your own publication using an online form.)
- Delete (Remove multiple publications from your profile.)

None
Step 16. To add your publications using PubMed, enter your name in the box and click “Search”. Once you have selected your publications, click “Close”.

Search PubMed

- Enter author, affiliation or keyword in the field below.
  - Author(s)
    - (One per line)
  - Affiliation
  - Keyword

- Or you can also search by an arbitrary PubMed query in the field below.
  - Query

- EXCLUDE ARTICLES ALREADY ADDED TO MY PROFILE.

[Search]  [Reset]  [Close]
Step 17. Adding your Funded Awards

Adding your ID reporter number in the Basic Information section will auto-populate your awarded grants.

To find your RePORTER ID:

- Navigate to https://report.nih.gov/
- Select “RESEARCH”
  - Click on “RePORTER” https://projectreporter.nih.gov/reporter.cfm
  - Under “RESEARCHER AND ORGANIZATION” Enter your name
  - Right side of page - “Fiscal Year (FY)” click on “SELECT”
  - Click on “Check/uncheck All” (leave checkmark in box)
  - Click on “SELECT”
  - Left side of page - Click on “SUBMIT QUERY”
Step 18. Finding Your NIH RePORTER ID

- A new page populates with search results
  - Hover over your name and right click and select “Open Link in New Tab”
  - Within the URL shown in “New Tab” you will find your ID numbers
  - Copy the numbers after “pid=” and before the ampersand …8070940
  - Enter these into PROFILES
Finding Your NIH RePORTER ID

Navigate to this page (https://report.nih.gov/research.aspx) Select “Research” and then click on “RePORTER” (https://projectreporter.nih.gov/reporter.cfm)
Finding Your NIH RePORTER ID

1. Under "RESEARCHER AND ORGANIZATION" Enter your name

Search for your funded grants by entering your name and selecting all Fiscal Years

2. Right side of page - "Fiscal Year (FY)" click on "SELECT"
   Click on "Check/uncheck All" (leave checkmark in box)
Finding Your NIH RePORTER ID

3. Click on “SELECT”
Left side of page -
Click on “SUBMIT QUERY”
Finding Your NIH RePORTER ID

4. Hover over your name and right click on “open in new tab”
Finding Your NIH RePORTER ID

5. This is your RePORTER ID (pid=XXXXXXXX)
Step 19. Entering Your NIH RePORTER ID

- While in edit mode go to your Basic Information Section
- Enter the entire number
- Save and Close – awards will automatically populate
Step 20. Login again to review your Profile.

We encourage all faculty, especially those in clinical departments, to create or to update their RTRN Profiles. If you need assistance, please contact Pamela Bullard (pbullard@hawaii.edu) or Dr. Solomon Garner (solomon.t.garner@jsums.edu ph 601-979-1680).

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