Personal Research Website:

Procedure for creation and periodic updates

CNHP Research website can be found here: <http://drexel.edu/cnhp/research/>

As a part of the 2017 CNHP Research website overhaul, the website now hosts research profiles for faculty who conduct research and research-related activities as a part of their appointment with CNHP. These profiles can be found here: <http://drexel.edu/cnhp/research/faculty/> . Please note that MARCOM will also be adding a link from your regular faculty profile to your research profile and vice versa to make it easier for visitors to find all information about you.

To add your research profile in this location, please follow the following steps.

# To create a brand-new profile:

* Please **COMPLETE** the attached template.
* **EMAIL** the completed template to MARCOM ([marcom@drexel.edu](mailto:marcom@drexel.edu)).
* MARCOM will format the template according to the Drexel University Style Guide. Templates will be placed in the MARCOM job queue and completed on a first-come, first-served basis.
* MARCOM will email a link to the template where PIs can make periodic updates.  
  (Please bookmark this link for easy access in the future).

# To Edit/Update your profile periodically:

* **DOWNLOAD** your most recent template from the link sent by MARCOM   
  If you lost the link, you can find it in the “Shared with me” section of your Drexel OneDrive.  
  Please DO NOT use any previous version that you may have. Always start with the downloaded file.
* **TRACK CHANGES** to make all the necessary edits on to the downloaded file.   
  MARCOM will NOT make any edits unless changes are tracked in MSWord. Without “Track Changes” it is impossible to locate the edits.
* **EMAIL** the completed template to MARCOM ([marcom@drexel.edu](mailto:marcom@drexel.edu)).
* MARCOM will update changes within one month.

# Quick tips:

* Tabs: Your research profile will be divided into tabs for easy browsing. There has five essential tabs that every research profile will have. These are: **CONTACT, OVERVIEW, PEOPLE, RESEARCH and PUBLICATIONS**You may request additional tabs, but there is a seven-tab limit: **FACILITIES and NEWS & EVENTS**.  
  You may request a personalized tab for any special item you want to highlight. This can be done on a 1-on-1 basis. (The more tabs you have, the more cluttered the top navigation is going to appear)
* Pictures may be included within your profiles. Please email high resolution jpeg or png files to MARCOM. Name each picture using the tab on which it should be included, last names of people in the photo and location where the photo was taken (ex. Research\_Kaimal-Bradt\_WalterReed). We may crop/resize pictures to optimize for the layout and improve page loading times.
* Please avoid adding links in the publications tab unless the article is free. Most of these links tend to end in a pay-wall. Researchers are better suited to searching using the library site for your articles.

This template was created by the CNHP Research Committee and MARCOM.

|  |
| --- |
| **Contact** |
| **PI Name:** |
| **Research Keywords (Up to 10 keywords)** |
| **Research Facility / Lab Name** |
| **Primary contact / Project Manager (if applicable)**  Name:  Address:  Phone:  Email: |
| **Website (for Office Use Only)** |
| **Overview** |
| **Overview: (under 300 words) Pictures highlighting lab space (Optional)** |

|  |
| --- |
| **People / Collaborators** |
| **Post-Doc/ Staff: Name and Email. (Optional: Description & Picture.)**      **Doctoral Students: Name and Email. (Optional: Description & Picture.)**      **Students: Name and Email. (Optional: Description & Picture.)**  **Alumni: You can include what they are doing currently. (Optional: Description, Picture & Year of Completion)**  **List of internal collaborators: Pictures, description, and links**      **List of external collaborators: Pictures, description, and links** |

|  |
| --- |
| **Projects** (You may add more than 4 projects by Copy-Pasting the rows) |
| **Project 1: Name****, Description (under 300 words), Picture (Optional)** |
| **Project 2: Name, Description (under 300 words), Picture (Optional)** |
| **Project 3: Name, Description (under 300 words), Picture (Optional)** |
| **Project 4: Name, Description (under 300 words), Picture (Optional)** |
| **Publications** |
| **Online link for publications (Optional)**   * **Research Gate:** * **PubMed:** * **Google Scholar:** * **Other:** |
| **List of publications: Books, journal articles, patents, etc. (You may choose to list selected ones or all of them)** |

|  |
| --- |
| **Facilities (Optional)** |
| **List of equipment: Picture and description: Use this if you want to promote any specific technologies or facilities** |
| **How to reserve use of space: (If there are any calendars used to reserve space in the lab)** |

|  |
| --- |
| **News and Events (Optional)** |
| **List of news articles, event calendar, interesting links, etc.** |