I - Connect to ZoneRecherche

ZoneRecherche URL: https://zonerecherche.hec.ca

Access codes: HEC ID and password

II - Dashboard (home page)

Web of Science Journal Citation I	Reports (JCR) Essential Science Indicators Google	
ZoneRech	erche Tools - Researcher: Dumbledore, Al	Ibus 🗕 🗼
Dashboard Publications Other research activities Journals	View Profile Vi	Add New Content
Organisations	This we do do	
Funded projects	No pending things to do	<i>v</i>
Occasions de financement	Dependitud 5	
Notifications	Dumbledore, Albus (2021). L'influence de J. K. Rowling sur son lectorat, "Vie et vieillissement. Journal article Publication Last edited on 04.02.2021 at 9:45 AM Dumbledore, Albus . La sorcellerie en Amérique (État des lieux de la sorcellerie) (Confédération internationale des Mages et Sorciers). Conference: Presentation (01.01.1920 - 01.01.1920). Other research activity Last edited on 04.02.2021 at 9:38 AM	

- 1 To view your detailed profile: affiliations, expertise, research interests, publications, other research activities, funded projects
- 2 To modify your profile
- 3 To add <u>publications</u> or other <u>research activities</u> to your profile
- 4 Displays the activities or publications that are to be completed
- 5 Displays the latest changes made to your activities or publications
- 6 Left menu:

Dashboard	Publications: List of all your publications: journal articles, book reviews in a journal, edited books, chapters, research papers, other publications.
Publications	Other research activities : List of all your research activities: editorial activities, non-HEC research administration, conferences (organization, participation, presentation), scientific or professional
Other research activities	association management, awards and honors. Journals: List of all journals listed by the Research and Knowledge Transfer Office.
Journals	Organisations: Open only to Chairs and Research Unit Directors at HEC Montréal. To update the unit's contact information and add annual and productivity reports

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Organisations	Funded projects: List of all your funded research projects as principal investigator and co-investigator (read only access)
Funded projects	Occasions de financement: List of the main research funding opportunities to which HEC Montréal's
Occasions de financement	researchers frequently apply (internal and external) with description, eligibility conditions and deadlines.
Notifications	 Note: For these 6 lists, it is currently possible to perform sorts and filters. Notifications: ZoneRecherche Messaging (functionality not available at this time).

1) Once you are logged into ZoneRecherche, in the dashboard, to the right of your name, click on the **Edit** link.



2) Then click on the Research Profile tab.

Key Information *	Work Affiliations	Research Profile	•	-

3) You can then add or modify your fields of expertise and research interests (English and French).

Expertises One expertise per line Complete the information in French and in English No special characters (asterisk, hyphen,) ****Expertises will be displayed on the Web page (June 2017)	
French	
French	
	in French and in E terisk, hyphen,) ayed on the Web p French

IV - Add a publication

Example: Adding a Review Article

4) In the dashboard, click on the Add New Content button (top right) and choose Publication



5) In the list, select the type of publication: Journal article

Select type	
Publication	Type informations
Journal article	Papers written alone or collaboratively, presented at an academic conference, and published in the proceedings (not in scholarly
Book review in journal	journals).

6) Enter all relevant information for your article (fields marked with an asterisk * are required in order to save your publication).

Note: In order for a publication to be displayed on your personal web page, it is essential to fill in the following fields:

- Publishing status : must be either Accepted, In Press, Online or Posted
- Peer reviewed article : must be « Yes », because only peer-reviewed articles are displayed on your web page
- 7) For the entry of the journal:
 - In the "Journal Title" field, enter the **exact name** of the journal.



- 8) For the « Author(s) field :
 - It is important to **select your role** so that it is displayed correctly on your web page.

Aut	hor	(s)	*

Role		Name - Function in the organisation
Author	~	Doe, John B Full Professor - Department of Management
Select contributor role	-	
Author		
Editor		

- 9) Save the publication as "Completed".
 - When all the information is entered for your article, click on the button « Save & Submit ».
 - A pop-up window will appear: you must then click on "Completed", and then on "Done".



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V- Add an activity

Example: Adding an editorial activity - permanent member of an editorial review committee

1) In the dashboard, click on the Add New Content button (top right) and choose Other research activity.



2) In the list, select the type of activity: Editorial activity: review duty

Select type	
Other research activity	Type informations
Editorial activity: Review duty	Editor-in-chief of a peer reviewed journal or permanent members of an editorial review committee.

- 3) Enter all relevant information for your article (fields marked with an asterisk * are required in order to save your activity).
 * Important: Even if you have a multi-year term as a member of an editorial review committee, you must enter a new activity for this term every year.
- 4) Save the activity as "Completed".
 - When all the information is entered for your activity, click on the button « Save & Submit ».
 - A pop-up window will appear: you must then click on "Completed", and then on "Done".

Select the proper s	status	
Incomplete The activity is not comp at this status to compl	ipleted. You can save it ete it later.	
Complete The library will validat be able to view the pu it.	e the record. You will blication but not modify	

ZoneRecherche allows you to consult your funded research projects. (Read access only)

- You will find information about the researchers of the project, the overall funding, the official documents, as well as your research results (journal articles and conferences-presentations) related to the projects.
- If you notice that a funded project for which you are the principal investigator or co-investigator on the official documentation is missing, please contact <u>activites.recherche@hec.ca</u>.
- Please note that a certain delay is possible between the favourable announcement of funding for a research project and its entry in ZoneRecherche.
- Funded projects for which you are the principal investigator and co-investigator are also available under your profile.



1) Access the list of your funded research projects by clicking on "Funded projects" in the left menu.

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2) From the list, you can quickly access certain information by clicking on the triangle, and all of the available information by clicking on the project title.

La legilimancie au secours des personnes vivant avec un choc post-traumatique Dumbledore, Albus - Magician Professor - Department of Information Technologies - [01.02.2021]

Financement

ID : 3444 : Canadian Institutes of Health Research (CIHR) [IRSC] - Essais contrôlés randomisés (01.02.2021) : 50,000 \$ 32 (Fonds), 153 (Unité), 300 (Programme), 26 (Classe), G76 (Projet) Edit

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3) You can also filter the list of your projects by clicking on "Filter".



4) Then select the desired filter using the four selection levels.

Funded project	
Sponsor organisation Granting organisation	

You can filter your research projects to identify those with open access compliance requirements according to funding source.
 Example :

1 to query mode (advanced u 2	4
Funded project Publications open access ci equals 	None 🗸 +
	None
	Open access after 6 months max Open access after 12 months max
Close	Reset Save filter Apply

- Select "Sponsor organisation" to find your funded research projects that were not subject to an application for funding to a competitive opportunity.
- Select "Granting organisation" to find your research projects that resulted from a grant application on a competitive opportunity.
- If you choose to filter by sponsor or granting organisation, be sure to select the name or acronym in the second level of the filter. Complete the selection at the third level for the logical operator as well as the fourth level which is used to specify exactly the value you are looking for. Click on "Apply" to run the selected filters.

Switch to query mode (ad	vanced	user)						
Sponsor organisation	~	Name	~ c	ontains	centre	intégré		•
								() (400000
Close						Reset	Save filter	Appl
Switch to query mode (ad	vanced	user)						

- 5) Under the filters menu is the menu to **define the sort and number of results displayed**. The sorting options are:
 - <u>Updated on (ascending or descending)</u>
 - <u>Alphabetical order of the searched value (A-Z or Z-A)</u>
- 6) To increase the number of results in the list, click on "50" or "100".

Select / Deselect all	Updated on descending Updated on descending	~	2 10 50 100 4 ≤ 1 of 1 ▶		
La legilimancie au secours des personn Dumbledore, Albus - Magician Professor - E Edit	Alphabet (A-Z) Alphabet (Z-A) Department of Information Technologies -	[01.(02.2021] The conded		

ZoneRecherche allows you to consult the main research funding opportunities to which HEC Montréal's researchers frequently apply (internal and external) with description, eligibility conditions, amounts and deadlines.

1) Access the list of funding opportunities by clicking on "Occasions de financement " in the left menu.



2) From the list, you can quickly access certain information by clicking on the triangle, and all the available information by clicking on the name of the occasion de financement.

Programme d'appui au développement de l'agriculture et de l'agroalimentaire en région Ministère de l'Agriculture, des Pêcheries et de l'Alimentation Edit	Visible to the public
Transfert de bourses postdoctorales en subventions de démarrage Fonds de recherche du Québec - Société et culture No deadline	Visible to the public
Edit	
Subventions à la découverte individuelles Natural Sciences and Engineering Research Council of Canada (NSERC) Most recent deadlines are indicated and updated when they are officially disclosed. Deadline(s)	Visible to the public
Submission of letter of intent to funding agency : 01.08.2021 Submission to Research office for detailed revision : 18.10.2021 Institutionnal approval/signature : 29.11.2021 Submission of application to funding agency : 01.11.2021	
Deadline further details : Pour le concours de l'automne 2021, la date limite pour déposer un avis d'intention est le mardi 3 aout 2021 à 20 h (heure de l'Est).	
Edit	

3) You can also filter the list of funding opportunities by clicking on "Filter".





- 4) Then **select the desired filter** using the four selection levels.
 - Select "Occasion de financement" to be able to access the second level of filter where several classifications are available, as well as to be able to filter funding opportunities that have no deadline. Complete the selection at the third level for the logical operator as well as the fourth level which is used to specify exactly the value you are looking for. Click on "Apply" to run the selected filters.

• Select "Dates" to filter the funding opportunities according to the various deadlines specified in the second level of the filter. Complete the selection at the third level for the logical operator as well as the fourth level which is used to specify exactly the value you are looking for. Click on "Apply" to run the selected filters.

Funding opportunity with no deadline will not appear in the results when using this filter.

to query mode	e (advanced u	2		3		4		
Dates	~	related	~	is	~	Select value	Q	+
	related number related Submission of letter of intent to funding agency Submission of application to funding agency		,					
Close		Submission to R Institutionnal app Expected date of	esearch office f proval/signature f results disclos	for detailed revi e er	sion	Reset	Save filter	Apply

- If you choose to filter by "Organisation" to filter funding opportunities by granting organisation, be sure to select the name or acronym in the second level of the filter. Complete the selection at the third level for the logical operator as well as the fourth level which is used to specify exactly the value you are looking for. Click on "Apply" to run the selected filters.
- 5) Under the filters menu is the menu to **define the sort and number of results displayed**. The sorting options are:
 - <u>Updated on (ascending or descending)</u>
 - <u>Alphabetical order of the searched value (A-Z or Z-A)</u>
- 6) To increase the number of results in the list, click on "50" or "100".

Online (Develop to II			
Select / Deselect all	Updated on descending	~	
	Updated on ascending		
Programme d'appui au développement d	Alphabet (A-Z) Alphabet (Z-A)	égion	Visible to the public

Filters and sorting are useful for:

- Check if all your publications have been entered
- Show only certain categories of publications
- View the list of your publications according to a certain order
- 1) Access the list of your publications by clicking on "Publications" in the menu on the left.

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2) In your list of publications, click on "Filter".



• Then, in the drop-down list to the right of "Publication", select the desired filter. <u>Example: To display publications published between 2016 and 2018, select the "Publication year" filter.</u>

Publication	~	Title	~
		Title Output type	
Close		elSBN DOI Publication date Peer reviewed article	
elect / Decelect all		Publication year Status	

- 3) A third drop-down list will appear, and you can define the criteria for the filter.
 - For our example: select the criterion "Between", then indicate the years of publication "2016 and 2018".
 - Then click on "Apply".

Switch to query mod Publication	le (advanced us	Publication year	~	between 🗸	201	6	2018	+	
				equals less than greater than					214
Close				between is empty		Reset	Save filter	Apply	

- 4) Below the filter menu is another menu to set the sort and number of results displayed. The possible sorts are:
 - update order (descending or ascending)
 - alphabetical order of 1st author (or reverse alphabetical order)
 - chronological order of publication year (or reverse chronological order)
- 5) To increase the number of results in the list, click on "50" or "100".



Direction de la recherche et du transfert HEC Montréal ZoneRecherche allows you to extract lists of your publications as a report (PDF or Excel). Currently, researchers have access to one report in ZoneRecherche (others will be added later):

• List of all publications, classified by publication category and research year, including the HEC ranking of the journal or book.

Example: Extract the list of your publications

1) Access the list of your publications by clicking on "Publications" in the menu on the left.

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2) For a list of all your publications, without any filter, click directly on "Report".

* You can also filter your publications before extracting the list. In this case, perform the filter steps on the previous page BEFORE clicking on "Report".



- 3) In the reports menu, click on "Report for all items".
- 4) Select the type of file you want (in the example, it is the PDF format that is selected).
- 5) Then click on the report "Publications_toutes_categories".

Report items	Report format					
\bigcirc Selected items only	PDF 4					
Report for all items						
3 Publications_toutes_categories						

6) Finally, click on the "Create a report" button. After a few seconds, the report will be generated and you can save it to your computer.



For any other questions about ZoneRecherche, please write to <u>activites.recherche@hec.ca</u>.

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