FREQUENTLY ASKED QUESTIONS

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.

(A) Logging into the FPS

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

(1) You must have an active Duke-NUS ID (NUSNET ID) (eg. gmsxxx) with a corresponding password.
(2) You must be enrolled in MFA (Microsoft Multi-Factor Authenticator) using Microsoft Authenticator.

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 to scan the QR code through the Microsoft Authenticator app.

Please contact:

(i) Your respective ACP/SRP/Centre 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 MFA using Microsoft Authenticator?

You will require to download Microsoft Authenticator for your Android or iOS device and set up your MFA.
Please ensure that you are connected to an active network, your NUSNET ID is active and that you have already installed the Microsoft Authenticator in your mobile device. Upon successful registration for MFA, your account will be turned on with MFA the next day.

The step-by-step instruction to setup MFA using Microsoft Authenticator app is available at https://ntouch.nus.edu.sg/dwp/app/#/knowledge/KBA00021401/rkm.

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If you require any technical assistance, please contact Gulab (gulab.singh@partner.nus.edu.sg) or Htike (htike.linwinmaung@duke-nus.edu.sg) or the NUS IT MFA Support team.

Q4. Can I set up multiple Microsoft accounts in Microsoft Authenticator?
Yes, you can. Microsoft Authenticator supports multiple Microsoft work/personal accounts. If you are using Microsoft Authenticator for SingHealth or other organisations, there is no issue to add in your NUS' Microsoft account (i.e., NUS email address) for the NUS Microsoft services and Zoom services.

Q5. Which are the mobile device's operating systems supported by Microsoft Authenticator?
Microsoft Authenticator is available for iOS 14.0 or later, and Android version 8 or later. As there are no longer any security fixes for the older mobile device OSes (aka end of life devices), continue to use the mobile devices with outdated OSes may lead to security breaches and/or data theft as hackers can exploit the vulnerabilities of these older mobile devices to steal your data. You should update your mobile device's OS or upgrade your device if its OS cannot be updated to prevent the security attacks.

(B) 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 to?
Viewing and editing rights by the respective SRP / ACP Department Administrator(s) will be assigned by the FPS Office Administrator. An email notification will be sent to inform you the respective SRP / ACP Department Administrator(s) that has been assigned for editing your profile in the FPS.

Please note the following:
(i) The party whom has been assigned for editing your profile in the FPS 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*".

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(C) Personal Information

Q1. How do I update my particulars in the "Personal Information" section?

Personal particulars are automatically retrieved directly from NUS' CHRS 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/. Under "eServices", click on "Personal Profile" under the "Personal data" tab. It will bring you to the CHRS HR System. Click on "My Profile" and scroll down to the "Contact & Addresses" column. Please note that the update will take up to 24hours to be in effect.

(ii) To update all other personal particulars, such as Education background, nationality, work details etc., please contact Duke-NUS HR (hr@duke-nus.edu.sg). (Please note that supporting documents, such as certificates and passport / NRIC, are required before HR can carry out the respective update.

(D) Information displayed on Duke-NUS Corporate Website using the FPS

Q1. How do I display information that can be visible to the public on the Duke-NUS Corporate website?

You can display your information on the corporate website / platforms that is accessible by the public for the following sections on FPS:

i. Profile Photo
ii. Personal Information* (Full Name, Work Details, Education)
iii. Brief Biography
iv. Memberships in Professional and Academic Societies
v. Professional Training and Academic Career
vi. Top 20 Publications
vii. Education Activities (Teaching Portfolio)
viii. Research Interest
ix. Honours / Awards / Distinctions

Please refer to Appendix 3 user guide "*Guide to update information for Duke-NUS Corporate Website using the FPS*".

Note: Please kindly note that the profile update will take up to 2 working days to be reflected in the system.

Personal Information is automatically retrieved directly from NUS' CHRS and Duke-NUS HR's systems. Displaying of personal information is mandatory in the profile of the Faculty Member / Research Staff in the Duke-NUS Corporate Website.

Q2. If I have been given rights, how do I access the FPS to view / edit the profile on behalf of the researcher / faculty member?

Please refer to Appendix 4 user guide *"Guide for Authorised Administrator to View and/or Edit profile of Other Faculty Member / Research Staff for the Duke-NUS Corporate Website using the FPS "*.

(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 / Top 20 Publications

Q1. How do I fill up the Top 10 Publications / Top 20 Publications section?
You are recommended to fill up the "Publications" sections (i.e. Refereed Journals and Non-Refereed Journals) first before starting on the Top 10 / Top 20 Publications 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 / Top 20 Publications.

Q2. What is the difference between the Top 10 and Top 20 Publications section and do I need to fill up both section?

The Top 10 Publications section is not linked to the Duke-NUS Corporate Website. Hence publications in the Top 10 publications section will not be reflected in the profile of the Faculty Member / Research Staff in the Duke-NUS corporate website. The publications in this section will be reflected in the Faculty Member / Research Staff's CV when their CV is generated using the FPS.

The Top 20 Publications section is linked to the Duke-NUS Corporate Website. Hence publications in the Top 20 Publications section will be reflected in the profile of the Faculty Member / Research Staff in the Duke-NUS corporate website. The publications in this section will not be reflected in the Faculty Member / Research Staff's CV when their CV is generated using the FPS.

Q3. Are all the Top 20 Publications visible to the public?
Yes.

Q4. Is it mandatory to fill up the Top 20 Publications section?
No. However, if this section is left blank, then no publication will be reflected in the profile of the Faculty Member / Research Staff in the Duke-NUS Corporate Website.

(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 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 WORD 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 Academic Medicine, 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.

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Appendix 1

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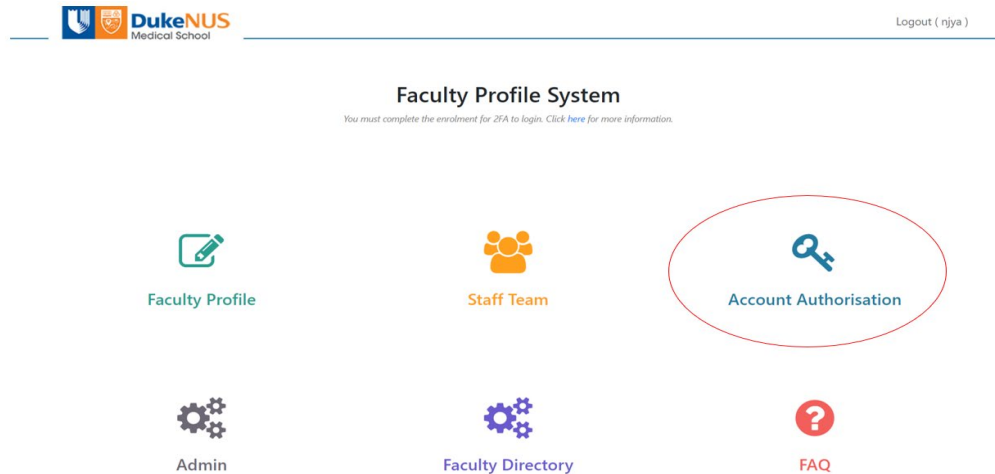
3. Click on **My Faculty Profile** to assign your individual viewing / editing rights to other users.
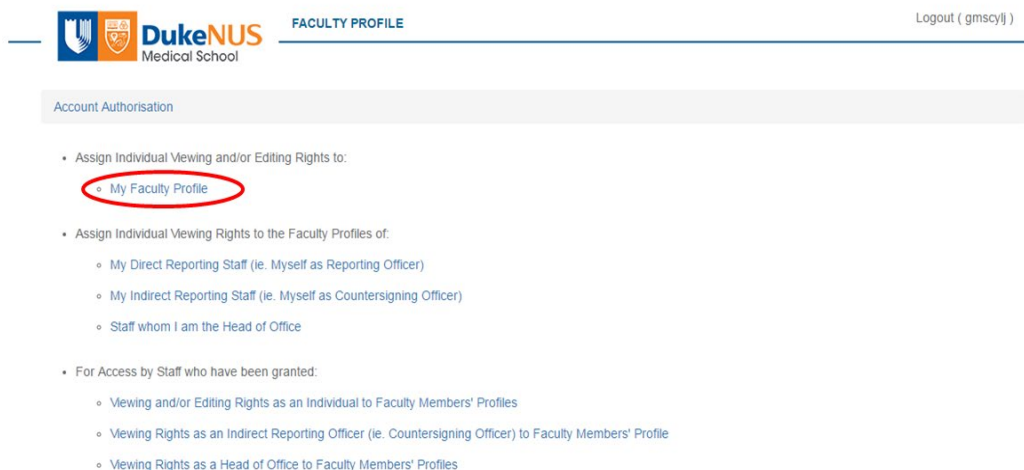
4. Click on green **Add Individual** button to add assigned viewer / editor.
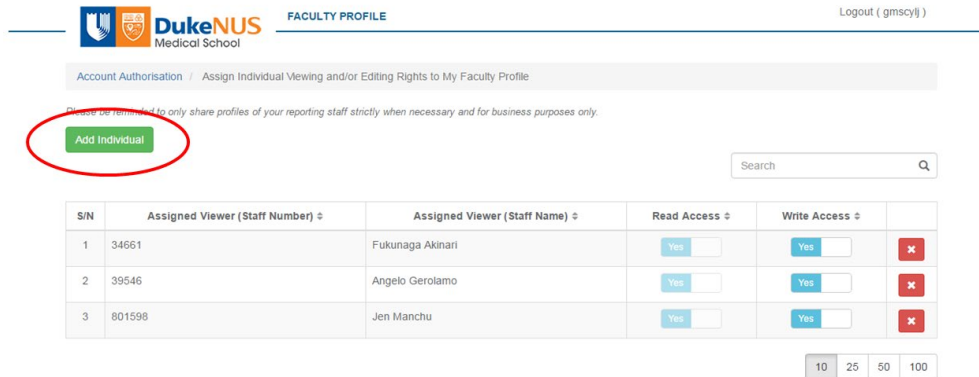
5. Enter **Staff number** of the assigned viewer / editor. Select the corresponding staff's name from the drop-down menu.
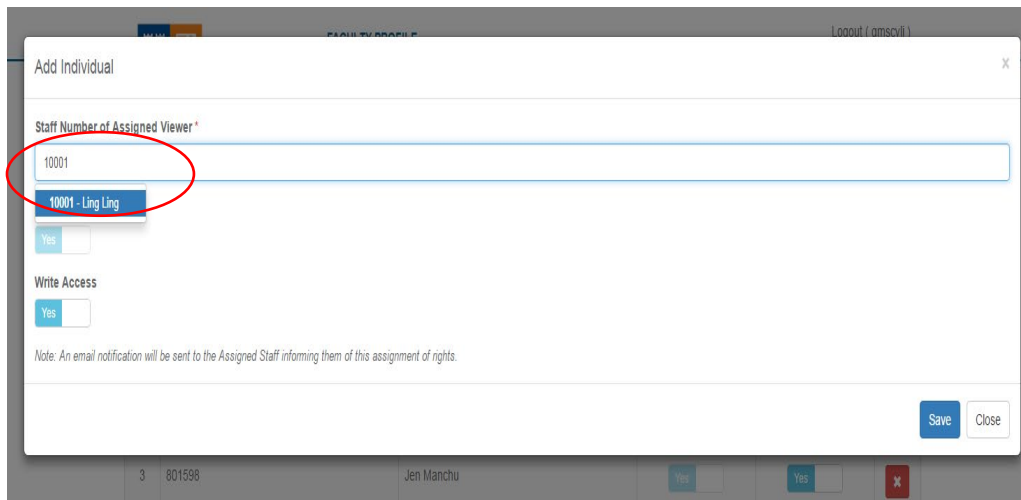
6. You can turn the Write Access (Editing function) on or off by sliding the button. Click "Save".
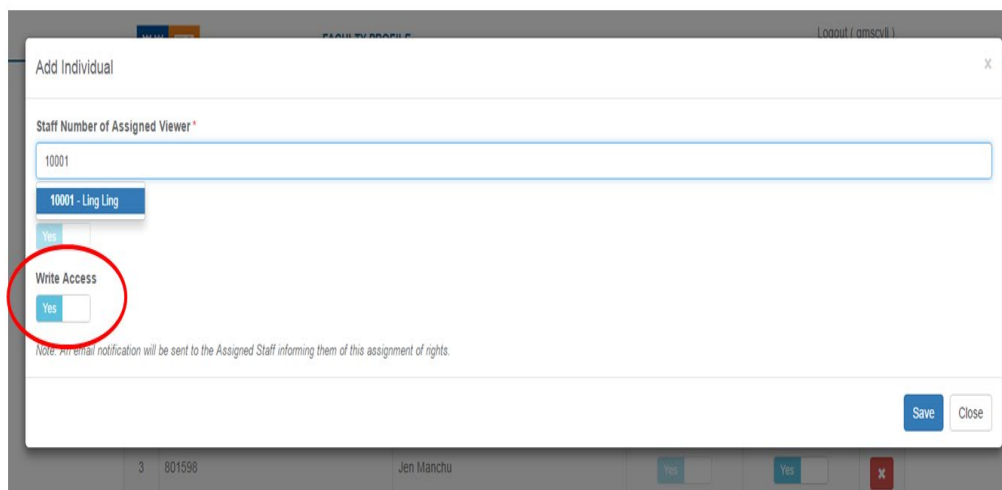
7. A green banner will appear at the top of your screen when the Staff has been successfully added to your list of assigned viewers.
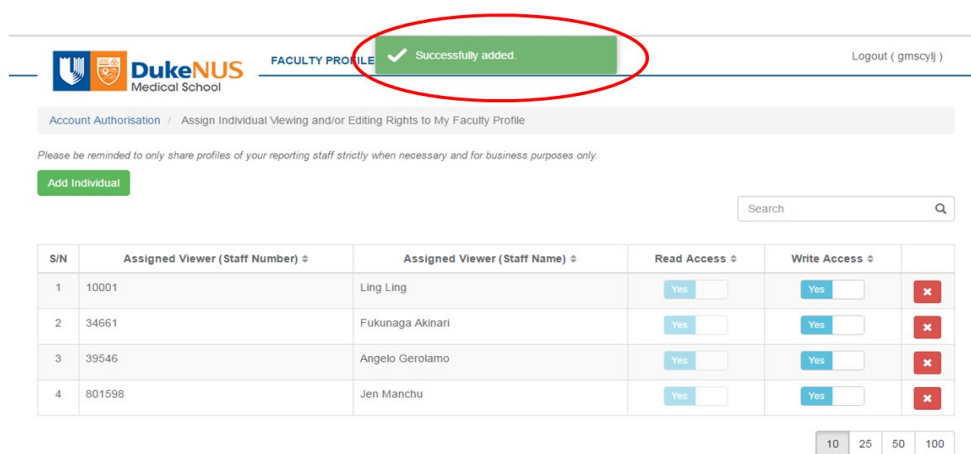
8. The newly added authorized individual will be listed in the table together with all other authorized individuals, outlining their corresponding rights.

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Appendix 2

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**.
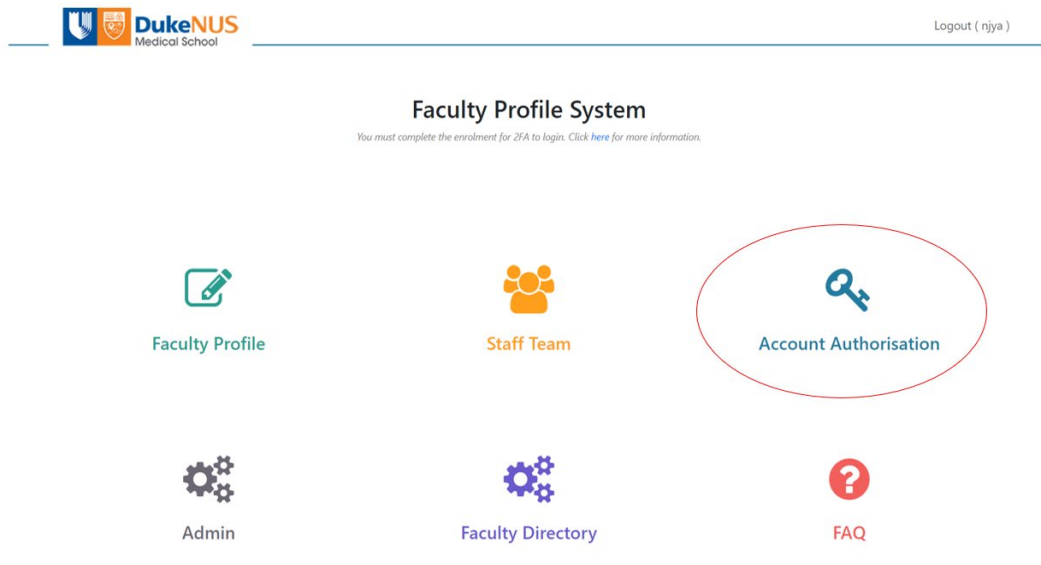
3. Click on "Viewing and / or Editing Rights as an Individual to Faculty Members' Profiles" to view / view & edit other Faculty Members' CV information.

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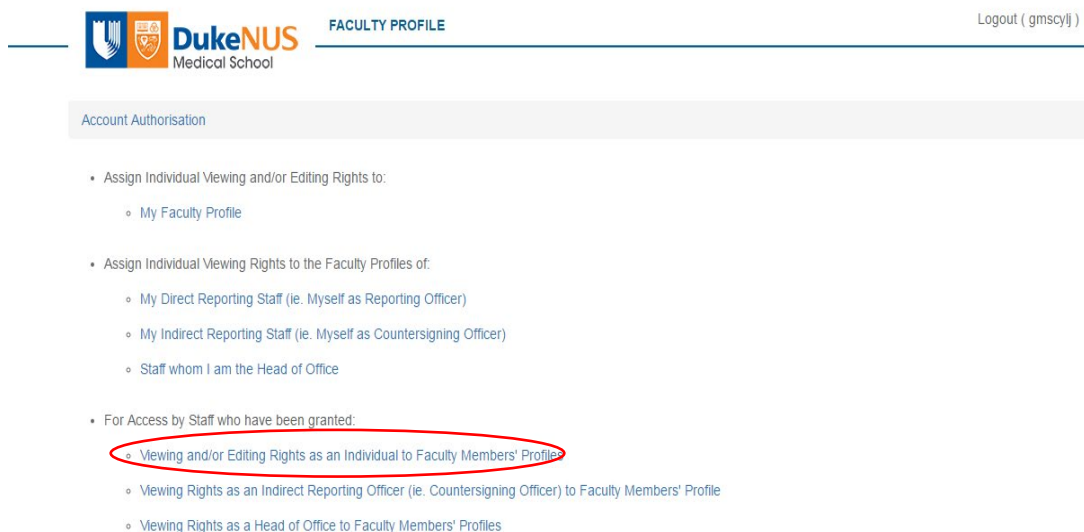
4. A list of Faculty Members / Research Staff whom have given you access to their profiles will be displayed. CV (APT), CV (Personal Info) and NIH Biosketch can be downloaded in PDF or MS-word formats.

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

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Appendix 3

Guide to update information for Duke-NUS Corporate Website using the FPS

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

2. Click on **Faculty Profile.**

3. Sections that are **bold and marked with an asterisk*** are linked to the Duke-NUS Corporate Website where your information is accessible to the public.
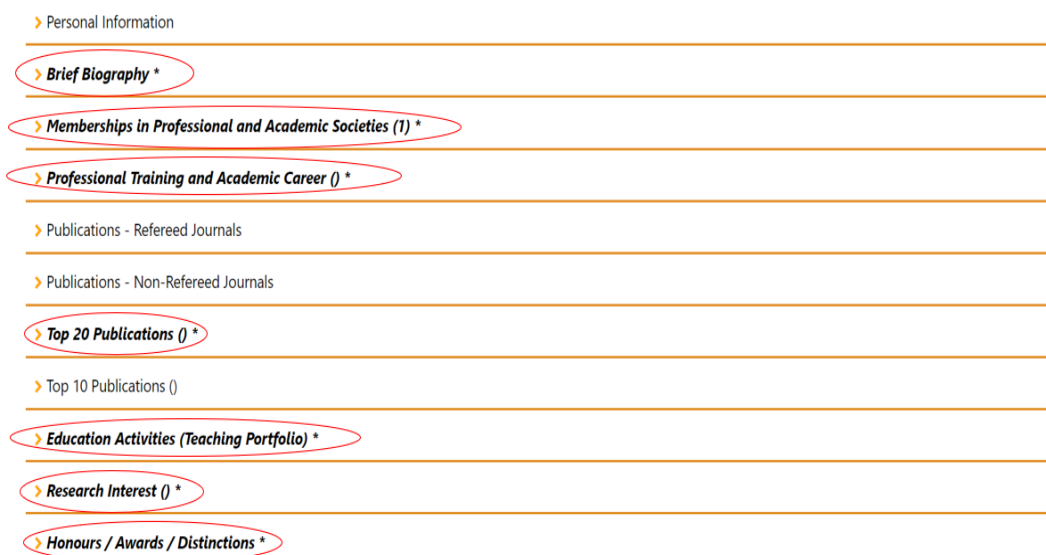
I.   Brief Biography

- The "Internal Use" box are information that will be reflected in the faculty's FPS generated CV.

- Input the information in the "Public Facing" box using formatting options such as **bold,** *italic,* or by providing an URL link.

- You may insert / edit the URL in the pop-up box provided.

II.   **Memberships in Professional and Academic Societies**
- Click on "Add some now".

- Check against the box "**Public Facing: I agree to disclose this information on corporate website / platforms accessible by the public**" if you wish to make your information visible to the public and click "Save".

III. Professional Training and Academic Career
- Click on "Add some now".

- Check against the box "**Public Facing: I agree to disclose this information on corporate website / platforms accessible by the public**" if you wish to make your information visible to the public and click "Save".

IV. Top 20 Publications

- All the top 20 publications listed will be made visible to the public.

V.   Education Activities (Teaching Portfolio)

- Please enter the information in the "**Teaching Activities (Public Facing)**" box if you would like the information to be accessible to the public and click "Save".

VI.   Research Interest

- Click on "Add some now".

- Check against the box "**Public Facing: I agree to disclose this information on corporate website / platforms accessible by the public**" if you wish to make your information visible to the public and click "Save".

VII.   Honours / Awards / Distinctions

- Click on "Add some now".

- Check against the box "**Public Facing: I agree to disclose this information on corporate website / platforms accessible by the public**" if you wish to make your information visible to the public and click "Save".

Appendix 4

Guide for Authorised Administrator to View and/or Edit profile of Other Faculty Member / Research Staff for the Duke-NUS Corporate Website using the FPS

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

2. Click on **Faculty Directory.**
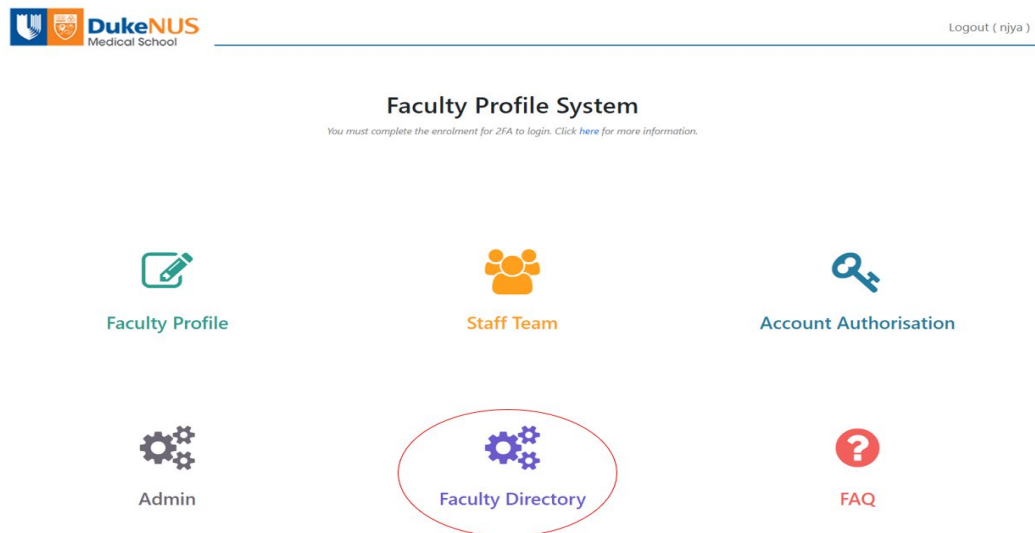
3. Search for corresponding employee's name in the **Search Box** located on the top right-hand corner of the page**.**

4. Click on **Impersonate** to view and/or edit profile on behalf of faculty member.

S/N	NUS Staff No ⌃	Employee Name ⇕	Position Title ⇕	Staff Type ⇕	Office/Lab/Section/Team ⇕	Reporting Officer ⇕	Impersonate
1	17151	Larson Eloise	Professor	Regular Full-Time	SingHealth Duke-NUS Cardiovascular Sciences Academic Clinical Programme	Landen Miller	✏
2	30425	Chance Riddle	Clinical Associate Professor	Adjunct	SingHealth Duke-NUS Cardiovascular Sciences Academic Clinical Programme	Landen Miller	✏
3	34633	Maxim Aguilar	Clinical Associate Professor	Adjunct	SingHealth Duke-NUS Cardiovascular Sciences Academic Clinical Programme	Landen Miller	✏

5. You may now view and/or edit profile on behalf of faculty member for the Duke-NUS Corporate Website using the FPS.

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