

## Investigator Profile for Minneapolis Research Website

1. Please fill out or update the “Research Topics and Areas of Interest” form. This form will be used to populate name, title, funding, and research focus areas.
  - a. Blank form located at [https://www.va.gov/MINNEAPOLISRESEARCH/forms/Research\\_Interests.pdf](https://www.va.gov/MINNEAPOLISRESEARCH/forms/Research_Interests.pdf)
  - b. If you have previously filled out this form, contact the Deputy ACOS for a current copy to verify/update.
  
2. Provide a current copy of your NIH Biosketch. This form will be used to populate your education, position(s), institutional affiliations, and publication link.
  - a. We highly recommend using the NCBI Science Experts Network Curriculum Vitae (SciENcv) tool for creating your biosketch. See <https://www.ncbi.nlm.nih.gov/sciencv/>
  - b. For publication list, NCBI “My Bibliography” (<https://www.ncbi.nlm.nih.gov/myncbi/>) or other public URL is preferred. The link you provide must be maintained by you – we will not list publications on your profile page, we will only provide the link you include. This will ensure your publication list is always up to date.
  - c. If creating your biosketch manually, be sure you are using current NIH format and be sure to include a URL for your publication list (see above). Contact Deputy ACOS if questions.
  
3. To complete your website profile, please provide the additional information requested below.

- a. Research Statement: Describe your research goals, interests, etc. in a concise statement (one paragraph).

- b. If you have a research profile on any of the following services, please enter your link(s):

ORCID ( <a href="https://orcid.org/">https://orcid.org/</a> )	
ResearchGate ( <a href="https://www.researchgate.net/">https://www.researchgate.net/</a> )	
Google Scholar ( <a href="https://scholar.google.com/">https://scholar.google.com/</a> )	
Academia.edu ( <a href="https://www.academia.edu/">https://www.academia.edu/</a> )	
Other	

- c. If you have links to one or more external or internal research websites (personal site, laboratory site, or profile page at academic affiliate) please provide them here:

4. Provide a copy of your official VA staff photo. *If you prefer NOT to include a photo on your profile page, skip this step.*
  - a. If you have a current VA staff photo, please be sure you are sending the original image at full resolution. We will resize as needed for the website.
  - b. If you do not have a staff photo, the VA photographer holds open studio hours on the second Tuesday of each month, 10-12pm and 2-4pm, in Medical Media. No appointment is necessary.
  
5. Send all materials (Research Topics and Areas of Interest form, NIH Biosketch, this form, and VA staff photo) via email to the Research Office at [vhaminresearchoffice@va.gov](mailto:vhaminresearchoffice@va.gov).