Using the Research Profile Management System (RPM)

General Tips

Before you enter information, be aware:

Saving changes
RPM does not automatically save new information or updates. Always press the 'Submit' button at the bottom of the page to save changes.

Typing
Where possible, it is better to type directly into RPM to avoid formatting problems. Copying and pasting text into RPM can cause error characters to appear in the online profile, even though these are not visible in RPM. If you copy and paste, always paste as plain text into a Word Document.

Keeping information relevant, succinct and consistent across the APO
It is not necessary to populate all fields in the APO. If a field is empty, the heading will not display online. Populate the fields that best showcase your work and research, leave the others blank. Put core information in the first paragraph. Entice readers to press the 'read more' button.

If you are unable to enter and edit in RPM, and your contract type is eligible for an APO, contact your Research Support Officer (RSO). Your RSO will ensure you are able to enter and edit your APO in RPM.

Uploading your CV is optional. **For your privacy, omit all personal information** like mobile numbers, address and date of birth prior to uploading your CV.

If you have many unpublished conference presentations or media outputs, please consider keeping this information up to date on your CV and uploading a copy of your CV to your profile instead of entering it to your profile.

Update regularly
Keep reminders to check and update your profile regularly (at least once a year). You can find a table here showing who to contact if you wish to add, change, or update information on your profile. Most of the content can be modified via the RPM system.

If you have further question or would like to initiate support, please submit a Request for Assistance form. CCS staff and honorary affiliates are supported by FMH Research Support Sydney Precinct team which can be contacted via: fmh.research-sydney@sydney.edu.au.