

## How to add Award to your profile

Navigation: About Academic Background Publications Software **Grants/Awards** Works By Students Contact View All

**Researcher On**

**Co-Principal Investigator 2**

- Toward Engaging Researchers in Research Identity Data Curation awarded by Institute of Museum and Library Services - (Washington D.C., District of Columbia, United States) 2016 - 2017
- Social Aspects of Participation in Online Research Identity Management Systems awarded by Online Computer Library Center - (Dublin, Ohio, United States) 2015 - 2016

**Awards And Honors**

- Fellow conferred by American Society of Civil Engineers - (Reston, Virginia, United States) 2020

Right sidebar: Webs, Pers, Goog, Altm, ORCID, Rese, Semi, retri, Met, scho, (Info, Onlir, Re

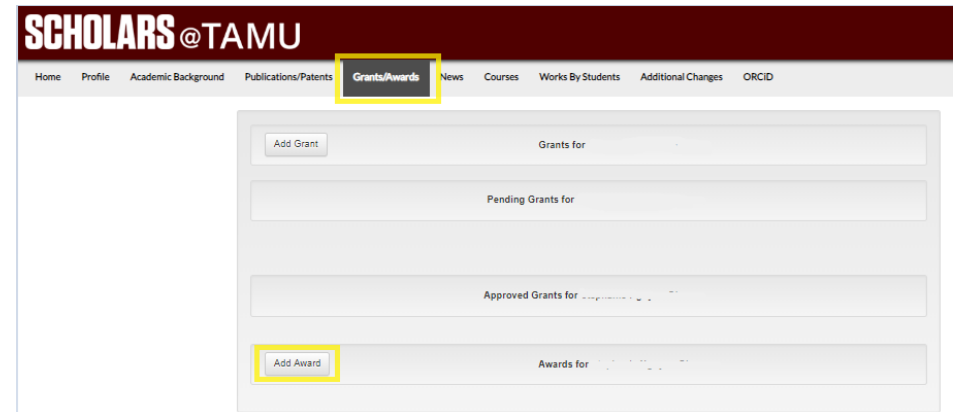
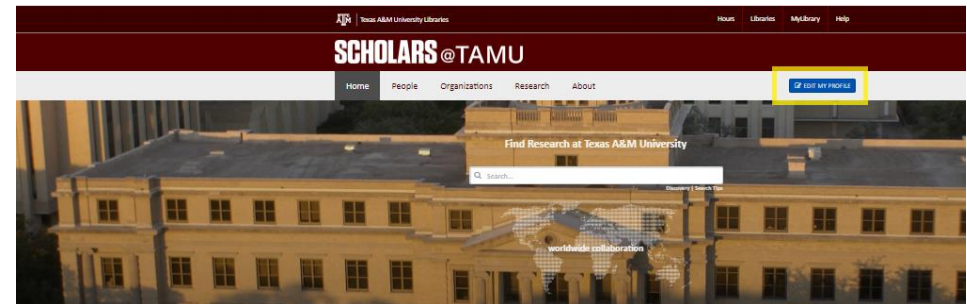
You may add awards to your public profile page (as shown above). To do this, please follow the steps listed below. Note: awards conferred for multiple years still need to be submitted as separate entries

# SCHOLARS@TAMU

## Steps

1. Locate and click the “**EDIT MY PROFILE**” button to the right of the main tabs on the Scholars@TAMU homepage
2. Locate the **Grant/Award tab** in the middle of the Scholars@TAMU main section bar. Click the **Add Award** button. A dialogue box to add award data should appear

## Screen View



3. Complete the following text fields in the Add New Award dialogue box:
  - a. for the **Conferred by** field, type the exact name of the awarding organization
    - i. to search if the awarding organization already exists in the database, type the partial name of the organization preceded by a % sign
    - ii. alternatively, you may enter a [grid.ac](#) id (e.g. paste grid.264756.4 in the Conferred by text box for Texas A&M University)
  - b. for the **Award Title**, enter the exact award title as conferred by the organization
    - i. before submitting a manual entry of the award name, please check if the award title already exists in the database by doing the following
      1. type \*\*\* in the Award title text box to see the top 20 awards (in ascending alphabetical order) conferred for a particular organization
      2. if the award name doesn't appear in the top 20 award names, enter a portion of the award title using the % sign
  - c. for the **Description** field, enter any additional information that may be relevant such as
    - c-1. award length (e.g. 2 year award)
    - c-2. purpose of award (e.g. for contributions regarding...)

**Add New Award**

**Conferred by: \***

Begin typing the exact name of the organization that conferred the award, or use % sign for help (e.g., %Academy of Arts -> American Academy of Arts and Sciences). Select the organization from the list.

If your organization is not on the list, please submit a request in the "Additional Changes" section with your award data.

**Award Title: \***

Begin typing the name of the award conferred, or use % sign (e.g., %ASME Medal -> The ASME Medal). Select your award from the list. If your award is not listed, please type the exact name of the award. Type \*\*\* to see (up to 20) available options.

**Description:**

**Year Awarded: \***

Add Award

Award in your profile will be displayed in the format below:  
[Award Title] conferred by [Conferred by] - [Description, if exist] [Year Awarded]

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- d. for the **Year Awarded** field, enter the year the award was received
4. When completed with entering required details about the award entry, click **Add Award**