C Clarivate™

GLOBAL INSTITUTIONAL PROFILES PROJECT
Data Collection Guidebook

SECTION 1 - INTRODUCTION & OVERVIEW

The **Global Institutional Profiles** data collection process is one component of the Global Institutional *Profiles Project*. Please see the website for more details:

https://clarivate.com/webofsciencegroup/globalprofilesproject/

You will also find various support materials and general information at the Support site: http://ips.clarivate.com//globalprofilesproject/datacollection/support/

As the Profiles Project representative of your institution, the Data Collection Portal will allow you to provide us with key information about your institution.

We recognize that collecting this information will take time and may require input from different departments within your institution. However it is very important that we maintain data integrity, and for this reason you are the only person from your institution entitled to input and submit data in to the Data Collection portal.

We appreciate that it will require some effort on your part to collect the information that we need, and we would like to thank you in advance for your work. In order to properly profile your institution, it is essential that you provide complete and accurate information through each step of the process. Doing so will generate a comprehensive and meaningful picture of what your institution does. People interested in your institution can utilize this in a variety of ways. For example, it will inform potential students, researchers, funding bodies and collaborators in other countries.

Failure to provide accurate information might give a misleading impression of your institution and your institution may be misrepresented or omitted in comparisons or groupings of leading institutions.

It is very important that you fully understand the details of the *Terms & Conditions* regarding the data you supply to this site. If you wish to review the *Terms & Conditions* at any time there is a link at the bottom of every portal page.

For this Data Collection Process there are 3 basic steps:

STEP 1: Enter general information about your institution, such as the mailing address, web page URL.

STEP 2: Enter detailed information about the teaching and research activities of your institution, such as the number of academic staff, number of students, number of degrees awarded and income from different sources. Detailed data definitions are available in Section 3 — Data Definitions.

STEP 3: Review, print, and submit your data. Once you have submitted the data you will no longer be able to make additions or edits. However, you will still be able to review and print the data.

The portal is designed to allow you to input data, save it and return to it at any time. You may continue entering and editing data until you complete the final submission process. Check marks note completed sections. The teaching and Research data entry pages include a progress bar that indicates the percentage of data entry you have completed. To help you identify data entry gaps, you may review and print your entire profile from the "REVIEW, PRINT AND SUBMIT" section. You may also use this feature to generate a blank template of the data fields before you start collecting data.

The data collection portal is structured to collect accurate and detailed information to enable us to profile your institution. Upon entering the portal, you will be presented with the following four areas of data collection:

ENTER INSTITUTIONAL AND CONTACT INFORMATION	ENTER DATA ABOUT TEACHING AND RESEARCH	REVIEW, PRINT AND SUBMIT YOUR FINAL DATA TABLES
Enter summary information about your institution such as key contact points, mission, and social media handles.	Enter detailed information about your institution such as staff, student and degree	Review, print and submit your institution's data. Once submitted, you may not edit data, but you can review and print the data submission.