Login

Login to the portal from the footer of the main page (http://research.lut.fi/). Use general LUT accounts.

Edit my profile

- **Key Information – Business Cards**: Phone number and email address appears to the public portal via Business Card (Employment Contract). Use Active Cards when updating details.
- **Research Profile**: Choose your Research Areas and you’ll be found from the Area Filter in the public portal. You can be found also with Keywords!

CV Activities

Add details for Curriculum Vitae. You can create .doc or .pdf format CV from Reports: CV – Start generator.

Mobility

**Research and Teacher Mobility**
- Exchange abroad
- Exchange to LUT

Information of incoming and outgoing researchers and teachers are gathered via LUT Research Portal.

Publications

See your publications – List all
- **Status Non-validated**: You are able to modify publication information
- **For validation by library**: You are not able to modify publication details
- **Validated**: Library has validated your publication
- If the status of Public is **Yes** publication will be shown in the public portal

Add a publication – Add new
- Add publication information manually or import from external source (Scopus, WoS...)
- Mandatory fields are marked with asterisk (*)
- While saving a publication choose a status

Project Applications

- **Add new** – add information of a new project application
- Application goes through 3-phase approval process. Acceptance is needed from 1) Unit, 2) Research and Innovation Services (TIP) and 3) Dean.
- The Internal Budget Calculation have to include to every application.