- 1) Log into the Imperial portal of **Symplectic Elements**: <u>https://www.imperial.ac.uk/symplecticelements/login.html?returnurl=default.html</u>
- 2) In the **My Publications** section, click **Export** next to **Journal articles**, and select **CSV** format:

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(NOTE: This can also be performed for **Conferences**, though fewer records have DOIs associated with them)

3) Open the CSV document in Excel:

Column I shows the **DOI** (*"digital object identifier"*) of all publications. **Copy Column I**

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- 4) Log into Researchfish: https://www.researchfish.com
- 5) Go to My Awards and click on the relevant Award Name.

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6) From the list of Common Outcomes, click on Publications

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7) Click on + Add new entry



8) On the **Publications Search** page, select the **DOI** option at the top of the page.

Paste the column of DOI numbers from the **Excel CSV document** into the dialogue box. You can enter up to 100 DOIs at a time, separating each entry with a comma, space, or a new line.

Click Search for Publications.

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9) The publications will be shown in a list. Select the relevant one(s) using the tickboxes.

At the bottom of the page, you need to choose which award(s) to attribute the publication(s) to. You will see tickboxes for each award in your Researchfish account, and ticking an award will attribute the publication(s) to it.

The award which you initially selected on the **My Awards** homepage will already be ticked by default. Clicking **Add to portfolio** will save your outcome and attribution.

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10) You will return you back to the list of **Publications**.

At any time, you can use the **Yes/No** toggle sliders to attribute or unattribute publications to the award.



11) Note that not all publications have DOIs associated with them.

Any publications which cannot be imported via this method should be either added manually or by using an alternative identifier, such as PubMed ID, Scopus ID etc.

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