

EASY INSTRUCTIONS TO COMPLETE YOUR MEMBER PROFILE:

NCURA has begun your member profile by importing your contact information into the Member Profile database. These instructions tell you how to complete your member profile to allow you to fully participate in NCURA's on-line community.

- (1) Log on to NCURA's web site at www.ncura.edu
- (2) Click on *Especially for Members*
- (3) Click on *NCURA's On-Line Resource* and type in your ID and Password (your ID is your membership ID number and initially your password is your last name). Click on *Submit*.
- (4) Click on *Change Your Personal Information*
- (5) Review each of the following screens (see inside of flyer for more detail about what each screen includes) :
 - **Contact information**
Check for completeness and accuracy
 - **Demographics**
Complete this section and click on *Update and Save*
 - **Topics of interest**
Complete this section and click on *Update and Save*
 - **Service history (View Only)**
 - **Presenter history (View Only)**
 - **Communications**

HOW DOES A MEMBER PROFILE DATABASE BENEFIT ME?

- Facilitate member-to-member networking
- Reach experts for advice
- Make your expertise known to others for speaking opportunities or to serve on a committee
- Become involved as an NCURA volunteer
- Participate in on-line voting

IT ALSO ALLOWS NCURA TO BETTER SERVE YOU AS A MEMBER BY:

- Identifying your special needs & interests
- Providing useful information for conference planning
- Making volunteers easier to find
- Enabling speedy communication between members
- Serving as a tool for NCURA to query the membership
- Facilitating accurate reporting



How to Complete and Benefit from *The NCURA Member Profile*

ON-LINE MEMBER PROFILE SECTIONS

- ☞ **CONTACT INFORMATION**
- ☞ **DEMOGRAPHICS**
- ☞ **TOPICS OF INTEREST**
- ☞ **SERVICE HISTORY**
- ☞ **PRESENTER HISTORY**
- ☞ **COMMUNICATIONS**

CONTACT INFORMATION

This section is linked to the master member database in the NCURA National Office that contains a member's key contact information. To update this information, click on the button on the bottom of the page to submit changes. The National Office will update this information and post it back to the Member Profile, usually within 48 hours. This section includes:

- Member ID and Password
- Name & Title
- Organization
- Address
- Phone, Fax & Email
- Year joined NCURA
- Region

DEMOGRAPHICS

This section captures information that provides a brief biographical sketch of each member, including:

- Year became a Research Administrator
- Full time or part time employment
- Gender, race and ethnicity
- Professional organizational memberships
- Salary (Confidential)
- Role within your organization
- Educational degrees and certifications
- Brief biographical sketch
- Experience as a national or regional speaker
- Other areas of expertise

TOPICS OF INTEREST

Members can quickly click on the topics for which they have responsibility, expertise, or interest. Sample categories include:

- Audit
- Award Negotiation
- Biosafety Compliance
- Clinical Trials
- Conflict of Interest
- Funding Opportunities
- Government Relations
- Human Subjects Compliance
- Government Relations
- Industry Negotiations
- Post-Award Admn.
- Proposal Submission
- Proposal Writing
- Subcontracting
- Web Management
- ... and more

SERVICE HISTORY

This section is managed by NCURA and lists the NCURA Service History of the member, including committee participation, offices held and the dates of service. This currently contains only active working groups.

PRESENTER HISTORY

Like Service History, this section is managed by NCURA and will list the presentations made at NCURA meetings by members. This section currently contains presentations made at national meetings in 2000 and 2001.

COMMUNICATION

This section allows members to view the listservs they have access to with NCURA and to manage their participation. This section also includes options for members to subscribe/ unsubscribe to electronic communications and listservs, including the ability to temporarily suspend email while on vacation.

HOW TO SEARCH THE MEMBER PROFILE DATABASE

- ☞ From the NCURA web site (www.ncura.edu), click on *Especially for Members*
 - ☞ Click on *NCURA's On-Line Resource* and type in your ID and Password (your ID is your membership ID number and initially your password is your last name)
 - ☞ From the Member Menu, click on *Search the Member Profile Database*
 - ☞ **TO DO A QUICK SEARCH**, enter a name, title, organization, or region to quickly locate key contact information for an individual or a group (e.g., all members from a given organization or a region).
 - ☞ Click on the *Submit Search* button
- OR**
- ☞ **TO DO A FULL SEARCH:** Click on *Full Search* on the top of the Search Screen, and
 - ☞ Select one or multiple parameters from the long list provided to perform your search. Multiple parameters serve as "AND" statements in your query. For example, you could use the full search to find individuals who meet the following criteria:
 - Expertise in Conflict of Interest
 - Members of Region IV who also have experience speaking at a National Meeting
 - Holds a J.D. degree and has responsibility for Clinical Trials
 - Individuals with survey experience (use the keyword search at the bottom of the search screen.)

- ☞ Click on *Submit Search*

