Instructions for Adding Information to Lund University Research Portal

This information is only relevant to researchers from Lund University.

As a researcher you are requested to add all publications and projects to the Lund University Research Portal. You can also add other information such as research related activities and conference presentations for example.

You add information to the portal in the system LUCRIS.

[Log into LUCRIS (with your LUCAT-ID)](https://lucris.lub.lu.se)

[Lund University Research Portal](https://portal.research.lu.se/en/)

**Publications**

If you work at the medical or science faculties at Lund University, almost all of your publications are retrieved automatically by Lund University via Scopus and added to your profile in the portal. This means that you do not have to do anything yourself in LUCRIS, the system where you add information to the portal. This works on the basis that you have added Lund University and LINXS as your affiliations to your publication.

In some cases, the publication is not retrieved automatically and then you have to add it yourself to the portal. In those cases, it is important that you add LINXS as an affiliated organisation if the publication is related to LINXS research, and any other affiliation that is relevant.

Note: the affiliations you add in LUCRIS should correspond to the affiliations listed under your own name in the publication you are adding.

You have to search for LINXS in the drop-down menu under the heading: *affiliate to another organisational unit*.

**How to add other publications and other material to the Lund University Research Portal**

Via the link below there are full instructions for how to add publications and materials such as projects and research related activities to LUCRIS.

<https://www.staff.lu.se/research-and-education/research-support/lucris-research-information-system/help-and-support>