



ST. JOHN'S
UNIVERSITY



Discover
your colleague

User Guide
Release v1.1

February 15, 2024



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INTRODUCTION

Discover Your Colleague (DYC) was established as a collaborative resource that will promote your innovative research across the St. John's University academic community. Serving faculty, students, and the community at-large, DYC will help our institution recognize achievement, and engage students and other faculty in active multidisciplinary research endeavors.

Faculty who utilize this system can export views of their scholarly work, identify faculty conducting research in areas of interest, and seek colleagues for collaborative projects. We believe the ability to promote scholarly activity among the St. John's University community raises the visibility of our achievements and helps us all to grow as a research community.

Students benefit also, as DYC allows for faculty research programs to gain visibility and provide avenues for students to become actively involved. By providing students such high-level opportunities to engage in research, we continue the student-centered approach so integral to our vision and mission.

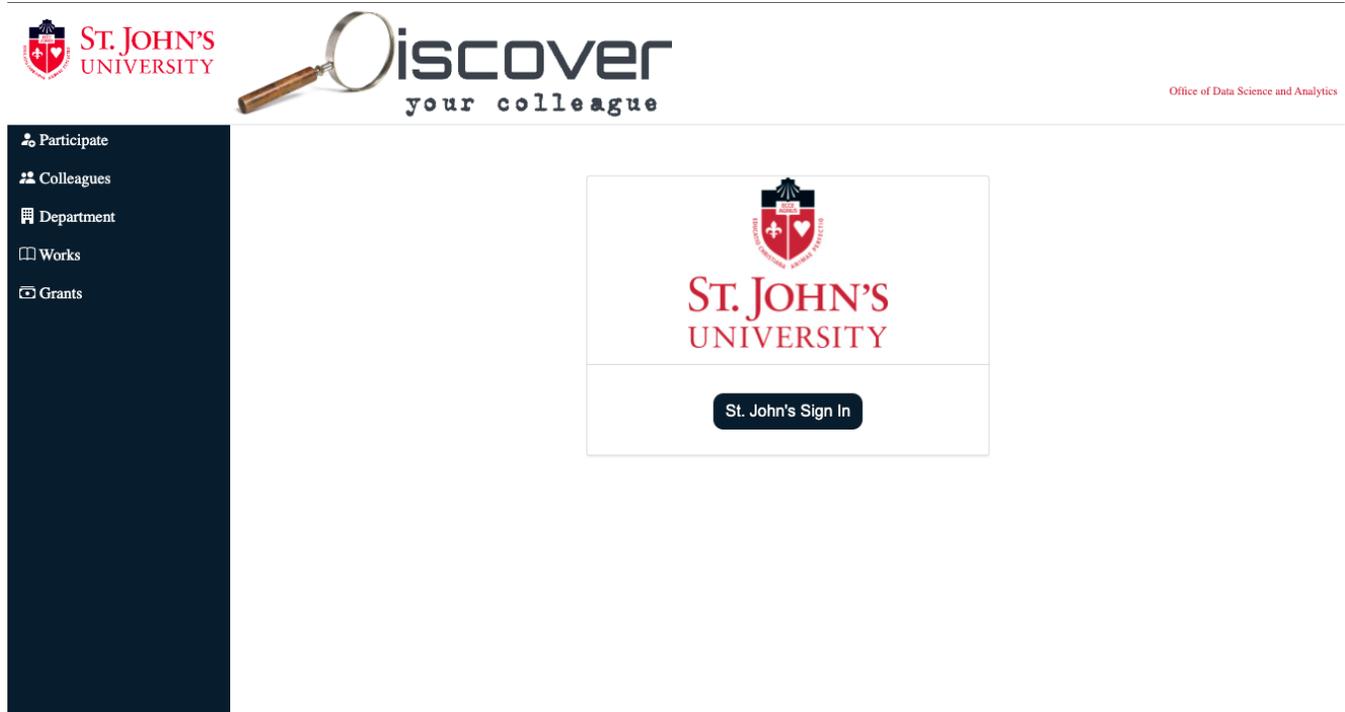
Multiple groups across the University are already using DYC. The Venture and Innovation Center (VIC) utilizes DYC to connect faculty and students with needed resources as does the Office of Grants and Sponsored Research.

This document was created as a companion and user guide to navigating and participating in the DYC tool. Please email maddoxd@stjohns.edu with any questions or additional clarifications and updates to this document.

1. GETTING STARTED

DYC Can be found by clicking [HERE](#), or by visiting <https://data.stjohns.edu/DSA/dyc/>

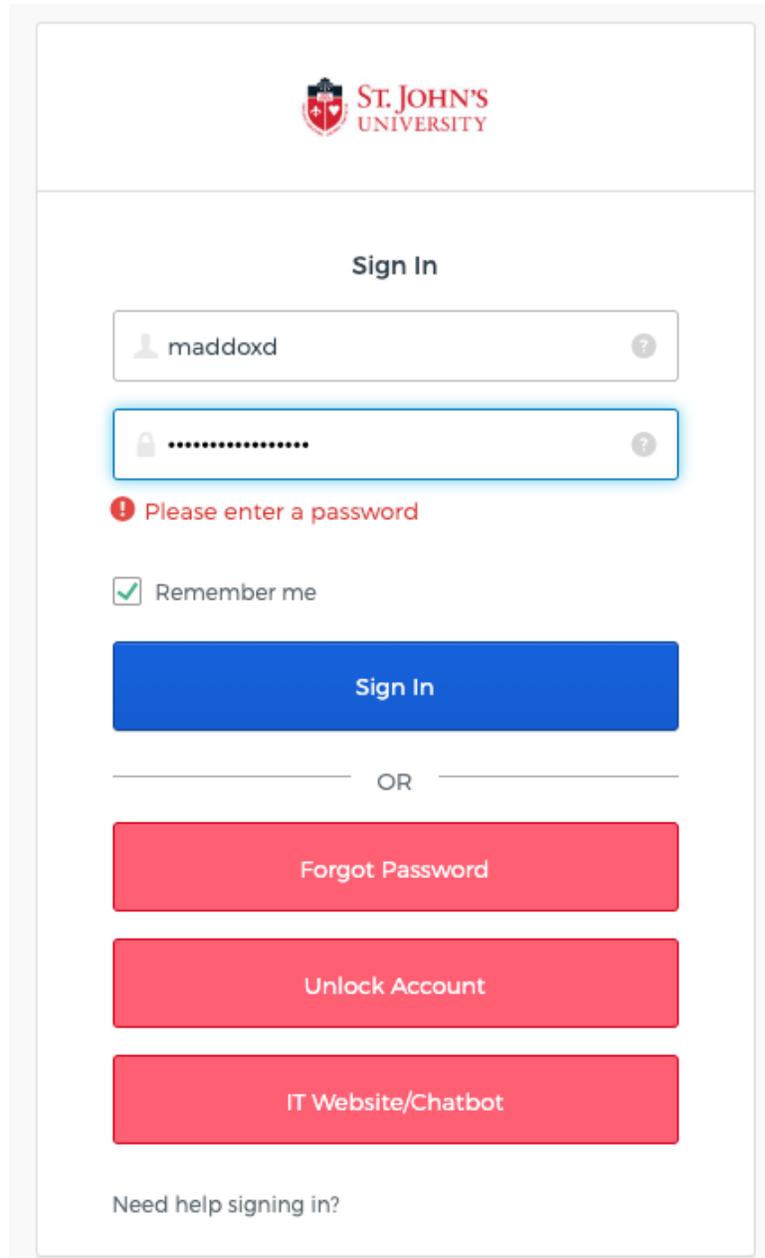
Once you have arrived at the website for the first time, you will be presented with this screen:



The screenshot shows the Discover your colleague website interface. At the top left is the St. John's University logo. To its right is the 'Discover your colleague' logo featuring a magnifying glass icon. On the far right, it says 'Office of Data Science and Analytics'. A dark blue sidebar on the left contains navigation links: Participate, Colleagues, Department, Works, and Grants. The main content area displays the St. John's University logo and a 'St. John's Sign In' button.

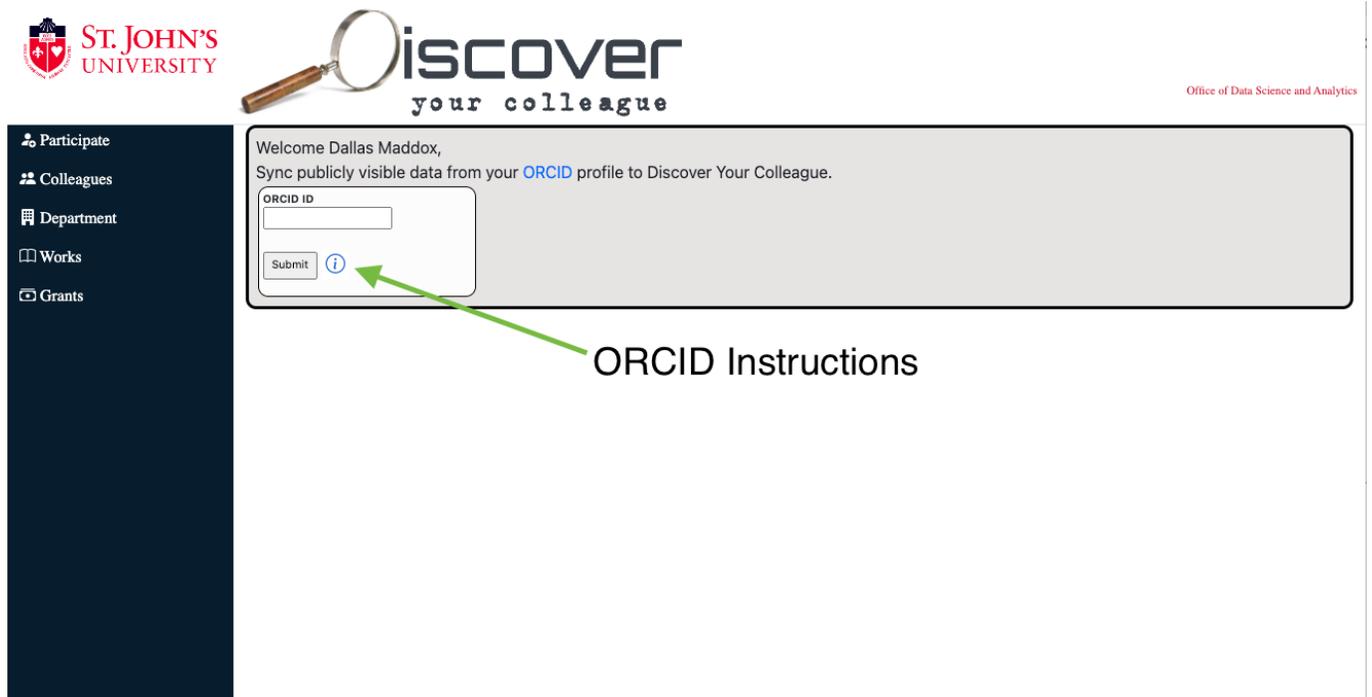
Access is granted via the universities OKTA system (Single Sign On).

The subsequent screen will require your OKTA/St. John's credentials, similar to "signon.stjohns.edu". The screen will look like this:



The screenshot shows the St. John's University OKTA Sign In page. At the top is the St. John's University logo. Below it is the title "Sign In". There are two input fields: the first contains the username "maddoxd" and the second contains a masked password "*****". A red error message "Please enter a password" is displayed below the password field. Below the error message is a checked checkbox labeled "Remember me". A blue "Sign In" button is positioned below the checkbox. Below the button is a horizontal line with "OR" in the center. Underneath the line are three red buttons: "Forgot Password", "Unlock Account", and "IT Website/Chatbot". At the bottom of the page is the text "Need help signing in?".

Once you have authenticated, you will be presented with a default participate option (After you participate, this will no longer be the default screen. It will subsequently default to the “Colleagues” screen.)



The screenshot shows the Discover Your Colleague interface. On the left is a dark blue sidebar with navigation options: Participate, Colleagues, Department, Works, and Grants. The main content area features the St. John's University logo and the Discover Your Colleague logo. A welcome message for Dallas Maddox is displayed, followed by a form to sync ORCID data. The form includes an input field for the ORCID ID, a Submit button, and a small blue information icon (i) next to the Submit button. A green arrow points from the text "ORCID Instructions" below to the information icon.

If you are already familiar with ORCID, you can enter your ORCID ID here and proceed. However, if you are not familiar with ORCID or do not have an ORCID ID, you can click the little blue “i” as indicated by the green arrow above. TIP: Anytime you see a blue “i” this contains a quick help page.

Doing so will reveal these instructions, asking you to visit <https://ORCID.org/>



ST. JOHN'S UNIVERSITY

Discover
your colleague

Welcome Dallas Maddox,
Sync publicly visible data from your [ORCID](#) profile to Discover Your Colleague.

ORCID ID

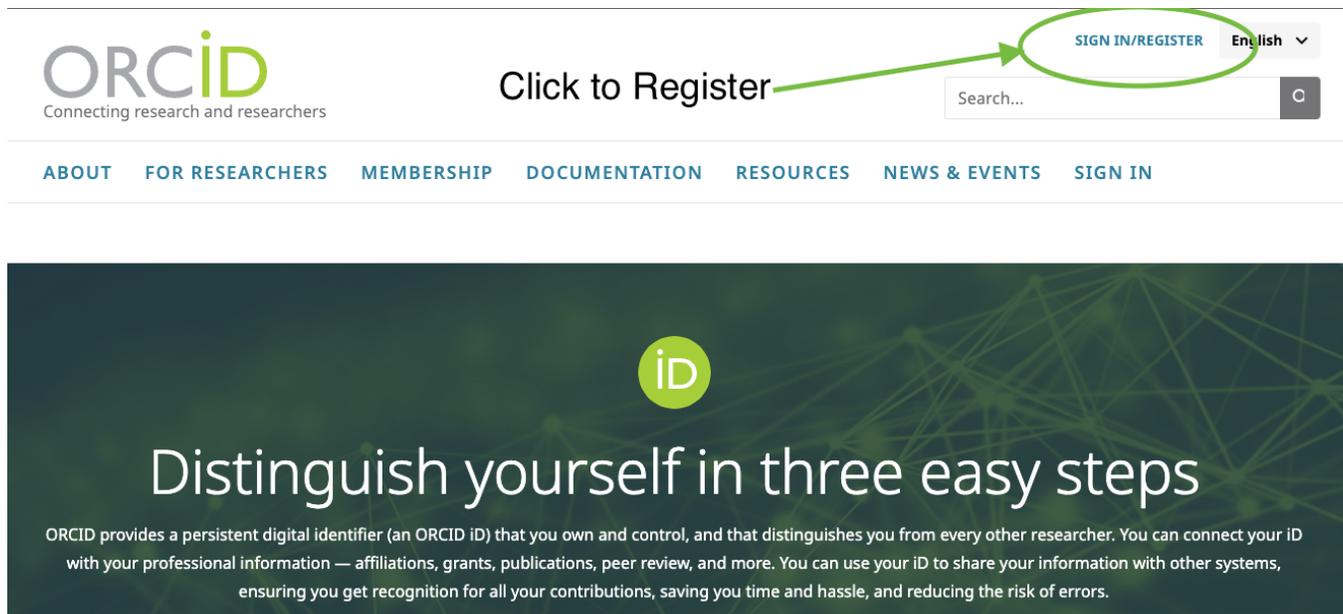
Submit

If you don't have an Orcid ID, you can create one by following the steps below:

- Go to <https://orcid.org/> and click "SIGN IN/REGISTER" in the top right corner.
- Under the sign in fields, find where it says "Don't have an ORCID iD yet? Register now" and click "Register now".
- Provide your first and last name exactly as it appears in Banner.
- Create a password.

If you are having trouble syncing your Orcid data with Discover Your Colleague, make sure the first and last name in Orcid matches your first and last name in Banner. You can update your name in Orcid by logging in and selecting the pencil icon in the top right corner of the Name section. You can retry submitting your Orcid ID in Discover Your Colleague as soon as you've saved the changes in Orcid.

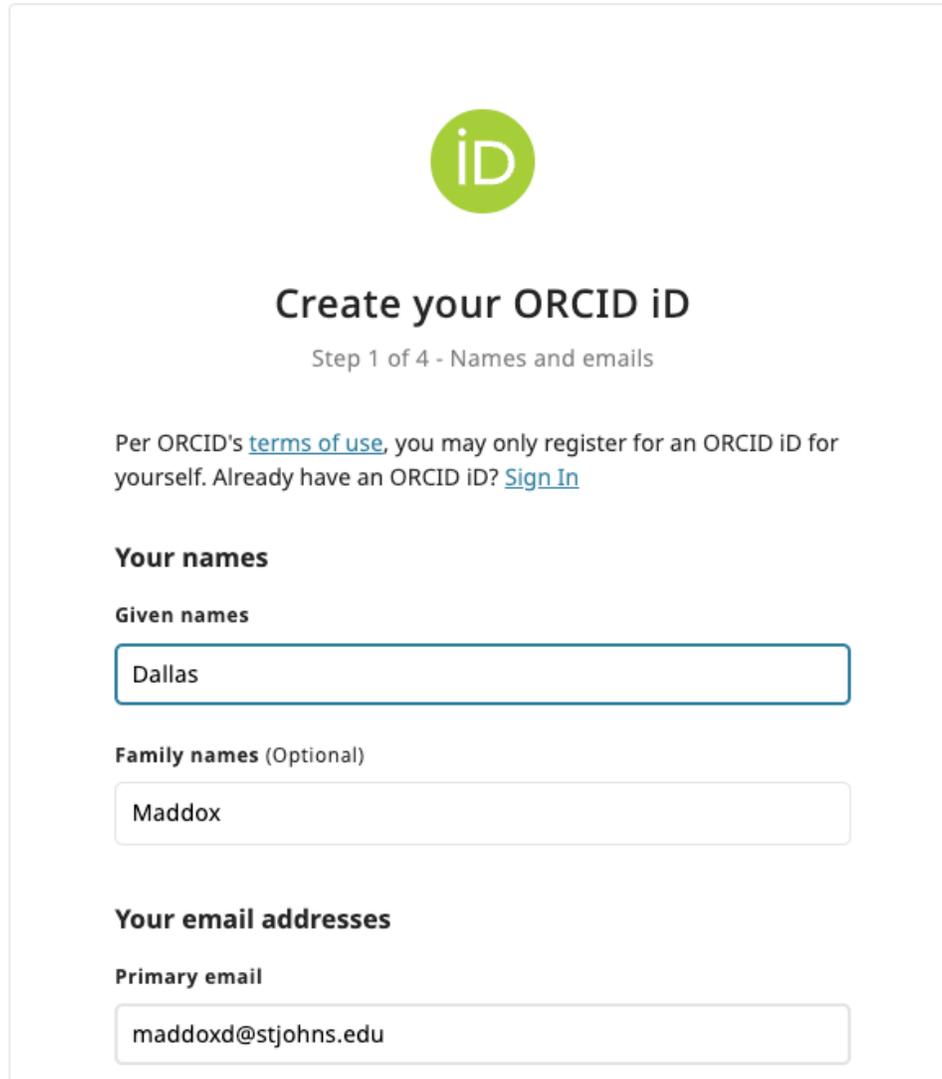
Once you have visited ORCID.org, you will see this screen:



The screenshot shows the ORCID.org homepage. On the left is the ORCID logo with the tagline "Connecting research and researchers". In the center, the text "Click to Register" has a green arrow pointing to a green circle around the "SIGN IN/REGISTER" link in the top right corner. To the right of the link is a language dropdown menu set to "English" and a search bar with a magnifying glass icon. Below the header is a navigation menu with links: ABOUT, FOR RESEARCHERS, MEMBERSHIP, DOCUMENTATION, RESOURCES, NEWS & EVENTS, and SIGN IN. The main content area features a dark green background with a network diagram. It contains the ORCID iD logo, the heading "Distinguish yourself in three easy steps", and a paragraph of text explaining the benefits of an ORCID iD.

After you click this link, you will be asked to provide your name (**IMPORTANT!** Your name needs to match that which is the St. John's systems, i.e. Banner), email, etc...

This will be the screen you provide your initial information:



The screenshot shows a registration form for an ORCID iD. At the top center is a green circular logo with the letters 'iD' in white. Below the logo is the title 'Create your ORCID iD' and the subtitle 'Step 1 of 4 - Names and emails'. A paragraph of text explains that users can only register for an ORCID iD for themselves and provides a link to 'Sign In' if they already have one. The form is divided into three sections: 'Your names', 'Your email addresses', and 'Primary email'. Each section has a corresponding input field with a blue border. The 'Given names' field contains 'Dallas', the 'Family names (Optional)' field contains 'Maddox', and the 'Primary email' field contains 'maddoxd@stjohns.edu'.

iD

Create your ORCID iD

Step 1 of 4 - Names and emails

Per ORCID's [terms of use](#), you may only register for an ORCID iD for yourself. Already have an ORCID iD? [Sign In](#)

Your names

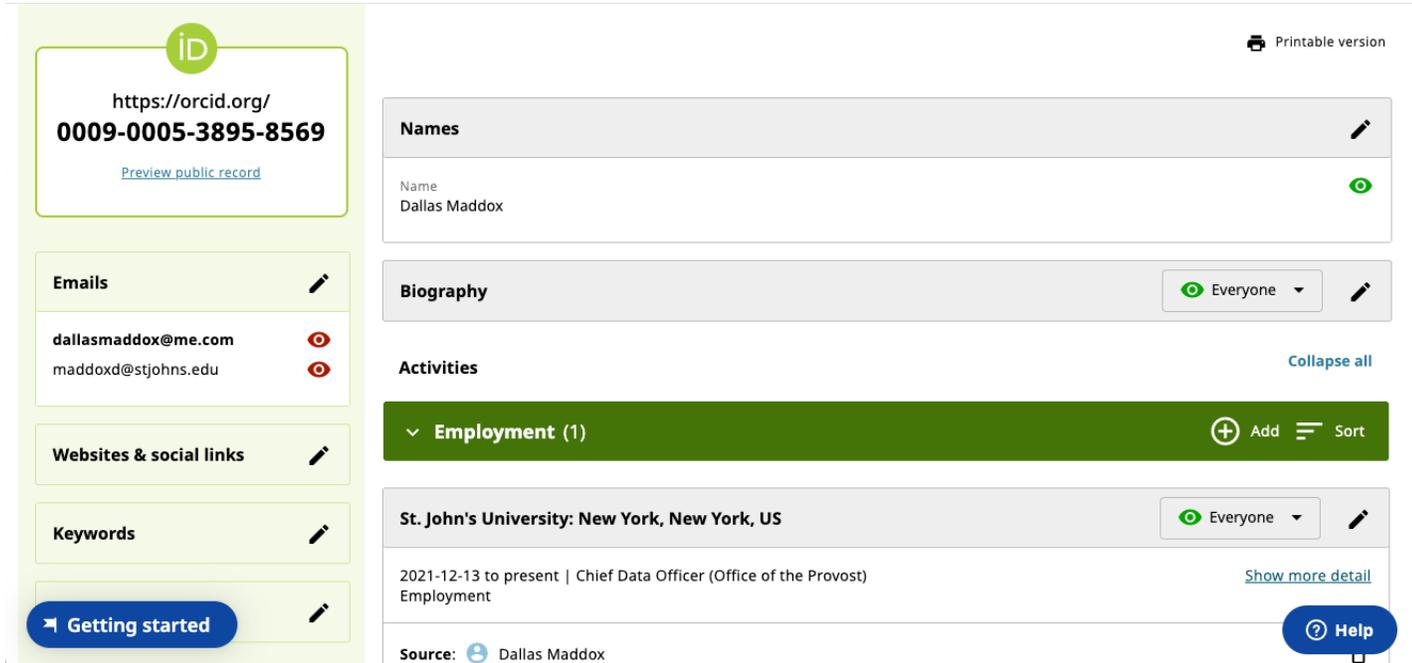
Given names

Family names (Optional)

Your email addresses

Primary email

After you have provided your information and created your ORCID account, you will navigate through the email verification process and then be sent to your “home page”. Your home page will be similar to this:



The screenshot shows a user's ORCID profile. On the left is a sidebar with sections: 'id' (https://orcid.org/0009-0005-3895-8569), 'Emails' (dallasmaddox@me.com, maddoxd@stjohns.edu), 'Websites & social links', 'Keywords', and 'Getting started'. The main content area includes: 'Names' (Dallas Maddox), 'Biography' (visibility: Everyone), 'Activities' (collapse all), 'Employment (1)' (St. John's University: New York, New York, US, 2021-12-13 to present | Chief Data Officer (Office of the Provost) Employment), and 'Source' (Dallas Maddox). A 'Printable version' link is in the top right, and a 'Help' button is in the bottom right.

On this screen you will find your new ORC “ID” Number in the top left. That number is unique to you. THIS is the number you will need to participate in DYC.

While we are on this screen, you can edit/add any relevant information you would like, including your publications, by clicking “ADD” next to each category:

in service of organizations or institutions.

[Learn more about adding professional activities to your ORCID record](#)

▼ Funding (0)

+ Add Sort

Add grants, awards and other funding you have received to support your work.

[Learn more about adding funding information to your ORCID record](#)

▼ Works (0)

+ Add Sort

Add your research outputs such as publications, data sets, conference presentations and more.

[Learn more about adding works to your ORCID record](#)

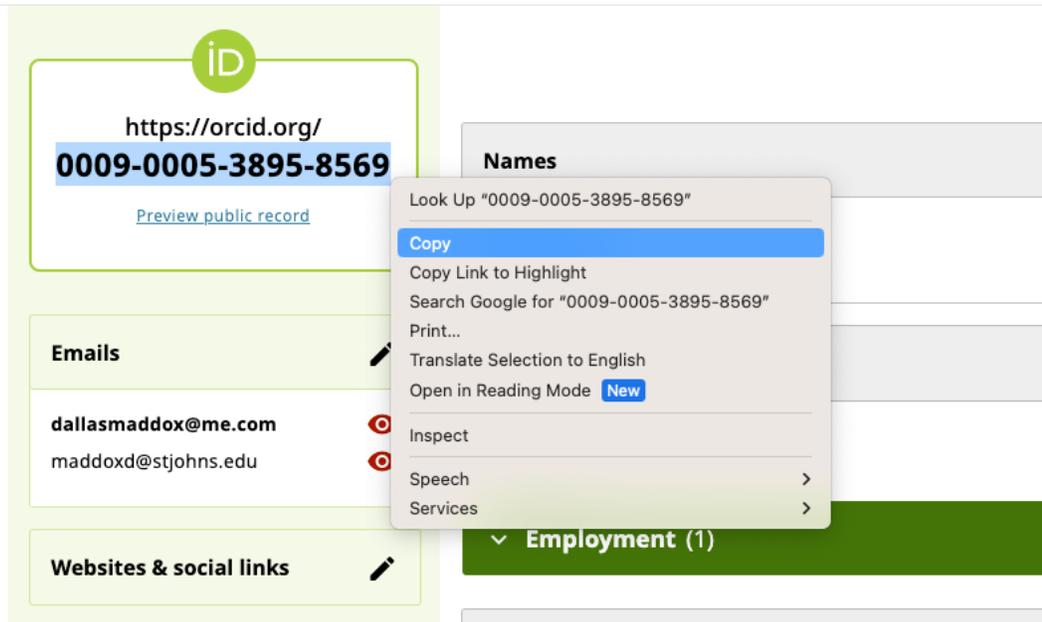
- Search & link
- Add DOI
- Add PubMed ID
- Add BibTeX
- Add manually

Here, I have clicked on “ADD” next to “Works”. You can add all or any of your works here.

When completed, simply high light and copy your ORCID number:

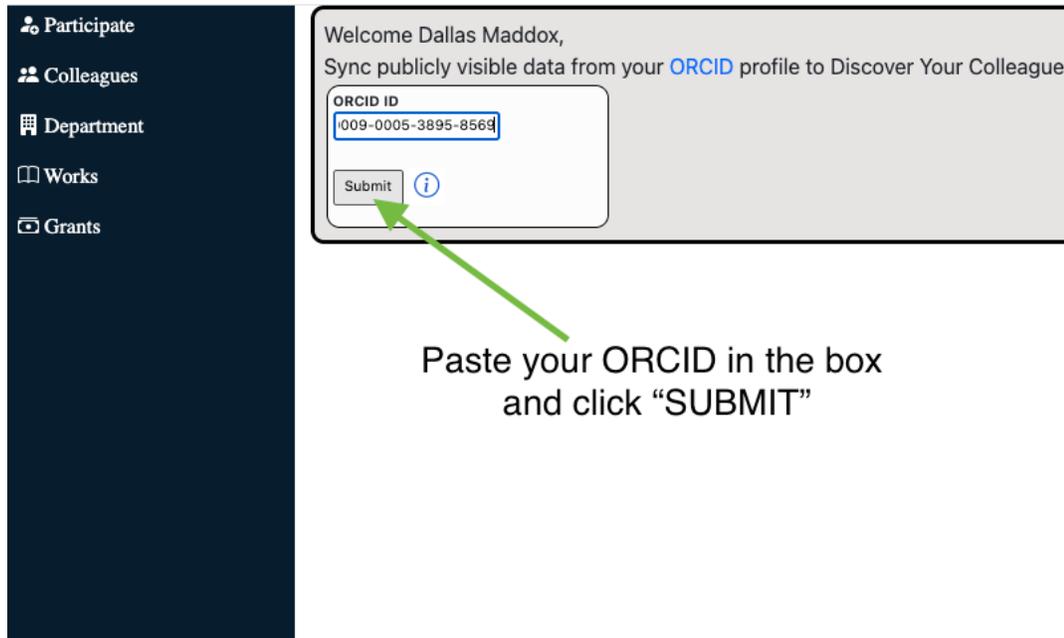
ORCID

Connecting research and researchers



The screenshot shows an ORCID profile page. On the left, there are sections for 'Emails' (dallasmaddox@me.com, maddoxd@stjohns.edu) and 'Websites & social links'. The main content area shows the ORCID ID '0009-0005-3895-8569' highlighted in blue. A context menu is open over the ID, listing options: 'Look Up "0009-0005-3895-8569"', 'Copy' (highlighted in blue), 'Copy Link to Highlight', 'Search Google for "0009-0005-3895-8569"', 'Print...', 'Translate Selection to English', 'Open in Reading Mode New', 'Inspect', 'Speech', and 'Services'. Below the ID, there are sections for 'Names' and 'Employment (1)'.

Once copied to your “clipboard”, navigate back to the DYC screen, and paste the number here:



The screenshot shows the Discover Your Colleague interface. On the left is a dark blue sidebar with navigation options: Participate, Colleagues, Department, Works, and Grants. The main content area is light gray and displays a welcome message for Dallas Maddox, followed by the instruction to sync data from an ORCID profile. Below this is a form with an 'ORCID ID' label and a text input field containing '009-0005-3895-8569'. A 'Submit' button and an information icon are located below the input field. A green arrow points from the text below to the 'Submit' button.

Paste your ORCID in the box
and click “SUBMIT”

After you click submit (it may take 4-5 seconds), you will receive a blue “SUCCESS” box.



- Participate
- Colleagues
- Department
- Works
- Grants

Welcome Dallas Maddox,
Sync publicly visible data from your [ORCID](#) profile to Discover Your Colleague.

ORCID ID
0009-0005-3895-8566

Submit 

Success. ID for Dallas Maddox has been created.

2. COLLEAGUES TAB

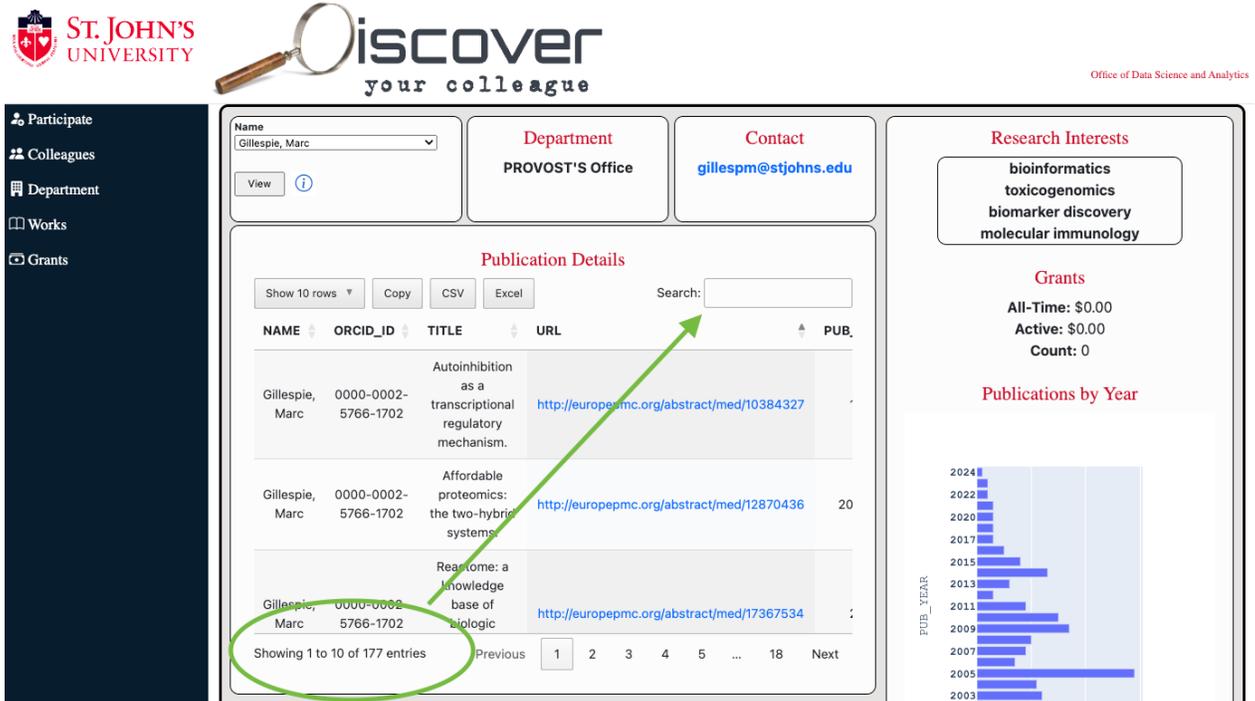
When logging into the DYC system (After completing the “GETTING STARTED” Section) your default home screen will be the “Colleagues” Tab:



- Navigation Pane:** On the far left, (in the dark shaded area) is the navigation pane. This will allow you to jump to each section of the DYC system. This pane will remain constant as you utilize the DYC platform.
- Colleague Selection:** For those colleagues that have participated in the DYC system or are tagged in one of the universities public grants, their name will appear in the drop-down box. (If your name doesn't appear, you have not yet participated and can click participate in the navigation pane.). TIP: You can “jump” to the last names that start with “G”, for example, by simply hitting “G” on your keyboard. Once you have selected a colleague, simply click on the “View” button.
- Department & Contact:** This pane includes the selected Colleague’s department along with a “clickable” email address (that will open an email to the individual upon clicking).
- Publication Details:** All of the data shown in this section is from ORCID and is refreshed on a nightly basis. If you don't see one of your publications, or a publication has incorrect information, simply add it, or correct it on your ORCID profile by clicking the "+" symbol in the top right corner of the Works section (back on the ORCID website). Once you've added a new record, make sure the visibility of the record is set to "Everyone". The changes will be updated in Discover Your Colleague the following morning.

TIP! When using the “Publication” and “Grants” panes, there are some additional features:

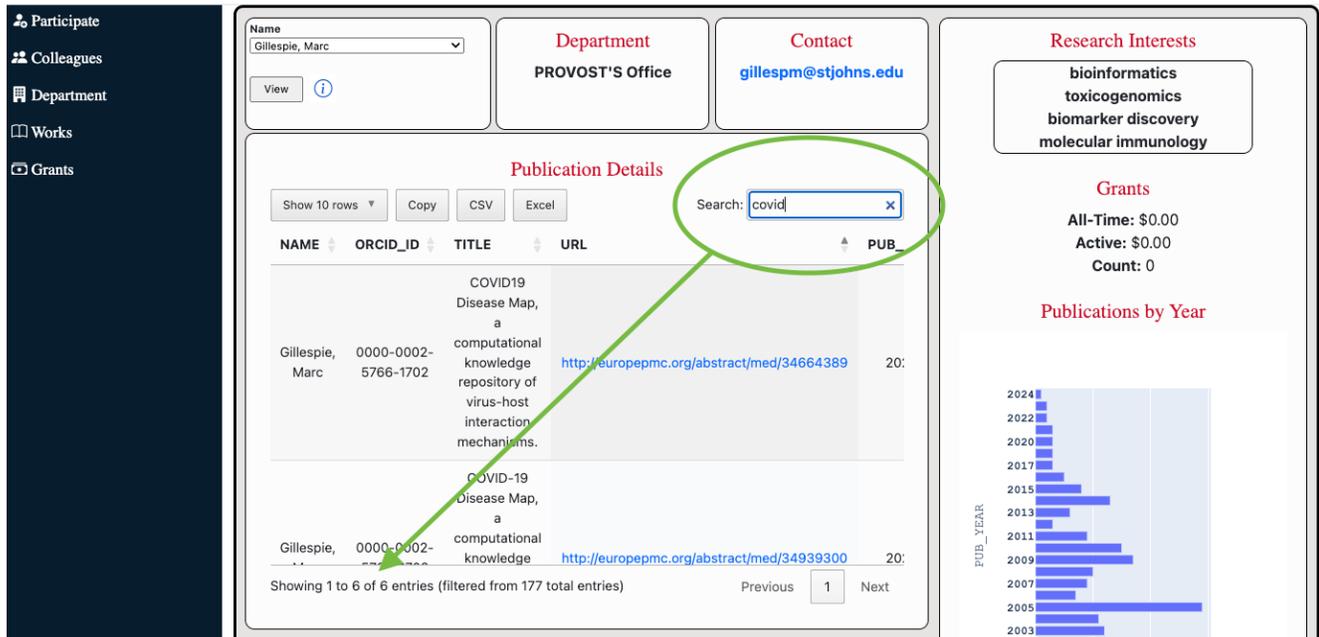
1. If a particular colleague (or later, department) has a large number of publications:



The screenshot shows the 'Discover your colleague' interface for Marc Gillespie. The interface includes a navigation sidebar on the left with options: Participate, Colleagues, Department, Works, and Grants. The main content area is divided into several sections:

- Name:** Gillespie, Marc (with a dropdown menu and a 'View' button).
- Department:** PROVOST'S Office
- Contact:** gillespm@stjohns.edu
- Publication Details:** A table with columns: NAME, ORCID_ID, TITLE, URL, and PUB. The table shows three publications, with the first one circled in green. Below the table, it says 'Showing 1 to 10 of 177 entries'.
- Research Interests:** bioinformatics, toxicogenomics, biomarker discovery, molecular immunology.
- Grants:** All-Time: \$0.00, Active: \$0.00, Count: 0.
- Publications by Year:** A horizontal bar chart showing the number of publications per year from 2003 to 2024.

...you can sort by title or publication date by clicking on the small up and down arrows next to the column header, or by searching on a topic:



Publication Details

Search: covid

| NAME | ORCID_ID | TITLE | URL | PUB |
|-----------------|---------------------|--|---|-----|
| Gillespie, Marc | 0000-0002-5766-1702 | COVID19 Disease Map, a computational knowledge repository of virus-host interaction mechanisms. | http://europepmc.org/abstract/med/34664389 | 20: |
| Gillespie, Marc | 0000-0002-5766-1702 | COVID-19 Disease Map, a computational knowledge repository of virus-host interaction mechanisms. | http://europepmc.org/abstract/med/34939300 | 20: |

Showing 1 to 6 of 6 entries (filtered from 177 total entries) Previous 1 Next

Publications by Year

| PUB_YEAR | Count |
|----------|-------|
| 2024 | 1 |
| 2022 | 1 |
| 2020 | 1 |
| 2017 | 1 |
| 2015 | 1 |
| 2013 | 1 |
| 2011 | 1 |
| 2009 | 1 |
| 2007 | 1 |
| 2005 | 1 |
| 2003 | 1 |

- **Grant Detail:** All of the data shown in this section is from Banner and is refreshed on a nightly basis. If you have a grant that is not being displayed, you can contact the office of Grants and Sponsored Research.
- **Research Interests:** These are pulled from the "Keywords" section in ORCID. You can add or edit your keywords by clicking the pencil icon next to the Keywords box on the left side of your profile page back on the ORCID website. Once you've added a new record, make sure the visibility of the record is set to "Everyone". The changes will be updated in Discover Your Colleague the following morning.

3. DEPARTMENT TAB

Selecting “Department” on the left navigation pane will provide you with the ability to select a Division and Department. NOTE: These divisions and departments are pulled directly from Banner. Development in a future DYC will include a more user-friendly Division/Department selection list. In this example, Pharmacy and all departments were selected, and “View” was clicked:



St. JOHN'S UNIVERSITY **Discover your colleague** Office of Data Science and Analytics

Participate
Colleagues
Department
Works
Grants

Division: Pharmacy Dean Total
 Department: Med Tech Yr. 4, PA Years 3, 4, PAH Pharm Admin & Health Sci, Pharm Clin Pharm Practice

Publications
 Total: 119
 Last 5 Years: 53

Grants
 All-Time: \$16,373,092.08
 Active: \$4,879,267.11
 Count: 152

Research Interests
 Diabetes and Obesity
 Drug Delivery
 Vaccines
 Nanotechnology
 Pulmonary Drug Delivery
 Infectious Disease
 Cancer Therape

All Department Publication

Show 10 rows | Copy | CSV | Excel | Search:

| NAME | ORCID_ID | TITLE | URL | PUB_DATE |
|------------------|---------------------|---|---|------------|
| Agarwal, Saurabh | 0000-0001-9758-6746 | Pediatric Cancers: Insights and Novel Therapeutic Approaches | https://doi.org/10.3390/cancers15143537 | 2023-07-08 |
| Agarwal, Saurabh | 0000-0001-9758-6746 | Exploring Amodiaquine's Repurposing Potential in Breast Cancer Treatment—Assessment of In-Vitro | https://doi.org/10.3390/ijms231911455 | 2022-09-28 |

Showing 1 to 10 of 119 entries | Previous | 1 | 2 | 3 | 4 | 5 | 12 | Next

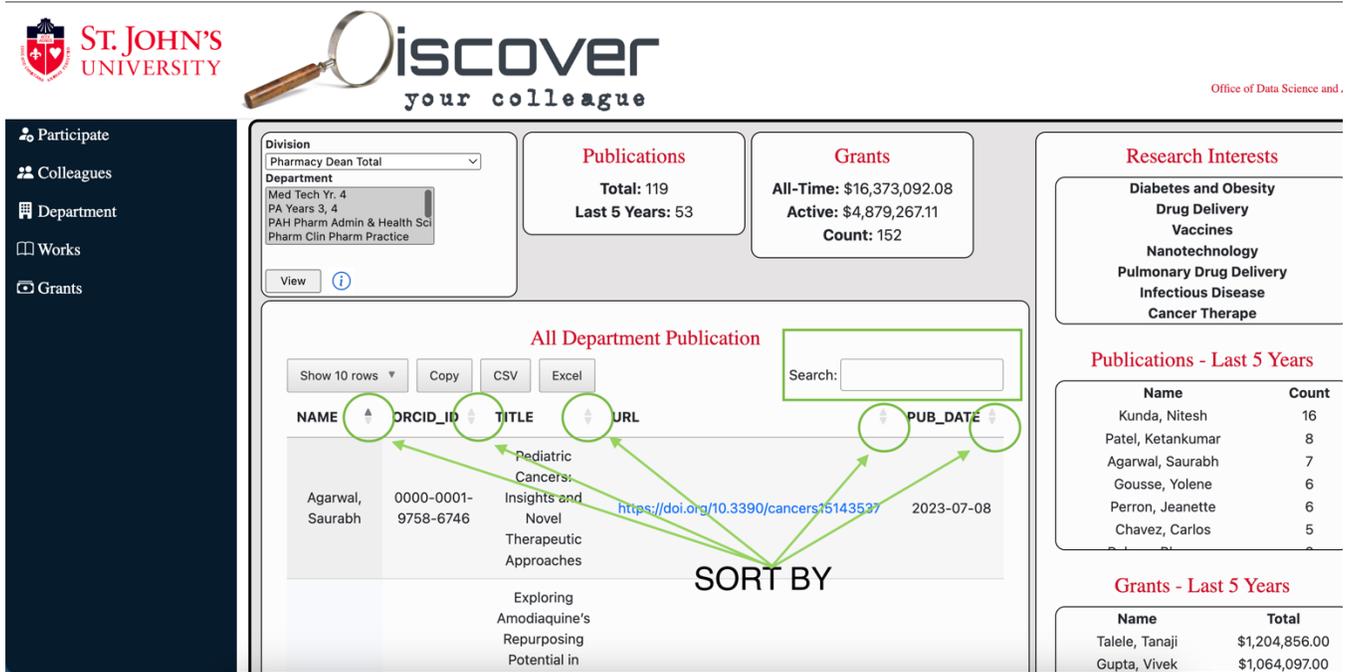
Publications - Last 5 Years

| Name | Count |
|-------------------|-------|
| Kunda, Nitesh | 16 |
| Patel, Ketankumar | 8 |
| Agarwal, Saurabh | 7 |
| Gousse, Yolene | 6 |
| Perron, Jeanette | 6 |
| Chavez, Carlos | 5 |
| Rohera, Bhagwan | 3 |
| Conry, John | 1 |

Grants - Last 5 Years

| Name | Total |
|-------------------|----------------|
| Talele, Tanaji | \$1,204,856.00 |
| Gupta, Vivek | \$1,064,097.00 |
| Patel, Ketankumar | \$1,058,840.00 |
| Agarwal, Saurabh | \$832,491.00 |
| Dukhande, Vikas | \$688,965.00 |

Navigation on the “Department” tab is similar to the other tabs. The Department and Grant tables are instantly searchable by typing your search topic into the search box (green square on the below graphic). You can also sort each column by clicking on the sort arrows by the column you’d like to sort (green circles). Last, you can export your results by copying them (to paste in a spreadsheet/document of your choice), or as a CSV or Excel file. SHOWN BELOW:



The screenshot shows the Discover Your Colleague interface. On the left is a dark navigation sidebar with options: Participate, Colleagues, Department, Works, and Grants. The main content area is divided into several sections:

- Filters:** A dropdown for 'Division' (Pharmacy Dean Total) and a multi-select for 'Department' (Med Tech Yr. 4, PA Years 3, 4, PAH Pharm Admin & Health Sci, Pharm Clin Pharm Practice). A 'View' button and an information icon are also present.
- Publications:** A box showing 'Total: 119' and 'Last 5 Years: 53'.
- Grants:** A box showing 'All-Time: \$16,373,092.08' and 'Active: \$4,879,267.11' with a 'Count: 152'.
- Research Interests:** A list of interests including Diabetes and Obesity, Drug Delivery, Vaccines, Nanotechnology, Pulmonary Drug Delivery, Infectious Disease, and Cancer Therape.
- Table:** A table titled 'All Department Publication' with columns: NAME, ORCID_ID, TITLE, URL, and PUB_DATE. A search box is located above the table. A 'SORT BY' label is positioned below the table. A green box highlights the search box, and green arrows point from the 'SORT BY' label to the sort icons in the table headers.
- Publications - Last 5 Years:** A table listing names and counts: Kunda, Nitesh (16), Patel, Ketankumar (8), Agarwal, Saurabh (7), Gousse, Yolene (6), Perron, Jeanette (6), Chavez, Carlos (5).
- Grants - Last 5 Years:** A table listing names and totals: Talele, Tanaji (\$1,204,856.00), Gupta, Vivek (\$1,064,097.00).

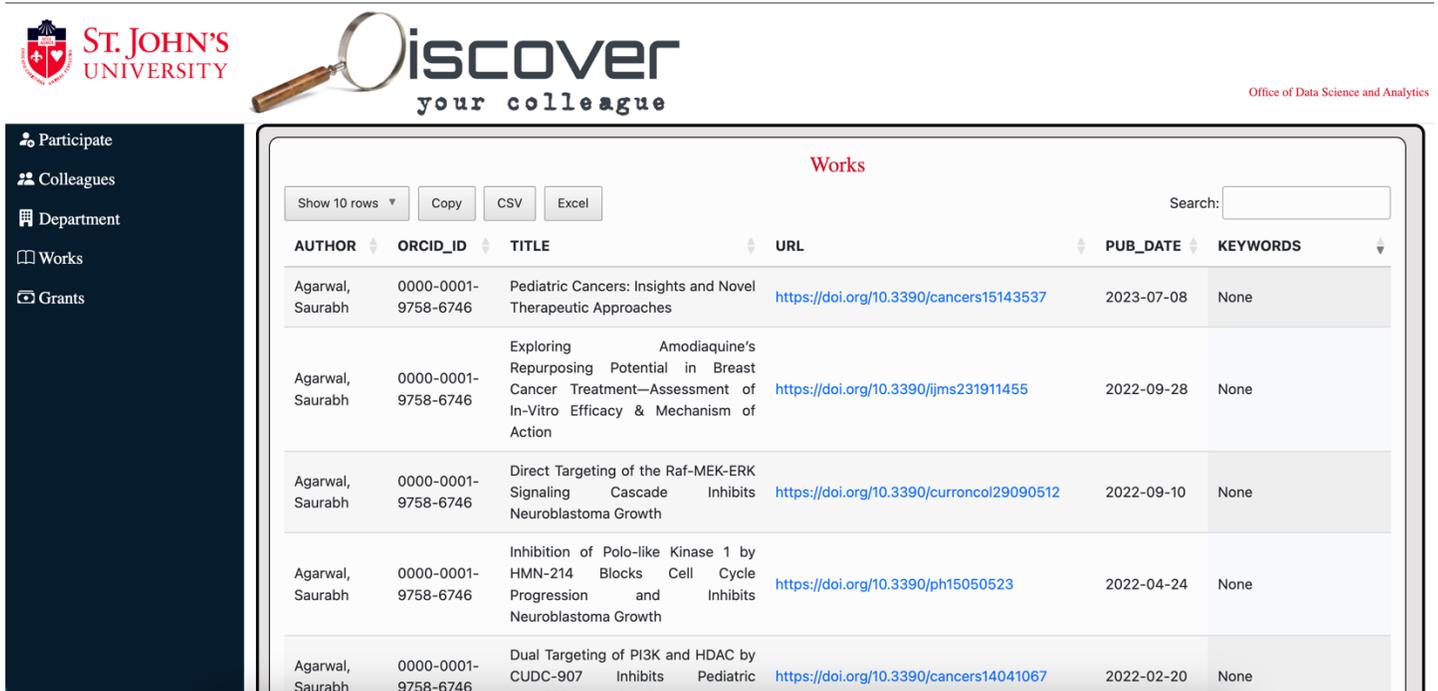
- Division/Department:** Search your colleagues by their division and department. First, select a division from the dropdown menu. Then, select as many departments as you'd like from the Department field (select all departments by pressing ctrl+a). TIP: Again, the blue "i" link provides an in-screen help menu. Clicking "View" fills each pane with the selected criteria.
- Publications and Grants:** These sections show the collective publications and grants from the selected department(s). Publications are provided by ORCID and is refreshed on a nightly basis. Grants are provided by Banner and also refreshed nightly. If you don't see one of your recent publications, or a publication has incorrect information, add or correct it on your ORCID profile by clicking the "+" symbol in the top right corner of the Works section. Once you've added a new record, make sure the visibility of the record is set to "Everyone". The changes will be updated in Discover Your Colleague the following morning. Likewise, if your associated grants information is not correct you can contact the office of Grants and Sponsored Research.
- Research Interests:** Research interests are pulled from the "Keywords" section in ORCID and represent the combined Keywords from all colleagues from the selected department(s). You can add or edit your keywords by clicking the pencil icon next to the Keywords box on the left side of your profile page in ORCID. Once you've added a new record, make sure the visibility of the record is set to "Everyone". The changes will be updated in Discover Your Colleague the following morning.

4. WORKS

The “WORKS” tab is a full collection of all participants’ publications across the institution. As more colleagues participate and their publications are entered into DYC, this list will grow.

Populated by ORCID and updated nightly for those that are participating, and updated real-time for those that are just joining, the publications area easily searched, sorted and exportable.

The Works Tab:



Works

Show 10 rows | Copy | CSV | Excel | Search:

| AUTHOR | ORCID_ID | TITLE | URL | PUB_DATE | KEYWORDS |
|------------------|---------------------|--|---|------------|----------|
| Agarwal, Saurabh | 0000-0001-9758-6746 | Pediatric Cancers: Insights and Novel Therapeutic Approaches | https://doi.org/10.3390/cancers15143537 | 2023-07-08 | None |
| Agarwal, Saurabh | 0000-0001-9758-6746 | Exploring Amodiaquine's Repurposing Potential in Breast Cancer Treatment—Assessment of In-Vitro Efficacy & Mechanism of Action | https://doi.org/10.3390/jjms231911455 | 2022-09-28 | None |
| Agarwal, Saurabh | 0000-0001-9758-6746 | Direct Targeting of the Raf-MEK-ERK Signaling Cascade Inhibits Neuroblastoma Growth | https://doi.org/10.3390/currenncol29090512 | 2022-09-10 | None |
| Agarwal, Saurabh | 0000-0001-9758-6746 | Inhibition of Polo-like Kinase 1 by HMN-214 Blocks Cell Cycle Progression and Inhibits Neuroblastoma Growth | https://doi.org/10.3390/ph15050523 | 2022-04-24 | None |
| Agarwal, Saurabh | 0000-0001-9758-6746 | Dual Targeting of PI3K and HDAC by CUDC-907 Inhibits Pediatric Neuroblastoma Growth | https://doi.org/10.3390/cancers14041067 | 2022-02-20 | None |

The Search box (upper right) is universal to all columns in the table and searches as you type. For example, you can search on key word, title or author and the results will automatically populate.

Subsequently, you can also copy (to paste into a spreadsheet or document of your choice) or export as an Excel or CSV file. NOTE: Whatever is currently showing in any of the tables within DYC will be what is exported or copied. For example, if you search by author, and that particular author has 15 works, only those 15 works will be included in the export.

5. GRANTS

The Grants tab operates in the same exact manner as Works. As of this release, Grants are populated by Banner data and managed by the office of Grants and Sponsored Research. Future versions will expand on the functionality and availability of Grants.

The Grants Tab:



| STATUS | START_DATE | SPONSOR | PROJECT | PI_DIVISION | PI_DEPT | PI_NAME | TOTAL_AWARD |
|----------|------------|----------------------|---|---------------------|------------------------------------|----------------|-------------|
| Inactive | 2020-06-11 | Chimerix, Inc. | The Effects of ODSH on Bacterial Clearance and Lung Injury in Bacterial Pneumonia | Pharmacy Dean Total | Pharm Pharmaceutical Sci | Mantell, Lin | 66000.0 |
| Inactive | 2014-03-24 | Veritas Learning Lab | An Examination of Digital Tools and its Effects on Reading Comprehension and Vocabulary Knowledge | Ed Dean Total | Dept of Curriculum and Instruction | Abrams, Sandra | 39000.0 |
| Inactive | 2011-05-01 | ParinGenix, Inc. | The Effects of ODSH on Bacterial Clearance and Lung Injury in Bacterial Pneumonia | Pharmacy Dean Total | Pharm Pharmaceutical Sci | Mantell, Lin | 15000.0 |
| Inactive | 2005-09-01 | None | Effects of Trace Metals on Tight Junction?. | Pharmacy Dean Total | Pharm Pharmaceutical Sci | Barile, Frank | 43000.0 |

The Search box (upper right) is universal to all columns in the table and searches as you type. For example, I have searched for “effects” which has reduced the list of grants from 952 to four. You can search on Sponsor, Project or any keyword and the results will automatically populate.

Subsequently, you can also copy (to paste into a spreadsheet or document of your choice) or export as an Excel or CSV file. NOTE: Whatever is currently showing in any of the tables within DYC will be what is exported or copied. For example, in my search above for “effects” when I click on the copy, CSV or Excel export buttons, I am only exporting these four rows.

6. CONTACTS AND SUPPORT

Institutional Effectiveness Home Page – Service Organization

Data Science and Analytics Team – DYC Application Developers and Support Team

For requests, ideas on improvements and additional features or fixes, please fill out a “data request form” [HERE](#), and choose “Other” as the type of request and type “DYC”.