Presentation of a research infrastructure on www.umu.se/en/research/research-infrastructure

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# How and by whom should this document be used?

This document is intended to serve as both a guide and a template for setting up a research infrastructure (RI) on Umeå university’s (UMU’s) university-wide RI webpage at [www.umu.se/en/research/research-infrastructure](http://www.umu.se/en/research/research-infrastructure/).

The document is meant to be use by both web editors and researchers responsible for an RI that is to be displayed on UMU’s RI webpage. This could involve a local, national, or international infrastructure in which the university participates.

In the template below, the researcher, either on their own or the web editor’s initiative, can fill in the information needed to present the RI on UMU’s RI webpage. Presenting an RI on the university-wide RI page is achieved by creating an individual RI page for the infrastructure. Title and summary of this individual RI page are then automatically shown on the UMU RI webpage. Information regarding which web editor is responsible for a department, faculty, etc., is available [on this intranet page](https://umeauniversity.sharepoint.com/sites/Kommunikationsguide/SitePages/Utsedda-redakt%C3%B6rer-f%C3%B6r-webb.aspx) (thus far only in Swedish).

General instructions for web editors on how to create an individual RI page can be found in [Chapter 3 of the web editor training](https://redaktorsstod.umu.se/webbredaktor-utbildning/sjalvstudier/sidtyper/) (unfortunately only available in Swedish)

# Which research infrastructures can be displayed on the university-wide RI webpage?

For an RI to be presented on [UMU’s RI webpage](https://www.umu.se/en/research/research-infrastructure/), RIS must have granted it the status of a *research infrastructure at Umeå University* in the annual research infrastructure inventory. You can find more information about the inventory and the criteria for RIs at UMU in the [Rules for research infrastructures at Umeå university](https://www.umu.se/en/legal-framework/research/rules-for-research-infrastructures-at-umea-university/).

# Which information must be included in the web presentation?

The appendix of the [Rules for research infrastructures at Umeå university](https://www.umu.se/en/legal-framework/research/rules-for-research-infrastructures-at-umea-university/) includes information on which components the presentation of an RI needs to include.

Some components are mandatory, while others are optional. Please note that the presentation should be available in both Swedish and English.

# Template for webpage presentation

## Before you start

There are two ways to think about the page that is displayed on [UMU’s RI webpage](https://www.umu.se/en/research/research-infrastructure/):

1. This is the RI’s main page. In this case, it should contain comprehensive and detailed information. Good examples are the [Swedish page for MAL](https://www.umu.se/forskning/infrastruktur/mal/) or [BICU’s English page](https://www.umu.se/en/research/infrastructure/biochemical-imaging-centre-umea-bicu/).
2. The RI has its own webpage or website elsewhere. This mainly applies to regional, national, and international infrastructures, but also some local ones. Here, we recommend keeping the information on the individual RI page general and as brief as possible, instead referring to the other page. For example, it is fine to describe the offering in general terms and refer to the other page for more details on availability and user fees. This helps to avoid having to keep information updated in two different places.

## Information to be displayed according to the rules for research infrastructure

### Title

The title should consist of the RI’s name and potential acronym in parentheses, for example “Biochemical Imaging Centre Umeå (BICU)”

### Summary

The summary should briefly describe the RI (maximum 500 characters) and is shown both in the individual RI page’s introduction and on [UMU’s RI webpage](https://www.umu.se/en/research/research-infrastructure/). It is the first thing a visitor to the page sees and should therefore contain important key words and describe the most central aspects of the RI. If the RI in question is a national or international research infrastructure, please state this explicitly in the summary.

### More detailed description of the infrastructure

The main body of text on webpage should start with a more detailed description of the infrastructure. The description can be placed under the heading *About [name of the infrastructure]*. It should be written in a popular science style and explain what the infrastructure is about. Can be combined with item 4.

### Clear explanation of what the RI offers and can be used for

Using a sub-heading such as heading *Services and offerings*, clearly explain what services the RI offers and what it can be used for by researchers and other users. Can be combined with item 3.

### Availability

Point 6 of the [Rules for research infrastructures at Umeå university](https://www.umu.se/en/legal-framework/research/rules-for-research-infrastructures-at-umea-university/) details which information regarding availability must be presented on an individual RI’s webpage. This information should have its own heading (i.e. *Availability* or *Access*). It is perfectly fine to refer and link to other webpages with more information about education (courses, seminars, training, etc.), and to link to documents such as policies, FAQs, funding, or forms for applying for access to the research infrastructure. These can be added to the website. However, please note that such documents must meet UMU’s accessibility requirements.

### Link to the RI’s own website/webpage (if applicable)

If the RI has its own webpage or website elsewhere (either on umu.se or external), please state it here so that it can be linked to:

For example, many national research infrastructures have their own websites.

### Logo (if available)

The web editor needs to know whether the RI has a logo and where it can be found.

### Contact details

Whom (i.e. which individuals) should someone who would like to get in touch with the RI contact? Preferably no more than three names, and please specify whom to contact first or for specific questions:

Contact persons listed in UMU’s staff directory will be displayed with the photo, name, title, and contact information from their umu.se staff webpage.

### Funding bodies (if applicable)

Please state any external funding bodies:

The names of these funding bodies will be used to show their logotypes at the bottom of the individual RI page.

## Information needed for tagging so that the individual RI page is shown in the right filter categories and on other relevant pages of the umu.se website

To ensure the individual RI’s webpage appears under the correct filters and on other relevant parts of UMU’s website, it needs to have the correct tagging.

### Filter category

Please choose the relevant filter categories for the filters shown on [www.umu.se/en/research/research-infrastructure](http://www.umu.se/en/research/research-infrastructure). You can choose multiple categories for each filter.

* Science area:
* Area:
* Coordination of infrastructure and research environments:

### Organisation

Organisational units are chosen from a drop-down menu that contains faculties, departments, centres, units, and so on. Please write down all that apply:

### Key words

Choose any key words that describe the RI:

Please note that the Medical Faculty has identified specific keywords for certain research infrastructures. Please contact Lena Åminne, she’ll let you know what applies to your research infrastructure.

### Research area

Used to automatically link pages within the same research area. Each research area has its own page where research projects, infrastructures, and groups tagged with the same research area terms are displayed together. You can find the full list of research areas on this webpage [www.umu.se/en/research/our-research/research-areas](http://www.umu.se/en/research/our-research/research-areas/)   
Please write down all research areas that apply to your research infrastructure:

### Research group (if applicable)

*If the RI is connected to one or several research groups, please note these here:*

*Research groups are chosen from a drop-down menu. You can find the full list of research groups on this webpage:* [*www.umu.se/en/research/research-groups*](http://www.umu.se/en/research/research-groups/)*.*

### Images

If possible, please use/attach representative, high-quality images showcasing, for example, different types of equipment and facilities offered by the infrastructure!