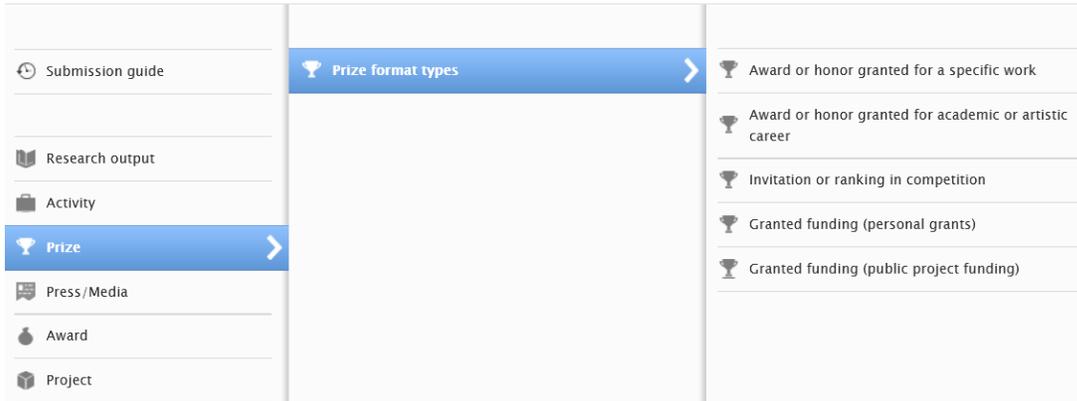


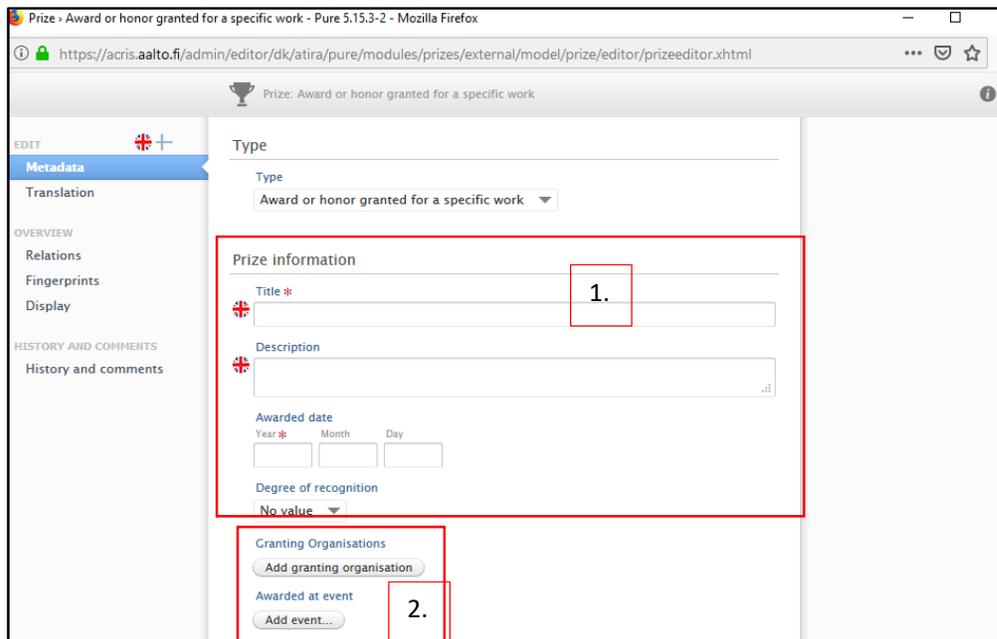
Choose 'Add content' (1) and 'Prize' (2)

There are five prize format types to choose from: Award or honor granted for a specific work; Award or honor granted for academic career; Invitation or ranking in competition; Granted funding (personal grants); Granted funding (public project funding)



After a prize type is chosen, insert title of the prize, a description, awarded date and the degree of recognition (1).

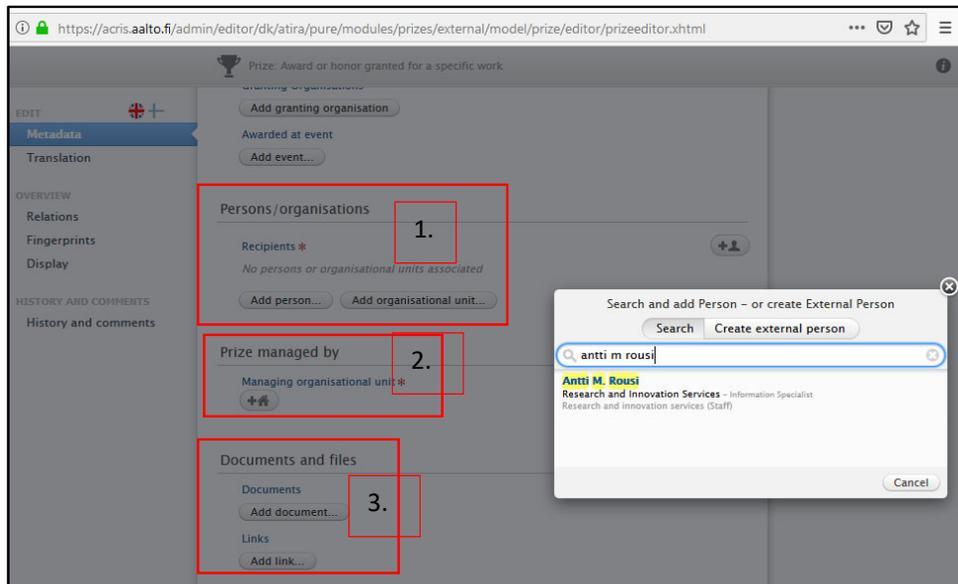
One can add a granting organisation or a related event to the prize (2) by searching from the lists of organizations and event. One can also create a new external organisation or event if a suitable one cannot be found from the pre-existing ones.



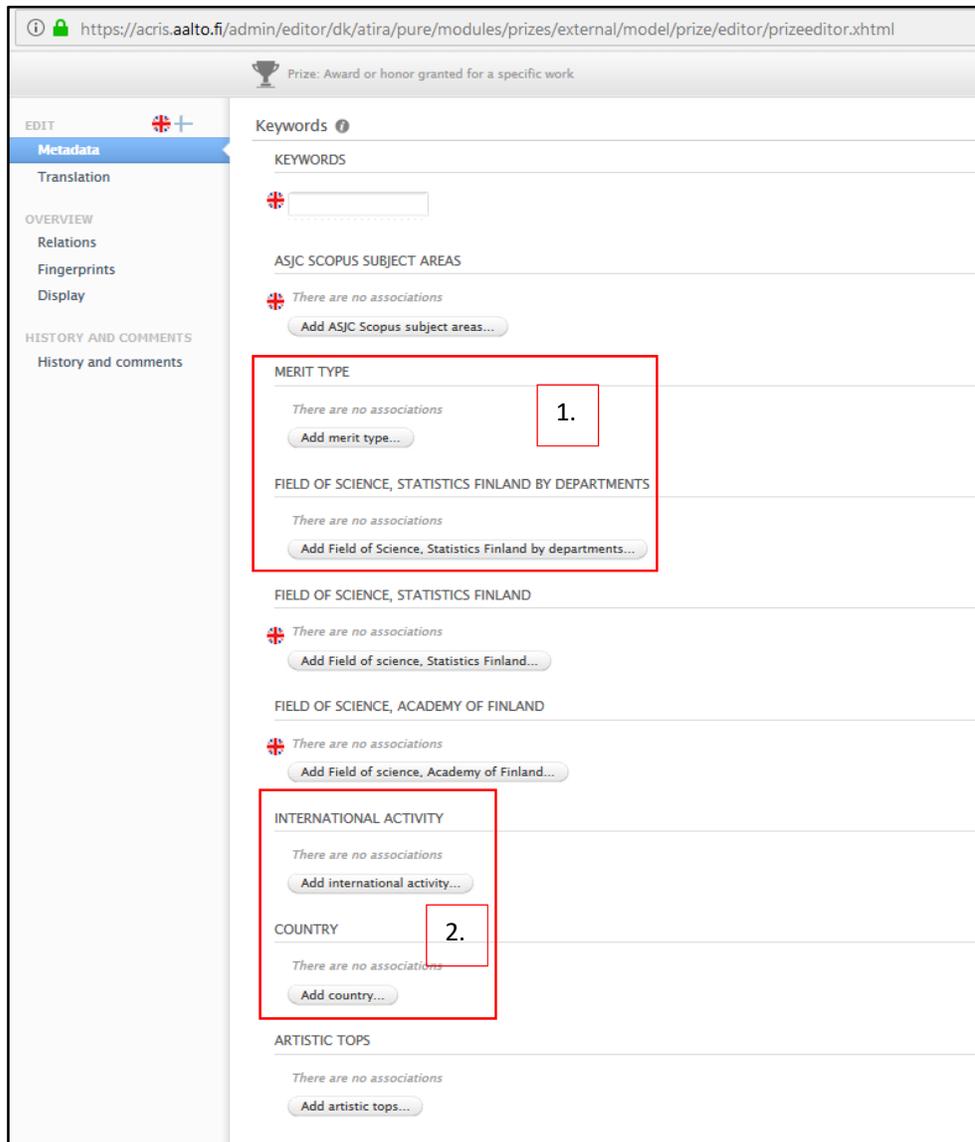
From 'Persons/organisations' 'Add person' (1), search and link yourself to the prize and other possible recipients as well. If you link other Aalto researchers, the prize will be included in their public profile as well.

From 'Prize managed by' 'Managing organizational unit' (2) search and link your own Aalto department.

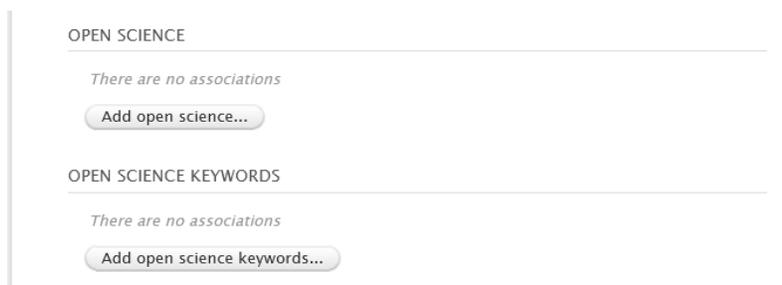
From 'Documents and files' you can include relevant documents and links to be included in the public portal information regarding the prize



From 'Keywords' section, fill in 'Merit type', Field of Science, Statistics Finland by departments' (1), indicate 'International activity' and 'Country' (2) if applicable. Other keyword types are optional.



From 'Keywords' section, mark also if your activity is related to open science and tag open science keyword to describe what kind of open science related activities are involved.



You can link the prize to a specific research output, such as a conference proceedings or a journal article, in the 'Relations' section (1).

If you want to limit the visibility of the prize to ACRIS back-end only, you can do it from the 'Visibility' section (2).

Finally, remember to press 'Save' from the bottom of the screen.

