【Announcement】Upload operation for the Faculty Research Index System- research paper points for the 2024 academic year (Deadline: 2025/02/06 5PM)

1/7/2025

Dear faculty members:

To cooperate with the faculty-assessment process executed by the human resources department for the 2024 academic year, the Office of Research and Development will assist by compiling and reviewing the research results of full-time faculties. Please login to the Faculty Research Index System (https://rd2sys.tmu.edu.tw:8011/RPIsystem) to upload or update your information.

In order for foreign teachers to fill in the renewal information correctly, the college manager / secretary will be requested to assist.

The system is open **from today until 5:00 pm on 2025/02/06 (Thursday)**. To protect your rights and interests, please upload your research results from the **past 5 years (2020/1/1 to 2024/12/31)**; access to the system will be denied after the deadline.

◎ **Notes:**

1. Members of the following colleges should complete Forms A and B: College of Medicine(excluding medical education and humanities disciplines of the School of

Medicine), College of Oral Medicine, College of Pharmacy, College of Nursing, College of Public Health, College of Medical Science and Technology, College of Biomedical Engineering, and College of Nutrition.

2. Members of the following colleges should complete Forms A and E: College of Humanities and Social Sciences, Center for General Education, Medical Education and Humanities Disciplines of the School of Medicine and College of Management.

(1)Forms B and E use research credits as the calculation criteria according to the Faculty Assessment Method: Research and Industry-University Quantitative Assessment Items.

(2)This system is handled in accordance with the form-filling instructions of **Forms AB and AE of 2024/11/25** (For score calculation standards, please refer to the implementation directions for faculty promotion in academic research).

(3)Please enter your publication information in the [Faculty Publication Cataloging System](#)

(4)Please confirm your **personal information form**, **contact information** (personal contact and phone numbers), and **research experience**. (if the system indicates "4 years" as the requirement for the previous year, then "5 years or longer" would be the requirement for this year).

(5)Please upload your **number of research papers**, **research results,** and **awards** for the past 5 years in **Form A** (**click save if no information requires updates**).

(6)Research results must be saved in **Form B** or **E** by clicking the "**Modify**" and "**Save**" buttons for each paper to update the latest ranking and the patent or technology transfer scores of SCI and SSCI journals.

(7)Please manually delete papers, patents, technology transfer materials from 2019 and before. To add new articles, please use the "**Add Articles**" tool.

(8)The corresponding author and author ranking information for journal articles should be completed, and the number of corresponding authors and number of co-authors should be provided for author ranking.

(9)Patents are calculated based on the **date of certification**.

(10)Technology transfers are subject to the **contract date**; the **technology transfer fee is calculated according to the actual amount received**.

(11)Pdf files of articles, patent certificates, and technology transfer contracts must be

uploaded for the research results in Form B or E.

(12)If all the information in the system is complete and correct, **please return to the Summary Table and click** "**submit**" to finalize the uploading operation.
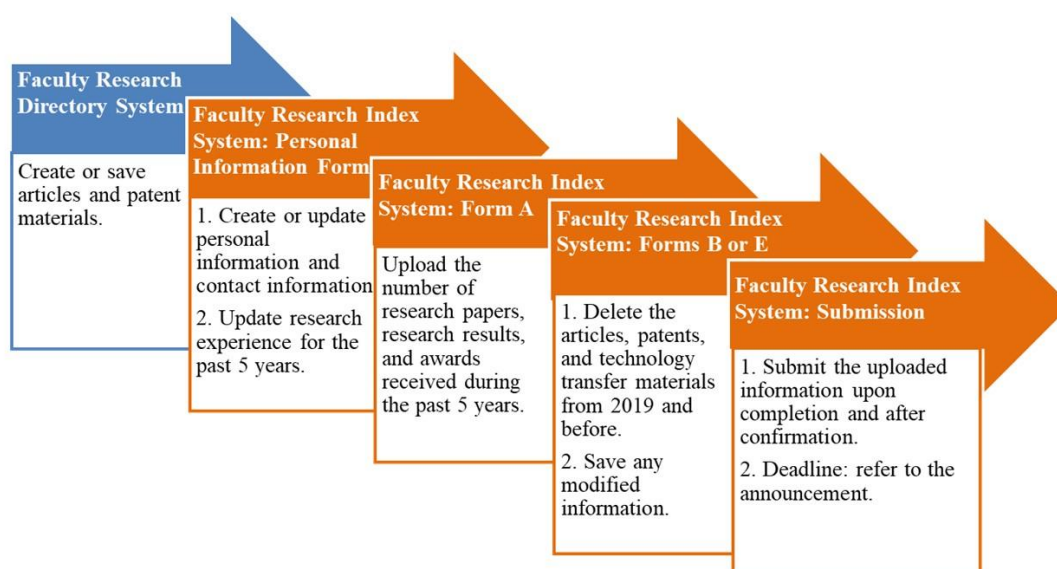
◎**Faculty Research Index System**: https://rd2sys.tmu.edu.tw:8011/RPIsystem

(Accessible from the homepage, personnel pages, and **research** pages of the Taipei Medical University website)

◎**Reference Forms**

1. Forms A and B (2024/11/25 version)

2. Forms A and E (2024/11/25 version)

3. Personal Information Form

◎**Brief step-by-step description**

Faculty Research Directory System

Create or save articles and patent materials.

Faculty Research Index System: Personal Information Form

1. Create or update personal information and contact information
2. Update research experience for the past 5 years.

Faculty Research Index System: Form A

Upload the number of research papers, research results, and awards received during the past 5 years.

Faculty Research Index System: Forms B or E

1. Delete the articles, patents, and technology transfer materials from 2019 and before.
2. Save any modified information.

Faculty Research Index System: Submission

1. Submit the uploaded information upon completion and after confirmation.
2. Deadline: refer to the announcement.

If you have any questions or need assistance with uploading your information, please contact Ms. Wei (ext 7192, e-mail: yuyin11@tmu.edu.tw) from the Office of Research and Development. Thank you.