

GLOBAL INSTITUTIONAL PROFILES PROJECT

Data Collection Guidebook

QUICK START GUIDE

Welcome to **Clarivate Global Institutional Profiles Project**. The Quick Start Guide is designed to introduce you to the major elements of the data collection process and your institution's data collection portal account, as well as related support materials. We recommend that you review and follow these procedures before you begin the data collection process.

STEP 1 - TEST YOUR DATA COLLECTION ACCOUNT LOGIN

- Log in to the [data collection portal](#) with your assigned username and password.
- If you are unable to login, please contact your regional data editor:
 - Americas: jelena.jovic@clarivate.com
 - Europe, Middle East, Africa: miljana.surlan@clarivate.com
 - Asia-Pacific: hweeyen.low@clarivate.com

STEP 2 - REVIEW THE DATA COLLECTION PROCESS GUIDEBOOK

- The Guidebook, divided into 4 separate sections, provides a detailed overview of the Data Collection Process and definitions of the data variables we are collecting
 - Section 1 - [Introduction & Overview](#)
 - Section 2 - [General Notes](#)
 - Section 3 - [Data Definitions](#)
 - Section 4 - [Categories](#)

Note: We recommend that you download and read all sections before starting the Data Collection Process.


STEP 3 - REVIEW ANSWERS TO THE MOST COMMON DATA COLLECTION PROCESS QUESTIONS


Save time by reviewing [answers](#) to some of the common questions concerning the data collection process.

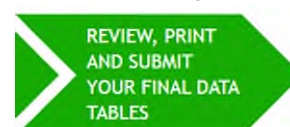
STEP 4 - PRINT A QUICK PREVIEW OF THE DATA COLLECTION PORTAL PAGES

- Complete listing of [data entry pages](#) (from within data collection tool).

STEP 5 - BEGIN DATA COLLECTION & SUBMISSION OF DATA

- You are now ready to begin data collection.
- In the data collection portal, you may see more information about a specific data field by pointing to the question mark icon , which is located next to the data field name.
- Upon completion, please submit the data by doing the following at the data collection portal:

- a. In the Home page (click **HOME** on the menu bar ) , click on the green arrow '**REVIEW, PRINT AND SUBMIT YOUR FINAL DATA TABLES**' towards the bottom of the page.




- b. Click on the '**SUBMIT**' button.

STEP 6 - WHAT'S NEXT?

After you have submitted the data, Clarivate will perform a number of data validation exercises to ensure data consistency. We will contact you if we have questions or need further information.

MORE HELP NEEDED?

Unable to find what you are looking for in  or the supporting documents mentioned above? Please do not hesitate to contact your regional data editor:

Americas:	jelena.jovic@clarivate.com
Europe, Middle East, Africa:	miljana.surlan@clarivate.com
Asia-Pacific:	hweeyen.low@clarivate.com

OR

Send an email message to science.profilesproject@clarivate.com

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