



# Kudos Pro

Getting Started with Kudos







# Welcome

**Welcome to Kudos Pro** – the platform making it easier to collaborate, track and coordinate the communication and dissemination of your research.




We are here to bring research teams, their communications activities and outputs together in one place. Our tools will enable you to create a dissemination plan, take action, track your results and easily export your plan, to provide evidence and help demonstrate impact.

This document is intended for Kudos Pro users who are managing the set up and creation of project groups, outlining the required preparation and steps to create your first project page(s). We have listed a number of simple tasks that you should take to get started with Kudos. If you are already a Kudos user, you may have completed some already.

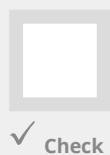
## Stage 1 - create a free Kudos account and invite colleagues to do the same

-  Create Your Kudos Account
-  Add and Explain Your Publications (if relevant)
-  Invite Your Team to Register
-  Notify Kudos of Registered Users

## Stage 2 - create your project page and add collaborators

-  Create Your Project Page
-  Add Collaborators
-  Become a Kudos Pro

In addition to this document, a suite of materials will be provided to support you with using Kudos Pro – ensuring your work has the best possible opportunity for greater recognition and impact.



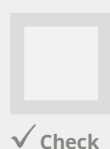
## Create Your Kudos Account



If you have not yet registered with Kudos, you will first need to create your account. In just a few clicks, you will also be able to add your research to develop your personal profile.

<https://growkudos.com/register/>

We recommend that you complete as much of your profile as you can (you can come back to it whenever you have time!) and, in particular, add links to your public profiles and a photo that will be visible on your profile, publications and projects pages.



## Add & Explain Your Publications

(if relevant)



To add your publications, go to your Kudos Hub and click + Add Publications. You can add publications by searching for them or by entering their DOIs.

**Top Tip:** If you have an ORCID account you can easily import your full publication list in a couple of clicks, saving you time.

Add a plain language summary to make it easier for readers to find, understand, and apply your work.

**Top Tip:** Click 'See examples' for guidance.



## Invite Your Team To Register

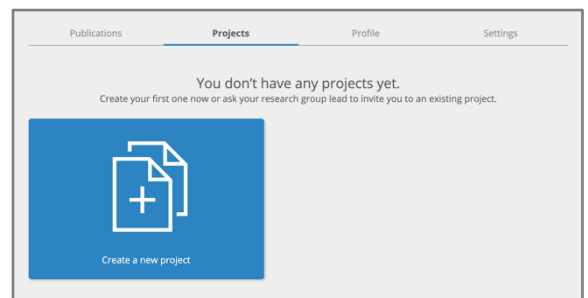


Bring your team together by inviting each member to register with Kudos (your Account Manager will provide a template email invitation that you can use). Once you, and your team members that will be using a Kudos Pro license have registered, let us know the registered email address so that we can add users to the subscription.

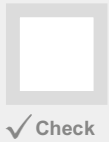
### YOU ARE READY TO GO!

Within 2 working days of confirmation of users, you will be ready to create your first project page and add your team members (aka collaborators). You can do this from the Project tab on your hub.

<https://www.growkudos.com/hub/>





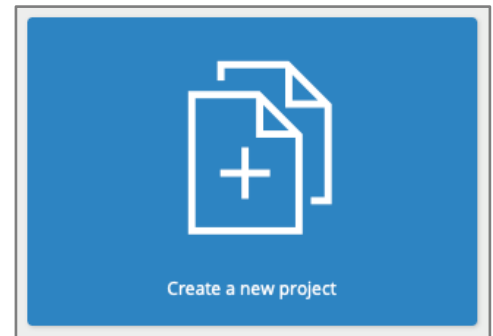


## Create your **Project Page**



From the project tab on your Kudos Hub, select the 'Create a Project' tile. You will then be guided through the simple steps to create your project page.

**TopTip:** Your page won't be public until you select the toggle - meaning you can complete your project page in stages and make it public when you and your team are ready.



Project Page Public ☐

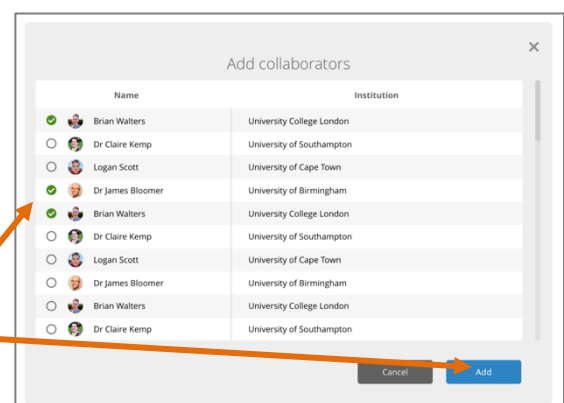
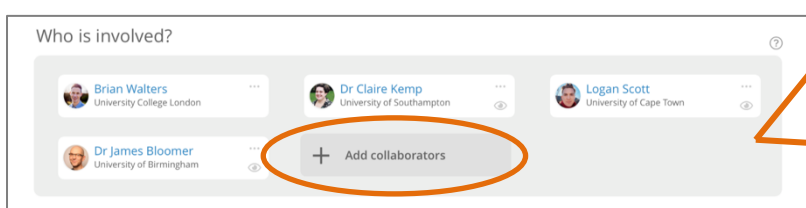
Project Page Public ☒



## Add **Collaborators**



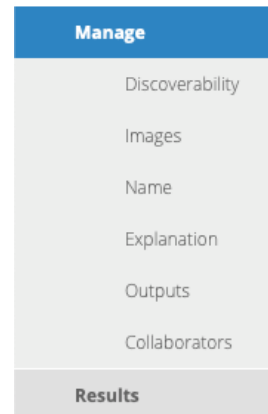
You will need to add collaborators in order for your team to be able to access the project manage page. Select Add collaborators and then select from the registered Kudos users that are involved with the project.



# Next Steps: Become a Kudos Pro

Once you have done the above, from the Manage and Results Tab, you will be able:

- ☐ Add a logo and banner image
- ☐ Explain the project
- ☐ Add outputs
- ☐ Add collaborators
- ☐ Review project page and output shares



Use the [Becoming a Kudos Pro](#) guide to begin managing your project page and see the results of share activity. In addition, the guide highlights Pro tips that you will see within the tool.



Becoming a  
Kudos Pro





• Use the '**Becoming a Kudos Pro**' guide to begin managing your project page and see the results of share activity.

• While you and your project team are taking actions to help build impact, we'll keep you informed with updates and top tips.

• We are always happy to hear your feedback.

**Feel free to ask questions and make suggestions:**  
[wendy@growkudos.com](mailto:wendy@growkudos.com)

# Thank You