

# GRO Guidelines: Adding GRO links to academic promotion applications

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## Background

Goldsmiths conducts an annual Academic Promotions process. Any research outputs cited in the application must be uploaded onto [Goldsmiths Research Online \(GRO\)](#), with the relevant GRO link included within the application.

This guide outlines how to quickly find the relevant GRO link required for your application.

Further information on the Academic Promotions process and how to prepare for your application is available on [Goldmine](#).

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## Finding GRO links for your application

1. Go to [GRO](#) and select “browse” using the drop-down menu on the left-hand side.



2. Select “Goldsmiths Authors” and then find your public GRO profile page on the A-Z list

## Browse by Goldsmiths authors

A | [Á](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [Y](#) | [Z](#)

A...

3. Once you have selected your name, you will see a list of all your publicly available GRO outputs. Click on the output you want to include in your application and copy and paste the GRO URL into your application.



# Research Online

Login

## Finding GRO links for your application using your staff profile page

An alternative way to find a GRO link for your application is through your staff profile page.

1. When you go to your Goldsmiths staff profile page and navigate to the 'publications and research outputs' section near the bottom of the page you will see a list of your research outputs feeding through from GRO.
2. Click on the output you want to include in your application. This will take you to GRO where you can copy and paste the record URL into your application.

### Publications and research outputs

#### Show/Exhibition

Olde Wolbers, Saskia. 2023. **Unreliable Biographers, Van Gogh House, Zundert, in collaboration with Fraser Muggeridge Studios**. In: "Unreliable Biographers", Vincent van GoghHuis, Zundert, Netherlands, 16 September - 26 December 2023.

Olde Wolbers, Saskia. 2020. **Brewers Towner International**. In: "**Brewers Towner International**", Towner Eastbourne, United Kingdom, 6 October 2020 - 11 April 2021.

Olde Wolbers, Saskia. 2020. **Beating around the Bush #6**. In: "**Beating around the Bush #6**", The Bonnefonton, Maastricht, Netherlands, 6 March 2020 - 2 February 2021.

## Finding GRO links for records that have yet to be made publicly available

During the Academic Promotions period, the number of new deposits to GRO increases significantly and it is not always possible for every new addition to be reviewed and made publicly available in time for the promotion deadline.

Although, records under review will not have a public URL, they will be made live by the time your application is reviewed, and you will still be able to include a GRO URL in your application by following these steps.

1. Go to [GRO](#) and click on the “Login” button where you will be asked to enter your Goldsmiths username and password.
2. After you have logged in, you will see your “Manage Deposits” area where all outputs you have created (including records under review will be listed).
3. Records that are under review (i.e. they are in the GRO administrators review area and will shortly be made publicly available following the review process) will be marked in purple.

User Workarea.  Under Review.  Live Archive.  Retired.

Last Modified ▾	Title	Item Type	Item Status	
05 Feb 2025 15:57	Test record	Article	Under Review	 
02 Aug 2023 10:06	The Respect Drive: The Politics of Young People and Community	Report	Live Archive	  
02 Aug 2023 09:42	Social Housing in the UK and US: Evolution, Issues and Prospects	Report	Live Archive	  
01 Aug 2023 13:41	Brown Youth, Black Fashion and a White Riot	Report	Live Archive	  

4. Click on the magnifying glass icon next to the record you want to include in your application.

Item Type	Item Status	
Article	Under Review	 

5. You will go to the record where you will see that the URL is structured in the following way:

<https://research.gold.ac.uk/cgi/users/home?screen=EPrint%3A%3AView&eprintid=38231>.



If you include this link in your application, the reviewer will not be able to access the record as it is a private URL that can only be accessed by GRO administrators.

6. All public GRO URLs are structured in the following way: [https://research.gold.ac.uk/id/eprint/\[Unique GRO ID\]/](https://research.gold.ac.uk/id/eprint/[Unique GRO ID]/). The unique GRO ID for the example above is 38231 so after the record is reviewed the live GRO URL will be: <https://research.gold.ac.uk/id/eprint/38231/> . If you wanted to include this record in your application, this is the GRO URL you need to add.

7. Although this link will not work at the point you submit your application, it will shortly be reviewed and made publicly available at which point the URL will go live.

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## Help and Support

For further assistance with using GRO please email [gro@gold.ac.uk](mailto:gro@gold.ac.uk).

Further information on the Academic Promotions process and how to prepare for your application is available on [Goldmine](#). Questions or queries about the process can be emailed to [HRHelp@gold.ac.uk](mailto:HRHelp@gold.ac.uk)