**OPENSCHOLAR**

*April 5, 2023 REVISED*

**FREQUENTLY ASKED QUESTIONS**

*If you cannot find the answer to your question below, please email* [*cao@bilh.org.*](mailto:cao@bilh.org)

# Who is eligible for an OpenScholar website?

All BILH organization faculty members are eligible at this time. Postdoctoral scholars are highly encouraged to create a page on a Principal Investigator’s website but at this point, trainees are not eligible for their own website.

# Are Cores, Centers, Institutes, and certain projects eligible for a website?

Yes; however, BILH organizations reserve the right to ask for additional information to determine eligibility. Each of these sites should have a Principal Investigator or an Administrator as its owner. A designee may create, design and manage the site (see question #4).

# How do I request a website?

Click on  [OpenScholar Website Registration](https://research.bidmc.harvard.edu/research/openscholarregistration.asp) and complete the form to request a site. Follow the prompts to finish your request. You will then be verified as eligible for a site and a URL will be sent to you to begin creating your site.

If you are not verified as eligible, we will ask you to contact us so we can confirm we have all of your information correct to determine why we could not verify you in our system.

# Can I designate someone else to build and maintain my website (e.g. a postdoctoral fellow, or someone in my lab or office)?

Yes! There is a section on the form that asks for a requester and a Principal Investigator (PI). The requester does not have to be the same person as the PI; the PI will remain the owner of the site.

# What is the annual cost for an OpenScholar website for a BILH faculty member?

The discounted cost is actually $300 per year; however, recognizing how important such web visibility is to research at BILH member organizations, each entity offers its own mechanisms/cost-sharing for paying the annual cost. Please contact your Chief Academic Office or Chief Scientific Officer for more details. Alternatively, you may email [CAO@bilh.org](mailto:CAO@bilh.org) with our inquiry.

# How do I pay for the site?

**BIDMC:** When you register for the site, you will be asked to provide your **Dept-ID/Grant ID,** the account/cost center where you would like to charge your portion of the annual fee. Your Research Administrator (RA) and/or Department or Division Chief Academic Officer may be helpful in determining which Dept-ID/Grant ID is appropriate.

***Other BILH entities*** will offer their own processes. Please contact your Chief Academic Office or Chief Scientific Officer for more details

# Where can I find training sessions?

Both live and recorded training sessions may be found on the [BILH OpenScholar Landing Page](https://bilh.theopenscholar.com/get-started).

# I have a website with another vendor. Can I keep that website or am I obligated to move to the OpenScholar platform? Can we migrate our current materials?

We strongly encourage you to migrate your current site to the OpenScholar platform. Those who choose to create a website under the BILH OpenScholar agreement, in addition to deriving value from its search

engine optimization function, its “linked in” type feature, and ease of use (among other features), will have the opportunity to (1) have their site linked to their home organization website, and (2) have the opportunity to use the BIDMC, BIDMC/Harvard, Joslin, LHMC and other BILH brands.

We understand that you may have a website with another vendor and may have already invested significant dollars in design and annual maintenance. As you move forward with improvements or upgrades, or before you pay your next annual fee we ask you to consider choosing the BILH OpenScholar platform.

There is not an automatic migration of material to an OpenScholar template from your current website. However, you may easily “cut and paste” your material from your website into an OpenScholar format. For more complicated material, the OpenScholar Help Desk is happy to help advise on how best to work on moving complex material from another website into OpenScholar. Our advice is to view (or attend) the training video entitled["Building Your OpenScholar Site"](https://theopenscholar.com/event/part-two-building-your-openscholar-site-12?date=2023-03-23). If you still have questions, please contact the OpenScholar HelpDesk found on the [BILH OpenScholar Landing Page](https://bilh.theopenscholar.com/get-started).

1. **Can you swap templates - start with one and change to another without refilling the template?** Yes, however, it’s recommended that you do your best to select the theme you want from the outset. Each theme has a different set of preset templated content, so changing themes means content may not display properly in the new template, and you’ll have to make some tweaks.

# I had an OpenScholar site with HUIT. Where is my website now and how do I access it to update it to a BILH template?

If you received an email from OpenScholar with regard to your HUIT OpenScholar website, please know that your website is with OpenScholar and ready for you to upgrade to the BIDMC enhanced version. Your next steps would be to go to [BILH OpenScholar Landing Page](https://bilh.theopenscholar.com/get-started) choose a new template, and register to be verified for eligibility.

# How do I request HELP from OpenScholar?

You may access help from OpenScholar from the Help Desk found on the [BILH OpenScholar Landing Page](https://bilh.theopenscholar.com/get-started) and by emailing [support@theopenscholar.com](mailto:support@theopenscholar.com) via your email or from within your OpenScholar site menu bar: help>>support which will automatically generate an email to OpenScholar’s help desk.

# Our team/lab collaborates with many other institutions. Can we add non-BIDMC institution collaborators to our site as administrators?

OpenScholar distinguishes between administrators and team members. Non-BILH institutions and team members may appear on or be linked to your site. However, team members outside BILH may not be given permission to edit your site. Only a BILH-based site administrator/owner can add and edit site content.

# Can you have co-branding on your site? For example, use Boston Children’s Hospital logo and BIDMC’s logo?

The standardized branding for the OpenScholar templates will include the BILH approved logos, and the BILH entity approved logos including, where appropriate, the BIDMC-HMS logo. Logos from outside institutions may NOT be used in the template (header/footer) of your website. However, *with written permission from the outside institution*, you may use those logos under a section marked “Partners” or “Collaborators.” You also may use the proper name of the outside institution in copy as appropriate to describe your work.

# How can video be incorporated into my OpenScholar site?

OpenScholar websites work best with YouTube and Vimeo. You may create your own accounts on these platforms as long as they follow Terms of Service and link videos from there. OpenScholar will host a special session on adding videos to lab sites. Note: BILH Marketing and Communications will not be responsible for creating, editing or hosting videos for individual labs or PIs.

# Does OpenScholar offer customized services for website enhancement? If so, what is the cost?

Yes! OpenScholar does offer customized services for website enhancement. We advise you to view our training videos first to determine whether you need any custom enhancement. We would be happy to discuss what you are envisioning and provide you with a cost estimate. Please contact the HelpDesk on the [BILH](https://bilh.theopenscholar.com/get-started) [OpenScholar Landing Page.](https://bilh.theopenscholar.com/get-started)

# Will I be able to link Harvard Catalyst to my website?

Yes! You just cut and paste the Harvard Catalyst link to wherever you would like it to reside on your website.