

## **Researcher-led Initiative Awards Frequently asked questions**

### **1. How do I use/download Inkpath?**

Inkpath is available on all platforms via the Single Sign-on Option. Downloading Inkpath is easy. You can download it from the Apple Store, Google Play, or you can access it via the web app.

Please see the [Introducing Inkpath website pages](#) for all the information and resources, you might need to get started, including Inkpath FAQs.

### **2. I have decided on a date for my Researcher-led Initiative (RLI). How can I now open it up for registrations from researchers on Inkpath?**

The Organisational Development team can add your RLI activity on to Inkpath for you. There is an Award Winners MS Teams channel. We will add all the award winners from 2020-21 to this Teams group which includes award winners from 2019-20 so you have a space to communicate, share learning and collaborate: Please send the following information to the RLI Award Winners MS Teams group for a member of the OD team:

- a) A completed 'UCL OD COURSE TEMPLATE (Inkpath)' word document showing all the details about your RLI – a blank one can be found in the 'Files' section of the RLI Award Winners MS Teams channel.
- b) (Optional) link to a website page with more information about your RLI activity. This could be a departmental website or your own personal page you may have set up.
- c) Whether capacity for the RLI activity should be unlimited (which is often the case for online events) or whether you would like to 'cap' the number of places.
- d) An online platform joining link to the event – if registrations are taken via the Inkpath platform (and not an external website such as Eventbrite) then the 'venue' field on Inkpath with the joining link will only be visible to registered participant

b) The

At least 3 days before the RLI activity takes place, as the 'convenor' of the activity on the Inkpath system, you will receive a link to the QR code and the numeric code for the event. This email is generated automatically from the Inkpath system. If you display both these codes on your presentation slides both at the start and at the end of your event for participants to scan, it will enable you to view the 'live' attendance register on the day.

As you 'refresh' the page, the names of all participants who have scanned the QR code/entered the numeric code, will appear under the QR code image on your page. Therefore, please **do not share the link** to the QR code with participants.

Please note that there are essentially three ways for people to 'complete' their

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