

# How to Create and Publish Research Reports

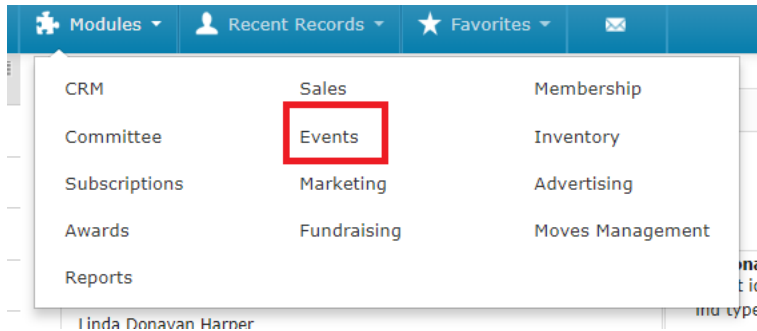
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## Procedure 1: Add a Research Report in netFORUM

### Step A: Create Research Report

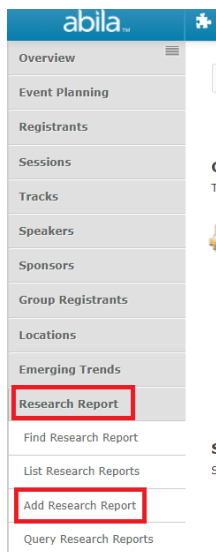
1. Sign into netFORUM
2. Go to the events module



3. Select "Research Reports" on the left-hand menu



4. Select "Add Research Report" on the left-hand menu



5. You will be taken to a pop-up window where you will enter the following information:
  - A. Report title
  - B. Subtitle (if applicable)
  - C. Publication Year
  - D. Report PDF Link
  - E. Region: Region the report was published
  - F. Geographic Coverage: Region(s) covered in report
  - G. Knowledge Finder Publish Date
  - H. Knowledge Finder Unpublish Date
  - i. Optional: Enter the Unpublish date (for times when you need to remove the content, e.g. if an event is canceled. Note: If you are unpublishing an event, please alert [claire.gordon@uli.org](mailto:claire.gordon@uli.org) or [sarah.kennedy@uli.org](mailto:sarah.kennedy@uli.org) to complete the unpublishing process. Simply adding the end date will not unpublish the content.)
  - I. Research Report Summary

Events / Research Report / Research Report

**Research Report**

Title:

Subtitle:

Publication Year:

Report PDF URL Link:

Region:

Geographic Coverage 1:

Geographic Coverage 2:

Geographic Coverage 3:

Knowledge Finder Publish Date:

Knowledge Finder Unpublish Date:

Research Report Summary:

Enter Report Description here

Words: 0 Characters: 0

Save Cancel

6. Hit “save”

**\*\* A complete report entry should look like the image below**

**Research Report**

Title: Building Healthy Places Toolkit

Subtitle: Strategies for Enhancing Health in the Built Environment

Publication Year: 2015

Report PDF URL Link: BuildingHealthyPlacesToolkit.pdf

Region: Americas

Geographic Coverage 1: Americas

Geographic Coverage 2: Please select

Geographic Coverage 3: Please select

Knowledge Finder Publish Date: 1/2/2019

Knowledge Finder Unpublish Date:

Research Report Summary: This toolkit outlines evidence-supported opportunities for enhancing health outcomes in real estate developments! Developers, owners, property managers, designers, investors, and others involved in real estate decision-making can use the report's recommendations and strategies to create places that contribute to healthier people and communities, and to enhance and preserve value by meeting growing demand for health-promoting places.

Words: 59 Characters: 436

Save Delete Cancel

7. After hitting “save,” your pop up window will close, taking you to the added research report screen

Research Report

Title: **Building Healthy Places Toolkit** Publish Date: 1/2/2019  
Subtitle: Strategies for Enhancing Health in the Built Environment Unpublish Date:  
Publication Year: 2015  
Region: Americas  
Geographic Coverage 1: Americas  
Geographic Coverage 2:  
Geographic Coverage 3:  
Report PDF Url Link: <https://ulldigitalmarketing.blob.core.windows.net/researchreports/BuildingHealthyPlacesToolkit.pdf> Edit Research Report  
Research Report Summary:  
This toolkit outlines evidence-supported opportunities for enhancing health outcomes in real estate developments. Developers, owners, property managers, designers, investors, and others involved in real estate decision-making can use the report's recommendations and strategies to create places that contribute to healthier people and communities, and to enhance and preserve value by meeting growing demand for health-promoting places.

## Procedure 2: Build Out Research Report

### Step A: Add Authors to Research Report

**\*\* Below the research report summary, there will be an “authors” tab. This is where you can add authors to the report**

General More Personalize

Authors

Author Name	Order
Joanna Frank	1
Sara Hammerschmidt	2
Suzanne Nienaber	3
Rachel MacCleery	4
Abigail Clafin	5

Research Partners

Partner Name	Partner Link	Order
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1. To add an author click on the + symbol on the far right on the “Authors” banner.

General More Personalize

Authors

Author Name	Order
Joanna Frank	1
Sara Hammerschmidt	2
Suzanne Nienaber	3
Rachel MacCleery	4
Abigail Clafin	5

Research Partners

Partner Name	Partner Link	Order
--------------	--------------	-------

2. Type in the last name of the author under “Author.” A drop-down search will appear giving you results, or you can click the magnifying glass to have the results show up in a separate window. To refine the search, type “[last name] [first name]” and this will allow the author’s information to complete the form.

**General Volunteer Information**

event: ULI Austin Red River TAP-1727

volunteer: McKinnerney, John

organization: Castle Hill Partners

bio: [Redacted]

session code: Please select

volunteer type: Please select

volunteer region: Please select

reports to: Please select

goal description: Please select

**Contact Information**

pref contact method: E-Mail

address: Business

phone: [Redacted]

fax: [Redacted]

email: [Redacted]

Page Load Time: 0.002

save mode: Insert

record information

KKaushal\_uli

Save Cancel

3. After clicking on the correct author, the rest of the form will auto populate as shown below.

**General Volunteer Information**

event: ULI Austin Red River TAP-1727

volunteer: McKinnerney, John B.

organization: Castle Hill Partners

bio: [Redacted]

session code: Please select

volunteer type: Please select

volunteer region: Please select

reports to: Please select

goal description: Please select

**Contact Information**

pref contact method: E-Mail

address: Business

phone: [Redacted]

fax: [Redacted]

email: [Redacted]

KKaushal\_uli

Save Cancel

**Note:** Authors are entered into the system under their full name. A shortened version like Tom will need to be entered as Thomas.

4. After clicking “Save”, the author’s name will now appear under the “Authors” tab under the event.

General **More**

**Authors**

Author Name	Order
Joanna Frank	1
Sara Hammerschmidt	2
Suzanne Nienaber	3
Rachel MacCleery	4
Abigail Clavin	5

**Research Partners**

Partner Name Partner Link

## Step B: Add Research Partners, Sponsors, Grant Funders, Center & Initiative, District Council, National Council, or Product Council

1. If a report has a research partner, sponsor, grant funder, associated center & initiative, District or National Council, or Product Council, you can add them to the report following the same procedure as adding report authors.

The research partner, sponsor, grant funder, associated Center & Initiative, District or National Council, and Product Council tabs can be found directly below the “author” tab



### Procedure 3: Publish Report to Knowledge Finder

After completing all necessary research report fields, the editor for [knowledge.uli.org](http://knowledge.uli.org) will be alerted. Not immediately, but once a day. Note: The editor for [knowledge.uli.org](http://knowledge.uli.org) is responsible for the final publication of all content, and will publish on a rolling (not instantaneous) basis.

## Appendix Item 1—Keywords

Architecture – Design  
Architecture – Landscape  
Arts and Culture  
Construction/Engineering  
Development – Business and Firms  
Development – Nonprofit Developers  
Development Projects – Large Scale  
Development Projects – Small Scale  
Economic Development  
Emerging Trends – Programs and Publications  
Finance  
Finance – Asset/Portfolio Management  
Finance – Capital Markets  
Finance – Cross-Border  
Investment/Development  
Food and Real Estate  
Infrastructure – Active Transportation  
Infrastructure – Airports/Rail/Port Facilities  
Infrastructure – Parking and Parking Facilities  
Infrastructure – Transportation and Transit  
Land Use Type/Sector – Health Care/Medical  
Land Use Type/Sector – Hospitality – Hotels and Resorts  
Land Use Type/Sector – Housing – Active Adult/Senior/Retirement Communities  
Land Use Type/Sector – Housing – Affordable/Workforce  
Land Use Type/Sector – Housing – Multifamily  
Land Use Type/Sector – Housing – Single-Family  
Land Use Type/Sector – Housing – Student  
Land Use Type/Sector – Industrial  
Land Use Type/Sector – Institutions – Libraries and Museums  
Land Use Type/Sector – Master-Planned Communities  
Land Use Type/Sector – Military Facilities  
Land Use Type/Sector – Mixed Use and Multi-Use  
Land Use Type/Sector – Office  
Land Use Type/Sector – Recreation and Entertainment

Land Use Type/Sector – Retail  
Land Use Type/Sector – Stadiums, Arenas, and Venues  
Land Use Type/Sector – Universities and Educational Facilities  
Land Use Type/Sector – Waterfront Leadership  
Market Conditions – Demographics  
Market Conditions – Economy  
Market Conditions – Market and Feasibility Analysis  
Market Conditions – Market Trends  
Market Conditions – Technology, New/Disruptive  
Marketing  
Open Space  
Placemaking  
Public Sector – Public Officials  
Public Sector – Public/Private Partnerships  
Real Estate Law  
Land Use Type/Sector – Recreation and Entertainment  
Regulations and Zoning  
Resilience  
Responsible Property Investment  
Revitalization/Redevelopment – Adaptive Use/Building Reuse  
Revitalization/Redevelopment – Central City  
Revitalization/Redevelopment – Downtown  
Revitalization/Redevelopment – Healthy Neighborhoods and Corridors  
Revitalization/Redevelopment – Historic Preservation  
Revitalization/Redevelopment – Infill  
Revitalization/Redevelopment – Inner-City Neighborhoods  
Revitalization/Redevelopment – Rural  
Revitalization/Redevelopment – Suburbs  
Sustainable Development  
Traditional Neighborhood Development/New Urbanism  
Transit-Oriented Development  
Universities and Educational Facilities  
Urban and Regional Planning



## Appendix Item 2—How to choose keywords for Research Reports

- Read the report summary/introduction to get an idea of content theme and/or topic
- Choose at least 6 and up to 8 keywords
- Choose keywords that align with the research report

## Appendix 3—Publish to Knowledge Finder Checklist

*Just because your Research Report is in netFORUM doesn't mean that it is ready to be published to Knowledge Finder.*

*Please make sure that you have completed the key steps!*

- Have you built out your Research Report with the necessary information?
  - Have you added a title and subtitle (if applicable)?
  - Have you added the publication year?
  - Have you added geographic coverage?
  - Have you uploaded the correct PDF?
  - Have you assigned keywords?
  - Have you linked authors, research partners, sponsors, grant funders, District or National Councils, or Product Councils?
- Have you inputted all the publication details, to include:
  - Publish Date (this is when the report will go live, and not the date of the report)
  - Have you hit save?

## Appendix Item 4—Sample Published Research Report on knowledge.uli.org

# Transit Oriented Los Angeles

## Envisioning An Equitable Thriving Future

### REGIONS COVERED

📍 Americas

### PUBLICATION YEAR

📅 2018

📄 **View PDF**  
RESEARCH REPORT

### Summary

This report provides a conceptual framework for thinking about how more people can live and work near transit, near the major regional investments that county residents are paying for, in ways that maximize social benefits and minimize social costs. Because neighborhoods are unique, there is no one-size-fits-all solution, and we do not profess to offer one. What we offer instead is a foundation on which informed civic conversations about different neighborhoods and ways to better our region can occur. We hope to demystify density, explain the determinants of transit ridership, and shed some light on how zoning and land use regulation influence both ridership and housing prices.

### AUTHORS

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LAPlus

### COUNCILS

District and National Councils

— [ULI Los Angeles](#)

### RELEVANT TOPICS

Infrastructure – Parking and Parking Facilities

Infrastructure – Transportation and Transit

Land Use Type/Sector – Housing –  
Affordable/Workforce

Land Use Type/Sector – Housing –

### CONTENT PILLARS

Housing and Communities

**Innovation in Development Practice**

Real Estate Finance and Investment

**Shaping Successful Cities and Regions**