PART III:
Entering Data in the Scholarship & Research Section

Office of Faculty Affairs
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There are two ways to easily populate your Digital Measures account with your publications:

Using the BibTeX Import feature within Digital Measures, you can import citations from a wide variety of reference managers (e.g., EndNote, Mendeley, RefWorks, Zotero) and publication databases (e.g., Google Scholar, PubMed, Scopus, Web of Science). This website contains a step-by-step guide: Digital Measures Guide to BibTeX Import.

Using the TTUHSC Publication Upload application, you can rapidly upload publication references into Digital Measures by accessing search engines (PubMed, Scopus, Google Scholar, etc.). Please use the following link to do so: Publications Upload Link.
Getting Help

If you have any questions, comments, or concerns, regarding Digital Measures - Activity Insight, please contact the Paul L. Foster School of Medicine Office of Faculty Affairs.

Office of Faculty Affairs

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Logging On

Accessing Digital Measures/Activity Insight

Activity Insight is a web-based application compatible with most modern browsers for PC and Mac, including Internet Explorer, Mozilla Firefox and Apple Safari. Please cut and paste the link into your browser:
http://elpaso.ttuhsc.edu/digitalmeasures
Once you are logged on, you will see the Main Menu page. To enter data, click on a link on this page to open the data entry screen. This reference guide covers entry of information in the Scholarship & Research section.

- Contracts, Grants and Sponsored Projects
- Intellectual Contributions
- Biographical Sketch - NIH | NSF
- Intellectual Copyright, (e.g., copyrights, patents)
- Presentations
- Research Currently in Progress
- Extramural Professional Service
- Summary of Scholarly Activity
This section is for information regarding Tenure & Promotion, Faculty Activities, and Faculty Research and Scholarly Activity.

Leave this box checked if you would like the course to appear on your faculty profile.

Multiple Investigators can be added one at a time by clicking on the ADD button.

Either select a TTUHSC faculty member from the drop down list or enter the name in the “First Name” and “Last Name” fields.

To remove an investigator, click on the “X” in the red box.

This section continued on next page
It is required to enter data for “Was this Grant or Contract Peer Reviewed” and “Is this scholarship related to Medical Education”. These questions will determine their presence or absence in reports.

“Status” is the status at the time of the grant.

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.
# SCHOLARSHIP & RESEARCH

## Edit Intellectual Contributions

List all publications, case reports, books, chapters, abstracts, etc.

- **Contribution Type**: Journal Article
- **Explanation of "Other"**: 
- **Current Status**: Published
- **Title of Contribution**: Prevention and control of seasonal influenza with vacci
- **Title of Larger Work**: 
- **Show on Faculty Profile**: ✔

### Authors

Please order the authors in the order of authorship by using the up/down arrows on the far right of each author. Please either select a person from the drop-down list or enter their name in the input fields.

<table>
<thead>
<tr>
<th>1st Author</th>
<th>People at Texas Tech University Health Sciences Center</th>
<th>First Name</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
<th>Institution/Company</th>
<th>If a student, what is his/her level?</th>
<th>Senior author?</th>
<th>Corresponding author?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bartlet, John C; Jamil nava</td>
<td></td>
<td>John</td>
<td>Christopher</td>
<td>Bartlet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You've specified John C. Bartlet with a maiden/penn name of John Christopher Bartlet.

### 2nd Author

- **Select or type a name...**: 
- **Select the number of author rows to add**: 1

---

▲ Required  ■ Required, if applicable  ● Optional
Remember, it is required to enter data for “Was this Grant or Contract Peer Reviewed” and “Is this scholarship related to Medical Education”. These questions will determine their presence or absence in reports.

One record may have multiple dates. As the publication changes from submitted to accepted to published change the current status and complete the date fields as follows:

- If “Current Status” is “Submitted” then date goes in “Date Submitted”
- If “Current Status” is “Press” then date goes in Accepted
- If “Current Status” is “Published” then date goes in “Published”
DM - Book Chapter Import

The following is an example of a Book Chapter entry:


It is comprised by the following (mandatory) sections:

- **Entry # (optional):** 1.
- **Author(s):** Kurjak A, Kupesic S.
- **Chapter Name:** Infertility.
- **Book Name:** In: Kurjak A (ed) Transvaginal color Doppler sonography.

Observe that each of the sections is delimited by a "." (dot/period)


Also observe that sections **Author(s) and Publisher Info** are delimited by "," (commas)


Section **Authors** can have 1 or more authors (delimited by comma). Section **Publisher Info** has exactly 4 sections (delimited by comma): Country, Publisher Name, Year, pages.

Generic example:

- **Entry # (optional):** 1.
- **Author(s):** LastName A, LastName B, LastName C.
- **Chapter Name:** ChapterName.
- **Book Name:** In: Book Name.
- **Publisher Info:** Country, Publisher Name, Year, p 33-41.

**Enter below your "Book Chapter" Information**


[Correct Entries: 0] [Incorrect Entries: 0]
Enter below your "Book Chapter" Information


Correct Entries: 3
Incorrect Entries: 1

Are you sure ??

Once you click OK, data will be imported to your Digital Measures Profile...

Entries to import: 3
Incorrect Entries (will NOT be Imported): 1

Cancel  Import Data
### SCHOLARSHIP & RESEARCH

**Edit NIH**

- **Label for this Biographical Sketch**
  - (not primed in report)
- **eRA Commons Username**
- **Personal Statement**

Populate this screen if you intend to run an NIH Biographical Sketch report found in the “Run Reports” tab located in the left hand menu. All fields are required if applicable.

### Relevant Publications

You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

#### 1st Publication

- **Intellectual Contribution**: Please select...

Select the number of publication rows to add: 1 [Add]

#### Link to full list of your published work

- **Contribution**

### Contributions to Science

Briefly describe up to five of your most significant contributions to science. For each contribution, indicate the historical background that frames the scientific problem; the central finding(s); the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and your specific role in the described work. For each of these contributions, reference up to four peer-reviewed publications that are relevant to that contribution. The description of each contribution should be no longer than one half page including figures and citations.

#### 1st Contribution

Contribution

### Relevant Publications

#### Publication

- **Intellectual Contribution**: Please select...

Select the number of publication rows to add: 1 [Add]

Select the number of contribution rows to add: 1 [Add]

**Linked Records**

Include an appendix in the Biographical Sketch report, containing all relevant records to which I have been linked.

▲ Required □ Required, if applicable ● Optional
Populate this screen if you intend to run an NSF Biographical Sketch report found in the “Run Reports” tab located in the left hand menu. All fields are required if applicable.
**SCHOLARSHIP & RESEARCH**

**Edit Intellectual Property (e.g., copyrights, patents)**

- **List any patents or copyrights:**
  - **Patent Copyright:** Copyright
  - **Patent Title:** Implantable medical system for detecting edema
  - **Patent/Copyright Number/ID:** EP0123456 A7
  - **Patent Type:** Regular
  - **Patent Nationality:** United States

- **If Patent Cooperation Treaty, List Nations:**

- **Inventors:**
  - **1st Inventor:**
    - People at Texas Tech University Health Sciences Center
    - Bartlet, John C; Jamal Nava
    - First Name: John
    - Middle Name/Initial: Christopher
    - Last Name: Bartlet
    - You’ve specified John C Bartlet with a maiden/penn name of John Christopher Bartlet.

- **If patent has been assigned, to whom?**

- **Date Submitted to University:** January 31, 2007
- **Date of Patent Application:** April 04, 2007
- **Date Patent Approved:** December 28, 2011
- **Date Licensed:**
- **Renewal Date:**

- **Required** ▲
- **Required, if applicable** ■
- **Optional** ○

This screen is for any patents or copyrights you’ve had since July of 2012 to the present.

Multiple Inventors can be added one at a time by clicking on the ADD button.

Either select a TTUHSC faculty member from the drop-down list or enter the name in the “First Name” and “Last Name” fields.
SCHOLARSHIP & RESEARCH

Edit Presentations

List any presentations, exhibits, productions you have given at meetings, symposia, workshops, or other institutions since July of 2012 to the present.

- **Conference/Meeting Name**: The 39th Remington Winter Course in Infectious Disease
- **Sponsoring Organization**: University of Nebraska
- **Location**: Avon, Colorado
- **Presentation Title**: Current Management of Intra-Abdominal Infections

Leave this box checked if you would like the course to appear on your faculty profile.

Multiple Presenters can be added one at a time by clicking on the ADD button.

Either select a TTUHSC faculty member from the drop-down list or enter the name in the “First Name” and “Last Name” fields.

Invited or Accepted Definitions:
- **Invited**: If you were contacted to present.
- **Accepted**: If you submitted a presentation and were accepted to present.

Remember, it is required to enter data for “Was this Grant or Contract Peer Reviewed” and “Is this scholarship related to Medical Education”. These questions will determine their presence or absence in reports.

▲ Required
■ Required, if applicable
● Optional
This screen is for listing any research projects currently in progress.

Multiple Collaborators can be added one at a time by clicking on the ADD button.

Either select a TTUHSC faculty member from the drop-down list or enter the name in the “First Name” and “Last Name” fields.
This screen is for any service related to scholarship.

Example - member of editorial board, manuscript reviewer, member of study sections, consultant to government agencies, private industry, officer or committee member of scientific or professional organization or program organizer.

In this screen summarize your most important discoveries and your current scholarly activities or interests including research, contributions to medical education, and patient care.