TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO

Paul L. Foster School *of* Medicine

.::DigitalMeasures
ActivityInsight

Faculty Reference Guide

PART III:
Entering Data in the Scholarship & Research Section

Office of Faculty Affairs

SCHOLARSHIP & RESEARCH

Table of Contents

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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915.215.4130

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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 cute and paste the link into your browser:
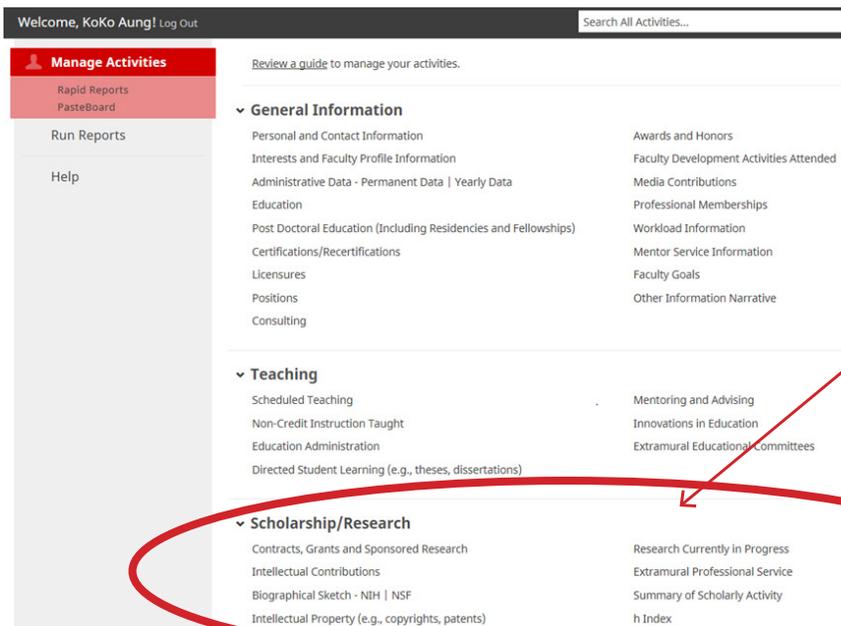http://elpaso.ttuhsc.edu/digitalmeasures
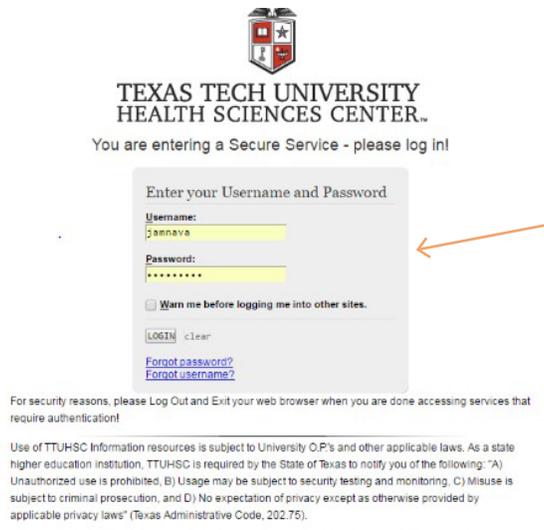
Log in using your eRaider and password.

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.

Welcome, KoKo Aung! Log Out   Search All Activities...

Manage Activities
Rapid Reports
PasteBoard

Run Reports

Help

Review a guide to manage your activities.

General Information

Personal and Contact Information	Awards and Honors
Interests and Faculty Profile Information	Faculty Development Activities Attended
Administrative Data - Permanent Data | Yearly Data	Media Contributions
Education	Professional Memberships
Post Doctoral Education (Including Residencies and Fellowships)	Workload Information
Certifications/Recertifications	Mentor Service Information
Licensures	Faculty Goals
Positions	Other Information Narrative
Consulting	

Teaching

Scheduled Teaching	Mentoring and Advising
Non-Credit Instruction Taught	Innovations in Education
Education Administration	Extramural Educational Committees
Directed Student Learning (e.g., theses, dissertations)	

Scholarship/Research

Contracts, Grants and Sponsored Research	Research Currently in Progress
Intellectual Contributions	Extramural Professional Service
Biographical Sketch - NIH | NSF	Summary of Scholarly Activity
Intellectual Property (e.g., copyrights, patents)	h Index

- 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

‹ Edit Contracts, Grants and Sponsored Research

Cancel   💾 Save   💾➕ Save + Add Another

List each grant or contract on which you were a principal investigator, co-principal or co-investigator (not consultant) obtained to support your scholarly activities or interest including research, contributions to medical education, and/or patient care.

* Contract/Grant/Research Type: **Intramural** 🔺

Explanation of "Other": 🟧

Contract/Grant/Research Title: **Genomics Testing for Resistant Bacteria** 🔺

Grant Number: 🔺

Show on Faculty Profile: ☑ 🔵

Awarding Agency: **TX Tech Univ HSC** 🔺

Awarding Agency Description: 🔺

Awarding Agency Category: ▼ 🔺

Explanation of "Other": 🟧

> 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.

Investigators
Please either select a person from the drop-down list or enter their name in the input fields.

Investigator

People at Texas Tech University Health Sciences Center: **Bartlet, John** 🔺 jamal.nava

First Name: **John**

Middle Name/Initial: **Christopher**

Last Name: **Bartlet**

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

Role: **Co-Principal**

If a student, what is his/her level?

Percent Effort: %

Investigator 🗑

People at Texas Tech University Health Sciences Center: **Select or type a name...**

First Name: **John**

Middle Name/Initial: **C.**

Last Name: **Bartlet**

Role: **Co-Investigator**

If a student, what is his/her level?

Percent Effort: **20** %

Select the number of investigator rows to add: 1   ➕Add

> This section continued on next page

🔺 Required   🟧 Required, if applicable   🔵 Optional

‹ Edit Contracts, Grants and Sponsored Research

Cancel   💾 Save   💾 Save + Add Another

Select the number of investigator rows to add: 1 ⌄   + Add

"Amount Funded", "Direct Cost", and "Indirect Cost" below represent the entire lifespan of the grant. Future years are only estimates.

Amount Funded $ 95,000 ▲

Direct Cost $ ▲

Indirect Cost $ ▲

Project Type Research Related ⊗ ▲

Abstract ● [text area]

Keywords ▲ [text area]

"Status" is the status at the time of the grant.

* Current Status Currently Under Review ⊗ ▲

* Was this Grant or Contract Peer Reviewed? Yes ⊗ ▲

* Is this scholarship related to Medical Education? Yes ⊗ ▲

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.

Percentile Score (if available) [ ] % ■

Priority Score (if available) [ ] % ■

Date Submitted for Funding [⌄] [ ] , [ ] ▲

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.

Start Date of Funding February ⊗ [ ] , 2013 ▲

End Date of Funding February ⊗ [ ] , 2013 ■

▲ Required   ■ Required, if applicable   ● Optional

‹ Edit Intellectual Contributions

Cancel   ⊟ Save   ⊟₊ Save + Add Another

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 vaccii ▲
❓ Title of Larger Work	▭
Show on Faculty Profile	☑ ●

> This screen is for any publications, abstracts, journal articles, etc. Enter data for information from July 2012 to present.

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

1st Author ▼▲

People at Texas Tech University Health Sciences Center	First Name	Middle Name/Initial	Last Name	❓ Institution/Company	If a student, what is his/her level?	Senior author?	Corresponding author?
Bartlet, John C: jamal.nava	John	Christopher	Bartlet		▼	▼	▼

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

2nd Author ▼▲ 🗑

Select or type a name... ▼					▼	▼	▼

Select the number of author rows to add: 1 ⊗   **+Add**

> Multiple authors 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.

> Place authors in the correct order by clicking on the up or down arrow to move the author to the correct position.
>
> To remove an author, click on the "X" in the red box.

▲ Required   ■ Required, if applicable   ● Optional

❮ Edit Intellectual Contributions

[Cancel] [💾 Save] [💾₊ Save + Add Another]

Field	Value
Journal	MMWR. Recommendations and reports: Morbidity and mo ▲
Publisher	●
City and State of Journal/Publisher	●
Country of Journal/Publisher	●
Volume	62 ▲
Issue Number/Edition	RR-07 ▲
Page Numbers or Number of Pages	1 ▲
Web Address	http:// ●
DOI (Digital Object Identifier)	●
Editor(s)	●
ISBN/ISSN Number/Case #	●
PubMed Central ID Number	●
Audience of Circulation	▾ ●
* Was this peer-reviewed/refereed?	Yes ⊗ ●
Is this publicly available?	Yes ⊗ ●
Data-based Research	Yes ⊗ ●
* Is this scholarship related to Medical Education?	Yes ⊗ ●
Abstract/Synopsis	●
Did this contribution receive an award?	Yes ⊗ ●
If yes, Award Name	●
Full-text of this item (maximum file size 10 MB)	No File Stored [Choose File...] ●
Expected Date of Submission	▾ , ●
Date Submitted	▾ , ●
Date Accepted	▾ ●
Date Published	▾ , 2013 ▲

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"

▲ Required   ■ Required, if applicable   ● Optional

DM - Book Chapter Import

The following is an example of a **Book Chapter** entry:

1. Kurjak A, Kupesic S. Infertility. In: Kurjak A (ed) Transvaginal color Doppler sonography. London, Parthenon Publishing, 1991, p 33-41.

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.
Publisher Info:	London, Parthenon Publishing, 1991, p 33-41.

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

1"." Kurjak A, Kupesic S"." Infertility"." In: Kurjak A (ed) Transvaginal color Doppler sonography"." London, Parthenon Publishing, 1991, p 33-41"."

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

1. Kurjak A","Kupesic S. Infertility. In: Kurjak A (ed) Transvaginal color Doppler sonography. London","Parthenon Publishing"," 1991"," p 33-41.

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

1. Kurjak A, Kupesic S. Infertility. In: Kurjak A (ed) Transvaginal color Doppler sonography. London, Parthenon Publishing, 1991, p 33-41.

2. Kurjak A, Kupesic S. Ultrasound. In: Kurjak A (ed) Doppler sonography. London, Parthenon Publishing, 2000, p 60-70.

3. Kurjak A, Kupesic S. Vag Bleeding. In: Kurjak A (ed) Transvaginal sonography. London, Parthenon Publishing, 2002, p 44-66.

Process Data

Import to Digital Measures

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: **3**   Incorrect Entries: **1**

1. Kurjak A, Kupesic S. Infertility. In: Kurjak A (ed) Transvaginal color Doppler sonography. London, Parthenon Publishing, 1991, p 33-41.
,2. Kurjak A, Kupesic S. Ultrasound. In: Kurjak A (ed) Doppler sonography. London, Parthenon Publishing, 2000, p 60-70.
,3. Kurjak A, Kupesic S. Vag Bleeding. In: Kurjak A (ed) Transvaginal sonography. London, Parthenon Publishing, 2002, p 44-66.
,3. Kurjak A, Kupesic S. Vag Blee.ding. In: Kurjak A (ed) Transvaginal sonography. London, Parthenon Publishing, 2002, p 44-66.

1. Kurjak A, Kupesic S. Infertility. In: Kurjak A (ed) Transvaginal color Doppler sonography. London, Parthenon Publishing, 1991, p 33-41.

2. Kurjak A, Kupesic S. Ultrasound. In: Kurjak A (ed) Doppler sonography. London, Parthenon Publishing, 2000, p 60-70.

3. Kurjak A, Kupesic S. Vag Bleeding. In: Kurjak A (ed) Transvaginal sonography. London, Parthenon Publishing, 2002, p 44-66.

3. Kurjak A, Kupesic S. Vag Blee.ding. In: Kurjak A (ed) Transvaginal sonography. London, Parthenon Publishing, 2002, p 44-66.

Process Data   Import to Digital Measures

Info: Country, Publisher Name, Year, p 33-41.

Are you sure ??

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

Entries to Import: **3**
Incorrect Entries (will NOT be imported): **1**

Cancel   **Import Data**

‹ Edit NIH

Cancel   🖫 Save   🖫 Save + Add Another

❷ Label for this Biographical Sketch
  ◾ (not printed in report)

◾ eRA Commons Username

◾ ❷ 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 requried 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

  ❷ Intellectual Contribution   Please select... ▾

Select the number of publication rows to add: 1 ○   ✚Add

❷ Link to full list of your published
  ◾ work

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

  ❷ 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

< **Edit NSF**

Cancel | **H** Save | **H+** Save + Add Another

❓ Label for this Biographical Sketch
🟧 (not printed in report)

Publications 🟧
Select the publications that should be displayed whenever this record is used to generate a Biographical Sketch report. The report will display these publications in the order in which they are entered here, provided they match the reporting criteria. Please click the help icon for each question for more information.

You may enter up to 10 publications or patents for inclusion in the NSF Biographical Sketch report. Additional entries will not be printed. The first five publications or patents will appear as the five "most relevant" products on the NSF Biographical Sketch report.

1st Publication

❓ Intellectual Contribution

Please select...   -- OR --

Intellectual Property

Please select...

Select the number of publication rows to add: 1 ⊙   **+**Add

> 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 requried if applicable.

Synergistic Activities 🟧
You may enter up to 5 items, which will appear under this heading in the NSF Biographical Sketch report.

1st Activity

Intellectual Contribution

Please select...   -- OR --

Other Activity

Select the number of activity rows to add: 1 ⊙   **+**Add

🔺 Required   🟧 Required, if applicable   🔵 Optional

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

Cancel   🖫 Save   🖫₊ Save + Add Another

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

List any patents or copyrights. ▲

Patent or 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	▮

> 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.

Inventors ▲
Please either select a person from the drop-down list or enter their name in the input fields.

1st Inventor

People at Texas Tech University Health Sciences Center
Bartlet, John C: jamal.nava

First Name	Middle Name/Initial	Last Name
John	Christopher	Bartlet

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

Select the number of inventor rows to add: 1 ⊗   ➕Add

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

‹ Edit Presentations

Cancel | 💾 Save | 💾➕ Save + Add Another

List any presentations, exhibits, productions you have given at meetings, symposia, workshops or other institutions.

▲ Conference/Meeting Name: The 39th Remington Winter Course in Infectious Disea:

▲ Sponsoring Organization: University of Nebraska

▲ Location: Avon, Colorado

▲ Presentation Title: Current Management of Intra-Abdominal Infections

● Show on Faculty Profile: ☑

> This screen is for any presentations, exhibits, productions given at meetings, symposiums, workshops, or other institutions since July of 2012 to the present.

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

Presenters/Authors
Please either select a person from the drop-down list or enter their name in the input fields.

1st Presenter/Author
▲

People at Texas Tech University Health Sciences Center	First Name	Middle Name/Initial	Last Name	Pr
Bartlet, John C: jamal.nava	John	Christopher	Bartlet	

You've specified John C Bartlet with a maiden/pen name of John Chri...

Select the number of presenter/author rows to add: 1 ⊗ **➕ Add**

> 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.

▲ Scope: National ⊗

* Was this peer-reviewed/refereed? Yes ⊗

▲ Published in Proceedings? Yes ⊗

▲ Published Elsewhere? No ⊗

▲ Invited or Accepted? Invited ⊗

* Is this scholarship related to ▲ Medical Education? Yes ⊗

Abstract/Synopsis (30 Words or Less) ●

Presentation (maximum file size 10 ● MB): No File Stored   [Choose File...]

▲ Date: February ⊗ | 15 | 2012

> 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.

‹ **Edit Research Currently in Progress**

| Cancel | 💾 Save | 🗄 Save + Add Another |

List any research projects currently in progress. Also describe your collaborative efforts.

Title ▲ | Management of Hepatitis C in the Minority Population

Description ▲ | [blank text area]

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.

Collaborators
Please either select a person from the drop-down list or enter their name in the input fields.

Collaborator ▲

People at Texas Tech University Health Sciences Center	Name	Institution/Company	If a student, what is his/her level?
Bartlet, John C: jamal.nava	Bartlet, John C		▾

Select the number of collaborator rows to add: 1 ⊙ | ➕Add

Status | Planning ⊙ ▲

Rank Project | [blank]
(The ranking will be the order the projects print on a report)

Research Type | Public Health/Epidemiology ⊙ ▲

Explanation of "Other" | [blank] ■

Date Initiated | ▾ | [blank] , [blank]

▲ Required   ■ Required, if applicable   ● Optional

‹ Edit Extramural Professional Service

Cancel | 💾 Save | 🖫 Save + Add Another

List any service related to scholarship, such as member of an editorial board, manuscript reviewer, member of a study section, consultant to government agencies, private industry or other organization, officer or committee member of scientific or professional organization.

Name of Journal, Organization, Board, etc. ▲ : Clinical Infectious Disease

Member Type ▲ : Regular

Type or Organization ▲ : Journal

Explanation of "Other" ▪ :

* Position/Role : Reviewer, Journal Article

Explanation of "Other" ▪ :

City : New York City

State ▲ : New York

Country ▲ : US

Were you elected, appointed, or ▲volunteered? : Elected

Was this compensated or pro bono? ▲ : Compensated

Responsibilities/Brief Description (30 Words or Less) ▪ :

> 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.

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.

▲Start Date : September , 2012

▪ End Date : ,

‹ Edit Summary of Scholarly Activity

Cancel | 💾 Save | 🖫 Save + Add Another

Summarize your most important discoveries and your current scholarly activites or interests including research, contributions to medical education, and patient care.

Summary (100 words or less) ▲ :

▲Date : ,

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

▲ Required   ▪ Required, if applicable   ● Optional