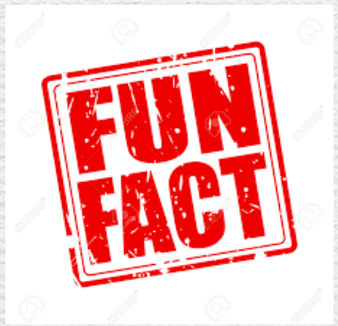
DigitalMeasures

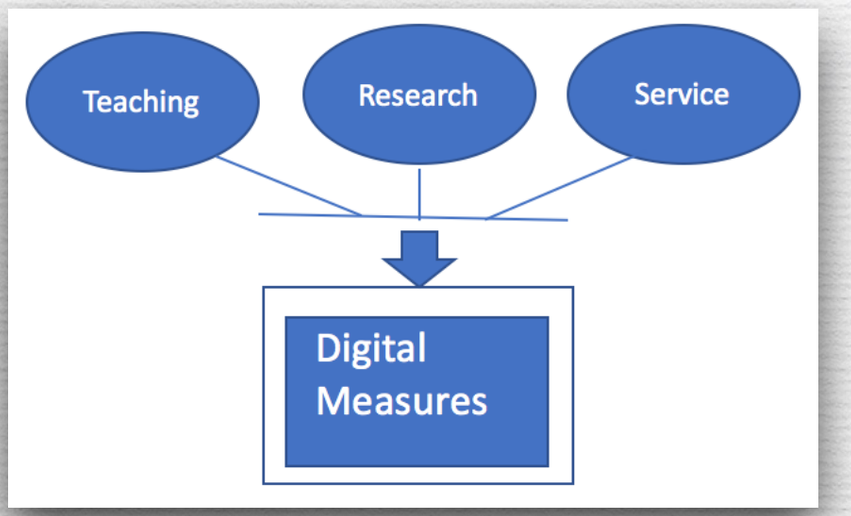
What is Digital Measures (DM)?

- Digital Measures is a customized web-based electronic reporting system that enables faculty to **view**, **enter**, **track** and **report** their teaching, research and service accomplishments.



More than 2,000 colleges and schools around the world use DM.

Why is Digital Measures an important/ useful tool?



Manage, Update and Track service, teaching and research activities in one easy location, accessible from anywhere!

Generate reports such as Biobibliography and Curriculum Vitae for merit and promotion.

Promote UC Merced and recognize faculty's work

HRIS solution to track personnel actions

Digital Measures - Login

academicpersonnel.ucmerced.edu

UCMERCED
UNIVERSITY OF CALIFORNIA, MERCED

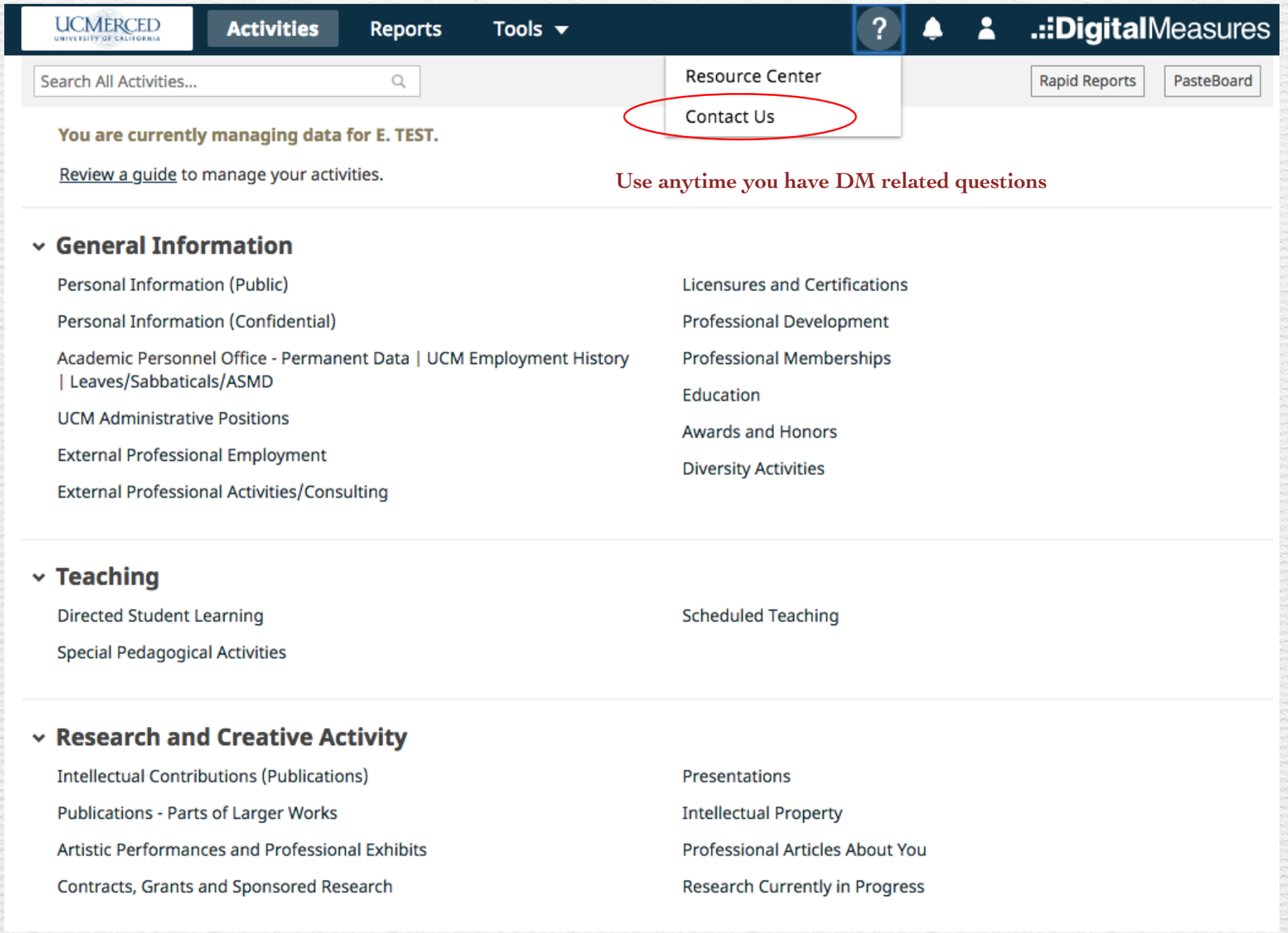
Academic Personnel Office

Google Custom Search Search

About Policies Resources Recruitment Life Payroll Important Dates FAQs Forms

- Academic Titles
- DigitalMeasures
  - Login to DigitalMeasures
  - DigitalMeasures FAQs
  - Training Materials
- Training
- Academic Senate Office
- Faculty Handbooks
- Faculty Directory

Digital Measures - Home Screen



Screens

General Information ← 1

Personal Information (Public)

Personal Information (Confidential)

Academic Personnel Office - Permanent Data | UCM Employment History

UCM Administrative Positions

External Professional Employment

External Professional Activities/Consulting

Filled by APO, readonly for faculty.

Licensures and Certifications

Professional Development

Professional Memberships

Education

Awards and Honors

Diversity Activities

Teaching ← 2

Directed Student Learning

Special Pedagogical Activities

Scheduled Teaching

Filled partially by APO. ReadOnly(partial) for faculty

Research and Creative Activity ← 3

Intellectual Contributions (Publications)

Artistic Performances and Professional Exhibits

Contracts, Grants and Sponsored Research

Presentations

Intellectual Property

Professional Articles About You

Research Currently in Progress

Service ← 4

Faculty Mentorship (Peer)

Faculty Engagement (Community)

Department

School/College

University

Professional

Public

General Information

1

Personal Information (Public)

Personal Information (Confidential)

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3

Intellectual Contributions (Publications)

Artistic Performances and Professional Exhibits

Contracts, Grants and Sponsored Research

Presentations

Intellectual Property

Professional Articles About You

Research Currently in Progress

Service

4

Faculty Mentorship (Peer)

Faculty Engagement (Community)

Department

School/College

University

Professional

Public

Lets dive into the details of each section!

Section 1: General Information

General Information

Personal Information (Public)

Personal Information (Confidential)

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Professional Memberships

Education

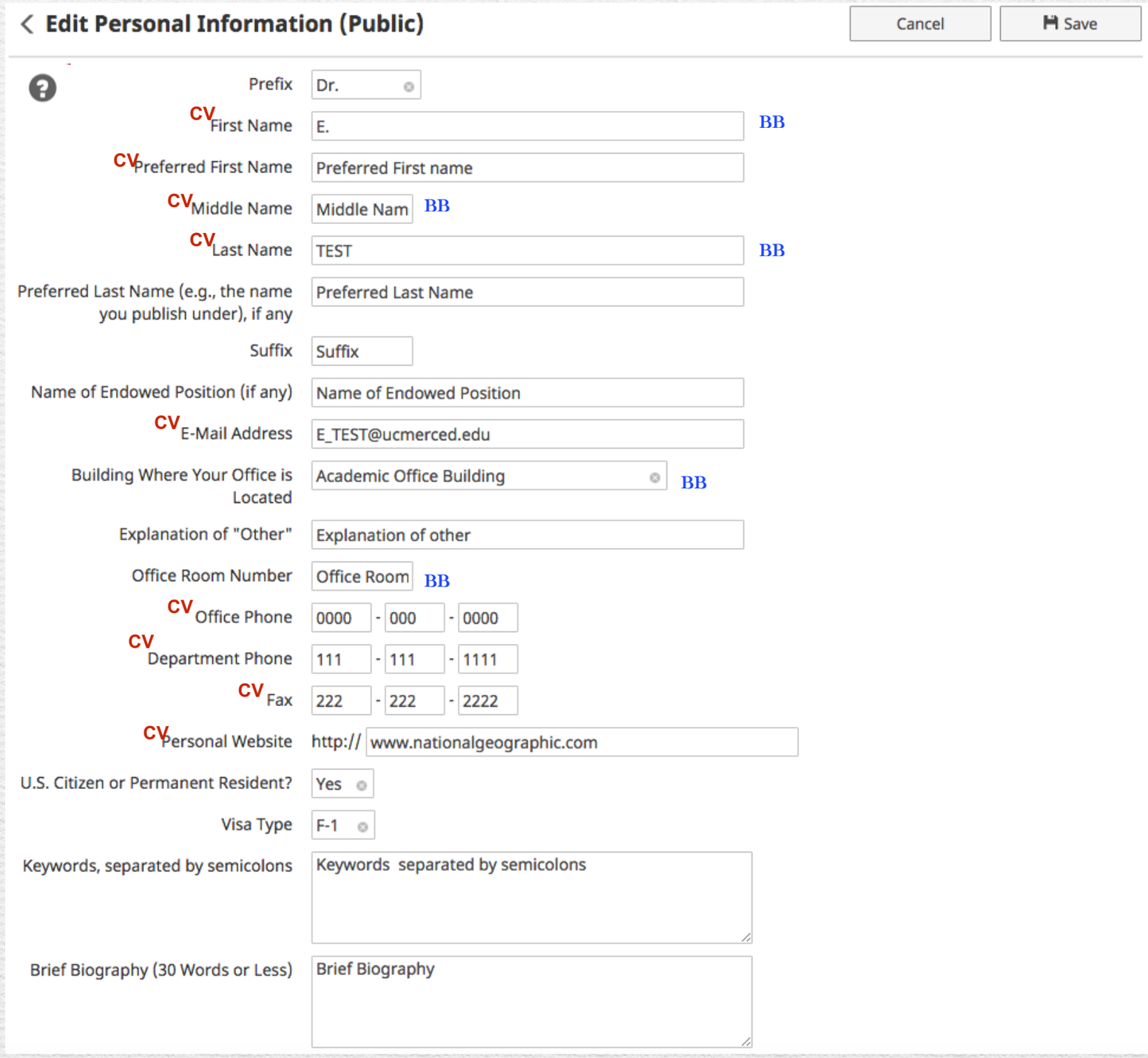
Awards and Honors

Diversity Activities

1.Personal Information(Public)

Personal Information(Public)

- The “Personal Information” screen has the components mentioned on the right.
- Please update your screen with appropriate information in each text box.



Edit Personal Information (Public)

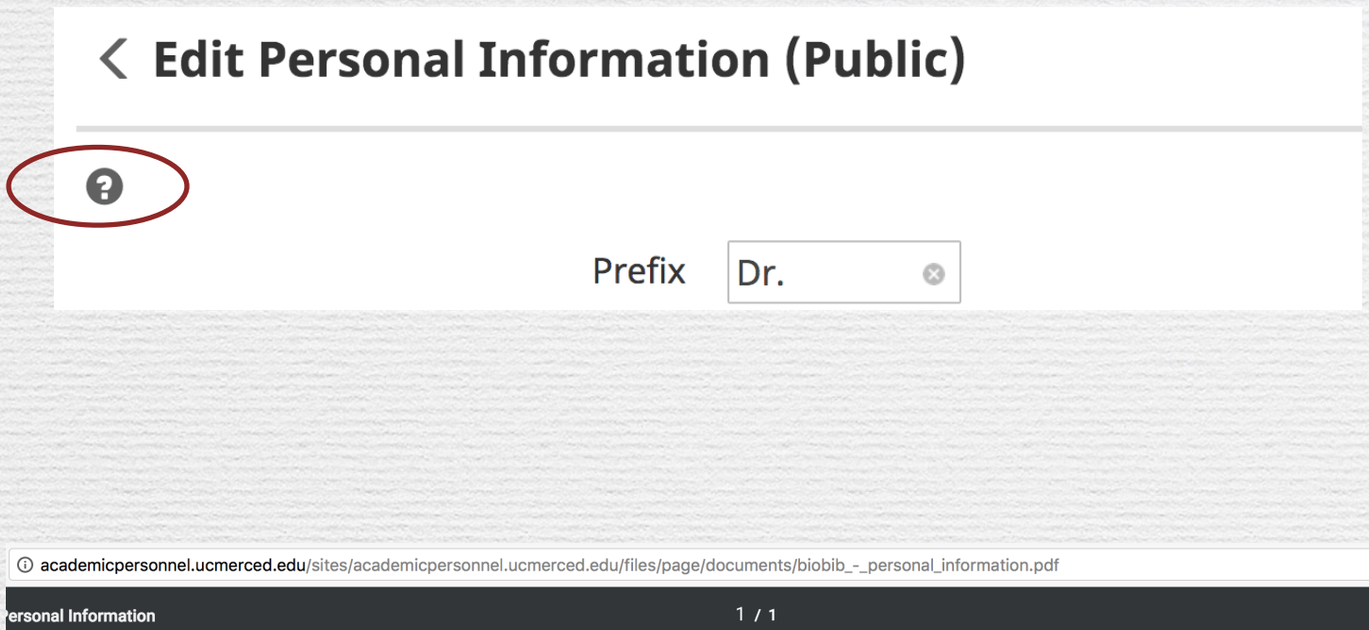
Cancel | Save

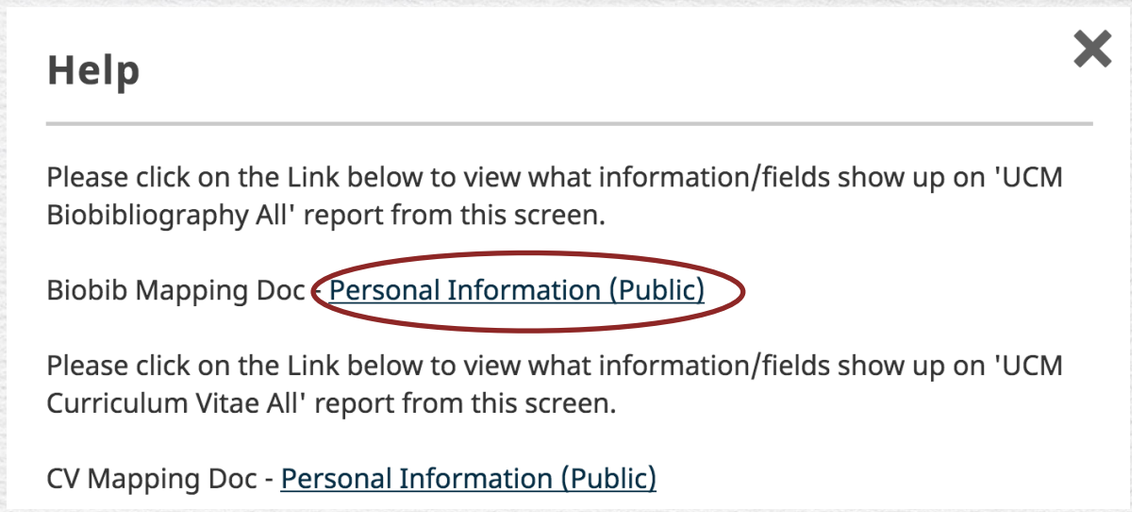
Prefix	Dr.
CV First Name	E. BB
CV Preferred First Name	Preferred First name
CV Middle Name	Middle Nam BB
CV Last Name	TEST BB
Preferred Last Name (e.g., the name you publish under), if any	Preferred Last Name
Suffix	Suffix
Name of Endowed Position (if any)	Name of Endowed Position
CV E-Mail Address	E_TEST@ucmerced.edu
Building Where Your Office is Located	Academic Office Building BB
Explanation of "Other"	Explanation of other
Office Room Number	Office Room BB
CV Office Phone	0000 - 000 - 0000
CV Department Phone	111 - 111 - 1111
CV Fax	222 - 222 - 2222
CV Personal Website	http:// www.nationalgeographic.com
U.S. Citizen or Permanent Resident?	Yes
Visa Type	F-1
Keywords, separated by semicolons	Keywords separated by semicolons
Brief Biography (30 Words or Less)	Brief Biography

1. Personal Information (Public):Continued

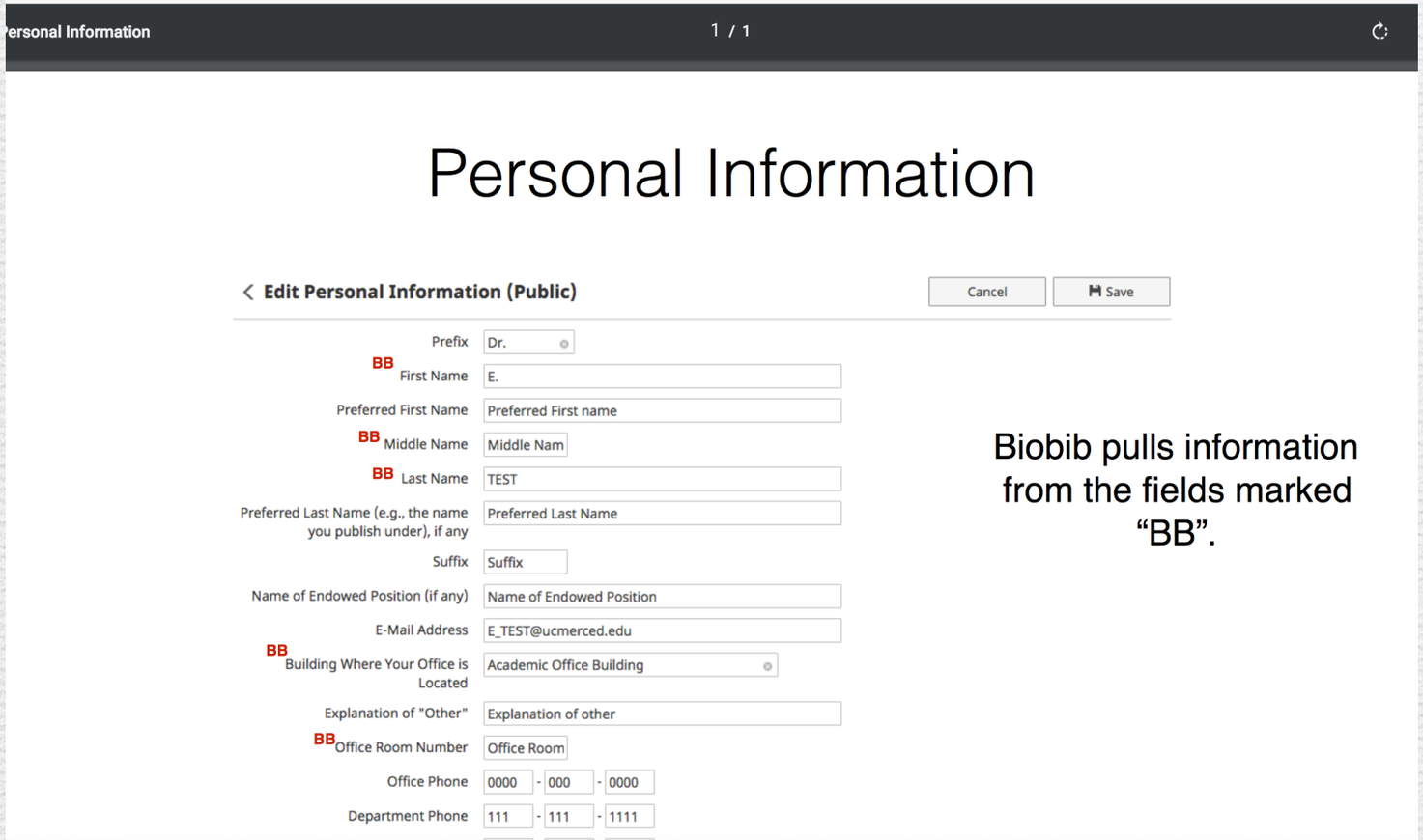
Teaching Interest(s)	Teaching interests
CV Research Interest(s)	Autonomous robotics, robot algorithms, cooperative robotics, robot simulation, humanoid robotics.
Languages	Languages
Photograph	No File Stored Choose File...

CV and Bio-bib Maps





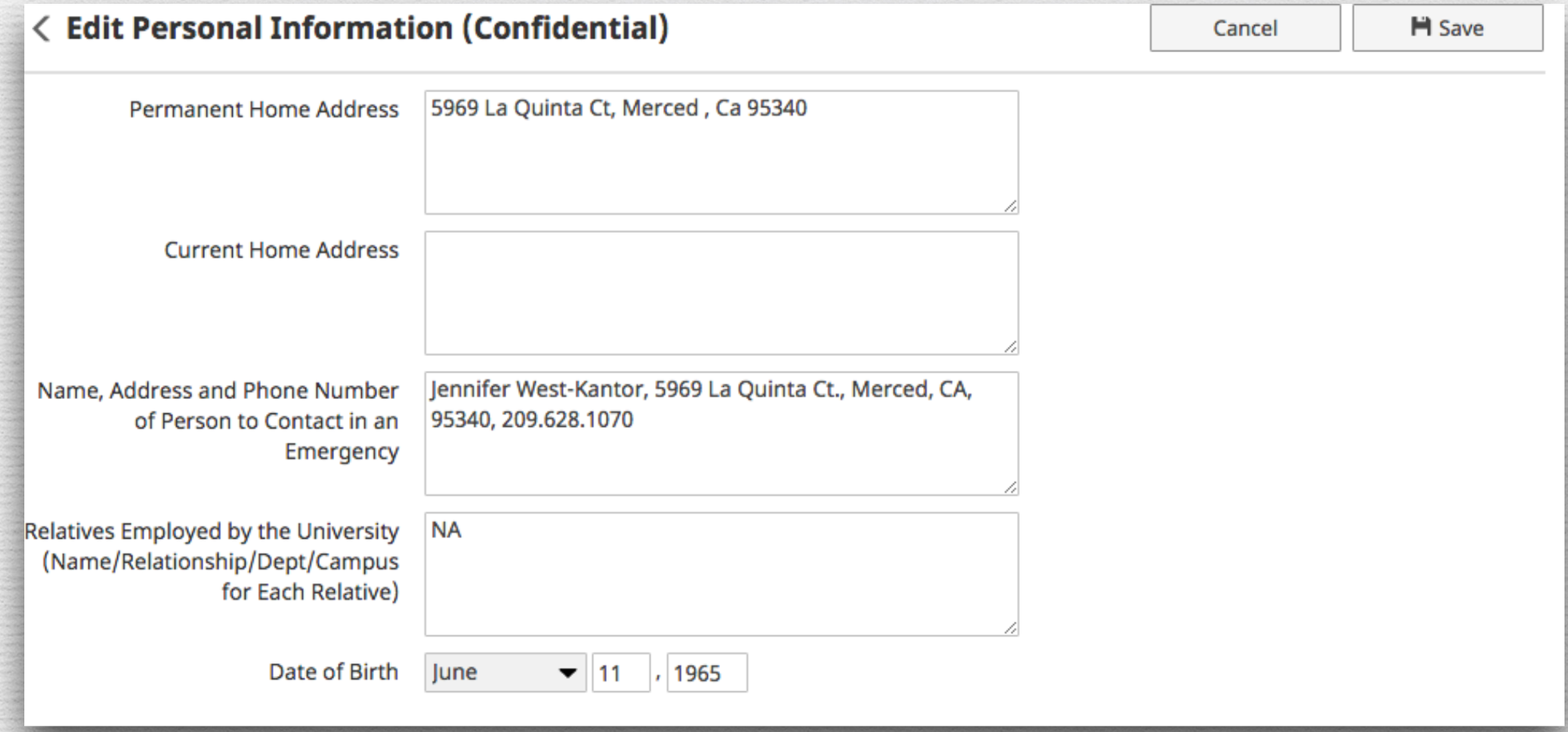
academicpersonnel.ucmerced.edu/sites/academicpersonnel.ucmerced.edu/files/page/documents/biobib_-_personal_information.pdf



Biobib pulls information from the fields marked “BB”.

These maps are available for all screens that are reported on “UCM Curriculum Vitae All” or “UCM Biobibliography All”.

2. Personal Information(Confidential)

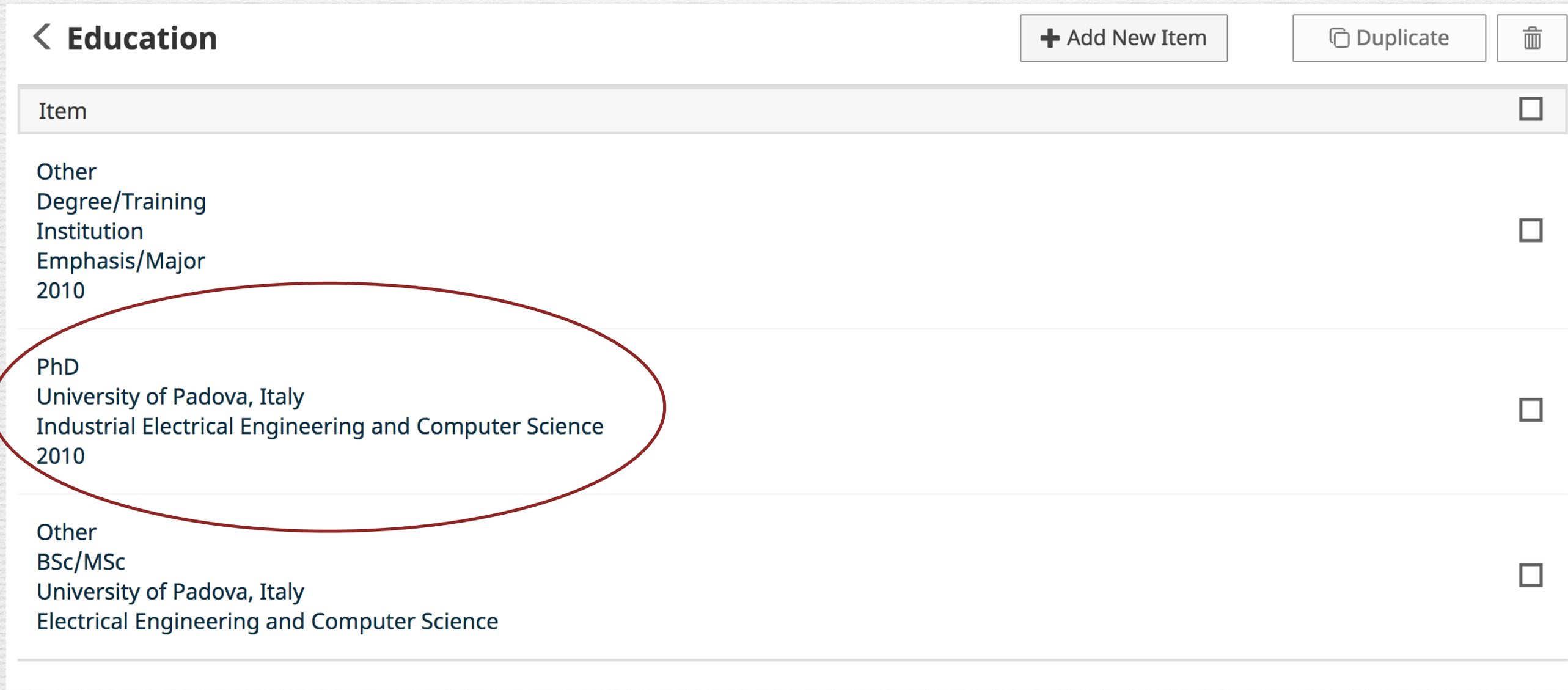


Personal Information (Confidential)

This section contains all the personal confidential information. Update this information as required.

3. Education

- To add a new record please click on “Add new Item” button and hit “save”.
- To **edit** the entry click on the item, make the changes and hit “save”.



Education

Edit Education

Cancel | Save | Save + Add Another

Note: Hit “cancel” after you have made changes if you don't wish to save the changes.

CV Degree/Training: Other

CV Explanation of "Other": Degree/Training

CV Institution: Institution

Location of Institution: Location of Institution

Advisors

Advisor CV

First Name	Middle Name	Last Name	Current Organization	Current Location
First Name of Advisor	MN	LN of Advisor	Current Org	Current Location

Select the number of advisor rows to add: 1 +Add

CV Emphasis/Major: Emphasis/Major

CV Minor or Secondary Emphasis: Minor or Secondary Emphasis

CV Dissertation/Thesis Title: Dissertation/Thesis Title

Honor/Distinction: Other

Explanation of "Other": Honor/Distinction

Highest Degree You Have Earned?: Yes

Additional Information: Additional Information

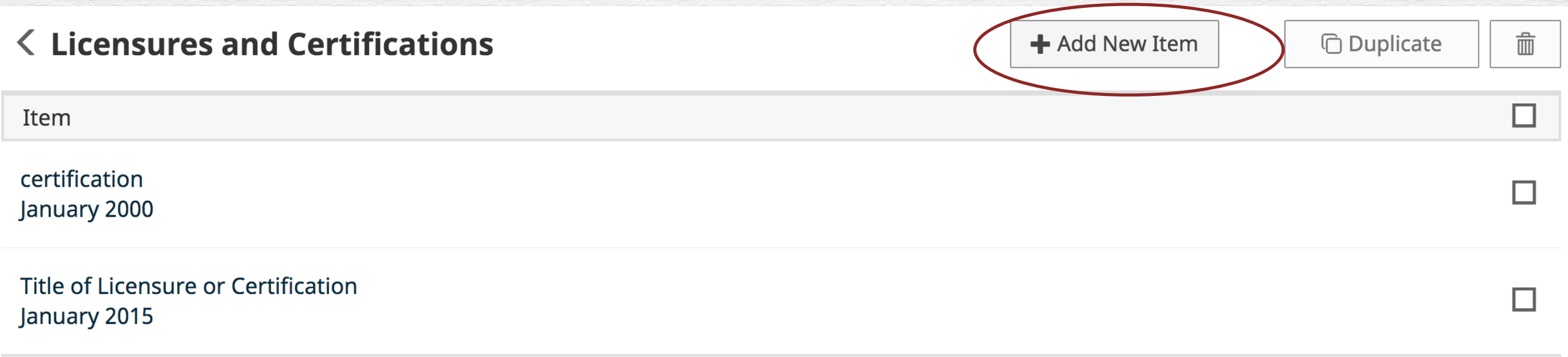
Maps to report dates Start Date: January , 2015

Maps to report dates End Date: December , 2016

CV Year Degree Awarded: 2010

4. Licensures and Certifications

Licensures and Certifications screen should contain the information of any certificate or License you have obtained.



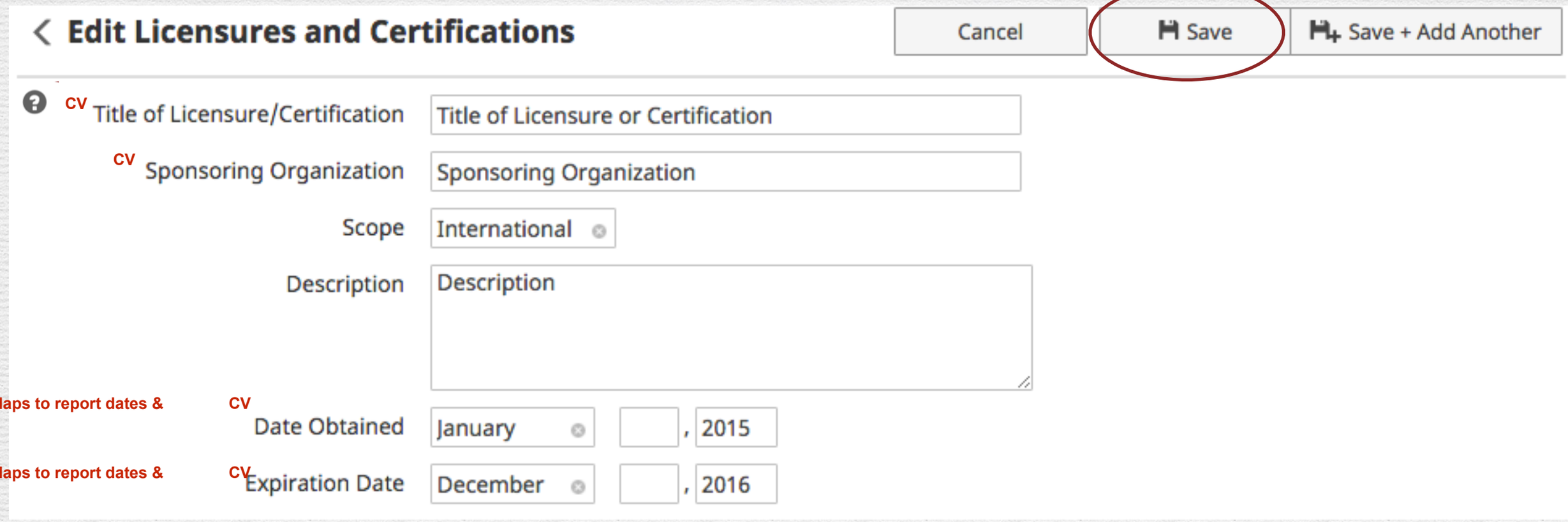
To add a new “License” or “certificate”

1. Click on “Add New Item”

2. Enter the details

3. Hit “Save”

4. Licensures and Certifications



5. UCM Administrative Positions

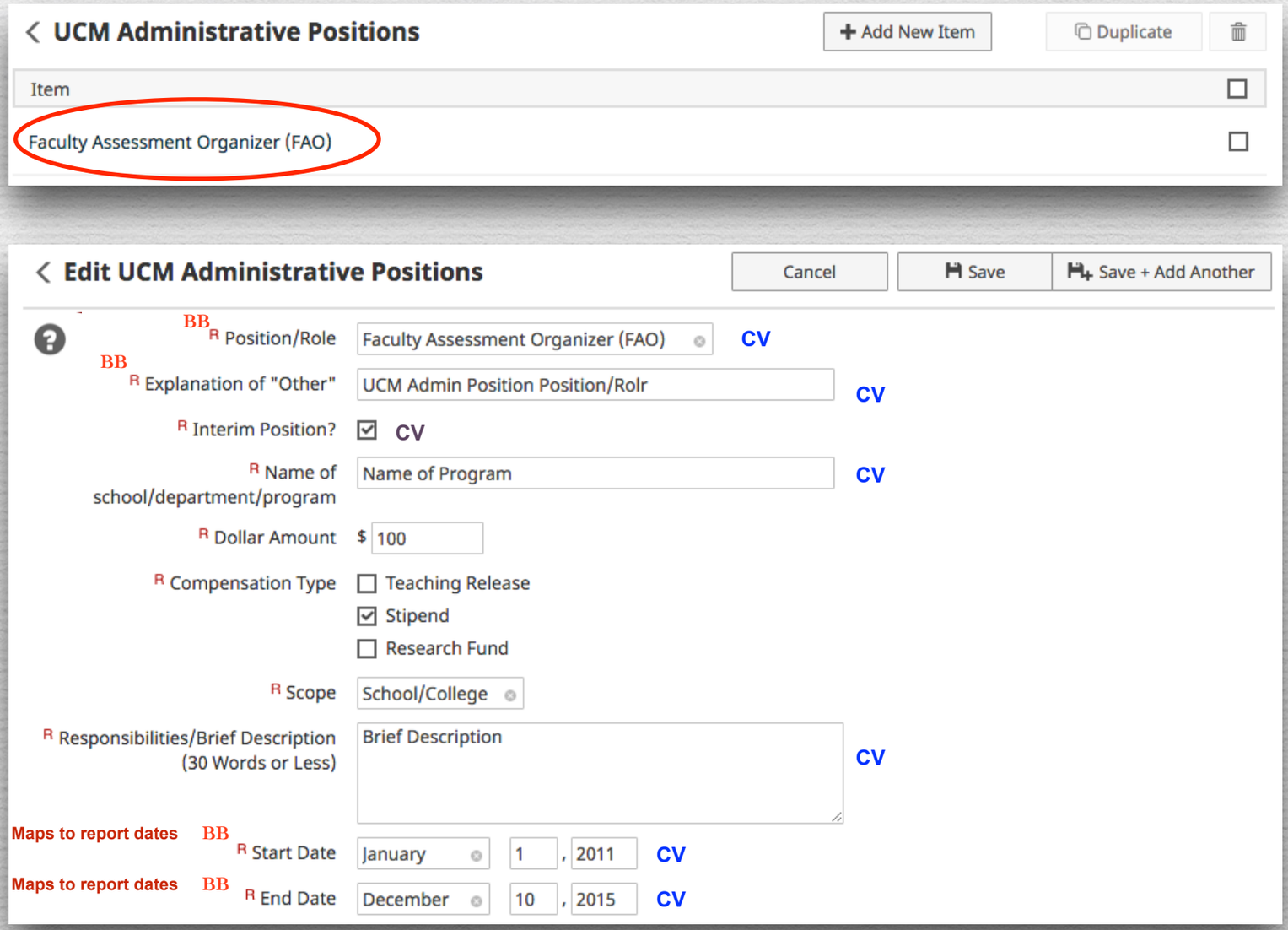
UCM Administrative Positions

- This section should include the details of any current and previous administrative positions held in UCM. These positions should have a formal appointing authority.

- eg: AP Chair, Vice Provost, Associate Dean, Director etc.

- This screen is read only as the data is entered by APO

- Important: **Please check this information on a periodic basis and contact via “Help” if you need to make any changes**.



UCM Administrative Positions

+ Add New Item | Duplicate

Item	
Faculty Assessment Organizer (FAO)	

Edit UCM Administrative Positions

Cancel | Save | Save + Add Another

BB R Position/Role: Faculty Assessment Organizer (FAO) CV

BB R Explanation of "Other": UCM Admin Position Position/Rolr CV

R Interim Position? ☑ CV

R Name of school/department/program: Name of Program CV

R Dollar Amount: $ 100

R Compensation Type:
- ☐ Teaching Release
- ☑ Stipend
- ☐ Research Fund

R Scope: School/College

R Responsibilities/Brief Description (30 Words or Less): Brief Description CV

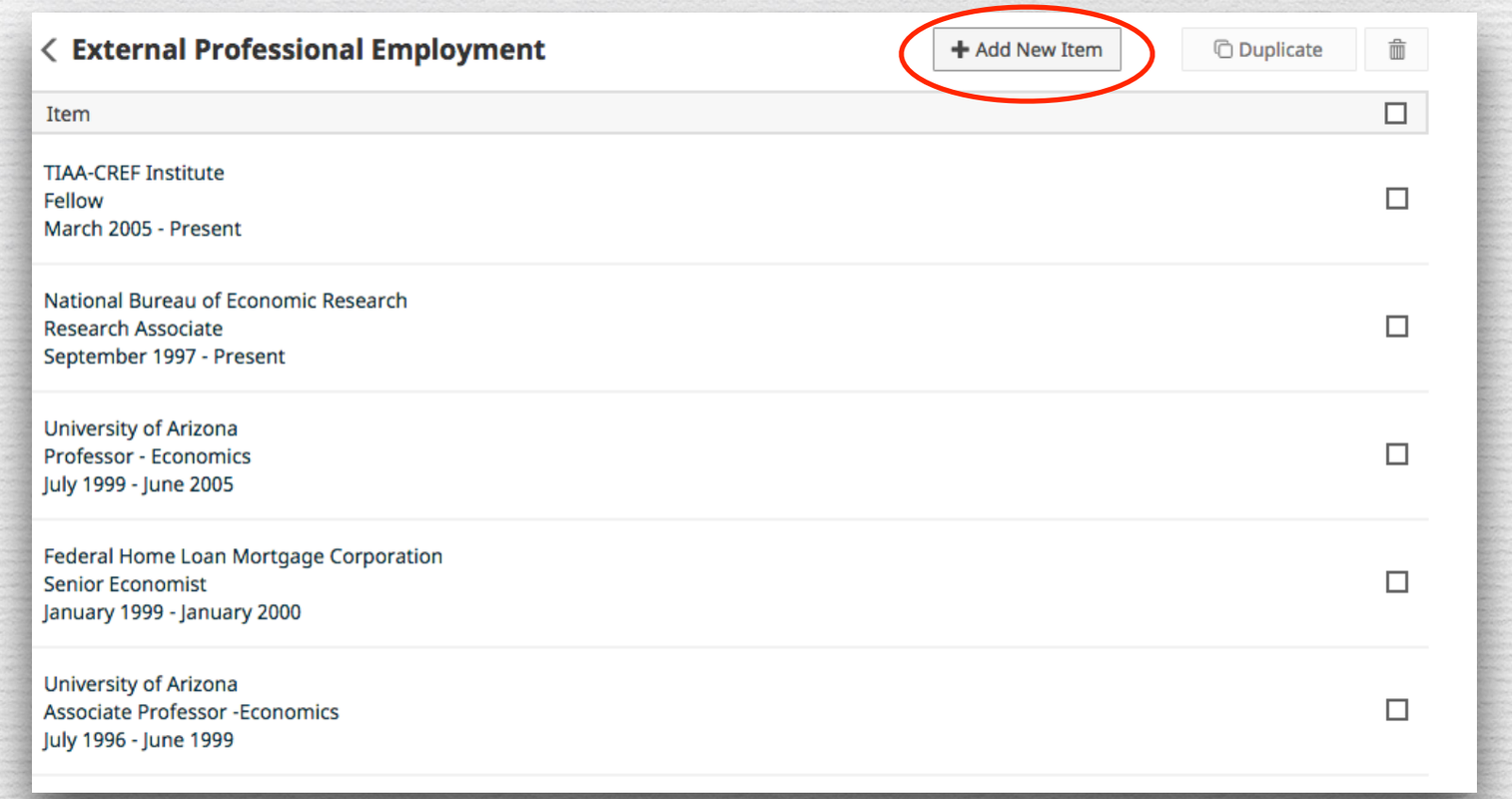
Maps to report dates — BB R Start Date: January 1 , 2011 CV

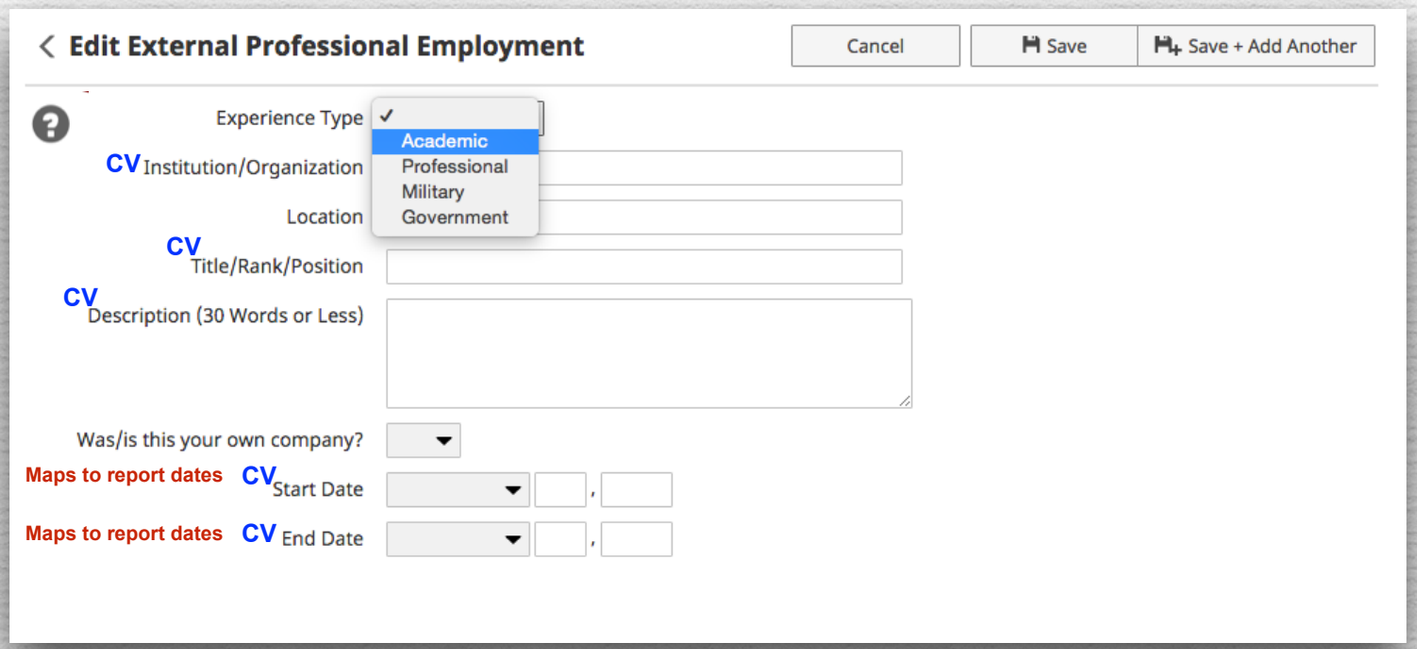
Maps to report dates — BB R End Date: December 10 , 2015 CV

6.External Professional Employment

External Professional Employment

- This screen should contain any previous employment (before joining UC Merced).





External Professional Employment

+ Add New Item | Duplicate

Item	
TIAA-CREF Institute Fellow March 2005 - Present	☐
National Bureau of Economic Research Research Associate September 1997 - Present	☐
University of Arizona Professor - Economics July 1999 - June 2005	☐
Federal Home Loan Mortgage Corporation Senior Economist January 1999 - January 2000	☐
University of Arizona Associate Professor -Economics July 1996 - June 1999	☐

Edit External Professional Employment

Cancel | Save | Save + Add Another

Experience Type ✓
- Academic
- Professional
- Military
- Government

CV Institution/Organization

Location

CV Title/Rank/Position

CV Description (30 Words or Less)

Was/is this your own company?

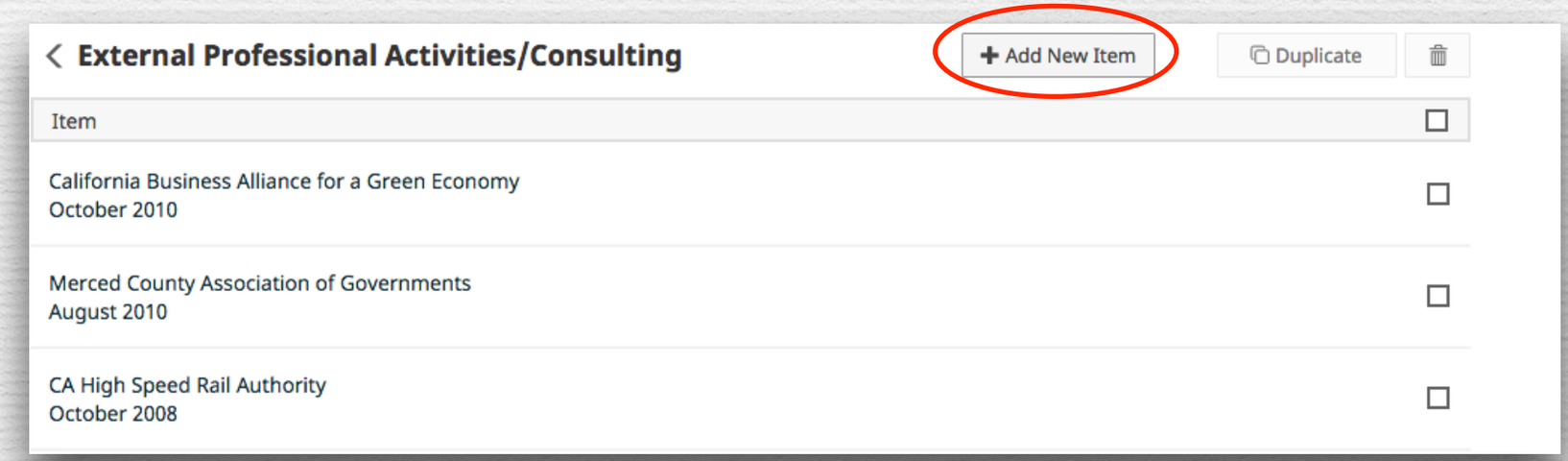
Maps to report dates — CV Start Date

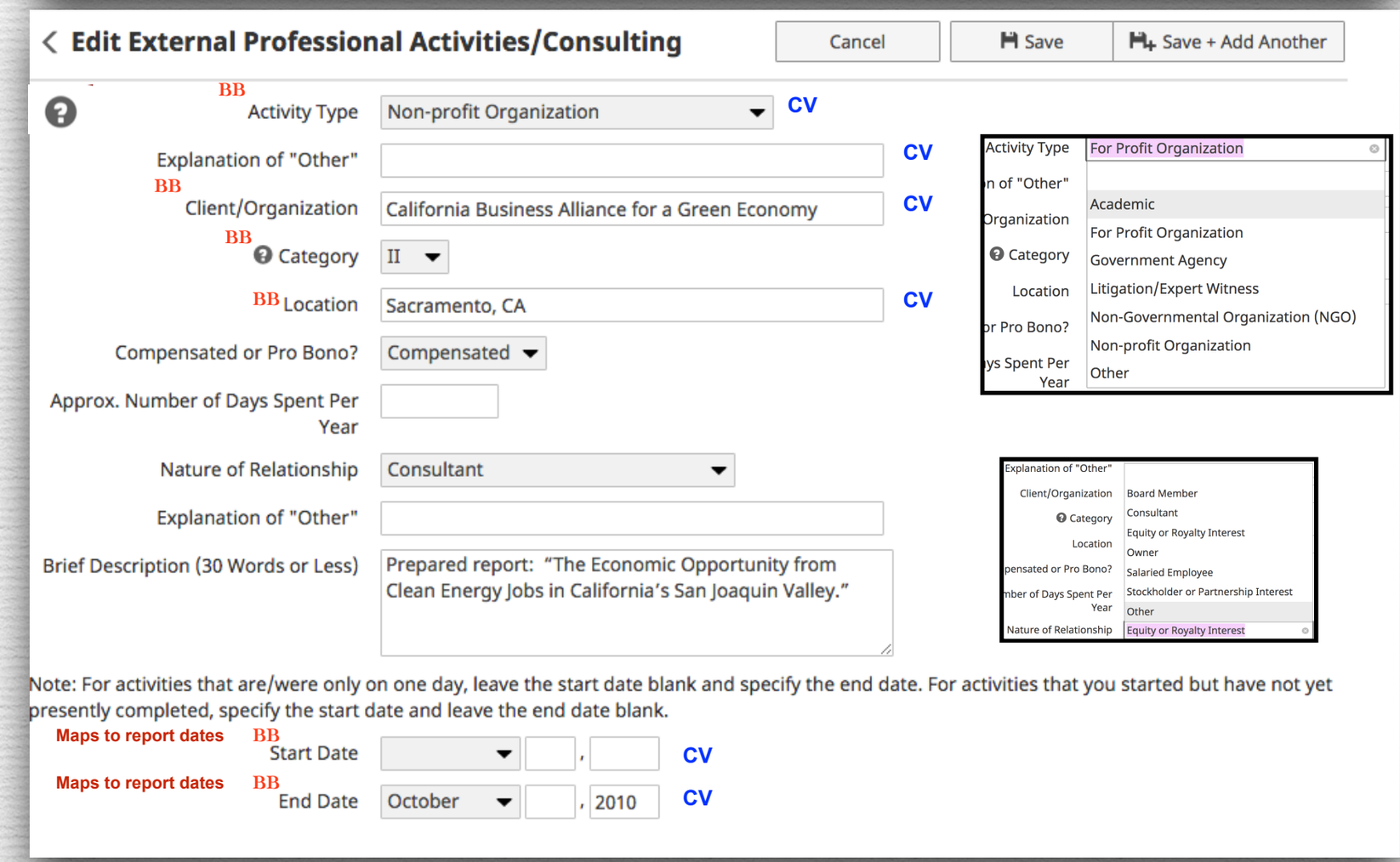
Maps to report dates — CV End Date

7. External Professional Activities

External Professional /Activities

- This section should contain information about any consulting work or External Professional activities while you are employed at UC Merced.





External Professional Activities/Consulting

+ Add New Item | Duplicate

Item	
California Business Alliance for a Green Economy October 2010	☐
Merced County Association of Governments August 2010	☐
CA High Speed Rail Authority October 2008	☐

Edit External Professional Activities/Consulting

Cancel | Save | Save + Add Another

BB Activity Type: Non-profit Organization — CV

Explanation of "Other": — CV

BB Client/Organization: California Business Alliance for a Green Economy — CV

BB Category: II

BB Location: Sacramento, CA — CV

Compensated or Pro Bono?: Compensated

Approx. Number of Days Spent Per Year:

Nature of Relationship: Consultant

Explanation of "Other":

Brief Description (30 Words or Less): Prepared report: "The Economic Opportunity from Clean Energy Jobs in California's San Joaquin Valley."

Activity Type: For Profit Organization

n of "Other"

Organization

Category

Location

or Pro Bono?

ys Spent Per Year

- Academic
- For Profit Organization
- Government Agency
- Litigation/Expert Witness
- Non-Governmental Organization (NGO)
- Non-profit Organization
- Other

Explanation of "Other"

Client/Organization

Category

Location

pensated or Pro Bono?

mber of Days Spent Per Year

Nature of Relationship: Equity or Royalty Interest

- Board Member
- Consultant
- Equity or Royalty Interest
- Owner
- Salaried Employee
- Stockholder or Partnership Interest
- Other

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.

Maps to report dates — BB Start Date: , — CV

Maps to report dates — BB End Date: October , 2010 — CV

8. Awards and Honors

Awards and Honors

+ Add New Item | Duplicate

Item
The Dr. Fred Spiess Award for Distinguished Service to the A...
IPUMS Research Award IPUMS
County Bank Endowed Chair in Economics County Bank
Richard A. Lester Prize for Outstanding book in Labor Econom...

Edit Awards and Honors

Cancel | Save | Save + Add Another

Award or Honor Name BB

Other CV

BB Explanation of "Other": Anna and James McDonnell Memorial Scholarship CV

BB Organization/Sponsor: National Science Foundation CV

BB Location, if relevant:

Purpose: Scholarship/Research

Scope: Local

BB Description/Explanation (30 Words or Less): CV

Maps to report dates — BB Start Date: January , 1989 CV

Maps to report dates — BB End Date: March , 1989 CV

Award or Honor Name

Other

- National Institutes of Health Career Award
- National Institutes of Health Director's Pioneer Award
- National Institutes of Health Early Career Award
- National Inventors Hall of Fame Collegiate Inventors Competition winner
- National Medal of Arts
- National Medal of Science
- National Medal of Technology
- National Science Foundation
- National Science Foundation Director's Award for Distinguished Teaching Scholars
- National Science Foundation Early Career Award
- National Science Foundation Young Investigator Award
- Newberry Library Long-term Fellow
- Nobel Prize Laureate
- Office of Naval Research (ONR) Young Investigator Award
- Officier of France's Order of Arts and Letters

Awards and Honors

+ Add New Item | Duplicate

Item
The Dr. Fred Spiess Award for Distinguished Service to the A...
IPUMS Research Award IPUMS
County Bank Endowed Chair in Economics County Bank
Richard A. Lester Prize for Outstanding book in Labor Econom...

Edit Awards and Honors

Cancel | Save | Save + Add Another

Award or Honor Name BB

Other CV

BB Explanation of "Other": Anna and James McDonnell Memorial Scholarship CV

BB Organization/Sponsor: National Science Foundation CV

BB Location, if relevant:

Purpose: Scholarship/Research

Scope: Local

BB Description/Explanation (30 Words or Less): CV

Maps to report dates — BB Start Date: January , 1989 CV

Maps to report dates — BB End Date: March , 1989 CV

Award or Honor Name

Other

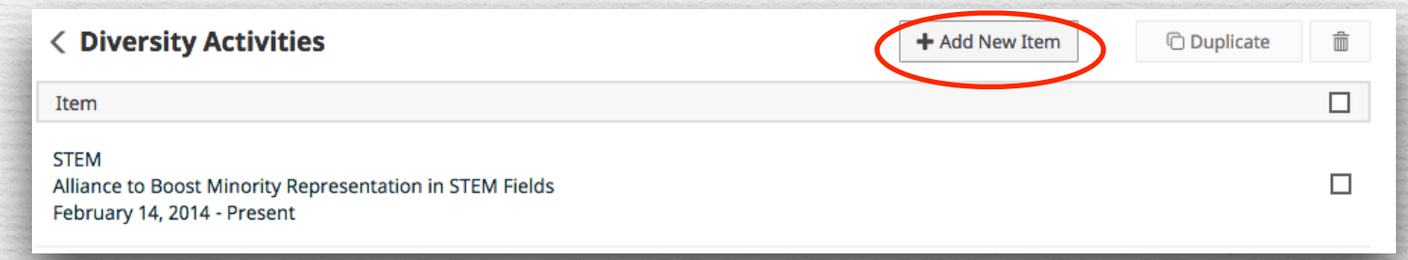
- National Institutes of Health Career Award
- National Institutes of Health Director's Pioneer Award
- National Institutes of Health Early Career Award
- National Inventors Hall of Fame Collegiate Inventors Competition winner
- National Medal of Arts
- National Medal of Science
- National Medal of Technology
- National Science Foundation
- National Science Foundation Director's Award for Distinguished Teaching Scholars
- National Science Foundation Early Career Award
- National Science Foundation Young Investigator Award
- Newberry Library Long-term Fellow
- Nobel Prize Laureate
- Office of Naval Research (ONR) Young Investigator Award
- Officier of France's Order of Arts and Letters

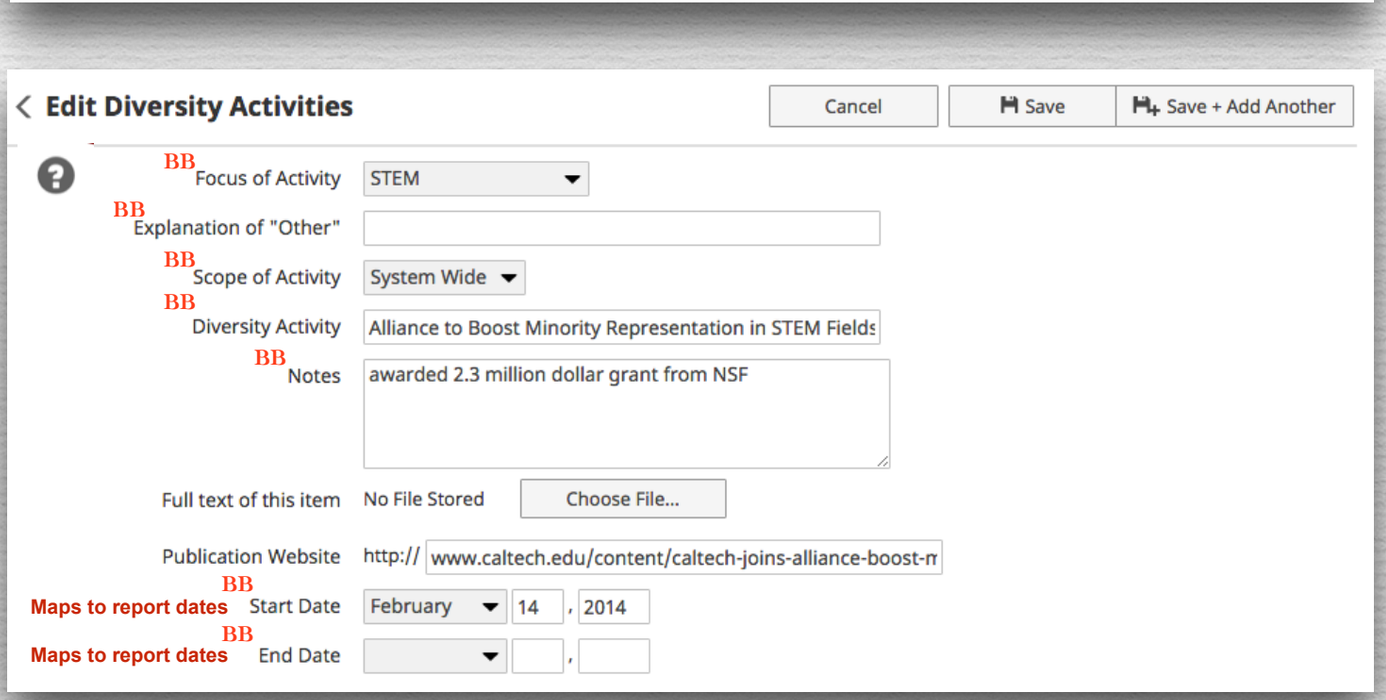
9. Diversity Activities

Diversity Activities

This section is useful for documenting activities with Campus affiliates or other UC Merced organizations.Programs such as LEEDS, CAMP, NSBE, Toastmasters, M.E.Ch.A., SIFE, STEM, SOWE, SOPS orSACNAS.

Note: Activities with a blank end date will appear as ongoing.





Diversity Activities

+ Add New Item | Duplicate

Item
STEM Alliance to Boost Minority Representation in STEM Fields February 14, 2014 - Present

Edit Diversity Activities

Cancel | Save | Save + Add Another

BB Focus of Activity: STEM

BB Explanation of "Other":

BB Scope of Activity: System Wide

BB Diversity Activity: Alliance to Boost Minority Representation in STEM Fields

BB Notes: awarded 2.3 million dollar grant from NSF

Full text of this item: No File Stored — Choose File...

Publication Website: http:// www.caltech.edu/content/caltech-joins-alliance-boost-m

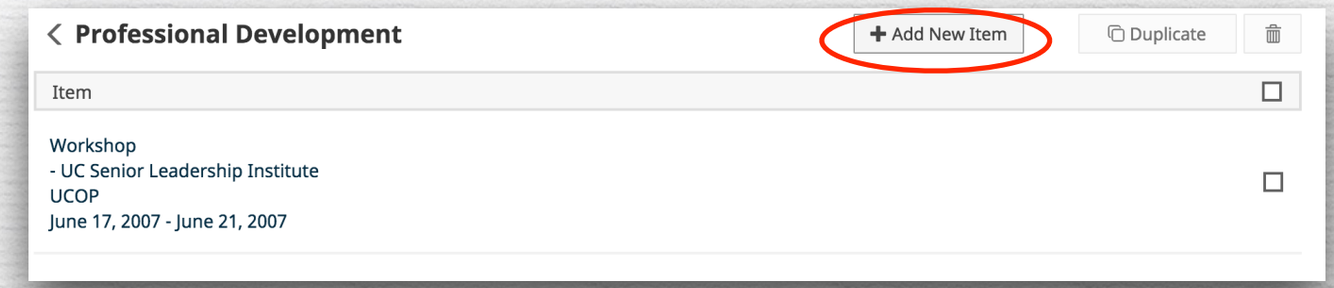
BB Start Date (Maps to report dates): February 14 , 2014

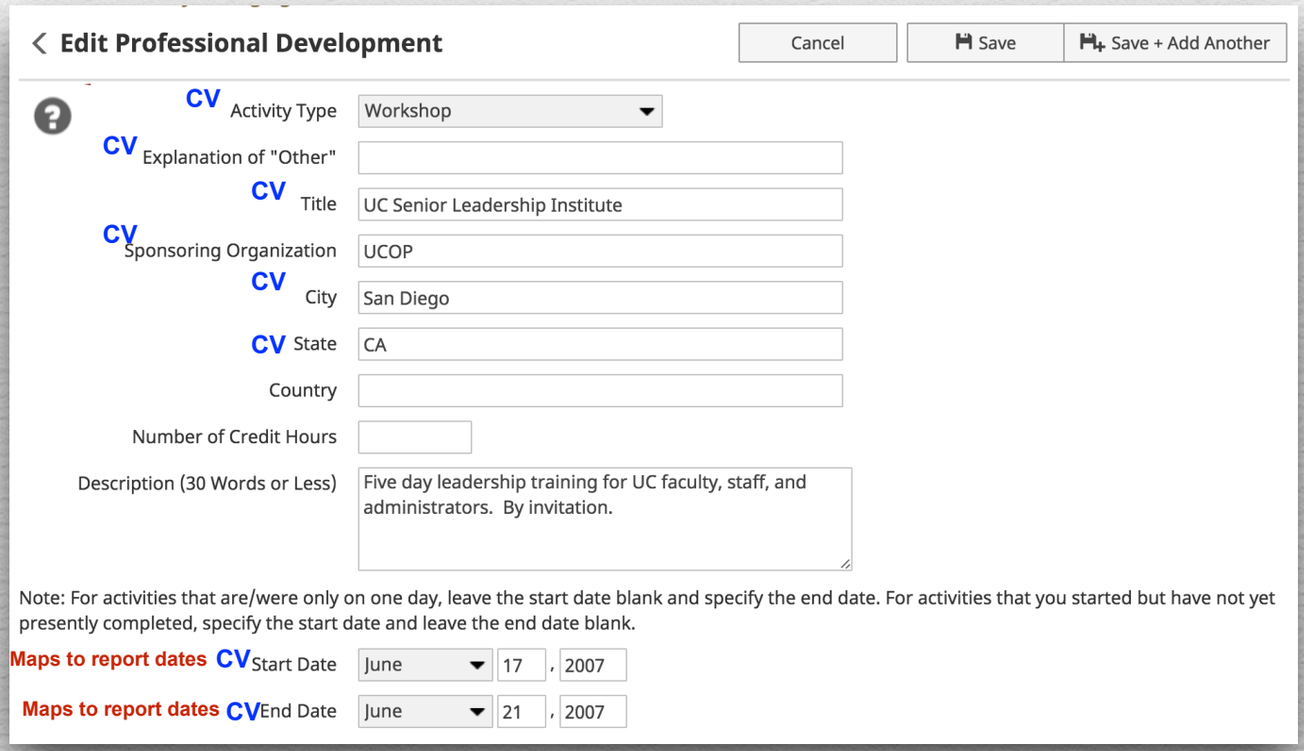
BB End Date (Maps to report dates): ,

10. Professional Development

Professional Development

- This section should include development trainings ,workshops, self-study program, seminar, tutorial etc., you have taken for your own development.





Professional Development

+ Add New Item | Duplicate

Item
Workshop - UC Senior Leadership Institute UCOP June 17, 2007 - June 21, 2007

Edit Professional Development

Cancel | Save | Save + Add Another

CV	Activity Type	Workshop
CV	Explanation of "Other"	
CV	Title	UC Senior Leadership Institute
CV	Sponsoring Organization	UCOP
CV	City	San Diego
CV	State	CA
	Country	
	Number of Credit Hours	
	Description (30 Words or Less)	Five day leadership training for UC faculty, staff, and administrators. By invitation.

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.

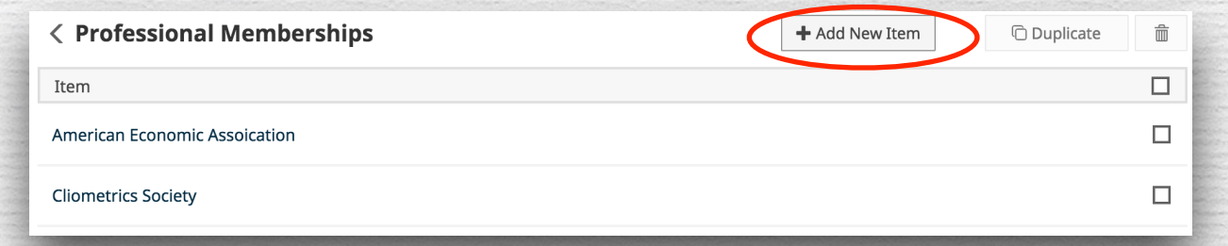
Maps to report dates	CV Start Date	June	17 ,	2007
Maps to report dates	CV End Date	June	21 ,	2007

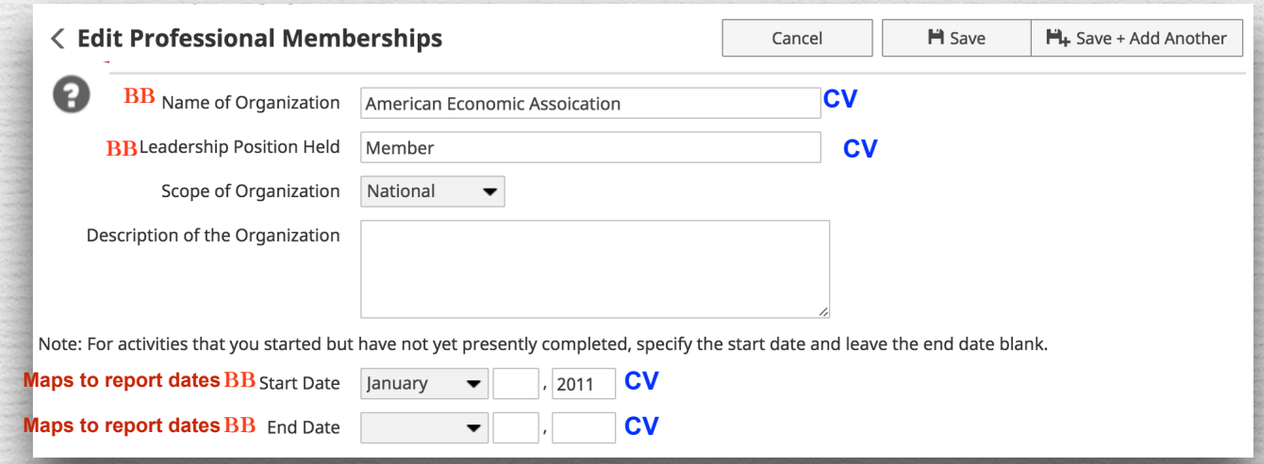
11. Professional Memberships

Professional Membership

If a faculty was or is a member/chair of any society or organization, that information needs to go in this section.

Please note that in the entry the “End date” is not specified, as the membership is still going on.





Professional Memberships

+ Add New Item | Duplicate

Item
American Economic Assoication
Cliometrics Society

Edit Professional Memberships

Cancel | Save | Save + Add Another

BB Name of Organization: American Economic Assoication CV

BB Leadership Position Held: Member CV

Scope of Organization: National

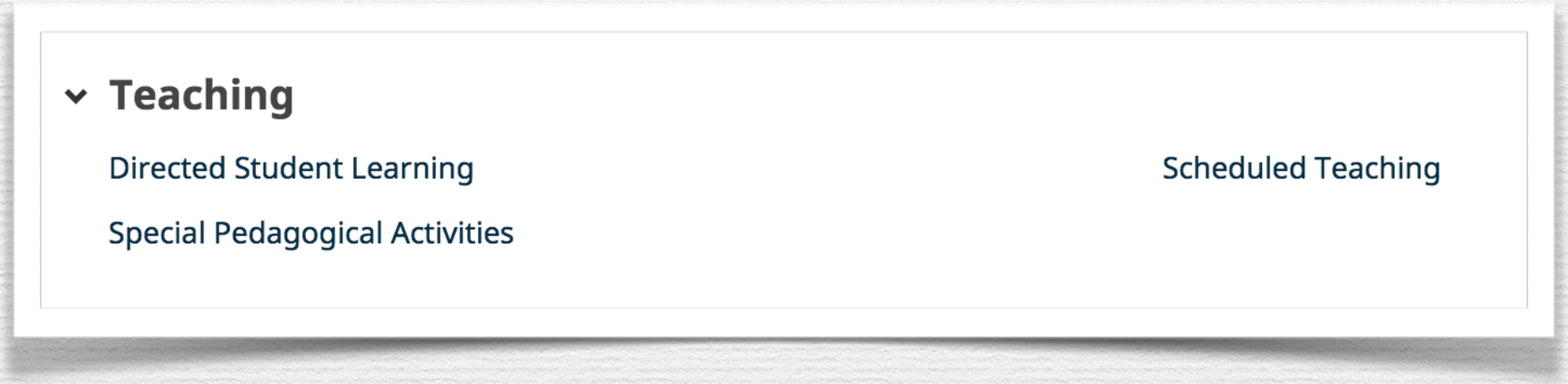
Description of the Organization:

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Maps to report dates — BB Start Date: January , 2011 CV

Maps to report dates — BB End Date: , CV

Section 2: Teaching

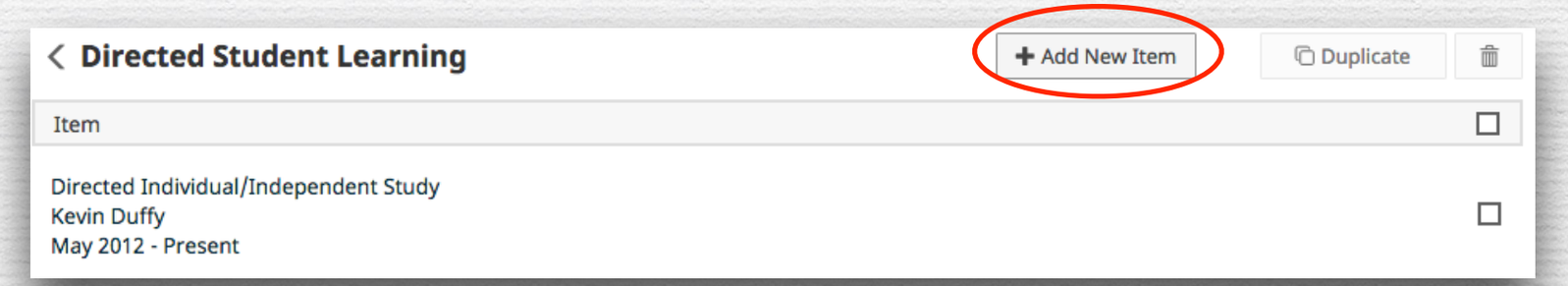


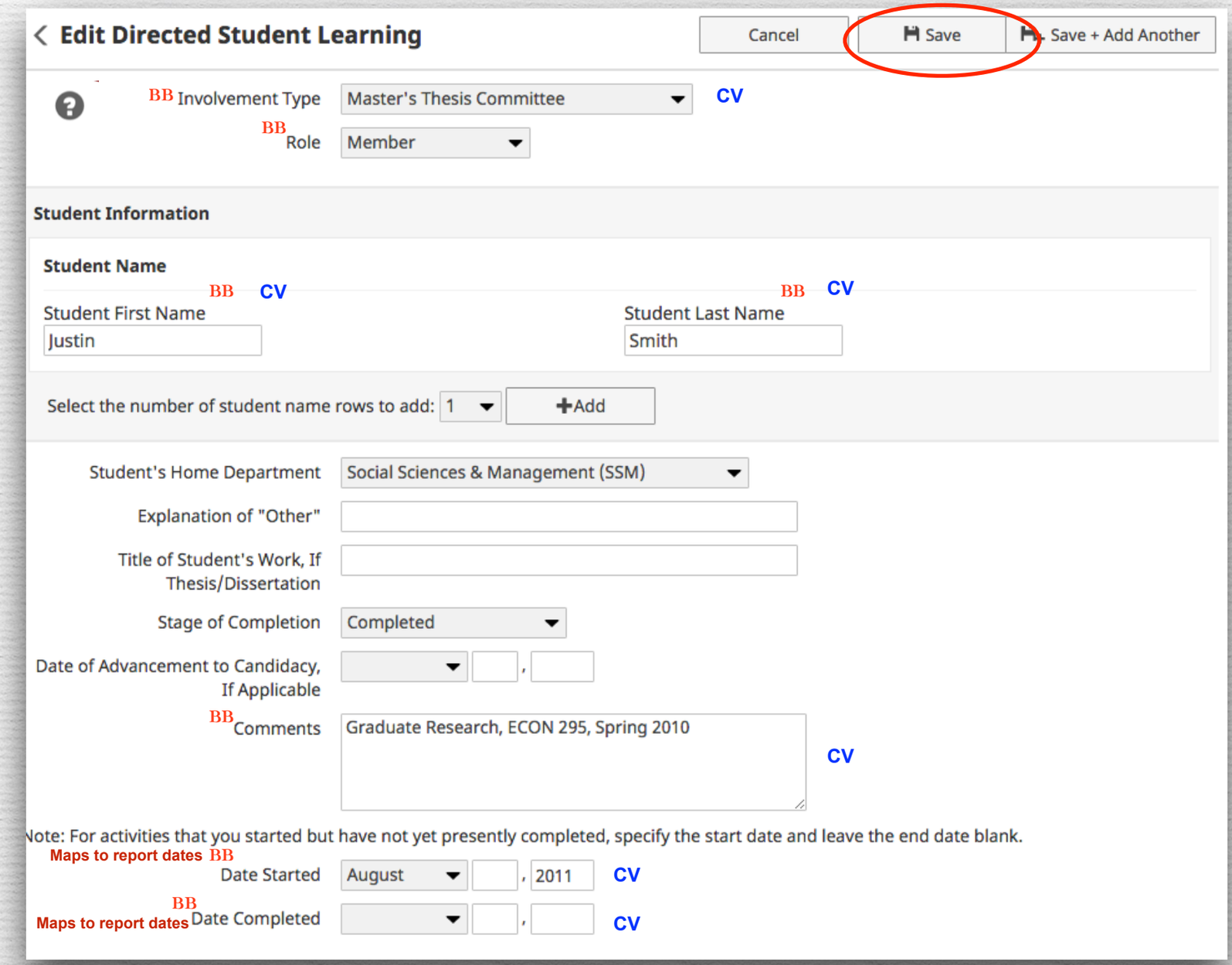
12. Directed Student Learning

- This section allows faculty to record the progress of students they supervised or trained.

- This includes students at all academic levels, both attending UC Merced and students visiting the University for external scholarship.

The Start date and End date selected determines the Academic Year an entry applies. Listing the advancement date, stage of completion or candidacy date will not impact report.





Directed Student Learning

+ Add New Item | Duplicate

Item
Directed Individual/Independent Study Kevin Duffy May 2012 - Present

Edit Directed Student Learning

Cancel | Save | Save + Add Another

BB Involvement Type: Master's Thesis Committee — CV

BB Role: Member

Student Information

Student Name

BB CV Student First Name: Justin

BB CV Student Last Name: Smith

Select the number of student name rows to add: 1 +Add

Student's Home Department: Social Sciences & Management (SSM)

Explanation of "Other":

Title of Student's Work, If Thesis/Dissertation:

Stage of Completion: Completed

Date of Advancement to Candidacy, If Applicable:

BB Comments: Graduate Research, ECON 295, Spring 2010 — CV

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

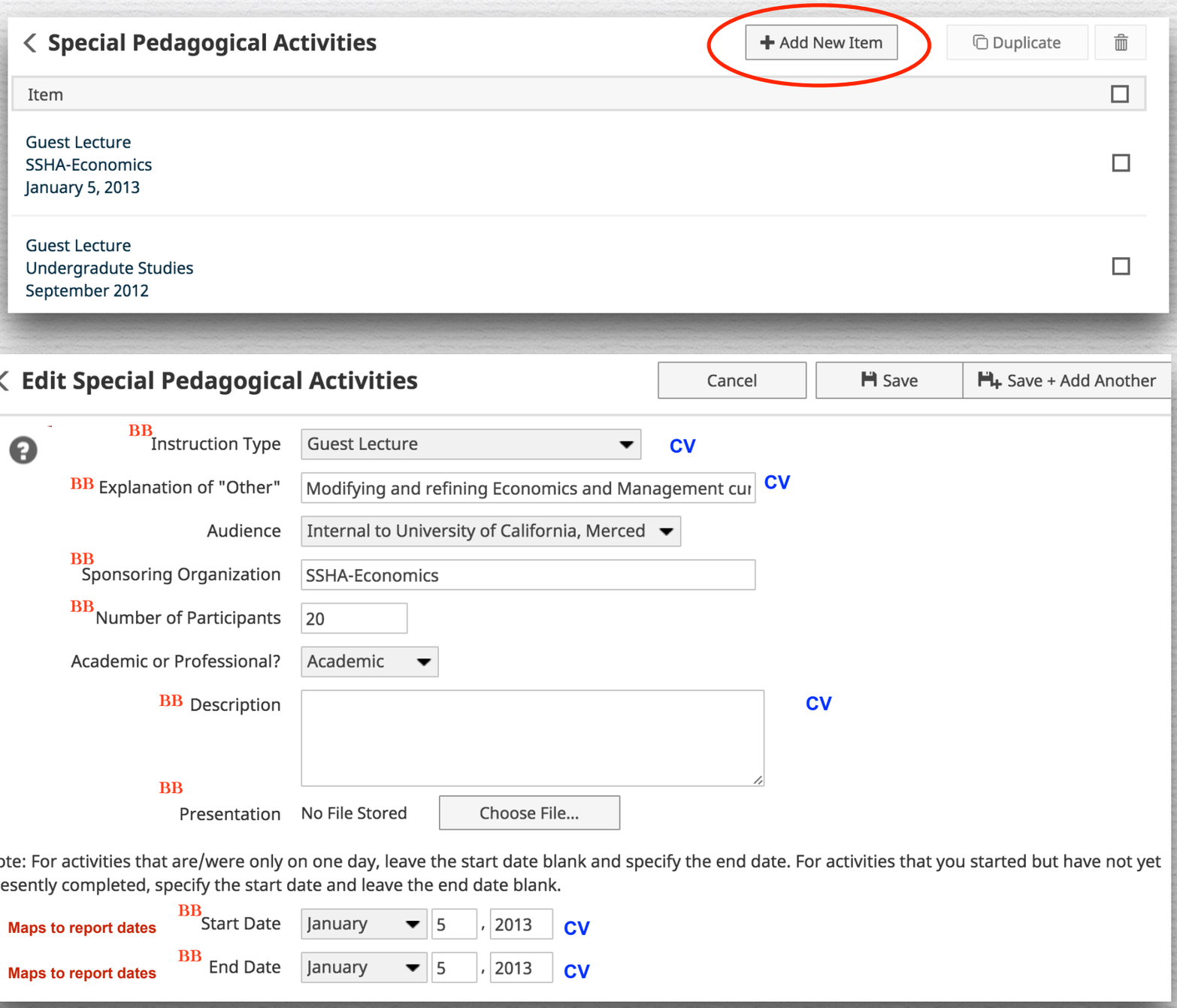
Maps to report dates — BB Date Started: August , 2011 — CV

BB Maps to report dates Date Completed: — CV

13. Special Pedagogical Activities

Special Pedagogical Activity

This section should include any Guest Lecturer activity or any workshops taken by the faculty.



Special Pedagogical Activities

+ Add New Item | Duplicate

Item
Guest Lecture SSHA-Economics January 5, 2013
Guest Lecture Undergradute Studies September 2012

Edit Special Pedagogical Activities

Cancel | Save | Save + Add Another

BB Instruction Type: Guest Lecture — CV

BB Explanation of "Other": Modifying and refining Economics and Management cur — CV

Audience: Internal to University of California, Merced

BB Sponsoring Organization: SSHA-Economics

BB Number of Participants: 20

Academic or Professional?: Academic

BB Description — CV

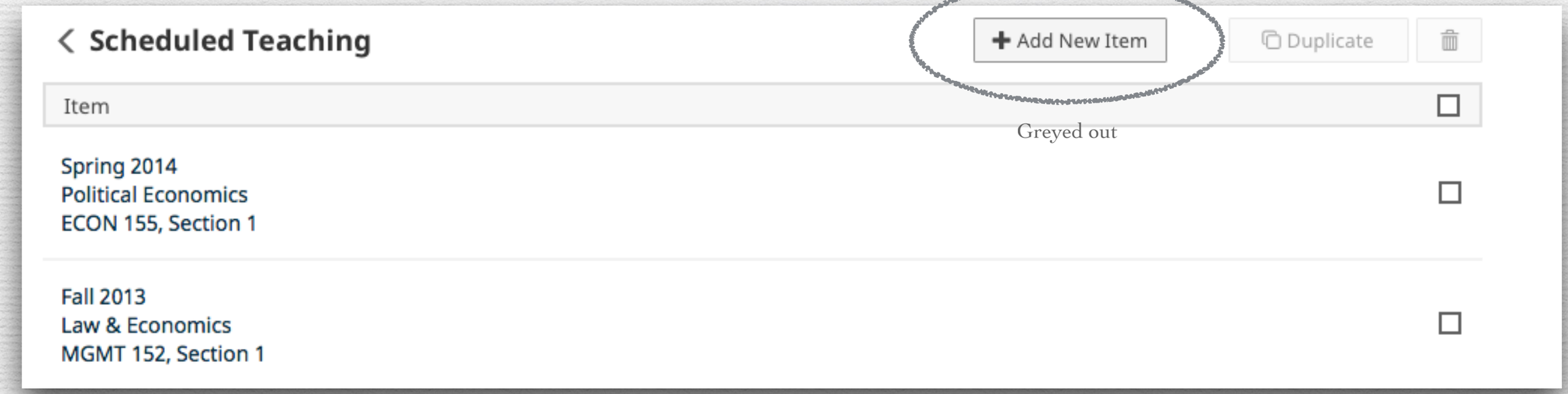
BB Presentation: No File Stored — Choose File...

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.

Maps to report dates — BB Start Date: January 5 , 2013 — CV

Maps to report dates — BB End Date: January 5 , 2013 — CV

14. Scheduled Teaching



Scheduled Teaching

- Courses are preloaded in your profile by APO at the end of each semester.
- Click on the course to review an entry.

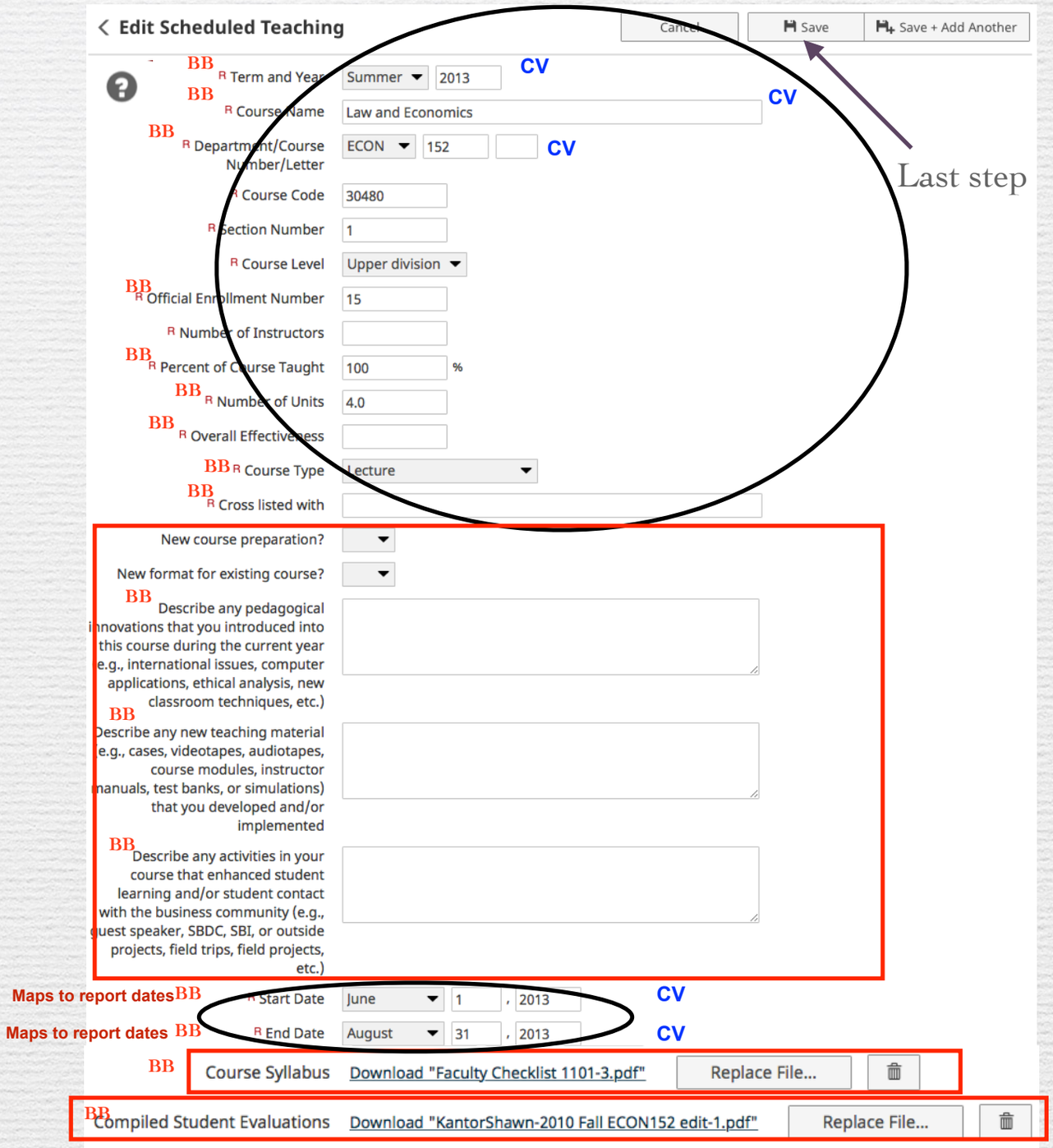
14. Scheduled Teaching

Scheduled Teaching

The data in black circles is preloaded by APO from Banner including the Start Date and End Date (except overall effectiveness score).

Faculty are encouraged to describe coursework, new contributions and innovations for entries loaded into your profile. These fields are within the red circle.

Course Syllabus and Teaching Eval needs to be uploaded by the faculty at the end of each semester.



Edit Scheduled Teaching

Cancel | Save | Save + Add Another

Last step

BB R Term and Year: Summer 2013 CV

BB R Course Name: Law and Economics CV

BB R Department/Course Number/Letter: ECON 152 CV

R Course Code: 30480

R Section Number: 1

R Course Level: Upper division

BB R Official Enrollment Number: 15

R Number of Instructors:

BB R Percent of Course Taught: 100 %

BB R Number of Units: 4.0

BB R Overall Effectiveness:

BB R Course Type: Lecture

BB R Cross listed with:

New course preparation?

New format for existing course?

BB Describe any pedagogical innovations that you introduced into this course during the current year (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)

BB Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented

BB Describe any activities in your course that enhanced student learning and/or student contact with the business community (e.g., guest speaker, SBDC, SBI, or outside projects, field trips, field projects, etc.)

Maps to report dates — BB R Start Date: June 1 , 2013 CV

Maps to report dates — BB R End Date: August 31 , 2013 CV

BB Course Syllabus: Download "Faculty Checklist 1101-3.pdf" | Replace File...

BB Compiled Student Evaluations: Download "KantorShawn-2010 Fall ECON152 edit-1.pdf" | Replace File...

Section 3: Research and Creative Activity

Research and Creative Activity

Intellectual Contributions (Publications)

Artistic Performances and Professional Exhibits

Contracts, Grants and Sponsored Research

Presentations

Intellectual Property

Professional Articles About You

Research Currently in Progress

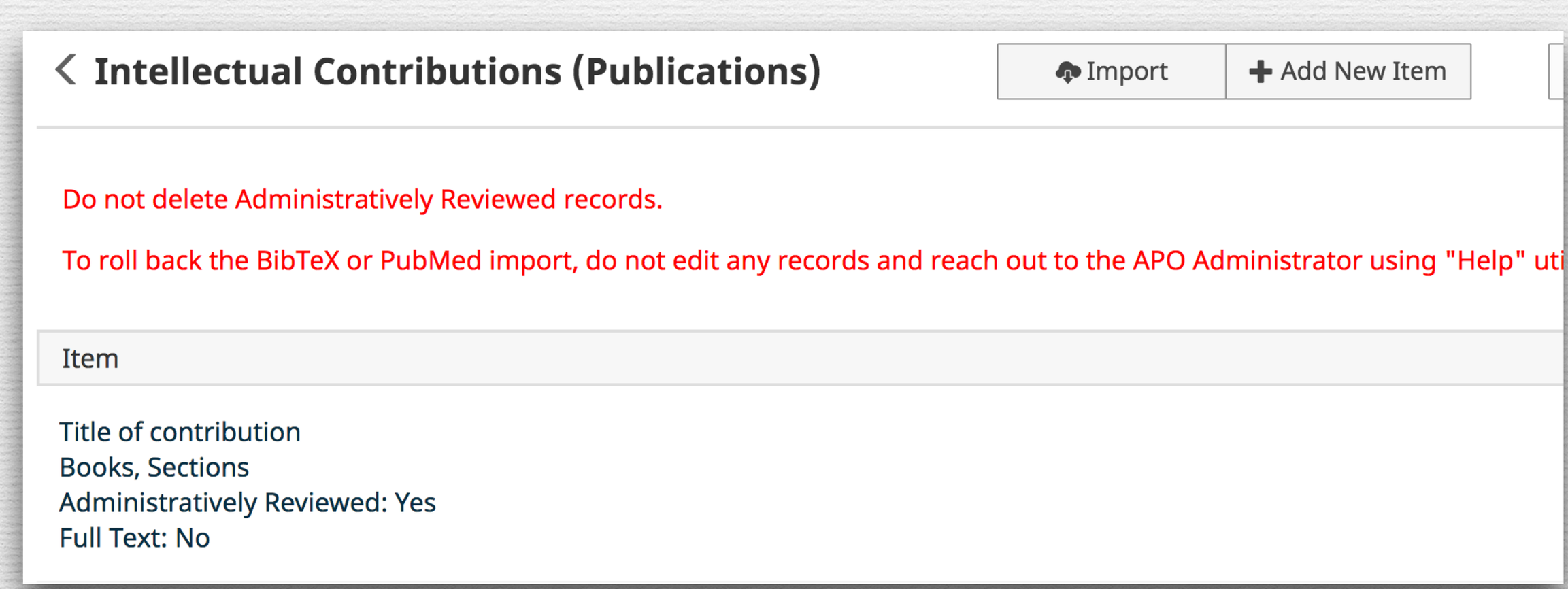
15. Intellectual Contributions (Publications)

Intellectual Contributions(Publications)

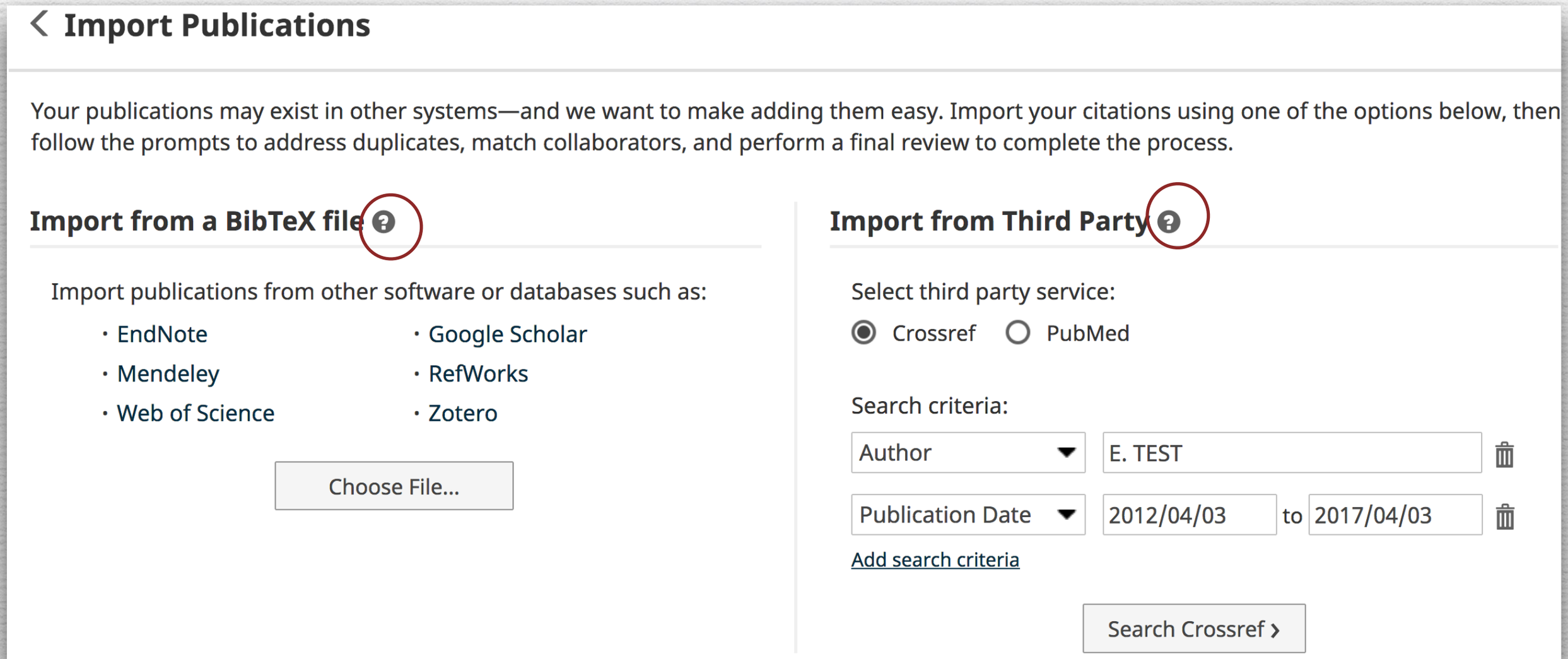
There are two ways to enter publications in DM.

1. Using recent “Import” feature

2. Using “Add New Item”



15. Intellectual Contributions (Publications): Import



Detailed Instructions

https://www.digitalmeasures.com/activity-insight/docs/bibtex.html#overview
https://www.digitalmeasures.com/activity-insight/docs/wos.html
https://www.digitalmeasures.com/activity-insight/docs/crossref.html
https://www.digitalmeasures.com/activity-insight/docs/pubmed.html

http://academicpersonnel.ucmerced.edu/sites/academicpersonnel.ucmerced.edu/files/page/documents/important_tips-_importing_publications_0.pdf

15. Intellectual Contributions (Publications): Import - Tips

1. Please import the publications for your review period, to make it easy for auditing.

2. Delete Duplicates. But please be sure to not delete any “Admin Reviewed” publications

3. Full text of the items is not imported. Please upload them separately

4. Peer reviewed / Refereed info is not present in BibTeX files. So, please enter that piece of information

15. Intellectual Contributions (Publications): Add New Item

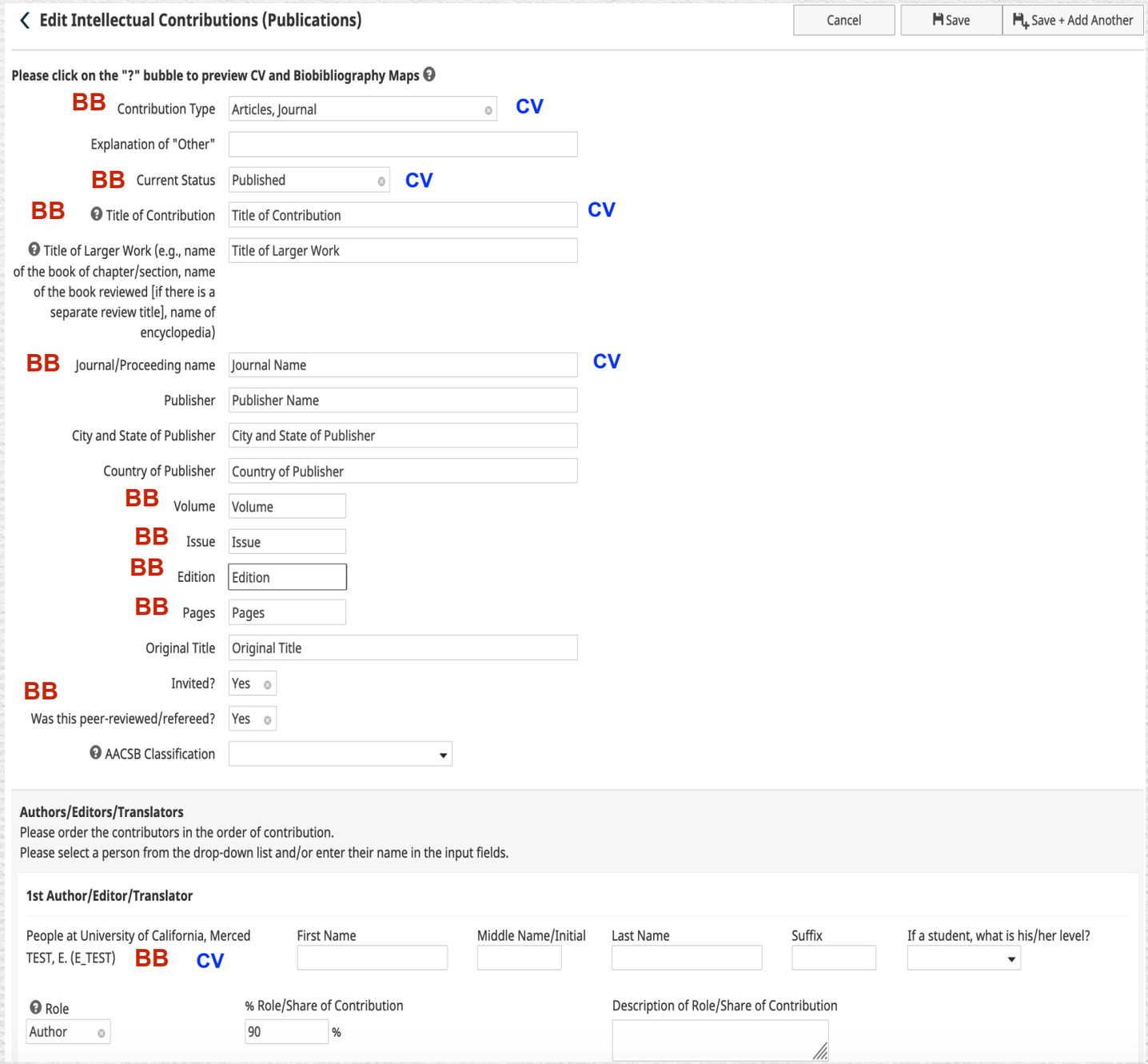
Intellectual Contributions(Publications)

- Under Intellectual Contributions, there is an extensive list of Publication Contributions Types. Some Suggestions:

- Web pages, e-copies, interviews and broadcast media contributions can be entered and stored here

- Remember to enter Authors and Co-Authors.

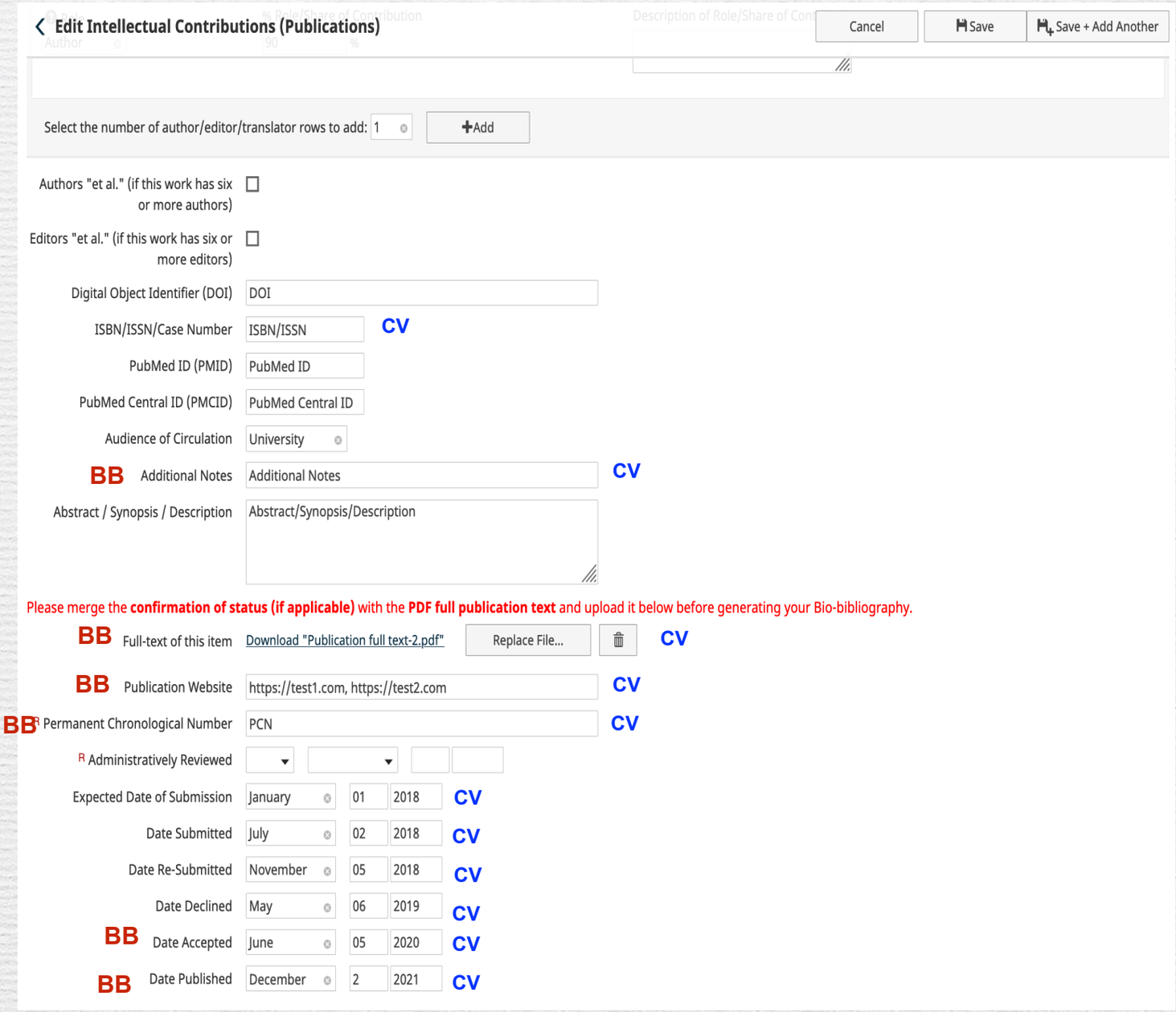
- Again, to ensure proper academic reporting include every stage and milestone in addition to information about the month and year of the particular activity.



15. Intellectual Contributions (Publications): Continued

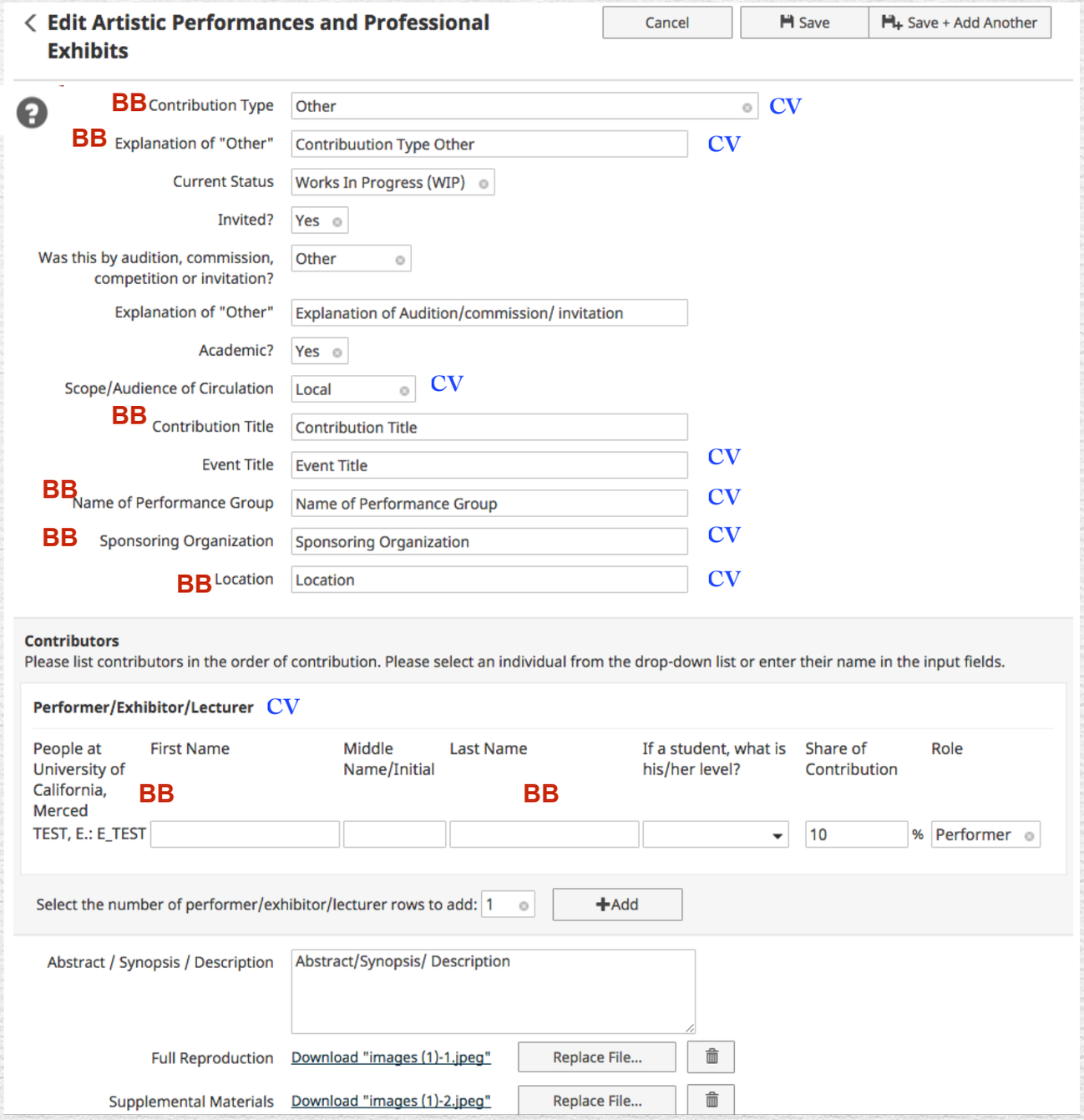
Intellectual Contributions(Publications)

- The entry will populate on Biobibliography only if the status is “Accepted” or “ Published”



16. Artistic Performances and Professional Exhibits

- Art, Dance, Music, Theatre performances can be entered in this section.
- Accepted and Submitted Status show up on Biobibliography Only.



Edit Artistic Performances and Professional Exhibits

Cancel | Save | Save + Add Another

BB Contribution Type: Other — CV

BB Explanation of "Other": Contribuution Type Other — CV

Current Status: Works In Progress (WIP)

Invited?: Yes

Was this by audition, commission, competition or invitation?: Other

Explanation of "Other": Explanation of Audition/commission/ invitation

Academic?: Yes

Scope/Audience of Circulation: Local — CV

BB Contribution Title: Contribution Title

Event Title: Event Title — CV

BB Name of Performance Group: Name of Performance Group — CV

BB Sponsoring Organization: Sponsoring Organization — CV

BB Location: Location — CV

Contributors

Please list contributors in the order of contribution. Please select an individual from the drop-down list or enter their name in the input fields.

Performer/Exhibitor/Lecturer CV

People at University of California, Merced	First Name BB	Middle Name/Initial	Last Name BB	If a student, what is his/her level?	Share of Contribution	Role
TEST, E.: E_TEST					10 %	Performer

Select the number of performer/exhibitor/lecturer rows to add: 1 +Add

Abstract / Synopsis / Description: Abstract/Synopsis/ Description

Full Reproduction: Download "images (1)-1.jpeg" | Replace File... | 🗑

Supplemental Materials: Download "images (1)-2.jpeg" | Replace File... | 🗑

16. Artistic Performances and Professional Exhibits: Continued

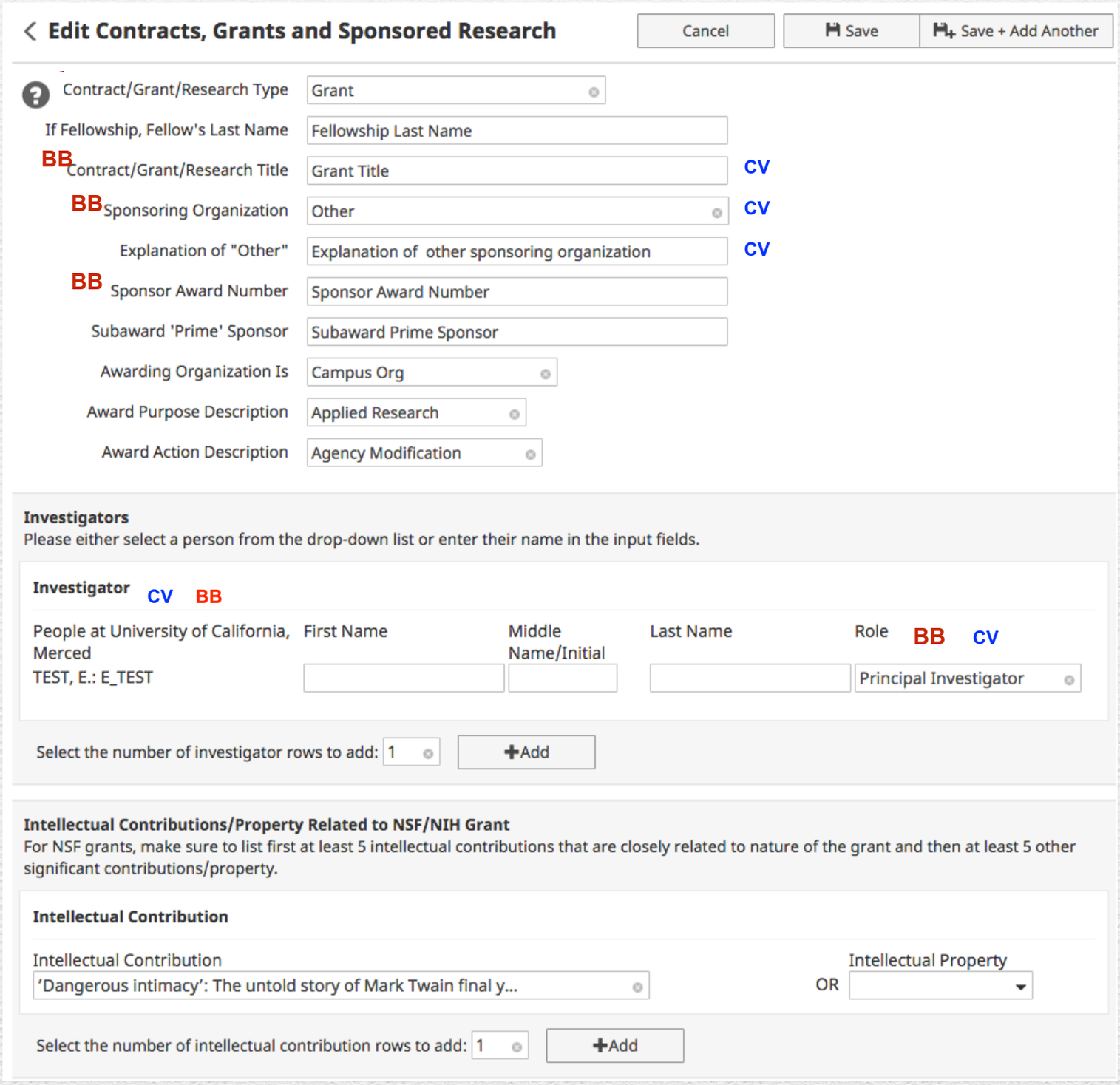
	Performance Website	http:// www.exampleperformancewebsite.com		
BB	Was this peer-reviewed/refereed?	Yes		CV
BB R	Permanent Chronological Number	PCN		CV
R	Administratively Reviewed	Yes		
BB R	Administratively Reviewed Date	January	, 2009	
	Expected Date of Submission	January	, 2010	
	Pre-Production Date	January	, 2011	CV
	Production Date	January	, 2012	CV
	Post Production / Strike Date	March	, 2012	
	Date Submitted	April	, 2012	
	Date Declined	June	, 2013	
Maps to report dates	Date Accepted		, 2014	
Maps to report dates	Date Published		, 2015	

17. Contracts, Grants and Sponsored Research

Contracts, Grants and Sponsored Research

- Entries such as Grants, Fellowships or subcontracts etc., should be entered in this screen.

- Please enter the author names and and the role as “Principal Investigator”, “Co-PI”.



Edit Contracts, Grants and Sponsored Research

Cancel | Save | Save + Add Another

Contract/Grant/Research Type	Grant
If Fellowship, Fellow's Last Name	Fellowship Last Name
BB Contract/Grant/Research Title	Grant Title CV
BB Sponsoring Organization	Other CV
Explanation of "Other"	Explanation of other sponsoring organization CV
BB Sponsor Award Number	Sponsor Award Number
Subaward 'Prime' Sponsor	Subaward Prime Sponsor
Awarding Organization Is	Campus Org
Award Purpose Description	Applied Research
Award Action Description	Agency Modification

Investigators

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

Investigator CV BB

People at University of California, Merced	First Name	Middle Name/Initial	Last Name	Role BB CV
TEST, E.: E_TEST				Principal Investigator

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

Intellectual Contributions/Property Related to NSF/NIH Grant

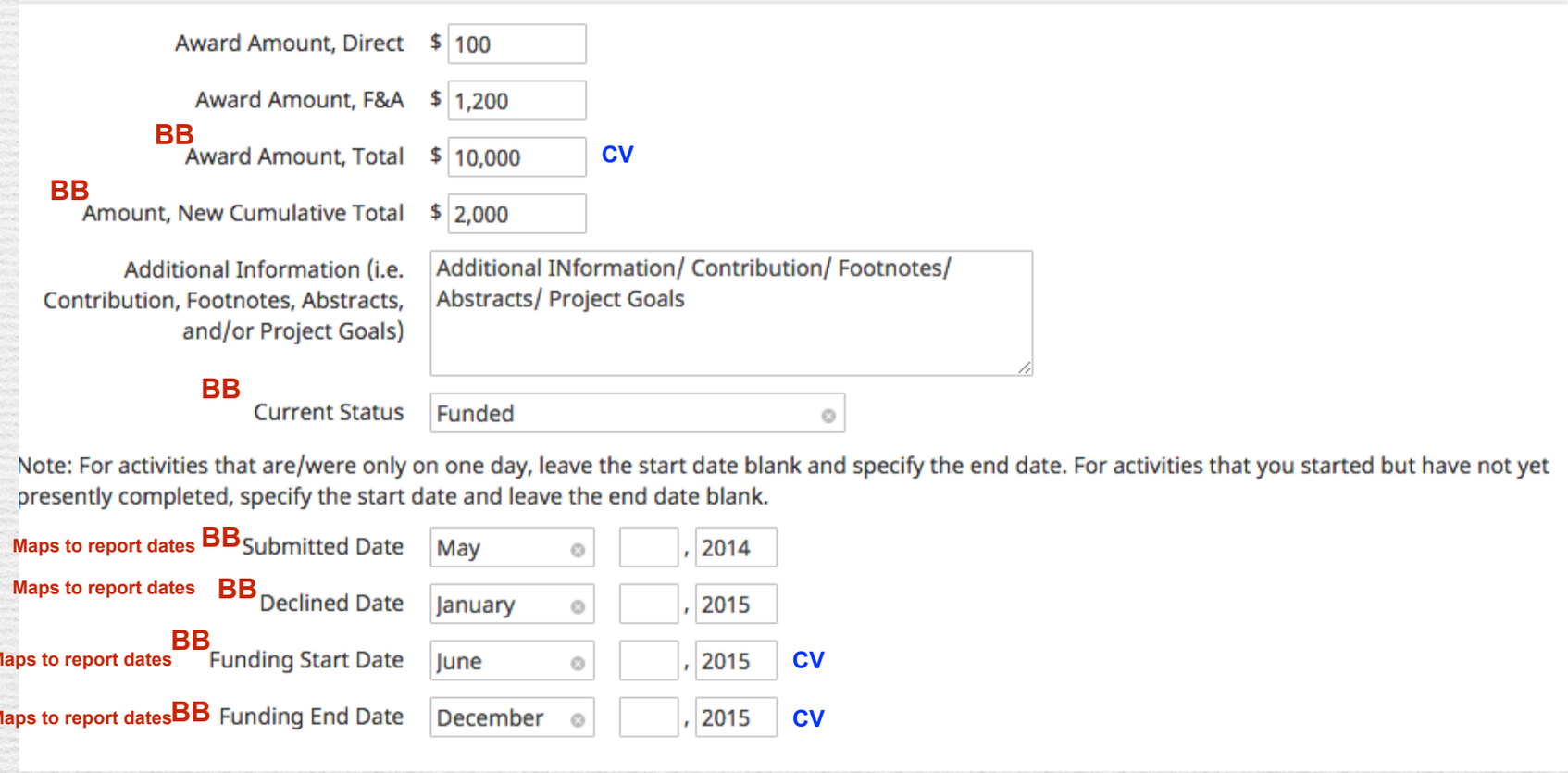
For NSF grants, make sure to list first at least 5 intellectual contributions that are closely related to nature of the grant and then at least 5 other significant contributions/property.

Intellectual Contribution

Intellectual Contribution		Intellectual Property
'Dangerous intimacy': The untold story of Mark Twain final y...	OR	

Select the number of intellectual contribution rows to add: 1 +Add

17. Contracts, Grants and Sponsored Research: Continued



Contracts, Grants and Sponsored Research

- In the “ Additional Information” section you can add more information on your role and contribution.

- Please enter the End Date if you have Entered the Start Date of Funding.

	Award Amount, Direct	$ 100		
	Award Amount, F&A	$ 1,200		
BB	Award Amount, Total	$ 10,000	CV	
BB	Amount, New Cumulative Total	$ 2,000		
	Additional Information (i.e. Contribution, Footnotes, Abstracts, and/or Project Goals)	Additional INformation/ Contribution/ Footnotes/ Abstracts/ Project Goals		
BB	Current Status	Funded		

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.

Maps to report dates	BB Submitted Date	May	, 2014		
Maps to report dates	BB Declined Date	January	, 2015		
Maps to report dates	BB Funding Start Date	June	, 2015	CV	
Maps to report dates	BB Funding End Date	December	, 2015	CV	

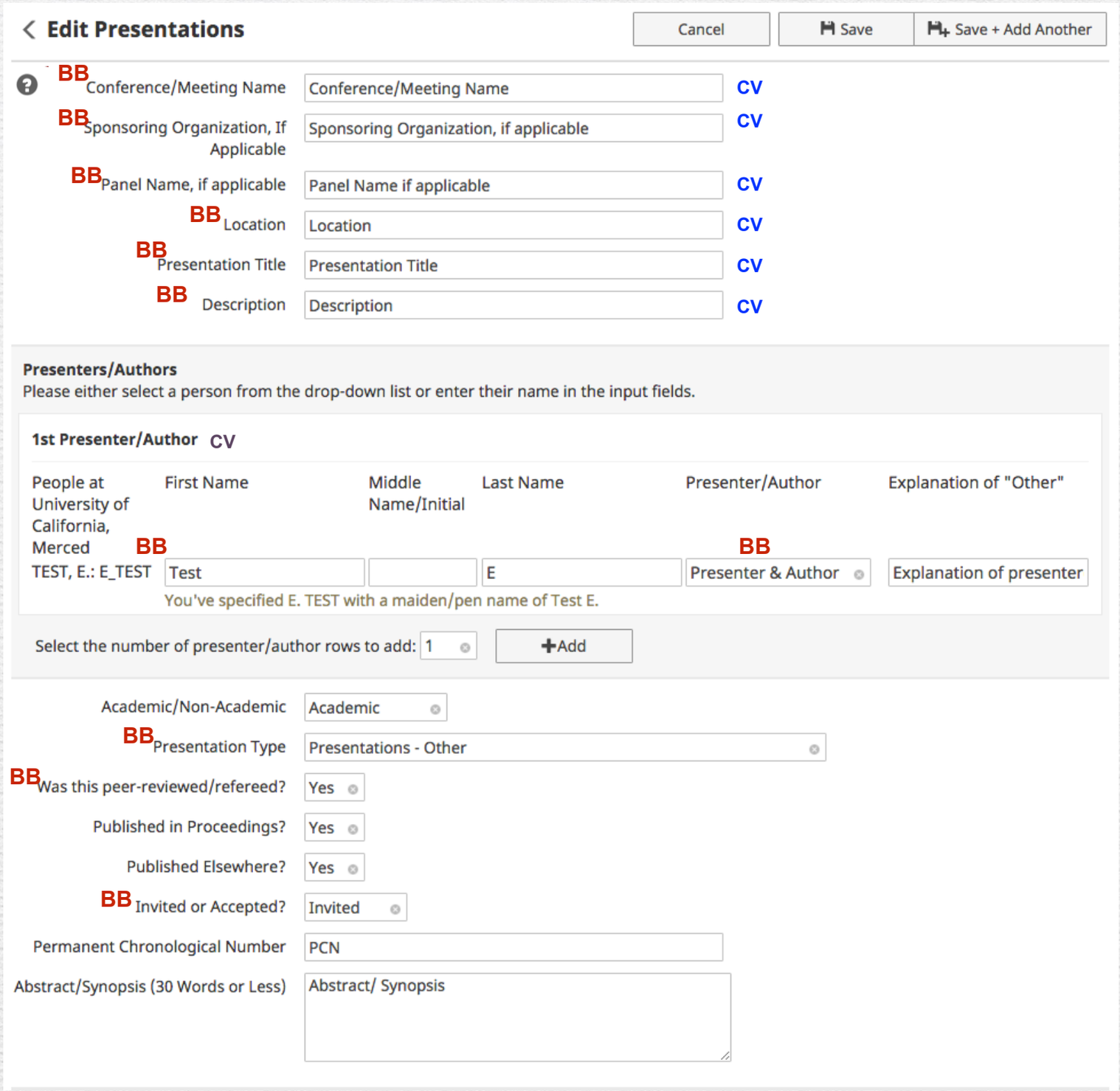
18. Presentations

Presentations (Continued)

- Please add in the conference/ meeting name, sponsoring organization, presentation title.

- Please enter the presenter/ author name.

- Select the “Presentation type” dropdown to make it populate under specific sections in Biobibliography.



Edit Presentations

Cancel | Save | Save + Add Another

BB Conference/Meeting Name — Conference/Meeting Name — CV

BB Sponsoring Organization, If Applicable — Sponsoring Organization, if applicable — CV

BB Panel Name, if applicable — Panel Name if applicable — CV

BB Location — Location — CV

BB Presentation Title — Presentation Title — CV

BB Description — Description — CV

Presenters/Authors

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

1st Presenter/Author CV

People at University of California, Merced	First Name	Middle Name/Initial	Last Name	Presenter/Author	Explanation of "Other"
BB				BB	
TEST, E.: E_TEST	Test		E	Presenter & Author	Explanation of presenter

You've specified E. TEST with a maiden/pen name of Test E.

Select the number of presenter/author rows to add: 1 +Add

Academic/Non-Academic: Academic

BB Presentation Type: Presentations - Other

BB Was this peer-reviewed/refereed?: Yes

Published in Proceedings?: Yes

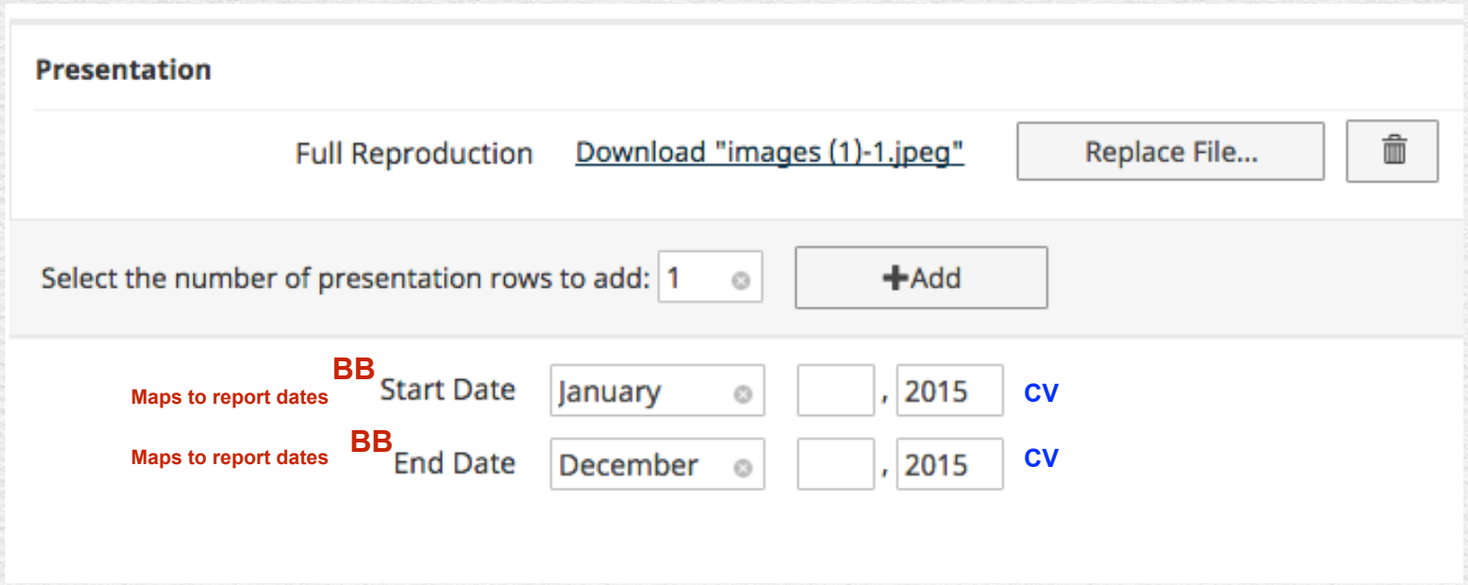
Published Elsewhere?: Yes

BB Invited or Accepted?: Invited

Permanent Chronological Number: PCN

Abstract/Synopsis (30 Words or Less): Abstract/ Synopsis

18. Presentations: Continued



Presentations (Continued)

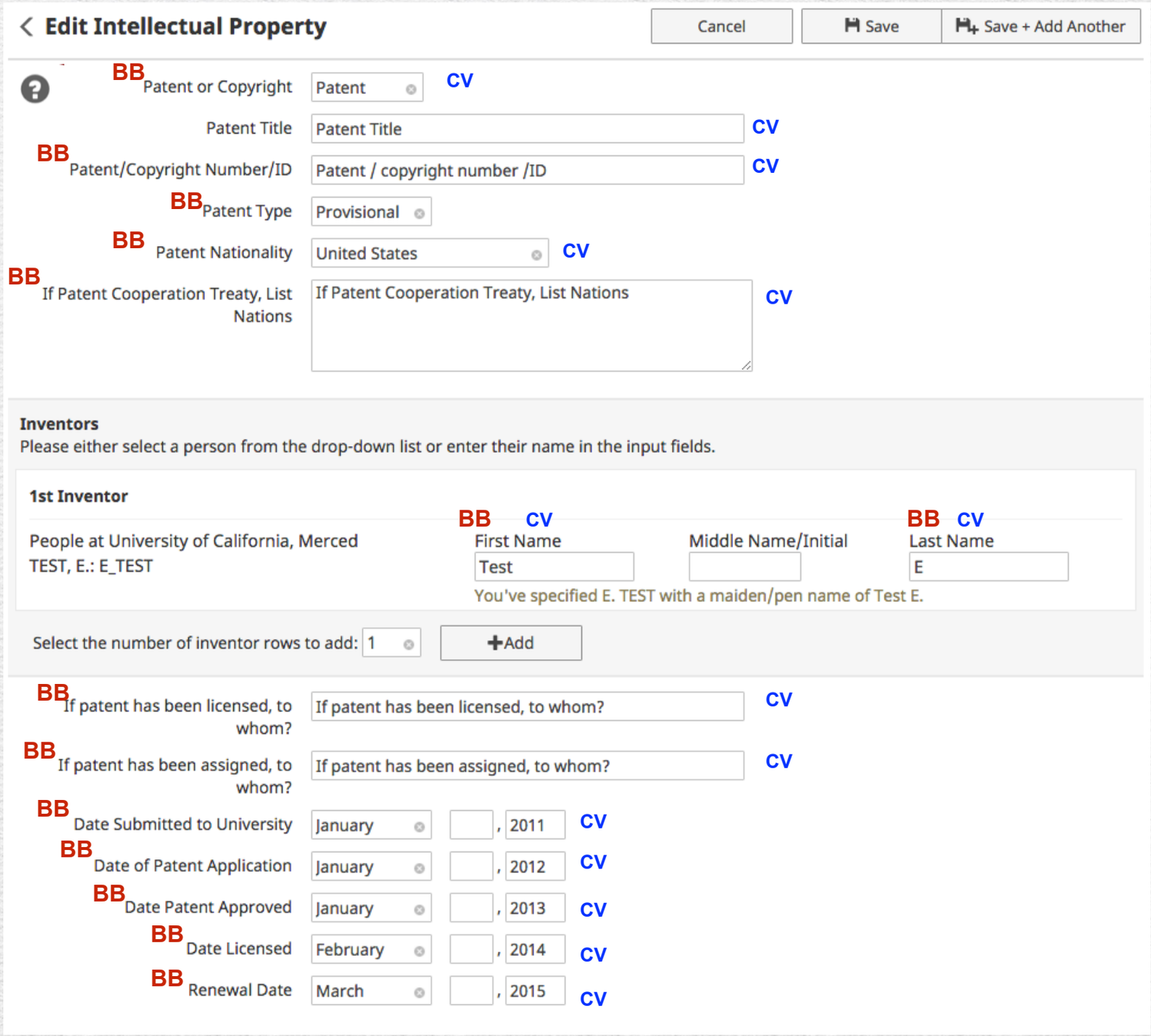
Please add the Start and End Dates for the record to appear on reports

It is recommended to use “Duplicate” button and change the dates and “conference name” if you have given the same presentation in different conferences.

19. Intellectual Property

Intellectual Property

- Intellectual property such as patents or copyrights need to be entered into this screen .
- Please enter the names of additional Inventors.



Edit Intellectual Property

Cancel | Save | Save + Add Another

BB Patent or Copyright: Patent CV

Patent Title: Patent Title CV

BB Patent/Copyright Number/ID: Patent / copyright number /ID CV

BB Patent Type: Provisional

BB Patent Nationality: United States CV

BB If Patent Cooperation Treaty, List Nations: If Patent Cooperation Treaty, List Nations CV

Inventors

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

1st Inventor

People at University of California, Merced
TEST, E.: E_TEST

BB CV First Name: Test

Middle Name/Initial:

BB CV Last Name: E

You've specified E. TEST with a maiden/pen name of Test E.

Select the number of inventor rows to add: 1 +Add

BB If patent has been licensed, to whom?: If patent has been licensed, to whom? CV

BB If patent has been assigned, to whom?: If patent has been assigned, to whom? CV

BB Date Submitted to University: January , 2011 CV

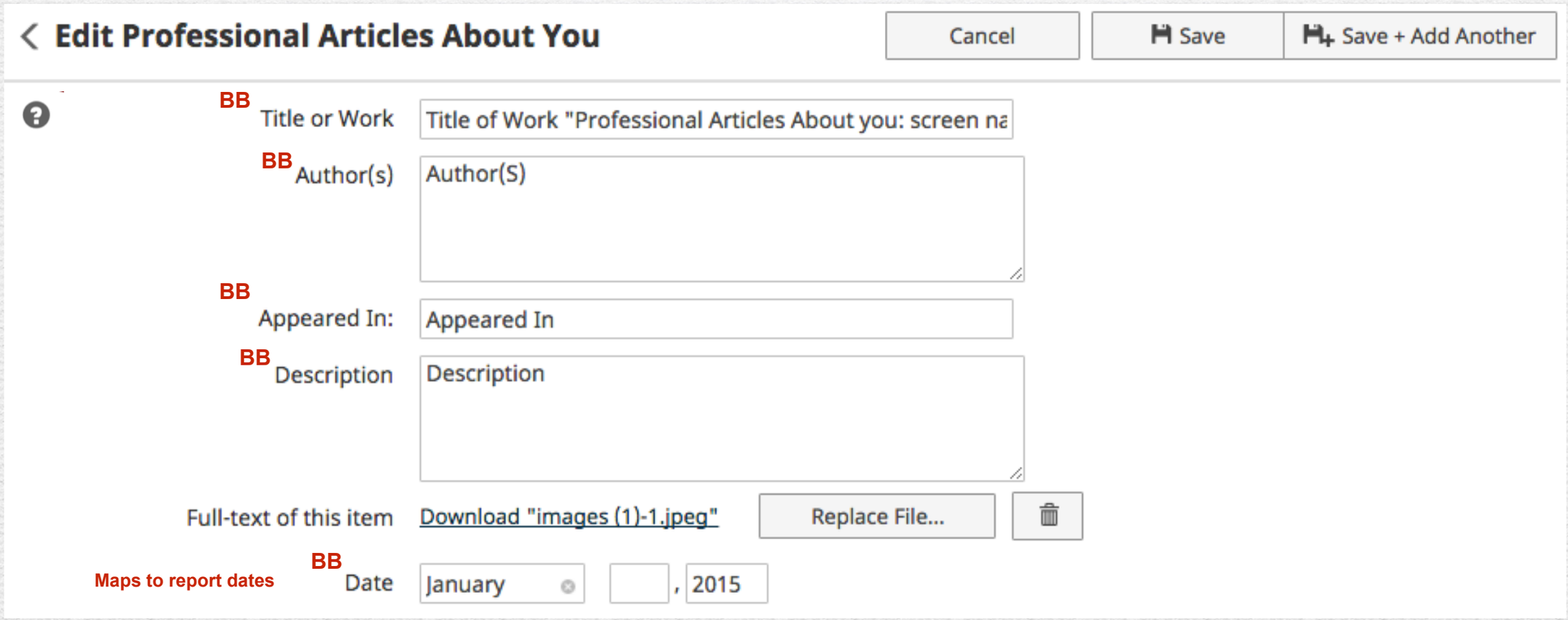
BB Date of Patent Application: January , 2012 CV

BB Date Patent Approved: January , 2013 CV

BB Date Licensed: February , 2014 CV

BB Renewal Date: March , 2015 CV

20. Professional Articles about you



Professional Articles About you

- This section you can add information about published reviews of your work.

- Please enter the date for this entry to appear on reports.

21. Research Currently in Progress

Edit Research Currently in Progress

Cancel | Save | Save + Add Another

CV Title: Title of "Research Currently in Progress"

CV Description: Description

Collaborators

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

Collaborator

People at University of California, Merced
TEST, E.: E_TEST

Name

Institution/Company

Select the number of collaborator rows to add: 1 +Add

CV Status: On-Going

Research Type: Scholarly

Section 4: Service

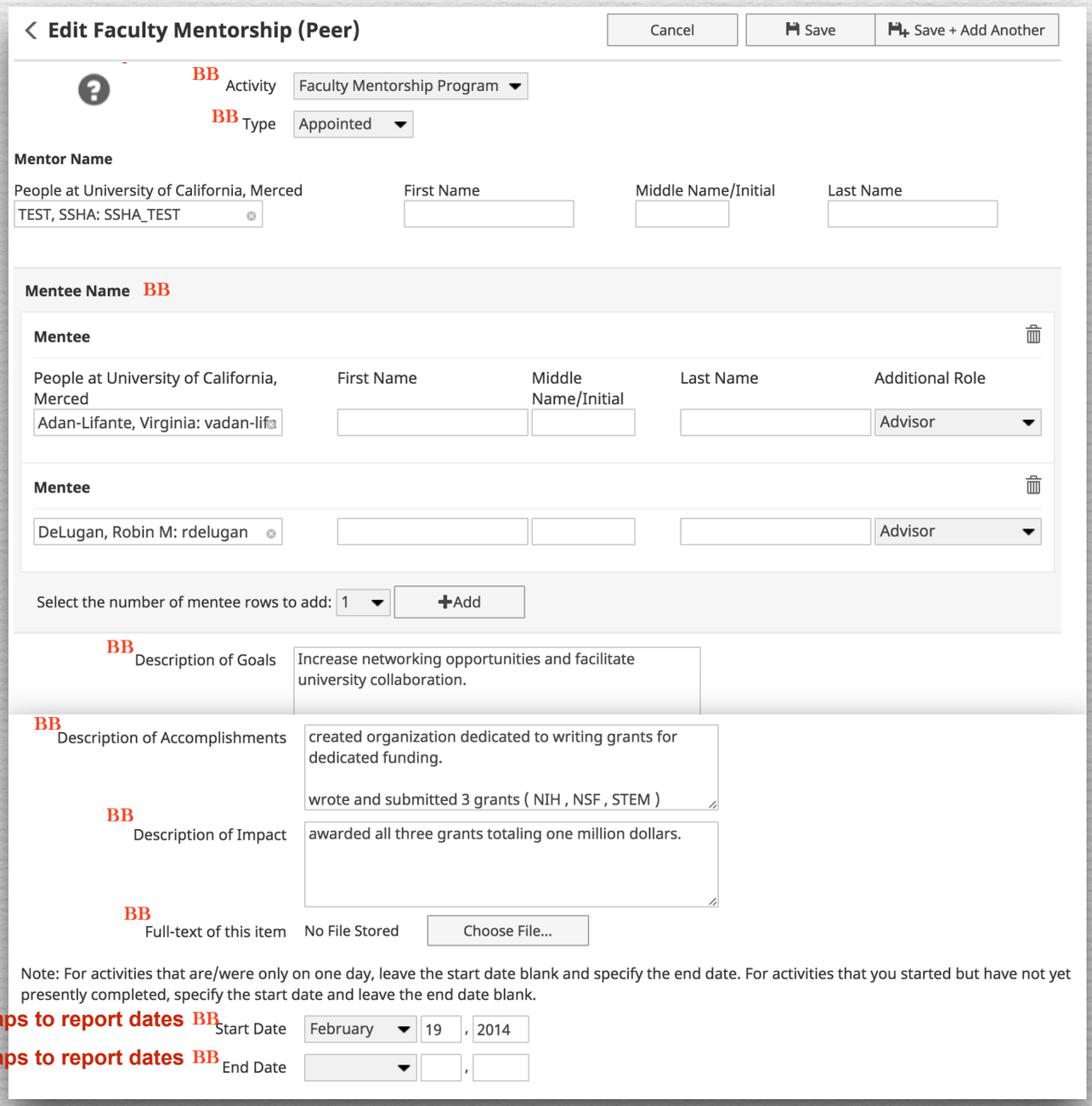
Service

Faculty Mentorship (Peer)	University
Faculty Engagement (Community)	Professional
Department	Public
School/College	

22.Service-Faculty Mentorship (Peer)

Faculty Mentorship (Peer)

- This section should include peer mentoring information.
- Example of a completed entry is on the right hand side.



Edit Faculty Mentorship (Peer)

Cancel | Save | Save + Add Another

BB Activity: Faculty Mentorship Program

BB Type: Appointed

Mentor Name

People at University of California, Merced	First Name	Middle Name/Initial	Last Name
TEST, SSHA: SSHA_TEST			

Mentee Name BB

Mentee

People at University of California, Merced	First Name	Middle Name/Initial	Last Name	Additional Role
Adan-Lifante, Virginia: vadan-lif				Advisor

Mentee

DeLugan, Robin M: rdelugan				Advisor

Select the number of mentee rows to add: 1 +Add

BB Description of Goals: Increase networking opportunities and facilitate university collaboration.

BB Description of Accomplishments: created organization dedicated to writing grants for dedicated funding.

wrote and submitted 3 grants (NIH , NSF , STEM)

BB Description of Impact: awarded all three grants totaling one million dollars.

BB Full-text of this item: No File Stored | Choose File...

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.

Maps to report dates — BB Start Date: February 19 , 2014

Maps to report dates — BB End Date: ,

23. Service : Department

Edit Department

Cancel | Save | Save + Add Another

BB Activity/Committee Name: Department Activity/Committee Name — CV

BB Position/Role: Other — CV

Explanation of "Other": Position/Role — CV

BB Were you elected or appointed?: Appointed

BB Was this compensated or pro bono?: Compensated

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

BB Brief Description of Committee's Key Accomplishments: Brief Description of Committee's Key Accomplishments

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.

Maps to report dates — BB Start Date: January , 2015 — CV

Maps to report dates — BB End Date: December , 2015 — CV

Any department related service performed should be entered in this screen. For e.g.: any department activity organized by you, or any activity or department committee you were a chair of, etc.

24. Service : School/College

Edit School/College

Cancel | Save | Save + Add Another

BB Activity/Committee Name: School/College Activity/Committee Name — CV

BB Position/Role: Other — CV

Explanation of "Other": Position/Role — CV

BB Were you elected or appointed?: Appointed

BB Was this compensated or pro bono?: Compensated

Served Ex-Officio?: Yes

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

BB Brief Description of Committee's Key Accomplishments: Brief Description of Committee's Key Accomplishments

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.

Maps to report dates — BB Start Date: January , 2015 — CV

Maps to report dates — BB End Date: December , 2015 — CV

Any school/college service performed should be entered in this screen. For e.g.: any school/college activity organized by you, or any school/college activity or committee you were a chair of, etc.

25. Service : University

Edit University

Cancel | Save | Save + Add Another

BB Activity/Committee Name: University Activity/Committee Name — CV

BB Position/Role: Other — CV

Explanation of "Other": Position/Role — CV

BB Audience: UC Systemwide

BB Approx. Number of Hours Spent Per Year: 10

BB Were you elected or appointed: Appointed

BB Was this compensated or pro bono?: Compensated

BB Served Ex-Officio?: Yes

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

Brief Description of Committee's Key Accomplishments: Brief Description of Committee's Key Accomplishments

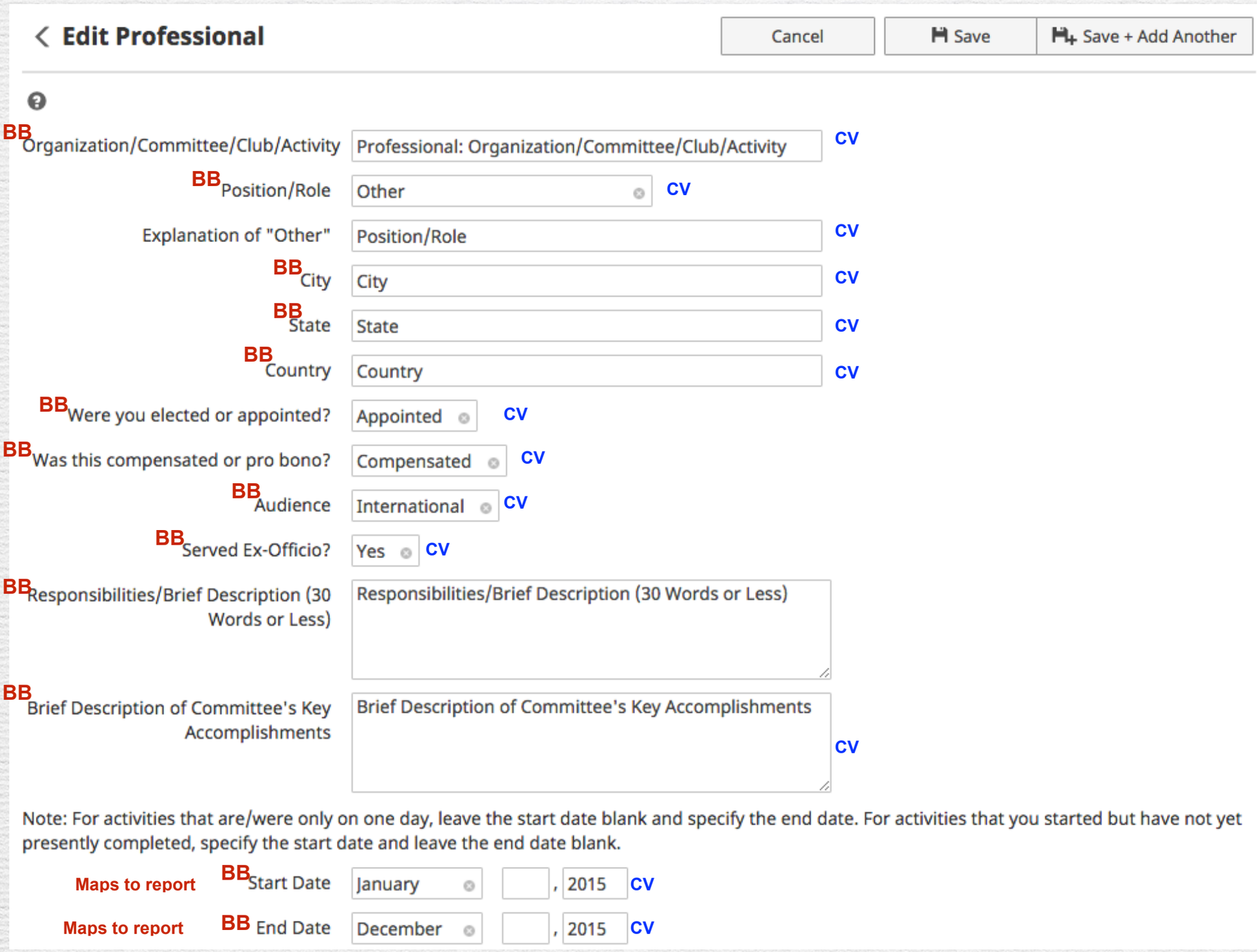
Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Maps to report dates — BB Start Date: January , 2015 — CV

Maps to report dates — BB End Date: December , 2015 — CV

Any University level service performed should be entered in this screen. For e.g.: any University level activity organized by you, or any university level activity or committee you were a chair of, etc.

26. Service : Professional



Any professional service performed should be entered in this screen. For e.g.: if you were a reviewer, panelist, editor, referee of any professional service, please enter this information in “Professional” Service screen.

27. Service : Public

Edit Public

Cancel | Save | Save + Add Another

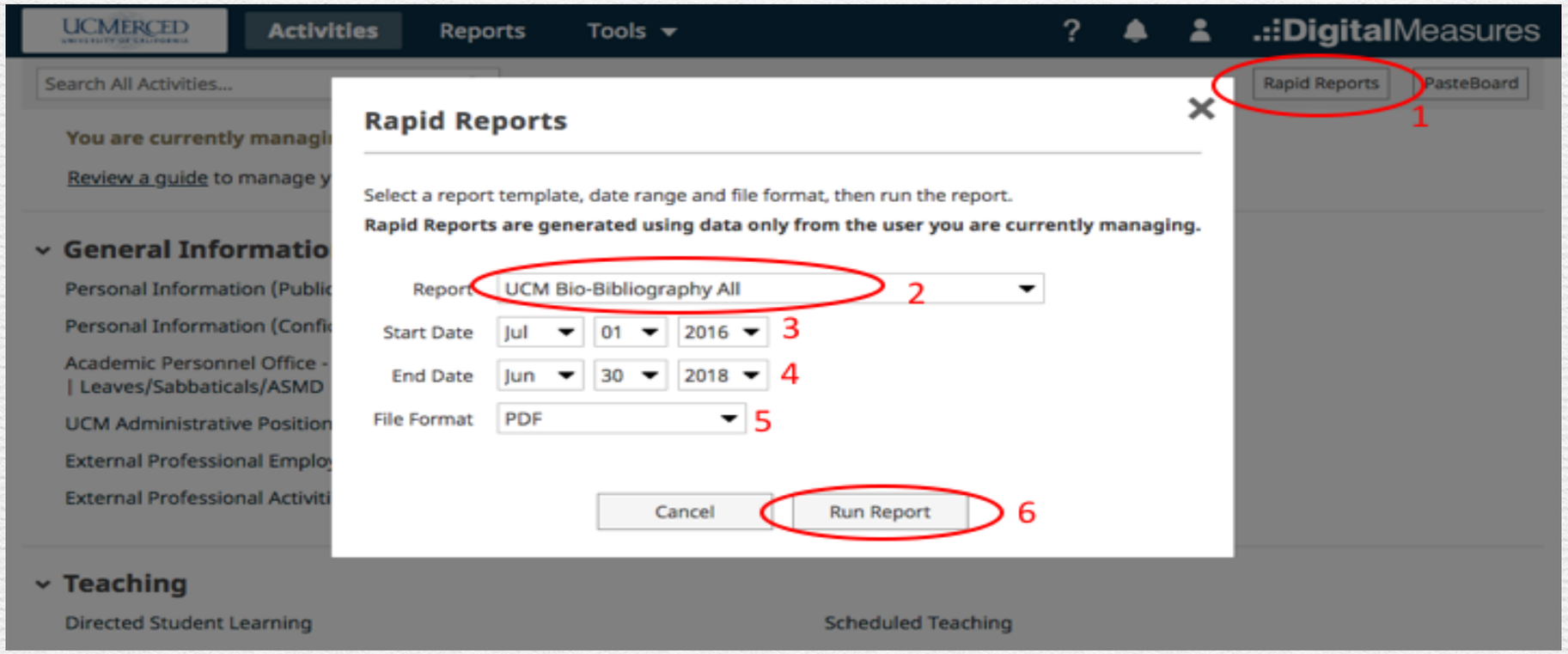
BB Organization/Committee/Club/Activity	Public : Organization/Committee/Club/Activity	CV
BB Position/Role	Other	
BB Explanation of "Other"	Position/Role	CV
BB City	City	CV
BB State	State	CV
BB Country	Country	
BB Were you elected or appointed?	Appointed	
BB Was this compensated or pro bono?	Compensated	
BB Audience	International	
BB Served Ex-Officio?	Yes	
BB Responsibilities/Brief Description (30 Words or Less)	Responsibilities/Brief Description (30 Words or Less)	
BB Brief Description of Committee's Key Accomplishments	Brief Description of Committee's Key Accomplishments	

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.

Maps to report dates BB Start Date	January	, 2015	CV
Maps to report dates BB End Date	December	, 2015	CV

Any public service performed should be entered in this screen. For e.g.: if you were discussant, attendee, board member of a public committee or activity , this information should be entered in “public service” screen.

Reports



The two most used reports for your Review are :

1. UCM Biobibliography All
2. UCM Curriculum Vitae All

To generate these two reports, please follow the following steps

Step 1: Click on “Rapid Reports” on the left Hand side of the screen.

Step 2: Select the “Report”

Step 3: Select the Start and End Date

Step 4 : Select the File Format. The file formats you can choose from are : PDF, HTML, Word. This will download the report in your “downloads” folder.

Step 5: Run the report

! Important Information to Remember !

- **Please keep your information up to date in Digital Measures.**

- Any entry in Digital Measures will only save and appear on reports if it contains a **DATE**.

- An entry with only start date is considered ongoing. An entry with only end date is considered to have lasted from end date-end date.

- The most used and important reports generated from DM are **“UCM Biobibliography All”** and **“UCM Curriculum Vitae All”**.

Helpful Tips!

- Has it changed?
  - Edit the item
- Is it over?
  - Don't Delete! Enter the end date of that activity.
- What is new?
  - Add new item in the appropriate section

DEMO:

UCM Biobibliography All and UCM Curriculum Vitae All

Thank You!

Mubeena Salaam
Ph: 209-228-2243
email: msalaam@ucmerced.edu
Location:Promenade