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
Use anytime you have DM related questions

**General Information**
- Personal Information (Public)
- Personal Information (Confidential)
- Academic Personnel Office - Permanent Data
- UCM Employment History
- Leaves/Seabatics/ASMD
- UCM Administrative Positions
- External Professional Employment
- External Professional Activities/Consulting

**Teaching**
- Directed Student Learning
- Special Pedagogical Activities

**Research and Creative Activity**
- Intellectual Contributions (Publications)
- Publications - Parts of Larger Works
- Artistic Performances and Professional Exhibits
- Contracts, Grants and Sponsored Research
## General Information
- 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.

## Teaching
- Directed Student Learning
- Special Pedagogical Activities

Scheduled Teaching

Filled partially by APO. Read Only (partial) for faculty.

## 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

## Service
- Faculty Mentorship (Peer)
- Faculty Engagement (Community)
- Department
- School/College

University
- Professional
- Public
Let's dive into the details of each section!
# Section 1: General Information

<table>
<thead>
<tr>
<th>General Information</th>
<th>Licenses and Certifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Information (Public)</td>
<td>Professional Development</td>
</tr>
<tr>
<td>Personal Information (Confidential)</td>
<td>Professional Memberships</td>
</tr>
<tr>
<td>Academic Personnel Office - Permanent Data</td>
<td>UCM Employment History</td>
</tr>
<tr>
<td>UCM Administrative Positions</td>
<td>Awards and Honors</td>
</tr>
<tr>
<td>External Professional Employment</td>
<td>Diversity Activities</td>
</tr>
<tr>
<td>External Professional Activities/Consulting</td>
<td></td>
</tr>
</tbody>
</table>
1. 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.
<table>
<thead>
<tr>
<th><strong>Edit Personal Information (Public)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prefix</strong></td>
</tr>
<tr>
<td>Dr.</td>
</tr>
<tr>
<td><strong>First Name</strong></td>
</tr>
<tr>
<td>E.</td>
</tr>
<tr>
<td><strong>Preferred First Name</strong></td>
</tr>
<tr>
<td>Preferred First Name</td>
</tr>
<tr>
<td><strong>Middle Name</strong></td>
</tr>
<tr>
<td>Middle Name</td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
</tr>
<tr>
<td>TEST</td>
</tr>
<tr>
<td><strong>Prefered Last Name (e.g., the name you publish under), if any</strong></td>
</tr>
<tr>
<td>Preferred Last Name</td>
</tr>
<tr>
<td><strong>Suffix</strong></td>
</tr>
<tr>
<td>Suffix</td>
</tr>
<tr>
<td><strong>Name of Endowed Position (if any)</strong></td>
</tr>
<tr>
<td>Name of Endowed Position</td>
</tr>
<tr>
<td><strong>E-Mail Address</strong></td>
</tr>
<tr>
<td><a href="mailto:E_TEST@ucmerced.edu">E_TEST@ucmerced.edu</a></td>
</tr>
<tr>
<td><strong>Building Where Your Office is Located</strong></td>
</tr>
<tr>
<td>Academic Office Building</td>
</tr>
<tr>
<td><strong>Explanation of “Other”</strong></td>
</tr>
<tr>
<td>Explanation of other</td>
</tr>
<tr>
<td><strong>Office Room Number</strong></td>
</tr>
<tr>
<td>Office Room</td>
</tr>
<tr>
<td><strong>Office Phone</strong></td>
</tr>
<tr>
<td>0000 - 000 - 0000</td>
</tr>
<tr>
<td><strong>Department Phone</strong></td>
</tr>
<tr>
<td>111 - 111 - 1111</td>
</tr>
<tr>
<td><strong>Fax</strong></td>
</tr>
<tr>
<td>222 - 222 - 2222</td>
</tr>
<tr>
<td><strong>Personal Website</strong></td>
</tr>
<tr>
<td><a href="http://www.nationalgeographic.com">http://www.nationalgeographic.com</a></td>
</tr>
<tr>
<td><strong>U.S. Citizen or Permanent Resident?</strong></td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td><strong>Visa Type</strong></td>
</tr>
<tr>
<td>F-1</td>
</tr>
<tr>
<td><strong>Keywords, separated by semicolons</strong></td>
</tr>
<tr>
<td>Keywords separated by semicolons</td>
</tr>
<tr>
<td><strong>Brief Biography (30 Words or Less)</strong></td>
</tr>
<tr>
<td>Brief Biography</td>
</tr>
</tbody>
</table>
1. Personal Information (Public): Continued

<table>
<thead>
<tr>
<th>Teaching Interest(s)</th>
<th>Teaching interests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Interest(s)</td>
<td>Autonomous robotics, robot algorithms, cooperative robotics, robot simulation, humanoid robotics.</td>
</tr>
<tr>
<td>Languages</td>
<td>Languages</td>
</tr>
<tr>
<td>Photograph</td>
<td>No File Stored</td>
</tr>
</tbody>
</table>
CV and Bio-bib Maps

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

Biobib pulls information from the fields marked “BB”.
2. 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”.

<table>
<thead>
<tr>
<th>Item</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Degree/Training</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Institution</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Emphasis/Major</strong></td>
<td></td>
</tr>
<tr>
<td><strong>2010</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PhD</strong></td>
<td></td>
</tr>
<tr>
<td>University of Padova, Italy</td>
<td></td>
</tr>
<tr>
<td>Industrial Electrical Engineering and Computer Science</td>
<td></td>
</tr>
<tr>
<td><strong>2010</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
</tr>
<tr>
<td><strong>BSc/MSc</strong></td>
<td></td>
</tr>
<tr>
<td>University of Padova, Italy</td>
<td></td>
</tr>
<tr>
<td>Electrical Engineering and Computer Science</td>
<td></td>
</tr>
</tbody>
</table>
### Edit Education

**Degree/Training**
- Other

**Explaination of "Other"**
- Degree/Training

**Institution**

**Location of Institution**

### Advisors

<table>
<thead>
<tr>
<th>Advisor</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Current Organization</th>
<th>Current Location</th>
</tr>
</thead>
</table>

Select the number of advisor rows to add: 1

### Additional Information

**Emphasis/Major**

**Minor or Secondary Emphasis**

**Dissertation/Thesis Title**

**Honor/Distinction**
- Other

**Explanation of "Other"**

**Highest Degree You Have Earned?**
- Yes

**Additional Information**

**Maps to report dates**
- **Start Date**: January, 2015
- **End Date**: December, 2016

**Year Degree Awarded**: 2010

---

Note: Hit "cancel" after you have made changes if you don't wish to save the changes.
4. Licensures and Certifications

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

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>certification</td>
</tr>
<tr>
<td>January 2000</td>
</tr>
<tr>
<td>Title of Licensure or Certification</td>
</tr>
<tr>
<td>January 2015</td>
</tr>
</tbody>
</table>

To add a new “License” or “certificate”

1. Click on “Add New Item”
2. Enter the details
3. Hit “Save”
4. Licensures and Certifications

| CV | Title of Licensure/Certification | Title of Licensure or Certification |
| CV | Sponsoring Organization | Sponsoring Organization |
| CV | Scope | International |
| CV | Description | Description |
| CV | Date Obtained | January, 2015 |
| CV | Expiration Date | December, 2016 |
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.
Maps to report dates

Start Date: January 1, 2011
End Date: December 10, 2015

UCM Administrative Positions

Faculty Assessment Organizer (FAO)
6. External Professional Employment

- This screen should contain any previous employment (before joining UC Merced).
## External Professional Employment

<table>
<thead>
<tr>
<th>Institution/Organization</th>
<th>Experience Type</th>
<th>Location</th>
<th>Title/Rank/Position</th>
<th>Description (30 Words or Less)</th>
<th>Was/is this your own company?</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIAA-CREF Institute</td>
<td>Fellow</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Bureau of Economic Research</td>
<td>Research Associate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of Arizona</td>
<td>Professor - Economics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Home Loan Mortgage Corporation</td>
<td>Senior Economist</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of Arizona</td>
<td>Associate Professor - Economics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
8. Awards and Honors

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

Edit Awards and Honors

- Award or Honor Name: [Input]
- Description/Explanation (30 Words or Less): [Input]
- Organization/Sponsor: National Science Foundation
- Purpose: Scholarship/Research
- Scope: Local
- Start Date: January, 1989
- End Date: March, 1989

Options:
- 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
- Officer of France's Order of Arts and Letters
### Awards and Honors

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Dr. Fred Spiess Award for Distinguished Service to the A...</td>
</tr>
<tr>
<td>IPUMS Research Award</td>
</tr>
<tr>
<td>IPUMS</td>
</tr>
<tr>
<td>County Bank Endowed Chair in Economics</td>
</tr>
<tr>
<td>County Bank</td>
</tr>
<tr>
<td>Richard A. Lester Prize for Outstanding book in Labor Econom...</td>
</tr>
</tbody>
</table>

### Edit Awards and Honors

**Awards or Honor Name**
- Other

#### Explanation of "Other"
- Anne and James McDonnell Memorial Scholarship

#### Organization/Sponsor
- National Science Foundation

#### Purpose
- Scholarship/Research

#### Scope
- Local

#### Description/Explanation (30 Words or Less)

#### Maps to report dates
- Start Date: January, 1989
- End Date: March, 1989
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 or SACNAS.

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

**Focus of Activity**
- STEM

**Explaination of "Other"**

**Scope of Activity**
- System Wide

**Diversity Activity**
- Alliance to Boost Minority Representation in STEM Fields

**Notes**
- awarded 2.3 million dollar grant from NSF

**Full text of this item**
- No File Stored

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

**Maps to report dates**
- **Start Date**: February 14, 2014
- **End Date**

[Image of the UI with highlighted options and fields]
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

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

Edit Professional Development

Activity Type: Workshop

Explanation of "Other"

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

Map to report dates:
- CV Start Date: June 17, 2007
- CV End Date: June 21, 2007

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.
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.
Maps to report dates

Name of Organization: American Economic Association
Leadership Position Held: Member
Scope of Organization: National
Description of the Organization:

Start Date: January 2011
End Date:

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.
## Section 2: Teaching

<table>
<thead>
<tr>
<th>Teaching</th>
<th>Scheduled Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directed Student Learning</td>
<td></td>
</tr>
<tr>
<td>Special Pedagogical Activities</td>
<td></td>
</tr>
</tbody>
</table>
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.
Maps to report dates

**Directed Student Learning**

*Directed Individual/Independent Study*

**Kevin Duffy**

May 2012 - Present

---

**Edit Directed Student Learning**

**Involvement Type**: Master’s Thesis Committee

**Role**: Member

---

**Student Information**

**Student Name**

**Student First Name**: Justin

**Student Last Name**: Smith

---

**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**: 

**Comments**: Graduate Research, ECON 295, Spring 2010

**Date Started**: August 2011

**Date Completed**: 

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

Special Pedagogical Activity

This section should include any Guest Lecturer activity or any workshops taken by the faculty.
Guest Lecture
SSHA-Economics
January 5, 2013

Guest Lecture
Undergraduate Studies
September 2012

Instruction Type: Guest Lecture
Explanation of "Other": Modifying and refining Economics and Management curriculums
Audience: Internal to University of California, Merced
Sponsoring Organization: SSHA-Economics
Number of Participants: 20
Academic or Professional?: Academic
Description:
Presentation: No File Stored
Maps to report dates
Start Date: January 5, 2013
End Date: January 5, 2013

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.
### 14. 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.
Section 3: Research and Creative Activity

<table>
<thead>
<tr>
<th>Research and Creative Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellectual Contributions (Publications)</td>
</tr>
<tr>
<td>Artistic Performances and Professional Exhibits</td>
</tr>
<tr>
<td>Contracts, Grants and Sponsored Research</td>
</tr>
<tr>
<td>Presentations</td>
</tr>
<tr>
<td>Intellectual Property</td>
</tr>
<tr>
<td>Professional Articles About You</td>
</tr>
<tr>
<td>Research Currently in Progress</td>
</tr>
</tbody>
</table>
15. 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

### Import Publications

Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.

#### Import from a BibTeX file

Import publications from other software or databases such as:
- EndNote
- Mendeley
- Web of Science
- Zotero

Choose File...

#### Import from Third Party

Select third party service:
- Crossref
- PubMed

Search criteria:
- Author
- Publication Date

Add search criteria

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

<table>
<thead>
<tr>
<th>BB</th>
<th>Contribution Type</th>
<th>Other</th>
<th>CV</th>
</tr>
</thead>
<tbody>
<tr>
<td>BB</td>
<td>Explanation of &quot;Other&quot;</td>
<td>Contribution Type Other</td>
<td>CV</td>
</tr>
<tr>
<td></td>
<td>Current Status</td>
<td>Works In Progress (WIP)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Invited?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Was this by audition, commission, competition or invitation?</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Explanation of &quot;Other&quot;</td>
<td>Explanation of Audition/commission/ invitation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Academic?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Scope/Audience of Circulation</td>
<td>Local</td>
<td>CV</td>
</tr>
<tr>
<td>BB</td>
<td>Contribution Title</td>
<td>Contribution Title</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Event Title</td>
<td>Event Title</td>
<td>CV</td>
</tr>
<tr>
<td>BB</td>
<td>Name of Performance Group</td>
<td>Name of Performance Group</td>
<td>CV</td>
</tr>
<tr>
<td>BB</td>
<td>Sponsoring Organization</td>
<td>Sponsoring Organization</td>
<td>CV</td>
</tr>
<tr>
<td>BB</td>
<td>Location</td>
<td>Location</td>
<td>CV</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Performer/Exhibitor/Lecturer</th>
<th>CV</th>
</tr>
</thead>
<tbody>
<tr>
<td>People at University of California, Merced</td>
<td>First Name</td>
</tr>
<tr>
<td>TEST, E.: E_TEST</td>
<td>BB</td>
</tr>
</tbody>
</table>

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

### Abstract / Synopsis / Description

- Download "images (1)-1.jpeg"
- Replace File...

### Full Reproduction

- Download "images (1)-2.jpeg"
- Replace File...
16. Artistic Performances and Professional Exhibits: Continued

<table>
<thead>
<tr>
<th>Performance Website</th>
<th><a href="http://www.exampleperformancewebsite.com">http://www.exampleperformancewebsite.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Was this peer-reviewed/refereed?</td>
<td>Yes</td>
</tr>
<tr>
<td>Permanent Chronological Number</td>
<td>PCN</td>
</tr>
<tr>
<td>Administratively Reviewed</td>
<td>Yes</td>
</tr>
<tr>
<td>Administratively Reviewed Date</td>
<td>January, 2009</td>
</tr>
<tr>
<td>Expected Date of Submission</td>
<td>January, 2010</td>
</tr>
<tr>
<td>Pre-Production Date</td>
<td>January, 2011</td>
</tr>
<tr>
<td>Production Date</td>
<td>January, 2012</td>
</tr>
<tr>
<td>Post Production / Strike Date</td>
<td>March, 2012</td>
</tr>
<tr>
<td>Date Submitted</td>
<td>April, 2012</td>
</tr>
<tr>
<td>Date Declined</td>
<td>June, 2013</td>
</tr>
<tr>
<td>Date Accepted</td>
<td></td>
</tr>
<tr>
<td>Date Published</td>
<td></td>
</tr>
</tbody>
</table>
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

- Contract/Grant/Research Type: Grant
- If Fellowship, Fellow's Last Name: Fellowship Last Name
- Contract/Grant/Research Title: Grant Title
- Sponsoring Organization: Other
- Explanation of "Other": Explanation of other sponsoring organization
- Sponsor Award Number: Sponsor Award Number
- Subaward 'Prime' Sponsor: Subaward Prime Sponsor
- Awarding Organization: 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

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

Select the number of investigator rows to add: 1

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: "Dangerous intimacy": The untold story of Mark Twain final y...
- Intellectual Property: OR

Select the number of intellectual contribution rows to add: 1
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.
<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Amount, Direct</td>
<td>$100</td>
</tr>
<tr>
<td>Award Amount, F&amp;A</td>
<td>$1,200</td>
</tr>
<tr>
<td>Award Amount, Total</td>
<td>$10,000</td>
</tr>
<tr>
<td>Amount, New Cumulative Total</td>
<td>$2,000</td>
</tr>
<tr>
<td>Additional Information (i.e. Contribution, Footnotes, Abstracts, and/or Project Goals)</td>
<td></td>
</tr>
<tr>
<td>Current Status</td>
<td>Funded</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted Date</td>
<td>May, 2014</td>
</tr>
<tr>
<td>Declined Date</td>
<td>January, 2015</td>
</tr>
<tr>
<td>Funding Start Date</td>
<td>June, 2015</td>
</tr>
<tr>
<td>Funding End Date</td>
<td>December, 2015</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>BB</th>
<th>Conference/Meeting Name</th>
<th>Conference/Meeting Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CV</td>
<td>Sponsoring Organization, if applicable</td>
<td>Sponsoring Organization, if applicable</td>
</tr>
<tr>
<td>CV</td>
<td>Panel Name if applicable</td>
<td>Panel Name if applicable</td>
</tr>
<tr>
<td>CV</td>
<td>Location</td>
<td>Location</td>
</tr>
<tr>
<td>CV</td>
<td>Presentation Title</td>
<td>Presentation Title</td>
</tr>
<tr>
<td>CV</td>
<td>Description</td>
<td>Description</td>
</tr>
</tbody>
</table>

## Presenters/Authors

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

<table>
<thead>
<tr>
<th>1st Presenter/Author</th>
<th>CV</th>
</tr>
</thead>
<tbody>
<tr>
<td>People at University of California, Merced</td>
<td>TEST, E.: E_TEST</td>
</tr>
<tr>
<td>First Name</td>
<td>Test</td>
</tr>
<tr>
<td>Middle Name/Initial</td>
<td>E</td>
</tr>
<tr>
<td>Last Name</td>
<td>Presenter &amp; Author</td>
</tr>
<tr>
<td>Presenter/Author</td>
<td>Explanation of &quot;Other&quot;</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>BB</th>
<th>Academic/Non-Academic</th>
<th>Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td>BB</td>
<td>Presentation Type</td>
<td>Presentations - Other</td>
</tr>
<tr>
<td>BB</td>
<td>Was this peer-reviewed/refereed?</td>
<td>Yes</td>
</tr>
<tr>
<td>BB</td>
<td>Published in Proceedings?</td>
<td>Yes</td>
</tr>
<tr>
<td>BB</td>
<td>Published Elsewhere?</td>
<td>Yes</td>
</tr>
<tr>
<td>BB</td>
<td>Invited or Accepted?</td>
<td>Invited</td>
</tr>
<tr>
<td>BB</td>
<td>Permanent Chronological Number</td>
<td>PCN</td>
</tr>
<tr>
<td>BB</td>
<td>Abstract/Synopsis (30 Words or Less)</td>
<td>Abstract/ Synopsis</td>
</tr>
</tbody>
</table>
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

Patent or Copyright: Patent
Patent Title: Patent Title
Patent Copyright Number/ID: Patent / copyright number /ID
Patent Type: Provisional
Patent Nationality: United States

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
First Name: Test
Middle Name/Initial: E
Last Name: E

Select the number of inventor rows to add: 1

If patent has been licensed, to whom?: If patent has been licensed, to whom?
If patent has been assigned, to whom?: If patent has been assigned, to whom?
Date Submitted to University: January, 2011
Date of Patent Application: January, 2012
Date Patent Approved: January, 2013
Date Licensed: February, 2014
Renewal Date: March, 2015

Cancel Save Save + Add Another
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**

<table>
<thead>
<tr>
<th>CV</th>
<th>Title</th>
<th>Title of &quot;Research Currently in Progress&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>CV</td>
<td>Description</td>
<td>Description</td>
</tr>
</tbody>
</table>

**Collaborators**

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

<table>
<thead>
<tr>
<th>Collaborator</th>
<th>Name</th>
<th>Institution/Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>People at University of California, Merced TEST, E.: E_TEST</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the number of collaborator rows to add: 1

<table>
<thead>
<tr>
<th>CV</th>
<th>Status</th>
<th>On-Going</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Type</td>
<td>Scholarly</td>
<td></td>
</tr>
</tbody>
</table>
## Section 4: Service

<table>
<thead>
<tr>
<th>Service</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Mentorship (Peer)</td>
<td>University</td>
</tr>
<tr>
<td>Faculty Engagement (Community)</td>
<td>Professional</td>
</tr>
<tr>
<td>Department</td>
<td>Public</td>
</tr>
<tr>
<td>School/College</td>
<td></td>
</tr>
</tbody>
</table>
Faculty Mentorship (Peer)

• This section should include peer mentoring information.

• Example of a completed entry is on the right hand side.
Maps to report dates
- Start Date: February 19, 2014
- End Date: 

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

Description of Accomplishments: Created organization dedicated to writing grants for dedicated funding. Wrote and submitted 3 grants (NIH, NSF, STEM).

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