# Digital Measures User Guide

## Table of Contents

### Table of Figures

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

### Using Digital Measures

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logging in</td>
<td>7</td>
</tr>
</tbody>
</table>

### Activities Database – University Main Menu

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Custom Reports</td>
<td>11</td>
</tr>
<tr>
<td>Helpdesk</td>
<td>12</td>
</tr>
<tr>
<td>Feedback</td>
<td>13</td>
</tr>
<tr>
<td>Privacy statement</td>
<td>14</td>
</tr>
<tr>
<td>Logging Off</td>
<td>15</td>
</tr>
</tbody>
</table>

### General Information

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal and Contact Information</td>
<td>16</td>
</tr>
<tr>
<td>Current Professional Appointment</td>
<td>18</td>
</tr>
<tr>
<td>Role Statement</td>
<td>19</td>
</tr>
<tr>
<td>Rank and Promotion Information</td>
<td>20</td>
</tr>
<tr>
<td>Tenure Information &amp; Committee Members</td>
<td>21</td>
</tr>
<tr>
<td>Previous Professional Positions</td>
<td>22</td>
</tr>
<tr>
<td>Consulting</td>
<td>23</td>
</tr>
<tr>
<td>Awards and Honors</td>
<td>24</td>
</tr>
<tr>
<td>Education</td>
<td>25</td>
</tr>
<tr>
<td>Professional Development Activities Attended</td>
<td>26</td>
</tr>
<tr>
<td>Licensures and Certifications</td>
<td>27</td>
</tr>
<tr>
<td>Narratives for Faculty Activity Report</td>
<td>28</td>
</tr>
<tr>
<td>Professional Memberships</td>
<td>29</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Sabbaticals /Leave of Absence</td>
<td>30</td>
</tr>
<tr>
<td>Collaborations</td>
<td>31</td>
</tr>
<tr>
<td>Teaching</td>
<td>32</td>
</tr>
<tr>
<td>Scheduled Teaching</td>
<td>32</td>
</tr>
<tr>
<td>Directed Student learning (e.g. theses, dissertations, research with undergraduates)</td>
<td>34</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>36</td>
</tr>
<tr>
<td>Non-Credit Instruction Taught</td>
<td>37</td>
</tr>
<tr>
<td>Research &amp; Creative Endeavors</td>
<td>38</td>
</tr>
<tr>
<td>Ag Experiment Station</td>
<td>38</td>
</tr>
<tr>
<td>Creative Works, Performances, and Exhibitions</td>
<td>41</td>
</tr>
<tr>
<td>Publications/Intellectual Contributions</td>
<td>43</td>
</tr>
<tr>
<td>Contracts, Grants and Sponsored Research</td>
<td>45</td>
</tr>
<tr>
<td>Presentations and Posters</td>
<td>47</td>
</tr>
<tr>
<td>Intellectual Property (e.g. patents, copyrights)</td>
<td>49</td>
</tr>
<tr>
<td>Research Currently in Progress</td>
<td>51</td>
</tr>
<tr>
<td>Extension</td>
<td>53</td>
</tr>
<tr>
<td>Major Programs</td>
<td>53</td>
</tr>
<tr>
<td>Extension Events/Activities</td>
<td>56</td>
</tr>
<tr>
<td>Service</td>
<td>58</td>
</tr>
<tr>
<td>Department, College/Unit, University, and Other Committee Service</td>
<td>58</td>
</tr>
<tr>
<td>Professional/Public Service</td>
<td>60</td>
</tr>
<tr>
<td>Media Contribution/Public Service Interviews</td>
<td>62</td>
</tr>
<tr>
<td>Administration</td>
<td>63</td>
</tr>
<tr>
<td>Current Administrative Assignments</td>
<td>63</td>
</tr>
</tbody>
</table>
Table of Figures
Figure 1 Utah State Digital Measures Login Page ................................................................. 7
Figure 2 Activities Database – University Main Menu screen .............................................. 8
Figure 3 Top Left Hand side menu ....................................................................................... 9
Figure 4 Run a (custom) report screen .................................................................................. 11
Figure 5 Helpdesk ................................................................................................................ 12
Figure 6 Helpdesk screen ..................................................................................................... 12
Figure 7 Feedback ................................................................................................................ 13
Figure 8 Feedback screen ..................................................................................................... 13
Figure 9 Privacy statement .................................................................................................. 14
Figure 10 Privacy statement screen ..................................................................................... 14
Figure 11 Log Off .................................................................................................................. 15
Figure 12 Logged Off screen ................................................................................................. 15
Figure 13 Personal and contact information screen ............................................................. 16
Figure 14 adding another website ........................................................................................ 17
Figure 15 adding another language ...................................................................................... 17
Figure 16 uploading a photo .................................................................................................. 17
Figure 17 Save or cancel ....................................................................................................... 17
Figure 18 Current Professional Appointment screen .......................................................... 18
Figure 19 Save and Return or Return (Cancel) .................................................................... 18
Figure 20 Role Statement screen .......................................................................................... 19
Figure 21 Save or cancel ....................................................................................................... 19
Figure 22 Rank and Promotion Information screen ............................................................. 20
Figure 23 Save or cancel ....................................................................................................... 20
Figure 24 Tenure Information & Committee Members screen ........................................... 21
Figure 25 Adding a new item to Tenure Information & Committee Members ..................... 21
Figure 26 Adding another Committee Member ................................................................... 21
Figure 27 Save, add another or cancel ................................................................................ 21
Figure 28 Previous Professional Positions screen ............................................................... 22
Figure 29 Adding a new item to Previous Professional Positions ......................................... 22
Figure 30 Save, add another or cancel ................................................................................ 22
Figure 31 Consulting Screen ................................................................................................ 23
Figure 32 adding an item to Consulting .............................................................................. 23
Figure 33 Save, add another or cancel ................................................................................ 23
Figure 34 Awards and Honors screen .................................................................................. 24
Figure 35 Adding an item to Awards and Honors ................................................................. 24
Figure 36 Save, add another or cancel ................................................................................ 24
Figure 37 Education screen .................................................................................................. 25
Figure 38 Adding a new item to Education .......................................................................... 25
Figure 39 Save, add another or cancel ................................................................................ 25
Figure 40 Professional Development Activities Attended screen ....................................... 26
Figure 83 Save, add another or cancel.................................................................................................. 42
Figure 84 Publications/Intellectual Contributions screen ................................................................. 43
Figure 85 Adding a new item to Publications/Intellectual Contributions.............................................. 43
Figure 86 add another author.............................................................................................................. 43
Figure 87 Upload Manuscript ........................................................................................................... 44
Figure 88 Save, add another or cancel.............................................................................................. 44
Figure 89 Contracts, Grants and Sponsored Research screen ............................................................ 45
Figure 90 Add an item to Contracts, Grants and Sponsored Research.............................................. 45
Figure 91 add another investigator .................................................................................................... 45
Figure 92 Save, add another or cancel.............................................................................................. 46
Figure 93 Presentations and Posters screen ....................................................................................... 47
Figure 94 Add a new item to Presentations and Posters ...................................................................... 47
Figure 95 Adding another Presenter/Author ...................................................................................... 48
Figure 96 uploading a presentation .................................................................................................... 48
Figure 97 Save, add another or cancel.............................................................................................. 48
Figure 98 Intellectual Property screen ............................................................................................. 49
Figure 99 adding a new item to Intellectual Property ......................................................................... 49
Figure 100 Adding another Project ..................................................................................................... 49
Figure 101 Save, add another or cancel............................................................................................. 50
Figure 102 Research Currently in Progress screen ............................................................................. 51
Figure 103 adding a new item to Research Currently in Progress......................................................... 51
Figure 104 adding another collaborator ............................................................................................. 51
Figure 105 Adding another Project ..................................................................................................... 51
Figure 106 Save, add another or cancel............................................................................................. 52
Figure 107 Major Programs screen .................................................................................................... 53
Figure 108 Adding a new item to Major Programs ............................................................................. 53
Figure 109 Add another Department ................................................................................................. 53
Figure 110 Add another Person ......................................................................................................... 54
Figure 111 upload a file ....................................................................................................................... 55
Figure 112 Save, add another or cancel............................................................................................. 55
Figure 113 Extension Events/Activities screen ................................................................................ 56
Figure 114 Adding a new item to Extension Events/Activities .......................................................... 56
Figure 115 adding another person....................................................................................................... 57
Figure 116 Save, add another or cancel............................................................................................. 57
Figure 117 Department, College/Unit, University, and other committee service screen ..................... 58
Figure 118 Adding a new item to Department, College/Unit, University and Other Committee Service ........................................... 58
Figure 119 Save, add another or cancel............................................................................................. 59
Figure 120 Professional/Public Service screen ................................................................................ 60
Figure 121 add a new item to Professional/Public Service ................................................................. 60
Figure 122 Save, add another or cancel............................................................................................. 60
Figure 123 Media Contributions/Public Service Interviews .................................................................... 62
Figure 124 Adding a new item to Media Contributions ...................................................................... 62
Figure 122 Save, add another or cancel................................................................. 62
Figure 125 Current Administrative Assignments screen ........................................ 63
Figure 126 Adding a new item to Current Administrative Assignments.................. 63
Figure 127 Save, add another or cancel................................................................. 63
Using Digital Measures

Logging in

Figure 1 Utah State Digital Measures Login Page

Open a web browser, such as Google Chrome or Internet Explorer to:
https://www.digitalmeasures.com/login/usu/faculty/authentication/showLogin.do?shce=1

This allows the user to enter his or her USU “A” number and Banner Password to login to Digital Measures.

Also on this screen:

- Questions/Comments – allows the user to submit contact information and feedback to Digital Measures
- Request your USU Banner Password – alerts the user to obtain his or her Banner Password.
Activities Database – University Main Menu

Figure 2 Activities Database – University Main Menu screen

Welcome, Allan Walker. Thursday, January 3, 2013

Watch a video or download a guide on how to manage your activities.
You are requested to enter your information.

Activities Database – University Main Menu

General Information
- Personal and Contact Information
- Current Professional Appointments
- Role Statement
- Rank and Promotion Information
- Tenure Information & Committee Members
- Previous Professional Positions
- Awards and Honors
- Consulting
- Education
- Professional Development Activities Attended
- Licenses and Certifications
- Narrative for Faculty Activity Report
- Professional Memberships
- Sabbaticals / Leaves of Absence
- Collaborations

Teaching
- Scheduled Teaching
- Directed Student Learning (e.g., theses, dissertations, research with undergraduates)
- Academic Advising
- Non-Credit Instruction Taught

Research & Creative Endeavors
- Research/Scientific Endeavors
- Creative Works, Performances, and Exhibitions
- Publications/Intellectual Contributions
- Conferences, Grants and Sponsored Research
- Presentations and Posters
- Intellectual Property (e.g., patents, copyrights)
- Research Currently in Progress

Extension
- Extension Programs
- Extension Events/Activities

Service
- Department, College/Unit, University, and Other Committee Service
- Professional/Public Service
- Media Contributions/Public Service Interviews

Administration
- Current Administrative Assignments
From the Activities Database – University Main Menu, the user (dependent on permissions) can navigate to:

- Run Custom Reports;
- Contact Our Helpdesk;
- Submit Your Feedback;
- Privacy Statement; and
- Log Off on the top left hand side menu.

Figure 3 Top Left Hand side menu

On the main menu, the user can navigate to:

- General Information
  - Personal and Contact Information
  - Current Professional Appointment
  - Role Statement
  - Rank and Promotion Information
  - Tenure Information & Committee Members
  - Previous Professional Positions
  - Awards and Honors
  - Consulting
  - Education
  - Professional Development Activities Attended
  - Licensures and Certifications
  - Narratives for Faculty Activity Report
  - Professional Memberships
  - Sabbaticals/Leaves of Absence
  - Collaborations
- Teaching
  - Scheduled Teaching
  - Directed Student Learning (e.g., theses, dissertations, research with undergraduates)
  - Academic Advising
• **Research & Creative Endeavors**
  - Non-Credit Instruction Taught
  - Ag Experiment Station
  - Creative Works, Performances, and Exhibitions
  - Publications/Intellectual Contributions
  - Contracts, Grants and Sponsored Research
  - Presentations and Posters
  - Intellectual Property (e.g., patents, copyrights)
  - Research Currently in Progress

• **Extension**
  - Major Programs
  - Extension Events/Activities

• **Service**
  - Department, College/Unit, University, and Other Committee Service
  - Professional/Public Service
  - Media Contributions/Public Service Interviews

• **Administration**
  - Current Administrative Assignments

The Activities Database – University Main Menu also allows the user to watch a [video](#) or download a [guide](#) on how to manage their activities.
Run Custom Reports

Figure 4 Run a (custom) report screen

From this screen, a user (dependent on permissions*) can:

1. Select the report to run;
2. Select the date range to use;
3. Select the file format; and
4. Select the page size
This allows the user to enter contact information (or remain anonymous) and contacts the helpdesk.
Feedback

Figure 7 Feedback

This allows the user to enter contact information (or remain anonymous) and submits feedback.

Figure 8 Feedback screen
This allows the user to view the Digital Measures privacy statement.
This screen informs the user that he or she has logged off. It is recommended that the browser screen is closed.
From this screen, a user (dependent on permissions*) can enter:
- Alternative Name you publish under;
- Name of Endowed Position;
- Preferred Email address (if different from @usu.edu address);
- Professional Website;

**Figure 14 adding another website**

<table>
<thead>
<tr>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Website</td>
</tr>
</tbody>
</table>

Add another Website: 1 ▼ ADD

- Primary County Assignment*;
- Language spoken other than English;

**Figure 15 adding another language**

<table>
<thead>
<tr>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Spoken Other than English</td>
</tr>
</tbody>
</table>

Add another Language: 1 ▼ ADD

- Brief Biography (30 words or less);
- Teaching Interest(s);
- Research Interest(s) and
- Upload a photograph

**Figure 16 uploading a photo**

Photograph

Store file

The user can browse to a file directory and upload an image file.

**Figure 17 Save or cancel**

Personal and Contact Information

SAVE AND RETURN ▼ RETURN TO MAIN MENU ▼ RETURN (CANCEL)

After completing entering information, the user can click the “save and return” button, or click “return (cancel)”.

17
From this screen, a user (dependent on permissions) can enter:

- Explanation of “Other” (department)
- Job Title
- Tenure Status
- On Sabbatical or leave

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
From this screen, a user (dependent on permissions) can enter a percentage pertaining to time spent in:

- Research/scholarship;
- Teaching;
- Service;
- Extension;
- Librarianship; and/or
- Administration.

After completing entering information, the user can click the “save and return” button, or click “return (cancel)”.
Rank and Promotion Information

Figure 22 Rank and Promotion Information screen

From this screen, a user can:

- Insert the Date Attained Rank of

Figure 23 Save or cancel

Personal and Contact Information

After completing entering information, the user can click the “save and return” button, or click “return (cancel)”.

20
Tenure Information & Committee Members

Figure 24 Tenure Information & Committee Members screen

In the next screen, a user can enter:

- Review Committee Type;
- Active/Inactive Committee;
- P & T Committee Members;
- Date appointed to Committee;
- Date Left Committee;
- Notes about Committee Member

Figure 25 Adding a new item to Tenure Information & Committee Members

Click below to ADD a new item to Tenure Information & Committee Members:

ADD A NEW ITEM

Figure 26 Adding another Committee Member

Add another Committee Member: 1 • ADD

Figure 27 Save, add another or cancel

SAVE AND RETURN  SAVE AND ADD ANOTHER  RETURN (CANCEL)

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 

21
In the next screen, a user can enter:

- Experience Type;
- Explanation of “Other”;
- Organization;
- Title/Rank/Position;
- Description of Position (30 words or less)
- Start Date
- End Date

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
In the next screen, a user can enter:

- Consulting Scope;
- Consulting Type;
- Explanation of “Other”;
- Client/Organization;
- Location
- Compensated or Pro Bono;
- International;
- Approximate number of hours spent on this project;
- Brief Description
- Start Date
- End Date

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)".
Awards and Honors

Figure 34 Awards and Honors screen

Figure 35 Adding an item to Awards and Honors

In the next screen, a user can enter:

- Award or Honor Name*;
- Organization/Sponsor;
- Purpose;
- Explanation of “Other”;
- Scope;
- Description/Explanation (30 words or less) and
- Date Received*

Note – items marked “*” are required fields.

Figure 36 Save, add another or cancel

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
Education

Figure 37 Education screen

Figure 38 Adding a new item to Education

From this screen, a user can enter:

- Degree
- Explanation of “Other”
- Institution
- Location of Institution
- Emphasis/Major
- Supporting Areas of Emphasis
- Dissertation/Thesis Title
- Honor/Distinction
- Is this the Terminal Degree in your field
- International Degree
- Year Completed

Figure 39 Save, add another or cancel

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”.

25
In the next screen, a user can enter:

- Activity Type*;
- Explanation of “Other”;
- Title;
- Sponsoring Organization;
- City, State, Country;
- Description;
- Start Date;
- End Date

Note – items marked “*” are required fields.

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
**Licensures and Certifications**

**Figure 43** Licensures and Certifications screen

In the next screen, a user can enter:

- Title of Licensure/Certification;
- Sponsoring Organization (or Jurisdiction);
- Scope;
- Description;
- Date obtained; and
- Expiration date

**Figure 44** Adding a new item to Licensures and Certifications

Click below to ADD a new item to Licensures and Certifications:

**ADD A NEW ITEM**

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 

**Figure 45** Save, add another or cancel

- SAVE AND RETURN
- SAVE AND ADD ANOTHER
- RETURN (CANCEL)
In the next screen, a user can enter:

- Start Year
- End Year
- Self-evaluation of Teaching Effectiveness - What went right? What went wrong? What have you learned? What will you do differently in the spirit of continuous improvement?
- Self-evaluation of Research Productivity - What went right? What went wrong? What have you learned? What will you do differently in the spirit of continuous improvement?
- Self Evaluation of Extension Productivity - What went right? What went wrong? What have you learned? What will you do differently in the spirit of continuous improvement?
- Self-evaluation of Other Professional Activities, Associations, and Service - What went right? What went wrong? What have you learned? What will you do differently in the spirit of continuous improvement?
- Self-evaluation of Administration effectiveness - What went right? What went wrong? What have you learned? What will you do differently in the spirit of continuous improvement?

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
Professional Memberships
Figure 49 Professional Memberships screen

Figure 50 adding a new item to Professional Memberships

Click below to ADD a new item to Professional Memberships:

ADD A NEW ITEM

In the next screen, a user can enter:

- Membership Type/Scope;
- Name of Organization;
- Abbreviation of Organization;
- Description of the Organization;
- Start Date;
- End Date

Figure 51 Save, add another or cancel

SAVE AND RETURN  SAVE AND ADD ANOTHER  RETURN (CANCEL)

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”.
In the next screen, a user can enter:

- Type;
- Purpose/Activities of Sabbatical/Leave;
- Start Date; and
- End Date

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
In the next screen, a user can add:

- Type;
- Explanation of “Other”;
- Person;
- Organization;
- City;
- State;
- Contact Information;
- Description of Collaboration;
- Start Date;
- End Date

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”.

31
Teaching

Scheduled Teaching

Figure 58 Scheduled Teaching screen

Figure 59 adding a new item to Scheduled Teaching

In the next screen, a user can add:

- Term and Year;
- Course Name/Title;
- Course Prefix and Course Number;
- Section Number;
- Official Enrollment Number;
- Number of Credit Hours;
- Honors Section;
- Guest Lecture;
- Team Taught;
- Approximate percent contribution to Team;
- New course preparation;
- New format for existing course;
- 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.)
• Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented

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

• Syllabus for this course

Figure 60 storing a course syllabus file

Syllabus for this course

Store file

Figure 61 Save, add another or cancel

Save and return  Save and add another  Return (Cancel)

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
Directed Student learning (e.g. theses, dissertations, research with undergraduates)

Figure 62 Directed Student learning screen

In the next screen, a user can add:

- Involvement Type*
- Explanation of “Other”
- Student First Name
- Student Last Name
- Students’ Home Department
- Student’s Degree
- Terminal Degree
- Degree Plan
- Title of Student’s Work (Project, Thesis or Course Title)
- Stage of Completion
- Student Honors or Awards
- Comments
- Date Started*;
- Date Completed;
- AES Project Number;
- Extension Knowledge Area;
- Explanation of “Other”

Note – items marked “*” are required fields.

Figure 65 Adding another Project

![Add another Project: 1 ADD](image)

Figure 66 Save, add another or cancel

![SAVE AND RETURN][SAVE AND ADD ANOTHER][RETURN (CANCEL)]

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”.


In the next screen, a user can add:

- Academic Year;
- Number of Undergraduate Students Advised;
- Number of Graduate Students Advised;
- Description of Advising Activities

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
Non-Credit Instruction Taught

Figure 70 Non-Credit Instruction Taught screen

In the next screen, a user can add:

- Instruction Type;
- Explanation of “Other”;
- Title;
- Delivery Mode;
- Explanation of “Other”
- Primary Audience;
- Location;
- Number of Participants;
- Academic or Professional Audience;
- Description;
- Start Date;
- End Date

Figure 72 Save, add another or cancel

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)".
In the next screen, a user (dependent on permissions) can enter:

- Grants.gov Tracking Number;
- Proposal Number;
- Project Number;
- Project Status;
- Project Type;
- Project Title/Name*;
- Is this an integrated project;
- If integrated, components of project;
- Performing USU Department;
- Co-operating USU Department;
  - Department;
- If multi-state, multi-state project number;
- For projects that are not multi-state, indicate cooperating states, if any;
• USU Personnel Involved in this project;
  o Person;

Figure 76 adding another person

Add another Person: 1 ↓ ADD

• Project Contacts;
• Estimated Project FTEs;
  o Role;

Figure 77 adding another role

Add another Role: 1 ↓ ADD

• Source of Project Funding;
• Explanation of “Other”;
• If CSREES grant or agreement, proposal number;
• Project Start Date*;
• Project End Date;
• Program Area of Project;
• Allocation of Research Effort on Project;
• Other Research Components Involved in this project;
• Is this a Section 204 Integrated Activity;
• Project Codes;
  o Project Code;

Figure 78 Adding another Project Code

Add another Project Code: 1 ↓ ADD

• Does this project involve recombinant DNA;
• If “Yes”, date of Bio safety approval;
• If “Yes”, Bio safety number;
• Does project involve use of animals;
• If “Yes”, date of IACUC approval;
• If “Yes” IACUC number;
• Does project involve human subjects;
• If “Yes” date of IRB approval;
• If “Yes” IRB number;
• If “Yes” and no IRB approval, why;
• Goals/Objectives, as approved;
• Expected Outputs;
• Expected Outcomes;
• Methods;
• Target Audience;
• Non-technical summary of project;
• Project keywords;
• Yearly Report – AD 421;
  o Annual or Final Report;
  o Report Start Date;
  o Report End Date;
  o Outputs;
  o Outcomes/Impacts;
  o Participants in Report;
  o Target Audience;
  o Approved Project Modifications;
  o Plan of Work for the Coming Year;
• Report ready for UAES Review; and
• Report approved by UAES

Note – items marked “*” are required fields.

Figure 79 Save, add another or cancel

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
In the next screen, a user can add:

- Type of Artistic/Professional Work*;
- Explanation of “Other”;
- Work/Exhibit Title*;
- Name of Performing Group;
- Sponsor;
- Location (City, State, Country);
- Role in this Event;
- If a Student, what is his/her level;

Additional fields:

- Academic or Non-Academic;
- Scope;
- Was this peer-reviewed/refereed?
- Invited or Accepted?
- Was this by audition, commission, competition or invitation?
- Description;
- Start Date;
• End Date

Note – items marked “*” are required fields.

Figure 83 Save, add another or cancel

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
Publications/Intellectual Contributions

Figure 84 Publications/Intellectual Contributions screen

Figure 85 Adding a new item to Publications/Intellectual Contributions

In the next screen, a user (dependent on permissions) can enter:

- Type;
- Explanation of “Other”;
- AACSB Classification;
- Current Status;
- Title*;
- Book Title;
- Explanation of “Other”;
- Authors;
  - 1st Author;

Figure 86 add another author

- Journal/Publisher/Proceedings Publisher;
- City and State of Journal/Publisher;
- Country of Journal/Publisher;
- Ranking of Journal;
- Volume;
• Issue Number/Edition;
• Digital Object Identifier;
• Page numbers;
• Impact Factor;
• Impact Factor Reference Year;
• Web Address;
• Editor(s);
• ISBN/ISSN Number/Case number;
• Audience of Circulation;
• Was this peer reviewed/referred;
• If “Yes”, how was this publication peer reviewed/referred;
• Explanation of Review Process;
• Is this publication publically available;
• Abstract/Synopsis;
• Expected Date of Submission;
• Date submitted;
• Date Accepted;
• Date Published;
• Describe Contribution;
• Upload Final Accepted Manuscript;

Figure 87 Upload Manuscript

The user can browse to a file directory and upload an image file; and

• AES Project Number

Note – items marked “*” are required fields.

Figure 88 Save, add another or cancel

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”.
Contracts, Grants and Sponsored Research

In the next screen, a user (dependent on permissions*) can enter:

- Contract/Grant/Research Type;
- Contract/Grant/Research Title*;
- Was this field research*;
- Sponsoring Organization;
- Awarding Organization is;
- Explanation of “Other”;
- Investigators;
  - 1st Investigator;

Figure 91 add another investigator

- Total Funding Amount;
- Award to USU;
- Research Expenditures to Date;
- Overhead Allocations;
• PI;
• Dept;
• College;
• Purpose of Funding*;
• Explanation of “Other”*;
• COB Support Award*;
• Community/University Research Initiative*;
• Abstract;
• International Research Scope;
• Number of Graduate Students Supported on Grant;
• Current Status*;
• Expected Date of Submission for Funding;
• Date Submitted for Funding;
• Start Date of Funding*;
• End Date of Funding;
• Project Status; and
• AES Project Number*

Note – items marked “*” are required fields.

Figure 92 Save, add another or cancel

![Buttons](SAVE AND RETURN, SAVE AND ADD ANOTHER, RETURN (CANCEL))

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)".
Presentations and Posters

Figure 93 Presentations and Posters screen

Figure 94 Add a new item to Presentations and Posters

In the next screen, a user (dependent on permissions*) can enter:

- Conference/Meeting Name;
- Sponsoring Organization;
- Location;
- Title*;
- Meeting Type*;
- Scope;
- Audience;
- Published in Proceedings;
- Subsequently Published Elsewhere;
- Invited or Contributed;
- Was this peer-reviewed/referred;
- AACSB Classification*;
- International*;
- Presentation or Poster;
- Presenters/Authors;
  - 1st Presenter/Authors;
Figure 95 Adding another Presenter/Author

Add another Presenter/Author: 1  ADD

- Abstract/Synopsis;
- Presentation;

Figure 96 uploading a presentation

Presentation

Store file

- Start Date*;
- End Date; and
- AES Project Number*

Note – items marked “*” are required fields.

Figure 97 Save, add another or cancel

SAVE AND RETURN  SAVE AND ADD ANOTHER  RETURN (CANCEL)

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
**Intellectual Property (e.g. patents, copyrights)**

Figure 98 Intellectual Property screen

In the next screen, a user can add:

- Patent or Copyright;
- Patent/Copyright Title*;
- Patent/Copyright Number/ID;
- Patent Type*;
- Patent Nationality;
- If Patent Cooperation Treaty, List Nations;
- If Patent has been licensed, to whom?
- If Patent has been assigned, to whom?
- Date submitted to University;
- Date of Patent Application;
- Date Licensed;
- Renewal Date;
- Description;
- AES Project Number

Figure 100 Adding another Project

Note – items marked “*” are required fields.
Figure 101 Save, add another or cancel

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
Research Currently in Progress

Figure 102 Research Currently in Progress screen

In the next screen, a user* (depending on permissions) can add:

- Title*;
- Description
- If a Student, what is his/her level?

Figure 104 adding another collaborator

- Status*;
- International Scope;
- Expected Outcome;
- Expected Dissemination;
- Expected Date of Completion*;
- Expected Submission Date to Journal/Conference*;
- Start Year;
- End Year;
- AES Project Number

Figure 105 Adding another Project
Note – items marked “*” are required fields.

Figure 106 Save, add another or cancel

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
Extension

Major Programs

Figure 107 Major Programs screen

From this screen, a user (dependent on permissions*) can enter:

- Major Program Title/Name*;
- Situation/Problem Statement;
- Primary Emphasis Area*;
- Knowledge Area*;
- USDA Issue Areas;
- Program Start Date;
- Program Revision Date;
- Program End Date;
- If this is a multi-state program, indicate the cooperating states;
- If this is a multi-department program, indicate the USU departments;
  - Department;

Figure 109 Add another Department
• If this is an “integrated” program (e.g., both research and outreach components), indicate the scope of the program;
• Does project involve youth;
• Utah counties impacted by this program;
• USU Personnel involved in this program;
  o 1st Person;

Figure 110 Add another Person

Add another Person: 1 [ADD]

• Non-USU Organizations involved in this Program;
• Goals/Objectives/Expected Outputs;
• When and how will success in achieving the outcomes of this program will be evaluated;
• Briefly, explain the evaluation plan for this program;
• Data Collection Methods*;
• Briefly, explain data collection methods*;
• Needs Assessment;
• Targeted Audience;
• Inputs-Funding Sources;
• Inputs-FTE;
• Outputs-Methods*;
• Explanation of “Other” *;
• Anticipated Program Outcomes/Impacts;
• Annual Report – Yearly
  o From;
  o To;
  o Outputs/Activities;
  o Outcomes/Impacts;
  o Number of volunteers involved in this program;
  o Approximate number of volunteer hours contributed;
  o Direct Contacts;
  o Female – White*;
  o Female – African American*;
  o Female – Hispanic*;
  o Female – Asian/Pacific Islander*;
  o Female – American Indian*;
  o Male – White*;
  o Male – African American*;
  o Male – Hispanic*;
  o Male – Asian/Pacific Islander*;
- Male – American Indian;
- LEP (Limited English) *
- Indirect Contacts;
- Email;
- Telephone;
- Newsletters;
- Web Site Traffic;
- Other;
- Clients Gain Knowledge*
- Clients Apply Practices*
- Plan of Work for coming year; and
- Upload file

Figure 111 upload a file

Upload File

Note – items marked “*” are required fields.

Figure 112 Save, add another or cancel

SAVE AND RETURN  SAVE AND ADD ANOTHER  RETURN (CANCEL)

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
Extension Events/Activities

Figure 113 Extension Events/Activities screen

Figure 114 Adding a new item to Extension Events/Activities

In the next screen, a user (dependent on permissions*) can enter:

- Major Program;
- Activity Title*;
- Location(s);
- Number of times delivered;
- Type of activity;
- Explanation of "Other";
- Target Audience;
- Start Date*;
- End Date;
- Number of Participants;
- Female – White;
- Female – African American;
- Female – Hispanic;
- Female – Asian/Pacific Islander;
- Female – American Indian;
- Male – White;
- Male – African American;
• Male – Hispanic;
• Male – Asian/Pacific Islander;
• Male – American Indian;
• LEP (Limited English);
• Number of Participants Gain Knowledge;
• Number of Participants Apply Practices;
• Does this event/activity have a major civil rights/underserved population emphasis;
• Presenter/ Involvement/ % of recognition*;
  o 1st Person*;

Figure 115 adding another person

Add another Person: 1  ADD

• Description*;
• Old Extension Knowledge Areas*;
• Extension Knowledge Areas;
• Role;
• Evaluation by Participants/Clients – Content;
• Evaluation by Participants/Clients – Instructor Effectiveness;
• Evaluation by Peers – Content; and
• Evaluation by Peers – Instructor Effectiveness

Note – items marked “*” are required fields.

Figure 116 Save, add another or cancel

SAVE AND RETURN  SAVE AND ADD ANOTHER  RETURN (CANCEL)

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
Service

Department, College/Unit, University, and Other Committee Service

Figure 117 Department, College/Unit, University, and other committee service screen

From this screen, a user can enter:

- Service Type;
- Explanation of “Other”;
- Committee/Club/Organization;
- Position/Role;
- Approximate number of hours spent per year;
- Primary Audience;
- Were you elected or appointed;
- Was this compensated or pro bono;
- Served Ex-Officio;
- Responsibilities/Brief Description (30 words or less);
- Brief Description of Committee’s key accomplishments;
- Start Date; and
- End Date
After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
Professional/Public Service

Figure 120 Professional/Public Service screen

Figure 121 add a new item to Professional/Public Service

Click below to ADD a new item to Professional/Public Service:

**ADD A NEW ITEM**

From this screen, a user can enter:

- Organization/Committee/Panel/Club;
- Position/Role;
- Explanation of “Other”;
- City;
- State;
- Country;
- Approx. Number of Hours spent per year;
- Were you elected or appointed;
- Was this compensated or pro bono;
- Audience;
- Served ex-officio;
- Responsibilities/Brief Description (30 Words or Less);
- Brief Description of Committee’s Key Accomplishments;
- Start Date; and
- End Date

Figure 122 Save, add another or cancel

**SAVE AND RETURN**  **SAVE AND ADD ANOTHER**  **RETURN (CANCEL)**
After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”.
**Media Contribution/Public Service Interviews**

Figure 123 Media Contributions/Public Service Interviews

In the next screen, a user can add:

- Media Type;
- Explanation of “Other”;
- Media Name*;
- Description;
- Date
- Note – items marked “*” are required fields.

Figure 125 Save, add another or cancel

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
Administration

Current Administrative Assignments

Figure 126 Current Administrative Assignments screen

From this screen, a user can enter:

- Position/Role;
- Explanation of “Other”;
- Level;
- Percent of Total Time;
- Responsibilities/Brief Description (30 words or less);
- Start Date; and
- End Date

Figure 128 Save, add another or cancel

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 