

# College of Public Health Academic Professional Record (APR) User Guide

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Types of reports you can generate:

- CV for general use
  - o Does not contain student advising information due to FERPA restrictions
- CV for Promotion & Tenure/Faculty Review
  - o Same as the CV for general use except that it contains student advising data.
  - o **Due to FERPA restrictions this report is only to be used internally.**

Other ways the information in the APR can be utilized:

- To pull data for CEPH accreditation (beginning with 2015 data)
- Increased queries by Central Administration (beginning with 2017 data)
- To populate data for our collegiate faculty web profiles

## **Important note for entering data on screens:**

Some fields within certain APR screens may not be applicable and could be left blank. If you have questions, please contact the CPH APR Administrator ([becky-toner@uiowa.edu](mailto:becky-toner@uiowa.edu)).

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## Getting started:

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1. All College of Public Health primary faculty will have an APR record. The APR record is started with:
  - a. Name
  - b. HawkID
  - c. Faculty status
  - d. Department/division
  - e. Hire date
  - f. Email address

All other information is entered by the faculty member.

2. To access the APR database, please start by logging into Employee Self-Service. The Academic & Professional Record (APR) database is under the general tab.



**MY SELF SERVICE**    **PERSONAL**

**My UI Career**

- [Annual Goals and Performance Review](#)
- [Annual Total Compensation Statement](#)
- [Appointment & Salary History](#)
- [Job Information Form \(JIF\)](#)
- [My ePersonnel File](#)
- [Review Higher Education Degrees](#)
- [Review Licenses/Certifications](#)

**General**

- [Manage Duo 2-Step Verification](#)
- [Change HawkID Password](#)
- [Change HealthCareID Password](#)
- [Demographics](#)
- [Emergency Contacts](#)
- [My Faculty Catalog Information](#)
- [My HR Rep / Workflow Admin / Dept Admin](#)
- [Stop Paper Mailings](#)
- [University Bill](#)
- [My Staff Council Category](#)
- [Academic & Professional Record \(APR\)](#)

**Name, Address & Hawk Alert**

- [Email Routing](#)
- [Name/Address/Phone Change](#)
- [Hawk Alert Change](#)

## General information for all screens:


- a. Every APR entry requires an entry date for the APR database to save the record. **\*\*\*If your information was entered for you and a date was required, but not listed- the person entering may have defaulted to 2015. Please verify all entries with 2015.**
- b. If you have any questions, please contact the CPH APR administrator- [becky-toner@uiowa.edu](mailto:becky-toner@uiowa.edu).

*Duplicate or Delete*

The screenshot shows a table with three rows of records. At the top right, there are buttons for 'Import Items', 'Add New Item', 'Duplicate', and a trash icon. Each row has a checkbox on the right side. A callout box with a black border and white background contains the text: 'In order to delete or duplicate a record, select the box to the right of the record and then choose either the duplicate or delete options.' Two red arrows point from the callout box to the checkboxes of the first and second rows.

	Import Items	Add New Item	Duplicate	
5				<input type="checkbox"/>
challenges in the modern world. Part 1. Au... ical pharmacology				<input checked="" type="checkbox"/>
alysis of Atom Probe Tips by Xenon Focused... roanalysis : the official journal of Micro...				<input checked="" type="checkbox"/>
uct-drug interaction tool: A scoping revi... its journal : CPJ = Revue des pharmaciens d...				<input type="checkbox"/>

## *Help Icons*

 Look for the help icon next to fields where there may be ambiguity. Hovering over the icon will bring up instructions to guide you. These fields will be updated as necessary, if you see a field that could benefit from a help icon, please send your suggestion via email to [apr-administrator@uiowa.edu](mailto:apr-administrator@uiowa.edu).

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## APR Screens:

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### Personal and Contact Info:

*This screen is used to control your personal information and how it displays in reports and on the website. This is considered directory or 'public' information and will not be restricted.*

#### < Edit Personal and Contact Information

Employee ID	<input type="text"/>
Prefix	<input type="text"/>
First Name	CoPH
Middle Name	<input type="text"/>
Last Name	APR
Suffix	<input type="text"/>
Preferred First Name	<input type="text"/>
Preferred Middle Name	<input type="text"/>
Preferred Last Name	<input type="text"/>
Credentials	<input type="text"/>
E-Mail Address	suzanne-malo@uiowa.edu

Use the **Preferred First Name** field to change how your name displays. For instance, if your name is Mary Sue Smith, but you are known as Sue, you can enter just Sue in this field, or M. Sue. However, remember that your middle name will also display.

**Credentials** should be entered exactly how you would like to see them follow your name. For example, if you would like to see "John Doe, MD, PhD" then you would enter 'MD, PhD' in the field.

#### Alternative Name You Published Under, if any

Alternative Name		
First Name	Middle Name/Initial	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of alternative name rows to add:

#### Website

Website Description	<input type="text"/>
Website	<input type="text"/>

**Alternative Names**- if you have published under multiple names, please include all of them in this section. Using Mary Sue as an example, she should include Mary Sue Smith, M. Sue Smith, and if she has changed her last name for any reason-include all examples of that: M. Sue Nguyen, Mary Sue Nguyen. This can facilitate future searched for publications or research partnerships.

## Personal and Contact Info(cont.):

### < Edit Personal and Contact Information

Cancel

You can enter more than one address, but the address that will be used in your CPH web profile is the one labeled 'Primary Office'.

**Work Address/Phone**

Type  Building  Room  Phone Number  -  -

Street Address  City  State  Zip

If Staff Contact, enter contact's first and last name

Select the number of work address/phone rows to add: 1

Brief Biography

- Training Program Affiliations**
- Program in Bioethics and Humanities
  - Biosciences Graduate Program
  - Department of Anatomy and Cell Biology Graduate Program
  - Department of Biochemistry PhD
  - Department of Microbiology Graduate Program
  - Department of Molecular Physiology and Biophysics PhD

- Center, Program and Institute Affiliations**
- Aging Mind and Brain Initiative
  - Bacterial Respiratory Pathogens Research Unit
  - Cancer and Aging Program
  - Cardiovascular Research Center
  - Carver Family Center for Macular Degeneration
  - Center for Auditory Regeneration and Deafness

**Interests**

**Training program or Center affiliations.** If you are affiliated with one of the programs or centers in the 2 checklists, please note which ones. These entries may be used at a future date to help populate center websites and reports.

## Faculty Status:

The faculty status page is read only- please review your information section for accuracy and submit any necessary corrections by email to the CPH administrator, [becky-toner@uiowa.edu](mailto:becky-toner@uiowa.edu).

### < Edit Faculty Status

Faculty Status contains information commonly associated with a faculty member's current and historical employment of Iowa.

#### 1st College / Department

R Primary/Secondary	<input type="text" value="Primary"/>
R College	<input type="text" value="College of Public Health"/>
R Department Code	<input type="text"/>
R Department	<input type="text" value="Cpub-Biostatistics"/>

Select the number of college / department rows to add:

R Rank Code	<input type="text"/>
R Rank Description	<input type="text" value="Assistant Professor"/>
R Percent Time	<input type="text"/> %
R Start Date at The University of Iowa	<input type="text"/> <input type="text"/> , <input type="text"/>
R Termination Date	<input type="text"/> <input type="text"/> , <input type="text"/>

## Employment History:

**< Edit Employment History**

➔ Position/Title/Rank

Institution/Organization

➔ Department, if any

➔ Division, if any

**Location**

City

State

Country

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

Start Date

➔ End Date

➔ Include on Faculty Web Profile?

Order on Faculty Web Profile (1-99)

Annotation

Institution/org. This should be listed in this order/format:

University of Iowa College of Public Health,  
University of Iowa Carver College of Medicine,  
University of Iowa Hospitals and Clinics,  
or other institution in a similar manner.

➔ Website fields are:

- Position/Title/Rank
- Department
- Division
- No end date or end date in the future,
- Yes on “include in profile?”

### NOTE:

Professional fellowships are entered under 'Employment History' section.

Educational fellowships and professional residencies go in the 'Post-Graduate Education' section.

Chairs and endowed professorships go under 'Employment History' section.

## Honors and Awards Section:

**< Edit Awards and Honors** Cancel Save +

Award or Honor Name

Organization/Sponsor

Location of Organization/Sponsor

City

State

Country

Scope

Start Date

End Date/Date Received

Purpose (select all that apply)

- Clinical
- Leadership
- Research
- Service-Community
- Service-Professional/Clinical
- Service-University
- Teaching

Annotation

Include on Faculty Web Profile?

To assist with reporting, please complete the location, scope and purpose sections.

“Scope” refers to the *reach* of an organization or *impact* of a service. This is different than “location”, which refers to a *specific place* in which the activity occurred.

### NOTE:

Information from this screen will be included in future outreach reporting. Please include a location in order for your contribution to show up in University reporting.



## Education:

### < Edit Education

Cancel

Save

Save + Add Another

Degree

Preferred Degree Title

Institution

Location of Institution

City

State

Country

Field of Study/Major

Supporting Areas/Minor

Honors/Distinctions

Date Completed

Dissertation/Project/Thesis Type

Dissertation/Project/Thesis Title

Dissertation Abstract Number

If you have selected 'other' for degree, PLEASE enter a preferred degree title to explain what this educational experience should be called.

#### Advisor Information

##### Advisor

First Name

Middle Name/Initial

Last Name

Role

Select the number of advisor rows to add:

+Add

## Post-Graduate Education:

**< Edit Education - Post Graduate** Cancel Save Save + Add Another

Level/Position

Description

Field of Study

Institution

Location of Institution

City  State  Country

Start Date

End Date

Funding Source (if applicable)

**Advisor Information**

**Advisor**

First Name	Middle Name/Initial	Last Name	Role
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of advisor rows to add:  +Add

Please include a brief description to explain any post-graduate experience.

**NOTE:**

Educational fellowships and professional residencies go in the 'Post-Graduate Education' section.

## Licensure and Certifications:

### < Edit Licensures and Certifications

Cancel

Type

Title of Licensure/Certification

Sponsoring Organization

License/Certification Number

State

Country

Date Obtained

Date Renewed

Expiration Date

Please remember to choose a state/country, even if you have the name of the state in the title.

Please enter the latest renewal date into the Date Renewed field.

## Professional Memberships:

### < Edit Professional Memberships

Cancel

Name of Organization

Abbreviation of Organization

Scope of Organization

Note: For memberships that are on-going, specify the start date and leave the end date blank.

Membership Start Date

Membership End Date

**NOTE:**

All memberships should be entered here, not in service.

Remember to choose a scope for this organization.

This helps the college report engagement and impact

“Scope” refers to the *reach* of an organization or *impact* of a service. This is different than “location”, which refers to a *specific place* in which the activity occurred.

## Teaching

**< Edit Courses Taught (not in MAUI)** Cancel Save Save + Add Another

Start Date

End Date

Course Name

Course Prefix and Course Number

Section

Course Level

Delivery Mode

Role

Institution, if other than University of Iowa

Percent of Course  %

Ten-Day Enrollment Number

Number of Credit Hours

Annotation

Check if this course involved community-engaged learning

Location

City  State  County, if Iowa  Country

If your course involves community-based learning, please check the box on this screen.

### NOTE:

This screen may be used for any teaching outside of the University of Iowa. This includes past teaching at former institutions of employment. (Definitions for “Role” can be found in the appendix on page 28)

Any teaching done at another college while employed at the UI CPH should be entered in this section. However, if you hold a seminar at a professional meeting or place other than a University or College, that should be entered in Presentations.

CE programs should be listed in the Presentations section under “Continuing Education Talks”.

## Mentoring and Student Supervision

### < Edit Mentoring and Student Supervision

Cancel

Save

Save + Add

Involvement Type

Explanation of "Other"

Role

Institution

Start Date

End Date

Please choose the best involvement type from the drop down menu. If there is absolutely no other option, choose other- then make sure to include an explanation of other.

#### Student/Mentee Information

First Name

Last Name

Type

Degree Objective

Program

Department

Institution

Title of Work

Stage of Completion

Graduation Date

First Position

First Employer

Please include both a start date and a graduation date. If no end date is listed, the activity will show up as current.

#### NOTE:

Student information will not go on our collegiate website and is for internal use only.

## Publications:

### < Edit Publications

Cancel

Contribution Type

Explanation of "Other"

Is this peer-reviewed/refereed?

Contribution

Title of Contribution

If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work

Journal/Publisher/Proceedings Publisher

City and State of Journal/Publisher

Country of Journal/Publisher

Volume

Issue Number/Edition

Page Numbers

Keywords

Abstract/Synopsis

Web Address

Describe Role/Annotation

Please note, "Journal Article", "Manuscript", and "Paper" under Contribution Type will all populate into the CV report for peer-reviewed or non-peer-reviewed publications.

Please make sure to note if this publication is peer-reviewed. This is a common question in data requests and if your pub is not marked peer-reviewed it will not be counted or show up on your CV in the peer reviewed section.

If you enter your role/contribution in this box, it will show up on your CV report and can be useful for reviews and P&T. (However, some faculty may wish to give this detail in their personal statements.)

## Publications(cont.):

**Status**

Status  Date  ,

Select the number of status rows to add:

Digital Object Identifier (DOI)

ISBN

ISSN

PubMed ID (PMID)

PubMed Central ID (PMC)

**Authors**  
Please order the authors in the order of authorship.

**1st Author**

First Name	Middle Name/Initial	Last Name	Institution/Company	If a student, what is his/her level?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of author rows to add:

Editor(s)

**Editors**  
Please order the editors in the order of editorship.

**1st Editor**

First Name	Middle Name/Initial	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of editor rows to add:

Please make sure that your status is up to date. E.G., if your publication was marked “Accepted/In Press”, please make sure to go back and mark it as “Published” once it has been published.

If an author outside your DEPARTMENT but at the UI is on this publication, please indicate this by entering “University of Iowa” in the Institution/Company box

If a student was an author on this publication, please indicate this by selecting their level from the drop down box. (Beginning with 2015 publications. This data is used for CEPH.)

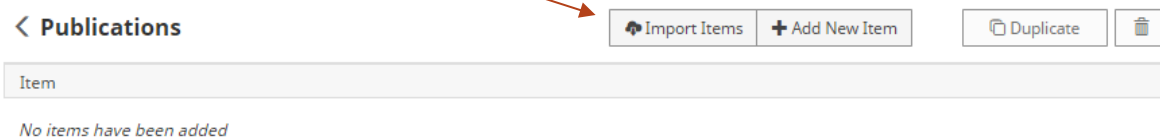
### NOTE:

Fields that need to be filled out are: Contribution Type, mark if Peer-Reviewed or not, Title, Journal Title, Volume, Issue, Page Numbers, Status, and Authors. Other fields are optional.

**\*\* Also please be sure to mark the student and institution data in the Author section as we use it for outcome measures and CEPH data.**

## Publications (importing):

Publications can now be imported from multiple sources into your APR record, reducing the time needed to update your information. Please see below for the 2 different ways to import- importing a BibTeX file (option A) or importing directly from PubMed (Option B).



### Option A- importing a BibTeX file:

#### Import Items

Cancel Import

Continue >

The citations of your publications may exist in another software system. Instead of rekeying those citations, import them using one of these options:

**Option A: Import a file exported from another system**

Import records from software systems such as reference managers:

- EndNote
- Mendeley
- RefWorks
- Zotero

or other databases:

- Google Scholar
- Scopus
- Web of Science

From the other system, export your records into a BibTeX file.

> Select the file to upload.

No file selected

**Option B: Import by connecting to PubMed**

Search PubMed for your records.

Publications can be imported from an existing file- such as EndNote, Google Scholar, Web of Science, etc. In order to import these items, first save them as a bibTeX file.

Digital Measures, the Vendor for the APR system, has instructions on how to import these files. Please follow the directions found here <http://info.digitalmeasures.com/bibtex2>.

### Option B- importing from PubMed:

Cancel Import

Continue >

stead of rekeying those citations, import them using one of these options:

**Option B: Import by connecting to PubMed**

Search PubMed for your records.

Search criteria:

Name: Author  -

Name: Author  - +

- Date: Completion
- Date: Create
- Date: Entrez
- Date: MeSH
- Date: Modification
- Date: Publication
- EC/RN Number
- Editor
- Grant Number
- ISBN
- Investigator
- Issue

The system does not look for full names, so just initials are required. Do not use commas between the last name and initial, but just put a space. If you have too many results, you can narrow them by other search criteria by adding lines and choosing other search items, such as other authors, MeSH terms, etc.

It is best to start the search with just your name. If you receive too many results, add criteria to narrow the search.



## Publications (importing) (cont.):

### Records to Import

Step 1 of 3

Cancel Import

Continue >

Select the item you want to import and click Continue. Otherwise, you can [modify your search](#).

	<input type="checkbox"/>
Interaction tool: A scoping review. PJ = Revue des pharmaciens du Canada : RPC ; Necyk, C; Gardiner, P; Boon, H; Barnes, J; Vohra, S;	<input checked="" type="checkbox"/>
the modern world. Part 1. Australia and New Zealand. ology nlan, A; Sherwin, C; Enioutina, E;	<input type="checkbox"/>
m Probe Tips by Xenon Focused Ion Beam Milling. ie official journal of Microscopy Society of America, Microbeam Analysis Society, Microscopica... , G; Barnes, J; Grenier, A; Blavette, D;	<input type="checkbox"/>
ment in Nonviolent and Violent Delinquent Behaviors: Findings From the National Longitud olly, E; Schwartz, J; Boutwell, B; Barnes, J; Nedelec, J;	<input type="checkbox"/>
f a novel herpesvirus found in the liver and lungs of a Chilean flamingo (Phoenicopterus ch investigation : official publication of the American Association of Veterinary Laboratory Diagno... ies, J; Garner, M; Hinton, K; Childress, A; Wellehan, Jr, J;	<input type="checkbox"/>

The report will include all publications found that match your search terms. Select any records you would like to import by checking the box to the right of the record(s).

Click on the continue button at the top of the page to proceed.

### Import Items: Review and Finish

Step 3 of 3

Cancel Import

Finish Import >

You are about to import 1 record. Please review to ensure you want to proceed.

◀ Record 1 of 1 ▶	
Contribution Type	Journal Article
Explanation of "Other"	
Title of Contribution	Natural health product-drug interaction tool: A scoping review.
If this is part of a larger work (a chapter in a book), Title of Larger Work	
Journal/Publisher/Proceedings Publisher	Canadian pharmacists journal : CPJ = Revue des pharmaciens du Canada : RPC
City and State of Journal/Publisher	
Volume	149

Please review the records before finishing the import. If you have a record that you decide you do not want, you can either start back from the beginning, or import the record and delete directly from the publications screen.

### NOTE:

Please note that if you use the import function, after import you will need to mark those publications as Peer-Reviewed as it doesn't automatically do it when it pulls the citation over to the database.

## Areas of Research Interest:

< Edit Areas of Research Interest

Cancel

Interest

Description

Please include your areas of research interest on this screen as we will pull from this information for our collegiate faculty web profiles.

## Grants and Contracts:

← Edit Grants and Contracts

Cancel
Save
Save + Add Another

---

Contract/Grant Type

Purpose

Title

Contract/Grant #

Awarding Organization

Awarding Organization Scope

Current Status

Date Submitted for Funding  ,

Total Amount Requested \$

Total Amount Awarded \$

Percent of effort  %

Number of Months

Select the scope for the awarding organization to facilitate reporting.

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that last more than one day, specify the start date and leave the end date blank.

Start Date  ,

End Date  ,

No Cost Extension  ,

Annotation

Community-Engaged Research

Check here if there is a student involved on this grant.

Please select this box if there this grant involves community-engaged research. We use this for our annual outcome measures and CEPH reporting.

**Definition of community-engaged research:**

A community is defined as any group of people who are affected by shared health issues. Community-engaged research includes activities that involve community members in any aspect of the following:

- Input into the development and/or implementation of the study
- Input into the interpretation and/or dissemination of the study findings

**Investigators**

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

Investigator		
First Name <input style="width: 90%;" type="text"/>	Middle Name/Initial <input style="width: 90%;" type="text"/>	Last Name <input style="width: 90%;" type="text"/>
Role <input style="width: 90%;" type="text"/>	<sup>H</sup> Explanation of "Other" <input style="width: 90%;" type="text"/>	Institution/Department <input style="width: 90%;" type="text"/>

Select the number of investigator rows to add:

Please select this box if there was a student associated with this grant as we use this for our annual outcome measures and CEPH reporting.

**A research project is student-involved if:**

- The project involved a student(s) in such a way as to advance learning and experience in their field of study.
- Projects can be student-involved regardless of whether or not the student(s) was paid.
- Projects that hire a student(s) to perform only administrative tasks, such as filing or scheduling, would not be considered student involved.

### NOTE:

Several fields in Grants and Contracts have been added or expanded, allowing for more complete data collection. Please review your previous entries to ensure that the information is as complete as possible. (Please refer to appendix pp. 30-31 for definitions of roles on grants.)

## Presentations:

**< Edit Presentations** Cancel

Presentation Type

Explanation of "Other"

Presentation Title

Was this peer-reviewed/refereed?

Invited or Accepted?

Conference/Meeting Name

Sponsoring Organization

Location of Conference/Meeting

City  State  County, if Iowa

Scope

Web Address, if available online

Date

**Presenters/Authors**

**1st Presenter/Author**

First Name	Middle Name/Initial	Last Name	Role
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Annotation

It is important that you enter the location and scope of the meeting in order to facilitate reporting for this information. (This data should be entered for 2017 on).

“Scope” refers to the *reach* of an organization or *impact* of a service. This is different than “location”, which refers to a *specific place* in which the activity occurred.

### NOTE:

Other Contributions to Teaching, such as Continuing Education Talks, Seminars, Journal Club, Webinars, Grand Rounds, etc. should be entered in the PRESENTATIONS section.

## Intellectual Property:

### < Edit Intellectual Property (e.g. patents)

Cancel

Save

Save + Add Another

Patent, Copyright, or Trademark

Title

Number/ID

Annotation

#### Status and Date

Status

Date

Select the number of status and date rows to add:

1

+Add

#### Inventors

Inventor

First Name

Middle Name/Initial

Last Name

Select the number of inventor rows to add:

1

+Add

### NOTE:

Patents will not be used on the website or any public documents. Your information is only available to users that have been given access to either your account individually or your department or college. This is restricted in order to protect information such as contained in this screen.

## Professional Service:

< Edit Professional Service

Cancel Save Save + Add Another

Category

Explanation of "Other"

Name of Organization

Name of Committee

Position/Role

Explanation of "Other"

Were you elected or appointed?

Scope of Service

Purpose (select all that apply)

Other

Leadership

Research

Teaching

Editorship

Journal Review

National Committee

Organize Conference, Paper Session, etc.

Professional Consulting

Professional Organization

Professionally Relevant Community Involvement

Referee Manuscripts

Review Panel

State Committee

Location

City

State

County, if Iowa

Cour

Note: If it only occurs on one day, leave the start date blank and specify the end date. If it has start date and leave the end date blank.

Start Date

End Date

Annotation

Please enter Scope of Service and Location in order to facilitate reporting. (This data should be entered for 2017 on.)

"Scope" refers to the *reach* of an organization or *impact* of a service. This is different than "location", which refers to a *specific place* in which the activity occurred.

### NOTE:

Professionally relevant service should go here, including professionally relevant community service, i.e. giving a medication safety talk at a nursing home. Non-professionally relevant community service goes on the public/community service screen, i.e. being a scout leader.

## Public/Community Service:

---

**< Edit Public/Community Service** Cancel

---

Name of Organization

Name of Committee

Position/Role

Explanation of "Other"

Were you elected or appointed?

Scope of Service

**Location**

City  State  County, if Iowa  Coun

Note: If it only occurs on one day, leave the start date blank and specify the end date. If it has sta  
date and leave the end date blank.

Start Date   ,

End Date   ,

Annotation

## University, College, Department Service:

**< Edit University, College, Department Service** Cancel

---

Please select a committee from the list or type it into the text box.

Committee Name (list)

-- OR --

Committee Name

Position/Role

Explanation of "Other"

Were you elected or appointed?

Scope of Service

Purpose (select all that apply)

- Clinical
- Leadership
- Research
- Teaching

Note: If it only occurs on one day, leave the start date blank and specify the end date. If it has started i  
date and leave the end date blank.

Start Date   ,

End Date   ,

Annotation

Institution, if not University of Iowa

**Location**

City

State

County, if Iowa

Country

Please enter the committee name with the level of service first. (E.g. University of Iowa Research Council or College of Public Health Faculty Council, or Department of Biostatistics Admissions Committee, etc.)

If this service was at a previous institution, please note the institution in this box.



## Media Contributions:

### < Edit Media Contributions

Cancel

 Save

Media Type

Media Name

Link to Contribution

Annotation (50 words or less)

Date  ,

Scope of Distribution

#### Location

City

State

County, if Iowa

Country

## APPENDIX

### Data Entry Definitions:

(Note: Some fields within certain APR screens may not be applicable and could be left blank)

APR Screen	Data to be entered into this screen	Helpful entry notes
<b>Personal and Contact Information</b>	Personal and contact information as required for CV and other reporting	
<b>Faculty Status</b>	Faculty Status contains information commonly associated with a faculty member's current and historical employment information at the University of Iowa.	External Source: Faculty Status in HR  **Faculty cannot edit these fields; contact Becky Toner if edits are needed.
<b>Employment History</b>	Employment history that should be listed on the CV, including current academic, government, military or professional positions as well as experience prior to employment as a faculty member at the University of Iowa.  <i>*** Special titles held in conjunction with faculty appointments (e.g., endowed chair) should be included here.</i>	
<b>Awards and Honors</b>	Recognition awards and honors achieved by the faculty member, including prestigious fellowships, prizes, and awards.  <i>(Excludes grant and contract awards.)</i>	When entering the date:  Start Date (leave blank if one day) End Date (specify if one day)
<b>Education</b>	Any relevant degrees earned for listing on the CV.	

APR Screen	Data to be entered into this screen	Helpful entry notes
<b>Education – Post Graduate</b>	Non-degree education that contributes to one’s professional expertise.  Examples include: <ul style="list-style-type: none"> <li>• Externships</li> <li>• Fellowships</li> <li>• Residencies</li> <li>• Postdoctoral positions</li> </ul>	
<b>Licensures and Certifications</b>	Licensures and certifications held by faculty member.	
<b>Professional Memberships</b>	Memberships held with professional organizations  <i>(Excludes service to the organization.)</i>	<i>*** Roles on committees are entered in the Professional Service screen.</i>

APR Screen	Data to be entered into this screen	Helpful entry notes
<p><b>Courses Taught</b></p>	<p>Activity associated with academic courses listed in UI General Catalog, including official course data. As well as, designed to capture various teaching assignments that occurs outside of and/or in support of UI academic courses but not captured in MAUI stats (e.g., lab, independent study, one-time course lecture, courses at other institutions).</p> <p><i>*** Some courses and/or fields must be entered and updated by the faculty member or designee, to specify percent responsibility, contact hours and additional work related to the course.</i></p>	<p>External Source: MAUI (Courses will be downloaded into the APR from MAUI every semester)</p> <p><b>Role definitions:</b></p> <p><b>Primary Instructor</b> – The person most responsible for course instruction. (If the primary instructor is part of the team teaching method, enter 100%).</p> <p><b>Team Teacher</b> – When two or more share responsibilities of the course. If teaching method meets the “team teaching” definition that CPH has defined for undergraduate courses, enter 100%.</p> <p><b>Course Supervisor</b> – Faculty overseeing a course when the designated Primary Instructor is a Teaching Assistant or non-faculty member (e.g. staff member).</p> <p><b>Guest Lecturer</b> – When the faculty member only gives a lecture for a course.</p>
<p><b>Mentoring and Student Supervision</b></p>	<p>Mentoring or student supervision, includes theses and dissertations committee involvement. (One entry is made per student.)</p> <p><i>Examples include Directed Individual/independent Study, Internship Advisor, Nurse Scholar Mentor, Postdoctoral Supervision, Research Intern Mentor, Research Supervision, Teaching Supervision</i></p>	

APR Screen	Data to be entered into this screen	Helpful entry notes
<b>Publications</b>	<p>Written publications such as books, book chapters, journal articles, and conference proceedings.</p> <p>Other intellectual contributions such as software or video tapes</p> <p><b>**Generally speaking, journal articles may be entered as a “Contribution Type” being “Paper”, “Journal Article” or “Manuscript”, and these will be treated the same in the CV report. However, “Peer Reviewed” and “Non-Peer Reviewed” articles will appear in separate sections of the CV report.</b></p> <p><b>**“Contributions” to a publication may be entered in the “Describe Role/Annotation” field as text if desired. (Will show on the CV report if entered.)</b></p>	<p>External Source: Possibility to import citations from external sources such as PubMed, Google Scholar, etc.</p> <p><b>** The title of the publication should be written as a sentence – with the first letter of the first word capitalized and the rest lower case unless a proper name. DO include a period at the end of the title.</b></p> <p><b>** If desired, abstracts may be entered in the publications screen if they appear in a journal or proceedings publication (use publication type “Abstract”). If a presentation (oral or poster) was given that corresponds to the abstract, that presentation should be entered in the “Presentations” screen.</b></p>
<b>Areas of Research Interest</b>	List areas of research interest and current project topics.	

<p><b>Grants &amp; Contracts</b></p>	<p>Grants could include VA grants; unfunded research; internally funded research; and externally funded research</p> <p><b>**Grants marked with a status of “Not Funded” will remain in the database (unless deleted) but currently are not listed on the CV report.</b></p>	<p><b>Role definitions:</b></p> <p><b><u>Principal:</u></b> The person with overall responsibility and oversight of the project and its direction.</p> <p><b><u>Investigator:</u></b> Not the PI but faculty/research scientists being supported with % effort on the grant/contract. Primary responsibility for successful completion of all aims of the grant and responsible for judiciously spending funds as justified in the proposal.</p> <p><b><u>Co-Investigator:</u></b> Not the PI, but faculty/research scientist being supported with % effort on the grant/contract, when there is more than one investigator. Co-Investigators are the other key personnel who are significantly involved in directing and conducting the research. This includes collaborators at the same and/or other institutions. Co-Investigators are persons who have made significant intellectual contributions and will involve significant personal effort towards completion of the aims of the grant.</p> <p><b><u>Supporting:</u></b> This is everyone else that is contributing to the project and receiving funding support from the grant, but is not the PI or Co-Investigator. Persons who have either made an intellectual contribution and/or will involve some personal effects towards completion of the aims of the grant.</p> <p><b><u>Collaborator:</u></b> Person who is part of the project but has no % effort. A collaborator might also be someone who is helping to make the study possible (e.g. providing access to something; a data set or instrument) but is not necessarily</p>
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APR Screen	Data to be entered into this screen	Helpful entry notes
		<p>a researcher. Could be a non-academic community member, etc.</p> <p>***Other role options include: Co-Director, Co-Principal, Consultant, Director, Multi-PI, Research Director, Statistician</p>
<b>Presentations</b>	<p><i>Presentations at professional conferences, invited speakers, accepted (refereed) presentations, podium sessions, poster sessions, grand rounds, continuing education talks, seminar presentations, etc.</i></p>	<p>** The title of each presentation should be capitalized.</p> <p>** Presentations corresponding to abstracts may be listed here if there were oral presentations or posters.</p>
<b>Intellectual Property (e.g. patents)</b>	<p>Patents of one's inventions or discoveries.</p>	
<b>Professional Service</b>	<p>Service activities at the department level, examples include committee work, faculty mentor activities, and conference organizer.</p> <p>*** <i>Administrative assignments at the department level, such as chair or division director should be entered under <u>Employment History</u>.</i></p>	<p>** All editorships should be included under professional service.</p> <p>** Paid consultant positions should be categorized as <i>Professional Consulting</i>.</p>
<b>Public/Community Service</b>	<p>Professionally relevant community involvement such as service/volunteer projects.</p>	
<b>University, College, Department Service</b>	<p>Service activities at the department, college, and university level. Examples include committee work, faculty mentor activities, and conference organizer.</p> <p>*** <i>Administrative assignments at the department level, such as chair or division director should be entered under <u>Administrative Assignments</u>.</i></p>	

APR Screen	Data to be entered into this screen	Helpful entry notes
<b>Media Contributions</b>	Contributions to TV, radio, print, or internet media outlets; includes interviews given, documentaries, etc.	
<b>Clinical Service</b>	Clinical service activities.	

\*\*\* **Formal Study to Improve Teaching Abilities** is no longer included on the CV, nor captured in the APR system. These may be included in a personal statement of teaching used for a review or P&T dossier.

\*\*\* A date needs to be entered into all of the screens or the system will not allow you to save the data. (Working with the University to remove this requirement for items such as Professional Memberships and Journal/Manuscript reviews.)