SCHOLARSHIP

SCHOLARSHIP SECTION OVERVIEW

This section includes subsections that are both **editable** (self-entered) and **non-editable** (imported from outside data).

Subsection	Editable	Input Method	Imported Source (if applicable)
Book Chapters	Yes	Self-entered and Imported	AcA
Books	Yes	Self-entered and Imported	AcA
Clinical Trials	Yes	Self-entered and Imported	AcA
Conference Proceedings	Yes	Self-entered and Imported	AcA
Educational Materials	Yes	Self-entered	N/A
Grants – Funded	No	Imported	UFIRST or AcA
Grants – Proposal	No	Imported	UFIRST
Journal Articles	Yes (select fields)	Self-entered and Imported	Symplectic or AcA
Other Awards & Gifts	Yes	Self-entered	N/A
Other Publications	Yes	Self-entered	N/A
Patents & Copyrights	No	Imported	UFIRST or AcA
Presentations	Yes	Self-entered	N/A
Reviews	Yes	Self-entered	N/A
Software & Digital Media	Yes	Self-entered	N/A

DEFINITIONS

SCHOLARSHIP SUBSECTIONS - KEY TERMS

Book Chapters: Individual chapters authored or co-authored in an edited book.

Books: Full books authored, co-authored, or edited by faculty.

Clinical Trials: According to the NIH's definition (2024), "a research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes."

Conference Proceedings: Papers, abstracts, or presentations published as part of a conference or symposium.

Educational Materials: Teaching resources such as syllabi, lesson plans, or instructional content created by faculty.

Grants (Funded): Financial awards provided to support faculty research or projects, as recorded in UFIRST.

Grants (Proposed): Grant applications submitted for funding consideration but not yet awarded, as recorded in UFIRST.

Journal Articles: Peer-reviewed publications authored or co-authored by faculty in academic journals.

Other Awards & Gifts: This section is intended for financial awards, internal grants, and other gifts that are not recorded in UFIRST.

Other Publications: Publications that do not fit standard categories, such as reports, newsletters, or non-refereed articles.

Patents and Copyrights: Intellectual property rights obtained for inventions, processes, or creative works.

Presentations: Talks, posters, or workshops delivered at conferences, meetings, or events.

Reviews: Critical evaluations of scholarly works, such as peer reviews of journal articles or books.

Software and Digital Media: Original software, apps, or digital media products created by faculty.

More details for each subsection can be found in the FEA dictionary. [LINK TO FEA DICT]

ACCESSING SCHOLARSHIP SECTION

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1. **Log in:** Enter the Faculty Insight portal. See navigation guide for login instructions. [LINK TO NAV GUIDE and login page]
2. **Navigate to Activity Manager and Select Section**: Activities > Activity Manager > Scholarship

3. **Use dropdown menu**: Subsections can be accessed using the arrow icon next to the 'Scholarship' section.

4. **Fill in required information**: As discussed in the Navigation Guide [LINK], each subsection includes required information that must be filled out.

NOTE: While all sections have shared navigation features, there are a few that are unique to each section. The rest of this guide will focus on features and key terms unique to the Scholarships section. See Navigation Guide for how-to steps that apply universally for all sections.

BOOK CHAPTERS SUBSECTION

1. **Choose Book Chapters subsection**: Use the expanded view of the **Scholarship** section.
2. **Fill in required information**: Create a record in the Book Chapters subsection by completing fields provided.

3. **Additional Information:** After you input the required details (such as dates, book and chapter title, publisher, start and end page and location), proceed to the **Work Status and Work Review Status** dropdown to specify the category of your Book Chapters activity.

    NOTE: Work Status and Work Review Status are separate fields—**Work Status** tracks the progress of the work, while **Work *Review* Status** indicates how the work was evaluated.

4. **Complete Work Status Dropdown Menu:** Select the option that best describes the status of your exhibits and/or installation(s).

5. **Work Status Key Terms:** Refer to the following terms to see which ones best fit your entries.
   - **In Progress:** The work is currently being developed, planned, or prepared but is not yet finalized or submitted.
   - **Submitted:** The work has been proposed or submitted for review, approval, or consideration, but no decision or outcome has been determined yet.
   - **Accepted/In Press:** The work has been approved, accepted, or is in the final stages of preparation for publication, presentation, or implementation.
   - **Published/Presented/Completed:** The work has been finalized, presented, published, or otherwise completed and made available to its intended audience or stakeholders.

- **Rejected/Withdrawn:** The work was either declined during the review or approval process, or it was voluntarily withdrawn from consideration by the creator.

6. **Complete Work Review Status Dropdown Menu:** Select the option that best describes the review status of your book chapters.

7. **Work Review Status Key Terms:** Refer to the following terms to see which ones best fit your entries.

- **Peer Reviewed/Editorially Reviewed:** The work has undergone a formal evaluation by peers or editors with expertise in the field to ensure quality, accuracy, or relevance.
- **Refereed:** The work was reviewed by one or more experts (referees) in the field as part of a formal decision-making process for approval, selection, or publication.
- **Juried:** The work was evaluated by a panel or jury, often consisting of experts, to assess its merit for inclusion, recognition, or presentation.
- **Curated:** The work was selected or organized by a curator or expert, often as part of an exhibit, collection, or showcase, based on its quality or relevance.
- **Not Reviewed:** The work was either declined during the review or approval process, or it was voluntarily withdrawn from consideration by the creator.

8. **Complete Remaining Information:** Fill out the fields for the **ISBN**, **URL/Link**, **Abstract**, **Collaborators**, and the four remaining dropdown menus. More information on the dropdown menus below.

9. **Scope/Impact Dropdown Menu:** Select the option that best describes the review status of your book chapters.

10. **Scope/Impact Key Terms:** Refer to the following terms to see which ones best fit your entries.
    - **Online**: Select this if the book chapter is ONLY accessible through an online platform.
    - **International**: Choose this for book chapters recognized or relevant in multiple countries.
    - **National/Federal**: Use this for book chapters with nationwide recognition within the United States.
    - **Regional**: Select this for book chapters relevant to a specific region or area.
    - **Local**: Choose this for book chapters that apply within a city or community.
    - **University**: Use this for book chapters issued by or specific to a university or academic institution.
    - **Other**: Select this for book chapters that do not fall under the other categories.

NOTE: Fields pertaining to AACSB accreditation requirements are ONLY for faculty in the College of Business. Please disregard if this does not apply to you.

NOTE: The **Invited** checkbox indicates whether the intellectual contribution was specifically requested or invited by an external party, such as a journal editor, conference organizer, or academic institution. Checking this box signifies that the work was not unsolicited but rather created in response to an invitation, highlighting its recognition and value within the academic or professional community.

11. **Adding Collaborators:** If applicable, add the information of anyone you collaborated with for the work being recorded. Add additional documents as needed.

12. **Create Record**: Click Create Record to save your entry. Once saved, you can view or edit your record as needed in the **Manage Your Records** section.

13. **Continue** to the next subsection.

BOOKS SUBSECTION

1. **Choose Books subsection**: Use the expanded view of the **Scholarship** section.
2. **Fill in required information**: Create a record in the Books subsection by completing fields provided.

3. **Additional Information:** The Books and Book Chapters subsections have similar fields with a few exceptions (such as Type of Book and Publisher Location as an example). For guidance on the dropdown menus in this subsection, refer to the Book Chapters part of this guide.

4. **Create Record**: Once you have filled out all the fields, click Create Record to save your entry. Upon saving, you can view or edit your record as needed in the **Manage Your Records** section.

5. **Continue** to the next subsection.

CLINICAL TRIALS SUBSECTION

1. **Choose Clinical Trials subsection**: Use the expanded view of the **Scholarship** section.

2. **Fill in required information**: Create a record in the Clinical Trials subsection by completing fields provided.

3. **Additional Information:** After you input the required details (such as dates and title), proceed to the **Source** field.

4. **Source Field:** The **Source** field is a required text box used to provide information about where the clinical trial details originated. This might include the name of the organization, sponsor, database, or publication that serves as the primary reference for the trial. Ensure you enter accurate and specific details to identify the source of the trial's information clearly.

5. **NCT ID:** Enter your NCT ID. The NCT ID is a unique identification code given to each clinical study record registered on ClinicalTrials.gov. The format is "NCT" followed by an 8-digit number (for example, NCT00000419). Also called the ClinicalTrials.gov identifier.

6. **Type of Study Dropdown Menu:** After you complete the URL/Link and Description field, proceed to the **Type of Study Dropdown Menu**. Here you will select the option that corresponds to the nature of the clinical trial.

7. **Type of Study Key Terms:** Refer to the following terms to see which ones best fit your entries.
   - **Expanded Access:** Clinical studies providing access to investigational drugs or treatments for patients not eligible for a clinical trial.
   - **Observational:** Studies that observe outcomes without intervention, often used to assess health outcomes in natural settings.
   - **Interventional:** Studies where participants are assigned specific interventions, such as drugs or procedures, to assess their effects on health outcomes.
   - **Other:** Any study type that does not fit the above categories, requiring further clarification or description.

8. **Recruitment Status Dropdown Menu:** Select the option that best describes the current stage of participant recruitment for the clinical trial.

9. **Recruitment Status Key Terms:** Refer to the following terms to see which ones best fit your entries.

- **Unknown Status:** Current recruitment status is unclear or not reported.
- **Withdrawn:** Study was terminated before enrolling participants.
- **Completed:** The study has ended, and all planned work is finished.
- **Terminated:** The study was stopped prematurely and will not continue.
- **Suspended:** The study is temporarily paused but may resume later.
- **Active, not recruiting:** Study is ongoing, but no new participants are being enrolled.
- **Enrolling by Invitation:** Participation is limited to specific individuals or groups by invitation only.
- **Recruiting:** Actively seeking participants to enroll in the study.
- **Not Yet Recruiting:** The study is approved but has not started recruiting participants.

10. **Phase Dropdown Menu:** After you complete the Recruitment Status dropdown menu, proceed to the **Phase Dropdown Menu**. Select the option that best describes the phase your clinical trial is in.

12. **Phase Key Terms:** Refer to the following terms to see which ones best fit your entries.
   - **Not Applicable:** Studies that do not involve traditional phases, such as observational studies.
   - **Phase 4:** Post-marketing studies conducted after FDA approval to monitor long-term effects or gather additional data.
   - **Phase 3:** Large-scale trials testing effectiveness and safety in diverse populations, often used for regulatory approval.
   - **Phase 2:** Trials focusing on efficacy and side effects in a smaller participant group.
   - **Phase 1:** Initial trials to evaluate safety, dosage, and side effects in a small group of participants.
   - **Early Phase 1:** Exploratory studies conducted before Phase 1 to gather preliminary data on safety or efficacy.

13. **Create Record**: Fill in the **Add Collaborators** field and add any documents if applicable. Then click Create Record to save your entry. Upon saving, you can view or edit your record as needed in the **Manage Your Records** section.

14. **Continue** to the next subsection.

CONFERENCE PROCEEDINGS SUBSECTION

1. **Choose Conference Proceedings subsection**: Use the expanded view of the **Scholarship** section.

2. **Fill in required information**: Create a record in the Conference Proceedings subsection by completing fields provided.

3. **Additional Information:** After you input the required details (such as publication date, title, conference name, conference location, volume, and other fields), proceed to the dropdown menus.

   NOTE: The Conference Proceedings and Book Chapters subsections have similar fields with a few exceptions (such as Community-Engaged Activity as an example). For guidance on the dropdown menus in this subsection, refer to the Book Chapters part of this guide.

4. **Community-Engaged Activity Dropdown Menu:** Select the option that best indicates whether the conference proceeding involved community engagement.

NOTE: Select **Yes** if the conference proceeding involved collaboration with or service to a community outside the university. Community engagement describes collaboration between institutions of higher education and their larger communities (local, regional/state, national, global). Select **No** if the award or honor is not related to a community-engaged activity.

15. **Create Record**: Fill in the **Add Collaborators** field and add any documents if applicable. Then click Create Record to save your entry. Upon saving, you can view or edit your record as needed in the **Manage Your Records** section.

16. **Continue** to the next subsection.

EDUCATIONAL MATERIALS SUBSECTION

1. **Choose Educational Materials subsection**: Use the expanded view of the **Scholarship** section.

2. **Fill in required information**: Create a record in the Educational Materials subsection by completing fields provided.

3. **Additional Information:** For guidance on the **Work Status** and **Scope/Impact** dropdown menus in this subsection, refer to the Book Chapters part of this guide.

4. **Create Record**: Fill in the **Add Collaborators** field and add any documents if applicable. Then click Create Record to save your entry. Upon saving, you can view or edit your record as needed in the **Manage Your Records** section.

5. **Continue** to the next subsection.

GRANTS FUNDED AND GRANTS PROPOSAL SUBSECTIONS

1. **Imported Data:** The records in the **Grants Funded** and **Grants Proposal** subsections are **imported** into the system from an external data source. Faculty members **can only**:

   - Search, filter, and view records.
   - Change visibility.
   - Report issues.
   - Exclude records from reporting.

   (See **Navigation Guide** for more information on **Imported Data**)

2. **Continue** to the next subsection.

JOURNAL ARTICLES SUBSECTION

1. **Choose Journal Articles subsection**: Use the expanded view of the **Scholarship** section.

2. **Fill in required information**: Create a record in the Journal Articles subsection by completing fields provided.

Activity Manager

Awards & Honors	⌄
Career	⌄
Clinical Activities	⌄
Creative Works	⌄
Scholarship	⌃

Book Chapters

Books

Clinical Trials

Conference Proceedings

Educational Materials

Grants - Funded

Grants - Proposal

Journal Articles

← Home / Activity Manager / Journal Articles

Add information below to create record

Create Record

Publication Date   Required

mm/dd/yyyy   📅

☐ **No release date**

Article Title   Required

Journal Title

Volume   **Issue**

Manage your Records

🔍 Search for an activity...

☑ ⌄   **Title**   **Journal Title**

3. **Additional Information:** The Journal Articles and Book Chapters subsections have similar fields with a few exceptions (such as Pub Med ID, DOI and Type of Article as an example). For guidance on the dropdown menus in this subsection, refer to the Book Chapters part of this guide. Additionally, visit the Conference Proceedings section of this guide for help with the Community-Engaged Activity field.

4. **Create Record**: Fill in the **Add Collaborators** field and add any documents if applicable. Then click Create Record to save your entry. Upon saving, you can view or edit your record as needed in the **Manage Your Records** section.

5. **Continue** to the next subsection.

OTHER PUBLICATIONS SUBSECTION

1. **Choose Other Publications subsection**: Use the expanded view of the **Scholarship** section.
2. **Fill in required information**: Create a record in the Other Publications subsection by completing fields provided.
3.

4. **Additional Information:** The Other Publications and Book Chapters subsections have similar fields with a few exceptions (such as Contribution Type for an example). For guidance on the dropdown menus in this subsection, refer to the Book Chapters part of this guide. Additionally, visit the Conference Proceedings section of this guide for help with the Community-Engaged Activity field.

5. **Contribution Type Dropdown Menu:** The Contribution Type dropdown menu is unique to this subsection. While many terms are familiar to faculty, select terms may require clarification and are defined on the next page.
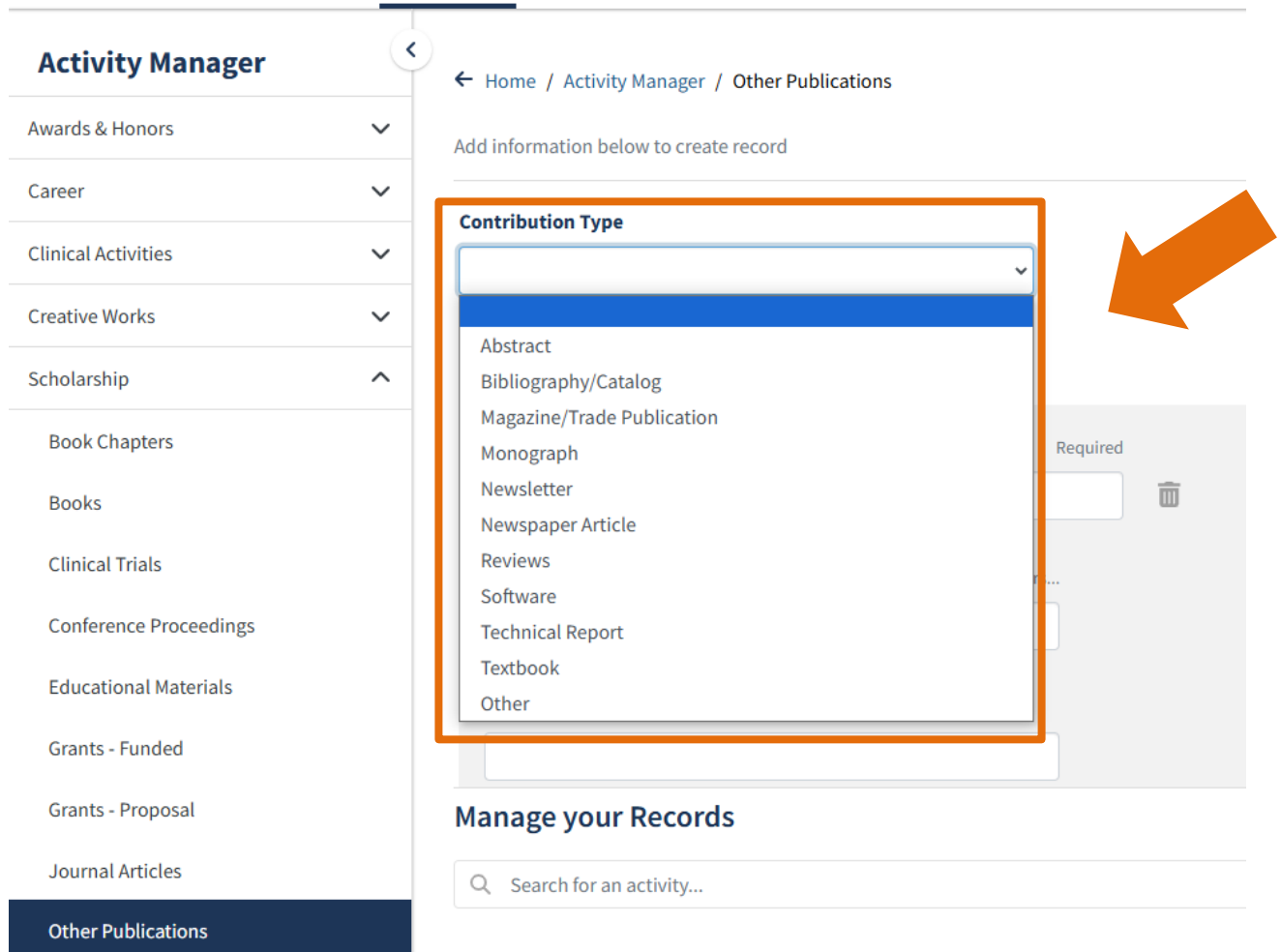
6. **Select Contribution Type Key Terms:** Refer to the following terms to see which ones best fit your entries.

- **Monograph:** A detailed written study on a single specialized subject or aspect of a subject, often intended for a scholarly audience.
- **Bibliography/Catalog:** A list or collection of works, such as books, articles, or other materials, often organized for reference or exhibition purposes.
- **Software:** A digital tool or program developed to perform specific tasks or functions, potentially linked to scholarly or research outputs.
- **Technical Report:** A formal document that provides detailed information, data, and results from technical or scientific research, often prepared for a specific audience or organization.

7. **Create Record**: Fill in the **Add Collaborators** field and add any documents if applicable. Then click Create Record to save your entry. Upon saving, you can view or edit your record as needed in the **Manage Your Records** section.
   Use
8. **Continue** to the next subsection.

GRANTS FUNDED AND GRANTS PROPOSAL SUBSECTIONS

1. **Imported Data:** The records in the **Patents & Copyrights** subsection is **imported** into the system from an external data source. Faculty members **can only**:

    - Search, filter, and view records.
    - Change visibility.
    - Report issues.
    - Exclude records from reporting.

    (See **Navigation Guide** for more information on **Imported Data**)

2. **Continue** to the next subsection.

PRESENTATIONS, REVIEWS, AND SOFTWARE & DIGITAL MEDIA SUBSECTIONS

1. **NOTE:** The final subsections of the Scholarship section share similar fields. For clarity and efficiency, these fields have been consolidated in this part of the guide.

2. **Choose either the Presentations, Reviews, or Software & Digital Media subsection**: Use the expanded view of the **Scholarship** section.

3. **Fill in required information**: Create a record in the subsection by completing fields provided.

elds with a few exceptions in each subsection. For guidance on the dropdown menus in this subsection, refer to the Book Chapters part of this guide. Additionally, visit the Conference Proceedings section of this guide for help with the Community-Engaged Activity field.

5. **Create Record**: Fill in the **Add Collaborators** field and add any documents if applicable. Then click Create Record to save your entry. Upon saving, you can view or edit your record as needed in the **Manage Your Records** section.

6. **Continue** to the subsequent subsections until all are complete. Proceed to the next section.

FOR ADDITIONAL ASSISTANCE

Policies & General Questions

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Technical Issues

Academic Analytics

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