MacFACTS is a seamless interface to STAR which allows users to update their CV data. This set of guidelines is designed to show you step by step how you can enter your information into the MacFACTS database for Merit Scoring. Please note: Because of some details needed for Merit, certain information should be still be entered into STAR and will be noted here. MacFACTS is an interface to the STAR database and the data is the same. If you would like general information about the MacFACTS interface and how to enter your general CV information, please refer to the Illustrated Navigation Guide in the Resources area of the MacFACTS web page.

The MacFACTS webpage contains a link for STAR and you will use the same login. Please use Internet Explorer. If you are using Chrome or Firefox you may be required to use an IE compatibility tab in order to see all drop down fields in STAR in your browser. If you have any questions, please let me know.

Dates are very important, and must be added as completely as you can, including the month and year at the very least. This is crucial to capturing data for this academic year, which runs from July 1st 2016 to June 30th 2017.

In order to ensure data is collected for Merit Scoring, the following rules must be followed.

**Please note: All merit queries are case insensitive. Capitalization of entries is not important for determining the merit points, but is important if you are also formatting a CV.

The following instructions will assist you with entering research information. Teaching will be added by the programs with the exception of teaching outside the Faculty of Health Sciences.
The Headings are listed on the left side of the MacFACTS interface and clicking on one will take you to the area in the MacFACTS form.

Administrative Committees

For faculty who have participated in Royal College Committee activities the activity must be recorded under Administrative Committees.

In MacFACTS you would go to the heading entitled: Administrative Responsibilities.

Click on the “Add New” Button and fill out the popup form appropriately.
From the drop down list in the Roles field please pick one:

- Chair
- Member

Committee Name/Role Details must be populated. It must have one of the following entered (These are not in a drop down pick list)

Type one of the following in the field:

- RC Examination Board
- Royal College Exam Committee
- Royal College Specialty Committee
- Royal College Subspecialty Committee

You can also enter the name of the committee afterwards, separated by a dash after you define what type of Committee from this list.

Start – End Dates must be filled in: Dates should be as complete as possible
Royal College Activities – Examiner and Question Writer

For faculty who have participated in Royal College examination activities (with the exception of Royal College Exam Committee *see Administrative Committees above)

The following must be specified in STAR:

1. Go to the page titled **Other Professional (Research) Activities** under the heading of **Research and Scholarly Activities**

2. Open up a new data form by clicking on the **Add New** button
3. Activity Name/Role Details must be populated with either:
   - Royal College Examiner
   - Royal College Question Writer (also enter # of questions)

Start – End Dates must be filled in. Dates should be as complete as possible (at least year and month)
When you are finished entering data, click on Save. All other fields are optional for Merit purposes but may be needed for CV.

Publications

*Please note that journal authorship has changed to include the impact factor of the journal. This will be entered by Leigh Mahan. Please contact her if you do not see your journals entered. The following are general instructions for entering publications however in most cases this will be done for you.

In MacFACTS you would go to the heading entitled:

**Lifetime Publications**

Click on the Add New Button to bring up a fresh form.
Publication Type must be populated.

1. From the drop down pick list, choose one of:

   - Abstract (Research)
   - Book (Research) **please see note at the end of this list**
   - Book Chapter (Education)
   - Book Chapter/Review Article (Research)
   - Book/Monograph (Research)
   - Books and Monographs (Research)
   - Contribution to Book (Research)
   - Invited Editorial (Research)
   - Journal Abstract (Research)
- Journal Article (Research)
- Masters Thesis (Education)
- Non Peer Reviewed Book (Research)
- PhD Thesis (Education)
- Presentation (Education)
- Published Abstract (Education)
- Refereed Journal (Education)

**Please note: if you are entering a book, you must add an additional line of detail that is found in STAR. (Level of Contribution)**

Level of Contribution must be filled in for Books. If this is not filled, or does not match exactly the possibilities below, the Book will not be considered for merit points.

In STAR:

Go to the page titled **Publications** under the heading of **Research and Scholarly Activities**.

You can find your book in the grid below and open up the entry by choosing the edit button on the left side. The form will show a field titled Level of Contribution.

**Type in one of the following:**
- Major Scientific Value
- Compendium
- Other
- Non Scientific Merit
Peer Reviewed must be filled in for publications in a Journal.

For all publications a regardless of the type, a Role must be filled in.

From the drop down pick list, please choose one of:

- First Author
- Senior Author
- Named Co-Author
- Unnamed Co-Author
- Editor

Please add Authors, Title and Rest of Citation fields for reference

Rest of Citation field must be populated for journal articles. It should contain all of the citation except for the author(s) names and the title of the article.

Publication Date must be filled in. Dates should be as complete as possible. If the precise date is not known, fill in at least the year and month so that the Merit system can determine which academic year the activity is to be credited for.
Education (Degrees)

For Faculty who have completed either a Masters or PhD during the year

In MacFACTS you would go to the heading entitled:

Educational Background

Click on the Lock Icon next to the subheading of Degrees and Diplomas to bring up a form to submit a new grant.

“External data is marked with a lock icon. Faculty members and users can send an automatic email form to the appropriate person. This demographic data will then be updated on your behalf.”
If you are adding Advanced Research Training (GCP training) for your faculty member, you must go to the category of Other Specialized Training in MacFACTS.

Click on the Add New Button in this section to bring up a fresh form.

You will see the pop up choice come up and you can choose Other Specialized training from this drop down box.
Type GCP Training in the Title/Position field and fill out the dates as you see in the illustration above. Click on Add to save.

**Presentations:**

In MacFACTS you would go to the heading entitled:

**Presentations at Meetings**

Click on the Add New Button to bring up a fresh form.

For all presentation types EXCEPT Keynote Lectures, Invited Speakers and Grand Rounds, the following must be filled in. (Please see the next section for Keynote Lectures, Invited Speakers and Grand Rounds)

The **Geographical Scope** field must be populated.

From the drop down pick list, choose one of:
• Local
• Provincial
• National/International

**please note: the geographical scope of the conference pertains to the association or society, not the location**

Type must be populated (This refers to the type of presentation.)

Please choose one of the following:

• Invited
• Contributed, Peer Reviewed
• Contributed, Non Peer Reviewed
• Poster

Peer Reviewed must be checked if the presentation is peer reviewed. Non peer reviewed presentations do not count for merit. (Except for Keynote Lectures, Invited Speakers and Grand Rounds)

Please add Authors, Title and Rest of Citation for reference.

The date is extremely important and can be chosen from the small calendar icon at the bottom of the form.
Date must be filled in. Dates should be as complete as possible.
For Merit Points Presenter Role must be populated. **Please note this field is only available in STAR.** You can find your Presentations in this section of STAR.

You will see your presentations listed. Open them up and choose from the drop down list to indicate your authorship.

From the drop down pick list, choose one of:

- First Author
- Senior Author (*You are a Senior Author if the first author is a post doctorate, graduate student, postgraduate trainee, medical student or employee under your supervision)
- Named Co-Author
- Unnamed Co-Author
- Editor
- Guest Speaker
Keynote Lectures, Invited Speakers and Grand Rounds

Follow the steps for Presentations above, and fill out Geographical Scope from the drop down pick list by choosing either:

- Provincial
- National/International
- Local

1. Fill out Type (of presentation) from the drop down pick list by choosing either:
   - Keynote Lecture
   - Presentation at Meeting-Invited
   - Grand Rounds

Please see the chart in order to see the important key choices that must be made for these types of presentations. In addition to this, please make sure you put in the title and the dates, and the details in the rest of citation. (ie. Venue, city, etc.)

<table>
<thead>
<tr>
<th>Merit Item</th>
<th>choose... Type</th>
<th>choose... Presenter Role</th>
<th>choose... Geographical Scope</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keynote at National/international Mtg</td>
<td>Keynote</td>
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<td>National/International</td>
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</tr>
<tr>
<td>Invited Speaker at Nat/Internat Mtg:</td>
<td>Presentation at Meeting - Invited (Research)</td>
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<td>National/International</td>
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<tr>
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<td>Presentation at Meeting - Invited (Research)</td>
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<td>2,000</td>
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<tr>
<td>Invited Speaker at Outside Grand Rds:</td>
<td>Grand Rounds</td>
<td></td>
<td></td>
<td>1,000</td>
</tr>
<tr>
<td>Invited Speaker at Local Events:</td>
<td>Presentation at Meeting - Invited (Research)</td>
<td></td>
<td>Local</td>
<td>500</td>
</tr>
</tbody>
</table>
Peer Review Activity

In MacFACTS you would go to the heading entitled:

Scholarly and Professional Activities

Click on the Add New Button to bring up a fresh form.

The role must be filled in. From the drop down pick list, choose one of:

- Conference Abstract Reviewer
- External Reviewer for Postgrad Thesis
- Editorial Board
- External Grant Reviews
• Grant Review Panel Member
• Journal Referee
• Ethics Committee Activity

If this is an Editorial Board, the field called Activity Name/Role Details must be have one of the following typed in:

• Editor
• Co-Editor

If this is an External Grant Review the field called Activity Name/Role Details must be filled in with the name of the Grant.

If this is a Journal Review the field called Activity Name/Role Details must be filled in with the name of the journal.

For reference, please note details or number of manuscripts in the “Other Details” field.

If this is REB/AREB membership, choose the Ethics Committee Activity and type REB or AREB Membership in the Activity Name/Role Details field.

Start and End Dates must be filled in (both year and month, day is optional)  **Remember the academic year of 2014 July to 2015 June must be filled in for this year.

If this is an External Reviewer for Postgrad Thesis, then you must also add the details in the Activity Name/Role Details field.
If you are on a Grant Review Panel, you must also choose the scope - i.e. International, National, Provincial, Local, Foundation in STAR under the Activity Type field.

Go to the page titled **Peer Review Activities** under the heading of **Research and Scholarly Activities**.

You will be able to locate your entry in here and open up to choose the scope from the fields.

**Grants**

In MacFACTS you will see the heading on the left side titled: **Research Funding.** Here you can add new grants. Here is an illustration of a pop up to enter a grant. The fields you will need to add are:
Funding type: Please choose Grant, Contract, Subgrant, Subcontract

The other fields of:

Status, Role, Title, Funding Source, and Amount must be populated. Amount must be a numeric amount, ie: No decimals or dollar signs. Commas are optional.

As always, the dates must be fully filled in with year and month.
Please check peer reviewed if applicable.

To receive Merit points, you must add an additional key word or key words into STAR. If you have been entering grants all
year, and need to add the keywords in, you can log into STAR and do this.

Once you are here, you can find the grant in the grid, open up by clicking on the edit button to the left of the listed grants and then adding the appropriate Keyword from the list below into the field “Your Involvement”

The keywords you must enter in for grants are:
- Grant PI
- Grant Co-Pi
- Site LPI
- Co-Investigator

These are entered into a field called: Your involvement.
Please ensure you have entered the keyword correctly. Once you have done this, you can save the entry.

**Member or Chair of Organizing Committee of Research Conferences/Workshops/Symposia**

For faculty who have been a Chair or Member of an Organizing Committee of Research Conferences, Workshops or Symposia

The following must be specified in STAR:

1. Go to the page titled **Other Professional (Research) Activities** under the heading of **Research and Scholarly Activities**
2. Click on the Add New button to open up a new form

3. Here is an illustration of a form needed to be filled out. The following fields need to be completed
The Activity Type field should specify whether it was the organization of a Peer Reviewed Conference or Workshop, or a Non-Peer Reviewed Conference or Workshop. Please choose one from the drop down box.

Please enter details of the Conference etc. in the Activity Name/Role Details field.

The Role field is where you will specify whether you are a Chair or a Member.

The Start and End dates must fall between July 1\textsuperscript{st} 2014 and June 30\textsuperscript{th} 2015 to be considered for Merit points.

The country and province must be populated to be considered for Merit points. If the country is not Canada, then just populate the country field.

**TEACHING OUTSIDE OF THE FACULTY OF HEALTH SCIENCES ENTRIES:**

While most of the teaching will be entered through the Programs in the Faculty of Health Sciences, some teaching done outside of Health Sciences will need to be entered by the faculty member or designated data entry person on behalf of the faculty member.

**Undergraduate Research Courses – Data Entry Notes for Merit**

Once logged into MacFACTS, go to the heading “Courses Taught”

Click on the Add New button to bring up a pop up data entry form.

**Please note: the dates should be for this academic year of July 2014 – June 2015**
In the Program field: choose “McMaster teaching outside FHS”

In the Role Description field: choose “Other”

In the Member’s Comment field: Type the words: Undergraduate Research course, followed by the text from the course and the course code and description (*see table below for data entry text)

In the Mode field: choose whichever is relevant from the choices

The Start and End Dates should equal the time frame or academic year (in this case, July 2014 to June 2015 should be indicated)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Sci</td>
<td>3RP3 Research Practicum</td>
</tr>
<tr>
<td>Life Sci</td>
<td>3Z03 Life Sci Inquiry</td>
</tr>
<tr>
<td>Life Sci</td>
<td>4A03 - Independent Study</td>
</tr>
<tr>
<td>Life Sci</td>
<td>4B06 - Independent Project</td>
</tr>
<tr>
<td>Life Sci</td>
<td>4C09 - Independent Thesis</td>
</tr>
<tr>
<td>Life Sci</td>
<td>4D03 - Directed Research</td>
</tr>
<tr>
<td>Biology</td>
<td>4C09 – Senior Thesis</td>
</tr>
<tr>
<td>Biology</td>
<td>4F06 – Senior Project</td>
</tr>
<tr>
<td>Subject</td>
<td>Course Code</td>
</tr>
<tr>
<td>-------------------------------</td>
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</tr>
<tr>
<td>Kinesiology</td>
<td>4R03</td>
</tr>
<tr>
<td>Kinesiology</td>
<td>4RR6</td>
</tr>
<tr>
<td>Kinesiology</td>
<td>4RR9</td>
</tr>
<tr>
<td>Med Physics</td>
<td>4Y03</td>
</tr>
<tr>
<td>MedRadSci</td>
<td>3Z06</td>
</tr>
<tr>
<td>Psych/Neurosci/Behaviour</td>
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<tr>
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<tr>
<td>Science</td>
<td>4B06</td>
</tr>
<tr>
<td>Science</td>
<td>4C09</td>
</tr>
</tbody>
</table>

**MSc and PhD Data Entry Instructions for Supervisorship outside FHS**

Once logged into MacFACTs, go to the heading “Courses Taught”

Click on the Add New button to bring up a pop up data entry form.
In the Program field: choose “McMaster teaching outside FHS”

In the Role Description field: choose either:

- Examiner, Thesis, PhD, Candidate
- Supervisor, Thesis, PhD, Student per year
- Supervisor, Thesis, MSc, Student per year

In the Member’s Comment field: This is a free text field in which you can fill in the Faculty, Department, Student name etc.

In the Mode field: choose whichever is relevant from the choices

The Start and End Dates should equal the time frame or academic year (in this case, July 2016 to June 2017 should be indicated)