

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 2017 to June 30th 2018.

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.

The screenshot displays the MacFACTS web interface. At the top left is the McMaster University Health Sciences logo. The main header features the 'MacFACTS' logo with the tagline 'CVs made simple'. A navigation menu on the left lists various categories such as 'PERSONAL DATA', 'EDUCATIONAL BACKGROUND', and 'PROFESSIONAL ORGANIZATIONS'. The main content area shows a form for 'Academic S Testperson' with sections for 'NAME', 'ADDRESS', 'PERSONAL DATA', and 'EDUCATIONAL BACKGROUND'. The 'NAME' section contains fields for 'Given Name' (Academic S) and 'Last Name' (Testperson). The 'ADDRESS' section includes fields for 'Address' (4477 Haysi Lane), 'City' (Hamilton), 'Province' (Ontario), 'Country' (Canada), 'Postal Code' (L8T 4L2), and 'Email' (haysi@mcmaster.ca). The 'PERSONAL DATA' section has fields for 'Date of Birth' (1944-12-01) and 'Citizenship' (CANADIAN). The 'EDUCATIONAL BACKGROUND' section has checkboxes for 'Degrees and Diplomas' and 'Qualifications Licenses and Certifications'. A 'Preview' button is visible in the top right corner of the form area.

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.

Add New

The screenshot shows a web form titled "Add Administrative Responsibility". It contains several fields: "Committee Species" (a dropdown menu), "Role" (a dropdown menu), "Scope" (a dropdown menu), "Institution / Organization" (a text input field), "Committee Name / Role Details" (a text input field), and "Start - End Dates" (a date range selector). At the bottom of the form are "Add" and "Cancel" buttons. Three red arrows point to the "Role" dropdown, the "Committee Name / Role Details" text field, and the "Start - End Dates" date selector.

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**

The screenshot shows the STAR system interface. The top navigation bar includes 'Career Experience', 'Research and Scholarly Activities', 'Teaching Activities', 'Service and Administration', 'Reports', and 'Help'. The 'Research and Scholarly Activities' menu is open, showing options like 'Research Endeavours', 'Patents and Copyrights', 'Grants', 'Publications', 'Presentations', 'Peer Review Activities', 'Other Professional (Research) Activities', 'Career Awards, Endowed Chairs and Other Funding', and 'Most Significant Contributions'. A yellow callout box with an arrow pointing to 'Other Professional (Research) Activities' contains the text: 'Under the Heading Research and Scholarly Activities, choose Other Professional (Research) Activities from the Drop Down Box'. Below the menu, a table lists activities:

Activity Name / Role Details	Activity Type	Role	End Date
Royal College Exam Question Writer A127			2011/06/30
Royal College Examiner A123			2010/07/0 2011/06/30

2. Open up a new data form by clicking on the **Add New** button

The screenshot shows the STAR system interface for a user with the role 'Domain Administrator (Surgery)'. The top navigation bar includes 'General', 'Setup', 'Personal Data', 'Education and Career Experience', 'Research and Scholarly Activities', and 'Teaching'. The 'Research and Scholarly Activities' tab is selected. The 'Add New' button is circled in red. A yellow callout box with an arrow pointing to this button contains the text: 'The Add New button opens up a new form'. Below the button, there are several input fields and a 'pres.' dropdown menu.

3. Activity Name/Role Details must be populated with either:
- Royal College Examiner
 - Royal College Question Writer (also enter # of questions)

Other Professional (Research) Activities
Halliday, Barb

Your Current User Role: Domain Administrator (Surgery)

Department: --- All Departments ---
 Member Name: Academic, Ally
 Contribution Area: --- Select Contribution Area ---
 Institution / Organization: ---
 Activity Type: --- Select Activity Type ---

Activity Name / Role Details

Activity Name/Role Details must be filled in.
 Enter either Royal College Examiner or Royal College Question Writer in the field

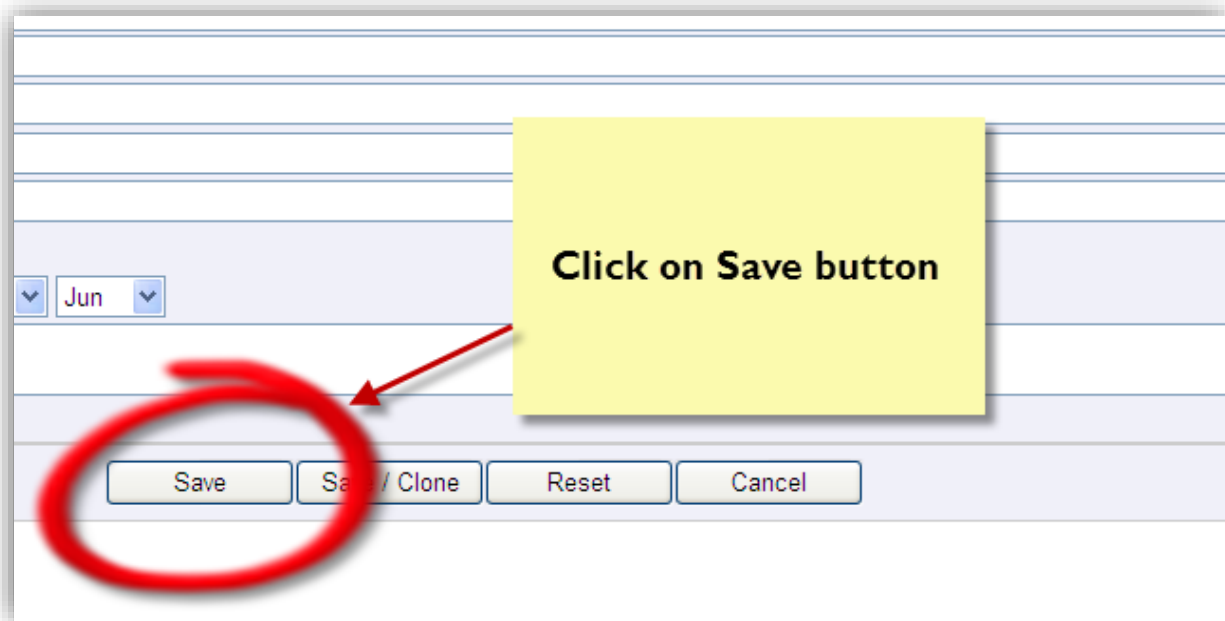
Role: --- Select Role ---
 Start - End Dates: 2010 Jul 1 - 2011 Jun 30

Title: ---
 Super: ---
 Collaborators: ---

Start – End Dates must be filled in. Dates should be as complete as possible (at least year and month)

2010 Jul 1 - 2011 Jun 30

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.

Add New

Add Publication

Publication Type: Book (Research) ▼

Peer Reviewed:

Role: First Author ▼

Publication Status: Accepted / In Press ▼

Author(s):

Title:

Rest of Citation:

Date: -- ▼ March ▼ -- ▼

Add **Cancel**

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

Author(s):	<input type="text"/>
Title:	<input type="text"/>
Rest of Citation:	<input type="text"/>

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.

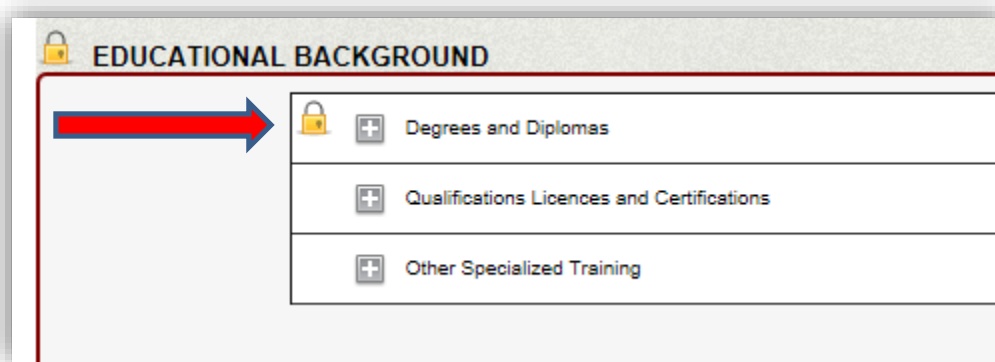
Education (Degrees)

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.”

Change Co-ordinate - **Degrees and Diplomas**
Faculty Member - *Academic S Testperson*
Requested by - *Todd Murray*

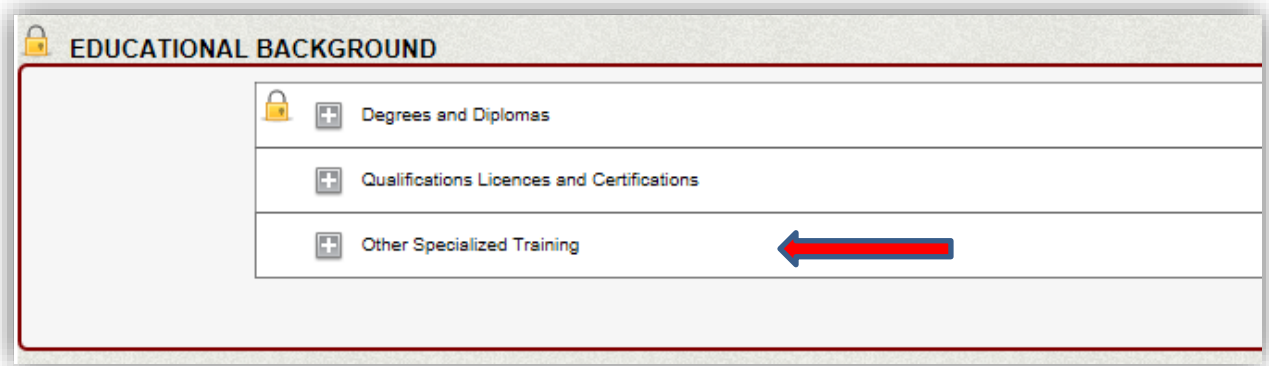
Add/Edit Degrees and Diplomas values below:

Year	Degree/Diploma
1999	MD, University of Toronto
1998	DVM, University of Guelph
1995	MSc, McMaster University
1993	BSc, McMaster University

Add New

Submit Close

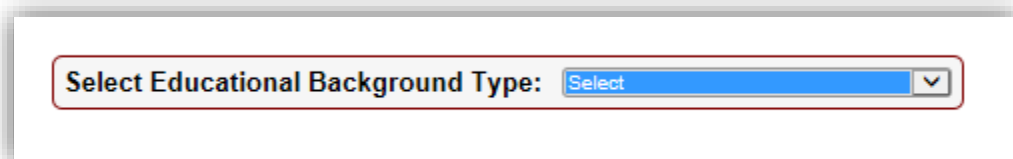
If you are adding Advanced Research Training (GCP training) for your faculty member, you must go to the category of **Other Specialized Training in MacFACTS**.



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

Add New

You will see the pop up choice come up and you can choose Other Specialized training from this drop down box.



Edit Other Specialized Training

Institution / Organization:

Department / Program:

Subject / Discipline:

Supervisor:

Start - End Dates: 2014 September -- - 2014 November --

Title / Position: GCP Training

City:

Province:

Country:

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.

Add New

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:

April 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Add Presentation

Geographical Scope:

Type:

Peer Reviewed:

Authorship:

Title:

Rest of Citation:

Country:

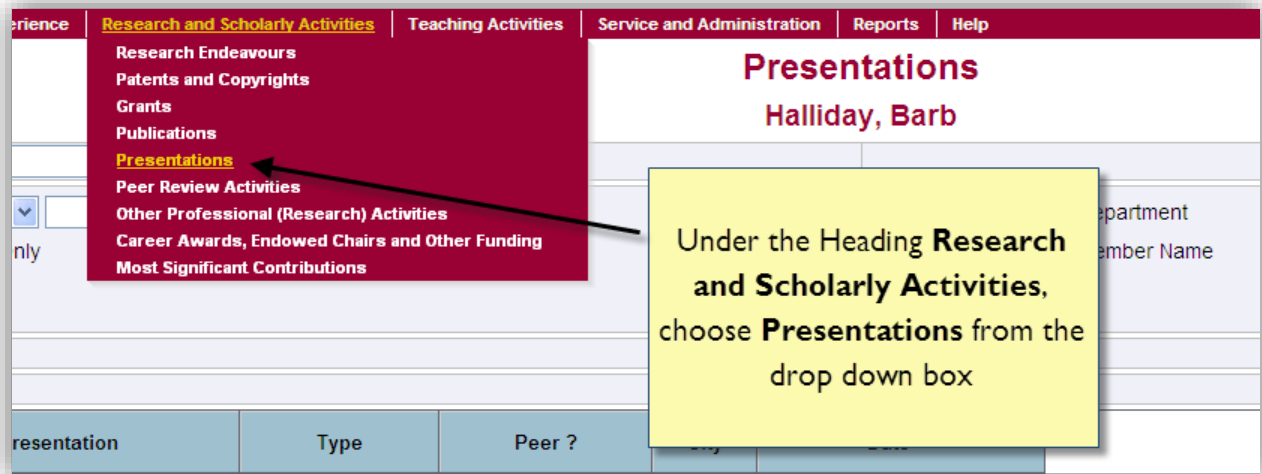
Province:

City:

Date:

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.)

Merit Item	choose... Type	choose... Presenter Role	choose.. Geographical Scope	Points
Keynote at National/International Mtg	Keynote		National / International	5,000
Invited Speaker at Nat/Internat Mtg:	Presentation at Meeting - Invited (Research)		National / International	3,000
Invited Speaker at Provincial Mtg:	Presentation at Meeting - Invited (Research)		Provincial	2,000
Invited Speaker at Outside Grand Rds:	Grand Rounds			1,000
Invited Speaker at Local Events:	Presentation at Meeting - Invited (Research)		Local	500

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.

Add New

Add Activity

Role:

Activity Type:

Activity Name / Role Details:

Other Details:

Institution / Organization:

Hours:

Start - End Dates: -

Add **Cancel**

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 2017 July to 2018 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 ie. 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**.

Under the Heading **Research and Scholarly Activities**, choose **Peer Review Activities** from the Drop Down Box

i	ID	Salutation	Family Name	Common Designate	Given Name	Gender	Birth Date ▲	Professional Title	P	R	CPSO #
Exit	16205	Dr.	Academic		Ally						

Send your external database administrator an email

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.

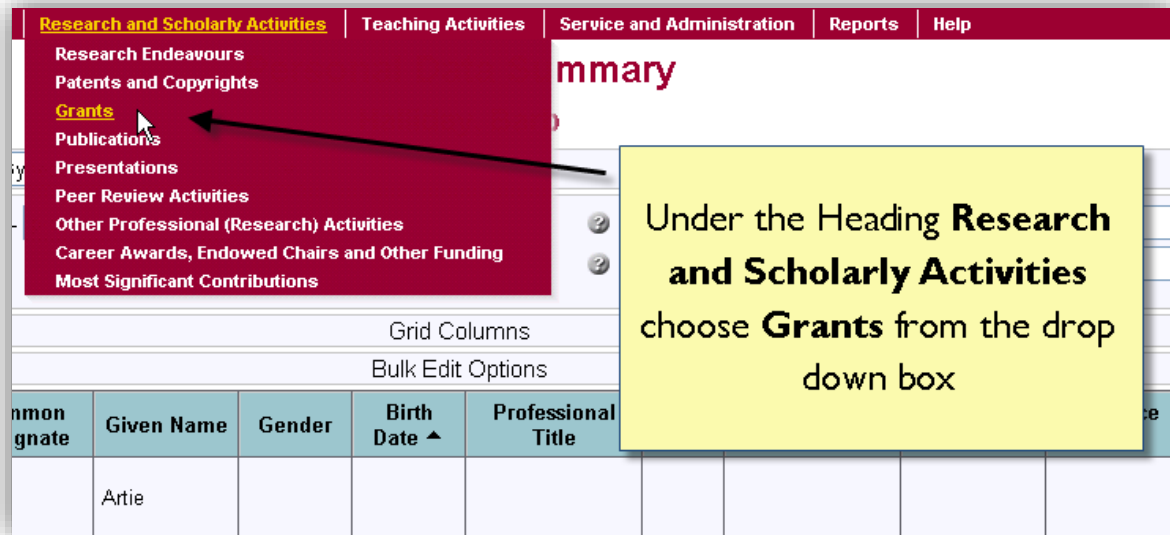
Please check peer reviewed if applicable.

Edit Grant

Funding Type:	Grant		
Purpose:	Research - Research - New Project		
Status:	Funded		
Role:	Principal Investigator		
Peer Reviewed:	<input checked="" type="checkbox"/>		
Show on CV:	<input checked="" type="checkbox"/>		
Title:	Medical Care Project		
Funding Source:	CIHR		
Amount:	10000.00		
Principal Investigator:	Academic, B.		
Collaborators:	Smith, R.		
From:	November 2014	To:	May 2015

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.**

The image shows a screenshot of a web form. On the left side, there are two labels: 'Your Involvement' and 'Hours per Week'. A red arrow with a blue outline points from the right towards the 'Your Involvement' label. To the right of these labels is a large empty rectangular box, and below it is a smaller input field.

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

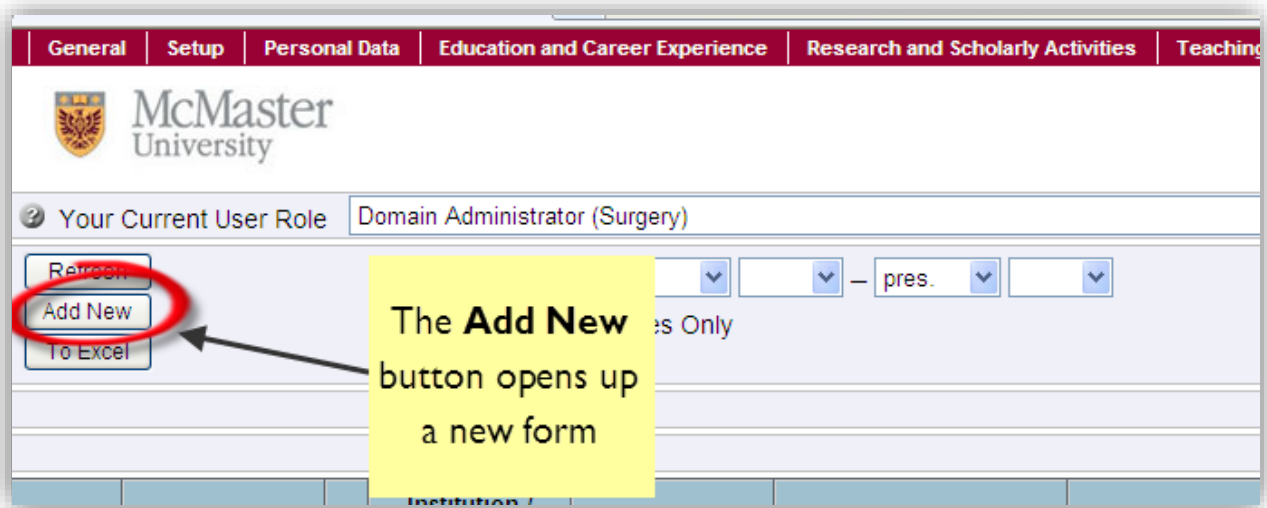
The following must be specified in STAR:

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

The image is a screenshot of the STAR system interface. At the top, there is a navigation bar with tabs: 'Career Experience', 'Research and Scholarly Activities', 'Teaching Activities', 'Service and Administration', 'Reports', and 'Help'. The 'Research and Scholarly Activities' tab is selected. Below the navigation bar, there is a dropdown menu that is open, showing a list of activity types. The 'Other Professional (Research) Activities' option is highlighted. A yellow callout box with a black border and an arrow pointing to the highlighted option contains the text: 'Under the Heading Research and Scholarly Activities, choose Other Professional (Research) Activities from the Drop Down Box'. Below the dropdown menu, there is a table with columns: 'Activity Name / Role Details', 'Activity Type', 'Role', and 'End Date'. The table contains two rows of data.

Activity Name / Role Details	Activity Type	Role	End Date
Royal College Exam Question Writer A127			2011/06/30
Royal College Examiner A123			2010/07/0 2011/06/30

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 screenshot shows a form with the following fields and red arrows pointing to them:

- Contribution Area: --- Select Contribution Area ---
- Institution / Organization: [Empty text field]
- Activity Type: --- Select Activity Type ---
- Activity Name / Role Details: [Empty text area]
- Role: --- Select Role ---
- Start - End Dates: 2014 Jul 1 - 2015 Jun 30
- Title: [Empty text field]
- Supervisor: [Empty text field]
- Collaborators: [Empty text field]
- Country: --- Select Country ---
- Province/State: --- Select Province/State ---

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 1st 2014 and June 30th 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 2017 – June 2018**

Add Courses Taught

Program:

Role Description:

Member's Comment:

Mode:

Start - End Dates: --

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 2017 to June 2018 should be indicated)

Course	Course Code and Description
Life Sci	3RP3 Research Practicum
Life Sci	3Z03 Life Sci Inquiry
Life Sci	4A03 - Independant Study
Life Sci	4B06 - Independant Project
Life Sci	4C09 - Independant Thesis
Life Sci	4D03 - Directed Research
Biology	4C09 – Senior Thesis
Biology	4F06 – Senior Project

Kinesiology	4R03 – Independent Research
Kinesiology	4RR6 – Thesis
Kinesiology	4RR9 – Thesis -Kin
Med Physics	4Y06 - Senior Thesis
MedRadSci	3Z06 – Research Project
Psych/Neurosci/Behaviour	4D06 Senior Thesis
Psych/Neurosci/Behaviour	4D09 Senior Thesis
Psych/Neurosci/Behaviour	4DD6 Advanced Indiv Lab Study
Science	3EP3 – Applied Science Placement (60 years)
Science	3EX6 - Applied Science Placement (120 years)
Science	3RR3 – Research Practicum
Science	4A03 – Independent Study
Science	4B06 – Independent Study
Science	4C09 – Independent Study

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.

Add Courses Taught

Program: McMaster teaching outside FHS

Role Description: -- Select Role --

Member's Comment:

Mode: -- Select Mode --

Start - End Dates: 2012 July -- 2013 June --

Add **Cancel**

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 2017 to June 2018 should be indicated)