This template is for developing a guide for staff and faculty to identify: 1) the correct screen for entering a particular activity, 2) data fields on each screen that must have data entered into them. The “Required Data Fields” listed below are necessary so that all data/activities required for the reports listed in the “Reporting Purpose” column will appear when the report is generated. As your College builds custom reports, make sure that fields required for data selection or report display are added to this guide.

<table>
<thead>
<tr>
<th>DM Screen</th>
<th>Reporting Purpose</th>
<th>Required Data Fields</th>
<th>External Data Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal and Contact Information</strong></td>
<td>Institutional Reporting, Performance Review</td>
<td><strong>Some fields are user modifiable.</strong> Required fields for college:</td>
<td>External Sources: IRIS-HR, Faculty Database</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any data that appears on individual’s CV</td>
<td>Frequency: Monthly</td>
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<td></td>
<td></td>
<td>*First Name</td>
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<td>+ Preferred First Name</td>
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<td>+*Last Name</td>
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<td>*Middle Name (Middle Initial)</td>
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<td>*Alternative Name, if applicable</td>
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<tr>
<td></td>
<td></td>
<td>*Email Address</td>
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<tr>
<td></td>
<td></td>
<td>*UK Office Phone</td>
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<td></td>
<td></td>
<td>+UK Required</td>
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<td>+MEDICINE Performance Review Report</td>
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<tr>
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<td>Reporting Purpose</td>
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<td>External Data Sources</td>
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</tr>
</tbody>
</table>
| **Employment History**<br>Employment history such as listed on the CV, include current academic, government, military or professional positions and experience prior to employment as a faculty member at UK. | Institutional Reporting | Required fields for college:  
  *Experience Type  
  +*Organization  
  +*Department / Unit Name  
  +*Title/Rank/Position  
  *Description of Work  
  +*Start Date  
  +*End Date  
  *UK required: enter position immediately prior to employment as faculty at the University of Kentucky or employment that is related to teaching field for SACS justifications.  
  +MEDICINE Performance Review Report | None |
<p>| Post-Secondary&lt;br&gt;University of Kentucky, College of Medicine, Department of Surgery&lt;br&gt;Professor, Regular Title Series&lt;br&gt;July 1, 1988-to present | | | |</p>
<table>
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</table>
| **Administrative Assignments**  
*Administrative positions held in conjunction with the faculty appointment (such as chair, dean, director of undergraduate studies). This data correlates with the Administration Section of the Distribution of Effort Agreement (DOE).*  
**Director, Transplant Center  
University of Kentucky, College of Medicine, Department of Radiology, Chairman**  
**When entering an Adm. Assignment Position that is related to Clinical Services, please be sure to select Position/Role type of Medical Director to align with Direct Patient Care involvement and Clinical Services effort. Administrative positions held at other universities may also be entered in this screen.** | Performance Review | **Required fields for college:**  
+Institution  
+Position/Role (Select Director/Medical Director as appropriate for a clinical position)  
+Title (include role and unit name)  
+Start Date  
+End Date  
*UK Required: none*  
+MEDICINE Performance Review Report | None |
<table>
<thead>
<tr>
<th>DM Screen</th>
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<th>Required Data Fields</th>
<th>External Data Sources</th>
</tr>
</thead>
</table>
| **Awards and Honors** | Institutional Reporting, Performance Review | Required fields for college:  
+*Award or Honor  
+*Organization/Sponsor  
+Explanation of Other  
*Purpose  
*Award Type  
*Engagement  
*Scope  
+*Start Date (blank if one day)  
+*End Date (specify if one day)  
*UK required: All awards and honors.  
+MEDICINE Performance Review Report | None |
| Recognition awards and honors achieved by the faculty member, including prestigious fellowships, prizes, and awards. (Excludes grant and contract awards.) | Wethington Research Award  
Silver Pointer – Teaching Award  
Golden Apple Award – Teaching Award  
Alpha Omega Alpha Honorary Society  
Guide to America’s Top Physicians | Engagement Definition: The award recognizes work with one or more non-academic partners for the direct benefit of the non-academic community. | |
| **Consulting** | Institutional Reporting, Performance Review | Required fields for college:  
+Client/Organization  
+*Consulting Type  
*Country (if international)  
*Engagement (always Yes)  
*Scope  
+Brief Description  
+*Start Date (blank if one day)  
+*End Date (specify if one day)  
*UK required: All consulting activities.  
+MEDICINE Performance Review Report | None |
| Professional activity rendered for an entity or organization outside the University of Kentucky and is not part of the regular duties or compensation of the faculty employee. Payment, if received, goes directly to the faculty employee. | University of Minnesota Med. School, LCME Mock Site Visit & Consulting  
General Electric Healthcare  
Veteran’s Adm. Hospital  
Bluegrass Community & Technical College  
Bayer Industries  
Schering-Plough, Inc. | | |
<table>
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<tr>
<th>DM Screen</th>
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<th>Required Data Fields</th>
<th>External Data Sources</th>
</tr>
</thead>
</table>
| **Education**                                 | None required for Institutional Reporting, Performance Review | Required fields for college:  
*UK Required: none  
+MEDICINE Performance Review Report: none | None |
| **Faculty Development Activities Attended**   | Institutional Reporting, Performance Review | Required fields for college:  
+*Activity Type  
+*Title  
+*Sponsoring Organization  
+City  
+State  
*Country (if international)  
+Number of Credit Hours/CEUs  
+Description  
*Scope  
*Start Date (blank if one day)  
*End Date (specify if one day)  
*UK Required: International activities  
+MEDICINE Performance Review Report | None |
<table>
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<tr>
<th>DM Screen</th>
<th>Reporting Purpose</th>
<th>Required Data Fields</th>
<th>External Data Sources</th>
</tr>
</thead>
</table>
| **Licenses and certifications** | Institutional Reporting, Performance Review | Required fields for college:  
+* Title of Licensure/Certification  
+*Country (if international)  
+*Scope  
+*Expiration Date  
*UK Required: International activities  
+MEDICINE Performance Review Report: none | None |
| **Media Contributions** | Institutional Reporting, Performance Review | Required fields for college:  
+*Media Type  
+*Media Name  
*Location of Media Outlet Country (if international)  
*Scope  
+*Date  
*UK Required: International activities | None |
<table>
<thead>
<tr>
<th>DM Screen</th>
<th>Reporting Purpose</th>
<th>Required Data Fields</th>
<th>External Data Sources</th>
</tr>
</thead>
</table>
| **Professional Memberships** | Institutional Reporting, Performance Review | Required fields for college:  
  + Name of Organization  
  + Scope  
  * Country (if international)  
  + Start Date  
  * End Date (blank if continuous, indefinite end date)  
  * UK Required: International activities  
  + MEDICINE Performance Review Report | None                                                             |
<table>
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<th>External Data Sources</th>
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<tbody>
<tr>
<td>Academic Advising</td>
<td>Performance Review</td>
<td>Required fields for college:</td>
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<td>+Academic Year</td>
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<td>+Term</td>
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<td>+Undergraduate Students- # Advised</td>
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<td>+Undergraduate Students- # of Hours</td>
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<td>+Graduate Students- # Advised</td>
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<td>+Graduate Students- # of Hours</td>
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<td>+Professional Students- # Advised</td>
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<td>+Professional Students- # of Hours</td>
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<td>+Interns &amp; Residents - # Advised</td>
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<td>+Interns &amp; Residents - # of Hours</td>
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<td></td>
<td>+Description of Advising Activities</td>
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<td>*UK Required: none</td>
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<td>+MEDICINE Performance Review Report</td>
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</tr>
</tbody>
</table>

*Do not enter Thesis or Dissertation committee work in this screen.*

Number of students (undergraduate, graduate, professional and residents) advised by term.

Activities on student organizations, participation in advising fairs, etc is entered on this screen in the field “Description of Advising Activities.”
<table>
<thead>
<tr>
<th>DM Screen</th>
<th>Reporting Purpose</th>
<th>Required Data Fields</th>
<th>External Data Sources</th>
</tr>
</thead>
</table>
| Directed Student Learning | Institutional Reporting, Performance Review | Required fields for college:  
  +**Involvement Type  
  +**Student First Name  
  +**Student Last Name  
  *Student’s Home Department  
  + Number of Credit Hours  
  +**Title of Student’s Work  
  *Country (if international scope or focus)  
  + Stage of Completion (Degree Awarded, Completed, In-Process)  
  +**Date Started  
  +**Date Completed (if applicable)  
  *UK Required: if student’s work is international in scope or focus  
  +MEDICINE Performance Review Report | None |
<p>| Postdoctoral Scholar |                                        |                                                                                       |                       |
| Postdoctoral Fellow  |                                        |                                                                                       |                       |
| Independent Study – Laboratory for undergraduate project |                                        |                                                                                       |                       |
| High School Student Project in Laboratory |                                        |                                                                                       |                       |</p>
<table>
<thead>
<tr>
<th>DM Screen</th>
<th>Reporting Purpose</th>
<th>Required Data Fields</th>
<th>External Data Sources</th>
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</thead>
</table>
| Theses and Dissertations | Institutional Reporting, Performance Review | Required fields for college:  
  *Involvement Type  
  +Explanation of Other  
  +*Student First Name  
  +*Student Last Name  
  +Student’s Program of Study  
  *Student’s Home Department  
  *Title of Student’s Work  
  +Stage of Completion (Degree Awarded, Completed, In-Process)  
  +*Date Started  
  +*Date Completed (if applicable)  
  *Country  (if international scope or focus)  
  *UK Required: if student's work is international in scope or focus | +MEDICINE Performance Review Report |
| Students mentored by faculty for theses and dissertations or capstone projects. One entry is made for each student. (E.g. thesis committee chair, master’s thesis committee member...)  
  Graduate Student Mentor in laboratory Committee Chair for Graduate Student Thesis Committee  
  Committee Member/Outside Member of Graduate Student Thesis Committee and/or defense | | |
<p>| Usage: Entry of individual graduate student information. | | |</p>
<table>
<thead>
<tr>
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<th>External Data Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Credit and Non-Credit Instructional Activities</strong></td>
<td>Institutional Reporting, Performance Review</td>
<td><strong>Required fields for college:</strong>&lt;br&gt;+*Instruction Type&lt;br&gt;+Explanation of Other&lt;br&gt;+<em>Sponsoring Organization&lt;br&gt;+Program Name&lt;br&gt;+Course Prefix and Course Number&lt;br&gt;+</em> Course Title&lt;br&gt;+*Description/Topic&lt;br&gt;+*Start Date  (blank if one day)&lt;br&gt;+*End Date  (specify if one day)&lt;br&gt;+Audience&lt;br&gt;+Academic or Professional?&lt;br&gt;+Compensated or Pro Bono?&lt;br&gt;+Participant Types/Count&lt;br&gt;+Number of Participants&lt;br&gt;+Instruction Sub-Activities&lt;br&gt;+Activity Type&lt;br&gt;+Formal Contact Hours&lt;br&gt;+Informal Contact Hours&lt;br&gt;+*Engagement&lt;br&gt;*UK Required: Engagement activities.&lt;br&gt;+MEDICINE Performance Review Report</td>
<td><strong>Engagement Definition:</strong> This non-credit instruction responds to an expressed need or wish of any group or entity outside of academia.</td>
</tr>
<tr>
<td>DM Screen</td>
<td>Reporting Purpose</td>
<td>Required Data Fields</td>
<td>External Data Sources</td>
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</tr>
<tr>
<td><strong>Scheduled Teaching</strong>&lt;br&gt;Courses taught at UK imported from Student Life-cycle Management (SLCM). Some fields must be updated by the faculty member or designee, to specify percent responsibility, contact hours and additional work related to the course.&lt;br&gt;Scheduled Teaching Data is transferred in from the Student Lifecycle System for Course Directors only in the College of Medicine.&lt;br&gt;Data to be manually entered is listed under the Required Data Fields column</td>
<td>Performance Review</td>
<td>Some fields are user modifiable.&lt;br&gt;Required fields for college to be entered manually for Medicine include:&lt;br&gt; + Official Enrollment number&lt;br&gt;Under the Activity Type/Contact Hours matrix:&lt;br&gt; + Formal Contact Hours&lt;br&gt; + Other Contact Hours&lt;br&gt; + Prep and Grading Hours&lt;br&gt;*UK Required: none</td>
<td>External Sources: IRIS-SLCM&lt;br&gt;Frequency: 3 times in Fall or Spring term Winter and Summer I and II loaded once at term end.</td>
</tr>
<tr>
<td>DM Screen</td>
<td>Reporting Purpose</td>
<td>Required Data Fields</td>
<td>External Data Sources</td>
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</tr>
</tbody>
</table>
| **Artistic and Professional Performances and Exhibits** | Institutional Reporting, Performance Review | Required fields for college:  
* Type of Work  
* Work/Exhibit Title  
* Student contributors (UK required)  
* Scope  
* Start Date (blank if one day)  
* End Date (specify if one day)  
* Engagement  
* Country of Focus of Contribution (if international)  
* UK required: International activities; engagement activities; undergraduate student involvement.  
+ MEDICINE Performance Review Report: none  
**Engagement Definition:** “Performance or exhibit was in response to an expressed community need or request.” | None |
<table>
<thead>
<tr>
<th>DM Screen</th>
<th>Reporting Purpose</th>
<th>Required Data Fields</th>
<th>External Data Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research OSPA</td>
<td>Institutional Reporting, Performance Review</td>
<td>Some fields are user modifiable</td>
<td>External Source: OSPA</td>
</tr>
<tr>
<td>Funded external research, administered by UK Office of Sponsored Projects Accounting.</td>
<td></td>
<td>Required entry for college:</td>
<td>Frequency: ~15th of Feb Apr Jun Aug Oct Dec</td>
</tr>
<tr>
<td>***NOTE: Before OSPA data is loaded into DM – Grant data is entered/submitted to OSPA by your department via Internal Approval Form. This grant data is stored/maintained in the OSPA database by OSPA. Finally, it is loaded monthly into DM from the OSPA database and mirrors the data submitted by your department. Note that this is a “Shared Data” screen and that an item may already exist in the faculty member’s data, if added first by another contributor at UK.</td>
<td></td>
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</tr>
<tr>
<td><strong>COLLEGE OF MEDICINE REQUIRES ENTRY OF PERCENT OF EFFORT ON FUNDED PROJECTS. THIS IS ENTERED IN THE DATA FIELD CALLED “PERCENT OF FUNDING” IN EACH INDIVIDUAL FUNDED PROJECT IN DIGITAL MEASURES.</strong></td>
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<tr>
<td>Engagement Definition: if grant, contract, or sponsored research was for work conducted in collaboration with at least one external non-academic partner to meet a need, improve a situation, and/or create an opportunity for those external to the university and not in academia.</td>
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<tr>
<td>DM Screen</td>
<td>Reporting Purpose</td>
<td>Required Data Fields</td>
<td>External Data Sources</td>
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</tr>
</tbody>
</table>
| Research Non-OSPA | Institutional Reporting, Performance Review | Required entry for college:  
+Account Number  
+*Research Title  
*Student investigators  
+Role  
+Percent of Funding  
+Funding Amount (if any)  
+*Start Date of Funding  
+*End Date of Funding  
*Scope of Research  
*Country of Focus (if international)  
*Engagement  
*UK required: research with international scope OR categorized as engagement  
MDICINE Performance Review Report | None |

Grants from previous employment; VA grants; unfunded research; internally funded research; and funded research NOT administered by UK's Office of Sponsored Projects Administration (OSPA), such as land grants

Note that this is a “Shared Data” screen and that an item may already exist in the faculty member’s data, if added first by another contributor at UK

Examples of funding agencies includes:  
Kentucky Children’s Hospital/Children’s Miracle Network  
Veterans Administration Hospital  
College of Medicine Physician Scientist Program  
Medical Oncology/Markey Cancer Center

Awards with a Scope Account beginning with 3049... will need to be entered in this category, they currently are not transferred into the Research OSPA Category in Digital Measures.

Engagement Definition: This research work was conducted in collaboration with at least one external non-academic partner to meet a need, improve a situation, and/or create an opportunity for those external to the university and not in academia.
<table>
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<tr>
<th>DM Screen</th>
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<th>External Data Sources</th>
</tr>
</thead>
</table>
| **Intellectual Contributions** | Institutional Reporting, Performance Review | Required fields for college:  
+ Contribution Type  
+ Explanation of Other  
+ Current Status  
+ Title of Contribution  
+ Authors (select Persons at UK for record sharing)  
* Student contributors  
+ Editor  
+ Issue Number/Edition  
+ Page Numbers/Number of Pages  
+ Web Address  
+ City & State of Journal/Publisher  
+ Journal/Publisher/Proceedings Publisher  
* Publication Scope  
+ Was this peer-reviewed/refereed? (Entry will still populate without this information. Peer-reviewed/refereed publications appear with an asterisk on Performance review report)  
+ Date Published  
* Engagement  
* Country of Focus of Contribution (if international) |
| Journal Articles  
Abstracts  
Reviews  
Book Chapters  
Books | **Engagement Definition:** Intellectual contribution was made as part of an effort conducted in collaboration with an external non-academic partner to directly benefit those external to the university and not in academia. | None |
<table>
<thead>
<tr>
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<th>External Data Sources</th>
</tr>
</thead>
</table>
| **Intellectual Property** | Institutional Reporting, Performance Review | Required fields for college:  
+ Patent or Copyright  
+* Patent Title  
+ Patent/Copyright Number/ID  
* Patent Nationality  
+ Inventor Names  
+* Date of Patent Application  
+* Date Patent Approved  
* Engagement  
* UK required: patents with international scope OR categorized as engagement.  
+ MEDICINE Performance Review Report  
**Engagement definition:** The intellectual property created did arise out of, describe, or otherwise reflect activity within your area of academic/professional expertise conducted in collaboration with one or more external non-academic partners for the direct benefit of those external to the university and not in academia and/or in the oversight of students’ Service-Learning and/or Community-based Learning Experiences? | None |
<table>
<thead>
<tr>
<th>DM Screen</th>
<th>Reporting Purpose</th>
<th>Required Data Fields</th>
<th>External Data Sources</th>
</tr>
</thead>
</table>
| **Presentations** | Institutional Reporting, Performance Review | Required fields for college:  
* Conference/Meeting Name  
+Sponsoring Organization  
* Country of Meeting Location (if international)  
+Presentation Title  
+Presenters/Authors (select Persons at UK for record sharing)  
* Student contributors  
+Date  
+Invited/Accepted  
+Peer-reviewed/refereed  
+Scope  
+Type of Presentation  
* Engagement | None |

* UK required: presentations with international scope OR categorized as engagement OR undergraduate student involvement.  
+MEDICINE Performance Review Report  

**Engagement definition:** The intellectual property created did arise out of, describe, or otherwise reflect activity within your area of academic/professional expertise conducted in collaboration with one or more external non-academic partners for the direct benefit of those external to the university and not in academia and/or in the oversight of students’ Service-Learning and/or Community-based Learning Experiences?
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<th>External Data Sources</th>
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</thead>
<tbody>
<tr>
<td><strong>Department Service</strong></td>
<td></td>
<td></td>
<td>None</td>
</tr>
<tr>
<td><strong>Service activities at the department level, examples include committee work, faculty mentor activities, and conference organizer.</strong></td>
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<tr>
<td><strong>NOTE: Administrative assignments at the department level, such as chair or division director should be entered in Administrative Assignment screen.</strong></td>
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<tr>
<td>Department Faculty Mentoring Committee</td>
<td></td>
<td><strong>Performance Review</strong></td>
<td></td>
</tr>
<tr>
<td>Faculty Promotion and Tenure Review Cmte/Dept.</td>
<td></td>
<td><strong>Required fields for college:</strong></td>
<td></td>
</tr>
<tr>
<td>Dept. Research Cmte.</td>
<td></td>
<td>+Committee Name/ Activity</td>
<td></td>
</tr>
<tr>
<td>Resident Selection Committee</td>
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<td>+Start Date (blank if one day)</td>
<td></td>
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<tr>
<td>Education Cmte.</td>
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<td>+End Date (specify if one day, blank if continuous)</td>
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<tr>
<td>Journal Club</td>
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<tr>
<td>Clinical Competencies Committee</td>
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<tr>
<td>DM Screen</td>
<td>Reporting Purpose</td>
<td>Required Data Fields</td>
<td>External Data Sources</td>
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<tr>
<td><strong>College Service</strong></td>
<td>Performance Review</td>
<td>Required fields for college:</td>
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<td>+Committee Name / Activity</td>
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<td>+End Date (specify if one day, blank if continuous)</td>
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<td>*UK required: none</td>
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<td>+MEDICINE Performance Review Report</td>
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</tbody>
</table>

*NOTE: Administrative assignments at the department level, such as chair or division director should be entered in Administrative Assignment screen.*

Faculty Council
Chairs and Center Directors Council
Committee on Joint Appointments
Curriculum Revision Committee
Dean’s Clinical Research Scholars Program
Student Progress and Promotion Committee
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>University Service</td>
<td>Performance Review</td>
<td>Required fields for college:</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Committee Name / Activity</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Start Date (blank if one day)</td>
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<td></td>
<td>*End Date (specify if one day, blank if continuous)</td>
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<tr>
<td></td>
<td></td>
<td>*UK required: none</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>+MEDICINE Performance Review Report</td>
<td></td>
</tr>
<tr>
<td>University Service</td>
<td></td>
<td><strong>NOTE: Administrative assignments at the department level, such as chair or division director should be entered in Administrative Assignment screen.</strong></td>
<td></td>
</tr>
<tr>
<td>Executive Committee, UKHC Enterprise</td>
<td></td>
<td>KMSF Board</td>
<td></td>
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<tr>
<td>Executive Committee, UKHC Enterprise</td>
<td></td>
<td>Reviewer, UKHC CE Central</td>
<td></td>
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<tr>
<td>Executive Committee, UKHC Enterprise</td>
<td></td>
<td>UK Center for Clinical and Translational Science Leadership</td>
<td></td>
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<tr>
<td>Executive Committee, UKHC Enterprise</td>
<td></td>
<td>Diagnostic Testing and Imaging Committee</td>
<td></td>
</tr>
<tr>
<td>DM Screen</td>
<td>Reporting Purpose</td>
<td>Required Data Fields</td>
<td>External Data Sources</td>
</tr>
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| **Professional Service**  
*Service to the profession, such as holding office in professional or scholarly societies; committee memberships; viewer of journal articles; participation in NIH study sections; other grant review activities.*  
**Senior Board Examiner**  
**Annual Conference Planning Committee**  
**ACGME Educational Meetings Committee**  
**Editorial Board Member**  
**Grant Reviewer**  
**Manuscript Reviewer**  
**Program Committee Member** | Institutional Reporting, Performance Review | **Required fields for college:**  
*Organization*  
**Committee/Activity**  
*Position/Role*  
Explanation of Other  
*Country (if international)*  
*Elected or Appointed*  
*Audience (scope)*  
*Student contributors*  
*Start Date (blank if one day)*  
*End Date (specify if one day, blank if continuous)*  
*UK required: International activities* | None |
<table>
<thead>
<tr>
<th>DM Screen</th>
<th>Reporting Purpose</th>
<th>Required Data Fields</th>
<th>External Data Sources</th>
</tr>
</thead>
</table>
| Public Service     | Institutional Reporting, Performance Review | Required fields for college:  
+*Organization  
+*Committee/Activity  
+*Position/Role  
+Explanation of Other  
*Country (if international)  
*Elected or Appointed  
*Audience(scope)  
*Student contributors  
+*Start Date (blank if one day)  
+*End Date (specify if one day, blank if continuous)  
*UK required: international activities; engagement activities  
+MEDICINE Performance Review Report  
**Engagement Definition:** *The activity reflects work conducted with at least one external non-academic partner to meet a need, improve a situation, and/or create an opportunity for those external to the university and not in academia.* | None |

**Public Service**

*Service to the public that involves faculty member’s professional expertise.*

*Provide essential outpatient surgical procedures to income-eligible individuals—“Surgery on Sunday, Inc.”*

*Public Service*

- Customer Service Cmte-Fayette Public Schools
- Mentor, Lexington Youth Program
- Volunteer, Salvation Army Free Clinic
- Volunteer, Influenza Immunization Health Fair
- Volunteer, Science Fair
- Board of Directors, Jessamine County Health Department
- Cold Case Task Force, Lexington Division of Police
- Volunteer, Habitat for Humanity
<table>
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<th>Reporting Purpose</th>
<th>Required Data Fields</th>
<th>External Data Sources</th>
</tr>
</thead>
</table>
| **Clinical Service**  
*Clinical service activities that would be included in Service section of DOE under patient care.*  
Attending pathologist for pathology resident trainees.  
Surgeon, Markey Cancer Center  
ID Patient Care  
Volunteer Physician, Baby Health Clinic  
Provider of medication management for child and adolescent patients  
**You would also include any student, resident, intern or fellow involvement in this category when directly related to patient care.** | Performance Review | Required fields for college:  
+Practice/Institution Name  
+Location  
+Activity Description  
+Populations Served  
+Service for UK Health Enterprise?  
+Type of Service  
+Start Date  
+End Date  
+Term and Year  
+Number of Students  
+Student Clinical Experiences  
*UK required: none  
+MEDICINE Performance Review Report | None |
<table>
<thead>
<tr>
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<th>Reporting Purpose</th>
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<th>External Data Sources</th>
</tr>
</thead>
</table>
| **Biographical Sketch Reports**  
*Biographical Sketch reports are created to include in your grant proposals to NIH and/or NSF, you will likely want to reuse your publication and/or synergistic activities selections. Use these screens to select the activities that are required for your grant submission. Digital Measures allows you to save your reports for use again later. Use the "Personal Reference Number" and "Explanation of Personal Reference Number" fields to remind yourself what these selections are for. Over time, as your selection needs change; update these records to record your new activity selections to feed your new reports.* | No reporting requirements; to be used in creating a Biosketch for grant submissions to NIH and/or NSF | Some fields are user modifiable. All fields must be completed; they include:  
Biographical Sketch Type  
Personal Reference Number for this Biographical Sketch record  
Explanation of Personal Reference Number  
For the NIH Biographical Sketch only: eRA Commons Username  
For the NIH Biographical Sketch only: Personal Statement  
Publications and Patents  
Linked Records (if required by faculty) | External Sources: Faculty Activity entered for grant submissions |