

SEARCHING FOR FUNDING, HONORIFIC AWARDS, COLLABORATORS AND REPORTING GUIDANCE

SEARCHING FUNDING OPPORTUNITIES



What does this mean?

Searching Funding Opportunities involves looking for grants, fellowships, and research funding that support faculty advancement.



Features

-  **Personalized Funding Recommendations** – Suggested opportunities based on keywords and research profile.
-  **Navigation to Browse All** - Click **Search** > Scroll to bottom > Click **Browse All** > Select **Funding Opportunities**.
-  **Displayed Results** - Shows all currently open funding opportunities.
-  **Search & Filter Options** - Users can refine search results using multiple criteria.
-  **Search Within Results** - Enter any keyword to filter displayed opportunities.
-  **Deadline Date Range** - Set a specific time frame for funding deadlines.
-  **Funding Amount** - Define a minimum or maximum amount for funding.
-  **Location-Based Search** - Filter funding opportunities by geographic region.
-  **Submission Type** - Choose between **Limited** or **Not Limited** submission types.

 **Sponsor Type & Name** - Filter by funding organizations or specific sponsor names.

 **Career Stage Selection** – Search by career level **Undergraduate, Graduate, Postdoc, Early Career, Senior Researcher**.

 **Funding Type** - Choose from **Travel Grant, Fellowship, Scholarship, etc.**

 **Funding Category** - Filter by discipline (e.g., **Education, Humanities, Law, etc.**).

 **Click Opportunity Title** - View detailed **Funding Profile Page**.

 **Save Opportunities** - Click the **Star** icon to bookmark funding for later.

 **Saved Funding:** Click on name in upper right hand Corner.

 **Download Results** - Export funding search results using the **Download** button.



Instruction Guides

[Searching Funding Opportunities](#)



SEARCHING FOR HONORIFIC AWARDS

SEARCHING HONORIFIC AWARDS



What does this mean?

Searching Honorific Awards refers to identifying and documenting prestigious awards, recognitions, and honors that highlight a faculty member's **academic, research, teaching, or service excellence.**



Features

- Personalized Award Recommendations** – Suggested honorific awards based on keywords and research profile.
- View Suggested Awards** – Click "**Suggested Awards**" in the **My Profile** area to see recommendations.
- Browse All Honorific Awards** - View all available awards without navigating through scholar profiles.
- Navigation to Browse All** - Click **Search** > Scroll to bottom > Click **Browse All** > Select **Awards**.
- Displayed Results** - Shows all honorific awards with search and filter options available.
- Click Award Title** - Opens the **Award Profile Page** for detailed information.
- Search & Filter Options** - Users can refine search results using multiple criteria.

Search by Research Topic or Award Name
Find awards relevant to a specific field or interest.

Granting Organization Selection - Filter by award-granting institutions or sponsors.

Career Stage Selection - Search for awards based on career level: **Early Career, Late Career, No Restriction.**

270 Fields of Study - Choose from a wide range of academic disciplines.

Periodicity Options - Select awards based on frequency (e.g., **Annual, Biannual, Biennial, etc.**).

Prestige Level - Filter awards by designation: **Prestigious, Highly Prestigious, No Designation.**

Nomination Requirements - Choose awards that require **nominations** or those that do not.

Suggested for My Scholars - Check if the award is recommended for scholars in your network.

Save Awards - Click the **Star** icon to bookmark awards of interest.

Download Results - Export award search results using the **Download** button.



Instruction guides
[Searching Honorific Opportunities](#)



FINDING COLLABORATORS

FINDING COLLABORATORS



What does this mean?

Identifying potential collaborators or external letter writers/reviewers refers to selecting **qualified experts** who can provide **objective evaluations** of a faculty member's research, teaching, and service contributions.



Features

-  **Search Beyond Your Institution** – Discover potential collaborators or external letter writers across the **Academic Analytics** national database.
-  **Multiple Search Methods** - Find experts by **Research Topic** or **Related Terms & People**.
-  **Search by Research Topic** - Click **Search** from the menu options; the default selection is **Research Topic**.
-  **Institution-Based Search** - By default, results include only faculty from your institution; to expand nationally, select the **National Data** checkbox.
-  **Enter Keywords & Queries** - Input a **keyword, quoted phrase, or advanced boolean query** to refine your search.
-  **Advanced Boolean Search** - Use **Lucene Query Syntax** with operators:
 - **AND, OR, NOT** (must be in ALL CAPS)
 - **"carpe diem"** (exact phrase match)
 - **carpe AND diem** (both words must be present)
 - **carpe NOT diem** (excludes the second term)
 - **(carpe AND diem) OR ("live for today")** (combining queries)

-  **Suggested Terms** - As you type, suggested terms from **public ontologies** (e.g., **U.S. National Library of Medicine, USDA, NASA**) will appear.
-  **View Matching Scholars** - Your search produces a list of scholars whose work aligns with your research term.
-  **Find Similar Scholars** - The **My Profile** area offers recommendations of scholars similar to you.
-  **Access "Related Terms and People"** - Click the **Related Terms and People** tab.
-  **Scroll for Suggestions** - Below your research keywords, find a curated list of related scholars.
-  **Download Similar Scholars List** - Click **Download** and select **Similar Scholars** to save results.



Instruction guides
[Finding Collaborators](#)



REPORTING AND VITAS

REPORTING AND VITAS



What does this mean?

The Reporting tab allows you to view permissioned reports, access institutional vitas and create your own vita and generate a NIH BioSketch. Access to this section depends on your institutions subscription and assigned permissions.



Features

 **Reporting Tab** - Provides access to **Activity Reports, Vitas & BioSketches, and Accreditation Reports.**

 **Activity Reports** - View faculty-reported activities at **faculty, department, college, or institutional levels.**

- Drill down for detailed activity insights.
- Filter reports and export results in multiple formats (e.g., CSV).

 **VITAS & BIOSKETCHES** - CREATE AND MANAGE ACADEMIC PROFILES.

- View **institutional Vitas and Faculty Annual Reports.**
- Generate an **NIH BioSketch.**
- **Create a custom CV** for reuse.

 **Accreditation Reports** - View reports used for accreditation purposes.

- Supports **AACSB, ABET, CAEP, and SACSCOC** reports.

Generating a System Vita

 Click "**Curriculum Vitae**":

- Enter a **date range** for activities to include.
- Choose a **citation style** (APA, Chicago, MLA).
- Click "**Download**" to save as an editable **MS Word document.**

Generating an NIH BioSketch

 Click "**NIH Biographical Sketch (Non-Fellowship)**".

- Select a **citation style** (APA, Chicago, MLA).
- Expand "**Header & Biographical Information**" and add/update details.
- Add a **personal statement.**
- Select up to **four journal articles** from activities.
- Choose **positions and scientific appointments.**
- Select **honors and awards** to include.
- Add **contributions to science** and related articles.
- Click "**Download**" to generate your **BioSketch.**

 **Exporting Reports** - Utilize filters and column settings to customize reports and export results as **CSV** or other available formats.



Instruction guides
[Reporting and Vitas](#)



CREATING A CUSTOM CV (ACTIVITY REPORTING AND REVIEWS & WORKFLOWS)

CREATING A CUSTOM CV



What does this mean?

A Curriculum Vitae (CV) is a comprehensive record of a faculty member's academic, research, teaching, and service accomplishments. It serves as a key document in the tenure packet, allowing reviewers to assess the faculty member's qualifications and impact.



Features

- ⚠ **Note:** Custom activities created by your local administrator will **NOT** appear in the custom CV options at this time.
- 📄 Click **"Create New"** in the upper right corner.
 - Name your CV by clicking on the **"New Custom CV"** header.
 - Enter a **brief description** of your CV.
 - Click on **"Activities"** to choose items from the **Activity Manager**.
 - Select an **entire section** or **specific activity types**.
 - Click **"+"** to expand each section.
 - Activities will display in the **order selected**:
 - Move **entire sections** by clicking the **six dots** in the left corner.
 - Reorder specific activities using **up/down arrows** or remove them using the **trash can icon**.
 - Save your custom CV (upper right corner) and click **"Download"**.
 - Your CV will be downloaded as an **editable MS Word document**.
 - Your saved custom CV will now appear in the **Vitas & BioSketches** area for future use.

- 📄 **Exporting Reports** - Utilize filters and column settings to customize reports and export results as **CSV** or other available formats.



Instruction guides
[Creating a Custom CV](#)

