

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.

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 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 for a user named Todd Murray. The interface is divided into several sections:

- Header:** McMaster University Health Sciences logo, MacFACTS branding with the tagline "CVs made simple", and a "Logout" button.
- User Profile:** "Welcome, Todd Murray" and a dropdown menu for "Faculty | Testperson, Academic S".
- Navigation Menu (Left):** A list of red buttons for various CV sections: NAME, ADDRESS, PERSONAL DATA, EDUCATIONAL BACKGROUND, PROFESSIONAL ORGANIZATIONS, EMPLOYMENT HISTORY, SCHOLARLY AND PROFESSIONAL ACTIVITIES, AREAS OF INTEREST, HONOURS AND AWARDS, COURSES TAUGHT, CONTRIBUTIONS TO TEACHING PRACTICE, SUPERVISORSHIPS, RESEARCH FUNDING, LIFETIME PUBLICATIONS, PRESENTATIONS AT MEETINGS, PATENTS AND COPYRIGHTS, ADMINISTRATIVE RESPONSIBILITIES, and OTHER RESPONSIBILITIES.
- McMaster CV Form (Main Content):**
 - PERSONAL DATA:** Fields for Date of Birth (02/4/1981) and Citizenship (CANADIAN).
 - EDUCATIONAL BACKGROUND:** Fields for Degree and Diploma, Qualifications Licenses and Certifications, and Other Specialized Training. Includes an "Add New" button.
 - PROFESSIONAL ORGANIZATIONS:** A table listing organizations with columns for Start/End dates and Organization names.

Start/End	Organization	Actions
2011 - present	Canadian Cardiovascular Society	✎ ✕
2004 - 2010	MSNSA Canada	✎ ✕
2004 - 2010	Canadian Medical Association	✎ ✕
2004 - 2010	Ontario Medical Association	✎ ✕
2004 - 2009	American Society of Hematology	✎ ✕
2001 - 2009	Canadian Cardiovascular Society	✎ ✕

 Includes an "Add New" button.
 - EMPLOYMENT HISTORY:** Fields for University Appointments and Academic roles. Includes an "Add New" button.

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

1. Geographical Scope must be populated. Choose one of:
 - Local
 - Provincial
 - National/International
2. Type field must be populated: (choose any as appropriate)
3. **Peer Reviewed** must be checked if the presentation is peer reviewed. Non peer reviewed presentations do not count for merit.
4. Fill out the Authorship, Title and Rest of Citation fields appropriately.

Add Presentation

Geographical Scope: -- Select --

Type: -- Select --

Peer Reviewed:

Authorship:

Title:

Rest of Citation:

Country: --

Province:

City:

Date: 5/10/2013

Add Cancel

5. **Date** must be filled in.

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

***Please note:** there is a level of detail needed for certain presentations that has to be noted in STAR. If the presentation is a subsequent presentation, this needs to be noted in the “Remarks field” of the entry in STAR. If the presentation has received a stipend, this needs to be noted in the “Remarks field” of the entry in STAR. The keywords used will be: **Subsequent Presentation** or **Stipend**

Publications

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

1. Publication Type field: (choose one of)

- Book
- Contribution to Book
- Journal Article
- Journal Abstract
- Non Peer Review Journal Article
- Editorial
- Review Paper
- Commentary/Letter to Editor
- Participant Clinical Practice Guidelines

2. Peer Reviewed Check mark must be filled in for Peer Reviewed publications

3. A role must be chosen: (choose one of)

- **First Author**
- **Second Author**
- **Named Author**
- **Named Co-Author**
- **Editor**
- **Associate Editor**

4. Publication Status must be selected: (choose one of)

- **Published**
- **Accepted/In Press**
- **Submitted**

5. The Author(s), Title and Rest of Citation Fields should be filled in properly.

Add Publication

Publication Type: Book (Research)

Peer Reviewed:

Role: First Author

Publication Status: Accepted / In Press

Author(s):

Title:

Rest of Citation:

Date: -- April --

Add **Cancel**

Publication Date must be populated. (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.)

Other Scholarly 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

1. **Role field (choose one of)**

- Journal Referee
- External Grant Reviews
- Abstract Review

2. **Other Details field:** must contain the number of grants or reviews and any details.

3. **Institution Field:** The name of the journal or agency must be entered here.

4. START and END Dates **MUST** be added.

Add Activity

Role: Abstract Review

Activity Type:

Activity Name / Role Details:

Other Details:

Institution / Organization:

Hours:

Start - End Dates: 2013 May 10 - 2013 May 10

Add Cancel

Grants:

In MacFACTS you would go to the heading entitled:

Research Funding

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

Add New

1. **Role field (choose one of)**

- Principal Investigator
- Co-Principal Investigator
- Co-Investigator
- Research Site Coordinator

2. Status must be populated: (choose one of)
 - Applied
 - Funded
3. *If this is a resubmission it must be chosen from the **Purpose Field** at the top located at the top

The image shows a screenshot of a web-based form with several fields on the left and a dropdown menu on the right. The fields on the left are labeled: Purpose:, Status:, Role:, Peer Reviewed:, Show on CV:, Title:, Funding Source:, and Amount:. The dropdown menu is open, showing a list of options. The option 'Research - Research - Resubmission' is highlighted in blue, and a mouse cursor is pointing at it. Other options include 'Research - Startup - Start-up', 'Research - Research - Research/Creative and Performing Arts', 'Research - Research - New Project', 'Research - Personnel - Studentships', 'Research - Research - Clinical Trials', 'Research - Conference/Symposia - Workshop', 'Research - Equipment - New opportunities', 'Research - Personnel - Career Awards', 'Research - Infrastructure/Maintenance - Infrastructure/Major Facilities Access', 'Research - Startup - Startup', 'Research - Research - First Time', 'Research - Research - Special Initiatives/RFA', 'Research - Research - Renewal', 'Research - Personnel - Postdoctoral Fellowships', 'Research - Equipment - CFI New Opportunities Fund', 'Research - Personnel - Investigator', 'Research - Research - No subtype specified', 'Research - Equipment - CFI Infrastructure Operating Fund', and 'Research - Clinical Trial'.

4. Please fill out the peer reviewed check mark, the title, the total grant amount (using no dollar signs or decimals), the name of the PI and any other collaborators on this grant.
5. Funding Source MUST be filled in
6. Start and End Dates MUST be filled in (both year and month)

Add Grant

Funding Type:

Purpose:

Status:

Role:

Peer Reviewed:

Show on CV:

Title:

Funding Source:

Amount:

Principal Investigator:

Collaborators:

From: To:

Please note: MURFI Grant information is fed into STAR/MacFACTS. You may have to add the Peer Reviewed Check Mark.



This can be done by opening up the grant by using the edit icon and adding the check mark.