

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. On the left, a vertical navigation menu lists various CV categories. The main content area is titled 'McMaster CV' and contains several sections: 'PERSONAL DATA' with fields for Date of Birth and Citizenship; 'EDUCATIONAL BACKGROUND' with fields for Degrees and Diplomas, Qualifications Licenses and Certifications, and Other Specialized Training; 'PROFESSIONAL ORGANIZATIONS' with a table listing organizations and their associated years; and 'EMPLOYMENT HISTORY' with fields for University Appointments and Awards. The interface also includes a 'Log out' button in the top right corner and a 'Preview' button near the top of the form.

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: 4/25/2013

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 Cancel

***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**.

STAR can be logged into at <https://fhsstar.mcmaster.ca/STARCV/default.aspx>
Using the same login you use for MacFACTS and by using Internet Explorer.
Presentations are found in the drop down box under Research and Scholarly Activities at the top.

Research and Scholarly Activities Teaching Activities Se

- Research Endeavours
- Patents and Copyrights
- Grants
- Publications
- Presentations
- Peer Review Activities
- Other Professional (Research) Activities
- Career Awards, Endowed Chairs and Other Funding
- Most Significant Contributions
- Select Geographical Scope ---

| | |
|-----------------------|-----------------------------------|
| Geographical Scope | --- Select Geographical Scope --- |
| Type | --- Select Type --- |
| Peer Reviewed | <input type="checkbox"/> |
| Meeting Type | |
| Presenter Role | --- Select Presenter Role --- |
| Host | |
| Country | --- Select Country --- |
| Province/State | --- Select Province/State --- |
| City | |
| Authorship | |
| Title | |
| Rest of Citation | |
| Date | --- ▾ ▾ ▾ |
| Personal Remuneration | |
| Hours | |
| Number of Attendees | |
| Remarks / Comments | |
| Save As Draft Entry | <input type="checkbox"/> |

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.

The screenshot shows a web form titled "Add Publication" with a dark red header. The form contains the following fields and controls:

- Publication Type:** A dropdown menu with "Book (Research)" selected.
- Peer Reviewed:** A checkbox that is currently unchecked.
- Role:** A dropdown menu with "First Author" selected.
- Publication Status:** A dropdown menu with "Accepted / In Press" selected.
- Author(s):** A large, empty text area for entering the author's name.
- Title:** A large, empty text area for entering the publication title.
- Rest of Citation:** A large, empty text area for entering additional citation information.
- Date:** A date selection interface with three dropdown menus. The middle dropdown is set to "April".

At the bottom of the form, there are two buttons: "Add" and "Cancel", both with a dark red background and white text.

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 screenshot shows a form with several fields on the left: Purpose, Status, Role, Peer Reviewed, Show on CV, Title, Funding Source, and Amount. A dropdown menu is open for the Purpose field, displaying a list of options. The option "Research - Research - Resubmission" is highlighted in blue, and a mouse cursor is pointing at it. The other options in the dropdown include: -- Select --, 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 (NIH, CIHR, NSERC, SSHRC, Heart & Stroke, Cancer Ontario, Canadian Diabetes Association, CFWH, ECHO or any other non-competitive, industry funded source).
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: