



**UNIVERSITY OF KANSAS SCHOOL OF MEDICINE**  
*User Guide to enter the Academic Curriculum Vitae into FACT*

**I. PERSONAL DATA**

**1. Personal and Contact Information** - *FACT Screens: Personal and Contact Information and Faculty Appointments*

<b>Full Name</b>			<b>Degree(s)</b>	
<b>Current Academic Rank</b>				
<b>Current Academic Track</b>				
<b>Primary Department</b>				
<b>Secondary Department</b>				
<b>Office Address</b>			<b>Mailstop</b>	
<b>Office Phone</b>			<b>Email</b>	

**2. Professional Development**

**A. Undergraduate and Graduate Education** - *FACT Screen: Education*

Year(s)	Degree	Institution

**B. Postgraduate Education** - *FACT Screen: Post Graduate Education (Including Post Docs Residencies and Fellowships)*

Year(s)	Degree	Institution

**C. Continuing Education/Faculty Development** - *FACT Screen: Professional Development and Continuing Education*



Do not include standard CMEs; only include "above and beyond" professional development.

Year(s)	Course Title	Description

**D. Academic and Professional Appointments and Activities** - *FACT Screens: Faculty Appointments and Professional Positions*



The "Show on CV" box must be checked for each appointment that you want to appear on your CV.

**< Edit Faculty Appointments** Cancel Save

Rank/Title

Explanation of "Other"

Is this a KUMC Appointment?

Show on CV

Name of Institution, if not KUMC (e.g. previous or concurrent appointments)

Month and Year	Position	Institution

**E.  Professional Registration/Licensure** - *FACT Screen: Licenses, Registrations & Certifications*

Year(s)	Number	State

**F.  Professional Certification(s)** - *FACT Screen: Licenses, Registrations & Certifications*

Year(s)	Board

**G.  Professional Societies and Affiliations** - *FACT Screen: Societies, Committees, and Other Memberships*

Year(s)	Organization

**H.  Honors and Awards** - *FACT Screen: Honors and Awards*

Year(s)	Award

**I. Acronyms** - *FACT auto-populates from every screen that has a text field for an organization's acronym*

Abbreviation	Full Name

**II.  TEACHING ACTIVITIES**

**1.  Philosophy of Teaching/Teaching Activities Opening Statement** - *FACT Screen: Teaching Activities Opening*

Teaching Philosophy

**2.  Instruction Details**

**A.  Didactic** - *FACT Screens: KU Teaching Activities and Teaching at Other Institutions*



You do not need to indicate whether the activity is didactic or non-didactic in FACT. The system will pull it to the proper place on the CV based on the Instruction Type you select.

Academic Year	Title and Course Number	Lecture or Presentation Title	Instruction		Learner	
			Type	Hours	Number of Learners	Type of Learner(s)

**B. ➤ Non-didactic** - *FACT Screens: Teaching at Other Institutions and KU Teaching Activities*

Same tips apply as above for Didactic.

Academic Year	Title and Course Number	Lecture or Presentation Title	Instruction		Learner	
			Type	Hours	Number of Learners	Type of Learner(s)

**C. ➤ Clinical** - *FACT Screens: Clinical Teaching Activities*

Academic Year	Instruction		Learner		
	Type	Hours	Number of Learners	Type of Learner	Length of Service

**D. ➤ Master's Theses and PhD Dissertations Directed** - *FACT Screen: SoM Student Projects (Students, Residents, Post Doctorates & Fellows)*

Year	Student Name	Thesis Title	Degree

**E. ➤ Supervision of Residents and/or Postdoctoral Fellows** - *FACT Screen: SoM Student Projects (Students, Residents, Post Doctorates & Fellows)*

Year	Resident/Fellow Name	Area of Study

**F. ➤ Advising** - *FACT Screens: SoM Student Projects (Students, Residents, Post Doctorates & Fellows) and Career Mentoring*

Any publications that stem from mentoring/advising should be entered in the **Publications** screen (**Research and Scholarly Activities**).

Date	Student or Group Name	Type of Student/Group

**G. ➤ Other Teaching Activities** - *FACT Screen: Teaching at Other Institutions and KU Teaching Activities*

Date	Title of Presentation	Location	Teaching Function	Type of Learner

**3. ➤ Development of Educational Materials** - *FACT Screen: Innovations and Leadership in Education*

Year(s)	Title/Description	Intended Audience

**4. ➤ Educational Leadership** - *FACT Screens: Career Mentoring and Innovations and Leadership in Education*

Year(s)	Name/Course/Activity	Description/Role (course info, mentoring, other leadership)


### III. SERVICE ACTIVITIES


#### 1. Clinical Service (Patient Care) - FACT Screen: Clinical Service (Patient Care)

<b>Clinical Service (Patient Care)</b>

#### 2. Service (Not Patient Care) - FACT Screen: Other Service (Not Patient Care) Opening Statement

<b>Other Service (Not Patient Care)</b>

 Societies, Committees, and Other Memberships require a brief description to populate Service related information on your CV correctly.

 In the **Additional Service** screen, estimate the number of manuscripts reviewed per year when serving as a journal reviewer.

**Positions Held**

1st Position

Position Held


Explanation of "Other"

Type of Group if applicable

Explanation of "Other"

Name of Group (if applicable)

Type of Appointment

 Brief Description

#### A. International and National Service - FACT Screens: Societies, Committees and Other Memberships and Additional Service (Including Reviewer, Editor, Consultant)

Year(s)	Committee/Task Force/Community Service/Society/Other	Role / Description of Involvement

#### B. Regional, State, and Local Service - FACT Screens: Societies, Committees and Other Memberships and Additional Service (Including Reviewer, Editor, Consultant)

Year(s)	Committee/Task Force/Community Service/Society/Other	Role / Description of Involvement

#### C. KUMC, School of Medicine, and Departmental Service - FACT Screens: Societies, Committees and Other Memberships and Additional Service (Including Reviewer, Editor, Consultant)

Year(s)	Committee/Task Force/Community Service/Society/Other	Role / Description of Involvement


### IV. RESEARCH AND SCHOLARLY ACTIVITIES:

#### 1. Research and Scholarly Activities Overview - FACT Screen: Research and Scholarly Activities Opening Statement

<b>Research and Scholarly Activities Overview</b>

#### 2. Grants, Contracts and Clinical Trials

Pre-populated in FACT from the Research Institute. There will be no more data imports. You are responsible for updating the data.

 Include all grants submitted whether they were funded or not.

#### A. Previous Grants, Contracts, and Clinical Trials - FACT Screen: Grants, Contracts and Clinical Trials

Principal Investigator	Investigators	Title of Grant/Contract/Trial	Funding Source	Direct Costs/Funding	Inclusive Years of Award	Status

**B. ➤ Current Grants, Contracts, and Clinical Trials** - *FACT Screen: Grants, Contracts and Clinical Trials and Un-sponsored Research*

Principal Investigator	Investigators	Title of Grant/Contract/Trial	Funding Source	Direct Costs/Funding	Inclusive Years of Award	Status

**C. ➤ Submitted Grants, Contracts, and Clinical Trials** - *FACT Screen: Grants, Contracts and Clinical Trials and Un-sponsored Research*

Principal Investigator	Investigators	Title of Grant/Contract/Trial	Funding Source	Direct Costs/Funding	Inclusive Years of Award	Status

**3. ➤ Scholarly Publications**



If an abstract is tied to a presentation (oral or poster), enter the information in the **Presentations and Invited Seminars** screen only. To avoid duplication, do **NOT** list in both screens.



Review the imported list to ensure that book chapters/books are correctly identified as such.



Any publications that stem from mentoring/advising should be entered in this screen.

**A. ➤ Articles (Peer-Review Published)** - *FACT Screen: Publications*

**B. ➤ Manuscripts in Press** - *FACT Screen: Publications*

**C. ➤ Manuscripts Submitted - not yet accepted for publication** - *FACT Screen: Publications*

**D. ➤ Invited or Non-Peer Reviewed Articles or Reviews** - *FACT Screen: Publications*

**E. ➤ Books and Book Chapters** - *FACT Screen: Publications*

**F. ➤ Published Abstracts** - *FACT Screen: Publications*

**G. ➤ Other Scholarly Publications** - *FACT Screen: Publications*

**4. ➤ Presentations and Posters**

**A. ➤ Oral Paper Presentation** - *FACT Screen: Presentations and Invited Seminars*

<b>National and international paper presentations:</b>

<b>Local and regional paper presentations:</b>

**B. > Poster Presentations** - *FACT Screen: Presentations and Invited Seminars*

**National and international poster presentations:**

**Local and regional poster presentations:**

**C. > Invited Seminars/Visiting Professorships at Other Universities and Institutions** - *FACT Screen: Presentations and Invited Seminars*

**National and international seminars:**

**Local and regional seminars:**

**D. > Media Presentations or Interviews** - *FACT Screen: Media Contributions*

**Provide topic, event type (e.g. TV segment, radio interview), sponsoring organization or institution, and date of appearance.**

**5. > Other Evidence of Scholarship** - *FACT Screen: Intellectual Property (Including Copyrights, Patents, etc.)*

**Include patents or other evidence of acceptance of devices or procedures.**