

TUTORIAL

DIGITAL MEASURES: ADDING AN NIH/NSF BIOGRAPHICAL SKETCH ITEM

This tutorial will show you how to add items in the NIH or NSF Biographical Sketch reports in Digital Measures, which can be used in grant applications.

1. Open a browser (e.g., Firefox, Internet Explorer) to <https://appsrv.pace.edu/DigitalMeasures/>

2. Enter your Pace credentials and click **Login**.



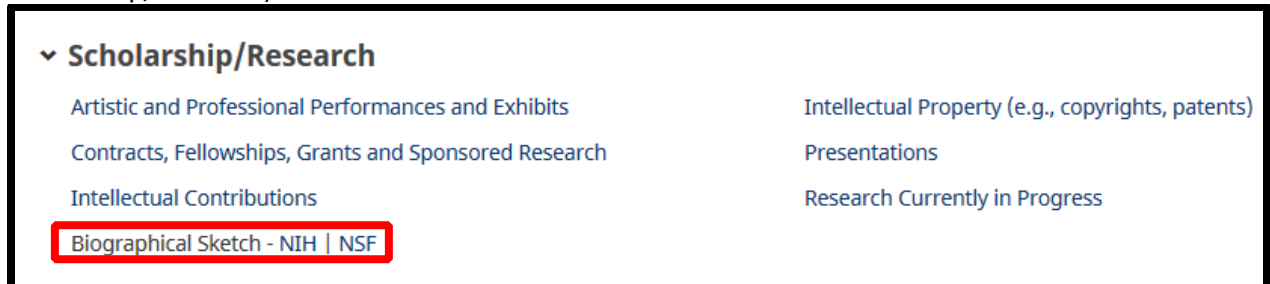
Please Sign In Below

Username: vg56582p

Password: ●●●●●●●●

Login

3. Click the **Manage Data** tab on the sidebar and navigate to the Biographical Sketch section (under Scholarship/Research) and select **NIH** or **NSF**.



▼ Scholarship/Research

Artistic and Professional Performances and Exhibits

Contracts, Fellowships, Grants and Sponsored Research

Intellectual Contributions

Intellectual Property (e.g., copyrights, patents)

Presentations

Research Currently in Progress

Biographical Sketch - NIH | NSF

4. Click on **Add New Item**.



You are currently managing data for [redacted]

< NIH

+ Add New Item

Duplicate

Item

No items have been added

TUTORIAL

5. In the field titled **Label for this Biographical Sketch**, please use the following naming convention, which will help to identify records when running reports: **“Last Name_Title for Biographical Sketch”**.

A screenshot of a form field. On the left, there is a question mark icon and the text "Label for this Biographical Sketch (not printed in report)". To the right, there is a text input box containing the example "Last Name Title for Biographical Sketch".

6. Enter in a personal statement.

A screenshot of a form field. On the left, there is a question mark icon and the text "Personal Statement". To the right is a large, empty text area for entering a personal statement.

7. Next, add relevant publications.

A screenshot of the "Relevant Publications" section in a form. The section title is "Relevant Publications" with a subtitle "You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project". Below this, there are several sections:

- 1st Publication**: Includes a question mark icon and "Intellectual Contribution". A dropdown menu is open, showing a list of publication titles from 1982 to 1992, such as "1982: Variables affecting return to work after hand injury. ..." and "1992: A screening battery for the geriatric hand patient. Pr...".
- Contributions to Science**: Includes a question mark icon and a text area for describing scientific contributions.
- 1st Contribution**: Includes a text area for describing the first contribution.
- Relevant Publications or Non-Publications**: Includes a question mark icon and a text area for listing other relevant publications.
- 1st Publication/Research Product**: Includes a question mark icon and a text area for describing the first publication or research product.

TUTORIAL

Please note: you may add additional publication rows:

Relevant Publications
You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

1st Publication

Intellectual Contribution

Select the number of publication rows to add:

8. You may also provide a web link to your published work.

Link to full list of your published work

Contributions to Science
Briefly describe up to five of your most significant contributions to science. For each contribution, indicate the historical background that frames the scientific problem; the central finding(s); the influence of the finding(s) on the progress of science or the application of those finding(s) to

9. As outlined in **Contributions to Science** section, “briefly describe up to five of your most significant contributions to science”.

TUTORIAL

Contributions to Science
Briefly describe up to five of your most significant contributions to science. For each contribution, indicate the historical background that frames the scientific problem; the central finding(s); the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and your specific role in the described work. For each of these contributions, reference up to four peer-reviewed publications that are relevant to that contribution. The description of each contribution should be no longer than one half page including figures and citations.

1st Contribution

Contribution

Relevant Publications or Non-Publication Research Products

1st Publication/Research Product

Intellectual Contribution Intellectual Property

-- OR --

Select the number of publication/research product rows to add:

Select the number of contribution rows to add:

Linked Records
Include an appendix in the Biographical Sketch report, containing all relevant records to which I have been linked.

10. Finally, click **Save**. If you have more items to add click on **Save + Add Another**. When you are finished, save your work.

You are currently managing data for