The University of Texas at San Antonio

Digital Measures

Instructions for Creating NIH and NSF Biographical Sketches

Revised: 5/22/18

NIH and NSF Biographical Sketches

In this manual you will find:

- How to **log in** to Digital Measures.

- How to **enter records on the <u>NIH</u> and <u>NSF</u> Biographical Sketch screens**.

- How to **create an NIH and/or NSF Biographical Sketch** in Digital Measures.

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NIH and NSF Biographical Sketches

INTRODUCTION

Faculty members and administrators in the College of Engineering or the College of Sciences, have access to two additional screens in the **Scholarship/Research/Creative Works** section of the Digital Measures **Activities Data Base Main Menu**: Biographical Sketch – <u>NIH</u> | <u>NSF</u>.

You may use these screens to build a biographical sketch that meets NIH and/or NSF requirements for grant proposals.

LOG IN TO DIGITAL MEASURES

- In the address field of your preferred browser, type: <u>http://my.utsa.edu</u>.
- Click on **Digital Measures** under Faculty/Staff Resources:

- You will be taken to the Digital Measures landing page. (You may wish to save this landing page to your Favorites or Bookmarks in your preferred browser.)

- From the landing page, click on the orange **UTSA Digital Measures** button on the upper right side of the page to reach the Digital Measures log-in page.

Log in using your **myUTSA ID (abc123) and passphrase**.

CREATING RECORDS IN THE NIH AND NSF BIOGRAPHICAL SKETCH SCREENS

From the **Activities Database Main Menu**, under the **Scholarship/Research/Creative Works** section, click on the link to the appropriate biographical sketch screen, either NIH or NSF.

When the summary screen opens, click on **[+ Add a New Item]** in the top right portion of the screen to create a new record. (If you have existing records that you wish to edit, click on the record you would like to edit; the record will open and you can edit/save the record.)

When filling a new NIH or NSF record, you will create a label for this record in the first field. This label is for your identification purposes only. It will not be displayed on the biographical sketch.

Complete the rest of the screen as appropriate, including selection of **Relevant Publications**. The drop-down list for the "Intellectual Contribution" field will display your publications so that you may select the desired entry. You may select additional publications by using the "Select the number of publication rows to add" field and clicking on **[+ Add]**.

GENERATING YOUR NIH OR NSF BIOGRAPHICAL SKETCH

You can view, download, save and/or print your biographical sketch by clicking on **[Rapid Reports]** under the top menu bar, and then clicking on the appropriate (NIH or NSF) Biographical Sketch report.

Rapid Reports   ✕

Select a report template, date range and file format, then run the report.

Report   NIH Biographical Sketch   ▼

Start Date   Jan ▼   01 ▼   2018 ▼

End Date   Dec ▼   31 ▼   2018 ▼

File Format   Microsoft Word (.doc) ▼
              Note: Changes to Microsoft Word reports do not change data in the system.

                         Cancel   Run Report

Be sure to indicate the appropriate Start Date and End Date, then click **[Run Report]** and your biographical sketch will open in the format you have selected. You may view, save, and/or print the document.