

**The University of Texas at San Antonio**

**Office of the Vice Provost for Institutional Effectiveness**

# **Digital Measures**

## **Instructions for Creating NIH and NSF Biographical Sketches**

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# NIH and NSF Biographical Sketches

## In this manual you will find:

- How to **log in** to Digital Measures.
- How to **enter records on the NIH and NSF 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 – [NIH](#) | [NSF](#).

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: <http://my.utsa.edu>.
- 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 screen opens, click on [ADD A NEW ITEM](#) to create a new record. (If you have existing records that you wish to edit, click on the pencil icon to the right of the item.)

When completing 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 and click on [SAVE AND RETURN](#).

## CREATING YOUR NIH OR NSF BIOGRAPHICAL SKETCH CUSTOM REPORT

You can view, download, save and/or print your biographical sketch by clicking on the

[Run Custom Reports](#)

tab on the left side of your screen. Follow the numbered steps under **Run a Report**. (You will notice that for steps 2-5, there is a link on the right side of the section that says **More Information >>**. Clicking on these links will provide helpful detailed information about that step, if needed.)

### Step 1: Select the report to run.

Click on the right down arrow at the end of the field box and choose either “NIH Biographical Sketch” or “NSF Biographical Sketch” as appropriate.

**Step 2: Select the date range to use.**

Select the “Start Date” and “End Date” that you wish for the report to encompass.

**Step 3: Select additional filters to use.**

All of the NIH or NSF records that you have entered will display here for your selection (under **Label for this Biographical Sketch (not printed in report)**), titled with the label you previously assigned to the records. Select the record you wish to use for your biographical sketch.

**Step 4: Select the file format.**

The default format setting is Microsoft Word. You may also chose to run the report as an Adobe PDF or HTML file.

**Step 5: Select the page size.**

The default setting is letter.

When you have completed all five steps above, click on [BUILD REPORT](#) at the bottom of the screen and your biographical sketch will open in the format you have selected. You may view, save, and/or print the document.