

# Digital Measures Data Entry Guide: 2019 APR Cycle

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**Last updated: August 28, 2019**

Which section of your Annual Performance Review materials are you entering?

Administration

Clinical Service

Extension

Professional Development

Research & Scholarship

Service

Teaching

# Extension Activities List

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Don't see an activity type you are looking for?  
Contact the Assistant Dean's Office at 859-257-7249  
for assistance.

## Consulting

For when you are consulting one or two individuals on a specific topic or issue, not for sessions open to the general public.

## Curriculum Development

For when you are developing a multifaceted curriculum centered around your extension program. This goes beyond one or two workshops to encompass an overarching programmatic theme that may be implemented on a large scale.

## Farm or Community Based Research

For when you are conducting experimental work in producers' fields, or in conjunction with community organizations, which may or may not lead to publications, and may or may not be grant funded.

## Media Contributions

For when you give an interview or contribute a written piece to someone else's media. You are not the main editor or owner of the media, only a contributor.

## Multimedia and Social Media

For when you have created something such as a blog, social media presence, online video, mobile app, or other multimedia product.

## Newsletters

For when you are the lead editor on a print or email newsletter.

## Numbered Publications

For when you have written or updated a publication in the numbered Extension series.

## Presentations

For when you have given a presentation, such as to a county office, commodity group, the general public, or other community group.

## Workshops or Webinars

For when you have developed and/or lead a multifaceted workshop or webinar for county agents, community groups, or the general public. A workshop is interactive, multifaceted, and usually longer than a presentation.

# Professional Development Activities List

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Don't see an activity type you are looking for?  
Contact the Assistant Dean's Office at 859-257-7249  
for assistance.

## Awards

For when you have won an award.

## Professional Development

For when you have participated in a professional development activity, such as attended a conference or workshop, or earned continuing education credits.

## Professional Memberships

For when you are a member but not an officer in a professional society. This screen is used to record only membership in, not service to, a professional society. Service should be entered on the Service to the Profession screen.

## Licensures or Certifications

For when you have renewed or earned a new certification or licensure during the review period.

## Sabbatical

For when you were on sabbatical during the review period.

# Research and Scholarship Activities List

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Don't see an activity type you are looking for?  
Contact the Assistant Dean's Office at 859-257-7249  
for assistance.

## Artistic & Creative Works

For artistic or creative works, either individual or a show of multiple works, for instance, architectural drawings or floral displays.

## Federal Formula Funding

For federal capacity funds including Hatch, Hatch Multi-State, McIntire-Stennis, Animal Health and Disease, State Experiment Station, and Renewable Resources Extension funding.

## Extramural Funding

For competitive funding that comes from outside the university and runs through UK OSPA.

## Intramural Funding

For funding that comes from inside the university.

## Gifts

For philanthropic gifts to your research program.

## Fee for Service Income

For income that comes into your program as a result of fees charged for services rendered by your program.

## Presentations

For when you have given a presentation, such as at a professional conference or seminar, based on your research.

## Publications

For when you have published your research, or your research has been accepted for publication.

## Intellectual Property

For entering intellectual property such as patents, GenBank accessions, cultivar releases, and copyrights.

# Service Activities List

Don't see an activity type you are looking for?  
Contact the Assistant Dean's Office at 859-257-7249 for assistance.

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## College Service

For when you conduct service to the college.

## Consulting

For when you are consulting one or two individuals on a specific topic or issue, not for sessions open to the general public.

## Department Service

For when you conduct service to your department.

## Media Contributions

For when you give an interview or contribute a written piece to someone else's media. You are not the main editor or owner of the media, only a contributor.

## Professional Service

For when you conduct service to your profession, such as service in a professional society or journal editorship.

## Public Service

For when you conduct service to the general public that is not related to Extension.

## University Service

For when you conduct service to the University of Kentucky.

# Teaching Activities List

Don't see an activity type you are looking for?  
Contact the Assistant Dean's Office at 859-257-7249 for assistance.

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## Academic Advising

For recording your advising of undergraduate and graduate students.

## For-credit Courses

For all regular, for-credit University of Kentucky courses.

## Curriculum Development

For when you develop a new course or academic program.

## Guest Lectures

For when you present a lecture for a course in which you are not the regular instructor of record.

## Theses and Dissertations

For when you serve on or lead a master's thesis or doctoral dissertation committee.

## Directed Student Learning

For projects other than theses and dissertations during which the faculty member consults and advises the student on their work, such as undergraduate research, independent study, and capstone projects.

## Club Advising

For advising student clubs.

## Student Awards

For awards won by your advisees.

## Other Teaching Activities

Any other teaching related activities not described above.

# Clinical Service

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Clinical services in UK CAFE refer to the diagnostic services performed by the UK Veterinary Diagnostic Laboratory.

## Digital Measures Screen: Clinical (Under the Service heading)

### Relevant Data Fields:

- Activity Description
- Type of Service
- Start Date
- End Date

### Tips for Entering this Type of Activity:

- From the “Type of Service” drop down menu, choose from the available types prefaced with “Veterinary.”
- In the dates fields, choose the start and end of the 2-year review period for the start and end dates (i.e. January 1, 2016 and December 31, 2017)
- In the “Description” field list the number of cases performed within the review period for that service type.



# Administration

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Administrative activities are any official administrative assignments you have as part of your DOE. These could include being a director of undergraduate or graduate studies, being a research center director, or serving in some other administrative capacity in the college or university.

**Digital Measures Screen:** Administrative Assignments (under General Information)

## Relevant Data Fields:

- Title
- Responsibilities
- Start Date
- End Date (leave blank if you still hold the position)

## Tips for Entering this Type of Activity:

In the “Responsibilities” box, you should type a very brief, one paragraph summary of what you do for your administrative assignment.

# Extension Consulting

Extension consulting describes activities where you are consulting one or two individuals, possibly agents, producers, or members of the general public on a specific topic. Consulting is different from presentations or workshops because it is done for a smaller audience and to address a specific need.

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## Digital Measures Screen: Consulting (under General Information)

### Relevant Data Fields:

- Consulting type
- Explanation of Other (if other was chosen as consulting type)
- Client/Organization
- City, State, County, Country (only most relevant)
- Description of Activities
- Start Date
- End Date

### Tips for Entering this Type of Activity:

- For events that only occurred on one day, only enter an “End Date.”
- If you frequently perform the same type of consulting work for multiple clients throughout the evaluation period, you may choose to summarize your work rather than listing each consultation individually. To do this, select a one-year increment for the start date and end date (Jan. 1 2017-Dec. 31, 2017) and then in the description box provide a general description of the type of consultations you give and the number of consultations performed during the one-year period. For instance, “10 consultations given to individual beef producers in Russell County about safety precautions in beef cattle confinement facilities.”

# Extension Curriculum Development

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Extension curriculum development refers to the design of a multifaceted and large-scale educational program meant to be rolled-out across the state or several counties. It is broader in scale than a workshop and often involves a series of multiple workshops. The curriculum may be taught by the faculty member or distributed to agents to teach.

**Digital Measures Screen:** Program and Curriculum Development (under Teaching heading)

## Relevant Data Fields:

- Calendar Year
- Program or Curriculum
- Description of Effort
- Extension (yes/no)

## Tips for Entering this Type of Activity:

- Calendar year describes the year during which the development of the curriculum occurred.
- Enter the title of your curriculum into the “Program or Curriculum” box.
- Descriptions should be no more the 3-5 sentences and describe the curriculum you are developing and what components you developed during the calendar year.

# Farm or Community Based Research

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This set of instructions describes how to record experimental research done directly on producers' farms, in cooperation with community organizations, or elsewhere outside of UK laboratory space. Plant Science field trials are the prime example. The focus here is on research that may not lead to publications and is not grant funded, so it will not appear elsewhere in your performance review materials (i.e. under funding or publications).

**Digital Measures Screen:** Extension Field and Community Based Research (under Extension heading)

## Relevant Data Fields:

- Project Title
- Start Date
- End Date
- Location
- Number of Locations
- Number of Participants
- Collaborators
- Funding Source (if applicable)
- Description

## Tips for Entering this Type of Activity:

- For ongoing projects, list only a start date.
- Locations may be either specific (Johnson Farm, Letcher County) or general (soybean fields, public schools). General locations should then be followed up with a number of locations, so for instance, the research was conducted in 15 soybean fields.
- It is not necessary to have both a number of locations and a number of participants. Number of participants is meant mostly for social science research where location based data may be less relevant than, for instance, a number of survey respondents.
- Descriptions should be no more than 2-3 sentences.

# Extension Media Contributions

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These instructions are for when you are a contributor to media for which you are not the lead editor. For instance you might give a radio, television, or newspaper interview, or you might have contributed an article or opinion in someone else's newsletter. You have the choice to list items individually, summarize them, or use a combination of the two methods.

## Option 1: List each contribution individually

**Digital Measures Screen:** Media Contributions (under General Information Heading)

### Relevant Data Fields:

- Media Type
- Media Name
- Country, State, County, City (choose the most relevant)
- Extension- (yes/no)
- Description
- Date (date published)

### Tips for entering this type of activity:

- In the description field, describe exactly what your contribution was and its topic. Try to keep descriptions to 1-2 sentences.

## Option 2: Summarize a series of contributions

**Digital Measures Screen:** Extension Media Summary (under Extension heading)

### Relevant Data Fields:

- Start date
- End date
- Type of Media
- Role
- Quantifiable data about the reach of your media
- Description

### Tips for entering this type of activity:

- This method of summarizing your media outreach may be most appropriate if you are giving many interviews or writing many contributing articles throughout the year on the same topic. For instance, if you do a weekly radio spot on commodity prices, you could summarize it by saying you contributed 52 radio interviews on commodity prices throughout the year.
- Create separate summary entries for types of contributions, i.e. separate entries for print, radio, newspaper interviews.
- In the quantifiable data field you can choose to either list the number of contributions (52 radio interview) or both the number of contributions and the reach (52 radio interviews reaching an average of 2,000 listeners weekly).

# Multimedia and Social Media

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This category attempts to encompass the multitude of multimedia projects our Extension faculty are working on from blogs to videos to social media and more. You have the option, in most cases, of either entering information about individual multimedia products or aggregating information about a series of products (think Facebook posts, Twitter feeds, blog posts) into a summary. The information below gives both examples.

## Option 1: List each contribution individually

**Digital Measures Screen:** Intellectual Contributions (under Research Heading)

### Relevant Data Fields:

- Contribution Type
- Current Status
- Title
- Authors (or contributors, co-creators, etc), including levels of student authors
- Date Published
- Extension (yes/no)

### Tips for entering this type of activity:

- Entering your multimedia products individually may be most appropriate when you have a single major product to highlight, for instance a mobile application, a long-form online video, a piece of software, or an online training course.
- You may use the “other” option and then “explanation of other”, if nothing in the contribution type on the list matches your work.

## Option 2: Summarize a set of contributions

**Digital Measures Screen:** Extension Media Summary (under Extension heading)

### Relevant Data Fields:

- Start date
- End date
- Type of Media
- role
- Quantifiable data about the reach of your media
- Description

### Tips for entering this type of activity:

- Summarizing your contributions may be most appropriate for ongoing and repeated outreach projects, such as social media feeds, blogs, regularly updated websites, and series of online videos.
- Using a one year period as your start and end dates (Jan. 1, 2017- Dec. 31, 2018) is helpful because it will allow you to roll over the most recent year’s data to your next performance review. It also allows you to demonstrate growth in your media’s reach as you compare across years.
- The quantifiable data field is intentionally open for interpretation. You may choose what data you feel best represents your media’s reach. Whatever you choose, be sure to include both a number and a descriptor, for instance, 30,000 views, 500 likes, or 2,000 downloads.

# Newsletters

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This category is for newsletters which you are the primary editor on. For newsletters to which you contribute one or two articles or interviews see the instructions on “Interviews or Contributions to Media.”

## Option 1: List each newsletter individually

**Digital Measures Screen:** Intellectual Contributions (under Research Heading)

### Relevant Data Fields:

- Contribution Type (select newsletter)
- Current Status
- Title
- Authors (or contributors), including levels of student authors
- Issue number
- Volume number
- Publication Scope
- Date Published
- Extension (yes/no)

### Tips for entering this type of activity:

- Entering your newsletters individually may be most appropriate if they are published only a few times during the review period, such as annually, semi-annually, or quarterly.

## Option 2: Summarize your newsletters

**Digital Measures Screen:** Extension Media Summary (under Extension heading)

### Relevant Data Fields:

- Start date
- End date
- Type of Media (newsletter)
- Role
- Quantifiable data about the reach of your media
- Description

### Tips for entering this type of activity:

- Summarizing your contributions may be most appropriate for high frequency newsletters such as weekly or monthly publications.
- Using a one year period as your start and end dates (Jan. 1, 2017- Dec. 31, 2018) is helpful because it will allow you to roll over the most recent year’s data to your next performance review. It also allows you to demonstrate growth in your media’s reach as you compare across years.
- For the quantifiable data field you may choose to record the number of articles you wrote for the newsletters, or the number of issues, or the number of newsletters distributed, or a combination of these numbers. The field is an open text field into which you can enter more than one number and descriptor.

# Numbered Extension Publications

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If you have written new or updated content for numbered Extension publications that has gone through Ag Communications, most of that information will be uploaded to the system for you. If your numbered Extension publication did not go through Ag Communications, or if it has been accepted, but not yet published, you will need to enter all of the data yourself.

## **Digital Measures Screen:** Intellectual Contributions (under Research heading)

### **Imported Data for publications that went through Ag Communications:**

- Contribution Type
- Current Status
- Title
- Faculty Authors
- Number
- Web address
- Date published
- Extension- yes/no

### **Additional data that must be hand-entered:**

- Non-faculty authors
- Student author level
- Date accepted, if not yet published

### **Tips for Entering this Type of Activity:**

- When entering publications that have been accepted but not yet published, or publications that did not go through Ag Communications, you will need to enter data into the fields in both of the above lists.



# Extension Presentations

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For individual, one time presentations, you should follow the instructions for “Listing individual presentations.” For presentations that you give multiple times throughout the year, list one example presentation, and then summarize the number of times you gave that same (or similar) presentations using the “Summarizing presentations” instructions.

## Listing individual presentations:

**Digital Measures Screen:** Extension Education & Training Programs (under the Extension heading)

### Relevant Data Fields:

- Program topic
- Program type
- Program scope
- Number of counties, or number of states, as relevant
- Sponsoring organization or county office
- Primary role of faculty member
- Participant type
- Number of participants
- Description
- Start date and end date

### Tips for entering this type of activity:

- For presentations that only occurred on one day, only enter an end date.
- If there were multiple types of participants, select “other” in the participant type menu and then explain in the description box.
- If you had more than one role in the presentation, you may need to describe your multiple roles in the description box.
- Most faculty members will choose to only list out 3-5 individual presentations and then summarize the rest, but the number of individual presentations you list is up to you.
- In the description box, you may include a statement such as “I gave this presentation multiple times, see presentation summary.”

## Summarizing presentations:

**Digital Measures Screen:** Extension Presentation Summary (under Extension heading)

### Relevant Data Fields:

- Start date and end date
- Presentation Type
- Number of Presentations
- Total Attendance
- Description

### Tips for entering this type of activity:

- Presentations should be summarized in 1 calendar year increments, so the start and end dates should be January 1-December 31. This allows you to roll the most recent year’s data over to your next annual performance review.
- You should break out presentations by type. The type options are:
  - County Office Presentations
  - Multi-County Presentations
  - Field Day Presentations
  - Other Presentations
- In the description box, you may want to include a statement such as “For detailed a description of the presentation, see the Extension Education & Training list,” to refer the reviewer back to where you have more fully described the presentation.

# Extension Workshops and Webinars

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These instructions are for entering any type of workshop, webinar, or seminar that you lead. These may include Field Day workshops, county office workshops, Kentucky Extension Leader Lessons, workshops for industry clientele, or any other workshop type activity. Workshops are multifaceted and typically interactive, going beyond just a presentation.

**Digital Measures Screen:** Extension Education & Training Programs (under the Extension heading)

## Relevant Data Fields:

- Program topic
- Program type
- Program scope
- Number of counties, or number of states
- Sponsoring organization or county office
- Primary role of faculty member
- Participant type
- Number of participants
- Description
- Start date and end date

## Tips for entering this type of activity:

- For workshops that only occurred on one day, only enter an end date
- If there were multiple types of participants, select “other” in the participant type menu, and then explain in the description box.
- If you had more than one role in the workshop, you may need to describe your multiple roles in the description box.
- Remember, if you are only presenting to one or two clients, that activity may be better classified as consulting rather than a workshop.

# Awards

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Any awards which you received during the review period should be recorded. Typically, faculty members only enter awards they received, not nominations, unless the nomination was for a particularly prestigious award.

## Digital Measures Screen: Awards (under General Information)

### Relevant Data Fields:

- Award or Honor Name
- Organization/Sponsor
- Explanation of “Other”
- Purpose
- Award Type
- Scope
- End Date

### Tips for Entering this Type of Activity:

- Use the “End Date” fields to record the date on which you received the award.
- To list awards for which you were nominated but did not receive, add the word “Nomination” after the name in the “Award or Honor Name” field, as in “Nobel Prize (Nomination).”

# Professional Development

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These instructions may be used to enter any type of professional development activity you participate in such as attending a conference or workshop (but not presenting), or earning continuing education credits.

## **Digital Measures Screen:** Faculty Development Activities Attended (under General Information)

### **Relevant Data Fields:**

- Activity Type
- Title
- Sponsoring organization
- Scope
- City, State, Country (as relevant)
- Description
- Start date
- End date

### **Tips for Entering this Type of Activity:**

- For activities that only occurred on one day, enter only an end date.
- For ongoing activities, enter only a start date.
- If you presented at a professional conference or were a speaker at a workshop, that would be better recorded under presentations than professional development.

# Professional Memberships

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These instructions are to record your membership in, but not officer position in or service to, a professional organization or society.

**Digital Measures Screen:** Professional Memberships (under General Information)

## Relevant Data Fields:

- Name of organization
- Scope of organization
- Start date
- End date

## Tips for Entering this Type of Activity:

- The Professional Memberships screen is only for recording your membership in a professional organization. If you want to record that you are an officer in an organization, or any type of service, such as committee service or editorial board service, you should record that information on the Professional Service screen.

# Licensures and Certifications

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These instructions are for entering new licenses or certifications you earned during the review period, or licensures or certifications which you renewed during the review period. Unless your chair advises you otherwise, it is unnecessary to report ongoing licensures and certifications you hold for which there was no change during the review period.

## **Digital Measures Screen:** Licensures and Certifications (under General Information)

### **Relevant Data Fields:**

- Title of Licensure/Certification
- License/Certification number (if applicable)
- Type of Credential
- Sponsoring Organization
- Scope
- Date obtained
- Expiration Date

### **Tips for Entering this Type of Activity:**

- For the purposes of annual performance reviews, you only need to enter data for licenses newly obtained or renewed during the 2-year review period.

# Sabbatical

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These instructions may be used when you were on sabbatical for part of your review period.

## **Digital Measures Screen:** Faculty Development Activities Attended (under General Information)

### **Relevant Data Fields:**

- Activity Type (sabbatical)
- Description
- Start date
- End date

### **Tips for Entering this Type of Activity:**

- In the description box, write a one paragraph description of your sabbatical that includes your goals and accomplishments during the sabbatical period.

# Artistic & Creative Works

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These instructions are for recording artistic or creative works, either individual or a show of multiple works, for instance, exhibits of architectural models or drawings or floral displays.

**Digital Measures Screen:** Artistic and Professional Performances and Exhibits (Under Scholarship/Research heading)

## Relevant Data Fields:

- Type of work
- Work/Exhibit Title
- Sponsor
- Venue
- Location of Venue, country state and city
- Performer/Exhibitor/Lecturer
- Student exhibitor levels
- Peer-reviewed/refereed, yes/no
- Invited or Accepted
- Description
- Start Date
- End Date

## Tips for Entering this Type of Activity:

- Activities should not be reported in more than one place, so you should not report something as both a publication and an artistic or creative work.
- For events that only occurred on one day, only enter an “End Date.”



# Federal Formula Funding

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Federal capacity funds including Hatch, Hatch Multi-State, McIntire-Stennis, Animal Health and Disease, State Experiment Station, and Renewable Resources Extension funding are imported into Digital Measures from data sets supplied by the CAFE Research Office, but some additional descriptive information may be added by the faculty member.

## Digital Measures Screen: Research (Non-OSPA) (under Scholarship/Research heading)

### Imported Data Fields:

- Faculty PI name
- Research Title
- Account Number
- Start Date
- End Date
- Status
- Funding Source (Hatch, Hatch Multi-State, etc.)
- Internal/External Funding
- Funding Type
- Refereed- yes/no

### Data that may be hand-entered:

- Co-PI names
- PI and Co-PI roles
- Student investigators' levels
- Description of funding

### Tips for Entering this Type of Activity:

- Descriptions should be brief (1-2) sentences and describe the faculty member or members' roles in the project.

# Extramural Funding

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Extramural funding describes grants and contracts that come from outside of the university and are run through OSPA. Data about these grants and contracts will be imported into Digital Measures from data sets provided by OSPA. Most of the data fields are unable to be modified by the faculty member. Extramural Funding is shared data that will appear the same in the records of all co-investigators.

## Digital Measures Screen: Research (OSPA) (under Scholarship/Research heading)

### Imported Data Fields:

- OSPA ID
- Account Number
- Responsible Department
- Title
- Sponsoring Organization
- Sponsor ID
- Sponsor Type
- Sponsor Acronym
- UK-based investigators
- Total Funding
- Total Projected Funding
- Abstract
- Current Status
- Date Submitted
- Start Date of Funding
- End Date of Funding
- Budget start and end dates

### Data that may be hand-entered:

- Total requested funding
- Description of award (see note)
- Non-UK PI's
- Student PI's levels
- Scope of project

### Tips for Entering this Type of Activity:

- When writing a description, keep in mind that the same description will appear on the materials of all PIs, not just your own materials.
- Good descriptions include descriptions of each person's role in the project.
- For grants that are subcontracts of larger grants received by non-UK investigators, only the funding amount coming to UK will appear in the "Total Funding" box. You may describe the total amount, including funds outside of UK in the description box.

# Intramural Funding

Intramural funding comes from sources internal to UK and is not run through OSPA. Intramural funding is shared data that will appear the same way for all co-investigators. Only one investigator needs to enter any one grant.

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## Digital Measures Screen: Research (Non-OSPA) (under Scholarship/Research heading)

### Relevant Data Fields:

- Research Title
- Funding Organization
- Funding- Internal/External
- Funding Type
- Investigators and roles
- Student Investigators' levels
- Funding Amount
- Current Status
- Date Submitted
- Start Date of Funding
- End Date of Funding
- Scope
- Description

### Tips for Entering this Type of Activity:

- When writing a description, keep in mind that the same description will appear on the materials of all PIs, not just your own materials.
- Good descriptions include descriptions of each person's role in the project.
- "Scope" should reflect the level of competitiveness of the grant, not the scope of your research.

# Gifts

Gifts are philanthropic donations to your program that are not contracts or competitive grants. Faculty members should only record newly received gifts, not ongoing endowment income.

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## **Digital Measures Screen: Research (Non-OSPA) (under Scholarship/Research heading)**

### **Relevant Data Fields:**

- Research Title
- Funding Organization (Donor)
- Funding Type (likely “Foundation” or “Other”)
- Funding Amount
- Current Status
- Date Submitted (just a year)
- Start Date of Funding
- End Date of Funding
- Description

### **Tips for Entering this Type of Activity:**

- Descriptions should be 1-2 sentences and describe any specific purpose for the gift or specific items/projects it supports.

# Fee for Service Income

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Fee for service income is income that comes to your program as the result of fees that your program charges for services rendered to clients. For instance, if you do diagnostic or testing work and charge a specific fee for this service.

## **Digital Measures Screen:** Research (Non-OSPA) (under Scholarship/Research heading)

### **Relevant Data Fields:**

- Research Title
- Funding Organization
- Funding Type (likely “Industrial/Trade” or “Other”)
- Funding Amount
- Current Status
- Date Submitted (just a year)
- Start Date of Funding
- End Date of Funding
- Description

### **Tips for Entering this Type of Activity:**

- For the “funding organization” describe the clientele your work serves, an example would be, “UKVDL Clients” or “Breed Registry Organizations”
- For the funding amount enter the total brought in to your program over a one-year period.
- The start and end date should reflect a one-year period, for example, Jan. 1, 2017-Dec. 31, 2017.
- In the description field, write a brief description of the services your program provides that results in this funding and if possible/relevant, an average fee amount for each service.

# Presentations

Use these instructions to record presentations based on your research, such as presentations given at professional society conferences or seminars.

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**Digital Measures Screen:** Presentations (under Scholarship/Research heading)

## Relevant Data Fields:

- Conference/Meeting Name
- Sponsoring Organization
- County, City, State, Country, as best applicable
- Presentation Title
- Presenters/Authors
- Student Contributors' levels
- Scope
- Invited or Accepted
- Date
- Type of Presentation

## Tips for Entering this Type of Activity:

- Activities should not be reported in more than one place, so if for instance, you presented at a poster session, you should not report both a presentation and a publication (the poster). Likewise, you should not report presentation abstracts or conference proceedings as publications.

# Intellectual Property

Use these instructions to record information about intellectual property including patents, copyrights, trademarks, GenBank Registrations, and cultivar releases.

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**Digital Measures Screen:** Intellectual Property (under Scholarship/Research heading)

## Relevant Data Fields:

- Title (if there is one)
- Patent/Copyright/ID Number
- List of inventors
- Date licensed

## Tips for Entering this Type of Activity:

- When entering the ID number write the type of ID and then the number, for instance “Cultivar Release- 209Z,” or “GenBank Accession- KT153630-KT153643.”
- List of inventors could also be interpreted as the list of researchers or discoverers for intellectual property that is not invented.

# Publications

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Publications may be entered manually, or imported from Web of Science or End Note using the “import” function in Digital Measures. [Click here for instructions on importing from Web of Science](#), [or here for instructions on importing from End Note](#).

**Digital Measures Screen:** Intellectual Contributions (under Scholarship/Research heading)

## Part 1: Verifying Data and adding in newly required data.

In your profile, there may be publications already entered from last year, or entered by your co-authors. You will need to verify that these entries are correct and add information that was not required last year, but is required this year.

1. Select the title of an article from the Intellectual Contributions list.
2. Review the data. If anything appears to be incorrect, correct it.
3. Check the status. If the publication was entered last year, the status may need to be updated.
4. Review the list of authors. For student authors, select their level in school from the drop-down menu. Identify the senior author(s) by selecting “yes” from the senior author drop-down menu.
5. Review the publication date. If it does not include a month, add the appropriate month.
6. Add in the Impact Factor and Total Journal Cites numbers for the journal for the year of publication. For instructions on how to find this information see: [Looking up Impact Factors and Total Journal Cites](#).
7. Check the peer reviewed/refereed box. If it is not correctly populated, select the correct option from the drop-down menu.
8. For any peer-reviewed research publications select “Yes” in the Experiment Station drop-down box.
9. Select “Save” at the top of the screen.
10. Repeat these steps for each publication.

## Part 2: Adding Additional Publications

If you have publications that have been published or accepted for publication that do not appear in your list, you will need to add them yourself. Please note that only published and accepted publications will appear in your APR materials, so do not enter any publications with other statuses. To add a publication, select “Add New Item” at the top of the Intellectual Contributions list screen, and then populate these data fields:

### Relevant Data Fields

- Contribution Type
- Current Status
- Title
- Title of Larger work (if applicable)
- Authors
- Senior Author
- Student author levels
- Journal/Publisher/Proceedings Publisher
- Volume and Issue Number
- Page numbers
- Experiment Station yes/no
- DOI (if available)
- Impact Factor for year published (see [Looking up Impact Factors](#))
- Total Journal Cites (see [Looking up Journal Cites](#))
- Peer reviewed or refereed
- Date accepted (if not yet published)
- Date published, including month

**After all Relevant data fields are populated, select either “Save” or “Save + Add Another” at the top of the screen.**



# College Service

Use these instructions to record service to the College of Agriculture, Food and the Environment, such as service on college level committees like the Appointments, Promotion and Tenure Committee or the CAFE Faculty Council.

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## Digital Measures Screen: College (under Service heading)

### Relevant Data Fields:

- Committee name/ activity
- Position/role
- Start date
- End date

### Tips for Entering this Type of Activity:

- For events that only occurred on one day, only enter an end date. For ongoing activities, only enter a start date.

# Consulting

Consulting describes activities where you are consulting one or two individuals, possibly agents, producers, or members of the general public on a specific topic. Consulting is different from presentations or workshops because it is done for a smaller audience and to address a specific need.

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## Digital Measures Screen: Consulting (under General Information)

### Relevant Data Fields:

- Consulting type
- Explanation of Other (if other was chosen as consulting type)
- Client/Organization
- City, State, County, Country (only most relevant)
- Description of Activities
- Start Date
- End Date

### Tips for Entering this Type of Activity:

- For events that only occurred on one day, only enter an “End Date.”
- If you frequently perform the same type of consulting work for multiple clients throughout the evaluation period, you may choose to summarize your work rather than listing each consultation individually. To do this, select a one-year increment for the start date and end date (Jan. 1, 2017-Dec. 31, 2017) and then in the description box provide a general description of the type of consultations you gave, and the number of consultations performed during the one-year period. For instance, “10 consultations given to individual beef producers in Russell County about safety precautions in beef cattle confinement facilities.”

# Department Service

Use these instructions to record service to your department.

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**Digital Measures Screen:** Department (under Service heading)

## Relevant Data Fields:

- Committee name/ activity
- Position/role
- Start date
- End date

## Tips for Entering this Type of Activity:

- For events that only occurred on one day, only enter an end date. For ongoing activities, only enter a start date.

# Media Contributions

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These instructions are for when you are a contributor to media that you are not the lead editor on. For instance you might give a radio, television, or newspaper interview, or you might have contributed an article or opinion in someone else's newsletter.

**Digital Measures Screen:** Media Contributions (under General Information Heading)

## Relevant Data Fields:

- Media Type
- Media Name
- Country, State, County, City (choose the most relevant)
- Extension- (yes/no)
- Description
- Date (date published)

## Tips for entering this type of activity:

- In the description field, describe exactly what your contribution was and its topic. Try to keep descriptions to 1-2 sentences.

# Professional Service

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Use these instructions to record service to your profession, such as holding an officer role in a professional society, or serving as an editor for an academic journal.

## Digital Measures Screen: Professional (under Service heading)

### Relevant Data Fields:

- Committee name/ activity
- Position/role
- Start date
- End date

### Tips for Entering this Type of Activity:

- For events that only occurred on one day, only enter an end date. For ongoing activities, only enter a start date.
- It can be difficult to distinguish between public and professional service, so it is up to the faculty member's discretion where they record their service activities, but please note that activities may not be recorded in more than one place. Some examples of professional service include:
  - Expert witness testimony
  - Governmental hearings
  - Journal editorship or reviewer service
  - Grant funding panelist

# Public Service

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Use these instructions to record service to the general public such as judging competitions for 4-H, presenting to K-12 students, or serving in a professional capacity in a community group related to your research area. Public service should be distinguished from Extension activities. If you have an Extension component to your DOE, please follow the instructions for entering the various types of Extension activities.

## Digital Measures Screen: Public (under Service heading)

### Relevant Data Fields:

- Committee name/ activity
- Position/role
- Start date
- End date

### Tips for Entering this Type of Activity:

- For events that only occurred on one day, only enter an end date. For ongoing activities, only enter a start date.
- It can be difficult to distinguish between public and professional service, so it is up to the faculty member's discretion where they record their service activities, but please note that activities may not be recorded in more than one place. Some examples of professional service include:
  - Judging competitions, such as for 4-H
  - Presentations to K-12 students
  - Presentations to community groups
  - Service on community boards

# University Service

Use these instructions to record service to the University of Kentucky.

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## Digital Measures Screen: University (under Service heading)

### Relevant Data Fields:

- Committee name/ activity
- Position/role
- Start date
- End date

### Tips for Entering this Type of Activity:

- For events that only occurred on one day, only enter an end date. For ongoing activities, only enter a start date.

# Academic Advising

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These instructions are for recording your advising of undergraduate or graduate students, not including thesis and dissertation or independent study advising.

## **Digital Measures Screen:** Academic Advising (under Teaching Heading)

### **Relevant Data Fields:**

- Academic year
- Term
- Number of undergraduate, graduate, professional students, and interns advised (as relevant)
- Description of activities

### **Tips for Entering this Type of Activity:**

- The description of activities field is optional, but may be used among other things to list awards your advisees have received or other achievements they have earned through your assistance.



# Student Awards

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These instructions are for recording awards and achievements earned by your advisees, for which you were not the direct recipient of the award.

## Digital Measures Screen: Academic Advising (under Teaching Heading)

### Tips for Entering this Type of Activity:

- If your student received an award for an independent study project which you advised, do not follow these instructions. Instead, record the project under Directed Student Learning, and in the description on that screen, record the name of the award. [See page 45.](#)
- If your name was on the award, for instance, you received an award yourself for being an outstanding adviser, do not follow these instructions. Instead, record the award on the Awards screen. [See page 19.](#)
- If the award resulted in funding coming not directly to the student, but to your program, such as a grant, do not follow these instructions. If the award money went through OSPA, it will be recorded on the Research (OSPA) screen. If the funding did not go through OSPA, record it on the screen Research (non-OSPA), following the instructions on [page 27.](#)
- For awards received by your students that do not fit any of scenarios described above, enter the awards on the same screen where you entered your academic advising activities as described on [page 39.](#) In the “Description” field, type the phrase “Student Awards” then type out the names of the students, and the names of the awards they received, with a hard break between lines, like so:

**Description:** Student Awards:

Jane Doe- CAFE Outstanding Master’s Student 2018

John Doe- APLU Student Poster Award 2018

George Smith- SEC Student Scientist Award 2018

### Relevant Data Fields:

- Academic year
- Term
- Number of undergraduate, graduate, professional students, and interns advised (as relevant)
- **Description of activities**

# For-credit Courses

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Faculty members do not have to enter any data about the regular UK courses you teach. This information is all imported from SLCM and the TCE system.

**Digital Measures Screen:** Scheduled Teaching (under Teaching Heading)

## Imported Data Fields:

- Term and year
- Course number
- Course title
- Section number
- Teacher Course Evaluation scores when available (may not be available for low enrollment sections).

# Program and Curriculum Development

Use these instructions to record your work developing a new course or academic program.

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**Digital Measures Screen:** Program and Curriculum Development (under Teaching Heading)

## Relevant Data Fields:

- Year
- Program/Curriculum name
- Description

## Tips for entering this type of activity:

- In the “Description” box, use 2-3 sentences to describe not only the program or course you are developing but specifically your contribution to developing it.

# Guest Lectures

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Use these instructions to record lectures you gave in courses other than your own.

## **Digital Measures Screen:** Other Credit and Non-credit Instructional Activities (under Teaching Heading)

### **Relevant Data Fields:**

- Instruction type (Guest Lecture)
- Sponsoring Organization (if applicable)
- Course Title
- Description/topic
- Start date
- End date
- Participant type
- Number of Participants

### **Tips for entering this type of activity:**

- Keep the description/topic as brief as possible.
- For events that only occurred on one day, only enter an “End Date.”

# Theses and Dissertations

Use these instructions to record thesis and dissertation committees you have chaired or served on.

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**Digital Measures Screen:** Theses and Dissertations (under Teaching Heading)

## **Relevant Data Fields:**

- Involvement type
- Student's first and last name
- Student's program of study
- Title of student's work (if available)
- Stage of completion
- Date started
- Date completed (if completed)

# Directed Student Learning

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Use these instructions to record student projects you have advised on or overseen excluding thesis, dissertations, and regular academic advising. Examples of this type of activity are independent study, undergraduate research, and capstone projects.

**Digital Measures Screen:** Directed Student Learning, excluding Theses and Dissertations, (under Teaching heading)

## Relevant Data Fields:

- Involvement type, (explanation of other, if needed)
- Description
- Student First Name
- Student Last Name
- Title of Student's Work (or the name of the project, class, etc.)
- Stage of Completion
- Date Started
- Date Ended

## Tips for entering this type of activity:

- Keep the description/topic as brief as possible and focus on your role in advising the student.

# Club Advising

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Use these instructions to record student clubs you are advising. The same instructions may be used for UK student organizations or for grade school clubs.

**Digital Measures Screen:** Other Credit and Non-Credit Teaching Activities (under Teaching heading)

## Relevant Data Fields:

- Instruction type (select other)
- Explanation of Other (write in “club advisor”).
- Sponsoring Organization (the club’s name)
- Description/topic (Describe your duties as club advisor)
- Start date
- End date
- Participant type
- Number of participants (number of club members)

## Tips for entering this type of activity:

- Keep the description/topic as brief as possible and focus on your role in advising the student organization.

# Other Teaching Activities

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Use these instructions to record any other teaching activities not covered by a previous category.

**Digital Measures Screen:** Other Credit and Non-Credit Teaching Activities  
(under Teaching heading)

## Relevant Data Fields:

- Instruction type
- Sponsoring Organization (the club's name)
- Course title (if relevant)
- Description/topic (Describe your duties as club advisor)
- Start date
- End date
- Participant type
- Number of participants (number of club members)

## Tips for entering this type of activity:

- Keep the description/topic as brief as possible and focus on your role in the activity.
- For events that only occurred on one day, only enter an "End Date."



# Index for Printing

If you prefer to use this guide as a printed out hard copy, it is not necessary to print every page. Use this index list to identify the pages relevant to your needs, and then type only those page numbers into your print options screen in the box for “print pages.”

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