BOSTON UNIVERSITY

User Guide

My CV - External and International Activity Report

Version 3.0
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1.   My CV Introduction

<u>Important note</u>: This User Guide provides details for navigating, completing and submitting your External and International Activity Report (EIAR) in My CV. There are additional User Guides for other functionality, such as navigating and modifying your profile, publications, teaching activities and service. These can be found on the Training and Support page of the My CV Project Website.

Overview

My CV is a software system that is used to help Boston University collect, analyze and showcase the scholarly and professional activities of the University's academic community. The information collected in My CV includes appointments, education and degrees, publications, teaching activities, grants, and professional activities.

My CV aims to ease the administrative burden on faculty in the collection and entry of their scholarly and professional contributions, allowing them to store all of their scholarly information in one place. This reduced burden will be achieved by pre-populating the system with data from other source systems wherever possible. Additionally, the system will provide support for faculty in adhering to BU's Open Access Policy by automatically flagging those publications that fall within the policy and making it easy to deposit into OpenBU and, when necessary, request a waiver of the opt-out open access policy.

More information about My CV, including contact information for your My CV Liaisons and Frequently Asked Questions, can be found on the My CV Project Website.

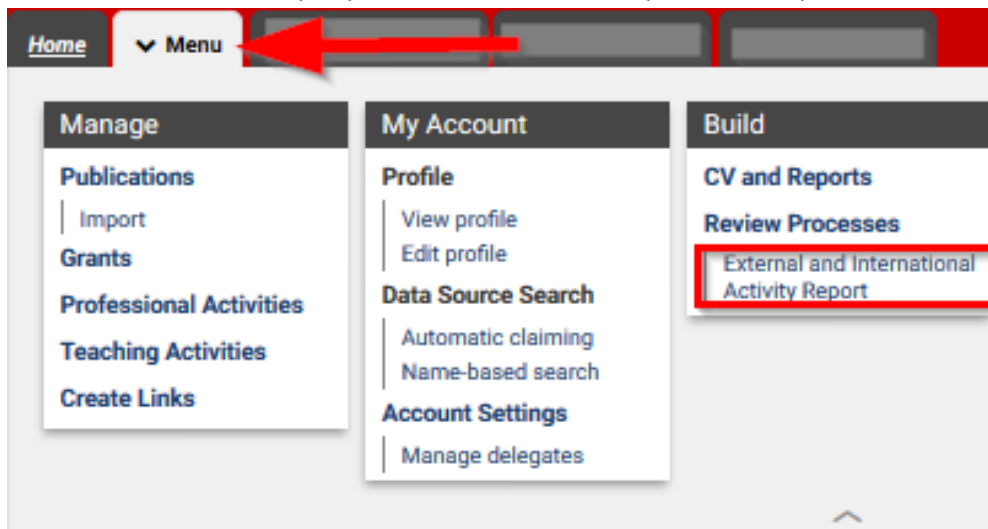# 2.   Accessing My CV

Access My CV at https://mycv.bu.edu/

3.   Navigation

3.1   Accessing your EIAR

You can access your EIAR through the **Menu Tab**. Navigate to **Menu** > **Build** > **Review Processes** and select the External and International Activity Report. The name of the report will be specific to either your college or department.

3.2   Start Page

You will be brought to the EIAR **Start Page** that contains basic instruction. To begin your EIAR, click **Start.**

External and International Activity Report

Full-time faculty (employed by BU for at least 50% time) must annually report their external compensated and uncompensated activity in accordance with the External Professional Activity policy, found in the Faculty Handbook.

External activities already on your My CV profile may be added to your report within the appropriate external activity section. External activities not on your profile may be added using the Manual Input section.

Faculty should also report any international appointments/employment, international support received, and domestic or international patents received/filed. More information on this may be found on the International Collaboration in Research & Scholarship page.

Start

3.3   EIAR Structure

The EIAR consists of seven sections:

1. Supporting Information
2. Leave
3. External Activity – From Publications in profile
4. External Activity – From Teaching Activities in profile
5. External Activity – From Grants in profile
6. External Activity – From Professional Activities in profile
7. External Activity – Manual Input
8. International Appointments/Employment
9. International Support
10. Patents

3.4   Summary Panel

The **Summary Panel** on the right will provide status information about each section.
A hard warning, represented by the symbol   ⚠   indicates key information is missing and must be provided.

4. Complete your EIAR

Compensated Activity

List the companies, individuals, or organizations for which you performed compensated activity; briefly describe the nature of the work you performed, and approximate time per week spent on the work. Indicate the dates of your involvement in these activities, and whether or not the work has been completed.

Uncompensated Activity

List the external professional activities, such as professional societies, review panels, advisory boards, etc. for which you received little or no compensation; indicate the approximate time spent and the dates of your involvement in these activities.

International Appointments/Employment

List any appointments or employment held at foreign institutions within the past calendar year. This should include any paid, unpaid, honorary, volunteer, or advisory board positions.
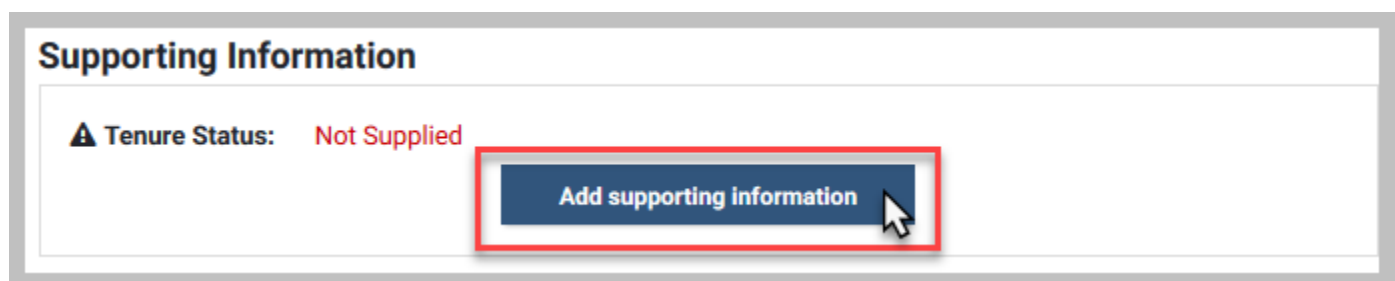
International Support

List any funding, research resources, or in-kind support received within the past calendar year from foreign entities, whether or not the support is related to research on a grant.

Patents

List any domestic or international patents filed or issued within the past calendar year.

4.1 Tenure Information & Summary Comments

You'll begin your EIAR by indicating your tenure status and providing overall summarizing comments about your previous calendar year's external and international activities. To do this, click "Add supporting information."

Here in the EIAR level Supporting Information page, you'll **(1)** provide summarizing comments about your previous calendar year's external and international activities as a whole, **(2)** indicate your tenure status, and **(3)** provide your tenure year (if applicable).

If you cannot recall your exact Tenure date, you can simply provide the year.

After you have completed these field, you have three options to continue:

1. **Cancel** will erase any changes you have made to the page
2. **Save** will save your changes and keep you on the current page
3. **Save and exit** will save your changes and bring you back to the EIAR Welcome page

After you are satisfied with the information you have provided, you can continue the EIAR by clicking "Save and exit."

This action brings you back to the EIAR Welcome page. You will notice that in the **Summary Panel**, a checkmark appears to the left of Supporting Information. This checkmark indicates that you have completed this section.

After the EIAR level Supporting Information has been added, you can move onto the next list, Leave. You can access any list by clicking on the list's name.

4.2   Leave(s)

In the **Leave** list you will either be providing information about your leave(s) over the past year or indicating that you did not take a leave.

If you were not on leave over the past calendar year, please click **(1)** "Add supporting information" and **(2)** check the "Not Applicable" box.

If you were on leave at any point over the past calendar year, please add an item for each leave by clicking **(1)** "Add item", then **(2)** indicate the type of leave, **(3)** the semester(s), and **(4)** dates. You can also **(5)** provide comments above each leave if you wish for them to appear on your EIAR.

No items added to list.

(1) Add item

(2) Leave Type (if applicable): [None]
- [None]
- Leave of Absence
- Sabbatical
- Junior Scholar leave
- Childbirth leave
- Primary Caregiver Workload Reduction
- Other paid leave
- Other unpaid leave

Leave Semester (if applicable):

Leave Start Date:

Leave End Date:

Comments:

Leave Type (if applicable): Leave of Absence

(3) Leave Semester (if applicable):
- ☐ Fall
- ☐ Spring

Click on the calendar icon to provide the leave dates

(4) Leave Start Date:

Leave End Date:

Comments:

(5)

After you are satisfied with the information you have provided, you can continue the EIAR by clicking "Save and exit."

To continue onto the next section, you can navigate to the **List Summary** > **Where Next?** and click **(1)** "Back up to External Annual Report" to return you to the EIAR Welcome page.

Alternatively, you can **(2)** click "Go to External Activity" to bring you directly to the next list.

List Summary
(Leave)

i No supporting information ⌄

✔ 1 item added
   (0 or more required) ⌄

What next?

Add item

Where next?

Go to External Activity

2

Back up to External Activity Report

1

4.3   External Activity – From Items (Publications, Teaching, Grants, Professional Activities) in Profile

In these four sections, you can pull existing items from your My CV Profile to associate them with your EIAR.

You can add items to associate with your EIAR by going into one of the External Activities sections and clicking "Select items."
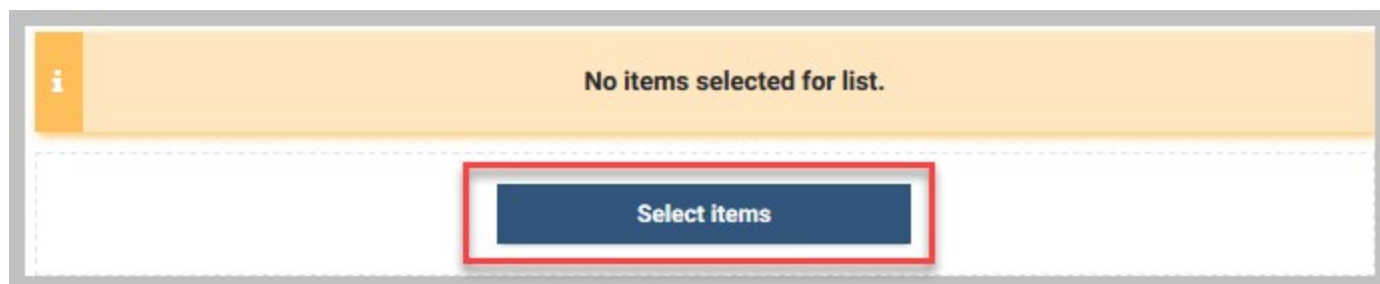
All of your eligible items of that type (publications, grants, etc.) will display. You can either select individual items to associate with your EIAR by **(1)** clicking "Select for External Activities", or choose to associate all of your items by **(2)** clicking "Select All" at the upper right hand corner of the results page.
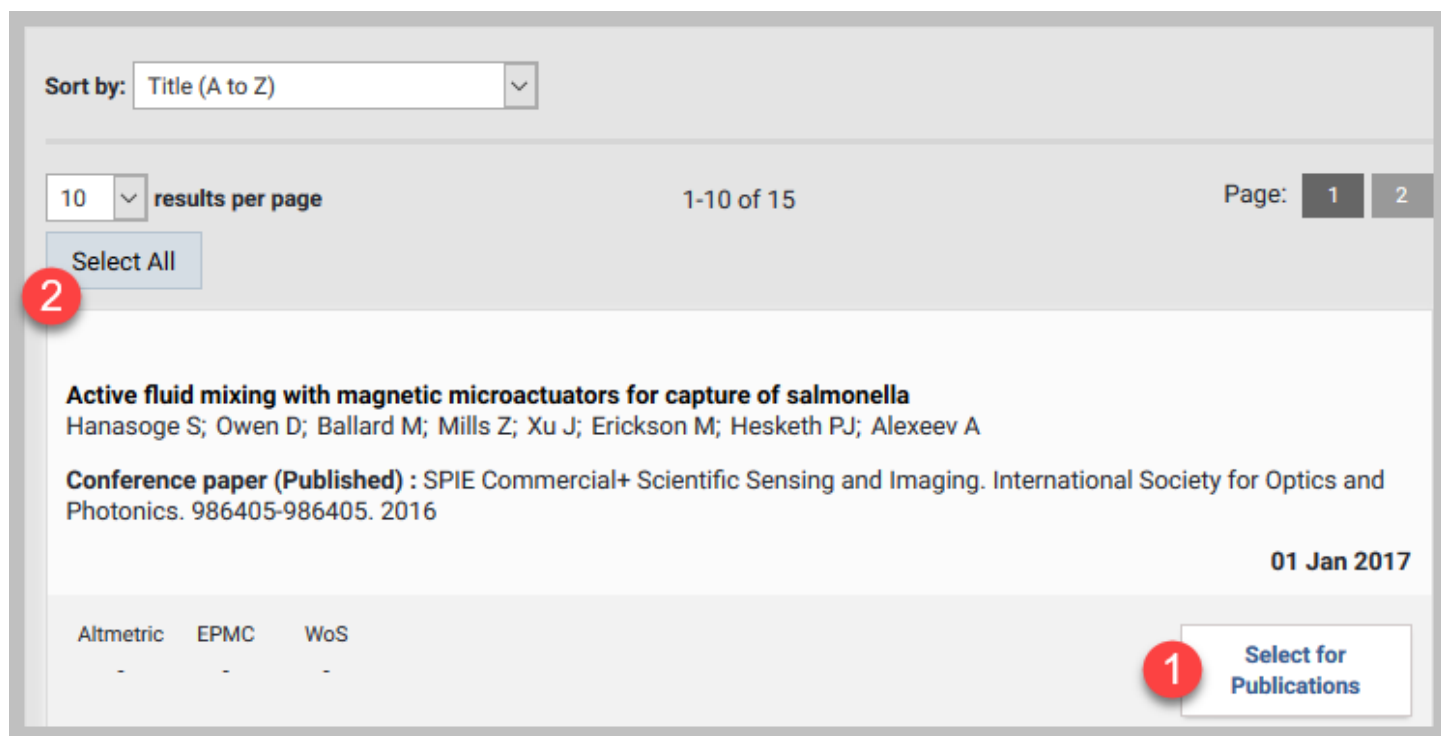
If you cannot find a particular item within your list of eligible items, it either doesn't have a reporting date within the past calendar year or is not currently in your My CV profile. You will need to add publications to your profile before they will be available to add to your External and International Annual Report.

If you wish to associate all of your items by clicking "Select All", be sure that all items are displayed in the results. To help ensure all items are displayed, increase the number of results per page.

After you have selected all of the items you wish to associate with your EIAR, click "Done" in the Select Items ribbon above.


These items are now associated with you EIAR.

For each external activity from your profile, you will need to add item-level supporting information regarding (1) activity type (compensated or uncompensated), (2) number of hours, (3) time period for number of hours, (4) if the activity has been completed, (5) any additional comments. Click "Add supporting information" to bring you to the entry screen. Once you have completed these fields, (5) click "Save and exit."

4.4   External Activity – Manual Input

In this section, you can list any additional compensated and uncompensated activities via manual entry, if needed.

You can add external activities to your EIAR by clicking "Add items."
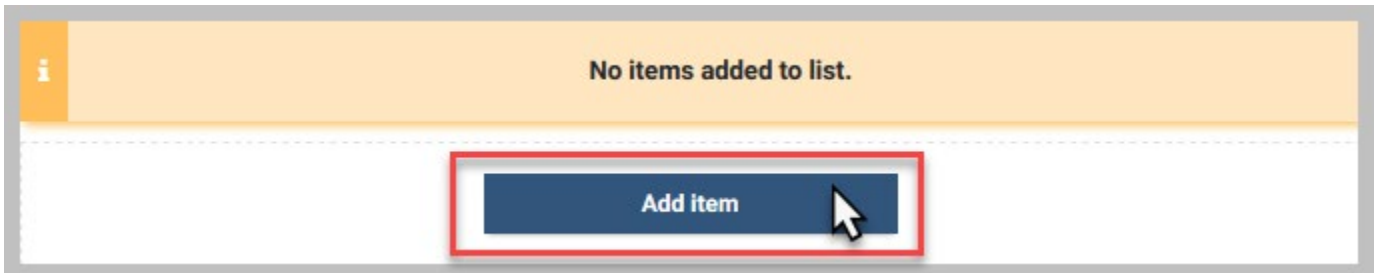
For each external activity, you will need to indicate **(1)** the activity type, **(2)** the activity title, **(3)** a summary or description of the activity, **(4)** the activity period, **(5)** the number of hours comitted **(6)** per a specified frequency, **(7)** whether the activity has been completed and **(8)** any activity specific comments you wish to provide.
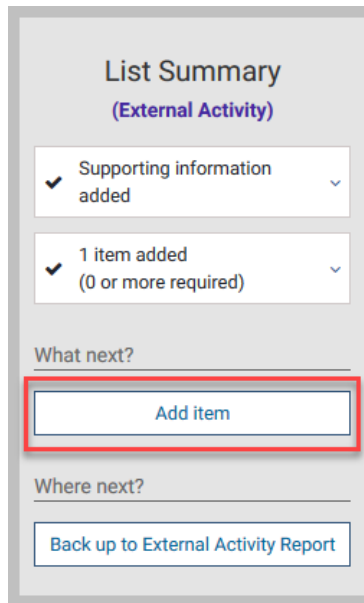
1 ⚠ **Activity Type:** ○ Compensated
                          ○ Uncompensated

⚠ **Activity Title:** [**2**]

Activity Summary: [**3**]

⚠ **Start Date:** [   ] 📅
4

End Date: [   ] 📅

⚠ **Hours:** [**5**]

6 ⚠ **Unit:** ○ Per Day
                  ○ Per Week
                  ○ Per Month
                  ○ Per Year
                  ○ Total

7 ⚠ **Activity Completed:** ○ Yes
                                ○ No

Additional Comments: [**8**]

After you have completed entering the information, click "Save and Exit" to continue.

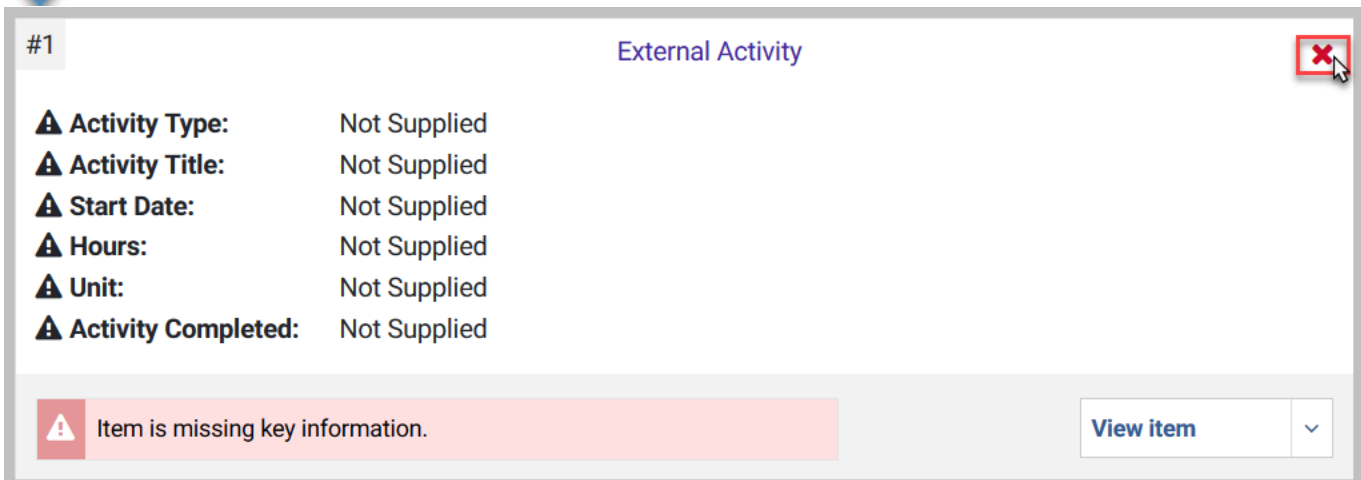**Supporting Information**   Cancel   Save and continue   **Save and exit**

The external activity will now display in this section.

To add additional external activities, navigate to the **List Summary Tab** > **What next?** > **Add item.** You will need to add an item to report each external activity.

List Summary
(External Activity)

✔ Supporting information added

✔ 1 item added
(0 or more required)

What next?

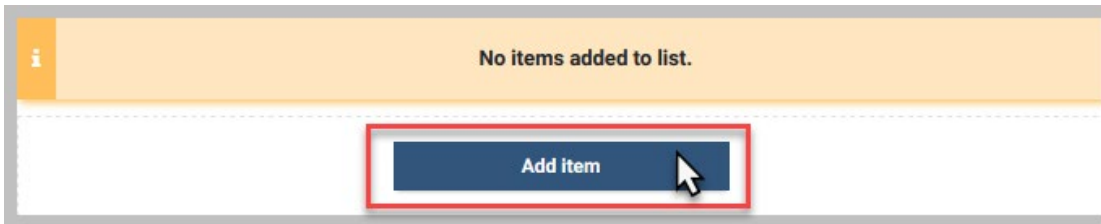Add item

Where next?

Back up to External Activity Report

Please note that if you have accidently clicked "Add item" and then click "Cancel" and blank item still appears in your EIAR. To delete it, simply click the red X in the upper right hand corner of the item.

#1   **External Activity**   ✖

⚠ **Activity Type:**   Not Supplied
⚠ **Activity Title:**   Not Supplied
⚠ **Start Date:**   Not Supplied
⚠ **Hours:**   Not Supplied
⚠ **Unit:**   Not Supplied
⚠ **Activity Completed:** Not Supplied

⚠ Item is missing key information.   **View item**   ⌄

4.5   International Appointments/Employment, International Support, and Patents

On the recommendation of the Ad Hoc Committee on Research Security and Conflicts of Commitment, what had been known as the External Activity Report (EAR) expanded, starting January 2020, to become the External and International Activity Report (EIAR). In addition to the standard reporting of external compensated and uncompensated activities, faculty are also expected to disclose any international appointments or employment (paid, unpaid, honorary, volunteer, or advisory board), international support (funding, research resources, or in-kind support), and patents (filed or issued).

As needed, you will enter items into these three sections EIAR by clicking "Add items" and filling out a data entry form. A new item should be added for each distinct appointment, source of support, or patent.

International Support

Add Item		Cancel	Save	Save and exit

⚠ Short Description of Support Received:

Ω

Amount of Support Received:

USD - United Stat ⌄

Non-Monetary Support Received:

Ω

⚠ Institution Providing Support:

Ω

⚠ Country of Institution: [Select an option] ⌄

⚠ Date of Support:

Additional Information:

Ω

Patents

Add Item		Cancel	Save	Save and exit

⚠ Patent Name:

Ω

⚠ Patent Number:

Ω

⚠ Country or region issuing patent: [Select an option] ⌄
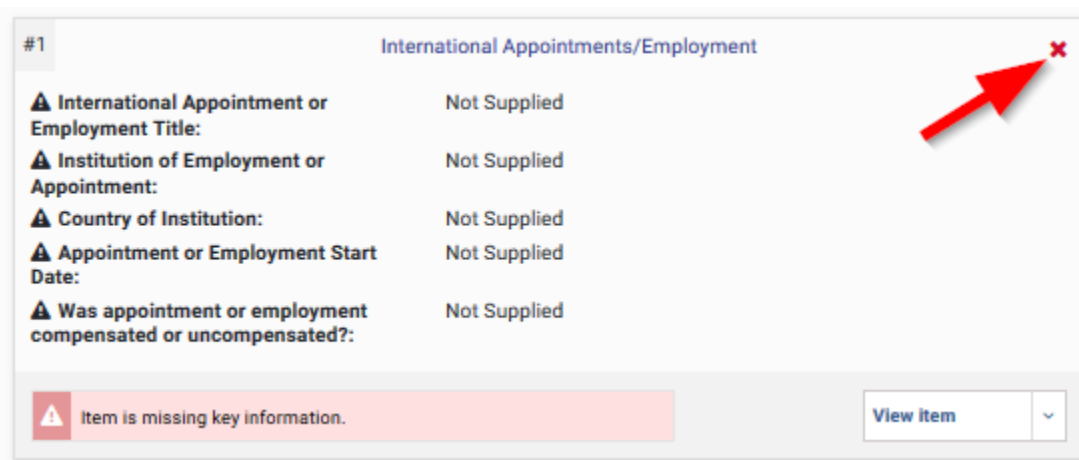
⚠ Patent Status:
○ Granted
○ Filed

⚠ Date:

Additional Information:

Ω

After you have completed entering the information on a form, click "Save and Exit" to continue.

Please note that if you have accidently clicked "Add item" and then click "Cancel" and blank item still appears in your EIAR. To delete it, simply click the red X in the upper right hand corner of the item.


4.6   Submit for Review

Once you are ready to submit your EIAR for review, navigate to the **EIAR Welcome Page** > **Summary Panel** > **What Next?** And click "Mark as done."

This will bring you to a confirmation page. Scroll to the bottom and click "Mark as done."

Your Faculty Actions Manager will be notified that you have submitted your EIAR. They will then move your completed EIAR into the review process.
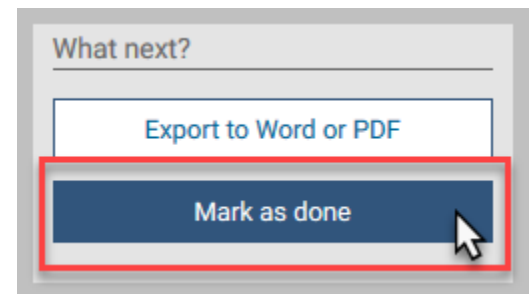
5.   Additional Resources

More information about My CV, including contact information for your My CV Liaisons, additional User Guides, Frequently Asked Questions, and training videos can be found on the My CV Project Website.