

CV Report - Data Entry Guide for Elements

Screenshot Instructions-Guidance for Academic Leaders and Staff





Please Note

- 1. If you enter data into information types that are not linked to the report, they will not appear on your printed CV.
- The table of contents allows you to jump directly to the section you need, and you may use the "Find" function (Ctrl F) to quickly locate specific content by keyword.
- 3. Please remember to manually save any changes after each edit by clicking the "Save" button.
- 4. When adding information, be sure to expand the "Show all institution fields" section and any relevant "Additional Area" sections to ensure all required fields are filled.
- 5. Fields marked with * are mandatory fields.



Table of Content (In Your CV report)

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A. Date Curriculum Vitae is Prepared



Date Curriculum Vitae is Prepared: [Year Month Day]

You can select the date range of your TFoM CV generation, while it only shows the date the CV is prepared in this area. The start date can be manually added in the printed report if applicable.

How to export your CV through Elements? (Page 229)



B. Biographical Information



Biographical Information

Biographical Information → EDIT MY PROFILE → Addresses

| Primary Office | [Organisation] [Department] [Street], |
|-------------------------------|--|
| | [City], [State or province], [County] [Postal Code] |
| Telephone Cellphone Fax | [Telephone Number (Work)], [Telephone Number (Lab)] → Phone numbers [Cell Phone Number] [Fax Number] |
| Email | [Email Address] → HRIS |

- 1. Click "Edit my Profile"
- 2. Click "Add Email Address" "Add Phone Number" and keep scrolling down and Click "Add Address"
- 3. Add your information based on the text provided in your CV above
- 4. Click the "Save" button once you've finished editing

Homepage





2 How to Change the Institutional Email?



Primary group Temerty Faculty of Modicine Institutional ema Institutional ema

Unfortunately, you **cannot change** your **institutional email** here, as it is managed by the **HRIS system**. If it is incorrect, please contact your system administrator for assistance.

You may, however, **add additional email addresses and adjust their privacy settings** so that appears on DiscoverResearch if your profile is public.



How to Upload Your Profile Picture?

- 1. Log in to Elements. The Elements Profile Homepage open.
- 2. Within the homepage, click "Edit My Profile" to proceed to the next step.





How to Upload Your Profile Picture?

- 1. Click "Upload A Photo." The Manager Profile Photo dialog box will open
- 2. Click the Drag File Here or Browse to Choose area.

| Kex Zhang (Edit mode) | © VIEW MODE Z ED | | Manage profile photo |
|-----------------------|---|---|---|
| | Kex Zhang Preferred name can be managed on the account settings page. Primary group Temerty Faculty of Medicine Institutional email | Internal This privacy level is set at a system level. Please contact your system administrator if you believe it is incorrect. You can learn more on the <u>privacy</u> page C3- | |
| (UPLOAD A PHOTO) | Intolea (*) Always internal *** | Other profiles Certain types of personal website and claimed identifier will appear here. You can add a personal website on this page, or go to the Automatic Claiming page to claim an identifier. | Drag file here or browse to choose upload JPEG, GIF, PNG or WebP, 6.3 MB max |
| | INONE NUMBER | Links View all links Find a colleague | CANCEL |

- 3. Select the picture file from your device
- 4. Adjust the image size if necessary
- 5. Click **Save** to update your profile picture



- 1. You can also remove the photo and replace it with a different photo of your choosing by clicking Manage Photo
- 2. Click the **Remove Image** button and repeat steps on the last page.



| ٢ | Telephone | [Telephone Number (Work)], [Telephone Number (Lab)] -> Phone numbers |
|---|-----------|--|
| + | Cellphone | [Cell Phone Number] |
| L | Fax | [Fax Number] |







B1. Education





Degrees → EDIT MY PROFILE -> Education → Degrees

[Presented in reverse chronological order]

[Start – End Dates]

[Qualification], [Department], [Institution name], [Street], [City], [Province/State], [Country], Supervisor(s): [Supervisors initials] [Supervisor last name]

- 1. Click "Edit my Profile"
- 2. Click "Add Degree"
- 3. Add your degree information based on the text provided in your CV above
- 4. Click the "Save" button once you've finished editing

Homepage



| | | Add degree | | | | |
|-----------------------|--|---------------------------|--|---|---|-------------------------|
| | | Qualification | | | | |
| ducation | | Qualification * | The qualification held (e.g. PhD) | | | |
| Degrees | | Major / Field of study | The degree subject | | Add degree | |
| [None] | | Thesis | | | Street | L |
| + ADD DEGREE | | Supervisor last name | | | City | |
| | | Supervisor initials | ICATION FIELDS | | State or province | |
| Certifications | | Institution | | | Zip code or postal code | |
| None] | | nstitution name * | The academic institution that awarded | | Country * | |
| + ADD CERTIFICATION | | Department | | | ハ HIDE EXTRA INSTITU | UTION FIELDS |
| | | Street | | | Start date Valid formato: | |
| Postgraduate training | | Sity | | Í | dd/mm/yyyy, 28 Sept 2023, Sept 2023, 2023 | |
| None] | | | OPDATE | | End date | |
| + ADD TRAINING ITEM | | | | | dd/mm/yyyy, 28 Sept 2023, Sept 2023, 2023 | |
| | Dates can be sele | cted using | the calendar tool, | | Privacy level | Match profile: Internal |
| | which will include only the year, mar | the day an rually ente | nd month. To display r the year in the date | | | |
| | field. | , | | | <u></u> | |

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V

| Add degree | |
|---|-------------------------|
| Street | |
| City | |
| State or province | |
| Zip code or postal code | |
| Country * | |
| へ HIDE EXTRA INSTITUT | ION FIELDS |
| Start date Valid formats: dd/mm/yyyy, 28 Sept 2023, Sept 2023, 2023 | |
| End date Valid formats: dd/mm/yyyy, 28 Sept 2023, Sept 2023, 2023 | |
| Privacy level | Match profile: Internal |
| CA | UPDATE |

| Start date * Valid formats: dd/mm/yyyy, 28 Sept 2023, Sept 2023, 2023 | 1990 | |
|---|-------------|--|
| Start date * /alid formats: dd/mm/yyyy, 28 Sept 2023, Sept 2023, 2023 | Jun 1990 | |
| Start date * Valid formats: dd/mm/yyyy, 28 Sept 2023, Sept 2023, 2023 | 10 Jun 1990 | |



1. You can manually enter a Start date or End date like **"1990," "June 1990," or "10 June 1990"** — the system will automatically recognize the format.

Or

- 2. Alternatively, you can click the calendar icon to select the full date manually.
- 3. If you leave the **End Date** field blank, it will indicate that the degree is still in progress, and the report will display the date as **"1990–Present."**
- 4. This date entry rule applies to all fields where a date is required in the Elements system.

Postgraduate, Research and Specialty Training

Postgraduate, Research and Specialty Training → EDIT MY PROFILE -> Education → Postgraduate training

[Presented in reverse chronological order]

[Start – End Dates] [Title], [Specialisation], [Institution name], [Country], Supervisor(s): [Supervisor(s)]

Steps

- 1. Click "Edit my Profile"
- 2. Click "Add Training Item"
- 3. Add your training information based on the text provided in your CV above
- 4. Click the "Save" button once you've finished editing

Homepage



| | | Add training item | | |
|---------------------------------|---------------------|--|---|-------------------------|
| Education | | Title * | | |
| Degrees [None] | | Institution name * | Add training it | em |
| + ADD DEGREE | | CityState or province | Country * | ITION FIELDS |
| Certifications | | Zip code or postal code | Category | - M |
| [None] | | Country * | Specialisation | |
| + ADD CERTIFICATION | $ \longrightarrow$ | A HIDE EXTRA INSTITUTION FIELDS Category | Supervisor last name | |
| | | Specialisation | Supervisor initials | |
| Postgraduate training [None] | | | Start date Valid formats: dd/mm/yyyy, 28 Sept 2023, Sept 2023, 2023 | |
| + ADD TRAINING ITEM | | | End date Valld formats: dd/mm/yyyy, 28 Sept 2023, Sept 2023, 2023 | |
| | | | Privacy level | Match profile: Internal |
| | | | | |

Qualifications, Certification and License

Qualifications, Certifications and Licenses → EDIT MY PROFILE -> Education → Certifications

[Presented in reverse chronological order]

[Start - End Dates]

[Title], [Specialty], [Institution name], [City], [Province/State], [Country], [Description (License / Membership #: License/ Membership Number)] → Please leave License in the description.

- 1. Click "Edit my Profile"
- 2. Click "Add Certification"
- 3. Add your certification information based on the text provided in your CV above
- 4. Click the "Save" button once you've finished editing

Homepage



| | | Add certification | |
|--|-------------------|--|--|
| Education | | Title * | |
| Degrees [None] + ADD DEGREE | | Institution Institution name * Department Street | Add certification |
| Certifications [None] + ADD CERTIFICATION | \longrightarrow | City State or province Zip code or postal code Country | City State or province Zip code or postal code Country |
| Postgraduate training [None] + ADD TRAINING ITEM | | ~ HIDE EXTRA INSTITUTION FIELDS | A HIDE EXTRA INSTITUTION FIELDS Effective date Valid formats: dd/mm/yyyy, 28 Sept 2023, Sept 2023, 2023 Expiry date Valid formats: dd/mm/yyyy, 28 Sept 2023, Sept 2024, Sept |
| | | | |



B2. Employment



Current Appointments

Current Appointments → **PROFESSIONAL ACTIVITIES** -> Office Held (where end-date >= current year)

[Presented in reverse chronological order]

[Start – End Dates]

[Office held type], [Office name], [Division], [Department,] [Faculty], [Institution], [City], [Province], [Country], [Type]. *Description.*

- 1. Find "Professional Activities" module and Click "Add New"
- 2. Find and Click "Office Held"
- 3. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 4. Elements will automatically distinguish whether the appointments are current or previous by algorithm
- 5. Click the "Save" button once you've finished editing

| | Adding your ORCID iD can help us find | RCID ID | | |
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| | the web. You can also choose to send DiscoverResearch to your ORCID acco | your scholarly & creative works from unt. | > | Kex Zhang Temerty Faculty of Medicine |
| | | | | ail.utoronto.ca |
| | • • • | | | EDIT MY PROFILE |
| Scholarly & creative works | Grants & contracts | Professional activities | | Teaching & supervision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activities. |
| + ADD NEW VIEW ALL | + ADD NEW VIEW ALL | + ADD NEW VI | IEW ALL | + ADD NEW VIEW ALL |



| Add office held | | | | | | | |
|-------------------------------|---|---|-----|--|---|---|--------|
| Professional activity privacy | This professional activity may be displayed publicly by Uoff. | | | Click to se | Street address City e help Country | State or province Zip code/postcode Add | |
| 🗱 Relationship privacy | This professional activity may be displayed publicly by UoT. Its relationship to you will be visible to other users of DiscoverResearch but should not be displayed publicly. | | | ≉ Start date End date URL | | | ? ? |
| * Office name | Essential Information | ? | | | Additional | Information 8 additional fields | |
| Office held type | [None] | ? | | Faculty | [None] | ~ | ? |
| Institution | No Institution - please add | 2 |] | FOM Department | |) | _ |
| Institution | No Institution - please add | ? | | Division Type | [None] | 100 characters remaining. | ? |
| | Department Street address City State or province | | | Type Description | [None] | <u> </u> | ? ? |
| | Country Zip code/postcode | | Att | ach to Audience in TER Primary Audience | [None] | Y | ? |
| Other organisation | No Other organisation - please add | ? | | Attach to CPA | | | ? |
| | Department Street address | | | | | | CANCEL |

Previous Appointments

Previous Appointments → PROFESSIONAL ACTIVITIES -> Office Held (where end-date is less than current year)

[Presented in reverse chronological order]

[Start – End Dates]

[Office held type], [Office name], [Faculty], [Department,] [Division], [Institution], [City], [Province], [Country], [Type]. *Description.*

- 1. Find "Professional Activities" module and Click "Add New"
- 2. Find and Click "Office Held"
- 3. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 4. Elements will automatically distinguish whether the appointments are current or previous by algorithm
- 5. Click the "Save" button once you've finished editing



B3. Honours and Career Awards



Distinctions and Research Awards

3. HONOURS AND CAREER AWARDS → PROFESSIONAL ACTIVITY → Honour/Award/distinction Distinctions and Research Awards (Please choose "Research or Innovation" for Recognition for) INTERNATIONAL (PLEASE CHOOSE INTERNATIONAL FOR GEOGRAPHIC SCOPE) Awarded (Please choose "Awarded" for Nomination Status) [Presented in reverse chronological order] [Honour, Award or Distinction], [Role], [Division], [Department], [Faculty], [Organization (Name, [Start – End Dates] City, Province/ State, Country)]. [Award Type], Specialty: [Specialty]. [Description]. Total Amount: [Total Amount] [Currency] Nominated (Please choose "Nominated" for Nomination Status) [Presented in reverse chronological order] [Start – End Dates] [Honour, Award or Distinction], [Role], [Division], [Department], [Faculty], [Organization (Name, City, Province/ State, Country)], [Award Type], Specialty; [Specialty]. [Description]. Total Amount: [Total Amount] [Currency] NATIONAL (PLEASE CHOOSE NATIONAL FOR GEOGRAPHIC SCOPE) Awarded (Please choose "Awarded" for Nomination Status) Nominated (Please choose "Nominated" for Nomination Status) PROVINCIAL/ REGIONAL (PLEASE CHOOSE PROVINCIAL FOR GEOGRAPHIC SCOPE) Awarded (Please choose "Awarded" for Nomination Status) Nominated (Please choose "Nominated" for Nomination Status) LOCAL (PLEASE CHOOSE LOCAL OR INTERNAL (U OF T) FOR GEOGRAPHIC SCOPE) Awarded (Please choose "Awarded" for Nomination Status) Nominated (Please choose "Nominated" for Nomination Status)

- 1. Find "Professional Activities" module and Click "Add New"
- 2. Find and Click "Honour/Award/Distinction"
- 3. Choose "Research or Innovation" for "Recognition for"
- 4. Choose "International" or "National" or "Provincial/Regional" or "Local" for "Geographic Scope"
- 5. Choose "Awarded" or "Nominated" for "Nomination Status"
- 6. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 7. Click the "Save" button once you've finished editing

| + | Add your OR | CID iD | | |
|---|--|---|-----|--|
| | Adding your ORCID iD can help us find your or one of the web. You can also choose to send you DiscoverResearch to your ORCID account ADD | our scholarly & creative works across our scholarly & creative works from nt. | > | Kex Zhang Temerty Faculty of Medicine |
| | • • • | | | EDIT MY PROFILE |
| Scholarly & creative works : | Grants & contracts | Professional activities | | Teaching & supervision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activities. |
| + ADD NEW VIEW ALL | + ADD NEW VIEW ALL | - ADD NEW VIEW | ALL | + ADD NEW VIEW ALI |




Teaching Awards

Teaching Awards (*Please choose "Teaching and Education" for Recognition for*) INTERNATIONAL (PLEASE CHOOSE INTERNATIONAL FOR GEOGRAPHIC SCOPE) Awarded (Please choose "Awarded" for Nomination Status) [Presented in reverse chronological order] [Title/Name of Award], [Role], [Division], [Department], [Faculty], [Institution/Organization [Start - End Dates] (Name, City, Province/State, Country)]. [Award Type], Specialty: [Specialty] [Description], Total Amount: [Total Amount] [Currency] Nominated (Please choose "Nominated" for Nomination Status) [Presented in reverse chronological order] [Title/Name of Award], [Role], [Division], [Department], [Faculty], [Institution/Organization [Start – End Dates] (Name, City, Province/State, Country, [Award Type], Specialty: [Specialty]. [Description], Total Amount: [Total Amount] [Currency] NATIONAL (PLEASE CHOOSE NATIONAL FOR GEOGRAPHIC SCOPE) Awarded (Please choose "Awarded" for Nomination Status) Nominated (Please choose "Nominated" for Nomination Status) PROVINCIAL/ REGIONAL (PLEASE CHOOSE PROVINCIAL FOR GEOGRAPHIC SCOPE) Awarded (Please choose "Awarded" for Nomination Status) Nominated (Please choose "Nominated" for Nomination Status) LOCAL (PLEASE CHOOSE LOCAL OR INTERNAL (U OF T) FOR GEOGRAPHIC SCOPE) Awarded (Please choose "Awarded" for Nomination Status)

Nominated (Please choose "Nominated" for Nomination Status)

- 1. Find "Professional Activities" module and Click "Add New"
- 2. Find and Click "Honour/Award/Distinction"
- 3. Choose "Teaching and Education" for "Recognition for"
- 4. Choose "International" or "National" or "Provincial/Regional" or "Local" for "Geographic Scope"
- 5. Choose "Awarded" or "Nominated" for "Nomination Status"
- 6. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 7. Click the "Save" button once you've finished editing

| | Adding your ORCID iD can help us find y the web. You can also choose to send yo DiscoverResearch to your ORCID accourt | CID ID our scholarly & creative works across our scholarly & creative works from of. | > | Kex Zhang Temerty Faculty of Medicine |
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| | | | | EDIT MY PROFILE |
| Scholarly & creative works : | Grants & contracts | Professional activities | | Teaching & supervision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activities. |
| + ADD NEW VIEW ALL | + ADD NEW VIEW ALL | + ADD NEW | VIEW ALL | + ADD NEW VIEW ALL |





Student/Trainee Awards

Student/Trainee Awards (Please choose "Student or Trainee" for Recognition for)

INTERNATIONAL (PLEASE CHOOSE INTERNATIONAL FOR GEOGRAPHIC SCOPE)

Awarded (Please choose "Awarded" for Nomination Status) [Presented in reverse chronological order]

[Start – End Dates] [Name of Award], [Role], Awardee Name: [Student Name], [Division], [Department], [Faculty], [Institution/ Organization (Name, City, Province/State, Country)]. [Award Type], Specialty: [specialty]. [Description], Total Amount: [Total Amount] [Currency]

Nominated (Please choose "Nominated" for Nomination Status) [Presented in reverse chronological order]

[Start – End Dates] [Name of Award], [Role], Awardee Name: [Student Name], [Division], [Department], [Faculty], [Institution/Organization (Name, City, Province/State, Country)], [Award Type], Specialty: [Specialty]. [Description], Total Amount: [Total Amount] [Currency]

NATIONAL (PLEASE CHOOSE NATIONAL FOR GEOGRAPHIC SCOPE)

<u>Awaeded</u> (Please choose "Awarded" for Nomination Status)

Nominated (Please choose "Nominated" for Nomination Status)

PROVINCIAL/ REGIONAL (PLEASE CHOOSE PROVINCIAL FOR GEOGRAPHIC SCOPE)

<u>Awarded</u> (Please choose "Awarded" for Nomination Status)

Nominated (Please choose "Nominated" for Nomination Status)

LOCAL (PLEASE CHOOSE LOCAL OR INTERNAL (U OF T) FOR GEOGRAPHIC SCOPE) Awarded (Please choose "Awarded" for Nomination Status)

Nominated (Please choose "Nominated" for Nomination Status)

1. Only use "Student & Trainee" for awards won by your supervisees

- Choose "Student & Trainee" in the "Recognition for" field only if the award was won by a student, resident, or trainee while under your supervision.
- These awards will appear in the report under the **"Trainee Awards"** section.

2. Use other categories for awards you won during your own training

- For awards earned while you were a student or trainee yourself, do not select "Student & Trainee."
- Instead, choose a more appropriate option in the **"Recognition for"** field, such as:
 - Research or Innovation
 - Leadership or Service

_

- 1. Find "Professional Activities" module and Click "Add New"
- 2. Find and Click "Honour/Award/Distinction"
- 3. Choose "Student/Trainee Awards" for "Recognition for"
- 4. Choose "International" or "National" or "Provincial/Regional" or "Local" for "Geographic Scope"
- 5. Choose "Awarded" or "Nominated" for "Nomination Status"
- 6. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 7. Click the "Save" button once you've finished editing

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| | | | | | EDIT MY PROFILE |
| Scholarly & creative works : | Grants & contracts | Professional activities | | Teaching & super | vision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activities. | |
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| dd a new professional act | ivity | | |
|------------------------------|---------------------------------|---------------------------------|---------------------------------|
| | Select profession | onal activity type | |
| Activity or Event Organizing | Activity or Event Participation | Award Application Assessment | Committee Membership |
| Community Service | Community / Patient Workshop | Conference Review / Referee | Consulting / Advisory |
| Honour / Award / Distinction | Editorial | Expert Witness | Grant Application Assessment |
| Institutional Review | Journal Review / Referee | Media Relation | Membership |
| Non-research Presentation | Office Held | Professional Mentorship | Introduction to CPA (MED) |
| CPA Activity (MED) | | | |
| | CAI | NCEL | |





B4. Professional Affiliations And Activities



Professional Association

Professional Associations → **Professional Activity** -> Membership

[Presented in reverse chronological order] [Start – End Dates] [Role], [Institution], [Membership Number]

- 1. Find "Professional Activities" module and Click "Add New"
- 2. Find and Click "Membership"
- 3. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 4. Click the "Save" button once you've finished editing

| + | Add your OF | RCID iD | | | |
|---|---|--|---------|---------------------------|-----------------|
| | Adding your ORCID iD can help us find the web. You can also choose to send DiscoverResearch to your ORCID acco ADD | l your scholarly & creative works across your scholarly & creative works from unt. | > | Kex Zh Temerty Faculty | of Medicine |
| | • • • | | | | EDIT MY PROFILE |
| Scholarly & creative works | Grants & contracts | Professional activities | | Teaching & supe | ervision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activities | 5. |
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| Add membership | | | | Organisation | | | |
|--------------------------------|--|---|------------------------------|------------------------|---------------------------------|---------|------------|
| | | | | Department | | | |
| Professional activity privacy | | | | Street address City | State or province | | |
| | This professional activity may be displayed publicly by UoIT. | | | Country | Zip code/postcode | | |
| * Relationship privacy | | ĵ | | | | | |
| | PRIVATE | | Description | | Ω | ? | |
| | This professional activity may be displayed publicly by UoIT. Its relationship to you will be visible to other users of DiscoverResearch but should not be displayed publicly. | | Membership start date | | | ? | |
| | Essential Information | | Membership end date | | | ? | |
| * Society / Other organisation | No Society / Other organisation - please add | ? | URL | | | | |
| | Name. | | | Additional | Information 5 additional fields | | |
| | Organisation | | Role | |] | ? | |
| | | | Membership/License# | |] | ? | |
| | | | Attach to an Audience in TER | | | | |
| | | | Primary Audience | [None] | ~ | | |
| | | | Attach to CPA | | | ? | |
| | | | | | | <u></u> | |
| | | | | | | CA | INCEL SAVE |

Administrative Activities

| Administrative Activitie | s → Professional Activity -> Committee Membership |
|--------------------------------|--|
| INTERNATIONAL (PLEAS | E CHOOSE INTERNATIONAL FOR GEOGRAPHIC SCOPE UNDER ADDITIONAL INFO) |
| [Institution/Organization na | me] (Records associated with the same institution should be listed beneath a single instance of that institution's name (just the Name and Organization), unless the Geographical scope is different) |
| [Presented in reverse chronold | ogical order under individual institutions/organizations] |
| [Start – End Dates] | [Role] , [Committee Name], [Faculty], [Department], [Division], [(<i>part of the institution's info:</i> Street address, City, State or province, Country, Zip code/postcode)], [Primary Audience], Educational Administration (<i>if box is ticked-off</i>), [Description]. |
| NATIONAL (PLEASE CHO | OSE NATIONAL FOR GEOGRAPHIC SCOPE) |
| | |
| PROVINCIAL / REGIONAL | (PLEASE CHOOSE PROVINCIAL/REGIONAL FOR GEOGRAPHIC SCOPE) |
| | |

LOCAL (PLEASE CHOOSE LOCAL FOR GEOGRAPHIC SCOPE)

- 1. Find "Professional Activities" module and Click "Add New"
- 2. Find and Click "Committee Membership"
- 3. Choose "International" or "National" or "Provincial/Regional" or "Local" for "Geographic Scope" under Additional Information
- 4. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 5. Click the "Save" button once you've finished editing

| | Adding your ORCID iD can help us find the web. You can also choose to send y DiscoverResearch to your ORCID account | your scholarly & creative works across your scholarly & creative works from unt. | > | Kex Z Temerty Facult | hang y of Medicine il.utoronto.ca |
|---|---|--|----------|-------------------------|---|
| | • • • | | | | EDIT MY PROFILE |
| Scholarly & creative works | Grants & contracts | Professional activities | | Teaching & supe | ervision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activitie | S. |
| + ADD NEW VIEW ALL | + ADD NEW VIEW ALL | + ADD NEW | VIEW ALL | + ADD NEW | VIEW ALL |





Peer Review Activities

| Peer Review Activities |
|---|
| ASSOCIATE OR SECTION EDITING/ EDITORIAL BOARDS-> PROFESSIONAL ACTIVITY -> EDITORIAL |
| [Presented in reverse chronological order] [Start – End Dates] [Role], [Title], Number of Reviews: [Number of Reviews] |
| JOURNAL REVIEWS-> PROFESSIONAL ACTIVITY -> JOURNAL REVIEW / REFEREE |
| [start-date – end-date] [Role], [title], [Number of Reviews] |
| GRANT REVIEWS -> PROFESSIONAL ACTIVITY -> GRANT APPLICATION ASSESSMENT |
| [start-date – end-date] [Role], [institution (Name, Organisation, Department, City, State or province, Country)]. Funding Organisation: [organisation (Name, Organisation, Department, Country)], Number of Reviews: [amount] |
| PRESENTATION REVIEWS -> PROFESSIONAL ACTIVITY -> CONFERENCE REVIEW / REFEREE |
| [start-date – end-date] [Role], [title], [organization (Name, Organisation, Department, City, Country)], Number of Reviews: [amount] |

- 1. Find "Professional Activities" module and Click "Add New"
- 2. Find and Click "Editorial" if you are looking for "Associate or Section Editing/Editorial Boards"
- 3. Find and Click "Journal Review/Reference" if you are looking for "Journal Reviews"
- 4. Find and Click "Grant Application Assessment" if you are looking for "Grant Reviews"
- 5. Find and Click "Conference Review/Referee" if you are looking for "Presentation Reviews"
- 6. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 7. Click the "Save" button once you've finished editing

| | Adding your ORCID iD can help us find your ORCID iD can help us find your or | CID ID your scholarly & creative works across our scholarly & creative works from nt. | > | Kex Z Temerty Facu | Zhang alty of Medicine |
|---|--|--|----------|-----------------------|---------------------------|
| | | | | | EDIT MY PROFILE |
| Scholarly & creative works | Grants & contracts | Professional activities | | Teaching & sup | pervision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activiti | ies. |
| + ADD NEW VIEW ALL | + ADD NEW VIEW ALL | + ADD NEW | VIEW ALL | + ADD NEW | VIEW ALL |



Other Research and Professional Activities

| Other Research and Pr | ofessional Activities |
|--|--|
| RESEARCH PROJECT→ S [Presented in reverse chronolo [Start – End Dates] | SCHOLARLY & CREATIVE WORKS -> TEAM RESEARCH PROJECT ogical order] [Role], [Title]. [Institution/ Organization], [City], [Province], [Country]. Supervisor(s): [Supervisor(s) Name]. Collaborators: [Collaborators Name] [Notes]. |
| THESIS PROJECT → SCH | OLARLY & CREATIVE WORKS -> THESIS / DISSERTATION |
| [Start – End Dates] | [Role], [Title]. [Institution/Organization], [City], [Province], [Country]. Supervisor(s): [Supervisor(s) Name]. Collaborators: [Collaborators Name] [Notes]. |

- 1. Find "Scholarly & Creative Works" module and Click "Add New"
- 2. Find and Click "Team Research Project" if you are looking for "Research Project"
- 3. Find and Click "Thesis/Dissertation" if you are looking for "Thesis Project"
- 4. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 5. Click the "Save" button once you've finished editing

| | Adding your ORCID iD can help us fin the web. You can also choose to send DiscoverResearch to your ORCID acco | RCID ID d your scholarly & creative works across your scholarly & creative works from ount. | > | Kex Zhang Temerty Faculty of Medicine |
|---|---|--|----------|--|
| | • • • | | | EDIT MY PROFILE |
| Scholarly & creative works | Grants & contracts | Professional activities | | Teaching & supervision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activities. |
| + ADD NEW VIEW ALL | + ADD NEW VIEW ALL | + ADD NEW | VIEW ALL | + ADD NEW VIEW ALL |

| | Select scholarly & | сгеатіле могк туре | |
|--------------------------|----------------------------|------------------------|-------------------|
| Artifact | Book Review | Book | Chapter |
| Commercialization | Community Research Project | Conference | Dataset |
| Design | Exhibition | Figure | Fileset |
| Journal article | Media / Composition | Monograph | Other Publication |
| Performance | Preprint | Presentation / Lecture | Poster |
| Report / Policy Document | Research Workshop | Scholarly Edition | Software / Code |
| Team Research Project | Thesis / Dissertation | Working Paper | |
| | CAN | NCEL | |

Search for Work (Optional)

- Enter the **Title** or **DOI** of the work and click **Search**.
- If the work is found, you can click **Claim** it instead of adding it manually.
- If the work is not found, you can also click Skip to proceed with manual entry. You will be directed to a page titled "Tell us more".

| t's get started | Tell us more | Link to funding | |
|--|---|---|----------|
| Enter your thesis / disse | ertation title | | |
| ur thesis / dissertation may alre y of your search words. | ady exist in DiscoverResearch , so to save tir | ne you can search for it here and claim it. Titles returned may | contain |
| | | | |
| Title | | | |
| | | | |
| | | <u>Skip</u> Sea | irch |
| | | ² ##### | anaaat . |

Tell Us More (Key Areas)

- Select the appropriate **Privacy Settings (Private, Internal, Public)** for the entry
- To add information in fields such as "Keywords" or "Contribution Organization", first enter the text in the input area below the field, then click the "+ ADD" button to confirm the entry.
- Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information
- Click Save to finalize the entry

| | | Supervisor(s) | No Supervisor(s) - please add | ? |
|---|--|---------------------------|---------------------------------------|---|
| Scholarly & creative work privacy | Ø INTERNAL Ø PRIVATE INTERNAL PUBLIC | Role t Contribution | Add a person 50 characters remaining. | ? |
| | This scholarly & creative work may be displayed publicly by UoT. | | | |
| | | t Contribution Details | | |
| What is your relationship with this team research project? | Author of Editor of Translator of Contributor to | | | |
| | Relationship privacy | | 1000 characters remaining | |
| | | | . roto characters remoning. | |
| | Ø h O | dience in TER | | ? |
| | PRIVATE | ary Audience | [None] | ? |
| | This scholarly & creative work may be displayed publicly by UofT. Its relationship to you will be visible to other users of DiscoverResearch but should not be displayed publicly. | Attach to CPA | | ? |
| | | | | |

Link to funding (If the information is unavailable, then go back to your Homepage)

- After finishing **"Tell Us More"** section, then clicking **Save**, you will be directed to the **"Link to funding"** page
- Within this page, there is a list of possible funding that you can link to your "Scholarly & Creative Work." You have the option to filter by some fields or add your grant and contract number in the "Grant & Contract Number" field

| | | | Filters |
|--|--|--|-------------------------|
| Link funding | 11:56 Team Research Project added \times | | Title |
| Let's get started Tell to Make sure your work is linked to the relevant | t grants & contracts to stay eligible for future funding | More actions Not externally funded Grant & contract not listed | Type Any ~ |
| wqdqwd | S Link Selected → S Unlink Selected → Done | 1 filter has been set. <u>Reset filters</u> | Reporting date from |
| There are no items matching the current filter settings. | Succession of the second secon | Tite | Reporting date to |
| | | Type Any ~ Add another | Related to |
| | | Reporting date from | Link status Any ~ |
| | | Related to | Grant & contract number |



C. Academic Profile



Research Statements & Teaching Introduction, Philosophy and Summary

1. RESEARCH STATEMENTS → EDIT MY PROFILE -> Research interests

[Free text field].

2. TEACHING INTRODUCTION, PHILOSOPHY AND SUMMARY → EDIT MY PROFILE -> Teaching Summary

[Free text field].

- 1. Find and Click "Edit My Profile" module
- 2. Find "Research Interests" and "Teaching Summary" under the "About" Section
- 3. Copy and Paste your "Research Statements" in the "Research Interests" section, "Teaching Introduction, Philosophy and Summary" in the "Teaching Summary" section.
- 4. Click the "Save" button once you've finished editing

Homepage


| Resea | arch | intere | ests | | | | | | | | | | | | | | | | |
|-------|------|--------|------|----------------|---|---|---|---|------------|---|---|---|---|---|----------------|-----|-----------|-------------|------|
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| Теас | hing | sumn | nary | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | Privacy level: | Ma | tch profi | ile: Intern | al V |
| | | | | | | | | | | | | | | | (| CAN | ICEL | SA | VE |

1. Click **Save** to finalize the entry

Creative Professional Activities Statement

3. CREATIVE PROFESSIONAL ACTIVITIES STATEMENT→ Professional Activity → Introduction to CPA (MED)

[Introduction to CPA]

Curation Steps

- 1. Find and Click "Professional Activity" module
- 2. Find and Click "Introduction to CPA (MED)"
- 3. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 4. Click the **"Save" button** once you've finished editing

| | Adding your ORCID iD can help us find y the web. You can also choose to send yo DiscoverResearch to your ORCID accour | CID ID our scholarly & creative works across our scholarly & creative works from ht. | > | Kex Zhang Temerty Faculty of Medicine |
|---|---|---|-------|--|
| | • • • | | | EDIT MY PROFILE |
| Scholarly & creative works : | Grants & contracts | Professional activities | | Teaching & supervision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activities. |
| + ADD NEW VIEW ALL | + ADD NEW VIEW ALL | VIE VIE | W ALL | + ADD NEW VIEW ALL |



Add Introduction to CPA

- Select the appropriate Privacy Settings (Private, Internal, Public) for the entry
- Fill the remaining fields based on the data in your information
- Checking off the "Print in CPA" box will make the record print in the CPA report. (You can create multiple records, but only record with "Print in CPA" box is ticked-off will print in reports)
- Click "Save" to finalize the entry





D. Research Funding



Grants, Contracts and Clinical Trials

1. GRANTS, CONTRACTS AND CLINICAL TRIALS→ GRANT & CONTRACT> SPONSORED RESEARCH AGREEMENT

PEER-REVIEWED GRANTS (Check box in Peer Review Required by Sponsor)

FUNDED (PLEASE CHOOSE FUNDED FOR GRANT STATUS UNDER ADDITIONAL INFO) [Presented in reverse chronological order]

[Start – End Dates] [Role], [Name of Grant]. [Funding Source]. [Funding Program Name]. [Grant/Account Number] Principal Investigator: [Last Name, First Name(s)]. [Collaborators: [Name]s)], Total Amount: [Amount] [Currency], [Funding Type]. [Description].

AWARDED BUT DECLINED (PLEASE CHOOSE AWARDED BUT DECLINED FOR GRANT STATUS UNDER ADDITIONAL INFO)

[Presented in reverse chronological order]

[Start – End Dates] [Role], [Name of Grant]. [Funding Source]. [Funding Program Name]. [Grant/Account Number]. Principal Investigator: [Last Name, First Name(s)]. Collaborators: [Name(s)]. Total Amount: [Amount] [Currency]. [Funding Type]. [Description].

NON-PEER-REVIEWED GRANTS (See the check box for Peer Review or Non-refereed item)

[Presented in reverse chronological order]

FUNDED (PLEASE CHOOSE FUNDED FOR GRANT STATUS UNDER ADDITIONAL INFO)

AWARDED BUT DECLINED (PLEASE CHOOSE AWARDED BUT DECLINED FOR GRANT STATUS UNDER ADDITIONAL INFO)

1. Only Principal Investigators (PIs) receive automatic grant records

- The grant feed from the system will only generate automatic records for Principal Investigators (PIs) — that is, individuals who are the account holders for research funds.
- Collaborators and Co-Investigators (Co-Is) will
 not receive grant records automatically.

2. Pls can manually add collaborators and Co-ls

- A PI can open the grant record in Elements and create a relationship by adding collaborators or Co-Investigators.
- Once added, the collaborator/Co-I will be prompted to claim the record in their own profile.

3. Collaborators and Co-Is can also enter the record manually

If the relationship has not been created by the PI, Co-Is or collaborators can still **manually create a grant record** in their own profile to ensure it is reflected in their CV.

Why don't I see all my research grants in the Grantas & Contracts section?

- All grants administered at U of T via VPRI (RSO or IPO) will be regularly uploaded to Elements, and will display as 'Claimed' under the Grants & contracts module of the Principal Investigator.
- Grant administered at TAHSN partner hospitals are uploaded once a year. This typically takes place in the winter and covers up to March 31 of the previous year. For example, data uploaded in the February 2025 covered grant data up until March 31, 2024.
- This results in a lag period for faculty that hold their grants at a hospital research institute. Manual entries are possible to bridge this gap until the system updates.
- Additionally, any funds held in trust accounts or funded through advancement at U of T will not appear in the grant feed, because these are not administered by VPRI. They can be added via manual entry.

Curation Steps

- 1. Find "Grant & Contracts" module and Click "Add New"
- 2. Find and Click "Sponsored Research Agreement"
- 3. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 4. Click the "Save" button once you've finished editing

Tips

- 1. If the grant is a "Peer-reviewed Grants" then check the box labeled "Peer Review Required by Sponsor." If it is not, leave the box unchecked.
- 2. If the grant is **"Funded,"** please choose **"Funded" for "Grant Status"** under Additional Info; If the grant is **"Awarded but Declined"**, please choose **"Awarded but Declined" for "Grant Status"** under Additional Info.

| + | Add your OR | CID iD | | |
|---|--|--|-------|--|
| | Adding your ORCID iD can help us find your one of the web. You can also choose to send your DiscoverResearch to your ORCID account ADD | your scholarly & creative works across our scholarly & creative works from nt. | > | Kex Zhang Temerty Faculty of Medicine |
| | • • • | | | EDIT MY PROFILE |
| Scholarly & creative works | Grants & contracts | Professional activities | | Teaching & supervision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activities. |
| + ADD NEW VIEW ALL | - ADD NEW VIEW ALL | + ADD NEW VIEW | N ALL | + ADD NEW VIEW ALL |



TipS: The term **'Sponsored Research Agreement'** refers to all research funded by a sponsor, including Tri-Agency funds and foundations, as well as industry funded projects.

Peer-reviewed Grants/Non-Peer-reviewed Grants

- 1. Select the appropriate Privacy Settings (Private, Internal, Public) for the entry
- 2. If the grant is a "Peer-reviewed Grants," then check the box, if the grant is a "Non-Peer-reviewed Grants," leave the box unchecked

| | | applicable) | | |
|---|---|-------------------------|--|---|
| Grant & contract privacy | PRIVATE INTERNAL PUBLIC | RIS FReD ID | 50 characters remaining. | |
| | This grant & contract may be displayed publicly by UofT. | RIS Application ID | | |
| | | Peer Review Required by | | ? Indicates if the sponsor program |
| # What is your relationship with | | Sponsol | | required peer review. |
| this sponsored research agreement? | Co-investigator of | Keywords | No Keywords - please add | |
| | Relationship privacy | | Label scheme without a vocabulary: to add a keyword, type the value and click Add or press enter. Unclassified | |
| | relationship to you will be visible to other users of DiscoverResearch but should not be displayed publicly. | Tinou | | |

IPS: RIS refers to Research Information System and is a reference to the internal UofT grant system. When creating a manual entry for a hospital held grant, or funds held in a trust account, please leave these fields blank.

Grant Status

- 1. Expand on 11 additional fields and Find "Grant Status"
- 2. If the grant is "Funded" please choose "Funded" for "Grant Status" if the grant is "Awarded but Declined" please choose "Awarded but Declined" for "Grant Status"

| | Additional Information 11 additional fiel | lds 🔨 |
|------------------------|--|---|
| Description | | |
| URL | | |
| Funding Type | [None] | ? |
| Role | [None] | ? |
| Grant Status | ✓ [None] | Select the status of the grant from the drop- |
| Principal Investigator | Awarded but declined Funded Rejected | down list. NOTE: Only records with a status of "Funded" or |
| | Middle name(s) | "Awarded but Declined" will print on the CV. Records with a status of "Applied" and "Rejected" |
| Collaborators | No Collaborators - <i>please add</i> Add a person | will only print on the Activity Report (AR). |
| Renewable | | ? |

When printing your TFoM CV, you may notice that the "Research Funding" section is missing or incomplete.

This is due to incomplete data captured by the Elements system during the harvesting process.

To fix it, manually edit each "Sponsored Reseach Agreement" by updating its "Start Date", "End Date", and "Grant Status". This ensures your funding history appears correctly in the CV, between "Professional Affiliations and Activities" and "Publications" section.

1. Click the claimed "Sponsored Research Agreement" records, if any are still in your pending queue.



2. Click the title of your "Sponsored Research Agreement" record

| | CLAIME | PENDING (0) REJECTED | 0) (0) | | |
|------------|---|--------------------------|--------------|-------------------------------|--|
| | | showing 1 - 10 out of 20 | | | |
| view: 10 🗸 | per page | prev 1 2 next | sort by: Rep | orting date (newest first) $$ | |
| EXPORT RE | EJECT | | f | ocus on: summary ~ | Filters |
| LILLIAN LC | OVE CHAIR IN WOMEN'S HEALTH | FUND | | ♡ & : | Applied filters |
| | SPONSORED RESEARCH AGREEMENT | ₽ MEN'S HEALTH FUND | | | Grant or contract type × |
| 2 | Administrative Site: UHN - UNIVE Funding Start Date: 01 Apr 2020 Sponsor Reference ID: Total Award Amt: CAD 312,995 Reporting Dates: 01 Apr 2020 - 31 Mar | 2024 C | | | Grant or contract type ✓ Sponsored Research Agreement Other Research Agreement Einancial Conflict (MED) |
| | | | | | Salary Support and Other Funding |

3. Click the "**Plus**" button at the lower right corner



4. You will see this page, please first manually update the "Start Date" and "End Date" fields. Then, expand the additional information section and update the "Grant Status" field as well.

| | | _ | Additional Information 11 additional field | \sim |
|-----------------------------|---|--------------|---|--------|
| | Essential Information | | | |
| * Title | LILLIAN LOVE CHAIR IN WOMEN'S HEALTH FUND | | | |
| Administrative Site | UHN - UNIVERSITY HEALTH NETWORK (PARENT) | | | |
| | 160 characters remaining. | | Additional Information 11 additional fields | |
| Administrative Faculty or | Temerty Faculty of Medicine | | | |
| Division | 148 characters remaining | Description | | |
| Administrative Dept or Unit | Department of Medicine | | | |
| | 128 characters remaining. | URL | | |
| Funding Start Date | 01 Apr 2020 🗎 🗮 🗙 | | | |
| Funding End Date | 31 Mar 2024 🛗 🗙 | Funding Type | [None] | 2 |
| Application Date | 01 Apr 2020 🛗 🗙 | | | • |
| | | Role | [None] | 0 |

5. You are welcome to update other fields if you'd like. Be sure to click the **"Save"** button after making any changes, then the updated record should appear in your TFoM CV now.

| Collaborators | No Collaborators - please add | 3 |
|--------------------|-------------------------------|--------|
| | Add a person | ſ |
| Renewable | | ? |
| to Audience in TER | | ? |
| Primary Audience | [None] | ? |
| Attach to CPA | | ? |
| | | |
| | | CANCEL |
| | | |

6. Once updated, the Research Funding section should appear in the report

Before

| Other Research and THESIS PROJECT | Professional Activities | |
|--------------------------------------|--------------------------------|--|
| 1998 | grantor: University of Toronto | |
| Publications | | |
| 1. PEER-REVIEWED | PUBLICATIONS | |
| Journal Articles | | |
| 1. | | |
| 2. | | |
| | | |
| | | |

<mark>After</mark>

| Other Research and Profes | sional Activities | |
|---------------------------|---|--|
| THESIS PROJECT | | |
| 1000 | | |
| 1998 | | |
| | granter: University of Terente | |
| | grantor. University of Foromo | |
| | | |
| Research Funding | | |
| i toootai on i anang | | |
| 1 GRANTS CONTRACTS | | |
| I. GRANTS, CONTRACTS | IND CEINICAE TRIAES | |
| Peer-Reviewed Grants | | |
| Funded | | |
| 2020 A 04 0004 M 04 | | |
| 2020 Apr 01 - 2024 Mar 31 | Principal investigator of, LILLIAN LOVE CHAIR IN WOMEN'S HEALTH | |
| | FUND, Operating Grant, | |
| | | |
| Publications | | |
| | | |
| | | |
| 1. PEER-REVIEWED PUBLI | CATIONS | |
| Journal Articles | | |
| 1 | | |
| L. | | |

Salary Support and Other Funding

2. SALARY SUPPORT AND OTHER FUNDING GRANT & CONTRACT> SALARY SUPPORT AND OTHER FUNDING (MED)

Personal Salary Support (*Please Choose Personal Salary Support in Funding Type*) [*Presented in reverse chronological order*]

[Start – End Dates] [Funding Title]. [Funding Source (Name, Org, Dept, City, State/Province, Country)]. [Amount] [Currency]. Other Funding Source: [other-funding-source], Specialty: [Specialty].

Trainee Salary Support (*Please Choose Trainee Salary Support in Funding Type*)

[Start – End Dates] [Funding Title]. Trainee Name: [Trainee Name]. [Funding Source (Name, Org, Dept, City, State/Province, Country)]. [Amount] [Currency]. Other Funding Source: [other-funding-source], Specialty: [Specialty].

Curation Steps

- 1. Find "Grant & Contracts" module and Click "Add New"
- 2. Find and Click "Salary Support and Other Funding (MED)"
- 3. Fill the remaining fields based on the data in your information.
- 4. Some fields such as **"Funding Source" "Other Funding"** and **"Student Name"** require you to enter the information below the field and the click **"+ADD"** instead of typing the information beside the field.
- 5. Click the "Save" button once you've finished editing

| + | Add your OR | CID iD | | |
|---|---|--|--------|--|
| | Adding your ORCID iD can help us find y the web. You can also choose to send y DiscoverResearch to your ORCID accou | your scholarly & creative works across our scholarly & creative works from nt. | > | Kex Zhang Temerty Faculty of Medicine |
| | • • • | | | EDIT MY PROFILE |
| Scholarly & creative works : | Grants & contracts | Professional activities | | Teaching & supervision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activities. |
| + ADD NEW VIEW ALL | + ADD NEW VIEW ALL | + ADD NEW VIE | EW ALL | + ADD NEW VIEW ALL |



Personal Salary Support/Trainee Salary Support

- Select the appropriate **Privacy Settings (Private, Internal, Public)** for the entry
- Define the Funding type based on your funding detail and choose from "Personal Salary Support" and "Trainee Salary Support"

| Grant & contract privacy | | | (|
|---|--|---------------------------------------|--|
| | Ø | | () () |
| | PRIVATE | INTERNAL | PUBLIC |
| | This grant & contrac | t may be display | yed publicly by UofT. |
| What is your relationship with | Funded by | 🗍 Pri | ncipal investigator of |
| this salary support and other funding (med)? | Co-investigator of | | |
| | Relationship privacy | | |
| | Ø | | đ |
| | PRIVATE | INTERNAL | PUBLIC |
| | This grant & contract relationship to ye | may be displaye ou will be visible | ed publicly by UofT. Its to other users of |
| | DiscoverResearch h | out should not b | e displayed publicly |

| | Essential Information | |
|----------------|---|-----------------------------|
| Funding Type | ✓ [None] | Select the most appropriate |
| Funding Title | Personal Salary Support Trainee Salary Support | Personal or Salary Support. |
| Funding Source | No Funding Source - please add | ? |
| | Name | |



E. Publications



- One of the key features of Elements is its ability to automatically harvest your publications from databases such as Scopus,
 Web of Science, and PubMed using a name-based search.
- As a result, you may notice new items appear in the **pending queue** under **"Scholarly & Creative Works"** on your homepage from time to time. For first-time users, this queue might contain a large number of records.
- This is expected and don't worry, you won't need to go through each publication one by one. Elements makes it easy to
 quickly claim the publications that are yours and reject any that were incorrectly matched (which can happen for users with
 common names).
- To improve the accuracy of your publication matches, we recommend reviewing and updating the name variants and institutional affiliations associated with your profile. You can do this under:
 My Profile → Settings → Name-based search from the main menu.
- For more details, please check out the Claiming Scholarly & Creative Works and Managing your pending queue in our community site: <u>https://utoronto.sharepoint.com/sites/vpri-DiscoverResearch</u>.

| SYMPLECTIC Elements | | × | | l 🚑 🔎 ७ 🚺 Kex Zhang ∽ |
|----------------------------|---|--|-----------------------------|-------------------------|
| Homepage | | | | |
| | MY ACTIONS (1 of 2) | : | | |
| | Claim your so creative wor You have 29 pending scholarly & creative rejected. Claiming them will add them to list | cholarly & ks e works waiting to be claimed or your 'My scholarly & creative works' | Temerty Faculty of Medicine | |
| or | •• | | EDIT MY PROFILE | |
| Scholarly & creative works | Grants & contracts | Professional activities | Teaching & supervision | |
| Claimed | Claimed 10 sponsored research agreements | 9 committee memberships 1 editorial 2 grant application assessments 7 memberships | You have no activities. | |
| + ADD NEW VIEW ALL | + ADD NEW VIEW ALL | + ADD NEW VIEW ALL | + ADD NEW VIEW ALL | |

 Log into Elements and navigate to your "pending" queue under "Scholarly & Creative Works," or you may also directly click "Claim Now" button

| My pending scholarly & creative works | | |
|---|---|---|
| CLAIMED (4) PENDING (60) REJECTED (0) | | |
| How do I use the pending list? We search external databases to find scholarly & creative works that may belong to you and put them in creative work will add it to your claimed list. Rejecting a scholarly & creative work will record that it does Seeing lots of pending items that do not belong to you? Or are some of your scholarly & creative works in Add name variants and affiliations by modifying your <u>name-based search settings</u> * Help us automatically find and claim or reject scholarly & creative works for you by adding your result | your pending list. Accepting a scholarly & not belong to you. missing ? earch identifiers > | Scholarly & creative work type |
| DO THESE IDENTIFY YOU? We'd like to use these to help clear your pending list, and possibly find more of your items online. | ∠ MANAGE YOUR IDENTIFIERS | Artifact Book Review Book Chapter |
| Dimensions Researcher IL Seen in 42 pending, 2 claimed, 0 rejected, and 0 other scholarly & creative works > | YES NO IGNORE | Commercialization Relationship type |
| Scopus IDSeen in 33 pending, 4 claimed, 0 rejected, and 0 other scholarly & creative works > | YES NO IGNORE | Author of Editor of Translator of |
| ResearcherID Seen in 29 pending, 4 claimed, 0 rejected, and 0 other scholarly & creative works > | YES NO IGNORE | Contributor to |

If this is your first time reviewing your profile, you may see suggested research identifiers to claim. We recommend reviewing
and confirming (or rejecting) these identifiers first, as doing so will allow you to manage all associated publications in bulk —
saving you a significant amount of time.

- To review a suggested research identifier, simply click on the hyperlinked ID number this will take you to the corresponding source page (e.g., Scopus, Dimensions, ORCID, etc.).
- If the ID is yours, click YES and set your Identifier Preferences for future items:

Auto claim associated items (recommended) – This default option allows Elements to automatically add new publications linked to this ID, reducing the need for manual review.

Auto suggest – Choose this option if you'd prefer to review each new publication before it's added to your profile.

• You can update your preferences at any time in your settings.

| Identifier Preferences | Identifier Preferences | | |
|---|---|--|--|
| Seen in 42 pending, 2 claimed, 0 rejected, and 0 other scholarly & creative works > | Scopus ID Seen in 33 pending, 4 claimed, 0 rejected, and 0 other scholarly & creative works > | | |
| What should we do with this Dimensions Researcher ID? Auto claim associated items Auto suggest associated items | What should we do with this Scopus ID? Auto claim associated items Auto suggest associated items | | |
| The selected action will: Claim 42 of your pending scholarly & creative works. Cause new items associated with this Dimensions Researcher ID and a compatible name variant to be automatically claimed for you. Enable use of this Dimensions Researcher ID to automatically download and claim items from Dimensions. | The selected action will: Claim 33 of your pending scholarly & creative works. Cause new items associated with this Scopus ID and a compatible name variant to be automatically claimed for you. Allow the system to show this Scopus ID on your profile. Enable use of this Scopus ID to automatically download and claim items from Scopus. | | |
| CANCEL | CANCEL | | |



102

Etc...

- If the ID does not belong to you, click NO and set your Identifier Preferences for future items:
 - We strongly recommend keeping the default setting: Auto reject associated items.

If prompted, also select "Reject X scholarly & creative works that you previously claimed..." to remove any mistakenly claimed publications from your pending queue.

• Once you've finished reviewing all suggested identifiers, **refresh your pending queue** by returning to your Elements homepage. You should now see a much smaller number of pending items.

| Identifier Preferences | Identifier Preferences | | |
|---|--|--|--|
| Dimensions Researcher ID | Scopus ID | | |
| Seen in 42 pending, 2 claimed, 0 rejected, and 0 other scholarly & creative works » | Seen in 33 pending, 4 claimed, 0 rejected, and 0 other scholarly & creative works » | | |
| What should we do with this Dimensions Researcher ID? | What should we do with this Scopus ID? | | |
| Auto reject associated items | Auto reject associated items | | |
| G Ignore this Dimensions Researcher ID | Ignore this Scopus ID | | |
| The selected action will: | The selected action will: | | |
| Reject 42 of your pending scholarly & creative works. | Reject 32 of your pending scholarly & creative works. Why not all 33 pending scholarly & creative works? ⑦ | | |
| Reject 2 scholarly & creative works that you have previously claimed. Only items that are linked to a single person matching your name will be rejected. | Reject 4 scholarly & creative works that you have previously claimed. Only items that are linked to a single person matching your name will be rejected. | | |
| Cause automatic rejection of pending items where the only author or researcher that matches your name has this Dimensions Researcher ID. Allow this system in the future to automatically infer that other identifiers (such as email addresses) appearing on the same authors are also not yours. | Cause automatic rejection of pending items where the only author or researcher that matches your name has this Scopus ID. Allow this system in the future to automatically infer that other identifiers (such as email addresses) appearing on the same authors are also not yours. | | |
| CANCEL | CANCEL | | |



| | CLAIMED (| 240 PENDING (29) REJECTE | ED (17) | | |
|---|---|--|----------------------------|--------------------------|-----|
| How do I use the | pending list? | | | | |
| We search external databa | uses to find scholarly & creative v | rorks that may belong to you and put the | em in your pending list. A | Accepting a scholarly & | |
| Creative work will add it to | your claimed list Rejecting a sch | orany & creative work with record that it | udes not belong to you | | |
| Add name variants ar | ns that do not belong to you? Or Id affiliations by modifying your n | are some of your scholarly & creative w ame-based search settings » | orks missing? | | |
| Help us automatically | find and claim or reject scholarly | & creative works for you by adding you | Ir research identifiers » | | |
| | | showing 1 - 10 out of 29 | | | |
| view: 🚺 💙 per page | e)) | prev 1 2 3 next | sort by: Rep | orting date (newest firs | st) |
| | REJECT | | | focus on: summary | 3 |
| | | | | | |
| P-643. Incidence in Underhoused | and Clinical Characteristic Adults in Toronto, Canada | s of Invasive Group A Streptoco | occal Infections | ¢, | : |
| AD JOUR | NALARTICLE 🖉 | | | | |
| Kass | ee C, Younis HD, Zhong Z, | <u>Allen V</u> , Armstrong I, Baqi M, Bar | ker KR, Bitn | | |
| Oper Non- | n Forum Infectious Diseases 1 refereed item: False | 2(Supplement_1):ofae631.840-29 Ja | an 2025 | | |
| Repo | ting Date: 29 Jan 2025 🙄 🔹 🌔 | noi lin | | | |
| SUMMARY MET | RICS (4) RELATIONSHIPS (15) | SOURCES (2) HISTORY (7) | | | |
| | | | | | |
| P-1290. Invasive | group A streptococcal infe | ction in children in Toronto, Ca | nada | ¢. | : |
| ADD JOUR | NALARTICLE 🖉 | | | | |
| Your | iis HD, <u>Johnstone J</u> , Zhong | Z, Kassee C, <u>Allen V</u> , Armstrong | l, Baqi M, B | | |
| Oper A Oper | n Forum Infectious Diseases 1 | 2(Supplement_1):ofae631.1471 29 Ja | in 2025 | REJECT | |
| NO/1- | refereed items i dise | | | 0.00010 | |

- You can claim or reject the remaining publications individually, or select multiple entries using the checkboxes to the left of each title and take action in bulk.
- Once your research identifiers have been reviewed, the need to manually review individual publications should be minimal.

How to Claim Scholarly Work that was Reject by Accident

If you accidentally rejected a publication that actually belongs to you - don't worry, it happens! Here's how you can retrieve it:

- 1. Navigate to your Rejected Works section, locate the publication, and click Claim to restore it.
- 2. To recover multiple items at once, select the checkboxes next to each title and click Claim at the top of the list.

3. If you need to re-claim all works associated with a particular research identifier, go to: **My Profile** \rightarrow **Settings** \rightarrow **Automatic Claiming** and adjust the preferences for that ID.

| My work My rejected scholarly & creative works | | My work My rejected scholarly & creative works | |
|---|--|---|--|
| CLAIMED (240) PENDING (29) REJECTED (17) | | CLAIMED (240) PENDING (29) REJECTED (17) | • |
| showing 1 - to cut of 17 | | showing 1 - 10 out of 17 | |
| view. 10 y per page prev 1 2 next sort by: Reporting date inevest first) + EXPORT CLAIM focus on: summary + | Filters | view: 10 v per page prev 1 2 next sort by: Reporting date inewest first) v ckappar claim focus on summary v | Filters |
| Competency-based training for paediatric residents caring for children with medical complexity | Scholarly & creative work type | Competency-based training for paediatric residents caring for children with medical | Scholarly & creative work type |
| SOURNAL ABTICLE Diskin C, Saperia NG, Brandon E, Do V, Johnstone J, Major N, MacNay R, Paediatrica & Child Health pxec099 Non-refereed text: Folse Reporting Date: 28 Mar 2025 C + (00) 6 | Book Review Book Chapter Comprecialization | JOURNAL ARTICLE Diskin C. Saperia NG, Brandon E, Do V, Johnstone J, Major N, MacNay R, Parciatrica & Child Health pixee099 Non-reference Child Health pixee099 Reporting Date: 28 Mer 2028 C + 001 b | Book Review Book Chapter Compercialization |
| SUMMARY METRICS (4) RELATION F(8) SOURCES (2) HISTORY (0) | Relationship type | SUMMARY METRICS (4) RELATIONSHIPS (5) SOURCES (2) HISTORY (0) | Relationship type |
| Scoping review of the availability and uptake of disease modifying therapies in children and adolescents with multiple sclerosis | Editor of Translator of Contributor to | Scoping review of the availability and uptake of disease modifying therapies in children 🚳 : and adolescents with multiple sclerosis | Editor of Translator of Contributor to |
| 20URNAL ADTICLE Strasser L, Ciftci B, Johnstone J, Cunningham J, Tremlett H, Yeh EA Expert Review of Clinical Pharmacology 18(4):197-210 01 Jan 2025 Non-refereed tent: False Reporting Dete: 01 Jan 2025 C • Oor 1 b | Title | Strasser L, Cifici B, Johnstone J, Cunningham J, Tremlett H, Yeh EA Expert Review of Clinical Pharmacology 18(4):197-210 01 Jan 2025 Non-refereed item: False Heporting Date: 01 Jan 2025 C + Conciling | Title |
| SUMMARY METRICS (6) RELATIONSHIPS (2) SOURCES (5) HISTORY (0) | Prom To | SUMMARY METRICS (6) PELATIONSHIPS (2) SOURCES (5) HISTORY (0) | From To |

Most Significant Publications

E. Publications

1. MOST SIGNIFICANT PUBLICATIONS (PLEASE CHECK MOST SIGNFICANT PUBLICATION UNDER ADDITIONAL INFO)

 If Journal article: [authors - CV holder's name bolded]. [title]. [journal]. [publication-date (Year Month Day)]; [volume] ([issue]):[pagination]. [medium]. Available from: [author-url]. Impact Factor: [Impact Factor]. Print Trainee publication (if [c-med-sc-trainee-publication] is checked), Trainee Details: [c-med-sc-trainee-details]. [types], [publication-status], [c-med-sc-publication-role].

[c-med-sc-significant-details].

(If Book or Chapter or Report/Policy Document or Monograph or Other Publication, please follow the format below)

- 1. The "Most Significant Publications" is a checkbox option located under the "Additional Information" section. It is available only within the "Scholarly & Creative Works" module.
- 2. Some information types use the label "Most Significant Publications", while others use "Most Significant Contributions" both refer to the same concept.

Most Significant Contributions for Information Types that extract into the report



The cyan circle highlights the information types that include the **"Most Significant Contributions"** checkbox **under the Additional Information section.** Also, these info types will be extracted into the TFoM CV report.

The red circle highlights the information types that include the **"Most Significant Contributions"** checkbox **under the Additional Information section** as well. However, these info types will not be extracted into the TFoM CV report.

Most Significant Publications for Information Types that extract into the report



The black circle highlights the information types that include the **"Most Significant Publications"** checkbox **under the Additional Information section.** Also, these info types will be extracted into the TFoM CV report.

The red circle highlights the information types that include the **"Most Significant Publications"** checkbox **under the Additional Information section** as well. However, these info types will not be extracted into the TFoM CV report.
Peer-reviewed Publications - Journal Articles

Journal Articles → Scholarly & Creative works → Journal Article → Article

[Presented in reverse chronological order]

 [Author(s) - CV holder's name bolded]. [Article Title]. [Journal Name]. [Year] [Month] [Day]; [Volume] ([Issue]): [Page Range]. Available from: [URL]. [Status - only if "In Press"]. Impact Factor [Impact Factor] (Additional info). (Trainee publication, [Trainee Details] - only if it is a trainee publication. [type], [publication-status], [Role].

Editorials & Commentaries -> Scholarly & Creative works -> Journal Article -> Editorial Comment

[Same citation format as "Journal Articles"]

Letters to Editor → Scholarly & Creative works → Journal Article → Letter

[Same citation format as "Journal Articles"]

[Author(s) - CV holder's name bolded]. [Title]. [Journal Name]. [Year] [Month] [Day]. [Rest of Citation]. (Trainee publication, [Trainee Details] - only if it is a trainee publication. [Role].

Review → Scholarly & Creative works → Journal Article → Review

[Author(s) - **CV** holder's name bolded]. [Issue Title]. [Journal Name]. [Year] [Month] [Day]; [Volume]([Issue]). [# of pages] p. [Rest of Citation]. Available from: [publisher-url]. Impact Factor, (Trainee publication, [Trainee Details] - only if it is a trainee publication. [Role]

Corrigendum → Scholarly & Creative works → Journal Article → Corrigendum

[authors] - *CV holder's name bolded*. [Title], [Canonical Journal Title], [Reporting Date 1]; [volume]([issue]): [pagination Begin], [pagination End], Available from: [publisher-url]. [Status - *only if "In Press"*]. Impact Factor, (Trainee publication, [Trainee Details] - *only if it is a trainee publication*. **[Role]**

Addendum → Scholarly & Creative works → Journal Article → Addendum

[authors] - *CV holder's name bolded*. [Title], [Canonical Journal Title], [Reporting Date 1]; [volume]([issue]): [pagination Begin], [pagination End], Available from: [publisher-url]. [Status - *only if "In Press"*]. Impact Factor, (Trainee publication, [Trainee Details] - *only if it is a trainee publication.* [Role]

Rapid Communication → Scholarly & Creative works → Journal Article → Rapid Communication

[authors] - *CV holder's name bolded*. [Title], [Canonical Journal Title], [Reporting Date 1]; [volume]([issue]): [pagination Begin], [pagination End], Available from: [publisher-url]. [Status - *only if "In Press"*]. Impact Factor, (Trainee publication, [Trainee Details] - *only if it is a trainee publication*. **[Role]**

Curation Steps

- 1. Find "Scholarly & Creative Works" module and Click "Add New"
- 2. Find and Click "Journal Article"
- 3. Specify the **Sub type** of your "**Journal Article**" by editing the first entry "**Sub Type**"
- 4. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 5. Click the "Save" button once you've finished editing

| | Adding your ORCID iD can help us find the web. You can also choose to send y DiscoverResearch to your ORCID account | CID ID your scholarly & creative works across our scholarly & creative works from nt. | > | Kex Z Temerty Facult | hang y of Medicine il.utoronto.ca |
|---|---|--|----------|-------------------------|---|
| | • • • | | | | EDIT MY PROFILE |
| Scholarly & creative works | Grants & contracts | Professional activities | | Teaching & supe | ervision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activitie | s. |
| + ADD NEW VIEW ALL | + ADD NEW VIEW ALL | + ADD NEW | VIEW ALL | + ADD NEW | VIEW ALL |

| | Select scholarly & | creative work type | |
|--------------------------|----------------------------|------------------------|-------------------|
| Artifact | Book Review | Book | Chapter |
| Commercialization | Community Research Project | Conference | Dataset |
| Design | Exhibition | Figure | Fileset |
| Journal article | Media / Composition | Monograph | Other Publication |
| Performance | Preprint | Presentation / Lecture | Poster |
| Report / Policy Document | Research Workshop | Scholarly Edition | Software / Code |
| Team Research Project | Thesis / Dissertation | Working Paper | |
| | | | |

Search for Work (Optional)

- Enter the **Title** or **DOI** of the work and click **Search**.
- If the work is found, you can click **Claim** it instead of adding it manually.
- If the work is not found, you can also click Skip to proceed with manual entry. You will be directed to a page titled "Tell us more".

| et's get started | Tell us more | Link to funding |
|---|---|---|
| Enter your thesis / dissertation title our thesis / dissertation may already exist in Disc ny of your search words. | :overResearch , so to save time you can se | earch for it here and claim it. Titles returned may contain |
| Title | | |

- Select the appropriate **Privacy Settings (Private, Internal, Public)** for the entry
- Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information
- To add information in fields such as "Keywords" or "Address", first enter the text in the input area below the field, then click the "+ ADD" button to confirm the entry.
- Click Save to finalize the entry

| | | | Clos | ۵ |
|-----------------------------------|---|----------------|---------------------------------------|-------------|
| | | Supervisor(s) | No Supervisor(s) - please add | 2 |
| Scholarly & creative work privacy | | Role | Add a person 50 characters remaining. | ? |
| | This scholarly & creative work may be displayed publicly by UofT. | t Contribution | | |
| | | t Contribution | | |
| | | Details | | |
| | | | | |
| What is your relationship with | Author of Editor of | | | |
| this team research project? | Translator of Contributor to | | | |
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| | Ø B O | dience in TER | 0 | ? |
| | PRIVATE INTERNAL PUBLIC | ary Audience | [None] | |
| | | | Tracted | ? |
| | This scholarly & creative work may be displayed publicly by UofT. | | | |
| | Its relationship to you will be visible to other users of | Attach to CPA | U | ? |
| | DiscoverResearch but should not be displayed publicly. | | | - |
| | | | | |
| | | | | |
| | | | | CANCEL SAVE |



Link to funding (If the information is unavailable, then go back to your Homepage)

- After finishing **"Tell Us More"** section, then clicking **Save**, you will be directed to the **"Link to funding"** page
- Within this page, there is a list of possible funding that you can link to your "Scholarly & Creative Work." You have the option to filter by some fields or add your grant and contract number in the "Grant & Contract Number" field

| | | | | | Filters |
|---|--------------------------------------|--|-----------------------|-----|-------------------------|
| Link funding | 11:56 Team R | Research Project added | | | Title |
| Let's get started | Y Tell us more | Link to funding | More actions | | Туре |
| Make sure your work is linked to the second se | ne relevant grants & contracts to st | tay eligible for future funding | Not externally funded | | Any Add another |
| TODO: Default <u>link funding guidance text</u> . wqdqwd | | | | | Reporting date from |
| Unselect all on page | C | % Link Selected ↓ St Unlink Selected ↓ | Done | | Benorting date to |
| There are no items matching the current filter settle | ngs. | | Filters / | - | |
| | | | Tupe | J | Related to |
| | | | Any Add another |) | Me |
| | | | Reporting date from | | Link status |
| | | | Penorting date to | | Any ~ |
| | | | | č. | Grant & contract number |
| | | | Related to | n l | |
| | | | Me | J | Reset filters |

Peer-reviewed Publications – Books & Books Edit

Books & Books Edited → Scholarly & Creative works → Book

 [Author(s) - CV holder's name bolded]. [Book Title]. [Edition]. [Editors], editor(s). [Volume]. [City] ([Country]): [Publisher]; [Year]. [# of pages] p. [Rest of Citation]. Available from: [URL]. [Status - only if "In Press (Trainee publication, [Trainee Details] - only if it is a trainee publication. [Role].

Curation Steps

- 1. Find "Scholarly & Creative Works" module and Click "Add New"
- 2. Find and Click "Book" if the publications belongs to "Books & Books Edit"
- 3. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 4. Click the "Save" button once you've finished editing

| | Adding your ORCID iD can help us fit the web. You can also choose to sen DiscoverResearch to your ORCID act | RCID ID nd your scholarly & creative works across d your scholarly & creative works from count. | > | Kex Zhar Temerty Faculty of | 1g Medicine oronto.ca |
|---|---|--|----------|--------------------------------|------------------------------------|
| | • • • | | | E | DIT MY PROFILE |
| Scholarly & creative works | Grants & contracts | Professional activities | | Teaching & superv | ision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activities. | |
| + ADD NEW VIEW ALL | + ADD NEW VIEW ALL | + ADD NEW | VIEW ALL | + ADD NEW | VIEW ALL |

| | Select scholarly & | creative work type | |
|--------------------------|----------------------------|------------------------|-------------------|
| Artifact | Book Review | Book | Chapter |
| Commercialization | Community Research Project | Conference | Dataset |
| Design | Exhibition | Figure | Fileset |
| Journal article | Media / Composition | Monograph | Other Publication |
| Performance | Preprint | Presentation / Lecture | Poster |
| Report / Policy Document | Research Workshop | Scholarly Edition | Software / Code |
| Team Research Project | Thesis / Dissertation | Working Paper | |
| | | | |

Search for Work (Optional)

- Enter the **Title** or **DOI** of the work and click **Search**.
- If the work is found, you can click **Claim** it instead of adding it manually.
- If the work is not found, you can also click Skip to proceed with manual entry. You will be directed to a page titled "Tell us more".

| et's get started | Tell us more | Link to funding | |
|---|---|---|-----------|
| Enter your thesis / disse | ertation title | | |
| ur thesis / dissertation may alrea y of your search words. | ady exist in DiscoverResearch , so to save t | me you can search for it here and claim it. Titles returned may | / contain |
| , , | | | |
| | | | |
| litie | | | |
| | | Skip S | Parch |
| | | and a second | |

- Select the appropriate **Privacy Settings (Private, Internal, Public)** for the entry
- Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information
- To add information in fields such as "Keywords" or "Address", first enter the text in the input area below the field, then click the "+ ADD" button to confirm the entry.
- Click Save to finalize the entry

| | ond y | | | |
|---|--|---------------------------|-------------------------------|-------------|
| | | Supervisor(s) | No Supervisor(s) - please add | se ? |
| с | | 1 | Add a person | - |
| | | Role | | 2 |
| Scholarly & creative work privacy | | | 50 characters remaining. | f |
| | PRIVATE INTERNAL PUBLIC | t Contribution | | |
| | This scholarly & creative work may be displayed publicly by UofT. | t Contribution Details | | |
| | | | | |
| What is your relationship with this team research project? | Author of Editor of Translator of Contributor to | | 1000 characters remaining. | |
| | Relationship privacy | dience in TER | 0 | ? |
| | | nary Audience | [None] | ? |
| | PRIVATE | Attach to CPA | | ? |
| | This scholarly & creative work may be displayed publicly by UofT. Its relationship to you will be visible to other users of | | | |
| | DiscoverResearch but should not be displayed publicly. | | | |
| | | | | CANCEL SAVE |

Link to funding (If the information is unavailable, then go back to your Homepage)

- After finishing **"Tell Us More"** section, then clicking **Save**, you will be directed to the **"Link to funding"** page
- Within this page, there is a list of possible funding that you can link to your "Scholarly & Creative Work." You have the option to filter by some fields or add your grant and contract number in the "Grant & Contract Number" field

| | | | | | Filters | |
|---|---------------------------------------|---------------------------------------|---|----------|-------------------------|-------------|
| Link funding | 11:56 Team | Research Project added | | | Title |] |
| Let's get started | Y Tell us more | Link to funding | More actions | | Туре | |
| Make sure your work is linked | to the relevant grants & contracts to | stay eligible for future funding | Not externally funded Grant & contract not listed | | Any | Add another |
| TODO: Default <u>link funding guidance text</u> . wqdqwd | | | | | Reporting date from | |
| Unselect all on page | | 🗞 Link Selected < 🖏 Unlink Selected < | Done Ellerro | | Reporting date to | |
| There are no items matching the current filter s | settings. | | Title | _ | | |
| | | | Type | | Related to | |
| | | | Any Add anoth | er e | Me | ~ |
| | | | Reporting date from | _ | Link status | |
| | | | | | Any | ~ |
| | | | Reporting date to | m | Grant & contract number | |
| | | | Related to | | | |
| | | | Me | Ľ | Reset filters | |

Peer-reviewed Publications – Book Chapters

Book Chapters → Scholarly & Creative works → Chapter

 [Author(s) - CV holder's name bolded]. [Chapter Title]. In: [Editors], editor(s). [Book Title]. [Edition]. [Volume]. [City] [(Country)]: [Publisher]; [Year]. p. [Page Range]. [Rest of Citation]. Available from: [URL]. [Status - only if "In Press"]. (Trainee publication, [Trainee Details] - only if it is a trainee publication. [Role.

Curation Steps

- 1. Find "Scholarly & Creative Works" module and Click "Add New"
- 2. Find and Click "Chapter" if the publications belongs to "Book Chapters"
- 3. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 4. Click the **"Save" button** once you've finished editing

| | Adding your ORCID iD can help us find the web. You can also choose to send DiscoverResearch to your ORCID acco | RCID ID I your scholarly & creative works across your scholarly & creative works from unt. | > | Kex Zh Temerty Faculty | ang of Medicine utoronto.ca |
|---|--|---|----------|---------------------------|-----------------------------------|
| | • • • | | | | EDIT MY PROFILE |
| Scholarly & creative works | Grants & contracts | Professional activities | | Teaching & supe | rvision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activities. | |
| + ADD NEW VIEW ALL | + ADD NEW VIEW ALL | + ADD NEW | VIEW ALL | + ADD NEW | VIEW ALL |

| | Select scholarly & | creative work type | |
|--------------------------|----------------------------|------------------------|-------------------|
| Artifact | Book Review | Book | Chapter |
| Commercialization | Community Research Project | Conference | Dataset |
| Design | Exhibition | Figure | Fileset |
| Journal article | Media / Composition | Monograph | Other Publication |
| Performance | Preprint | Presentation / Lecture | Poster |
| Report / Policy Document | Research Workshop | Scholarly Edition | Software / Code |
| Team Research Project | Thesis / Dissertation | Working Paper | |
| | | | |

Search for Work (Optional)

- Enter the **Title** or **DOI** of the work and click **Search**.
- If the work is found, you can click **Claim** it instead of adding it manually.
- If the work is not found, you can also click Skip to proceed with manual entry. You will be directed to a page titled "Tell us more".

| t's get started | Tell us more | Link to funding |
|---|---|--|
| Enter your thesis / disse | ertation title | |
| ur thesis / dissertation may alreated of your search words. | ady exist in DiscoverResearch , so to save tim | e you can search for it here and claim it. Titles returned may contain |
| | | |
| Title | | |
| | | |
| | | Skip Search |
| | | in an and the second se |

- Select the appropriate **Privacy Settings (Private, Internal, Public)** for the entry
- Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information
- To add information in fields such as "Keywords" or "Address", first enter the text in the input area below the field, then click the "+ ADD" button to confirm the entry.
- Click Save to finalize the entry

| C. C | | Comen in order | Clos | e |
|---|--|--|---------------------------------------|---|
| | | Supervisor(s) | No Supervisor(s) - please add | 2 |
| Scholarly & creative work privacy | Internal Internal Private Internal Public Public This scholarly & creative work may be displayed publicly by UofT. | Role t Contribution t Contribution | Add a person 50 characters remaining. | ? |
| | | Details | | |
| What is your relationship with this team research project? | Author of Editor of Translator of Contributor to | | 1000 characters remaining. | |
| | Ø B Ø | dience in TER | | ? |
| | This scholarly & creative work may be displayed publicly by Lleft | ary Audience | [None] | ? |
| | It is scholarly & creative work may be displayed publicly by Uof I. Its relationship to you will be visible to other users of DiscoverResearch but should not be displayed publicly. | Attach to CPA | 0 | ? |
| | | | | |

CANCEL

Link to funding (If the information is unavailable, then go back to your Homepage)

- After finishing **"Tell Us More"** section, then clicking **Save**, you will be directed to the **"Link to funding"** page
- Within this page, there is a list of possible funding that you can link to your "Scholarly & Creative Work." You have the option to filter by some fields or add your grant and contract number in the "Grant & Contract Number" field

| | | | | Filt | ers |
|---|--|---------------------------------------|--|-------|---------------------------|
| Link funding | 11:56 Tex | am Research Project added X | | Title | |
| Let's get started | Y Tell us more | Link to funding | More actions | Туре | · |
| Make sure your work is lin | ked to the relevant grants & contracts | to stay eligible for future funding | Not externally funded | Any | y Y |
| vqdqwd | <u>e text</u> . | | | Repo | orting date from |
| Unselect all on page | | ⁰ Link Selected ∨ S Unlink Selected ∨ | 1 filter has been set Reset filters | | |
| There are no items matching the current | filter settings. | | Title | | |
| | | | Туре | Rela | ted to |
| | | | Any ~ | Me | × |
| | | | Reporting date from | Link | status |
| | | | Reporting date to | Gran | , It & contract number |
| | | | Related to | | |
| | | | | Rese | et filters |

Peer-reviewed Publications – Monographs

Monographs → Scholarly & Creative works → Monograph

 [Author(s) - CV holder's name bolded]. [Title]. [Series]. [Place of publication]: [Publisher]; [Publication date]. Available from: [author url]. (*Print* Trainee Publication, Trainee Details: [c-med-sc-trainee-details] if [c-med-sc-traineepublication] is checked). [publication-status], [c-med-sc-publication-role].

Curation Steps

- 1. Find "Scholarly & Creative Works" module and Click "Add New"
- 2. Find and Click "Monograph" if the publications belongs to "Monographs"
- 3. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 4. Click the "Save" button once you've finished editing

| | > | Kex Zha Temerty Faculty of Mail.ut | ng f Medicine toronto.ca | | |
|---|--|--|---------------------------------------|-------------------------|-----------------|
| | • • • | | | | EDIT MY PROFILE |
| Scholarly & creative works | Grants & contracts | Professional activities | | Teaching & superv | vision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activities. | |
| + ADD NEW VIEW ALL | + ADD NEW VIEW ALL | + ADD NEW | VIEW ALL | + ADD NEW | VIEW ALL |

| Select scholarly & creative work type | | | | | |
|---------------------------------------|----------------------------|------------------------|-------------------|--|--|
| Artifact | Book Review | Book | Chapter | | |
| Commercialization | Community Research Project | Conference | Dataset | | |
| Design | Exhibition | Figure | Fileset | | |
| Journal article | Media / Composition | Monograph | Other Publication | | |
| Performance | Preprint | Presentation / Lecture | Poster | | |
| Report / Policy Document | Research Workshop | Scholarly Edition | Software / Code | | |
| Team Research Project | Thesis / Dissertation | Working Paper | | | |
| | | | | | |

Search for Work (Optional)

- Enter the **Title** or **DOI** of the work and click **Search**.
- If the work is found, you can click **Claim** it instead of adding it manually.
- If the work is not found, you can also click Skip to proceed with manual entry. You will be directed to a page titled "Tell us more".

| et's get started | Tell us more | Link to funding | |
|--|--|--|-------|
| Enter your thesis / disse | ertation title | | |
| ur thesis / dissertation may alre y of your search words. | eady exist in DiscoverResearch , so to save tim | ne you can search for it here and claim it. Titles returned may co | ntain |
| | | | |
| Title | | | |
| | | | |
| | | Searc | h |
| | | | |

- Select the appropriate **Privacy Settings (Private, Internal, Public)** for the entry
- Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information
- To add information in fields such as "Keywords" or "Address", first enter the text in the input area below the field, then click the "+ ADD" button to confirm the entry.
- Click Save to finalize the entry

| | | Supervisor(s) | No Supervisor(s) - please add | |
|---|---|---|---------------------------------------|-------------|
| Scholarly & creative work privacy | Ø INTERNAL Ø PRIVATE INTERNAL PUBLIC This scholarly & creative work may be displayed publicly by UofT. | Role t Contribution t Contribution | Add a person 50 characters remaining. | r ? |
| What is your relationship with this team research project? | Author of Editor of Translator of Contributor to Relationship privacy | Details | 1000 characters remaining. | |
| | Image: PRIVATE Image: Private Internal Image: Public This scholarly & creative work may be displayed publicly by UofT. Its relationship to you will be visible to other users of DiscoverResearch but should not be displayed publicly. | dience in TER hary Audience Attach to CPA | [None] ~ | ? ? ? |
| | | | | |

CANCEL

Link to funding (If the information is unavailable, then go back to your Homepage)

- After finishing **"Tell Us More"** section, then clicking **Save**, you will be directed to the **"Link to funding"** page
- Within this page, there is a list of possible funding that you can link to your "Scholarly & Creative Work." You have the option to filter by some fields or add your grant and contract number in the "Grant & Contract Number" field

| | | | | Filt | ers |
|---|--|---------------------------------------|--|-------|---------------------------|
| Link funding | 11:56 Tex | am Research Project added X | | Title | |
| Let's get started | Y Tell us more | Link to funding | More actions | Туре | · |
| Make sure your work is lin | ked to the relevant grants & contracts | to stay eligible for future funding | Not externally funded | Any | y Y |
| vqdqwd | <u>e text</u> . | | | Repo | orting date from |
| Unselect all on page | | ⁰ Link Selected ∨ S Unlink Selected ∨ | 1 filter has been set Reset filters | | |
| There are no items matching the current | filter settings. | | Title | | |
| | | | Туре | Rela | ted to |
| | | | Any ~ | Me | × |
| | | | Reporting date from | Link | status |
| | | | Reporting date to | Gran | , It & contract number |
| | | | Related to | | |
| | | | | Rese | et filters |

Peer-reviewed Publications – Other Publications

Other Publications → Scholarly & Creative works → Other Publication (Enter here Multimedia, Magazine Entries, Newspaper Articles, Online Resources, Journal Issues)

 [Author(s) - CV holder's name bolded]. [Title]. [Series]. [Place of publication]: [Publisher]; [Publication date]. Available from: [author url]. (*Print* Trainee Publication, Trainee Details: [c-med-sc-trainee-details] if [c-med-sc-trainee-publication] is checked). [publication-status], [c-med-sc-publication-role].

Curation Steps

- 1. Find "Scholarly & Creative Works" module and Click "Add New"
- 2. Find and Click "Other Publication" if the publications belongs to "Other Publications"
- 3. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 4. Click the "Save" button once you've finished editing

| | > | Kex Zhang Temerty Faculty of Medicine | | |
|---|--|--|----------|-------------------------|
| | • | | | EDIT MY PROFILE |
| Scholarly & creative works | Grants & contracts : | Professional activities | | Teaching & supervision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activities. |
| + ADD NEW VIEW ALL | + ADD NEW VIEW ALL | + ADD NEW | VIEW ALL | + ADD NEW VIEW ALL |

| | Select scholarly & | creative work type | |
|--------------------------|----------------------------|------------------------|-------------------|
| Artifact | Book Review | Book | Chapter |
| Commercialization | Community Research Project | Conference | Dataset |
| Design | Exhibition | Figure | Fileset |
| Journal article | Media / Composition | Monograph | Other Publication |
| Performance | Preprint | Presentation / Lecture | Poster |
| Report / Policy Document | Research Workshop | Scholarly Edition | Software / Code |
| Team Research Project | Thesis / Dissertation | Working Paper | |
| | | | |

Search for Work (Optional)

- Enter the **Title** or **DOI** of the work and click **Search**.
- If the work is found, you can click **Claim** it instead of adding it manually.
- If the work is not found, you can also click Skip to proceed with manual entry. You will be directed to a page titled "Tell us more".

| et's get started | Tell us more | Link to funding | |
|---|---|---|---|
| Enter your thesis / dissert | ation title | | |
| ur thesis / dissertation may alread or of your search words. | ly exist in DiscoverResearch , so to save time y | ou can search for it here and claim it. Titles returned may conta | n |
| , , | | | |
| T 'AL- | | | |
| The | | | 1 |
| L | | Chin I. Count | |

- Select the appropriate **Privacy Settings (Private, Internal, Public)** for the entry
- Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information
- To add information in fields such as "Keywords" or "Address", first enter the text in the input area below the field, then click the "+ ADD" button to confirm the entry.
- Click Save to finalize the entry

| (| | Supervisor(s) | Clos | e |
|---|--|---------------------------|---------------------------------------|---|
| | | Supervisor(s) | No Supervisor(s) - please add | ? |
| Scholarly & creative work privacy | PRIVATE INTERNAL | Role | Add a person 50 characters remaining. | ? |
| | This scholarly & creative work may be displayed publicly by UofT. | t Contribution | | |
| | | t Contribution Details | | |
| What is your relationship with this team research project? | Author of Editor of Contributor to Relationship privacy | | 1000 characters remaining. | |
| | | dience in TER | | ? |
| | This scholarly & creative work may be displayed publicly by UofT. | ary Audience | [None] ~ | ? |
| | Its relationship to you will be visible to other users of DiscoverResearch but should not be displayed publicly. | Attach to CPA | 0 | ? |
| | | | | |

Link to funding (If the information is unavailable, then go back to your Homepage)

- After finishing **"Tell Us More"** section, then clicking **Save**, you will be directed to the **"Link to funding"** page
- Within this page, there is a list of possible funding that you can link to your "Scholarly & Creative Work." You have the option to filter by some fields or add your grant and contract number in the "Grant & Contract Number" field

| | | | | | Filters | |
|---|---|---------------------------------------|-----------------------|-------------|-------------------------|---|
| Link funding | 11:56 Tea | n Research Project added X | | | Title | |
| Let's get started | Y Tell us more | Link to funding | More actions | | Туре | |
| Make sure your work is lin | Not externally funded Grant & contract not listed | | Any | Add another | | |
| wqdqwd | <u>= 16XI</u> | | 1 filter has been set | | Reporting date from | |
| Unselect all on page | | S Link Selected ← S Unlink Selected ← | Done Reset filters | | Reporting date to | |
| There are no items matching the current | filter settings. | | Title | | | |
| | | | | | Related to | |
| | | | Any ~ | | Ме | ~ |
| | | | Reporting date from | | Link status | |
| | | | | | Any | ~ |
| | | | Reporting date to | | Grant & contract number | |
| | | | Related to | | | |
| | | | Me | J | Reset filters | 5 |

Non-Peer Reviewed Publications

3. NON-PEER-REVIEWED PUBLICATIONS (Please check "Non-refereed item" in Additional Info)

[Same citation format as Peer-Reviewed Publications]

Journal Articles

Books and Books Edited

Book Chapters

Monographs

Reports/Policy Documents

Other Publications

- The instructions are the same as for "Peer-Reviewed Publications" section (page 109) but for the "Non-Peer-Reviewed Publications", you will need to check the "Nonrefereed item" box.
- 2. Please note that **not all info types** have a "Non-refereed item" checkbox. Where available, it can be found under **Essential Info**, not **Additional Info**.

Non-Peer Reviewed Publications

Examples

| Number of chapters | Add | |
|------------------------|---|--|
| Non-refereed item | | Please tick if this scholarly work is not peer reviewed. |
| | Additional Information 11 additional fields | |
| Publication Role | [None] ~ | ? |
| Number of Contributors | | ? |
| Trainee Publication | | ? |

 you will need to check the "Nonrefereed item" box for any "Non-Peer Reviewed Publications".

Submitted Publications

4. SUBMITTED PUBLICATIONS (Please choose status to "Submitted' in Additional Info)

[Same citation format as Peer-Reviewed Publications]

Journal Articles

Books and Books Edited

Book Chapters

Monographs

Reports/Policy Documents

Other Publications

- The instructions are the same as for <u>"Peer-Reviewed</u> <u>Publications"</u> but for the "Submitted Publications", you will need to choose "Status" entry to "Submitted" box.
- Please note that the "Status" entry may appear under either the "Essential Info" or "Additional Info" section, depending on the info type. Be sure to check both locations carefully.

Submitted Publications

"Status" entry under the "Essential Info"

"Status" entry under the "Additional Info"


In Preparation

5. IN PREPARATION (Please choose status to "In Preparation" in Additional Info)

[Same citation format as Peer-Reviewed Publications]

Journal Articles

Books and Books Edited

Book Chapters

Monographs

Reports/Policy Documents

Other Publications

- The instructions are the same as for "Peer-Reviewed Publications" section (page 109) but for the "Submitted Publications", you will need to choose "Status" entry to "In Preparation" box.
- Please note that the "Status" entry may appear under either the "Essential Info" or "Additional Info" section, depending on the info type. Be sure to check both locations carefully.

In Preparation

"Status" entry under the "Essential Info"

"Status" entry under the "Additional Info"





F. Intellectual Property



Patents/Copyrights/License/Disclosure/Trademarks

| F. Intellect | tual Property | | | | | |
|--|---|--|--|--|--|--|
| 1. PATENTS→ Scholarly & Creative works ->'commercialization' (Please choose Type "patents" in additional info) | | | | | | |
| [Presented in rev [Date of Issue] | erse chronological order] [Title] . Filing Date: [Year] [Month]. Patent #: [Patent #], [State/Province], Canada. Joint Holder Name(s): [Joint Holder Names]. <i>[Notes]</i> . | | | | | |
| 2. COPYRIGH info) | ITS \rightarrow Scholarly & Creative works ->'commercialization' (Please choose Type "copyrights" in additional | | | | | |
| [Date of Issue] | [Title]. Filing Date: [Year] [Month]. Copyright #: [Copyright #], [State/Province], Canada. Joint Holder Name(s): [Joint Holder Names]. [Notes]. | | | | | |
| 3. LICENSES | → Scholarly & Creative works ->'commercialization' (<i>Please choose Type "licenses</i> " in additional info) | | | | | |
| [Date of Issue] | [Title] . Filing Date: [Year] [Month]. License #: [License #], [State/Province], Canada. Joint Holder Name(s): [Joint Holder Names]. <i>[Notes]</i> . | | | | | |
| 4. DISCLOSU info) | RES → Scholarly & Creative works ->'commercialization' (<i>Please choose Type "disclosures" in additional</i> | | | | | |
| [Date of Issue] | [Title]. Filing Date: [Year] [Month]. Disclosure #: [Disclosure #], [State/Province], Canada. Joint Holder Name(s): [Joint Holder Names]. [Notes]. | | | | | |
| 5. TRADEMA info) | RKS → Scholarly & Creative works ->'commercialization' (<i>Please choose Type "trademarks" in additional</i> | | | | | |
| [Date of Issue] | [Title] . Filing Date: [Year] [Month]. Trademark #: [Trademark #], [State/Province], Canada. Joint Holder Name(s): [Joint Holder Names]. <i>[Notes]</i> . | | | | | |

Curation Steps

- 1. Find "Scholarly & Creative Works" module and Click "Add New"
- 2. Find and Click "Commercialization"
- 3. Specify the type of your "Commercialization" by clicking the additional field and choosing the option from the first entry "Type"
- 4. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 5. Click the "Save" button once you've finished editing

| | > | Kex Zhang Temerty Faculty of Medicine | | | | | |
|---|--|--|----------|-------------------------|--|--|--|
| | • • • | | | | | | |
| Scholarly & creative works | Grants & contracts | Professional activities | | Teaching & supervision | | | |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activities. | | | |
| + ADD NEW VIEW ALL | + ADD NEW VIEW AL | L + ADD NEW | VIEW ALL | + ADD NEW VIEW ALL | | | |

| Select scholarly & creative work type | | | | | | |
|---------------------------------------|----------------------------|------------------------|-------------------|--|--|--|
| Artifact | Book Review | Book | Chapter | | | |
| Commercialization | Community Research Project | Conference | Dataset | | | |
| Design | Exhibition | Figure | Fileset | | | |
| Journal article | Media / Composition | Monograph | Other Publication | | | |
| Performance | Preprint | Presentation / Lecture | Poster | | | |
| Report / Policy Document | Research Workshop | Scholarly Edition | Software / Code | | | |
| Team Research Project | Thesis / Dissertation | Working Paper | | | | |
| | | | | | | |

Search for Work (Optional)

- Enter the **Title** or **DOI** of the work and click **Search**.
- If the work is found, you can click **Claim** it instead of adding it manually.
- If the work is not found, you can also click Skip to proceed with manual entry. You will be directed to a page titled "Tell us more".

| t's get started | Tell us more | Link to funding |
|--|--|--|
| Enter your thesis / disser | tation title | |
| ur thesis / dissertation may alread y of your search words. | dy exist in DiscoverResearch , so to save tim | e you can search for it here and claim it. Titles returned may contain |
| | | |
| Tiala | | |
| The | | |
| <u>.</u> | | Skip Search |
| | | |

- Select the appropriate **Privacy Settings (Private, Internal, Public)** for the entry
- Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information
- To add information in fields such as "Keywords" or "Address", first enter the text in the input area below the field, then click the "+ ADD" button to confirm the entry.
- Click Save to finalize the entry

| (| | Supervisor(s) | Clos | e |
|---|---|----------------|---------------------------------------|---|
| | | Supervisor(a) | No Supervisor(s) - please add | ? |
| Scholarly & creative work privacy | PRIVATE INTERNAL | Role | Add a person 50 characters remaining. | ? |
| | This scholarly & creative work may be displayed publicly by UofT. | t Contribution | | |
| | | t Contribution | | |
| | | Details | | |
| What is your relationship with this team research project? | Author of Editor of Contributor to Relationship privacy | | 1000 characters remaining. | |
| | | dience in TER | | ? |
| | This scholarly & creative work may be displayed publicly by UofT. | ary Audience | [None] | ? |
| | Its relationship to you will be visible to other users of DiscoverResearch but should not be displayed publicly. | Attach to CPA | | ? |
| | | | | |

| 1. PATENTS→ Scholarly & Creative works ->'commercialization' (Please choose Type "patents" in additional info) | | Additional Information | 8 additional fields |
|--|-------------------------------------|------------------------|--|
| [Presented in reverse chronological order] [Date of Issue] [Title]. Filing Date: [Year] [Month]. Patent #: [Patent #], [State/Province], Canada. Joint Holder Name(s): [Joint Holder Names]. [Notes]. | Type V [None] Copyrig Disclos |) Int ure | Select whether this is a patent, copyright, contract, etc. |
| 2. COPYRIGHTS → Scholarly & Creative works ->'commercialization' (Please choose Type "copyrights" in additional info) | Granted Tradem Other | iark | ? |
| [Date of Issue] [Title]. Filing Date: [Year] [Month]. Copyright #: [Copyright #], [State/Province], Canada. Joint Holder Name(s): [Joint Holder Names]. [Notes]. | nificant Contribution | | |
| 3. LICENSES → Scholarly & Creative works ->'commercialization' (Please choose Type "licenses" in additional info) | Details | | |
| [Date of Issue] [Title]. Filing Date: [Year] [Month]. License #: [License #], [State/Province], Canada. Joint Holder Name(s): [Joint Holder Names]. [Notes]. | All comm | ercialization typ | oes are listed here for |
| 4. DISCLOSURES → Scholarly & Creative works ->'commercialization' (Please choose Type "disclosures" in additional info) | selection. | | |
| [Date of Issue] [Title]. Filing Date: [Year] [Month]. Disclosure #: [Disclosure #], [State/Province], Canada. Joint Holder Name(s): [Joint Holder Names]. [Notes]. | | | |
| 5. TRADEMARKS → Scholarly & Creative works ->'commercialization' (Please choose Type "trademarks" in additional info) | | | |
| [Date of Issue] [Title]. Filing Date: [Year] [Month]. <u>Trademark #: [Trademark #]</u> , [State/Province], Canada. Joint Holder Name(s): [Joint Holder Names]. | | | |
| | Associated authors | No Associated author | 's - please add |
| | | Add a person | |
| | Patent number | | |
| All commercialization IDs are entered here (Patent ID, | | | |
| Copyright ID, License ID, Disclosures ID, and Trademarks ID) | Application number | | |

Link to funding (If the information is unavailable, then go back to your Homepage)

- After finishing **"Tell Us More"** section, then clicking **Save**, you will be directed to the **"Link to funding"** page
- Within this page, there is a list of possible funding that you can link to your "Scholarly & Creative Work." You have the option to filter by some fields or add your grant and contract number in the "Grant & Contract Number" field

| | | | | Filters | |
|---|---|---------------------------------------|-----------------------------|-------------------------|---|
| Link funding | 11:56 Team | n Research Project added | | Title | |
| Let's get started | Tell us more | Link to funding | More actions | Туре | |
| Make sure your work is linked | d to the relevant grants & contracts to | stay eligible for future funding | Not externally funded | Any | 1 |
| TODO: Default link funding guidance tex | <u>x1</u> . | | Grant & contract not listed | Add anothe | 1 |
| wqdqwd | | | 1 filter has been set | Reporting date from | |
| Unselect all on page | | 🗞 Link Selected 🗸 🖏 Unlink Selected 🗸 | Done | Benesting data to | 3 |
| There are no items matching the current filte | er settings. | | Filters | | |
| | | | Title | Pelated to | 1 |
| | | | Туре | Me | ר |
| | | | Any ~ | | J |
| | | | Reporting date from | Link status | ר |
| | | | Reporting date to | Any | 1 |
| | | | | Grant & contract number | _ |
| | | | Related to | | J |
| | | | | Reset filters | |



G. Presentation and Special Lectures



International- Invited Lectures and Presentation

1. INTERNATIONAL (Please choose "International" for geographic scope)

Invited Lectures and Presentations → Scholarly & Creative works → Presentation / Lecture (Please choose "Invited Lecture/Presentation" as presentation type in Additional info. If presentation type = "Grand Rounds", "Continuing Education" must be chosen as Primary Audience)

[Date] [Presentation Role]. [Title]. [Organizer]. [City], [State/Province], [Country]. Presenter(s): [Presenter(s)]. [Description/Contribution Value]. Available from: [URL]. (Trainee Presentation - only if it is a trainee presentation is checked.

Curation Steps

- 1. Find "Scholarly & Creative Works" module and Click "Add New"
- 2. Find and Click "Presentation/Lectures"
- 3. Please choose "International" for the entry "Geographic Scope"
- 4. Choose "Invited Lecture/Presentation" as "Presentation Type" in Additional Info. (However, if "Presentation type = "Grand Rounds" and "Continuing Education" must be chosen as "Primary Audience")
- 5. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 6. Click the "Save" button once you've finished editing

| + | | | | | | |
|---|--|------------------------------|---------------------------------------|-------------------------|----------|--|
| | > | Kex Zha Temerty Faculty o | ng f Medicine toronto.ca | | | |
| | • • • | | | | | |
| Scholarly & creative works | Grants & contracts | Professional activities | | Teaching & super | vision | |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activities. | | |
| + ADD NEW VIEW ALL | + ADD NEW VIEW AL | L + ADD NEW | VIEW ALL | + ADD NEW | VIEW ALL | |

| Select scholarly & creative work type | | | | | | |
|---------------------------------------|----------------------------|------------------------|-------------------|--|--|--|
| Artifact | Book Review | Book | Chapter | | | |
| Commercialization | Community Research Project | Conference | Dataset | | | |
| Design | Exhibition | Figure | Fileset | | | |
| Journal article | Media / Composition | Monograph | Other Publication | | | |
| Performance | Preprint | Presentation / Lecture | Poster | | | |
| Report / Policy Document | Research Workshop | Scholarly Edition | Software / Code | | | |
| Team Research Project | Thesis / Dissertation | Working Paper | | | | |
| | | | | | | |

Search for Work (Optional)

- Enter the **Title** or **DOI** of the work and click **Search**.
- If the work is found, you can click **Claim** it instead of adding it manually.
- If the work is not found, you can also click Skip to proceed with manual entry. You will be directed to a page titled "Tell us more".

| l thesis / dissertati | on | |
|--|--|---|
| et's get started | Tell us more | Link to funding |
| Enter your thesis / dissertation our thesis / dissertation may already en ny of your search words. | on title xist in DiscoverResearch , so to save time yo | ou can search for it here and claim it. Titles returned may contain |
| Title | | |
| | | <u>Skip</u> Search |
| | | Cancel |

- Select the appropriate **Privacy Settings (Private, Internal, Public)** for the entry
- Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information
- To add information in fields such as "Keywords" or "Address", first enter the text in the input area below the field, then click the "+ ADD" button to confirm the entry.
- Click Save to finalize the entry

| Scholarly & creative work privacy | PRIVATE INTERNAL PUBLIC | Presentation date End date resentation location | | ? |
|---|---|---|--|--------|
| | This scholarly & creative work may be displayed publicly by UofT. | Keywords | No Keywords - please add | |
| What is your relationship with this team research project? | Author of Editor of Translator of Contributor to Relationship privacy Image: PRIVATE Image: PRIVATE This scholarly & creative work may be displayed publicly by UofT. Its relationship to you will be visible to other users of DiscoverResearch but should not be displayed publicly. | Notes | Label scheme without a vocabulary: to add a keyword, type the value and click Add or press enter. Unclessified | CANCEL |



Please choose "International" for the entry
 "Geographic Scope"

Choose "Invited Lecture/Presentation" as
 "Presentation Type" in Additional Information

162

• If presentation type = "Grand Rounds", "Continuing Education" must be chosen as "Primary Audience"

| Competitive | | | |
|-------------------------|------------------------------|------------------|--|
| | | Primary Audience | ✓ [None] |
| Presentation Type | ✓ [None] Grand Round | Attach to CPA | Clinical Research Fellow (MD) Continuing Education Faculty Development |
| Presentation Role | Invited Lecture/Presentation | | Graduate Education Multilevel Education Patient and Public Education |
| Presentation Role Other | | | Postgraduate MD |
| | | | Research Associate |
| | | | Undergraduate Education Undergraduate MD |

Link to funding (If the information is unavailable, then go back to your Homepage)

- After finishing **"Tell Us More"** section, then clicking **Save**, you will be directed to the **"Link to funding"** page
- Within this page, there is a list of possible funding that you can link to your "Scholarly & Creative Work". You have the option to filter by some fields or add your grant and contract number in the "Grant & Contract Number" field

| | | | | Filt | ers |
|---|--|---|--|-------|---------------------|
| Link funding | 11:56 Tex | am Research Project added | | Title | |
| Let's get started | Y Tell us more | Link to funding | More actions | Туре | |
| Make sure your work is link | ked to the relevant grants & contracts | to stay eligible for future funding | Not externally funded Grant & contract not listed | Any | Add another |
| TODO: Default link funding guidance | text. | | | Repo | orting date from |
| Unselect all on page | | % Link Selected Si Unlink Selected | Done Filter | Repo | prting date to |
| There are no items matching the current f | ilter settings. | | Title | |) 🛍 |
| | | | Туре | Relat | ted to |
| | | | Any ~ | Me | ~ |
| | | | Reporting date from | Link | status |
| | | | Reporting date to | Any | y |
| | | | | Gran | t & contract number |
| | | | Related to | | |
| | | | | Rese | tfilters |

International- Presented Abstracts

Presented Abstracts → Scholarly & Creative works → Conference and/or Poster.

[start-date] [Presentation Role] or [Presentation Role Other] or Relationship with - *if* [Presentation Role] and [Presentation Role Other] are both null. [Title], [Name of conference], [Addresses] or [Conference place] *if* [addresses] is null. Presenter(s): [Presenters], [Abstract], Available from: [Author URL]. Trainee Presentation - only if trainee presentation is checked

Curation Steps

- 1. Find "Scholarly & Creative Works" module and Click "Add New"
- 2. Find and Click "Conference" or "Poster" It depends on which
- 3. Please choose "International" for the entry "Geographic Scope"
- 4. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 5. Click the "Save" button once you've finished editing

When printing your TFoM CV, you may notice an additional section titled "4. No Geographical Scope – Presented Abstracts" under "Presentations and Special Lectures." The date of all listed records here shows *Present*, and you may also find that some records are missing.

This is due to incomplete data captured by the Elements system during the harvesting process.

To ensure these records appear correctly under the **"Presentations and Special Lectures"** section of your CV, you will need to manually edit some **"Conference"** records by updating the **"Start Date"**, **"End Date"**, and **"Geographical Scope"**. This step is essential to ensure your **Abstracts** are accurately reflected in your CV report.

4. No Geographical Scope

Presented Abstracts

Present

Authored by. Atrial Premature Beats Predict Atrial Fibrillation in Cryptogenic Stroke: Results from the EMBRACE Trial, Background and Purpose-Many ischemic strokes or transient ischemic attacks are labeled cryptogenic but may have undetected atrial fibrillation (AF). We sought to identify those most likely to have subclinical AF. Methods-We prospectively studied patients with cryptogenic stroke or transient ischemic attack aged ≥55 years in sinus rhythm, without known AF, enrolled in the intervention arm of the 30 Day Event Monitoring Belt for Recording Atrial Fibrillation After a Cerebral Ischemic Event (EMBRACE) trial. Participants underwent baseline 24hour Holter ECG poststroke; if AF was not detected, they were randomly assigned to 30-day ECG monitoring with an AF auto-detect external loop recorder. Multivariable logistic regression assessed the association between baseline variables (Holterdetected atrial premature beats [APBs], runs of atrial tachycardia, age, and left atrial

| Page 34 of 714 |
|------------------------|
| 2025 Jul 161 |
| CONFIDENTIAL DOCUMENT* |

enlargement) and subsequent AF detection. Results-Among 237 participants, the median baseline Holter APB count/24 h was 629 (interquartile range, 142-1973) among those who subsequently had AF detected versus 45 (interquartile range, 14-250) in those without AF (P<0.001). APB count was the only significant predictor of AF detection by 30-day ECG (P<0.0001), and at 90 days (P=0.0017) and 2 years (P=0.0027). Compared with the 16% overall 90-day AF detection rate, the probability of AF increased from <9% among patients with <100 APBs/24 h to 9% to 24% in those with 100 to 499 APBs/24 h, 25% to 37% with 500 to 999 APBs/24 h, 37% to 40% with 1000 to 1499 APBs/24 h, and 40% beyond 1500 APBs/24 h. Conclusions-Among older cryptogenic stroke or transient ischemic attack patients, the number of APBs on a routine 24-hour Holter ECG was a strong dose-dependent independent predictor of prevalent subclinical AF. Those with frequent APBs have a high probability of AF and represent ideal candidates for prolonged ECG monitoring for AF detection.-²

Present⁽²⁾

Authored by. DRIVING SAFETY AFTER STROKE AND TIA - DO RIGHT-SIDED EVENTS INCREASE THE RISK OF MOTOR VEHICLE COLLISIONS?

Authored by. The association between immigration status and stroke care and outcomes: A retrospective cohort study, Available from:

http://gateway.webofknowledge.com/gateway/Gateway.cgi?GWVersion=2 &SrcApp=PARTNER_APP&SrcAuth=LinksAMR&KeyUT=WOS:000488946600030&De stLinkType=FullRecord&DestApp=ALL_WOS&UsrCustomerID=e7bb15e9b5c8d bb32b34d8dc5b08de90.4 Date should be displayed in this section, and each record should be categorized according to its geographical scope, such as "International," "National," "Local," and "Provincial/Regional"

1. Click the claimed "Conference" records, if any are still in your pending queue



2. Click the title of your "Conference" record

| My Work My claime | d scholarly & creative works | | | | |
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3. Click the **"Plus"** button at the lower right corner

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| ADSUGCE | aporground and huppoe-memy schemes sit wardient facteritie (https://doi.org/apolicie.out may have undersched antial fibrillation (AF). We sought to identify those most (Kay) to have subclinical AF. Methods-We prospectively studied patients with cryptogenic stroke or transient ischemic attack aged 255 | RELATIONSHIPS | Repository | | | | |

4. You will see this page, please first manually update the "Start Date" and "End Date" fields. Then, expand the additional information section and update the "Geographical Scope" field as well.

| Name of conference | | Open access status | [None] | |
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| Conference start date Conference finish date | | | Additional Information 25 additional fields | |
| Published proceedings | Stroke | | Additional Information 25 additional fields | |
| issue | 4 | Geographical Scope | [None] | ? |
| | | Trainee Presentation | | ? |
| | | Presentation Role | [None] | ? |

5. You are welcome to update other fields if you'd like. Be sure to click the **"Save"** button after making any changes, then the updated record should appear in your TFoM CV now.

| Funding acknowledgements | No Funding acknowledgements - please add Grant ID Organisation | |
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6. Once updated, the Abstract should display the correct date and under the appropriate Geographical Scope.

| | | 3. Provincial/Regional | |
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| Media Appe | earances | 30-day ECG possible, if Al was not detected, they were railounly assigned to associate the second teacher external loop recorder. Multivaria | able |
| Present | Heart and Stroke Foundation Lottery Advertisement, Media Appearances, Ontario, Canada. | Page 34 of 60 | - |
| 2010 | Speaker. Stroke care on weekends, Media Appearances, Canada. | CONFIDENTIAL DOCUMENT | |
| 2000 | Invited Speaker. TVO Program "Your Health", Media Appearances, Ontario, Canada. | | |
| 4. No Geog | raphical Scope | | |
| Presented A | Abstracts | | |
| Present | Authored by. Atrial Premature Beats Predict Atrial Fibrillation in Cryptogenic Stroke Results from the EMBRACE Trial, Background and Purpose-Many ischemic strokes or transient ischemic attacks are labeled cryptogenic but may have undetected atrial fibrillation (AF). We sought to identify those most likely to have subclinical AF. Methods-We prospectively studied patients with cryptogenic stroke or transient ischemic attack aged ≥55 years in sinus rhythm, without known AF, enrolled in the intervention arm of the 30 Day Event Monitoring Belt for Recording Atrial Fibrillation | detected atrial premature beats [APBs], runs of atrial tachycardia, age, and left a enlargement) and subsequent AF detection. Results-Among 237 participants, th median baseline Holter APB count/24 h was 629 (interquartile range, 142-1973) among those who subsequently had AF detected versus 45 (interquartile range, 250) in those without AF (P<0.001). APB count was the only significant predictor detection by 30-day ECG (P<0.0001), and at 90 days (P=0.0017) and 2 years (P=0.0027). Compared with the 16% overall 90-day AF detection rate, the proba of AF increased from <9% among patients with <100 APBs/24 h to 9% to 24% if with 100 to 1499 APBs/24 h, 25% to 37% with 500 to 999 APBs/24 h, 37% to 40% 1000 to 1499 APBs/24 h, and 40% beyond 1500 APBs/24 h. Conclusions-Amon | atrial re , 14- r of AF ability n those % with ng olde |
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Media Appearances

| Present | Heart and Stroke Foundation Lottery Advertisement, Media Appearances, Ontario, Canada. |
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| 2010 | Speaker. Stroke care on weekends, Media Appearances, Canada. |
| 2000 | Invited Speaker. TVO Program "Your Health", Media Appearances, Ontario, Canada |

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| Commercialization | Community Research Project | Conference | Dataset | | | |
| Design | Exhibition | Figure | OR | | | |
| Journal article | Media / Composition | Monograph | Other Publication | | | |
| Performance | Preprint | Presentation / Lecture | Poster | | | |
| Report / Policy Document | Research Workshop | Scholarly Edition | Software / Code | | | |
| Team Research Project | Thesis / Dissertation | Working Paper | | | | |
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Search for Work (Optional)

- Enter the **Title** or **DOI** of the work and click **Search**.
- If the work is found, you can click **Claim** it instead of adding it manually.
- If the work is not found, you can also click Skip to proceed with manual entry. You will be directed to a page titled "Tell us more".

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- Select the appropriate **Privacy Settings (Private, Internal, Public)** for the entry
- Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information

To add information in fields such as "Keywords" or "Address", first enter the text in the input area below the field, then click the "+ ADD" button to confirm the entry.

Click Save to finalize the entry

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| What is your relationship with this team research project? | Author of Editor of Translator of Contributor to | | Label scheme without a vocabulary: to add a keyword, type the value and click Add or press enter. Unclassified | |
| | Relationship privacy | Notes | Ω | |
| | This scholarly & creative work may be displayed publicly by UofT. Its relationship to you will be visible to other users of | | Additional Information 18 additional fields | |
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Link to funding (If the information is unavailable, then go back to your Homepage)

- After finishing **"Tell Us More"** section, then clicking **Save**, you will be directed to the **"Link to funding"** page
- Within this page, there is a list of possible funding that you can link to your "Scholarly & Creative Work." You have the option to filter by some fields or add your grant and contract number in the "Grant & Contract Number" field

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International- Presented and Published Abstract

Presented and Published Abstracts → Scholarly & Creative works → Conference and/or Poster (Please provide the publication information in Additional Info)

[start-date] [c-med-sc-presentation-role] or [c-med-sc-presentation-role-other] or relationship with - *if* [Presentation Role] and [Presentation Role Other] are both null. [Title], [Name of conference], [Addresses] or [Conference place] *if* [addresses] *is null*. Presenter(s): [Presentations], [Abstract], Available from: [Author URL]. Trainee Presentation - only *if trainee presentation is checked*.

> Publication Details: [authors]. [title]. [journal]. [publication-date] or (*if Poster, print* [online-publication-date], [volume], [Issue]): [pagination], [notes], [c-med-sc-publication-role]

Curation Steps

- 1. Find "Scholarly & Creative Works" module and Click "Add New"
- 2. Find and Click "Conference" or "Poster"
- 3. Please choose "International" for the entry "Geographic Scope"
- 4. To differentiate from "International-Presented Abstracts," you may enter publication information under the "Additional Info" section.
- 5. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 6. Click the "Save" button once you've finished editing

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| Design | Exhibition | Figure | OR |
| Journal article | Media / Composition | Monograph | Other Publication |
| Performance | Preprint | Presentation / Lecture | Poster |
| Report / Policy Document | Research Workshop | Scholarly Edition | Software / Code |
| Team Research Project | Thesis / Dissertation | Working Paper | |
| Report / Policy Document Team Research Project | Research Workshop Thesis / Dissertation | Scholarly Edition Working Paper | Software / Code |

Search for Work (Optional)

- Enter the **Title** or **DOI** of the work and click **Search**.
- If the work is found, you can click **Claim** it instead of adding it manually.
- If the work is not found, you can also click Skip to proceed with manual entry. You will be directed to a page titled "Tell us more".

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Tell Us More (Key Areas)

- Select the appropriate Privacy Settings (Private, Internal, Public) for the entry
- Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information
- To add information in fields such as "Keywords" or "Address", first enter the text in the input area below the field, then click the "+ ADD" button to confirm the entry.
- Click Save to finalize the entry

| Scholarly & creative work privacy | PRIVATE INTERNAL | Presentation date End date | | ? |
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| | This scholarly & creative work may be displayed publicly by UofT. | Keywords | No Keywords - please add | |
| What is your relationship with this team research project? | Author of Editor of Translator of Contributor to Relationship privacy Image: PRIVATE Image: PRIVATE This scholarly & creative work may be displayed publicly by UofT. Its relationship to you will be visible to other users of DiscoverResearch but should not be displayed publicly. | Notes | Label scheme without a vocabulary: to add a keyword, type the value and click Add or press enter. Unclassified | |
| | Its relationship to you will be visible to other users of DiscoverResearch but should not be displayed publicly. | | | |

Tell Us More (Key Areas)

 To differentiate from "International-Presented Abstracts," you may enter publication information under the "Additional Information" section

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Link to funding (If the information is unavailable, then go back to your Homepage)

- After finishing **"Tell Us More"** section, then clicking **Save**, you will be directed to the **"Link to funding"** page
- Within this page, there is a list of possible funding that you can link to your "Scholarly & Creative Work." You have the option to filter by some fields or add your grant and contract number in the "Grant & Contract Number" field

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International- Media Appearances

Media Appearances → Professional Activity → Media Relation

[Date] [Presentation Role]. [Topic]. Interviewer: [Interviewer]. [Program], [Network]. [City], [State/Province], [Country]. Presenter(s): [Presenter(s)]. [Description/Contribution Value]. End date: [Year] [Month] [Day]. Available from: [URL]. Trainee Presentation - only if it is a trainee presentation.

Curation Steps

- 1. Find "Scholarly & Creative Works" module and Click "Add New"
- 2. Find and Click "Media Relation"
- 3. Please choose "International" for the entry "Geographic Scope"
- 4. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 5. Click the "Save" button once you've finished editing

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| Community Service | Community / Patient Workshop | Conference Review / Referee | Consulting / Advisory | | |
| Honour / Award / Distinction | Editorial | Expert Witness | Grant Application Assessment | | |
| Institutional Review | Journal Review / Referee | Media Relation | Membership | | |
| Non-research Presentation | Office Held | Professional Mentorship | Introduction to CPA (MED) | | |
| CPA Activity (MED) | | | | | |
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National

2. NATIONAL (Please choose "National" for geographic scope)

Invited Lectures and Presentations → Scholarly & Creative works → Presentation / Lecture (Please choose "Invited Lecture/Presentation" as presentation type in Additional info. If presentation type = "Grand Rounds", "Continuing Education" must be chosen as Primary Audience)

Presented Abstracts → Scholarly & Creative works → Conference and/or Poster.

Presented and Published Abstracts → Scholarly & Creative works → Conference and/or Poster (Please provide the publication information in Additional Information)

Media Appearances → Professional Activity → Media Relation



 The instructions are the same as for <u>"International"</u> but for "National" you will need to choose "National" for "Geographic Scope"

Provincial/Regional

3. PROVINCIAL/ REGIONAL (Please choose "Provincial" for geographic scope)

Invited Lectures and Presentations → Scholarly & Creative works → Presentation / Lecture (Please choose "Invited Lecture/Presentation" as presentation type in Additional info. If presentation type = "Grand Rounds", "Continuing Education" must be chosen as Primary Audience)

Presented Abstracts → Scholarly & Creative works → Conference and/or Poster.

Presented and Published Abstracts → Scholarly & Creative works → Conference and/or Poster (Please provide the publication information in Additional Information)

Media Appearances → Professional Activity → Media Relation



 The instructions are the same as for <u>"International"</u> but for "Provincial/Regional" you will need to choose "Provincial/Regional" for "Geographic Scope"

Local

4. LOCAL (Please choose "Local" for geographic scope)

Invited Lectures and Presentations → Scholarly & Creative works → Presentation / Lecture (Please choose "Invited Lecture/Presentation" as presentation type in Additional info. If presentation type = "Grand

Rounds", "Continuing Education" must be chosen as Primary Audience)

Presented Abstracts → Scholarly & Creative works → Conference and/or Poster.

Presented and Published Abstracts → Scholarly & Creative works → Conference and/or Poster (Please provide the publication information in Additional Information)

Media Appearances → Professional Activity → Media Relation



 The instructions are the same as for <u>"International"</u> but for "Local" you will need to choose "Local" for "Geographic Scope"



H. Teaching and Design



Innovations and Development in Teaching and Education

1. INNOVATIONS AND DEVELOPMENT IN TEACHING AND EDUCATION → Teaching & Supervision → Course Developed

[Start – End Dates]

[Title], [Primary Audience], [Faculty], [University Department], [Division], [Institution/ Organization] [Description]. [Impact].

Curation Steps

- 1. Find "Teaching & Supervision" module and Click "Add New"
- 2. Find and Click "Course Developed"
- 3. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 4. Click the "Save" button once you've finished editing

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Step 1: Find "Teaching & Supervision" and Click "Add New"

Step 2: Find and Click "Course Developed"









I. Research Supervision



Primary or Co-Supervision

I. Research Supervision → Teaching & Supervision → Research-based Degree Supervision

1. PRIMARY OR CO-SUPERVISION (UofT Supervisory Role = Supervisor or Co-Supervisor)

Multilevel Education (Primary Audience = Multilevel Education)

 [Start – End Dates]
 [Role. [Supervisee Name], [Graduate Unit], [Collaborative Program]. Supervisee Position:

 [Supervisee Position], Supervisee Institution: [Supervisee Institution]. [Research Project Title].

 [Group Supervision – if applicable], [Non-thesis Project – if applicable]. Supervisor(s):

 [Supervisor(s)]. Collaborator(s): [Collaborators]. Completed: [year student completed degree - if applicable].

Undergraduate Education (Primary Audience = Undergraduate Education)

Graduate Education (Primary Audience = Graduate Education)

Undergraduate MD (Primary Audience = Undergraduate MD)

Postgraduate MD (Primary Audience = Postgraduate MD)

Continuing Education (Primary Audience = Continuing Education)

Faculty Development (Primary Audience = Faculty Development)

Patient and Public Education (Primary Audience = Patient and Public Education)

Postdoctoral Research Fellow (PhD) (Primary Audience = Postdoctoral Research Fellow (PhD))

Research Associate (Primary Audience = Research Associate)

Clinical Research Fellow (MD) (Primary Audience = Clinical Research Fellow (MD))

Other (Primary Audience = Null)

Curation Steps

- 1. Find "Teaching & Supervision" module and Click "Add New"
- 2. Find and Click "Research-based Degree Supervision"
- 3. For Primary or Co-Supervision, you need to choose "Supervisor" or "Co-Supervisor" from the entry "UofT Supervisory Role"
- 4. You need to change the types of "Primary Audience" based on your CV (Will explain more in the next few pages)
- 5. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 6. Click the **"Save" button** once you've finished editing

| | Adding your ORCID iD can help the web. You can also choose to DiscoverResearch to your ORCII | ORCI o us find your so o send your so ID account. | ID ID scholarly & creative works across cholarly & creative works from | > | Kex Temerty Fac | Zhang ulty of Medicine |
|---|--|--|--|----------|--------------------|---------------------------|
| | • • • | | | | | EDIT MY PROFILE |
| Scholarly & creative works | Grants & contracts | : | Professional activities | | Teaching & su | pervision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | | You have no activities. | | You have no activi | ties. |
| + ADD NEW VIEW ALL | + ADD NEW VIEW | V ALL | + ADD NEW | VIEW ALL | + ADD NEW | VIEW ALL |

Step 1: Find "Teaching & Supervision" and Click "Add New"

Step 2: Find and Click "Research-based Degree Supervision"



Step 3: For "Primary or Co-Supervision," you need to choose "Supervisor" or "Co-Supervisor" for the entry "UofT Supervisory Role"

| | O Add | |
|---------------------------------------|---|---|
| UofT Supervisory Role Student name | [None] Supervisor Co-Supervisor Committee Member First name | Based on the University categories, define your supervisory role. |
| | Middle name(s) | |

Step 4: In the Additional Fields, you need to specify the "Primary Audience" followed by your CV content.



Step 5: Fill the remaining fields based on your information, and don't forget to fill the additional fields.

| [Start – End Date | es] 2 3 [Role. [Supervisee Name], [Graduate Unit], [Supervisee Position] Supervisee Institution 9 [Group Supervision – if applics 10 [Non-the [Supervisor(s)]. Collaborator(s): [Collaborator applicable]. 12 | 5 [Colla : [Sup esis P ors]. C | borative Program]. Supervise pervisee Institution 8 Research roject – if applic 11 Supervise completed: [year student com 13 | ee Position: ch Project Title]. visor(s): pleted degree - if |
|-----------------------|--|--|--|---|
| Lloft Suponison, Polo | | | 10 Non-thesis Project | |
| Con Supervisory Role | [[None] | | 9 Group Supervision | |
| 3 Student name | Last name (required) First name | 1 | Supervisee Degree Start Date | |
| | Middle name(s) | | Supervisee Degree Expected Date | |
| | | | 13 Year Completed | |

Step 5: Fill the remaining fields based on your information, and don't forget to fill the additional fields.



| Graduate Unit | [None] ~ |
|-------------------------|--|
| Graduate Unit Other | |
| | 1000 characters remaining. |
| 11 Supervisor | No Supervisor - please add |
| | Add a person |
| Collaborators | No Collaborators - please add |
| | Add a person |
| 5 Collaborative Program | |
| | 250 characters remaining. |
| 6 Supervisee Position | |
| | 250 characters remaining. |
| | · |
| Supervisee Institution | No Supervisee Institution - please add |

Other Supervision

| 2. OTHER SUPERVISION (UofT Supervisory Role = Committee Member or null) | | | | |
|--|--|--|--|--|
| Multilevel Education (Primary Audience = Multilevel Education) | | | | |
| [Start – End Dates] [Research supervisory role other] or [UofT Supervisory Role]. Name], [Graduate Unit], [Collaborative Program]. Supervisee Posi Supervisee Institution: [Supervisee Institution]. [Thesis Title]. [Gro [Non-thesis Project – if applicable]. Supervisor(s): [Supervisor(s)]. [Collaborators]. Completed [year completed - if applicable]. | [Year/Stage], [Student tion: [Supervisee Position], <i>up Supervision – if applicable</i>], Collaborator(s): | | | |
| Undergraduate Education (Primary Audience = Undergraduate Education) | Faculty Development (Primary Audience = Faculty Development) | | | |
| Graduate Education (Primary Audience = Graduate Education) | Patient and Public Education (Primary Audience = Patient and Public Education) | | | |
| Undergraduate MD (Primary Audience = Undergraduate MD) | Postdoctoral Research Fellow (PhD) (Primary Audience = Postdoctoral Research Fellow (PhD)) | | | |
| Peotereducto MD (Primary Audionas - Pootereducto MD) | Research Associate (Primary Audience = Research Associate) | | | |
| rosigraduate MD (Frimary Audience = Posigraduate MD) | Clinical Research Fellow (MD) (Primary Audience = Clinical Research Fellow (MD)) | | | |
| Continuing Education (Primary Audience = Continuing Education) | Other (Primary Audience = Null) | | | |

Curation Steps

- 1. Find "Teaching & Supervision" module and Click "Add New"
- 2. Find and Click "Research-based Degree Supervision"
- 3. For Other Supervision, you need to choose "Committee Member" or "Null" from the entry "UofT Supervisory Role"
- 4. You need to change the types of "Primary Audience" based on your CV (Will explain more in the next few pages)
- 5. Fill the remaining fields based on the data in your information, and don't forget to fill other items under Additional Information.
- 6. Click the **"Save" button** once you've finished editing

| | Kex Zhang Temerty Faculty of Medicine | | | | |
|---|---|-------------------------|----------|-------------------------|--|
| | • • • | | | | |
| Scholarly & creative works | Grants & contracts | Professional activities | | Teaching & supervision | |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activities. | |
| + ADD NEW VIEW ALL | + ADD NEW VIEW | ALL + ADD NEW | VIEW ALL | + ADD NEW VIEW ALL | |

Step 1: Find "Teaching & Supervision" and Click "Add New"

Step 2: Find and Click "Research-based Degree Supervision"



Step 3: For "Other Supervision," you need to choose "None" or "Committee Member" for the entry UofT Supervisory Role



Step 4: In the Additional Information Fields, you need to specify the "Primary Audience" followed by your CV content.



Step 5: Fill the remaining fields based on the data in your information, and don't forget to fill the additional fields section at the bottom.



J. Creative Professional Activities CPA Activity (MED)



Professional Innovation and Creative Excellence

J. Creative Professional Activities CPA Activity (MED) → Professional Activity → CPA Activity (MED)

1. PROFESSIONAL INNOVATION AND CREATIVE EXCELLENCE (CPA Category = Professional Innovation and Creative Excellence)

[Start - End Dates]

[Title]. [Description]. [Impact].

Curation Steps

- 1. Find "Professional Activities" module and Click "Add New"
- 2. Find and Click "CPA Activity (MED)"
- 3. Specify your "CPA Category" with the option "Professional Innovation and Creative Excellence"
- 4. Fill the remaining fields based on the data in your information.
- 5. Click the "Save" button once you've finished editing

| + | | | | |
|---|--|-------------------------|--------|--|
| | Adding your ORCID iD can help us find your scholarly & creative works across the web. You can also choose to send your scholarly & creative works from DiscoverResearch to your ORCID account. | | | Kex Zhang Temerty Faculty of Medicine |
| | | EDIT MY PROFILE | | |
| Scholarly & creative works : | Grants & contracts | Professional activities | | Teaching & supervision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activities. |
| + ADD NEW VIEW ALL | + ADD NEW VIEW A | LL + ADD NEW VIE | EW ALL | + ADD NEW VIEW ALL |

Step 1: Find "Professional Activities" and Click "Add New"




Step 3: Choose "Professional Innovation and Creative Excellence" for "CPA Category"





Contribution to The Development of Professional Practices

2. CONTRIBUTIONS TO THE DEVELOPMENT OF PROFESSIONAL PRACTICES (CPA Category = Contributions to the Development of Professional Practices)

[Start - End Dates]

[Title]. [Description]. [Impact].

Curation Steps

- 1. Find "Professional Activities" module and Click "Add New"
- 2. Find and Click "CPA Activity (MED)"
- 3. Specify your "CPA Category" with the option "Contribution to the Development of Professional Practices"
- 4. Fill the remaining fields based on the data in your information.
- 5. Click the "Save" button once you've finished editing

| Adding your ORCID iD can help us find your scholarly & creative works across the web. You can also choose to send your scholarly & creative works from DiscoverResearch to your ORCID account. | | > | Kex Zhang Temerty Faculty of Medicine | |
|--|--|-------------------------|--|-------------------------|
| | • • • | | | EDIT MY PROFILE |
| Scholarly & creative works | Grants & contracts | Professional activities | | Teaching & supervision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activities. |
| + ADD NEW VIEW ALL | + ADD NEW VIEW ALL | + ADD NEW V | IEW ALL | + ADD NEW VIEW ALL |

Step 1: Find "Professional Activities" and Click "Add New"





Step 3: Choose "Contributions to the Development of Professional Practices" for "CPA Category"





Exemplary Professional Practice

3. EXEMPLARY PROFESSIONAL PRACTICE (CPA Category = Exemplary Professional Practice)

[Start – End Dates] [Title]. [Description]. [Impact].

Curation Steps

- 1. Find "Professional Activities" module and Click "Add New"
- 2. Find and Click "CPA Activity (MED)"
- 3. Specify your "CPA Category" with the option "Exemplary Professional Practice"
- 4. Fill the remaining fields based on the data in your information.
- 5. Click the "Save" button once you've finished editing

| | Adding your ORCID iD can help us find the web. You can also choose to send y DiscoverResearch to your ORCID accor | your scholarly & creative works across your scholarly & creative works from unt. | Kex Zhang Temerty Faculty of Medicine |
|---|---|--|--|
| Scholarly & creative works | Grants & contracts | Professional activities | EDIT MY PROFILE |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | You have no activities. |
| + ADD NEW VIEW ALL | + ADD NEW VIEW ALL | + ADD NEW VIEW ALL | + ADD NEW VIEW ALL |

Step 1: Find "Professional Activities" and Click "Add New"





Step 3: Choose "Exemplary Professional Practice" for "CPA Category"





P How to export your CV through Elements?

- 1. Log in to Elements. The Elements Profile Homepage opens.
- 2. Within the homepage, click "Edit My Profile" to export the CV
- 3. For Instructions on how to access and update a researcher's profile as a delegate, please refer to the <u>"Accessing a</u> <u>Researcher's Profile as a Delegate"</u> page. (Page 233)

| | MY ACTIONS (1 of 3) | | ÷ | |
|---|--|--|---|--|
| | Adding your ORCID iD can help us find the web. You can also choose to send y DiscoverResearch to your ORCID accord | VOUR Scholarly & creative works across your scholarly & creative works from unt. | > | Kex Zhang Temerty Faculty of Medicine |
| | • • • | | | EDIT MY PRO |
| Scholarly & creative works : | Grants & contracts : | Professional activities | | Teaching & supervision |
| Claimed You have no claimed scholarly & creative works. | Claimed You have no claimed grants or contracts. | You have no activities. | | You have no activities. |

? How to export your CV through Elements?

1. In the top-right corner of the "Edit Mode" page, click "CV And Reports"

| Kex Zhang (Edit mode) | | © VIEW MODE | <u> </u> | CV AND REPORTS |
|-----------------------|--|---|--|--|
| | Kex Zhang Preferred name can be managed on the <u>account settings page</u> . Primary group Temerty Faculty of Medicine Institutional email | ex Zhang ferred name can be managed on the <u>account settings page</u> . Imary group merty Faculty of Medicine stitutional email | Profile privacy Internal Is privacy level is set at a system aniistrator if you believe it is porrect. | |
| |) Email addresses [None] (+ ADD EMAIL ADDRESS) Phone numbers | Always internal | Cer and her You this <u>Cla</u> | Other profiles tain types of personal website I claimed identifier will appear e. tean <u>add a personal website</u> on page, or <u>go to the Automatic</u> iming page to claim an identifier. |

2 How to export your CV through Elements?

- 1. A "CV and Reports" dialog box will open which will prompt you to select a report type
- 2. Choose the desired CV type in the "Select Report" dialog box
 - For example, the **TFoM CV** corresponds to the **WebCV** version.



3. Then click "Next" to proceed. You will be prompted to a dialog box titled "Run Report"

? How to export your CV through Elements?

- 1. (Optional) If you want to export data from a specific time, enter the Start Date and End Date under the Dates section. If you leave all date fields blank, the system will include **all records up to the present** in the report.
- 2. Choose the output format under the Format Section (We recommend selecting Word Doc for best results.)

| Run report |
|--|
| TFoM CV |
| User |
| Kex Zhang Temerty Faculty of Medicine |
| Dates |
| If supplied, the export will only contain data relevant to the specified date range. |
| Start date End date |
| |
| Format |
| |
| CANCEL |

3. Then click **"RUN"** to proceed. The report will be downloaded in your computer.

2 How to Access a Researcher's Profile as a Delegate

- 1. Log in to Elements. The Elements Profile Homepage opens.
- 2. Within the homepage, click "Impersonate" at the top of the screen. You will be directed to the Impersonate another user page
- **3. Before impersonating a user**, the profile holder must first "<u>Assign a Delegate for an Elements Profile</u>." (Page 235) This gives the permission to access and edit their profile as a delegate.



2 How to Access a Researcher's Profile as a Delegate

1. In the **Impersonate another user** page, search for the researcher by their last name. Once you have found their name, click their name to go to their homepage.

| Filter results | |
|---|-------------------|
| Last name starts with: <u>(ABCDEEGHIJKLMNOPQRSIUVWXYZ</u> Name contains: Include non-current users: | |
| | Reset Set filters |
| Results per page 50 V 1–50 of 9671 | 1 2 194 |

2 How to Assign a Delegate for an Elements Profile

- 1. Log in to Elements. The Elements Profile Homepage open.
- 2. Within the homepage, click "Edit My Profile" to proceed the next step.



2 How to Assign a Delegate for an Elements Profile

- 1. Click "Account Settings Page"
- 2. (Tips) The majority of the content on this "Edit Mode" page allows you to manually update information that is not maintained through the HR system.

| Kex Zhang (Edit mode) | | O VIEW MO |
|-----------------------|--|-------------|
| | Kex Zhang Preferred name can be managed on the account settings page. Primary group Temerty Faculty of Medicine | |
| UPLOAD A PHOTO | Institutional email ୭ | Always inte |
| | Email addresses [None] | |

2 How to Assign a Delegate for an Elements Profile

- 1. In the **"Delegate"** section, click the **Search box**
- 2. Enter the last name, comma, then first name of the person you want to grant editing access.
- 3. If the delegate's name does not appear, email the support team at **discover.research@utorotno.ca** to request access
- 4. Confirm the **delegate addition** and click "Update Delegates".

| count settings | |
|---|---|
| Delegates | |
| Add delegates Start typing a name to get a list of suggestions. Choose your delegate from the list. Don't forget t | o save your changes with the UPDATE DELEGATES button. |
| You have no delegates. | |
| | UPDATE DELEGATES |
| Hide title | |



Happy Curation :)

