

DiscoverResearch (Symplectic Elements)

Drop-In Session 2 - Q&A Summary

April 2, 2026

The following questions and answers were drawn from the first Elements Drop-In Session, held on April 2, 2026. Questions have been edited for clarity and organized by topic. This session was open to all Temerty Faculty of Medicine administrators and delegates.

Grants & Contracts

Q Is there a way to modify grant information that was fed into the system, or will it be updated later?

Grant records populated through institutional feeds generally cannot be edited directly by users. But, you can manually modify the populated grant records by yourself by finding that specific grant records, If you identify an error in grant data that has been fed into an account, please contact raise@utoronto.ca. The team will investigate and correct the information if necessary.

Q Why are some shared grants not printing on the TFoM CV?

If a grant is not appearing on a report, the most common reason is that the Grant Status field is missing. You can verify and update the grant status in the Contributions section of the record.

Please refer to pages 86–87 of the [CV Training Materials](#) available on the [MedIT website](#).

Q When updating roles for grants from the institutional grant system, why is "Grant" not available as a funding type?

This is expected system behavior. In Elements, grants are categorized under Sponsored Research Agreements. While the Funding Type field includes options such as Clinical Trial, Contract, Donation, and Research Fellowship, there is no explicit "Grant" option.

If the Funding Type field is left set to "None", the record will default to "Grant" on printed reports. This configuration was implemented to align Elements data with the categorizations that were available in WebCV.

Q Why does my role print only as "Principal Investigator of" or "Co-Investigator of," with no other options such as "Co-Principal Investigator"?

In Elements, only a limited set of roles initially appear in the core record for a Sponsored Research Agreement. These core roles include: Funded by, Principal Investigator of, and Co-Investigator of.

Once you enter and save information in this core section, the page will refresh and the Grant Contribution section will become available. To add or update additional role details:

1. Click the "+" (plus) icon in the Grant Contribution section.
2. Additional fields will appear, including the Role field.
3. From this field, you can select more specific roles such as: Collaborator, Co-Principal Investigator, Principal Applicant, Principal Site Investigator, or Site Investigator.

These selected roles will then be reflected appropriately in the record and associated reports.

Q Why do rejected grants reappear in my automated grant feed?

This is a known issue in Elements. Grants that were previously rejected and removed may reappear during system refreshes. The issue has been escalated and is being actively addressed with the VPRI central team. Updates will be communicated once a resolution is in place.

Q How often does the system refresh newly added grant information?

Grants from the Research Information System (RIS) institutional feed are refreshed on the third Wednesday of every month.

Grants held by affiliated institutions (e.g., hospitals) are updated annually in March and reflect data that is one year behind the current reporting year.

Q Can Elements provide CVs formatted for various granting agencies?

At this time, there is no confirmed roadmap or timeline for additional granting-agency-specific CV formats in Elements.

Data Entry & Record Management

Q Is there a "Save and Copy" feature in Elements, similar to the one in WebCV?

The Create Copy function is available only for certain modules:

- Teaching and Supervision
- Professional Activities

The copy function is not available for Grants and Contracts or Scholarly and Creative Works, as data in these modules is often sourced from external systems.

To create a copy (where supported): open the relevant activity type, open the record, select the ellipsis (...) menu, and choose Create Copy.

Q In the Start Date – End Date section, how do I select "Present" as the end date?

You do not need to select "Present" manually. If you leave the End Date field blank, the system will automatically display the end date as "Present" on generated reports.

Q What if the record represents a one-time activity or grant with no date range?

For one-time records, enter the same date in both the Start Date and End Date fields.

Q When adding a Professional Activity such as a "non-research presentation," it does not appear on the AAR. Which report will it appear on?

Not all Elements activity types are mapped to all reports. Please refer to the [Elements Modules–Info Types Mapping User Guide](#), which outlines which info types appear on specific reports. This guide is available on the MedIT website at medit.med.utoronto.ca/elements.

Q Why are all contributors listed for publications on reports?

Publication data is imported from external bibliographic sources, and all listed contributors are printed by default as a result. If changes are required to how contributors are displayed, this would need to be reviewed with VPRI or Symplectic, as it relates to report design and formatting.

Access & System Setup

Q How do I get access to Elements if I do not have an institutional email address?

An institutional email address is required to become a delegate in Elements. Access cannot be granted without one. Please contact your department or the University of Toronto help desk at help.desk@utoronto.ca to discuss options for obtaining an institutional email.

Q Was there an update on the "Add to Workspace" function discussed in a previous session?

We are currently awaiting a response from the Symplectic team. An update will be shared once more information is available.

Resources & Support

Q Where can I find training materials and report-specific guidance?

All training materials, Data Entry Guides, webinar recordings, and the Info Types Mapping User Guide are available on the MedIT website at <https://medit.med.utoronto.ca/elements>. For report-specific questions, refer to the guide that accompanies each report (e.g., the CV Data Entry Guide, CPA Data Entry Guide, TER Data Entry Guide).

For further assistance, please contact the Elements support team at elements.med@utoronto.ca or visit medit.med.utoronto.ca/elements.
