

DiscoverResearch (Symplectic Elements)

Reporting Part 1: CPA & AAR - Q&A Summary

April 7, 2026

The following questions and answers were drawn from the Reporting Part 1: CPA & AAR webinar session, held on April 7, 2026. Questions have been edited for clarity and organized by topic. This session was open to all Temerty Faculty of Medicine administrators and delegates

Publications & ORCID

Q Does Elements automatically pull new publications if a faculty member has an ORCID ID, or do they need to be added manually?

Yes. Elements can automatically pull publications not only from ORCID, but also from other sources such as Scopus and additional external databases. You can review and claim these publications in the Claimed / Pending section of Scholarly and Creative Works. If a publication is not captured by the automatic feed, it can be added manually to the profile.

Q How is the system configured to avoid duplication of publications between databases such as ORCID and PubMed?

ORCID is a unique identifier that helps ensure contributions are recognized correctly. Elements triages records pulled from external databases and places them in a review queue to be manually claimed, which prevents duplicates from being automatically added to a profile.

Q How and where do we enter an ORCID ID in Elements?

To add an ORCID ID, navigate to the faculty member's profile in Elements and look for the "Manage Bibliographic Sources" or profile settings section. Enter the ORCID ID there to enable automatic harvesting of publications. For step-by-step instructions, please refer to the guides available at medit.med.utoronto.ca/elements.

Q How does a faculty member find out what their ORCID ID is?

Please confirm the ORCID ID directly with the faculty member you are supporting. More information about ORCID and how to look up or register an ID is available at orcid.org.

Q My faculty member is a clinician-teacher and has never used ORCID. Can I sign them up?

ORCID is optional and is only needed for the automatic population of research activities. If the faculty member would like to register, ORCID registration is managed independently by a third-party organization. They can register at orcid.org/register.

Data Entry & Migration

Q Is there a quicker way to manually enter information into Elements from WebCV?

Two data migrations were performed in 2024 and 2025, which automatically transferred a subset of data from WebCV into Elements - specifically Teaching & Supervision data (as of April 25, 2024) and Professional Activities data (as of February 28, 2025). This was intended to substantially reduce the manual effort required.

Some manual data entry is expected as part of the transition. The quickest way to identify what is missing is to generate the TFoM CV from Elements and compare it to the most recent version of the faculty member's CV.

Template and mapping documents are also available at medit.med.utoronto.ca/elements to help guide data entry - these show where an activity appears in WebCV and where to enter the same information in Elements.

Q How can we use WebCV to populate the Elements CV?

Template and mapping documents are available at medit.med.utoronto.ca/elements. These resources show where each activity type appears in WebCV and where the equivalent information should be entered in Elements. You can also copy and paste text from a Word CV directly into Elements data fields.

Q Will I be able to access Elements for multiple physicians as a delegate?

Yes. A delegate can be assigned to support multiple faculty member profiles in Elements. There is no limit on the number of profiles a delegate can be associated with. Delegate access must be requested individually for each faculty member through the standard delegate access process.

Grants & Contracts

Q The Grants section converts USD or EUR amounts to CAD. How can I change it?

Locate the specific record and open it. Then scroll down to the “Total Award Amount” field, where you can change the currency using the dropdown menu.

Q Incorrect grant dates and amounts are appearing in Elements. Who should be contacted?

Please report inaccurate grant information to raise@utoronto.ca. Provide the RIS application number and, if available, a copy of the notice of award from the sponsor so the team can investigate and correct the data at the source.

CPA & AAR Reporting

Q For CPA or TER, what information belongs in these sections and how do we know which activities to attach?

Activities eligible for CPA or TER will display a checkbox labelled "Attach to CPA" or "Attach to TER" within the record. To determine which activities fall into each category, please consult the promotions manual or confirm directly with the faculty member, as eligibility is determined by their specific academic role and promotion requirements.

For detailed instructions on creating report relationships, please refer to the [Elements TFoM CPA Report - A Data Entry Guide](#) and the [Elements TFoM TER Report - A Data Entry Guide](#), available at medit.med.utoronto.ca/elements.

CV Formats & System Integrations

Q Does Elements have the ability to generate a CIHR or NIH format CV?

Elements can generate an NIH biosketch. The ability to produce other agency-specific CV formats, including CIHR, may be considered in future enhancements. There is currently no confirmed roadmap or timeline for these additions.

Q Does Elements have an output to the Canadian Common CV (CCV)?

No. There is currently no integration between Elements and the Canadian Common CV (CCV) system. This may be considered as a future enhancement.

Access & Login**Q How can someone log in to Elements if they do not have access to DUO / UTORMFA security?**

A UTORMFA hardware token can be purchased as an alternative to the DUO app. It is available through your departmental Business Officer via uSOURCE, or directly through software.utoronto.ca. For setup instructions, please refer to the UTORMFA Hardware Token Guide at library.utoronto.ca/use/tool/utormfa-hardware-token.

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