

PSOM Office of Academic Affairs

Faculty Expertise Database (FEDS) Application

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Note: This PowerPoint is meant to provide supplemental guidance and should be referenced after viewing the FEDS Webinar.

Goals of this Webinar

➤ In this Webinar you will learn:

- How to Login into FEDS
- Where and how information should be entered
- How to export the FEDS Formatted CV and Grants Pages
- Common Red Flags when Reviewing a Faculty Member's CV **before** Dossier Submission

Faculty Expertise Database (FEDS)

➤ What?

- The Faculty Expertise Database (FEDS) is the online system for maintaining the Perelman School of Medicine's (PSOM) official faculty CV

➤ Who?

- The primary 4 Faculty Tracks (Tenure, CE, AC, and Research) must have their CVs in FEDS
- The FEDS format is also required for:
 - Part-Time AC Track
 - Clinical Track
- Faculty coordinators are responsible for reviewing FEDS CVs for faculty in their department

➤ When?

- The FEDS CV is required for all faculty actions—initial appointment, reappointment, and promotion

Faculty Expertise Database (FEDS)

➤ Where?

- FEDS can be accessed through [my.med](#) under 'Faculty Tools'

➤ Why?

- The FEDS CV is designed to help reviewers navigate faculty CVs

Getting a FEDS Record

- All active faculty and all approved candidates for recruitment have a record in the FEDS system
- In *rare* instances when a new appointment process must move quickly, a FEDS Guest Record may be requested for incoming recruits prior to RTR approval. Otherwise, a FEDS record will be created following RTR approval.
- To request a Guest Record, please complete the online request form on the OAA CV webpage: <https://www.med.upenn.edu/oaa/faculty-affairs/curriculum-vitae/>

Getting Access to a FEDS Record

- All faculty have access to their own record and all faculty coordinators have access to all records in their department
- Faculty Coordinators can also grant access to a specific faculty member's record to departmental administrators (*active PennKey required*)
- Access is given through the FEDS system, using the 'Grant FEDS Access' tab found in each faculty record

Now let's review FEDS....



Faculty Home Screen

» expertise data entry expertise output recent activity grant feds access contact OAA

» cv information
public profile info
contact information
education
postgraduate training
military
appointments
-Penn Med Faculty Appts
-Non-Penn Med Faculty Appts
-Penn other appts
-Non-Penn other appts
specialty certification
licensure
awards & honors
memberships
editor & journal positions
academic committees
teaching activities
lectures by invitation
organizing roles
publications
patents
grants & contracts
expertise statements
linguistic ability
web links
search for new expert
return to my.med

Expertise Data

Last updated 01/05/2023
Last updated by Lauren R Ngo (pennkey: lrngo)

This interface is designed to allow you to view and edit your expertise data. This data is used in many different ways throughout the Perelman School of Medicine and it is essential that it is kept as up-to-date and accurate as possible.

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Each Category is a link on the lefthand side of the page.

Defaults to the "Expertise Data Entry" Tab

Exporting the CV

er

View and Download CV's

Below is a list of files to download. Click on the file description and you should then be prompted either for what you would like to download or for what you would like to print. Please make a note of the filename and download location you choose since you will need to find it later.

If you receive an error opening a .rtf file, try saving the file and opening it with Word.

Curriculum Vitae
Perelman School of Medicine required John Doe format C.V. in RTF

Grant Sheet
Perelman School of Medicine required John Doe format Grants in RTF

C.V. -- Alternate Format
Includes all Lectures and Abstracts, and headings of sections which contain no information are suppressed. Do Not Use for Submission to Faculty Affairs.

C.V. -- Alternate Format with grants
same as alternate format with a section for grants added in the body of the C.V. Do Not Use for Submission to Faculty Affairs.

PHS 398 "Other Support"
NIH "Other Support" form (active and pending grants information) in RTF.*

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Click “Curriculum Vitae” to download the PSOM COAP required format.

Separately, Click on “Grant Sheet” to download the Grants Pages (these are always uploaded to the dossier as a separate document).

To print the FEDS Formatted CV, click on the “Expertise Output Tab”

Alternate format of CV is available and provides a full history of Lectures by Invitation / Abstracts should the Faculty Member need it.

Public Profile Information

- Required Fields include:
 - First name
 - Last name
 - Suffix and degrees
 - Visa type

Public Profile Information

Below is listed the detail of the item you clicked on.

IF you want to change any of the data, click the UPDATE button.

Click on the RETURN button to go back to where you were, or use the menu at the left to go somewhere else.

| | |
|------------------------------|----------------|
| prefix | |
| first name* | Jane |
| middle name | |
| last name* | Doe |
| suffix & degrees* | M.D., Ph.D. |
| phone | |
| email | test@upenn.edu |
| show email on public profile | N |
| visa type* | USA |
| pubmed link | |
| short keyword list | |

** indicates that the field is required*

Asterisk always denotes a required field.

Contact Information

➤ This is for a Work Address only

- Note: For new appointments, list the Work Address that will be used upon coming to Penn. Do not leave this section blank.

➤ The FEDS CV format does not include a place for the home address

Education & Postgraduate Training

- For education be sure to list all institutions attended and degrees conferred. Each degree requires a new record.
 - Note: Discipline is not required for an MD, but you must specify the discipline for a PhD
 - Note: Honorary degrees do not go in this section. They would be entered in the “Awards & Honors” category.
- For postgraduate training and fellowship, be sure to list all training
- The title and discipline, institution, appointment type, start year, and end year are all required
- The type of position **must** be included in the ‘Name of position’ field so that is included on the FEDS CV
 - For example: “Resident in Psychiatry” as opposed to “Psychiatry trainee”

Appointments

- Be sure to include end date if appointment has ended, otherwise “present” will be the default end date
 - For dates in this section and across all other sections in the CV, if the entry is for a single year you *must* enter the year in both the start date and end date field
- Select correct appointment type from the “Appointment Type” drop down list (this impacts where items appear on CV)
- Remember to include institution & any applicable department

Appointments (cont.)

- Hospital and administrative appointments typically include:
 - Dean, Chair Dean, Chair, Director
 - Hospital, academic, or administrative positions at any UPHS Hospital, CHOP, VA, any other Penn-affiliated medical center
 - Graduate Group, Center, or Institute affiliations (these will print in the “Other Appointments” section of the CV)
 - Penn Academic Support Staff positions such as: Instructor, Research Associate, or Lecturer

Awards, Honors, and Memberships in Honorary Societies

- Awarding institution is necessary to include – don't abbreviate!
 - S.P.R. = Society of Pediatric Radiology
- Best practice to include any relevant information about the award if not immediately evident from title
- Grant Awards belong in the Grant Section. Faculty often confuse the use of the term “award” to mean funding and that is not the case for this section of the CV

Memberships in Professional Societies & Other Professional Activities

Important category, helps gauge national & international reputation

- Include all roles held & applicable years
- Spell out names of societies, do not use acronyms
- North American organizations are categorized as International
- Keep all activities within one organization together so reviewers can easily see the scope of activity within the organization (indicate offices held & applicable years field)
- Committee work for a professional society belongs in this section, not the “Academic and Institutional Committees” section

Memberships in Professional Societies & Other Professional Activities (cont.)

- Keep activities related to single organization together to keep reviewers focused and show breadth and scope within organization

FEDS Data Entry Screen



Exported FEDS Format CV

Memberships and Other Professional Activities

If end year is not entered, the CV will print out "Present". Below is listed the detail of the item you clicked on.

Change the data you wish, and click the "Save Changes" button when you are finished.

Click on "Cancel" to go back to where you were, or use the menu at the left to go somewhere else.

| | |
|-----------------------------------|--|
| scope* | National |
| organization* | American Federation for Clinical Research |
| start year with organization* | 1999 |
| end year with organization | Present |
| offices held and applicable years | President, 2005-2006; Chair of Admissions Committee 2006-Present; Grant Reviewer 2010-Present e.g. Chair of Publications Committee 2005-Present |

* indicates that the field is required

Save Changes Cancel

Memberships in Professional and Scientific Societies and Other Professional Activities:

International:

2003-Present International Society for Pulmonary Diseases

National:

1999-Present American Federation for Clinical Research (President, 2005-2006; Chair of Admissions Committee 2006-Present; Grant Reviewer 2010-Present)

1999-2005 National Institute of Health Pulmonary Study Section (Chair, 2001-2002)

2000-2005 National Institutes of Health Asthma Treat Trial, Data and Safety Monitoring Committee

Memberships in Professional Societies & Other Professional Activities (cont.)

➤ Other Professional Activities:

- Study sections or grant reviewer positions, include study section # (do not include grants)
- Scientific Councils
- Advisory Committees & Boards
- Consultant relationships
- Other important activities, but be careful not to overload cv (not all activities have a place on FEDS CV)

Editorial & Journal Positions

- Role must be included, e.g., editor, co-editor or reviewer, ad-hoc reviewer etc.
- Do not list study sections or grant review positions, these go in other professional activities

Academic & Institutional Committees

- Home institution involvement.
 - Does not include committees in societies or other professional institutions.
- Be specific about role & applicable years (e.g., member, chair, etc.)
- Use appropriate & full description of the scope of the committee, i.e., department, hospital, and university
 - When important references are left out, it changes how the activity is interpreted
- Compare the two roles below to see how correctly identifying on what level of the institution the committee operates helps reviewers understand the scope of the committee activities
 1. *Clinical Competency Committee, Children's Hospital of Philadelphia*
 2. *Clinical Competency Committee, Department of Otorhinolaryngology, Children's Hospital of Philadelphia*

Major Academic & Clinical Teaching Activities

- List significant academic and clinical teaching responsibilities you have had at the University of Pennsylvania* or at previous institutions.
 - Provide dates, frequency throughout the year, course titles, lecture topics.
- These can include:
 - Courses or lectures
 - “Grand Rounds” and lectures to students, residents, departments or centers other than your own department but within your home institution
 - May include names of mentees
 - Leadership roles such as course director
 - *Do NOT* list academic appointments or administrative titles (these should be listed under appointments)

****For our purposes “University of Pennsylvania” means all teaching at the home institution. This includes other departments, CHOP, HUP, Presbyterian, Pennsylvania Hospital, satellite locations, or anywhere at Penn including schools such as Wharton. If the teaching took place at CHOP/Penn and the audience was part of the CHOP/Penn community then it belongs here.***

Major Academic & Clinical Teaching Activities (cont.)

- Be clear what the teaching activity is & what type of learners are being taught
- Include where teaching takes place
- Red Flag – little to no teaching listed for a faculty member that teaches
- Common Error – clinical activities in teaching
 - The title of section “major academic and clinical teaching activities” sometimes confuses people (clinical activities do not belong in this section)
 - If trying to capture clinical teaching by representing the clinical activity, then focus on the teaching activity associated with it

Lectures by Invitation

- Include title of lecture, name of society or host institution, location (watch use of acronyms)
- Do not include lectures that took place at home institution*
 - unless audience was regional, national, or international; if so, add a note to entry stating such
- Abstracts that were presented at a podium & the faculty member was the presenter can go in Lectures by Invitation
- List lectures individually to ensure credit is given for all lectures

**home institution includes other departments, CHOP, HUP, Presbyterian, Pennsylvania Hospital, satellite locations, or anywhere at Penn, including schools such as Wharton.*

Organizing Roles in Scientific Meetings

- **Scientific Society** – *Meetings, Symposia, or workshops*
- Be sure to include role, event, organizing body
- Typical roles
 - Chairperson
 - Co-chair
 - Moderator
 - Planning committee member
- If facilitating a lecture, place under the Lecture by Invitation section

Publications

- Publications are divided into 9 categories determined by University
- Categories are designed to help reviewers navigate the CV
- Focus is on type of publication, not whether the journal has a peer review process
- Refer to FEDS CV guidelines when working in FEDS

Publications

- Two main things to look for while reviewing this section:
 - Is the citation complete?
 - Is it in the right category according to Perelman School of Medicine CV guidelines?
- PubMed can help with identifying publication type

Citations

- Full citations are required for publications in print - author(s), title, journal, volume, issue, pages, year, & month (not applicable to online-only publications)
- Things to note:
 - Enter information in the correct field
 - Full list of authors is required (no "et al")
 - Publications *in press* or *accepted* for publication can go on the CV
 - include note and update the citations once published
 - Publications in *submitted* or *under review* status cannot go on CV
 - Online Publications can be included on the CV
 - must include the phrase 'Online Only' along with the publication's DOI number in the note section of the entry
 - Look for dated entries & duplicates
 - Notes field can be used to highlight an important fact about the publication
 - such as cover story, first two authors are recognized as co-first authors, explaining the faculty member's specific contribution to a study with a large number of authors, etc.

Bibliography: Research Publications, Peer-Reviewed

- Hypothesis-driven research publications that usually include data analysis. These reports represent the author's primary, original, research that was peer-reviewed regardless of word limit.
- Not all peer reviewed publications go in this section, only those with a focus on novel research

Bibliography: Peer-Reviewed Reviews

- Reviews or summaries of the scientific literature in a specific research area. These reports often present a balanced, comprehensive summary or “scholarly review” of current developments. These manuscripts are peer-reviewed.
- Will often have “Review” in the publication or journal title

Bibliography: Contributions to peer-reviewed research publications, participation cited but not by authorship

- Reports that credit the participation, but do not credit all participants as an author.
 - For example: participating investigator of a large multicenter study; involved in manuscript review; involved in intervention or measurement development; mentorship
- If faculty member is not credited with authorship, it goes in this section
- A note should be included that explains the faculty member's contribution(s)

Bibliography: Research Publications, Non-Peer Reviewed

- For research articles which have not undergone a peer-review process
- Often institutional publications or newsletters

Bibliography: Abstracts

- The report itself is an abstract - usually a shortened version of a full research report. Abstracts may be documentation of a poster presentation at an academic meeting.
- Can be either published or presented (as a poster or at a podium) or both published & presented
- If presented, use the source field to add information regarding the event, location, & whether it was a podium or poster presentation
- Remember, if it was a podium presentation & the faculty member gave the presentation it can go in Lectures by Invitation. If a colleague was the presenter, it should stay in abstracts.

Bibliography: Chapters, Editorials, Commentaries...

- This section includes but is not limited to case reports & studies, conference proceedings, editorials & commentaries, non-peer-reviewed reviews, letters, book chapters, & any other form of scholarly publication that is not described above. These publications may be invited.
- Many, but not all, of these articles are peer-reviewed but this is not required

Bibliography - Chapters, Editorials, Commentaries... (cont.)

- Editorials: Short articles often invited and often written by members of journal's editorial board on topical issues in the field
- Commentaries: Opinion piece on a contemporary issue or a recent publication. Commentaries are often invited
- Conference Proceedings: Description or record of the events of a scientific conference, symposium or meeting attended. May include key developments presented or discussed.
- Case Reports and small case series: Reports of clinical cases that describe a diagnostic or therapeutic dilemma, suggest an association, or present an important adverse outcome. These reports often include a review of all previous cases in the field. These reports are often important for hypothesis generation but seldom are designed to confirm or refute a hypothesis (i.e., not hypothesis-driven).

Bibliography - Chapters, Editorials, Commentaries...(cont.)

➤ Chapters or sections contributed to larger textbooks or collections

➤ Example:

- Title: Branchial Cleft Malformations (title of chapter)
- Author: Benjamin A. Adams (author of chapter)
- Source: The 5 Minute Pediatric Consult 3rd Edition (title of book)
- Publish year: 2005
- Pages: 346-352
- Editor: M.W. Schwartz
- Publisher: William and Wilkins, Philadelphia, Pennsylvania

Bibliography – Books

- For books, the faculty member has authored or edited, not chapters which have been contributed
 - Institutional manuals are not included in this section

Bibliography – Alternative Media

- Non-peer reviewed contributions to alternative communication formats, such as: instructional audio or videos, educational material via internet, blog posts, institutional manuals, articles & interviews in the lay press, e.g., newspapers, television, & radio
- Journals that publish only online do not go in this category. They go where you would normally assign them based upon type of publication.
- Include any information you have, such as URLs in the notes field
- If only available online, then a note must be included that says “online publication only”

Bibliography – Patents

- List all patents the faculty member holds, co-holds, or has registered with the US Patent Office or other national patent service. Please indicate owner, if co-holder.

Bibliography – Red Flags

- In the *Research Publications – Peer-Reviewed* section pay careful attention to the title of each manuscript. Inclusion of the following language in the title may indicate that the manuscript belongs in another section and may need further verification:
 - “Review of....”
 - “Best practices in....”
 - These two examples are most likely for reviews
 - “A case of a child...”
 - “Presenting as...”
 - “A patient with...”
 - These three examples are most likely for case reports or small case series
 - “Comment on...”
 - This example is most likely for a commentary
 - “Proceedings of...”
 - This example is most likely for published conference proceedings
 - “New approaches in...”
 - This example is most likely for an editorial or a review
- Additional verification may be needed if the manuscript includes very few pages or very few authors

Grants

- Any grant a faculty member has been funded by or had a major role in needs to be included
- Past grants should include up to the last ten years of funding, if applicable
- Be sure to check:
 - All required information is entered, including grant name and grant number
 - The grant category matches the School's definitions
 - Check dates of the award to ensure that the grant is on the correct page and information is still current (Grants are defined as either Past, Present, or Pending)
 - Submitted grants may go on the Pending page but must include a comment to explain status of grant and status updated if changes occur
 - If you have a score for a pending entry, please include in notes

Grants (cont.)

➤ Be sure to check (continued):

- Roles are accurately listed for all grants
- PI should be identified during FEDS entry for each grant
- Total of percent effort on all current grants cannot meet or exceed 100%
- If 0% effort is listed for any grant, a brief explanation must be included in notes
- If \$0 is listed under annual direct cost for any grant, a brief explanation must be included in notes

What else can be done in FEDS?

- Add expertise statements to Perelman School of Medicine's faculty profile page
- Control what publications are visible to the public on Perelman School of Medicine's Faculty Profile page & in what order they appear
- Import citations from PubMed, Medline, etc. (instructions on FEDS publication page and OAA website)
- See OAA CV page for more information: <https://www.med.Penn.edu/oaa/faculty-affairs/curriculum-vitae/>

The CV = Career History

- *Help faculty make it as professional and polished a document as possible*
- Always Proofread before submission, **including older information**
- Use notes sections to clarify information that may need further explanation

Always check for the following:

- ✓ Are all major roles included?
- ✓ Is it clear what the activity is?
- ✓ Recent responsibilities and activities added
- ✓ Roles and activities that have ended have been updated
- ✓ Scan for duplicates entries
- ✓ Citations complete
- ✓ Correct spelling

