

HOW TO NAVIGATE HONOURS AND AWARDS (CV MANAGEMENT)

TARGET AUDIENCE: FHS DB USER (FACULTY) Updated April 27, 2023



LOGIN

Login to the system using your MacID/password or local login.

If you have any questions about how to login, refer to this user guide on our website <u>How to Login to FHS DB</u>

OVERVIEW

This section is in the McMaster CV. Any honours and awards not captured in other sections of the CV can be included.

BEST PRACTICE

This section should not be used to duplicate research funding. It could include Order of Canada, scholarships, honourary fellowships or scientific awards. Prestigious titles which may or may not have funding attached belong in this section. Funds awarded for academic activities that don't carry a direct expectation of academic output are listed here as well.

Questions regarding content placement can be directed to your department Academic Coordinator.

EXAMPLES

2016 - 2020	McMaster University, University Scholar (includes a research award of \$10,000 per year
2015	Canadian Chamber of Commerce, Award of Distinction

ADMINISTRATIVE RESPONSIBILITIES INSTRUCTIONS

LOCATING SECTION

Login to FHS DB and navigate to the CV Management menu on the left. Select Honours and Awards.



× FHSDB McMaster			
Home	CV Menu options		
CV Management	Welcome to your CV Management page!		
Education Background	Please navigate to the menu options on the left panel to view your CV data.		
Professional Organizations	Any entries that may need more details will be displayed below in the CV alerts. Click the hyperlink to view those entries.		
University Appointments			
Employment History	To view and download you CV click the View CV button below. Toggle the Show Details switch to view more details CV.		
Scholarly and Professional Activities	Show Details		
Areas of Interest	View CV no		
Honours and Awards	CV Alerts		
Courses Taught / Supervisorships	There are no items for review at this time.		
Contributions to Teaching Practice			
Research Funding			
Lifetime Publications			
Presentations at Meetings			
Patents and Copyrights			
Administrative Responsibilities			
Other Responsibilities			

FEATURES

The section will be displayed upon selection. Users can sort and search within the section as well as add, edit, and delete entries.

Honours and Awards			• Add
Showing 1 to 3 of 3 entries			Filler
Award Name	Institution / Organization	🔶 Start Date 🚽 End Date	♦ Highlight ♦ ♦
Educational Excellence Award 2009	Canadian Association Gastroenterology	2009 Feb	1 1
Cornerstone Award: Home Parenteral Nutrition Team	Hamilton Sciences Foundation	1999	/ 1
Outstanding Resident	Chedoke-McMaster Hospitals	1995 Apr	× ā
Show 25 Tentries			Previous 1 Next

DATA ENTRY FORM

The form contains prompts for users showing fields that are mandatory. Dynamic fields will allow users to type in their entries and have a selection of previously defined values. If no matches appear, details can be added in as new entries.



Create Honour and Award	X
Fields with * are required.	Mandatory fields
Honour / Award Name*	Institution / Organization*
Start Date*	End Date (if applicable)
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Highlights ⑦	
Select	Dynamic fields
	Save when completed

NEED SUPPORT?

All FHS DB User Guides can be found on the FHS DB website