

HOW TO NAVIGATE RESEARCH FUNDING (CV MANAGEMENT)

TARGET AUDIENCE: FHS DB USER (FACULTY)

Updated April 27, 2023

LOGIN TO FHS-DB

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 [How to Login to FHS DB](#)

OVERVIEW

This section is in the McMaster CV. Recently changed from the last five years to include lifetime funding. Long term faculty members are not required to add back all funding for their entire career. New faculty will be expected to keep a lifetime record in the CV. Often faculty members are involved in research projects with no funding attached. To recognize this, enter these with a value of zero in the dollar amount.

BEST PRACTICE

List anything in this section that was applied for through a formal peer reviewed process, has a defined purpose, and has a funding amount attached. Other items to list include non-peer reviewed grants, and local investigators of clinical trials. These are considered to have defined research objectives even if they don't have funding attached. Funding must be added with showing only dollar amount with no commas or dollar signs.

Questions regarding content placement can be directed to your department [Academic Coordinator](#).

EXAMPLES

2011 Jun - 2012 May	<i>Collier, R.</i> , Internally Sponsored Research, Grant, McMaster University (MAC), Research - New Project, \$2,300.00 (CAD)
2020 - present	<i>Smith, R.</i> , Cancer Project, Grant, Ontario Institute for Cancer Research (OICR), Research - New Project, \$602,382.00 (CAD)

RESEARCH FUNDING INSTRUCTIONS

LOCATING SECTION

Login to FHS DB and navigate to the CV Management menu on the left. Select Research Funding.

FEATURES

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

Research Funding Add

Showing 1 to 25 of 34 entries Filter

Type	Purpose	Status	Role	PR	Title	Source	Amount	PI	Collaborators	Start Date	End Date	Highlight
Grant	Research - First Time	Funded	Co-investigator	N	CAS Research Award - (N/A)	Canadian Anesthesiologists' Society (CANS)	35000.00			1995 Jul	2002 Mar	
Grant	Research - Clinical Trials	Funded	Co-investigator	N	Effect of transfusing fresh vs standard issue red cells on in hospital mortality. A pilot randomized Controlled trial using a pragmatic approach	Canadian Blood Services (CBSV)	32977.00			2010 Oct	2012 Mar	
Grant	Research - Clinical Trials	Funded	Co-investigator	N	Effect of transfusing fresh vs standard issue red cells on in hospital mortality. A pilot randomized Controlled trial using a pragmatic approach	Canadian Institutes of Health Research (CIHR)	155465.00			2010 Oct	2012 Mar	

DATA ENTRY FORM

The form contains prompts for users showing fields that are mandatory and information for subheadings as well as the option to choose an end date or indicate that the activity is still ongoing. **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.**

The screenshot shows a web form titled "Create Research Funding" with several fields and annotations:

- Mandatory fields:** A box labeled "Mandatory fields" has arrows pointing to "Funding Type*", "Purpose*", "Status*", and "Role*", which are all dropdown menus.
- Dynamic field:** A box labeled "Dynamic field" has an arrow pointing to the "Funding Source*" text input field.
- Amount (CAD)*:** A text input field with an annotation: "Enter amount in dollars without commas, dollar signs or decimals".
- Collaborators*:** A large text area with a character limit indicator: "Max. 500 characters (500 remaining)". A box labeled "Character limit counts down" has an arrow pointing to this indicator.
- End Date*:** A date input field with a "present" checkbox. A box labeled "Unchecking 'present' will enable the End Date" has an arrow pointing to the checkbox.
- Save when completed:** A box with an arrow pointing to the "Save" button.

NEED SUPPORT?

All FHS DB User Guides can be found on the [FHS DB website](#)