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	Collier, R. Internally Sponsored Research, Grant, McMaster University (MAC), Research - New Project, $2,300.00 (CAD)
2020 - present	Smith, R. 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.

CV Menu options

FEATURES

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

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.**

NEED SUPPORT?

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