

HOW TO NAVIGATE SCHOLARLY AND PROFESSIONAL ACTIVITIES (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 [How to Login to FHS DB](#)

OVERVIEW

This section is in the McMaster CV. The activities can be subcategorized by Editorial Boards, Grant & Personnel Committees, Executive Positions, Journal Referee, External Grant Reviews and Other.

BEST PRACTICE

This section should not duplicate entries from Employment History or Administrative Responsibilities. Each entry should include dates and the number of reviews if appropriate.

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

EXAMPLES

Editorial Boards

2016 - present
2010

Co-Editor, Journal of Obstetrics
Associate Editor, American Journal of Gastroenterology

Journal Referee

2015 - present

4 reviews yearly, Lancet

SCHOLARLY AND PROFESSIONAL ACTIVITIES INSTRUCTIONS

LOCATING SECTION

Login to FHS DB and navigate to the CV Management menu on the left. Select Scholarly and Professional Activities.

FEATURES

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

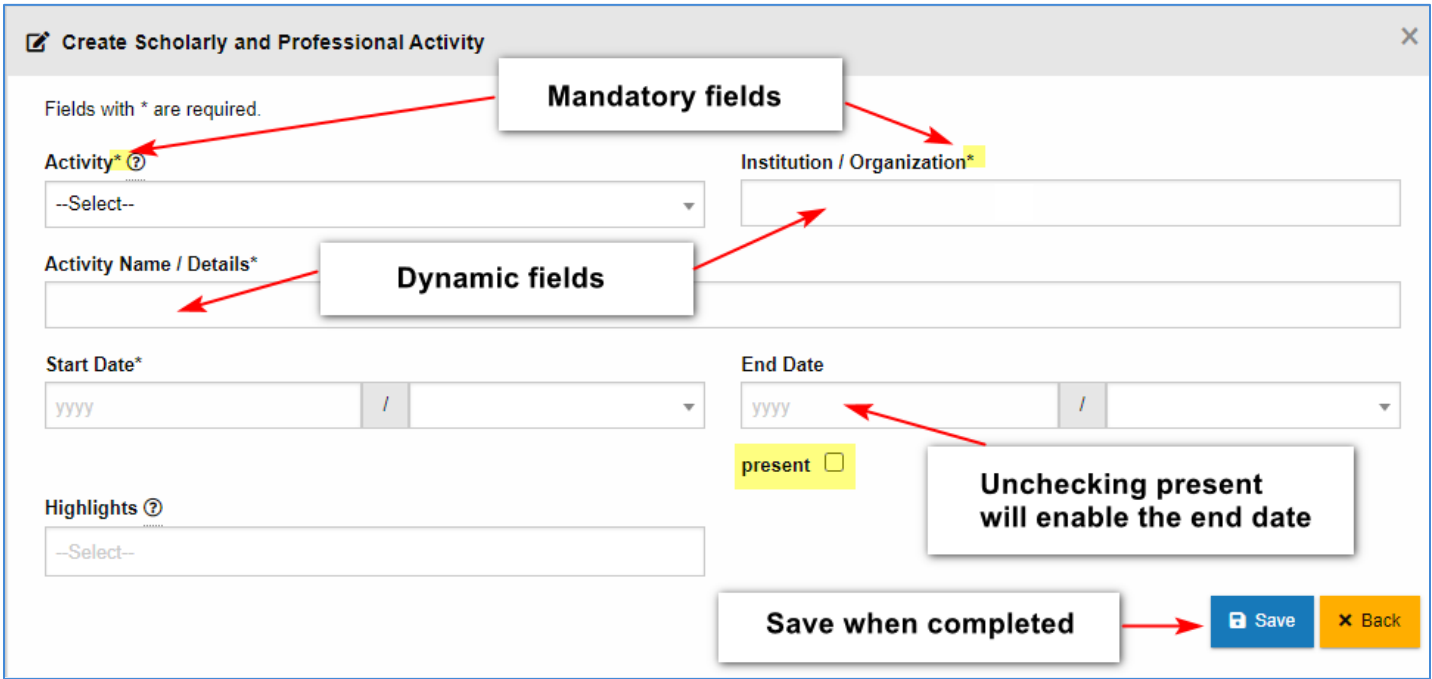
Scholarly and Professional Activities Add

Showing 1 to 8 of 8 entries Filter

Activity	Activity Name	Institution / Organization	Start Date	End Date	Highlight
Journal Referee	Invited Reviewer - 7 reviews	SOGC - The Journal of Obstetrics and Gynaecology Canada	2014 Sep	2015 Sep	
Grant & Personnel Committees	MFM Fellowship Program Committee	McMaster University	1999	2001	
Grant & Personnel Committees	Neonatal Fellowship Program Committee	McGill University	1999	present	
Grant & Personnel Committees	Subspecialty Committee	APOG	2001	present	

DATA ENTRY FORM

The form contains prompts for users showing fields that are mandatory as well as the option to choose an end date or indicate 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.**



Create Scholarly and Professional Activity

Fields with * are required.

Mandatory fields

Activity* Institution / Organization*

Dynamic fields

Activity Name / Details*

Start Date* / End Date /

present

Unchecking present will enable the end date

Highlights

Save when completed

NEED SUPPORT?

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