eFilePlus Guidelines

A section by section guidance booklet with helpful hints to assist the School of Medicine Faculty & Academics on how to enter information from their CV's into the eFilePlus system

University of California, Riverside

School of Medicine – Office of Academic Affairs

Please contact your Academic Affairs Analyst directly with any questions and/or feel free to email our role account at: aa@medsch.ucr.edu

Table of Contents

Publications

- For all new publications, **indicate the category** *(Tech/Semi/Other)* and **include the type of article** (*common selections are identified above*)

Definitions:
- Technical Journal Article
    - Articles directed to other experts in the field.

- Semi-technical Journal Article
    - Articles directed to non-experts
        - *Informed "audience", who are not experts.* For example, an audience which has some technical background in a given field but not at the expert level.
        - Physician vs. medical student.
- Refereed
    - Articles written by experts and are reviewed by several other experts in the field before the article is published in the journal in order to ensure the article's quality.

- Non-refereed
    - Not peer reviewed articles.
        - May be self-published, such as certain books and opinion pieces. Or when the judgment of the editor is the sole determinant of acceptance for publication.

A) Citation must ***reflect ALL authors***. List by authors by their last names and initials. Separate author names with a comma, use the ampersand instead of "and", add, journal title, volume, and complete page numbers:

- Soto, C. J., & John, O. P. (2017). The next big five inventory (BFI-2): Developing and accessing a hierarchical model with 15 facets to enhance bandwidth, fidelity, and predictive power. Journal of Personality and Social Psychology, 113(1), 117-143
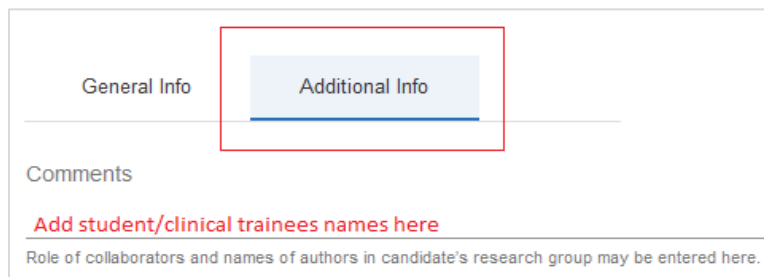
B) Indicate if article has been **REFEREED** or is **NON-REFEREED**.

C) ***Include doi or website*** of article publication section under the "additional info tab"
   - *If DOI is entered, eFilePlus will generate the citation. The generated citation should be reviewed and edited as needed.*

D) Indicate if you are the ***corresponding author*** for the citation
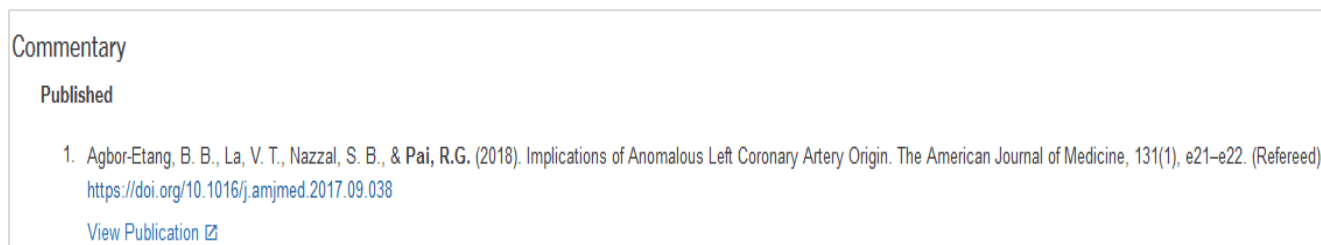
E) ***Identify students*** in comments section under the "additional info tab":

   - *For example: Tim Curry is a PhD student, Lucy Ma is a Resident, Madeline Kahn is an undergraduate student*
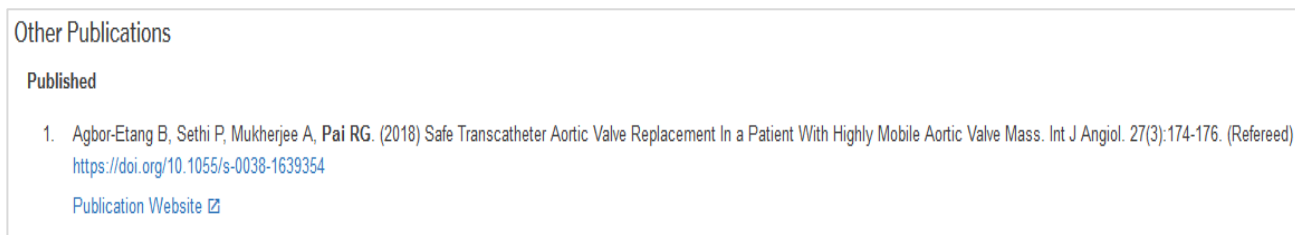
F) ***If the publication is multi-authored***, you should ***provide a description*** of your contribution to the article under the "additional info tab"
   - Example: *"In addition to being corresponding author, the bulk of the manuscript was written by me." Or "I wrote half of the manuscript and the data came from my research."*

G) A-F are also required for "Commentary".
   - Letters to the Editor, Editorials, Editorial Comments, and/or Clinical Communications should be listed as "Commentary" (identify the type of article in "comments" section under the "additional info tab")

I) A-F are also required for "Other Publications"
   - Case Reports should be listed as "Other Publications" (Identify as "CASE REPORT" under the "additional info" tab)

J) Abstracts should reflect complete list of authors, identification of students under the "additional info tab". Referee status, website, and faculty contribution are optional.

- If selecting the "electronic" option in the drop down, add the online link in the "additional info" tab

Footnotes:

- "**SUBMITTED**" citations should include: date of submission and PDF copy of manuscript
- "**IN PRESS**" citations should include: uploaded manuscript, along with copy of journal/editor acceptance letter/email
    - **In Press** = unconditionally accepted.
- If your article is more technical, and not an opinion piece, identify it as "Semi-Technical Publications", using the "Other Publications" drop down.
- If the article is more of an opinion piece, identify it as a "Semi-Technical – Commentary".
- For additional assistance for citations, visit: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html

Creative Activities*

Limited activities applicable for School of Medicine

Possible Contributions Include:

    A)   Musical Performances by Candidate

    B)   Art - Solo Exhibitions

    C)   Multi-Discipline Activities:

- Blog
- Podcast
- Broadcast Interviews (with Candidate as Interviewee)

A) **Musical Performances by Candidate:**

Music
Musical Performances by Candidate
Performed
1. Cook. S.(2007). Piano performance on broadcast television in Southern California (KCET).
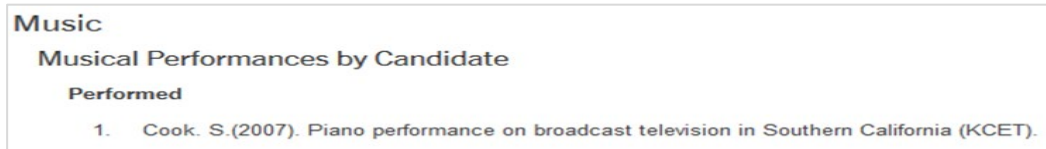
    o   Citation should reflect faculty name, year of performance, and performance information

B) **Art – Solo Exhibitions:**

Art & Art History
Solo Exhibitions
Exhibited
1. Cheney, A. M. (2017). Behind the Lens: Students Voicing Recovery. Photovoice Gallery Exhibit. Exhibited at UC Riverside November 1, 2017 and Back to the Grind November 3, 2017 in Riverside, CA. Creative Activity Website ☑
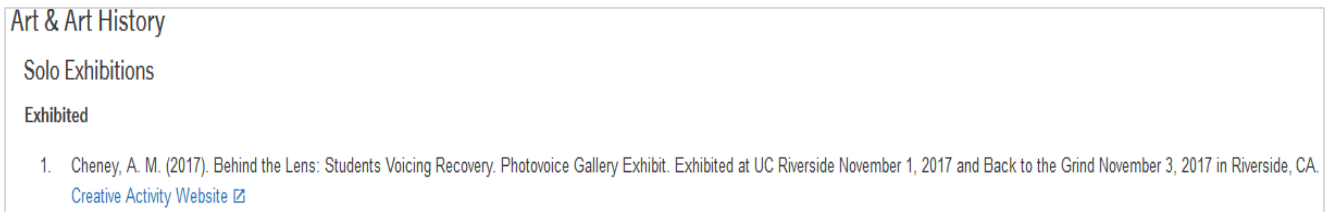
    o   Citation should include faculty name, exhibit year, title, location, and website of reference (if applicable)

C) **Multi-Discipline Activities:**
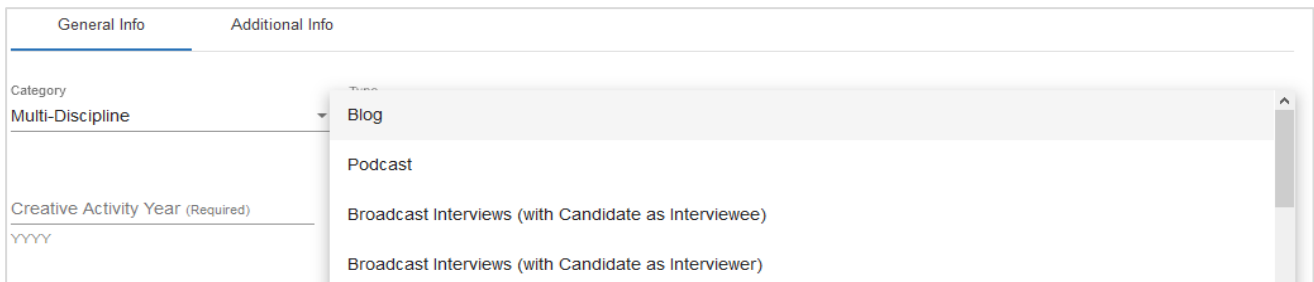
    o   **Blog =** online posts, which derive from personal experience to relate to readers

    o   **Podcast =** audio episodes, all focused on a particular topic or theme

    o   **Broadcast Interviews (with Candidate as Interviewee)** = live or recorded interviews for distribution

Footnote:

-   Ensure all citations include, faculty name, date/year of activity, and title of activity, and website of reference (if applicable).

Patents

Title	Patent Status	UCR Status	UC Case #	Date Disclosed	Date Patent Filed	Patent Number	Date Patent Issued	
Claudin-4 binding peptides, compositions, and methods of use	Issued	Active	2008-495-2		04/30/2009	8,258,257	09/04/2012	⋮
Hybrid flagellin as a T cell independent vaccine scaffold	Pending	Active	2014-912	05/30/2014	08/06/2016			⋮
Method for producing PLGA nanoparticles incorporating proteins for targeting to mucosal M cells	Disclosure	Active	2009-579-1	03/25/2009				⋮

Patent Details

Title:	Claudin-4 binding peptides, compositions, and methods of use

Patent Status:	Issued	**UCR Status:**	Active
UC Case Number:	2008-495-2	**Local Control Number:**	
Patent Number:	8,258,257	**Date Disclosed:**	
Date Patent Filed:	04/30/2009	**Date Issued:**	09/04/2012
Comments:	https://patents.google.com/patent/US8258257B2/en?q=Claudin+4-binding&q=peptides& oq=Claudin+4-binding+peptides		

Contributors

Last Name	First Name	Title	Contributor Role	Institution
Lo	David	Distinguished Professor	Primary Contributor	UCR
Ling	Jun		Primary Contributor	UCR
Rajapaksa	Thejani		Primary Contributor	UCR
Stover-Hamer	Mary		Primary Contributor	UCR

Patents

A) There are ***three primary stages*** in the pursuit of a patent: **(a)** UC Disclosure of Invention; **(b)** Patent Application Filing with US Patent and Trademark Office; and **(c)** Issuance of a US Patent by US Patent and Trademark Office.

B) Under University policy, all potentially patentable inventions must be disclosed to the University. This is accomplished by submitting a Record of Invention Form. Upon receipt, the record of invention is assigned a UC Case Number. Technically, this constitutes a filing within the UC system, but is often referred to as "Patent Disclosure". This should be listed on the bibliography.

C) Patent Application Filing with US Patent & Trademark Office: If it is decided to proceed with filing a patent application, the completed patent application is submitted in the inventor's name to the United States Patent and Trademark Office. The official status at this stage is "Patent Pending".

D) Issuance of Patent by US Patent and Trademark Office: Once a patent is issued, it is given a public patent number.

E) Required Fields in Patent Details in eFilePlus: Title, Patent Status, UCR Status (*Check Active or Inactive no matter whether filed through UCR or another institution*), UC Case Number (*Provide Case Number from UCR or Other Institution*), Date Disclosed. Most helpful if all areas applicable are filled in with detail.

Professional Service

There are a variety of Professional Services/Scholarly Activities that can be added to your eFilePlus file:

1. Add as much information for each activity (if applicable)
2. Add the effective date/end date if applicable (or mark present)
3. Add Location if applicable (City, State or City, Country)
4. Provide detailed comments where possible to help reviewers understand the time commitment and depth work you perform
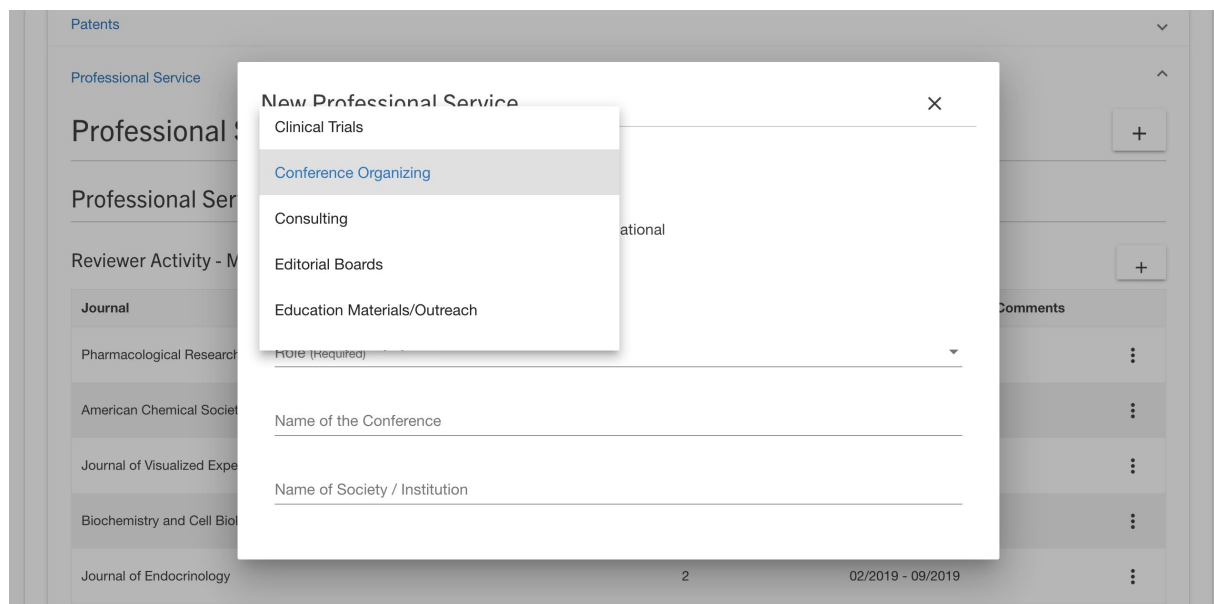
A) **Clinical Trials:** This activity is used to identify any previous or on-going medical trials you are involved in. *If on-going, add notes to comments*.

B) **Conference Organizing**: This activity is used when scholar has organized or participated in the organization of a national/international conference for professionals.
   - Indicate if the conference is **National** or **International** *(an international conference is identified when its location is international or if much of the audience is worldwide)*

C) **Consulting:** This activity is used when the scholar is providing a service of their expertise.
   - Examples: *Consultant, Expert Writer, Expert Witness, Technical Advisor, Advisor, or Other*

D) **Editorial Boards:** This review activity is used when the scholar serves on an editorial board of a professional journal/publication.

E) **Education Materials/Outreach:** This activity is used when the scholar has created or participated in the creation of education material/outreach serving other professionals and/or the public.
   - *Note: Upload pdf of pamphlets/solicitation to "Other Information" section of eFilePlus*

F) **Meetings Attended:** This activity is used when the scholar has attended a professional meeting which has contributed to their scholarly work or specialty. If you have already listed a presentation you completed at this meeting in your file, do not add this as a duplicate in this section.

G) Presentations: This activity is used when the scholar has made a presentation to professional audience/students at professional meetings/conferences. This section should identify presentations made with students at professional meetings/conferences.

- *Identify your __role__:*
  - o Evidence of *Plenary, Keynote or Distinguished roles* can be provided and uploaded into the "Other Information" section of the eFilePlus or a web-link identifying your role in the comments section.
  - o Co-Author – this role is used to identify your mentor work with a student that has presented a poster/presentation at a conference/meeting. *The students name should be identified in the comment section of the entry.*

H) Professional Boards/Societies: This activity is used when the scholar serves on a professional board/society.

- Note: *If this is a paid membership it should be added to the "Membership" section of eFilePlus*
- Examples: *President, Vice President, Board Member, Member, Chair, Co-Chair, or Other)*

I) Professional Committee Service: This activity is used when the scholar serves on a professional committee and/or societal.

- Note: *If this is a service for a UCR department/College/Campus/ or UC System, this activity should be added to the "University Service" section of eFilePlus*

J) Reviewer Activities: This activity is used when the scholar serves as a reviewer of professional work completed by others in the field/specialty.

- Letter of Recommendation - Due to confidentiality, do not disclose the name of the individual for which you wrote the letter of recommendation.

K) Webpage Development: This activity is used when the scholar has developed and/or maintains a webpage for use by other professionals or the public.

L) Workshops: This activity is used when the scholar has organized or participated in a workshop for professional development. Note: Stanford Series participation should be added in this section.

M) Other: This activity is used when the scholar has participated in a professional service/scholarly activity but the system does not have a category to identify the activity.

- Note: IRB's - If scholar is the lead for a study not yet resulting in publication, then it should be added to "Professional Activities" > "Other" section of eFilePlus
- Examples of "Other" activities:
  - o Administrative activities
  - o Interviews (such as: magazines, newspapers)
  - o Research activity that does not include funding
  - o Quality improvement projects

University and Public Service

Type of Service	Role	Name of Committee, Service, or Activity	Service Date	Invited	Description of Service	Comments
Department	Vice Chair	Department of Psychiatry - Education	01/2020 -	Yes		
Department	Co-Chair	Diversity Advisory Committee	11/2019 - 06/2020		Tasks include incorporating evidence-based strategies to improve diversity within the residency and fellowship interview process, reviewing ways we can improve accommodations for those with disabilities, community outreach to Indigenous populations in our area amongst other responsibilities.	
Department	Program Director	UCR Psychiatry Residency Training Program	09/2019 -	Yes		
Department	Member	Child & Adolesent Psychiatry Research	07/2018 - 06/2020		Review national databases, participate in discussions, generate hypotheses within the data set to study.	
Department	Member	Clinical Competency Committee	01/2017 -		Child and Adolescent Psychiatry Fellowship Training Program UCR SOM	
Department	Member	Interviewing Committee	01/2017 -		Child and Adolescent Psychiatry Fellowship Training Program UCR SOM	Screened files, interviewed applicants and participated in ranking of applicants
College	Member	Conflicts of Interest Committee	01/2015 -	Yes	Inaugural member of the Conflicts of Interest Committee for the School of Medicine. Provide faculty with a formalized mechanism to proactively review and advise on potential conflicts.	
Campus	Member	Graduate Medical Education Committee	01/2016 -	Yes	Develop GME policies, consult on best practices in GME and advocates for GME in all specialty areas of medicine within UCR SOM.	
Systemwide	Member	UC Health Diversity & Inclusion Task Force	03/2018 -		Regular meetings at UCOP and between session phone consultation with UC Health representatives system-wide.	Policy development and implementation of best practices on improving diversity and campus climate, increase accountability and seek agreement on measures of success.

A) When adding a University service activity, use the pull down menu to ***select the type of service:***
- Department, College, Campus, Senate, or Systemwide:
  - o Department service is a committee your Chair has requested you serve on
  - o College Service is a committee the Dean or senior leadership in SOM have asked you to serve on
  - o Campus service is service perhaps the Chancellor or delegate have requested you serve on
  - o Senate service is Academic Senate service *(rare for HS faculty)*

B) Systemwide service is at the request of UC President or delegate for project for all campuses.

C) Use pull down to select your role. Best to provide as much information as possible, including name of Committee, Service dates, Description of Service and any helpful comments which will assist the reviewer in understanding the work and the time commitment you put in. Be sure to put an end date for service that has ended. Please make a comment in comment section if service is ongoing.

University and Public Service

University Service   Public Service

Role	Organization/Institution	Service Date	Description of Service	Comments
Attending	Riverside Free Clinic	11/2017 - 11/2017	Supervised residents and medical students in caring for patients at the Riverside Free Clinic	Voluneered 3 times during review period
School Counseling Advisory Team	Cole Canyon Elementary School	04/2016 -	Parent representative	Review counseling needs of the school and the interventions that are in place or should be in place to meet those needs.

A) *Fill in all fields*, including Comments providing frequency or more context if possible to help reviewers understand the depth of work you have put into the service activity.
- Since the system is date driven, dates should be filled in and end dates should be inserted if service is complete.
  - If service is ongoing, make a comment in comment section.
- Don't delete any activities if they're complete, just put end date.

Teaching Information and Student Support Activities

Teaching Records | Teaching Releases | Teaching Statements | Other Teaching Info

Campus	Quarter	Year	Team Taught	Subject	Course Number	Course Title	Units	Enrollment	Cross Listed Subject & Number	Attachments	Evaluation Explanation
Off-site Clinical Teaching		2018	No	RCH Resident Teaching Evaluations (2018-2019)						PDF View Combined	
UC Riverside	Spring	2018	No	MDCL	239	Clinical Neurosciences II	12	61		PDF View Combined	
Off-site Clinical Teaching		2016	No	MS 4th Year Clerkship (2016-2017)						PDF View Combined	
Off-site Clinical Teaching		2016	No	Fellow Teaching Evaluations (2016-2019)						PDF View Combined	
UC Riverside	Spring	2015	Yes	BMSC	235	Clincial Neurosciences I	5.0	4		PDF View Numerical PDF View Written	

A) TEACHING RECORDS:

- Upload graduate students and clinical trainees teaching evaluations
    - *Teaching evaluations related to UME & Residents/ Fellows are categorized as "Off-Site Clinical Teaching" (i.e: Clerkships, rotations, resident, and fellows evaluations)*
    - *Completion of "Team Taught" is required for off-site clinical teaching*
    - **To obtain your evaluations:**
        - *Contact your UCR SOM coordinator for your medical students (block courses or clerkships) and resident/fellowship evaluations*

            OR

        - *Contact the coordinator at the hospital you are training the medical students, residents/fellows to obtain your evaluations for other programs (i.e. Loma Linda University, RCH, RUHS, Presenter for workshops, etc..)*

- Block or Graduate Courses (i.e: MDCL/BMSC) indicate the quarter, year, whether the course was taught by a team, class subject, class number, class title, unit, and enrollment. If unsure about whether course is cross listed, inquire with your Academic Affairs analyst.

ENTERING A NEW TEACHING RECORD:

SAMPLE 1 – UCR Block Courses or Catalog courses

New Teaching Record

Campus (Required) **UC Riverside**	Quarter/Semester (Required) **Fall**
Team Taught ○ Yes ● No	
Year (Required) **2018**	Subject (Required) **MDCL**
Course Number (Required) **236**	Course Title (Required) **Foundation of Medicine II**
Units (Required) **14**	Enrollment (Required) **67**
Cross-Listed ○ Yes ○ No	
Evaluation ● Yes ○ No	

Evaluation Explanation*

*Can provide an explanation if no evaluations for course

SAMPLE 2 – Off-Site Teaching (i.e. RCH, RUHS, LLU, educational conferences)

New Teaching Record

Campus (Required)
Off-site Clinical Teaching ▼

Quarter/Semester - Can leave blank

Team Taught   ○ Yes   ◉ No

Year (Required)
2019 ⬍

Subject
Educational CME Conference

Course Number   - Can leave blank

Course Title
Psych & Neuro Faculty Development

Units   - Can leave blank

Enrollment   - Can leave blank

Cross-Listed   ○ Yes   ○ No

Evaluation   ◉ Yes   ○ No

B) **TEACHING RELEASES**:
- For senate faculty, not applicable for Health Sciences or Adjunct Faculty
  - *Do not complete this section, if applicable the Academic Affairs analyst fill in*

C) **TEACHING STATEMENTS:**
- For senate faculty, not applicable for Health Sciences or Adjunct Faculty
  - *Do not complete this section, the Academic Affairs analyst will partner with the Division Chair to complete for the senate faculty*

D) **OTHER TEACHING INFO:**
- Clinical Teaching can be reported with the "OTHER" drop down option:
  - *Input noon conferences, ward rounds, and clinical case scenario lectures*
- Identify clinical trainees, rotating students, visiting scholars, visiting under/graduate students by name.
- If mentoring a student on an IRB activity, the involvement should identified in this section (example: faculty mentor for Student X on project XYZ, IRB123).
- List start dates and end dates, if the activity has ended.
- Describe your role thoroughly.

Activity	Date	First Name	Last Name	Subject & Course Number	Course Title	Units	Role
Course Developed	07/2016			Cardiology: ACGME	Fellowship Training Program		I started as the founding director; working with hospital affiliates and community faculty; Designed the curriculum, daily conferences, various clinical rotations, research. This is a 3 year training program sponsored by UCR with 4 fellows per year (approved for a total of 12).
Other	07/2013 - 09/2019						Resident - Ward Rounds: Attending physician on ward rounds at RUHS, 3-4 resident residents/rotation, 12 hours/day, 10 weeks/year
Other	07/2013 - 09/2019						Medical Students - Ward Rounds: Attending physician on ward rounds at RUHS, 1 medical student and 1 PA student/rotation, 12 hours/day, 10 weeks/year
Other	07/2010 - 09/2019						Resident - Noon conference lectures, 15 residents/lecture1hour/day, 1-2 lectures/month
Other	04/2017 - 05/2019						MS1 Small Group Teaching - Clinical Cases / Small Group Discussion: - Spinal Cord Injuries (4/3/2017, 4/2/2018, 4/3/2019); - Brainstem (5/5/2017, 5/4/2018); - Cortex (5/19/2017, 5/18/2018, 5/17/2019)
Medical Student	07/2018 - 06/2019	Francisco	Arias				Supervised and mentored research and a paper for this UCR MS4 student
Clinical Fellow	07/2018 - 06/2021	Lindsay	Short				Mentor in her cardiology training as well as guide for research in my role as cardiology fellowship director
Resident	07/2017 - 09/2019	Mandira	Patel				Research mentor and guide for her clinical research projects. She is a resident in medicine. Six of her abstracts were presented at the National ACC meeting 2019
Other Supervision /Advising	03/2010 - 04/2010	Olivia	Sakhon				BMSC - rotating graduate student
Other Supervision /Advising	07/2010 - 09/2019	Julio	Wood				IRB mentor on Research Training in Molecular and Genetic Basis of Human Diseases, W81XWH-15-1-0436

Student Instruction And Sponsorship

| Student Instruction | Student Sponsorship |

First Name	Last Name	Degree	Department/ Degree Program	Committee	Roles	Notes	Date	Reason Ended
Nabjot	Sandhu	PhD	Biomedical Sciences	Oral Exam	Member		08/2017 - 09/2017	Completed
Parima	Udompholkul	PhD	Biomedical Sciences	Advisory Committee	Chair, Thesis Advisor		08/2017 - Present	
Maham	Rais	PhD	Division of Biomedical Sciences SOM	Qualifying Exam	Member, Thesis Advisor		08/2017 - Present	
Alex	Aronson	PhD	CNAS	Advisory Committee	Chair, Thesis Advisor		06/2017 - Present	
Jenny Thuy	Mac	PhD	Bioengineering	Oral Exam	Member		05/2017 - 09/2017	Completed

A) All *Graduate Student Committees* served on must be listed here *(i.e. Masters and PhD).*

B) Fill out each column and *put an end date or check "To Present",* where indicated.

C) *Choose a Reason* from the pull down menu for those with end dates.

Student Instruction And Sponsorship

| Student Instruction | Student Sponsorship |

First Name	Last Name	Degree	Department/ Degree Program	Graduate/ Undergraduate	Type of Support	Agency/ Source	Affiliation to Student	Amount	Date
Sarah	Kabbara	Other	BS	Undergraduate	Training And Grant	NSF	CAMP Director	$1000	04/2020 - 06/2020
Andrea	Polonijo	Other	SMPPH	Graduate	Other	UC Chancellors Postdoc	Faculty Mentor/Sponsor	$120000	09/2019 - 06/2021
Angela	Olivares	Other	BS	Undergraduate	Research Grant	Office of Undergraduate Education	Faculty mentor	$1000	07/2019 - 03/2020
Jericha	Viduya	Other	MD	Graduate	Student Grant	Ernst A. Noltmann Memorial Award	Primary mentor	$1000	04/2017 - 12/2017

A) Use the student sponsorship section to show students you have mentored or supervised who have received special funding or grants to do the research.

B) For example if your mentee received a travel award, it should go here versus in your Grant section.

C) Please fill out each column including dates.

Fellowship, Grant, and Gift Activities

Grants   Gifts

Granting Agency	Title	Date	Total Award	UCR Amount	Amount to Candidate	Role	Status	Is Multi-Investigator Grant	Comments
National Institutes of Health, National Institute of Allergy and Infectious Diseases	R21AI135500-S1 Endocannabinoid control of host-helminth interactions; Diversity Supplement	08/01/2019 - 04/30/2020	$81,118.00	$81,118.00	$81,118.00	Co-PI	Current	Yes	Diversity Supplement to grant R21AI135500, for Pedro Perez in the Biomedical Sciences PhD program.
National Institutes of Health, National Institute of Diabetes and Digestive and Kidney Disorders	R56DK119498 Gut-brain endocannabinoid signaling in feeding behavior and obesity. The major goal of this project is to identify roles for endocannabinoid signaling in the gut-brain control of feeding behavior and its dysregulation in diet-induced obesity.	09/19/2018 - 08/31/2019	$150,000.00	$150,000.00	$150,000.00	PI	Expired	No	

Grant/Fellowship:

A) Determine if funding is a ***multi-investigator*** grant. If yes, then the following must be provided:
- Names of Co-PI's (UCR Affiliated or non-UCR Affiliated)
- Complete ***Candidates contribution*** with specifics on your role of the grant proposal and/or research portion.

Edit Grant   ✕

Status (Required)
Current   ▾   Grant Awarded Date (MM/DD/YYYY)   📅

Granting Agency
NIH

Description/Title (Required)
Structure-based design of camel-like human selective mAbs against MMPs in disease

Project Period From (MM/DD/YYYY)
5/31/2016   ✕ 📅   Project Period To (MM/DD/YYYY)
5/30/2021   ✕ 📅

Total Award (USD $)
1570115.00

Because of their unusual structure, camel antibodies show exceptional specificity. The project will produce recombinant human antibodies engineered to have a similar structure. It is anticipated that this will confer greater specificity to anti-MMP antibodies to make them more viable therapeutics to combat metastatic spread.

Edit Grant   ✕

Is this a Multi-Investigator Grant?
⦿ Yes   ◯ No

Add Investigator

Type	First Name	Last Name	Organization	NetID	
Non UCR Investigator	Alexandros	Makriyannis	Northeastern University		⋮
UCR Investigator	Declan	Mccole	Biomedical Sciences	dmccole	⋮
UCR Investigator	David	Lo	Biomedical Sciences	davidlo	⋮
Non UCR Investigator	Gary	Schwartz	Albert Einstein College of Medicine		⋮

Describe Candidates Contribution
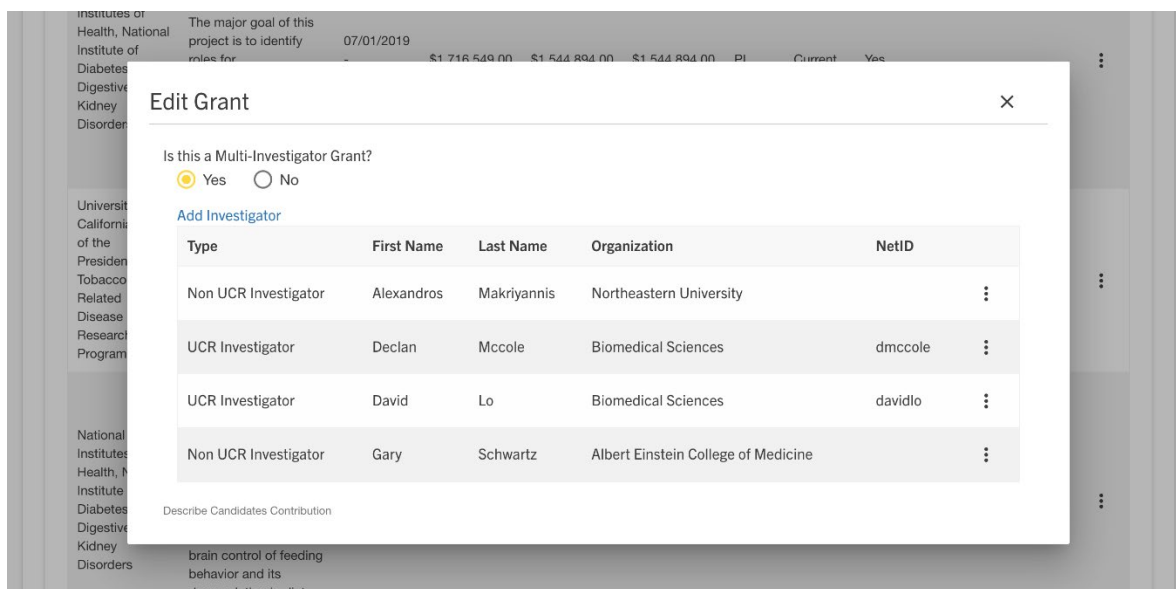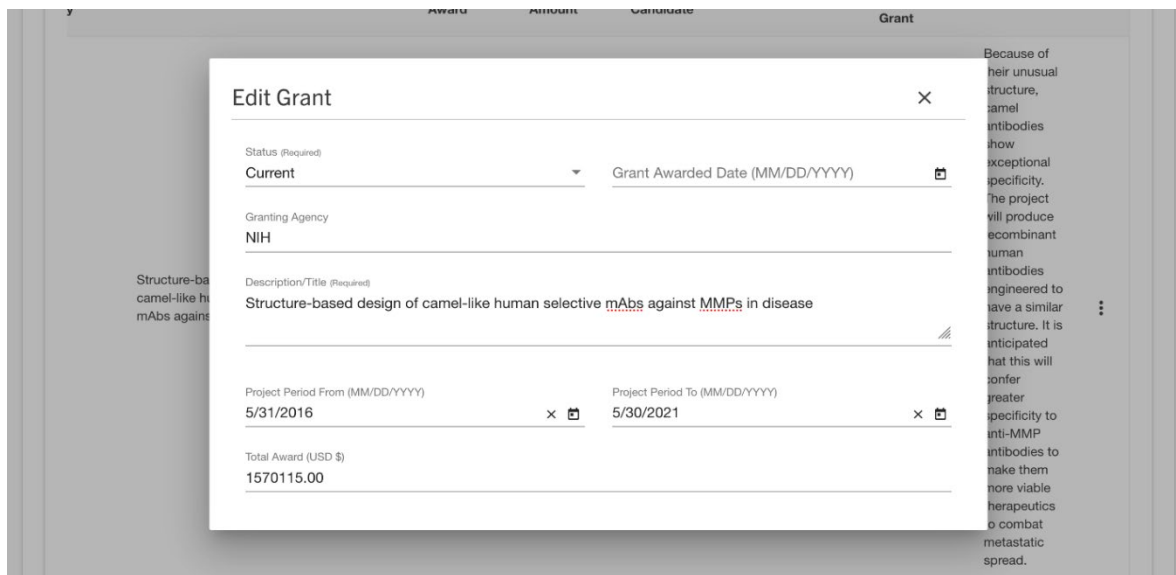
A) Enter your ***role*** on grant *(ex. PI, Co-PI, Senior Personnel, Collaborator, or Other)*
B) Enter ***status*** of grant/proposal *(Pending, Awarded, Current, Expired, Declined, Not Awarded)*
- As grant status changes, do not create a new entry. Edit the current grant in eFilePlus and change the status and save.
- Awarded – When a grant is awarded a pdf copy of the letter/email must be uploaded into the entry.
- Declined – When the scholar has been awarded the grant, however, has decided to decline the award.
- Not Awarded – When the grant agency has declined the award of the grant funds to the scholar.

C) Enter ***Grant Awarded Date*** (pdf copy of letter/email must be uploaded into the entry).
D) Enter the name of ***Granting Agency*** (ex. NIH, Foundation, UC)
E) Enter ***Title of Grant Proposal***
F) Enter ***Dates of Project Period*** from/to (proposed project dates; period when funding will be awarded)
G) Enter ***Total Award***
H) Enter ***UCR Amount***
I) Enter ***Amount to Candidate*** *(amount candidate receives from grant to perform the research)*
- *Note:* If only one PI (non-multi-investigator) there is no need to add UCR amount and PI amount, but if added it should be the same as total amount.

Fellowship, Grant, and Gift Activities

Grants   **Gifts**

Donor Organization	Donor Name	Award Description	Award Date	Award Amount
Leica		sponsorship of ASN session	02/2011	$500.00
SA Biosciences		sponsorship of my American Society for Neurochemistry session entitled "Bugs on the Brain, the CNS immune response to infection"	03/2009	$500.00
Improvision		sponsorship of my American Society for Neurochemistry session entitled "Bugs on the Brain, the CNS immune response to infection"	03/2009	$900.00
Giant Microbes		sponsorship of my American Society for Neurochemistry session entitled "Bugs on the Brain, the CNS immune response to infection"	03/2009	

A)   The gift section captures any funding received by scholar that a proposal/application **was not** submitted.
B)   Enter ***Organization name***
C)   Enter ***Donor Name***
D)   Enter a ***description*** of award/gift
E)   Enter ***date Award was received***
F)   Enter ***Award amount***

Memberships

Name of Organization ▲	Date From	Date To	Role	Description
American Academy of Pediatrics	06/2008	Present	Fellow	
American Academy of Pediatrics, Chapter 2, California	06/2019	Present	Member	
Council on Medical Student Education in Pediatrics (COMSEP)	03/2018	Present	Member	An international community of educators advancing the art and science of medical student education in pediatrics.

A) List all memberships or organizations you have currently or belonged to in the past.
- *This section is not date driven and will appear in all snapshots regardless of review period*

B) Do not list any Professional Memberships you have been invited to serve on such as professional committees.
- *These types of invited memberships/committees should be added to "Professional Services" > "Professional Committees Service" or "Professional Boards & Societies")*

C) Memberships in this area are typically committees or organizations **_you have paid a fee_** to obtain membership status.

Certifications/Licensures

Name of Organization/Agency	Date From	Date To	Role	Description
Certification Board of Nuclear Cardiology	2018	Present	Member	
American Board of Internal Medicine (USA)	2017	Present	Diplomate	Board Certification in Adult Congenital Heart Disease
American Society of Echocardiography	2014	Present	Fellow	FASE
Certification Board in Cardiac Computed Tomography	2012	Present	Diplomate	Board Certification in Cardiac CT
National Board of Echocardiography (USA)	2003	Present	Diplomate	Board certification in echocardiography
American College of Cardiology (USA)	1994	Present	Fellow	FACC
Royal College of Physicians of Edinburgh	1993	Present	Fellow	FRCP (Edinburgh)
American Board of Internal Medicine (USA)	1993	Present	Diplomate	Board Certification in Cardiology

A) **Certifications** - List all current and past certifications
- *This section is not date driven and will appear in all snapshots regardless of review period*

B) **Licensures** – Medical Licensures (current/past) and Board Certifications (current/past) and sub-specialties should be added to this section.

Honors and Awards

Year	Type	Location	Society/Organization	Description
2019	Best Doctors in America		U.S. World Report and News	Received award for the following years: 2009, 2010, 2011, 2012, 2013, 2014, 2015. 2016. 2017. 2018. 2019
2018	Teaching	Riverside, CA	UCR School of Medicine	Golden Lung Award named by the UCR Medical Students. For "Providing a Breath of Fresh Air to an Otherwise Stale Topic." Class of 2018
2017	Teaching award	Riverside, CA	UCR School of Medicine	Golden Heart award for teaching
2016	Best Clinical Skills Instructor	Riverside, CA	UCR School of Medicine	Best Clinical Skills Instructor Year 2 Class of 2016 UCR SOM
2015	Top Doctor		Inland Empire Magazine	
2006	Bertram H. Eckmann, MD	Riverside, CA	Riverside University Health System	Emerging Leadership Award

A)   Insert the **year** of Award/Honor

B)   Indicate **type** of award/honor

C)   Include location (city, state) of where award was provided/presented

D)   Identify what institution/society/association/company provided the award/honor

E)   **Provide a description** for the type of award received and its prestige

Footnotes:

- At times the type of award may also be provide the description of award, if this is the case – do not duplicate information in the description section (i.e. Teacher of Year).
- Monetary awards should be indicated under the Fellowship section.
- Nominations for faculty development courses/certificates should be identified in "professional service" section – under "workshops".

Employment History

From Date	To Date	Organization/Institution/Firm	Location	Rank, Title or Position
08/2018	Present	University of California, Riverside	Riverside, CA	Health Sciences Assistant Clinical Professor, Step II
08/2017	08/2018	Sharp Rees Steely	San Diego, CA	Urgent care per diem Physician
01/2013	06/2013	University of California, Los Angeles	Los Angeles, CA	Medical Student Researcher- degenerative disc disease project
06/2011	07/2011	University of California, Los Angeles	Los Angeles, CA	Medical Student Researcher- Summer research, oxidative stress on cardiac myocytes

A)   Make sure current Step is reflected and dates are correct

B)   Provide _**individual rank/step**_

C)   Not required to list salary (please _**indicate if appointment is without salary**_)

From Date	To Date	Organization/Institution/Firm	Location	Rank, Title or Position
10/2019	Present	UCR, SOM - Dept of Pediatrics	Palm Springs, CA	Health Sciences Assistant Professor, Step I (WOS)

D)   _**Include the location**_ of institution

Education

Date of Attendance	School/ College/ University/ Hospital	Major Subject/ Field	Degree/ Certificate	Year Degree Received/ Planned	Location	Still in Progress
2018 - 2020	UC Irvine	Business Administration	Masters	2020	Irvine, CA	Yes
2011 - 2012	Harbor-UCLA	Therapeutic Endoscopy	Advanced Fellowship	2012	Los Angeles, CA	No
2008 - 2011	Scripps Hospital	Gastroenterology	Fellowship	2011	San Diego, CA	No
2007 - 2008	Thomas Jefferson University Hospital	Internal Medicine	Chief Resident	2008	Philadelphia, PA	No
2005 - 2007	Thomas Jefferson University Hospital	Internal Medicine	Residency	2007	Philadelphia, PA	No
2004 - 2005	Thomas Jefferson University Hospital	Internal Medicine	Internship	2005	Philadelphia, PA	No
1999 - 2004	Temple University School of Medicine	Medicine	Medical Degree (MD)	2004	Philadelphia, PA	No
1995 - 1999	Dartmouth College	Biochemistry	Bachelors in Arts with Honors	1999	Hanover, NH	No

K) Insert the **years** of attendance

L) Provide **full name** of academic institution

M) Write out major/subject of study

N) Identify the type of degree or certification accomplishment:
   - *UCR Extension certificate programs should be identified here (i.e. Medical Education)*
   - *Separate out the various clinical training programs:*
       i. Internship
       ii. Residency
       iii. Chief Residency
       iv. Fellowships
           - List individually

O) Identify the year of completion
   - *If still ongoing, click on the box for "still in progress":* ✅ Degree/Certificate Still in Progress

P) Add the **City AND State** of academic institution

Footnotes:

- There is a specific section for Honors and Awards and those distinctions should be listed in that section and not be listed in the education section.
- Individual training courses, workshops, or faculty development classes should not be listed under the education section. These types of courses should be identified in the "Professional Service" section under "Workshops".

New Self Statement

For help entering Self Statements, please review the eFilePlus Self-Statement help.

Applicable Date (MM/YYYY)

Action Type (Required) ▼

Statement Method   ○ Text Input   ○ Attachment

Save

A Self Statement is a statement **covering your accomplishments during the review period**. While it is optional, a candidate is strongly encouraged to submit a brief statement describing and evaluating, in language understandable to a general audience, their achievements and recognition within the review period. Accuracy of the self-statement is the responsibility of the candidate. The self-statement may not contain comments on procedures/processes used to assemble the file and this is not the place for personal information.

- *If there are discrepancies between facts stated on the self-statement and the review file (or eFilePlus snapshot), the reviewing bodies will defer to the snapshot as the true/accurate record.*

A) **Page limitations:**
- Merit and Quinquinneals files:
  - *Two-page maximum*
- Advancements to Professor VI, Professor Above-Scale, within Professor Above Scale, Promotions, Career Reviews, Reappointments, and Appraisals
  - Not limited in length but candidates are *encouraged not to exceed five-pages in length* when submitting self-statements for on campus review process.

B) Applicable Date: *Always 9/30/xx* – cut off year for current review

C) Action Type: Choose from Pull Down Menu (Merit, Promotion, Quinquinneal, etc.)

D) Provide your self-statement by:
- Input by Text directly into eFilePlus
- Uploaded by PDF attachment – *preferred method*

Teaching

Candidate should discuss their involvement in teaching medical students, residents, or other teaching such as serving on Master's or PhD committees or mentoring undergraduate students during review period. Contributions to course or curricular development during the review period can be discussed here. Any major block of time spent during review period where you have mentored or directed students should be detailed. Reference a commitment to excellence in teaching through your evaluations and student/clinical trainee feedback, as well as innovative methods used. Teaching recognition or awards during review period should be tied in here.

Professional Competence and Activity

Clinical trials, workshops organized, presentations given, professional committees served on, etc. during the review period should be discussed here. Particular emphasis on the most important items, such as a Keynote speaker role, chair or co-chair of a major committee, an international presentation, a groundbreaking clinical trial, etc. during the review period.

Scholarly and/or Research

In this section, published works, blogs, published clinical trials, development or contributions to a curriculum, contributions or development of clinical programs, development of outreach materials or informational programs, etc. during review period should be highlighted. A description of the most significant activities in more detail than is enumerated in eFilePlus is needed; help your reviewers understand why these works are important, what their impact is, how they led to perhaps a grant, other recognition, or additional studies.

University and Public Service

Let your reviewers understand the important department, School, University, or public service activities you have contributed to during the review period. If you were a chair, co-chair, organizer, then describe your leadership role. Time spent on certain activities is important to note as some committees might meet three times a month, while others only meet twice a year.

Contribution to Diversity in Review Period

Provide a statement addressing contributions to diversity through teaching, research, professional activity and/or service during the review period.

REMEMBER — ITEMS MENTIONED HERE SHOULD BE ADDED TO YOUR EFILEPLUS RECORD. IN ADDITION, MERIT SELF-STATEMENTS CAN BE UP TO 2 PAGES, PROMOTIONS TO NEXT RANK CAN BE UP TO 5 PAGES.

THIS IS YOUR TIME TO SHINE!

Other Information

Non-Confidential Document   Letter from Other Departments/Programs, Institutes and Centers

New Non-Confidential Document

Type of Document

- Reader's Reports
- Syllabus
- Thank-you Letter
- Unsolicited Letter (Non-Confidential)
- Other *

Document Date (MM/YYYY) (Required)

hom the document was received.

PDF Attachment

Drop file here or click to upload.
Valid upload type is PDF.

For All Documents - Include:

- A) Type of Document
- B) Document Date
- C) If received from an individual, identify the sender's first and last name

Examples:

Document Type	Document Date
Public Acceptance Letter	06/2019
Vitals.com Review *	09/2019
List of IRB studies*	09/2019
Invitation Letters	09/2019
News Articles*	09/2019
Thank-you Letter	02/2018
Unsolicited Letter (Non-Confidential)	01/2019

- *Invited Presentation, abstract oral presentation acceptance*
- *Online patient reviews*
- *Could include confirmation of clinical trials participation or list of IRB's reviewed*
- *Chancellor's program, organizing a retreat, or presentation announcements*
- *Links or copies of interviews and/or articles that include your quotes*
- *Appreciation certifications, patient letters, workshop participation gratitude note, or mentor appreciation acknowledgment*
- *Letter of support or nomination*

Footnotes:

- Uploads in the "Other Information" section **must be identified within eFilePlus (i.e)**:
  - o Attachments related patient reviews (clinical competency) can be identified in self-statement but must also be presented within the "Professional Service – Other" section.
  - o Faculty role, description, and dates of service for IRB reviews should be identified within "Professional Service – Other" section as a reference of the "other information" attachment.
  - o Interviews and quotes presented on news articles must be identified within the "Professional Service – Other" section.