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I did this…	Elements Module	Elements Activity Type	Important Data Fields
I supervised a graduate student pursuing a PhD	Teaching	Graduate student supervision	Supervisory role = Committee chair
I served on an advisory committee for a graduate student	Teaching	Graduate student supervision	Supervisory role = Committee member
I directed the dissertation (or thesis) of two students	Teaching	Graduate Student Supervision	Supervisory role = Committee chair
I served on an examination committee for a graduate student	Teaching	Graduate examination	
I supervised students participating in an internship	Teaching	Graduate student supervision or Undergraduate student supervision	Supervisory role = advisor
I gave one or more guest lectures in a formal course for a colleague	Teaching	Other teaching	Indicate "guest lecture" and number and dates/terms of lectures in Comments field
I presented at an in-service/professional development event	Teaching	Other teaching	Describe the event in the Comments field
I was a guest lecturer for a course at another university	Teaching	Other teaching	Indicate "guest lecture" and number and dates/terms of lectures in Comments field
I taught a class through NLI	Teaching	Other teaching	
I directed the work of a PostDoc	Teaching	Postdoctoral Associate Supervision	
I developed a curriculum	Teaching	Program/curriculum developed	

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I did this…	Elements Module	Elements Activity Type	Important Data Fields
I advised 15 undergraduate students	Teaching	Student advising	
I supervised undergraduate student research	Teaching	Undergraduate student supervision	
One of my students placed in a school-sponsored or external competition	Teaching	Undergraduate student supervision or graduate student supervision	Supervisory role = advisor
I participated in a workshop or short course to improve my teaching	Professional activities	Professional development activity	Scope=Teaching and advising
I received a teaching award	Professional activities	Award, Honor, or Recognition	Purpose = Teaching and Advising
I wrote a chapter for an edited collection in a book	Publications	Book Chapter or Section	Subtype = Chapter
I wrote a poem that was published in an anthology	Publications	Book chapter or section	Subtype = Poem
I am editor of a book with chapters/articles by other authors	Publications	Books	Relationship = Editor of
I composed a musical work to be performed by a chamber orchestra	Publications	Composition	Medium = Chamber orchestra
I choreographed a series of dances for a local performance group	Publications	Composition	Medium = Dance
I served as session chair at a conference	Publications	Conference paper or presentation	Type of presentation or publication = other: session chair/organizer

I did this…	Elements Module	Elements Activity Type	Important Data Fields
I gave an invited presentation on my research/scholarship at a professional society meeting	Publications	Conference paper or presentation	Indicate type of presentation or publication and check box for "Invited"
I wrote an abstract that was published for a poster or professional/scholarly presentation	Publications	Conference paper or presentation	Type of presentation or publication = Publication: Abstract
I participated in a gallery exhibition of my artwork	Publications	Exhibition	Medium = type of artwork
I write a professional blog	Publications	Internet publications	Medium = Blog
I produced a YouTube video (or other media) in my area of expertise	Publications	Internet publications	Medium = Video (etc.)
I created content for a web site	Publications	Internet publications	Medium = Web Page
I wrote a book review for a journal/magazine	Publications	Journal article	Sub type = Review
I wrote a tribute (Festschrift)	Publications	Journal article	Choose "Editorial" as a sub-type
I edited a journal article	Publications	Journal article	Relationship = Editor of
I wrote an editorial for a journal	Publications	Journal article	Subtype = editorial
I wrote an extension numbered bulletin	Publications	Numbered Extension Publications	
I wrote a monthly Extension newsletter	Publications	Other; check box by "Extension?"	

I did this…	Elements Module	Elements Activity Type	Important Data Fields
I wrote an article for a newspaper or popular magazine	Publications	Other	
I was awarded a patent	Publications	Patent	
I filed a disclosure	Publications	Disclosure	
I directed a play	Publications	Performance	Medium = Theater In Description field, note the roles of Virginia Tech contributors
I directed a dance	Publications	Performance	Medium = Dance In Description field, note the roles of Virginia Tech contributors
I was stage manager for a theatrical production	Publications	Performance	Medium = Theater In Description field, note the roles of Virginia Tech contributors
I presented a poster	Publications	Posters	Relationship = Author of
I gave an invited talk on my research/scholarship (not at a conference)	Publications	Presentation (not at a conference)	Indicate type of presentation and check box for "Invited"
I submitted a manuscript for consideration by a journal	Publications	Refereed Journal articles or Journal articles	Sub type = Article; Status = Submitted
I wrote a white paper in support of policymaking by a governmental agency	Publications	Report	

I did this…	Elements Module	Elements Activity Type	Important Data Fields
I submitted a technical report to a state agency	Publications	Report	Status = Submitted if a preliminary or draft version, Published if final report
I wrote a white paper for a company to promote the features of a solution, product or service	Publications	Report	
I developed a mobile app	Publications	Software/Code	
I secured corporate sponsorship for my educational program	Grant	External funding	
I received grant funding from a federal agency	Grant	External funding	[Note: awarded contracts and grants are imported from Virginia Tech's Office of Sponsored Programs]
I received a grant from my college	Grant	Internal funding	
I am undergraduate coordinator for my department	Professional Activities	Administrative assignment	Enter Title; Scope = Department
I am a unit coordinator and supervise staff in a county extension office	Professional Activities	Administrative assignment	
I was named to the "40 by 40" list of future leaders	Professional Activities	Award, honor, or recognition	Distinction name = 40 by 40; Purpose of recognition = Other; Enter Scope of recognition

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I did this…	Elements Module	Elements Activity Type	Important Data Fields
My program received recognition from its accrediting body	Professional Activities	Award, Honor, or Recognition	Purpose = Teaching and Advising
I was awarded an endowed professorship	Professional Activities	Award, Honor, or Recognition	Purpose = Research and creative activities; Scope = University
I provided clinical services in the veterinary hospital	Professional Activities	Clinical service	Choose Type of service and Level of service
I served on a search committee for a faculty search in my department	Professional Activities	Committee service	Committee name = Search committee; Role = Member; Scope = Department
I serve on the promotion and tenure review committee for my college	Professional Activities	Committee service	Fill in Committee name; Committee role = Member; Scope = College; Institution = Virginia Tech
I chaired a committee/task force/working group at Virginia Tech	Professional Activities	Committee service	Fill in Committee name; Committee Role = Chair; Scope = University; Institution = Virginia Tech
I facilitated the activities of a community group	Professional Activities	Community service	
I coordinated a community-based educational program	Professional Activities	Community service	
I served on a steering committee for a community organization	Professional Activities	Community service	

I did this…	Elements Module	Elements Activity Type	Important Data Fields
I participated in a community service activity (river cleanup, Habitat for Humanity, etc.)	Professional Activities	Community service	
I consulted on my area of expertise for a government agency or business	Professional Activities	Consulting/advisory	Organization, description, start date
I performed an economic impact analysis for OIRED	Professional Activities	Consulting/advisory	
I served as a judge at a competitive event	Professional Activities	Event administration	
I organized a professional conference in my area of expertise	Professional Activities	Event administration	Event type = Conference; Administrative role = Event administrator
I was an exhibitor at an expo	Professional Activities	Event participation	
I gave expert testimony at a Food & Drug Administration hearing	Professional Activities	Expert witness	Case = FDA hearing
I coordinate a 4-H specialty club	Professional Activities	Extension activity	
I gave a TED talk related to my research	Professional Activities	Non-scholarly presentation	
I presented at a community-based educational program	Professional Activities	Non-scholarly presentation	
I gave a public (guest) lecture on my research, scholarship, or outreach activity	Professional Activities	Non-scholarly presentation	Title, date

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I did this…	Elements Module	Elements Activity Type	Important Data Fields
I received a Guggenheim Fellowship for visit to xyz country	Professional Activities	Fellowship	Title = Guggenheim Fellowship; Organization = Guggenheim Foundation; Add country to "Description"
I received a Fulbright Fellowship	Professional Activities	Fellowships	Title of Fellowship = Fulbright International Education; Organization = Fulbright Scholar Program, Add Country to "Description"
I served on a grant review panel or study section for NSF/NIH	Professional Activities	Grant proposal review	Enter Funding organization;
I reviewed/evaluated a curriculum	Professional Activities	Program/ institutional review	
I was interviewed on a TV or radio news program	Professional Activities	Interview	Enter Program, Topic, Interviewer name
I conducted an interview with a writer posted to YouTube	Professional Activities	Interview	Fill in topic, Interviewer name, First broadcast date, URL
I serve as an editor or on the editorial board of a scholarly journal	Professional Activities	Editorial/curatorial	Indicate role = editor/curator, co-editor/co-curator, or editorial/curatorial board member
I served as guest editor for a special issue of a journal	Professional Activities	Editorial/curatorial	Indicate role = associate or guest editor/curator

I did this…	Elements Module	Elements Activity Type	Important Data Fields
I was invited to serve on the jury for a school-sponsored or externally-sponsored competition	Professional Activities	Editorial/curatorial	Role = other; summarize activity in the description field
I reviewed submissions for presentations at a conference	Professional Activities	Manuscript reviewing/ refereeing	Publication type = conference abstract or paper
I reviewed manuscripts for a professional journal	Professional Activities	Manuscript reviewing/ refereeing	Publication type = journal article
I was invited by another university to serve on a final review or jury of student work	Professional Activities	Manuscript reviewing/ refereeing	Publication type = other; summarize activity in description field
I am a member of a professional society/association	Professional Activities	Membership	Enter Society/Other organization name, address; Membership type; Scope
I served as president of a professional society/association	Professional Activities	Office held	Office held type = President; enter Institution name, address; scope
I serve on a non-profit organization's board of directors	Professional Activities	Office held	Office held type = Director; Scope = Public
I attended an in-service/professional development event	Professional Activities	Professional development	
I attended an NLI class	Professional Activities	Professional development	[Note: NLI participation will be imported automatically]

I did this…	Elements Module	Elements Activity Type	Important Data Fields
I hosted a visiting faculty member from another institution	Professional Activities	Service to colleagues	Indicate organizational scope = university, college, or department
I acted as a formal mentor to a faculty member	Professional Activities	Service to colleagues	Indicate organizational scope = university, college, or department
I was invited by a fellow faculty member to review student work in progress for a design lab/studio	Professional Activities	Service to colleagues	Indicate organizational scope = university, college, or department
I went on a recruiting trip for prospective graduate students	Professional Activities	Service to students	Indicate organizational scope = university, college, or department
I spoke at orientation session for new freshmen	Professional Activities	Service to students	Indicate organizational scope = university, college, or department
I chaired a student poster judging competition at a local symposium	Professional Activities	Service to students	
I am the faculty advisor to a student club	Professional Activities	Service to students	Indicate organizational scope = university, college, or department
I provided formal graduate student professional development	Professional Activities	Service to students	Indicate organizational scope = university, college, or department
I wrote a letter of recommendation or reference for a student	Professional Activities	Service to students	
My educational efforts resulted in documented impacts	Record of impact	Impact	Describe impacts, add labels, attach documentation, link to

I did this…	Elements Module	Elements Activity Type	Important Data Fields
			collaborators and activities
My creative activity was the subject of newspaper, magazine, TV, radio, or internet coverage	Record of impact	Impact	Describe impacts, add labels, attach documentation, link to collaborators and activities
I collaborated in an international research effort	Various	Enter the publication, grant, teaching or professional activity as appropriate	Use the Label function to indicate international activity
I contributed to diversity and inclusion efforts in my unit	Various	Enter the publication, grant, teaching or professional activity as appropriate	Use the Label function to indicate diversity activity