

## Instructions for adding Global Impact flag to MBM activities

We want to reiterate that both flags (Community Service and Global impact) reside within the categories themselves in MBM/CV System. That is to say, there are no big black buttons or centralized applications for them access these through.

If individuals are adding new entries or editing existing ones in any of the below categories, they will see the interface with accompanying checkboxes. This functions slightly different than say, "rural high school" which has a dedicated spot in MBM and is applied to the individual centrally. Per the fact, these flags function on a category by category basis, faculty will need to enter each category and make changes or updates as needed.

The easiest way to access these screens is through the CV Help - A to Z Index page, accessible through the A to Z Index link in the left navigation. Some of these screens are also accessible through the various CVs, (CVs are accessible through the Edit a CV Big black button or the CV Edit and Entry link in the left navigation).

<b>Community Service Categories</b>	<b>Global Impact Categories</b>
Awards/Honors	Awards/Honors
Continuing Education Presentation	Career
Department/Division Conference	Continuing Education Presentation
Funding	Department/Division Conference
Grand Rounds	Funding
Presentations, Invited/Visiting Professor	Grand Rounds
Presentations, Keynote/Plenary Lecture	Presentations, Invited/Visiting Professor
Presentations, Meeting	Presentations, Keynote/Plenary Lecture
Presentations, Peer-Reviewed	Presentations, Meeting
Professional Org. Memberships	Presentations, Peer-Reviewed
Publications	Professional Org. Memberships
Research Collaborators	Publications
Research Experience	Research Collaborators
Research Interests*	Research Experience
Research Locations	Research Interests*
Service, All	Research Locations
Service, External	Service, All
Service, Internal	Service, External
Service, Internal at Previous Institutions	Service, Internal
*denotes alternate Community Service Impact Indicator UI	Service, Internal at Previous Institutions
	*denotes alternate Global Impact Indicator

### Step 1:

- Login to MBM system and select “A to Z Index” from the left navigation
  - Select the desired category for adding new or editing existing entry below

Home

Need Help Now?

Faculty Search

A to Z Index

Academic Biography

Applications

BRR Tracking

Budget Materials

Build My CV Formats

Build My Personal Statement

Business Relationship Reporting

CV Edit & Entry

CV Last Updated Date

Clinical Biography

Faculty Activity Survey

Faculty Activity Survey (Old)

Faculty Mentoring

HSC Schedule

List Builder

MBMIS Maintenance

MBMIS Usage Analysis

## CV Help - A to Z Index

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

### A

[back to top](#) | [back to CV](#)

**Academic Biography**  
Brief bio that describes research or teaching interests and expertise. Displays in Find-a-Doctor and on department home pages. Can be 4000 characters in length.

**Ad Hoc/Site Visit**  
Serving as an expert to advise functionality of a program or project.  
*Example:* Site Visit Team, Aging Review Committee, National Institute on Aging.

**Addresses**  
Includes office, clinic, lab, assistant & home addresses. One address needs to be specified as primary for mail/contact, which flows into the Find A Researcher and Faculty Finder applications. Clinical addresses can be displayed in Find A Doctor.

**Administrative Duties**  
Highlighted experience of authoritative value which could also be reflected within Career or Service.  
*Example:* Director, Geriatric Research Center.

or

Chair, College of Nursing Credentials Committee...Directed group of 12 senior faculty, etc.

**Appointments and Affiliations**  
Formal Faculty Academic appointments, reviews, and actions- not required as part of CV entry process

**Awards/Honors**  
Recognition for expertise or accomplishment within a mission or scholarly achievement.  
*Example:* Listed in Best Doctors in America.

### B

[back to top](#) | [back to CV](#)

**Board Certifications**

### Step 2:

- Check either box at the bottom of the screen
  - Help text is found within the “?”

Suggested Content/Format: Description of Award/Honor, Institution/Organization, City, State, Country

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Activity Scope \* Regional ?

Mission Focus \* General ?

Start Date \* 01/01/2013 ?

End Date 01/01/2013 ?

Include in CV  ?

Include in BIO  ?

Global Impact:  ?

Community Service Impact:  ?

### Step : 3

- If “Community Service” box is checked, there is no further action required
- If “Global Impact” is selected then this screen will popup prompting action:

