

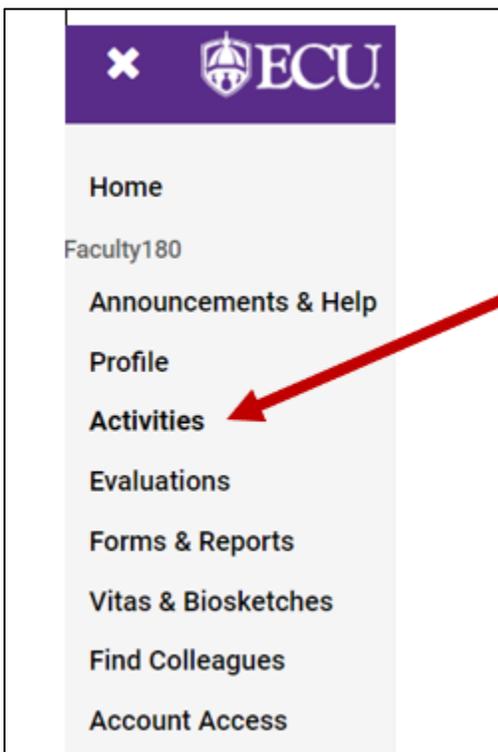
Instructions for Managing the Status of Activities that Fall Outside of Annual Report Date Range

Faculty180 vitas are built with the presupposition that a faculty member would continue working on a project until it reaches one of the two summative stages (“Completed/Published” or “Work Discontinued”), so that project will continue to display in their annual reports.

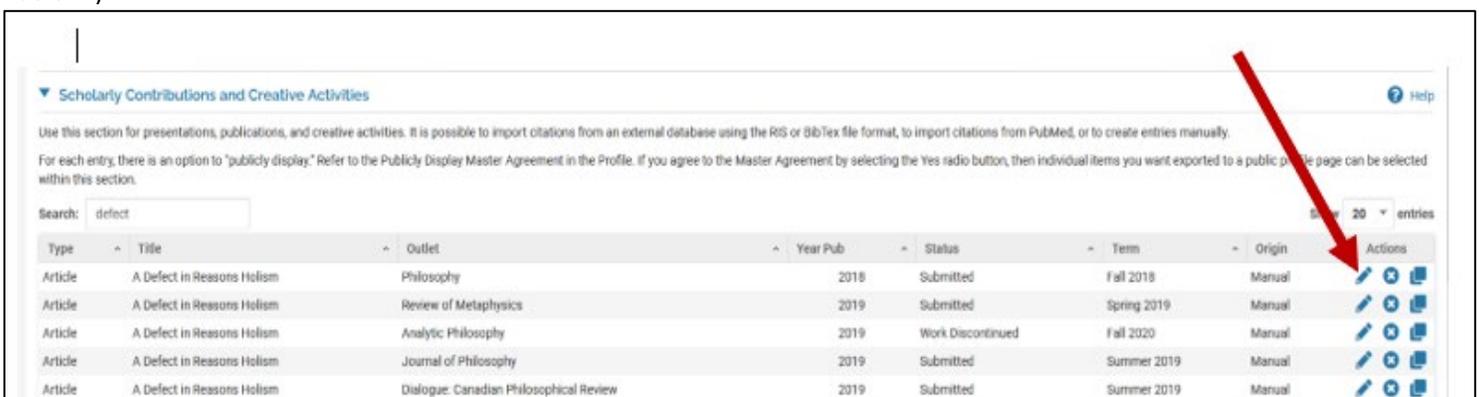
In this step-by-step example, we walk through **managing the status** of Scholarly Contributions and Creative Activities. This same method can be applied to Sponsored Research Proposals and Awards, and Other Grants/Contracts and Awards:

Step 1: Log into [Faculty180](https://home.interfolio.com/11195). <https://home.interfolio.com/11195>

Step 2: Go to **Activities** in the left navigation bar. (See screenshot below.)



Step 3: Go to **Scholarly Contributions and Creative Activities**. Find the entry that needs to be managed. You can only edit one entry at a time. Click on the blue pencil icon to the right of the entry that you are updating. (See screenshot below.)



East Carolina University > Activity Input >

Activity Input

Scholarly Contributions and Creative Activities : Article

Use this section for presentations, publications, and creative activities. It is possible to import citations from an external database using the RIS or BibTex file format, to import citations I

For each entry, there is an option to "publicly display." Refer to the Publicly Display Master Agreement in the Profile. If you agree to the Master Agreement by selecting the Yes radio button within this section.

* Indicates required field

A Input Form

Status*	Submitted for Fall 2018	Manage Status
Type	Article	
Title*	A Defect in Reasons Holism	
Journal	Philosophy	View Details
Publisher		
Location		
Month / Season ?	October	
Year	2018	
Volume		

Step 5: Click **Add**. This allows you to add a new status for your entry. (See screenshot below.)

active activities. It is possible to import citations from an external database using the RIS or BibTex file format, to import c

fer to

Manage Status

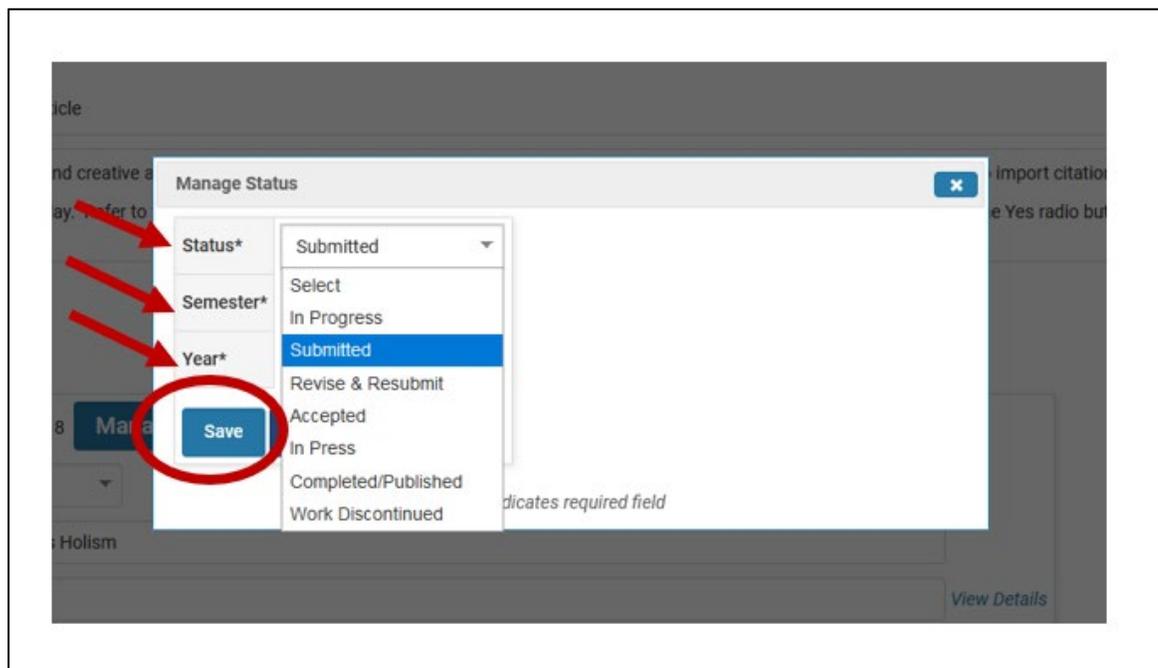
Click "Add" to update status. Do not edit a prior status unless it is incorrect.

Status	Semester	Actions
Submitted	Fall 2018	

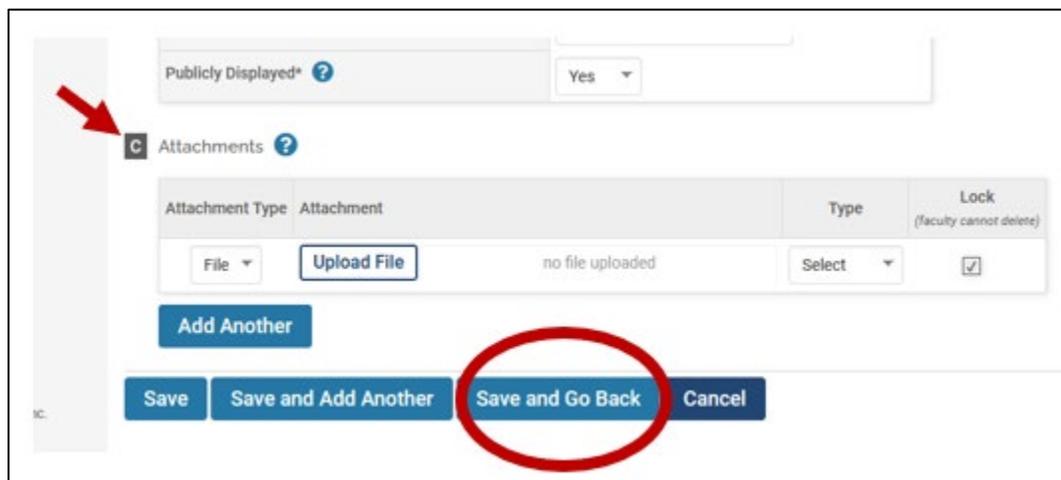
Add **Cancel**

* Indicates required field

Step 6: Make a selection in **each** of the drop-down menus for **Status**, **Semester**, and **Year**. Remember, you are editing the current status of your scholarly contribution or creative activity. For example: from Submitted to Accepted. Then click **Save**. (See screenshot below.)



Step 7: On the next screen, scroll all the way to the bottom and click **Save and Go Back**. (See screenshot below.)



For additional activities that need to be updated, repeat steps 1 - 7.

NOTE: Institutional Service, Professional Service, and Community Service entries that have an end semester of "ongoing" (regardless of the start semester and selected reporting period) will appear in the annual report. In order for these entries not to appear, the end semester would need to be changed from "ongoing" to a year that is outside of the reporting period.