TEMERTY FACULTY OF MEDICINE
UNIVERSITY OF TORONTO

Elements TFoM Research Awards Data Summary - A Reporting Guide

Screenshot Instructions - Guidance for Academic Leaders and Staff

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The following slides describe:

1. What data from Elements is used to populate the TFoM Research Awards Data Summary Report.

2. How users can generate the report from their Elements account.

3. Troubleshooting tips

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1. What data from Elements is used to populate the report?

Data used to populate the TFoM Research Awards Data Summary Report is taken from the Grants & contracts module, under the **Sponsored Research Agreements** activity type only.

The following fields in a Sponsored Research Agreement record are used in the TFoM Research Awards Data Summary Report:

➢ **Peer and Non-Peer Reviewed**

The TFoM Research Awards Data Summary Report contains data from Sponsored Research Agreement, both peer and non-peer reviewed records.

Peer Review Required by Sponsor	☐

➢ **Role**

These are the roles in Elements that are counted in the TFoM Research Awards Data Summary Report:

Relation (Essential Information section)

✱ What is your relationship with this sponsored research agreement?	☐ Funded by ☐ Principal investigator of ☐ Co-investigator of

Role (**Contribution section**)

Role	[None] ⌄
	[None]
	Co-Principal Investigator
	Collaborator
	Principal Applicant
	Principal Site Investigator
	Site Investigator

➢ Grant Status

In the **Contribution section**, only records with a status of "Funded" will print on the TFoM Research Awards Data Summary Report.

Grant Status	Applied ⌄
	[None]
	Applied
	Awarded but declined
	Funded
	Rejected

➢ Funding Source

The sponsor or name of the organization that provided funding for this project.

Sponsor Name	

➢ Total Grant Amount and Currency

The total amount and the currency of the funding received or applied for from this organization. If no currency is selected, all monetary values will automatically be interpreted as Canadian dollars (CAD).

Total Award Amt	CAD ⌄	

➢ Start Date – End Date

The first column in the TFoM Research Awards Data Summary Report is related to the funding start and end year of the grant. If the funding start and end dates have not been entered in the field of an individual record, then that record will not be counted on the Report.

Funding Start Date		🗓
Funding End Date		🗓

2. How to Generate your TFoM Research Awards Data Summary Report

a. Log in to Elements. The Elements Profile Homepage opens.
b. Within the homepage, click **"Edit My Profile"**.

How to Generate your TFoM Research Awards Data Summary Report in Elements

c. In the top-right corner, click **"CV and Report"** (A dialog box will open, which will prompt you to select a report type)
d. Choose TFoM Research Awards Data Summary Report, then click "**NEXT.**"

How to Generate your TFoM Research Awards Data Summary Report in Elements

e. If you want to **export data from a specific time (Optional)**, enter the **Start Date** and **End Date** under the Dates section. If you leave all data fields blank, the system will include all records up to the present in the report.

f. Choose the output format under the Format Section (We recommend selecting **PDF** for best results.)

g. Click **"RUN"** to proceed. The report will be downloaded in your computer.

Run report

TFoM Refereed Publications Data Summary Report

User

Arnold Alfonso-Test
Temerty Faculty of Medicine

Dates

If supplied, the export will only contain data relevant to the specified date range.

Start date
Valid formats: dd/mm/yyyy, 28 Sept 2023

End date
Valid formats: dd/mm/yyyy, 28 Sept 2023

Format

PDF

DOCX

CANCEL   RUN

Sample of TFoM Research Awards Data Summary Report

DIVISION OF GENERAL INTERNAL MEDICINE

DEPARTMENT OF MEDICINE, UNIVERSITY OF TORONTO

Research Awards Data Summary

Dr. Dlonra Osnofla

Reporting Date Range: 2000 January - 2024 December

Year	Peer Reviewed	Awards	Role
2020 Apr 01 - 2024 Mar 31	Canadian Institutes of Health Research (CIHR)	91,645.00 CAD	Co-Investigator
2019 Jul 01 - 2024 Mar 31	PMH Oncology Foundation	40,000.00 CAD	Co-Principal Investigator
2017 Apr 01 - 2021 May 30	Canadian Institutes of Health Research (CIHR)	1,082,500.00 CAD	Co-Investigator
2016 Apr 01 - 2020 Mar 31	Ontario Ministry of Health and Long-Term Care	187,630.84 CAD	Principal Investigator
2001 Apr 01 - 2002 Mar 31	PSI Foundation	99,500.00 CAD	Principal Applicant
Year	**Non-Peer Reviewed**	**Awards**	**Role**
2014 May 01 - 2017 Aug 31	UHN Foundation	37,500.00 CAD	Principal Applicant
2012 Sep 01 - 2014 Sep 30	Toronto Central Local Health Integration Network	175,000.00 CAD	Co-Principal Investigator
2011 Jul 01 - 2012 Jun 30	Canadian Health Services Research Foundation (CHSRF)	1,356,433.00 CAD	Co-Investigator
2007 Apr 01 - 2009 Mar 31	Boehringer-Ingelheim	250,000.00 CAD	Co-Investigator
Totals		3,320,208.84 CAD 000,000.00 US 000,000.00 Y	

Notes: Dollar amounts are assumed to be Canadian unless otherwise specified.

3. Troubleshooting Tips

If a record is mistakenly excluded from the counts on your report, then check the following:

Issue	Possible Explanation
You believe a record from your Sponsored Research Agreement section is not appearing on your Report	Go to the applicable record in your Elements account, under the Contribution section, make sure that the Grant Status field is set to "Funded". Only funded grants will appear on the Report, so if the Grant Status field is set to any other value (or is left blank), then the record is correctly being excluded from the Report.
A record appears on your Report, but a cell in the Date/Peer Reviewed Grants Agency/Award column is blank	If a cell in a column in your Report is empty, it would mean that the applicable field for that record has not been filled in. Make sure that the Start-End Dates field has been entered in the record (particularly the start date, since this is the date that is used to populate the Report). Also make sure that the Funding Source and Total Amounts fields are filled in, for they are used to populate the "Grants Agency" and "Awards" columns.
A record appears on your Report with the value of "Other" in the "Role" Column	This means that the Role field in the applicable record has been left blank. Edit the record and under Contribution section, select one of the standard options in the Role dropdown menu or the "Relation" in the Essential Information section.

Troubleshooting Tips

Issue	Possible Explanation
You have a number of grant records with the same funding source and the same role, but appearing on different line in the Report	This is correct. The format of the Report has been designed with the Temerty Faculty of Medicine's promotional requirements in mind. But due to the Program's limitation, records from the same funding agency where you had the same role, cannot be merged.
You generated the report with a chosen date range of 2020-2025). You noticed upon checking, that the report contains grants in 2015.	The report will pull all records within the date range specified during the report generation. For example, if you are the Principal Investigator on a CIHR's $5,000,000 worth of grants from 2015 to 2025. This record will show in your report if you have chosen the date range of 2020-2025. Also, "2015" will appear in the "year" column because that is the grant's funding start date.
You have a number of grants from the same funding source, but the name of the funding agency is not appearing consistently on the Report	You should always be consistent with how you enter the name of the funding source in your Sponsored Research Agreement records. If you sometimes enter the acronym (i.e. NSERC) and at other times enter the full name (i.e. Natural Sciences and Engineering Research Council of Canada), then Elements is unable to rename these records appropriately on your report despite being from the same funding source.

Questions? Please email elements.med@utoronto.ca.