

Elements Foundations for TFoM

Webinar 2 Q&A Summary

March 24, 2026

The following questions and answers were collected during the second Elements) webinar held on March 24, 2026. Questions have been edited for clarity and organized by topic. This session was open to all Temerty Faculty administrators and delegates.

Access, Onboarding & Delegate Setup

Q How do I set up delegate access for an administrative assistant who does not have a UTORid?

The faculty member must submit a delegate access request to the Elements team using the form at: <https://utoronto.sharepoint.com/sites/med-ITService/SitePages/Elements.aspx> Click "New Request" and provide the delegate's first and last name, institutional email address, date of birth, and gender. Once this is submitted, the Elements team will set up a UTORid and grant access to Elements.

If the form has been submitted and you still have not heard back, please follow up at elements.med@utoronto.ca

Q How will I access my physician's login information if they are unsure of their UTORid?

User login credentials are not shared with anyone other than the user themselves. If a faculty member needs to recover their UTORid information, they should contact the University of Toronto help desk directly at help.desk@utoronto.ca.

Q How are new Elements profiles created?

Once a faculty member has been onboarded into HRIS (the university's HR system), their Elements account will be automatically created within a few days. No manual setup is required.

Data Migration from WebCV

Q Our department stopped using WebCV before 2019 and has been maintaining CVs in Word format. Is there any help available for migrating this data into Elements?

The Department of Medicine has had continuous access to WebCV, while other Temerty Faculty of Medicine departments were offboarded many years ago. For those with WebCV data, a partial migration was completed with the following cut-off dates:

- Teaching & Supervision data: extracted as of April 25, 2024
- Professional Activities data: extracted as of February 28, 2025

Data entered in WebCV after these dates must be added to Elements manually. For those working from a Word CV, data can be copied and pasted into Elements fields.

Note that Scholarly and Creative Works and Grants and Contracts are populated through automatic feeds and do not require manual entry. Faculty with very long CVs may choose to enter only the data they need for a specific report, rather than their full career history.

Q Why were some entries migrated from WebCV while others (including some 2025 records) are still missing?

Scholarly and Creative Works and Grants and Contracts were not transferred during the WebCV migration because these modules have automatic data feeds. Migrating data into these sections manually would have compromised the automation logic. All other missing data will need to be entered manually.

Q Will there be a grace period after March 31st to access WebCV in case we didn't have time to save everything?

No. Access to WebCV ends on March 31, 2026. There is no access available after that date. We strongly recommend downloading all reports from WebCV - including the full CV, CPA, TER, AAR, and the four summary reports before the deadline.

Q How do I download my physician's CV from WebCV so they can review what needs to be manually re-entered in Elements?

Instructions for downloading reports can be found on the Department of Medicine's website <https://deptmedicine.utoronto.ca/how-use-webcv>.

Q All students' end dates in the Supervision section are showing as "Present" in Elements, but the correct end dates are in WebCV. Why?

This is often due to records that did not have an end date field or end date specified in WebCV. During the transition from WebCV to Elements, records without an end date are displayed as ongoing and are interpreted as "Present" in printed reports.

If the supervision has ended, you can manually update the record by adding the correct end date in Elements.

Q The data in the Grants section of WebCV does not match what is in Elements (dates are incorrect, amounts are wrong, and trainee names appear to be missing from the Trainee and Salary Support section) How do we address this?

Discrepancies between WebCV and Elements grant data may be due to the fact that grant information in Elements is sourced from the Research Information System (RIS), not WebCV. If you identify incorrect or missing data in a claimed grant, the issue must be resolved at the source system. Please contact raise@utoronto.ca with the RIS application number and a copy of the notice of award if available. For missing trainee names or other manual fields, these can be entered directly in the Grants and Contracts module.

Q Why does an activity display an end date of "Present" on printed reports even though I didn't enter an end date?

In Elements, if no End Date is specified, the system automatically interprets the activity as ongoing and displays the end date as "Present."

For activities that occurred on a single day, the Start Date and End Date should be the same. If the End Date is missing, the record will still appear as ongoing and may continue to appear in all reports. To correct this, please manually update the record by adding an appropriate End Date to your records.

Scholarly & Creative Works

Q Should I manually enter journal articles if they are automatically harvested by the system?

We recommend against manually entering records that are already being harvested automatically, as Elements will not prevent duplicate entries. Instead, locate the pending record in Scholarly and Creative Works, claim it, and review it for accuracy and completeness. Only enter records manually if they are not appearing in the automatic feed.

Q Where should I enter journal articles that are "in press" (accepted but not yet published)?

Enter the article in the Scholarly and Creative Works module. Under the "Status" field, select "Accepted" to indicate that the article has been accepted for publication but has not yet been published.

Q Where are conference publications entered?

Conference papers, published abstracts, and presented abstracts should all be entered in the Scholarly and Creative Works module under the Conference info type.

Q Some abstracts are being captured automatically and others are not. Why?

The automatic feed relies on the accuracy of bibliographic source data. Records may not be pulled in if the faculty member's bibliographic IDs (ORCID, Scopus, Dimensions) have not been linked in Elements, or if the author's name is not consistently spelled in the external source. Records not captured automatically will need to be entered manually.

Q Some CIHR grants appear to be missing from Elements. Why are they not automatically uploaded?

Grants from affiliated institutions and hospitals are updated annually in March and are typically one year behind the current reporting year. Institutional grant data flows into Elements from the Research Information System (RIS). If specific CIHR grants are missing and should have been populated, please contact raise@utoronto.ca to investigate the source data.

Grants & Contracts

Q Will grants, contracts, and clinical trials be migrated from WebCV, or do they need to be entered manually?

Grants and Contracts are populated through an automatic feed from the Research Information System (RIS) and are not migrated from WebCV. Institutional grants from hospitals are updated annually in March. If older grants are not appearing and are not covered by the automatic feed, they will need to be entered manually. If you manually enter a grant and the feed later populates the same record, check for duplicates.

Q What end date should be entered for a grant that is still ongoing with no confirmed end date?

If a grant has no confirmed end date, you may leave the end date field blank or enter a projected end date if one is known. Whether a record prints on a report depends on certain mandatory fields - please refer to the report-specific Data Entry Guide to confirm what is required for your report.

Q If a grant has been extended due to a no-cost extension or COVID, should I update the end date?

Yes. If the grant's end date has changed due to an extension, you should update the end date in the grant record to reflect the new end date. If the grant is in the system through the automatic RIS feed and the change needs to be made at the source, contact raise@utoronto.ca.

Q If there is no end date specified for a grant or activity, will the record still print on generated reports?

Whether a record appears in a generated report is determined by mandatory fields specific to each report. Please refer to the report-specific Data Entry Guide to confirm which fields are required for a record to print.

Q How do I ensure that only individual grants (not institutional grants) are exported on the CV?

When generating a report, you can use the available filters to control which records are included. Please refer to the relevant Data Entry Guide on the MedIT website for instructions on configuring grant display in your specific report.

Q How do I add clinical trials to the CV so they are differentiated from general grants?

Clinical Trials are entered in the Grants and Contracts module using the Sponsored Research Agreement info type. In the Contribution section of the record, select "Clinical Trials" as the Funding Type. This will allow the record to be correctly identified and printed on the appropriate report.

Q Will unfunded grant applications automatically upload to Elements once VPRI verifies them?

Unfunded grant applications are not automatically pulled into Elements. The RIS feed includes grant data from affiliated institutions but is currently two years behind the reporting year and does not automatically include unfunded submissions. If you would like to record an unfunded application, it can be entered manually in the Grants and Contracts module.

Q How is information about unfunded grant applications used in Elements?

Unfunded grant applications can be entered manually in the Grants and Contracts module. This allows them to be tracked within the platform for record-keeping purposes. Whether they appear on generated reports depends on the report settings and mandatory fields. Please refer to the relevant Data Entry Guide for guidance.

Q Is there a way to add the Grant Contribution section information at the same time as entering a new grant record?

You need to first ensure that the main record is created, completed and saved before adding information in the Grant Contribution section.

The Contribution section is only available after the main record has been populated and saved. Once the record is saved, you can scroll down to the Grant Contribution section to add the relevant information.

Professional Activities & Appointments

Q Should all academic appointments be entered under Office Held in Professional Activities?

Yes. Current and past academic appointments, including positions such as department lead roles, should be entered in the Professional Activities module under the Office Held info type. This is where appointment data is mapped for the CV report.

Q Why is my physician's current appointment (e.g., Disease Site Lead) appearing under Professional Activities in Elements when it was listed as a Current Appointment in WebCV?

This is expected. In Elements, the Professional Activities module contains the Office Held info type, which is where current and past appointments are entered. This is the equivalent of the appointments section in WebCV and is how this data will appear on generated CV reports.

Q Do we need to enter parental leave both under Work Interruptions in Office Held and under the Experience section of the profile?

To indicate a gap in an academic appointment due to parental leave, enter it in the Professional Activities module: select Office Held, then choose Work Interruptions under Type, and enter the reason in the Description field. You do not need to duplicate this in the profile Experience section unless you wish to include it there separately.

Teaching & Supervision

Q I have a physician with teaching data going back to 2018. Do we have to manually enter all of it?

Teaching and Supervision data that existed in WebCV prior to the cut-off date (April 25, 2024) should have been migrated. For data after that date or for entries not captured, manual entry will be required.

Some faculty are choosing to enter only the data needed for a specific report rather than their full history. Please refer to the [Elements TFoM TER Report - A Data Entry Guide](#) for instructions on how to create the relationships needed for teaching activities to print on the TER report.

Q What should be attached to the CPA report, and what should be attached to the TER?

Please refer to the Data Entry Guides on the MedIT website for each report. The [Elements TFoM CPA Report - A Data Entry Guide](#) and the [Elements TFoM TER Report - A Data Entry Guide](#) explain which activities should be linked to each report and how to create those relationships. You can also access these at medit.med.utoronto.ca/elements.

CPA Report

Q Data was migrated from WebCV into the CPA category in Professional Activities, but a physician I support cannot see any of his CPA data in Elements. Why?

Even if data was migrated into the Professional Activities module, records will not appear on the CPA report until you establish a relationship between each activity and the CPA report. Please refer to the [Elements TFoM CPA Report - A Data Entry Guide](#), available on the MedIT website, for step-by-step instructions on how to create these relationships.

Privacy & Reporting

Q Which export includes all added data? Do I need to manually select "Public" for records to appear?

There is no single report that exports all records across all modules. You can export all records from each individual module. Instructions for doing this are available on the MedIT website at: <https://medit.med.utoronto.ca/media/3321/download?inline>.

You don't need to select "Public" for records to appear in reports. Records will appear in reports regardless of their privacy setting.

Q Is Elements required for internal reporting and CVs, or is it optional?

Elements is the only system that can generate TFoM reports formatted for promotions. However, the Elements team is not aware of any formal requirement to use the system, and some faculty may choose to maintain their CVs in Word format. Please check with your department to confirm any local requirements.

Q How long does TFoM expect to use Elements? Is there a risk of switching platforms again?

Elements has been adopted as the university-wide platform to highlight and promote the academic activities of faculty. It is expected to remain in operation for the foreseeable future.

Resources & Training

Q Will slides and detailed instructions from this session be available afterward?

Yes. A recording of this session, along with the Q&A, will be posted on the MedIT website under the Webinar Series section within approximately one week. Visit medit.med.utoronto.ca/elements to access all recordings and resources.

Q Will there be a written guide for where to enter common activities (e.g., Grand Rounds)?

Yes. Please refer to the Data Entry Guides available on the [MedIT website](#). Each guide accompanies a specific report and can be searched for terms like "rounds" or other activity types. Quick links attached below.

- [Elements TFoM CV Report — A Data Entry Guide.](#)
- [Elements TFoM CPA Report — A Data Entry Guide](#)
- [Elements TFoM AAR Report — A Data Entry Guide](#)
- [Elements TFoM TER Report — A Data Entry Guide](#)

Q Are there more training webinars planned?

Yes. Upcoming webinars are listed on the MedIT website at medit.med.utoronto.ca/elements. You can register for the remainder of the series and access all past recordings there.

Q Can we request in-person training or help after the WebCV transition?

Elements is live now. Comprehensive Data Entry Guides are available on the MedIT website at medit.med.utoronto.ca/elements.

For specific questions, contact the Elements support team at elements.med@utoronto.ca.

Q Will Elements integrate with the Canadian Common CV (CCV) system used for CIHR grant applications?

Elements does not currently have any integration with the Canadian Common CV system. This may be considered as a future enhancement.

For further assistance, please contact the Elements support team at elements.med@utoronto.ca or visit medit.med.utoronto.ca/elements.
