

LYTERATI TRAINING GUIDE FOR FACULTY MEMBERS

NOTE: This document is for use by GW Faculty and Academic Administrators only.

**Information in this document is proprietary and confidential.
Distribution of this document is prohibited.**

1. Lyterati Links

Go to one of these links to access Lyterati:

<http://www.gwu.edu/faculty-staff>

<http://provost.gwu.edu/forms>

<http://www.gwu.edu/az-index>

2. Log into Lyterati

Enter your login ID (your NetID) and password and then click Login.

Lyterati User Login

Username

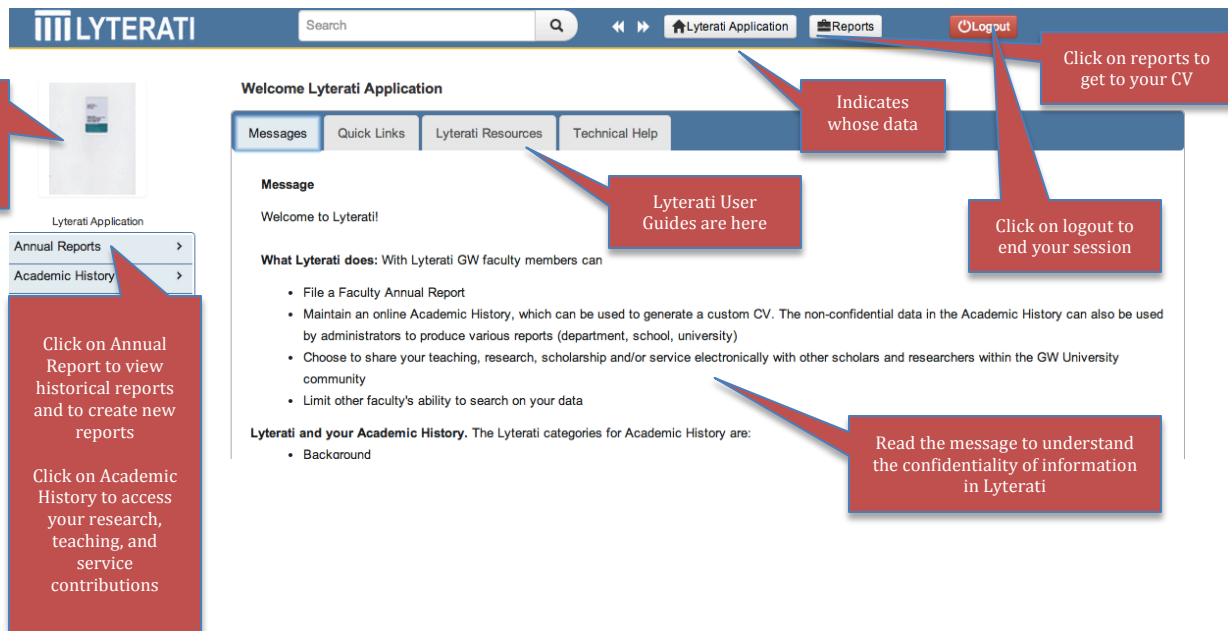
Password

Login



1. Username is your NetID, which is the text to the left of the @ sign in your GW email address.
2. If you have not claimed your NetID you will not be able to log in.
3. You will get an error message if Javascript is not turned on in your browser. Follow the instructions in the Lyterati FAQs document to turn on scripting in your browser. This document is available on the login page.

3. Understand the Home Page (also called the Landing Page)



The screenshot shows the Lyterati home page with the following callouts:

- Upload your photo by clicking on this image:** Points to a small profile picture icon.
- Click on Annual Report to view historical reports and to create new reports:** Points to the 'Annual Reports' menu item.
- Click on Academic History to access your research, teaching, and service contributions:** Points to the 'Academic History' menu item.
- Indicates whose data:** Points to the 'Lyterati Resources' menu item.
- Lyterati User Guides are here:** Points to the 'Technical Help' menu item.
- Click on reports to get to your CV:** Points to the 'Reports' menu item.
- Click on logout to end your session:** Points to the 'Logout' button in the top right.
- Read the message to understand the confidentiality of information in Lyterati:** Points to the 'Message' section on the page.

The page content includes a search bar, navigation tabs (Messages, Quick Links, Lyterati Resources, Technical Help), a welcome message, and a list of actions users can take with Lyterati, such as filing annual reports and managing academic history.

4. Tips for Completing your Annual Report

Follow these tips to complete your Annual Report.

1. Review the Faculty Training Guide (this document)

This document lays out how to do your annual report in a step-by-step manner. Many Faculty have used this and submitted annual reviews without needing further assistance. The most recent version of this document is located on the first page after you log into Lyterati. Go to this URL to access Lyterati: <http://provost.gwu.edu/forms>

2. Attach Your Best CV to the Annual Report

Run the CV report in Lyterati *only* to understand where your original CV's content ended up in Lyterati. Use the Lyterati CV to edit your contributions as and when you have time. Do not submit this CV to your Department Head or your Dean until you have finished your annual report. When you do your Annual Report, use the "Upload Attachments" feature to upload the copy of your CV that you wish for your Department Head and Dean to see (if you are required to do so).

3. Focus on Completing your Annual Report

It is not essential to clean up all of your historical contributions in Lyterati right now. Focus on completing the contributions needed for your annual report.

4. Answer the Financial Interest Disclosure Questions

Responses to the Financial Interest Disclosure questions are mandatory starting in the 2013-2014 annual report. You will not be able to submit until you have answered these questions. If you try to submit without responding to these questions, Lyterati will provide you a message reminding you to respond.

5. Check the Report before Submitting

Click on the "Save as PDF" link on the top right to review your report before submitting it to your supervisor. Once you submit, you will no longer be able to make changes to the report. If you submit prematurely, contact your supervisor's office and request them to "release" your report to you for further edits.

5. Understanding the Left Navigation Bar

When you click on **Annual Report**, you will see your historical annual reports and you will be able to add a new report for the current year.

When you click on **Academic History**, Lyterati will show you the following four headings

- Background Information – information on faculty’s appointments, degrees, work experience etc.
- Research Contributions – information on faculty’s research and scholarship activities
- Teaching Contributions – information on faculty’s teaching and supervision activities
- Service – information on faculty’s service to the university and outreach to the community
- Awards and Honors – information on faculty’s awards and honors
- Other Information – information that does not fit in the above categories
- Create CV – create a CV from Lyterati

6. Create a New Annual Report

These instructions are for faculty submitting an annual report

- Click on **Annual Report** menu in the left navigation bar twice and then click on Add Annual Report. Make sure you are on your own record.
- You will get a page called the Annual Report page with the current year pre-selected.
- Click Create. This will create your 2013-2014 Annual Report. You can only create one report for a particular year.

Annual Report

Annual Report Period

Annual Report Status

[Create](#) [Go Back](#)

Annual Report

Annual Report Period

Annual Report Status

[Submit](#) [Go Back](#)

[Upload Attachments](#)

[Save as PDF](#)

[Click here to open - Annual Report](#)

After you click "Create", you will see a blue bar that says, "Click here to open – Annual Report". Click on that blue bar to see the questions.

Answer Annual Report Questions

Start with Research, question R1 and scroll down, reviewing and answering each question. Your responses will save automatically. You can save and exit at any time. To continue editing, click on **Annual Report** and then edit the annual report that is already in progress.

Annual Report
Upload Attachments

Annual Report Period: 2013-2014

Annual Report Status: Faculty Review Initiated

[Submit](#) [Go Back](#)

Save as PDF

Click here to open - Annual Report

Research

R1. Research Contributions
Lyterati Source: Research heading in Academic History.

Articles:	Select Articles from Academic History	Add Articles
Conferences:	Select Conferences from Academic History	Add Conferences
Books:	Select Books from Academic History	Add Books
Book Chapters:	Select Book Chapters from Academic History	Add Book Chapters
Scholarly Editorships:	Select Scholarly Editorships from Academic History	Add Scholarly Editorships
Work in Progress:	Select Work in Progress from Academic History	Add Work in Progress

Note there are two scroll bars on this page: one inside the Annual Report box to help you scroll through the questions and one outside the box to scroll up and down the page.

You can add/edit contributions directly from the Annual Report. To select articles from your Academic History, click on “Select Articles from Academic History”. To add a new article, click on “Add Article”.

Selecting from Academic History

When you click on “Select from Academic History”, the current articles will show in Lyterati. Check the ones you want to insert into your report and then click “Include in Annual Report”. Your selection will show in the Annual Report in a citation format. You can edit the article from here as well. To remove selections, check and click “Remove All from Annual Report”.

Add New Article Include in Annual Report Remove All from Annual Report Return to Annual Report						
Title	Publication Name	Authors	Article Type	Contribution Year	Contribution Month	
<input checked="" type="checkbox"/> A Study of Enteropathogenic Bacteria Transmitted from Animals to Humans	Journal of Enteropathogenic Bacteria	Garris, C. A., Lee, S. L.	Refereed Article	2014	2	Edit

Adding New Article

From the Annual Report page and from the Select from Academic History page, you can add a new Article. Simply complete the required fields as shown below. Note that you can enter specific comments about this citation in the “Comments (for Annual Report)” text box. This will appear in your annual report but not in your CV.

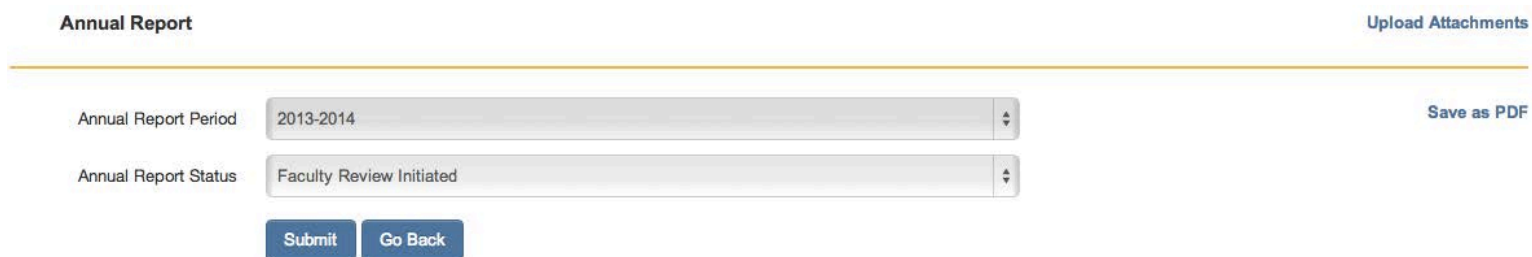
Title*	<input type="text" value="Test Article Title"/>
Publication Name*	<input type="text" value="Test Journal Name"/>
Authors	<input type="text" value="Test Authors"/>
Article Type	<input type="text" value="Refereed Article"/>
Contribution Year*	<input type="text" value="2013"/>
Contribution Month	<input type="text" value="August"/>
Additional Details	<input type="text" value="Test Publication Information"/>
URL	<input type="text"/> View Link
Comments (for Annual Report)	<input type="text" value="For my department head: Note that this article has been cited 23 times since its publication. The work was funded by"/>

Answer Financial Interest Disclosure Questions

The Financial Interest Disclosure questions are at the end of the Annual Report page. Please complete questions 1, 2, 3, 4 and 6, 7, 8 at a minimum. These responses are mandatory for submission of your annual report. If you answered “yes” to 1-4 then complete 5. If you answered “yes” to 6-9 then complete 9.

Attach Documents (if needed)

On the header of the Annual Report there is an Upload Attachments link. Click on this to attach documents to your annual report. Examples of documents you can wish to attach are your CV and Teaching Evaluation documents.



Annual Report Upload Attachments

Annual Report Period Save as PDF

Annual Report Status

On the Upload Attachments page, browse for the file you want to upload by clicking on “Choose File” and then click on the upload button. You can upload more than one document.

Documents

Annual Report Period	Annual Report Status
2013-2014	Faculty Review Initiated

No file chosen

Document

Review your answers

Click on Save as PDF on the top right to view all your answers.

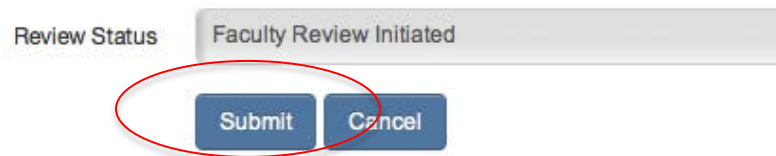
Annual Report Upload Attachments

Annual Report Period: 2013-2014

Annual Report Status: Faculty Review Initiated

Submit your Annual Report

When you are satisfied with your responses, click on Submit on the top of the page to send the annual report electronically to your supervisor.



Review Status Faculty Review Initiated

Submit Cancel

After you submit the annual report, the status will change to “Faculty Review Completed”.

When you submit, you will be asked to verify that you are authorized to submit this annual report. This acknowledgement serves as an electronic signature, as shown on the right.

Confirm Annual Review

Clicking OK will lock this annual report from further edits. Contact your supervisor to unlock it.

It is a violation of university policy to submit this annual report if you are not the authorized user. By clicking OK you are acknowledging that you are **Jay Graham** and that you are authorized to submit this annual report. Clicking OK will serve as the electronic signature for your faculty annual report.

Ok Cancel

Notes:

- **Once you submit, your annual report will be locked from further edits. In case you prematurely submit an annual report to your supervisor, your supervisor can “release” the annual report by changing the annual report status to an earlier status.**

Faculty Approval

After your submission, your supervisors (Department Head, Dean as applicable) will review and comment on your annual report. Then your Department Head will meet with you. After that, you will come back to your Annual Report and answer the Faculty Approval questions. Answer these questions and submit again to “close” your annual report.

7. Editing Academic History

Academic History contains your research, teaching, service, and awards and honors information. The Lyterati CV is created from information in Academic History. When you add a new contribution while completing your Annual Report, the contribution is added to Academic History. These instructions explain how you add a new contribution and how you move contributions between Lyterati headings.

Add an Article

You will see all your articles from your CV listed on the **Academic History | Research | Articles** page. Add new articles by clicking on the link under the Articles label on top of the page. That will take you to the Article Detail Page.

Article List Page

Articles

[Add New Article](#)
 Change Article Type To
 Move Article To

Title	Article Name	Authors	Article Type	Contribution Year	Contribution Month	
<input type="checkbox"/> Managing waste from confined animal feeding operations in the United States: The need for sanitary reform	Journal of Water and Health	Graham, J.P., Nachman, K.E	Refereed Article	2010	-	Edit Delete

If you do not see all your articles on this list page, check other headings such as conferences.

Article Detail Page

Article

Title*

Article Name*

Authors

Article Type

Contribution Year*

Contribution Month

Additional Details

URL

Comments

Information from your CV was copied and pasted here. Going forward, add new articles on this page.

Run the CV report (see Section 8) to review your Lyterati CV and edit your 2012-13 data as you need to.

Information in Additional Details appears on your CV. Enter citation details such as volume, no, qtr, pages here.

Information in Comments does not appear in your CV. Record notes about this contribution that you wish to track. Comments will appear in Annual Report.

Step-by-step instructions for adding a new article:

- a. **Note:** Only a few fields in Articles are required – these appear with asterisk next to the label. Consult Section 10 to understand what the “name” field represents for each heading. Publication attributes such as year, volume, number, quarter, and pages are *not* in the set of required fields. Simply enter these publication attributes in Additional Details.
- b. **If you record your citations in a Word document:** Copy the citation from the Word document. Paste into the Additional Details box on the Article Detail page and follow instructions in d below.
- c. **If you do not record your citations in Word:** Enter data in the required fields and the remaining data in the Additional Details box. Or enter the citation in the Additional Details box and follow the instruction in d below. Required fields are marked with an asterisk.
- d. **Drag and drop required fields from Additional Details:** Select the Title and drop it in the Title box, select the Authors and drop it into the Authors box, select the Journal name and drop it in the Publication Name box. Be sure to review the Additional Details box after you complete dragging and drop extra punctuations like commas. Dragging and dropping is shown below.

Article

Title*

Article Name*

Authors

Article Type

Contribution Year*

Contribution Month

Additional Details

1. Highlight

2. Drag and Drop

- e. **Select Contribution Year/Contribution Month:** The Contribution Year and Contribution Month are the year (required) and month (optional) in which this contribution should count for annual reporting purposes. For example, an article may have gone through a timeline similar to the one below; two options for recording this citation in Lyterati are shown in the tables that follow. Consult the tables in Section 9 for details on how to set contribution year and months for both point in time and range contributions

Follow your department/college norms regarding the annual report period in which this contribution should be counted.

Sample timeline for an article: Submitted in Aug 2011 -> accepted in Mar 2012 -> published in Apr 2013

Option 1: If your department’s policy is to count a contribution when it is “accepted”, follow the steps below:

Event	Action	Contribution Year/Contribution Month	Additional Details
Submitted in Aug 2011	Add to “Work in Progress”	2011/August	Enter “Submitted” in Additional Details along with other information you may want to record.
Accepted in Mar 2012	Move to Work in Progress to “Articles”	2012/March	Enter “Accepted” in Additional Details
Published in Apr 2013	Update existing article	Do not change contribution year/month	Update additional details with publication date (March 2012 in this case) plus vol, no, page information as applicable.

Option 2: If your department’s policy is to count a contribution when it is “published”, follow the steps below:

Event	Action	Contribution Year/Contribution Month	Additional Details
Submitted in Aug 2011	Add to “Work in Progress”	2011/August	Enter “Submitted” in Additional Details along with other information you may want to record.
Accepted in Mar 2012	Update existing “Work in Progress”	Do not change	Enter “Accepted” in Additional Details
Published in Apr 2013	Move Work in Progress to Articles	2013/April	Enter publication date (March 2012 in this case) plus vol, no, page information as applicable.

- f. **Select Article Type:** Select the appropriate article type from the list.
g. **Enter Comments, URL:** Add comments and URL information if necessary
h. **Save the Contribution:** Scroll down to the bottom and click save to record the new contribution.

Change Article Type or Move to Another Heading

a. **Change:** Click the box to the left of the article for which you wish to change the article type. Scroll to the top of the page and select a new value from the drop-down box to the right of the “Change Article To” link. Select the new heading and hit enter.



The screenshot shows the 'Articles' section of the Lyterati interface. At the top, there are two links: 'Add New Article' and 'Change Article Type To'. Below this is a table with columns for 'Title' and 'Article Name'. The first row has a checked checkbox and the title 'Managing waste from confined animal feeding operations in the United States: The need for sanitary reform'. The second row has an unchecked checkbox and the title 'New infectious diseases and industrial food animal production'. A dropdown menu is open over the 'Change Article Type To' link, showing a list of article types: Refereed Article (selected), Essay, Monograph, Non-Refereed Article, Report, Review, Critique, Other, Invited Article, Policy Brief, and Whitepaper.

b. **Move:** After you select the contribution you want to move, scroll to the top of the page and select a new value from the drop-down box to the right of the “Move Article To” link. Select the new heading and hit enter. You can move contributions from research to service and vice-versa.

Advising, Instructional Innovation, and Research Supervision, Courses Taught (Banner)

a. **Add a Contribution:** These headings work in a similar manner. Click on the heading – **Academic History | Teaching | Research Supervision** for example.

b. **Enter required fields:**

- For Advising: Enter/select Start Term, Degree Type, and Number of Students.
- For Instructional Innovation: Enter/select Activity Name, Contribution Type, and Start Year
- For Research Supervision: Add Student Name, Start Term, Degree Type
- For Courses Taught (Banner): Lyterati automatically imports data from Banner.

Teaching questions in the annual report, require the following:

- If a course is new, mark it with an asterisk in the Course ID field
- Enter the summary student evaluation score and
- Enter information on the number of respondents and narrative description of the evaluation score in the Additional Details box

c. **Save record:** Scroll to the bottom and click Save.

Tracking Teaching Evaluations

a. Edit a row in the Courses Taught (Banner) heading

Click on Teaching | Courses Taught (Banner) | Edit. You can edit the row with information on evaluation scores. Follow the instructions in the red boxes below to record information that will be shown in your annual report.

Course Taught (SIS)

Course ID*	GW_6128*	Enter asterisk next to the course ID to indicate a newly designed course
Subject ID*	GW_PUBH	
Course Title*	Global Envrmtl & Occpnl Hlth	
Start Term*	Fall 2012	
Credit Hours	2	
Enrollment	15	Enter summary evaluation score here
Summary Evaluation Score	3.5	
Additional Details	12 respondent. Evaluation score is consistent with my previous performance in this course. In Additional Details, enter information on number of respondents for evaluation and narrative comments	

***** Note:** If your department or school does not provide you with a summary evaluation score then leave this field blank. If your department or school provides you with a document containing evaluation metrics, upload/attach the document to your annual report.

b. Enter required fields

Required fields will be pulled from Banner

c. Save record

Scroll to the bottom and click Save.

Add/Edit Service Contribution

Follow the steps shown for adding an article to add an outreach contribution. Click on **Academic History | Service** and then click on the appropriate service heading.

While most Research contributions tend to be “point in time”, several Outreach headings can be “range” contributions such as Professional Membership or Editorial Boards – these activities can go on over months and years. Consult the tables in Section 9 for details on how to set contribution year and months for both point in time and range contributions.

Understanding End Year of 1900


In some instances, Lyterati’s parsing process could not discern an end date for such a contribution in your CV. In these cases, a year of 1900 was inserted in the end year. Please adjust this year as you see fit.

8. CV Report

Click on Reports in the menu next to your name on the top right of the Home Page and then click on “View” next to the CV Report

Select output type – single page HTML, PDF, or Rich-Text Format (RTF) – these are the most common formats. Future versions of Lyterati will support different CV formats. RTF CVs can be opened in Microsoft Word.

Charles A Garris



Work Contact

Department of Mechanical and Aerospace Engineering | The School of Engineering and Applied Science | Washington, D. C., 20052,
Cell: 202-0994-3646 | Fax: 202-994-0238 | garris@.gwu.edu

Appointments

Academic Appointments

Professor
, Department of Mechanical & Aerospace Engineering
1984-Present

Associate Professor
, Department of Civil & Environmental Engineering
1978-84

Administrative Appointments

Interim Department Chairman
, Department of Mechanical & Aerospace Engineering
2003-2004

Education

MBA , The George Washington University , Twenty-Four credits toward MBA, 1986-88

Ph.D. , in Mechanical Engineering , State University of New York at Stony Brook , 1971

M. S. , in Mechanical Engineering , State University of New York at Stony Brook , 1968

B.Engr. , in Marine , State University of New York, Maritime College , 1965

Work Experience

Expert , (Other)Division of Chemical, Bioengineering, Environmental, and Transport Systems (CBET), Engineering Directorate, National Science

Program Director (Interfacial, Transport, and Thermodynamics) , (Part Time)Division of Chemical and Thermal Systems, National Science

Lyterati’s CV parsing process may have mis-categorized content due to the wide variations in CV formats. To fix these mis-categorizations, go to the appropriate heading and edit/move the content, as you need to.

For the 2012-2013 Annual Report, focus only on the contributions for these years and fix any related mis-categorizations.

9. Understanding Point-in-time vs. Range Contributions

Use this matrix to understand how the Lyterati annual report process selects a “point-in-time” contribution for the annual report. Point in time contributions are journal articles, conference contributions, patents, etc.

Contribution Year	Contribution Month	Selection for Annual Report
2012	08	Will pick up this contribution only if 2012/August falls in the range of the selected annual report period
2012	No month	Will pick up if 2012 falls in the year range of the annual report period
No Year	No Month	This occurs only for contributions loaded from your CV for which no year or month were recorded in the CV. These contributions will NOT be picked up for ANY annual reports. If you want them to be selected, set appropriate values for these fields and save the contribution.

Use this matrix to understand how the Lyterati annual review process selects a “range” contribution for the annual report. Range contributions are those that occur over a period of time such as professional membership or editorial board participation. Start Term and End Term works in a similar manner with Lyterati translating the terms to their corresponding start and end dates.

Start Year	Start Month	End Year	End Month	Selection for Annual Report
2012	08	2013	03	Will pick up this contribution only if this range intersects with the selected annual report range.
2012	No month	2012	No month	Will pick up if 2012 falls in the year range of the annual report period
2012	08	No Year	No Month	This is an “ongoing” contribution that started in 2012/August. If the Annual Report range contains 2012/August, this contribution will be selected.
No Year	No Month	2013	02	This will be picked up if 2013/Feb is in the annual report range.
No Year	No Month	No Year	No Month	This occurs only with contributions loaded from your CV for which there were no years and months. These contributions will not be selected until you edit and add the appropriate beginning or ending dates.

Description of Background Information Headings

Heading	Content	Initial Source	Time Dimension
Demographic	Full name, college, and department affiliations	Banner, not editable	N/A
Contacts	Home and work contact information	Your CV	N/A
Academic Appointments	Chronological history of your academic appointments at GW	Your CV, confirmed against most current academic appointment in Banner	Range – Start Term and End Term
Administrative Appointments	Chronological history of your administrative appointments at GW	Your CV	Range – Start Term and End Term
Special Appointments	Chronological history of your joint and honorific appointments at GW	Your CV	Range – Start Term and End Term
Education	Chronological history of your degrees	Your CV	Range – Start Term and End Term
Training	Any training courses you have taken prior to or during your employment at GW	Your CV	Range – Start Year/Month and End Year/Month
Certifications	Any certifications you have received prior to or during your employment at GW	Your CV	Range – Start Year/Month and End Year/Month
Work Experience	Your employment history prior to coming to GW or concurrent external appointments	Your CV	Range – Start Year/Month and End Year/Month or Start Term and End Term

Description of Research Contribution Headings

Heading	Content	Initial Source	Associated Contribution Types	Time Dimension
Articles	Publications in journals – both refereed and non-refereed, monographs, essays, reviews, etc.	Your CV	Refereed Article, Essay, Monograph, Non-Refereed Article, Report, Review, Critique, Other	Point in time – Year and Month
Conferences	Conference presentations and papers	Your CV	Panel, Poster, Presentation, Proceeding, Refereed Conference Proceeding, Other	Point in time – Year and Month
Books	Book publications	Your CV	Fiction, Non-Fiction, Academic, Case Study, Textbook, Reference Book, Manual, Play, Short Story, Biography, Other	Point in time – Year and Month
Book Chapters	Chapters published in books	Your CV	Book, Collection, Encyclopedia, Series, Research Paper, Other	Point in time – Year and Month
Scholarly Editorship	Editing of books, series, anthologies; not editorship of journals (that is in Service)	Your CV	Book, Collection, Series, Research Paper, Other	Point in time – Year and Month
Work in Progress	All research currently in progress	Your CV	Book, Chapter, Conference Paper, Essays, Journal Articles, Monographs, Reports, Reviews, Other	Point in time – Year and Month
Grants	All grant information – pre-award/proposal and awarded	Your CV	Federal, Commercial, State and Local, PHS, Institutional, Other	Point in time – Year and Month
Patents	Patents applied for and granted	Your CV	Design, Device, Music, Software, Theatre, Drug	Point in time – Year and Month
Creative Works	Plays, music, software, devices etc.	Your CV	Design, Device, Music, Software, Theatre, Drug	Point in time – Year and Month

Description of Teaching Contribution Headings

Heading	Content	Initial Source	Time Dimension
Advising	Count of students by degree type	None	Point in Time - Start Term
Courses Taught (CV)	As you want courses taught to appear in your CV	Your CV	None
Teaching Innovation	New methodologies that you have developed related to teaching	Your CV	Point in Time = Start Year and Month
Research Supervision	Students you have advised along with their placement information	Your CV	Range - Start Term and End Term
Courses Taught (SIS)	Information from Banner	Banner	N/A

Description of Service Contribution Headings

Heading	Content	Initial Source	Contribution Type	Time Dimension
Award/Honors	Awards and Honors within and outside the university	Your CV	Research, Conference Service, Editorial Service, Government, Outreach, Teaching, NAS, ACLS, Carnegie, etc.	Point in Time – Year and Month
Editorial Boards and Reviews	Journal editorship and service on review panels	Your CV	Academic, Other	Range – Start Year/Month and End Year/Month
Committees	Committee participation within and outside the university	Your CV	Department, College, University, External, Conference, Expert Panel, Professional Organization	Range – Start Year/Month and End Year/Month
Professional Memberships	Membership in professional organizations	Your CV	Academic, Government, Honor Society, NGO, Professional, Other	Range – Start Year/Month and End Year/Month
Media Contributions	Media appearances	Your CV	Internet, Radio, TV, Digital Media, Print Media	Point in Time – Year/Month
Presentations	Presentations to other organizations	Your CV	Academic, Government, Honor Society, NGO, Professional, Other	Point in Time – Year/Month
Consulting Engagements	Consulting projects	Your CV	Executive Education, Board Service, Design Report, Export Advice, Research, Software Service, Corporate Ownership	Point in Time – Year/Month