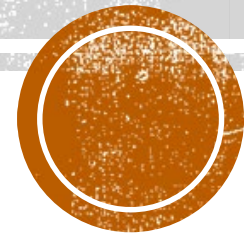


Introduction to the New Online Bio-Bib (Academic Researchers)

For: Researchers, Project Scientists, and Specialists

September 17, 2024

October 3, 2024



Housekeeping Items

- Hold all questions until the end
- Chat will be disabled until we open for Q&A
- Reminder: this presentation is mainly geared toward the *technical* aspects of the new online bio-bib system.
 - It is not primarily meant to address academic-judgment-type questions such as what section a certain activity should be listed in.
 - If we have time to address the academic questions, we will entertain them at the end. **Therefore, please hold such questions until all technical-related questions have been answered.**



Log into AP website with UCSBNetID

AP Folio

- [Bio-Bibliography](#)
- [Salary History Information](#)
- Case Processing
 - [Sign Safeguard Statement](#)
 - [Reviewing Agency Reports](#)
- [Leave Request](#)
- [UC Outside Activity Tracking System \(OATS\)](#) 

<https://ap.ucsb.edu/>



Online Bio-Bib Organization

View All Entries Filter by Date Range

Bio-Bib Home

Curriculum Vitae

I. Research & Creative Activity

II. Professional Activities

III. University & Public Service



Home Page

[Bio-Bib Home](#) [Curriculum Vitae](#) [I. Research & Creative Activity](#)

Instructions

To enter items into the Bio-Bib, click on the tab for the area of review.

Instructions for each area of review are available below:

- [Curriculum Vitae](#)
- [Part I. Research & Creative Activity](#)
- [Part II. Professional Activities](#)
- [Part III. University & Public Service](#)



User guides with more detailed information on how to enter information

Create PDF

Please enter the review period

Cutoff Start Date

Cutoff End Date

[Generate Bio-Bib](#)



Enter review period start and end date to generate PDF containing items only within the current review period



Bio-Bib Assistant Authorizations

Contacts:

For technical issues: help@aait.ucsb.edu

For all other feedback: ap-info@ucsb.edu

Bio-Bib Assistants Authorizations

For use to grant Bio-Bib access (beyond Department Business Officer/AP Analyst) to personnel who will assist with data entry, e.g. faculty assistants.

Add New

Name	Email	Begin	End	Comments
No data available in table				



CV Tab

Bio-Bib Home

Curriculum Vitae

I. Research & Creative Activity

II. Te

Education

Edit

University of California, Los Angeles, BS, Biochemistry, 1997
University of California, Santa Barbara, MS, Computer Science, 2005

Area of Specialization

Edit

Please enter your specialization by clicking edit

Previous and Currently Held Academic or Professional Appointments

Edit

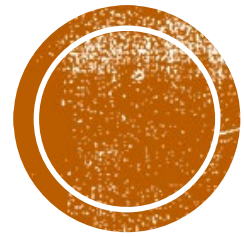
Please enter your appointments by clicking edit

Professional Organizations

Edit

Please enter your organizations by clicking edit





Research & Creative Activity



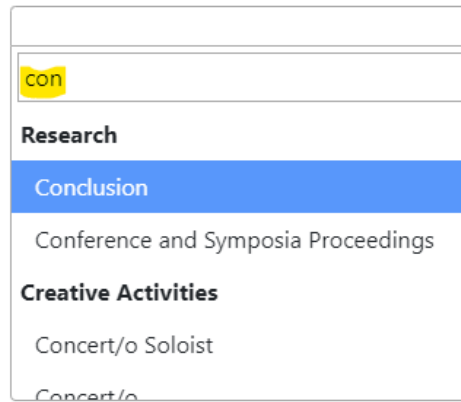
Publications & Creative Activity – Notes

- Publication month is required in order to correctly pull in items in the current review period- therefore, this can be estimated
 - e.g. journals that publish on a seasonal cycle- use “January” for winter issue
 - For In-Press items: should be the date it is accepted for publication in final format/in press
- “History” field: use this to convey info about the item’s status in relation to previous reviews, e.g.
 - Previously listed as In Press item B-2
 - Mistakenly left out of previous bio-bib



Publications & Creative Activity – cont’d

- You can type part of the name of the category to more easily bring it up from the drop-down:



- Before selecting the “Other” category when entering a publication/creative activity, check to see if it should go under “Other Scholarly Activities” instead (e.g. patents, datasets)



Career publications/creative activity

- All academic researchers should be using the new system now, to enter current items/activities
 - You may also add prior review items
- If entering prior review period items is prohibitive, provide a list (PDF) of Published items from your last review (Part I. of the bio-bib) to account for the cumulative career record of publications/creative activity to date





Professional Activities



Professional Activities

- Academic Presentations
- Research-related Grants and Contracts, Commissioned Creative Activity
 - Only list awards where you are PI or Co-PI
- Research Awards and Honors
- Reviewing and Refereeing Activity
- Special Appointments
- Other Professional Contributions



A note on Contracts & Grants

- Grants listed as “completed” will NOT have their amounts added to the totals at the bottom
- Therefore, if a grant was active during the current review period, mark it as “new” or “continuing” as appropriate
 - This still accurately reflects the status of the grant during the review period
- Once the current case has been completed (i.e. final decision letter issued), you may update the grant’s status to “completed”



Professional Activities

- Student/Postdoc Mentoring Activities are listed here
 - Undergraduate Projects Directed
 - Graduate (Master's, PhD) Committees
 - Postdoctoral Scholars Supervised
- Mentoring of UCSB students that furthers diversity and equal opportunity does NOT go into this section
 - Instead, it goes in Section III: University & Public Service





University & Public Service

University and Public Service

- Service
- Mentoring of UCSB students that furthers diversity and equal opportunity



Generating the PDF

- To be submitted with personnel case online
- Spans the review period - **cutoff date defaults to the end of month!**



Create PDF

Please enter the review period

Cutoff Start Date

July 2020

Cutoff End Date

June 2024

Generate Bio-Bib

Biobibliography

University of California, Santa Barbara

Helly Kwee

5/9/2024

This update refers to the period: 7/1/2020 to 6/30/2024

Curriculum Vitae

Education

University of California, Los Angeles, BS, Biochemistry, 1997



What's Next?

- Ongoing enhancements planned
- Suggestions/Recommendations/Requests?
 - For technical matters/suggestions:
 - help@aait.ucsb.edu
 - For general issues/suggestions:
 - Joanna Kettmann at joanna.kettmann@ucsb.edu



Other Training/Resources

- AP Weekly Office Hours (for any AP topic)
 - Mondays from 1-2pm
 - Zoom Meeting ID: 822 3843 4575
- AP Classes for Staff
 - Research Titles AP Certificate Class
 - Tuesday, Oct 8 at 10:00am - 12:00pm
 - Research Titles Workshop
 - Thursday, Oct 24 at 10:00 - 11:00am

