

UA Vitae Tips

NOTE: Use the UA Vitae blue links and the Save/Return buttons to navigate instead of the browser's Back button.

MY DATA tab is the location for accessing data and reports.

- Standard Input Forms – Profile Form: Review biographical information.
- Standard Input Forms – Activity Input Form: Enter, delete, and view data for all the years.
- Forms – Prior Activity Input Forms: Review course information and data for the specified time period.
- Vitas & Biosketches: Create pre-defined Vitas for a selected time period. These can be printed or exported to a Word document or PDF.

Importing data for the Research: Scholarly Contributions and Creative Productions Section.

- Export citations to a file format that can be imported by UA Vitae (RIS or BibTeX).
- Suggested tool are Google Scholar, Endnote and RefWorks. Documentation is available at <http://uavitae.arizona.edu/resources>.

Research: Grants and Contracts.

- Data may consist of PETS data that was copied over and data that was imported from the UAccess Research system.
- Data imported from UAccess Research can be identified easily because it will have a Grant ID number. If the information does not contain all the details that you'd like to capture, add a new record because changes made on this imported record may be overwritten during the next import cycle.

Cleaning up PETS data that was copied into the UA Vitae system.

- Delete data using the Standard Input Forms – Activity Input Form.
- UA Vitae is designed to have one record per activity, even if the activity spans multiple years, unlike PETS which was designed to store one record per year per activity.
- If there are multiple records for an activity, decide which record to keep, update its dates and any information that may be contained in the other records, and delete the other records.
- Deleting PETS data from UA Vitae does not remove any data from the PETS system, which can be accessed at <http://sbs.arizona.edu/project/pets/>