

SCHOOL OF PHARMACY ANNUAL REPORTS – MEDICINAL CHEMISTRY

The document PRO produces for you is only a first draft of what you will need to submit. You will have to fill in any areas in **BLUE FONT** directly into the Microsoft Word document before saving and submitting to your department.

To generate an Annual Report in PRO:

The screenshot shows the 'Run Reports' interface with the following steps:

1. Click Run Reports on the left side menu.
2. Select the annual report from the drop-down menu.
3. Set the Start/End Date ranges.
4. Select the citation style.
5. Set the File Format to Microsoft Word.
6. Click Run Report in the top right corner. Click OK in the pop-up window to open the document. Save the report to your desktop.

Below is a Medicinal Chemistry annual report template. Blue boxes contain information on which screens in PRO this annual report uses.

Information in a blue box shows **Which Screen in PRO the Report Uses** for this section.

It also includes the path in PRO to reach the screen. For example, to find the Grants screen, you would follow this path: Manage Activities > Research/Scholarly/Creative Activity > Contracts, Grants, Fellowships, and Other Funded Activity

Department of Medicinal Chemistry Merit Evaluation Form

Name	<p>Comes from the Personal Information, Teaching/Research Statements, BIO screen.</p> <p>Manage Activities > General Information > Personal Information, Teaching/Research Statements, BIO</p>
Rank	<p>Comes from the Personal Information, Teaching/Research Statements, BIO screen.</p> <p>Manage Activities > General Information > Personal Information, Teaching/Research Statements, BIO</p>
Time Period Reviewed	<p>You set the time period under review when you use the Run Reports feature. The report template can accommodate any start and end dates you wish (e.g., one or multiple academic or calendar years).</p>

Grant Summary

Pulls from the **Contracts, Grants, Fellowships, and Other Funded Activity** screen.

Manage Activities > Research/Scholarly/Creative Activity > [Contracts, Grants, Fellowships, and Other Funded Activity](#)

Publications (Calendar Year)

Published Publications (Calendar Year)

Come from the **Publications** screen for records with a Current Publication Status of “Published” and a Publication Type other than “Books.”

Manage Activities > Research/Scholarly/Creative Activity > [Publications](#)

In Press or Accepted

Pull from the **Publications** screen for records with a Current Publication Status of “Accepted/In Press” and a Publication Type other than “Books.”

Manage Activities > Research/Scholarly/Creative Activity > [Publications](#)

Submitted

Come from the **Publications** screen for records with a Current Publication Status of “Submitted/In Review” or “Revising to Resubmit/In Review” and a Publication Type other than “Books.”

Manage Activities > Research/Scholarly/Creative Activity > [Publications](#)

Books Published

Come from the **Publications** screen for records with a Current Publication Status of “Published” and a Publication Type of “Books.”

Manage Activities > Research/Scholarly/Creative Activity > [Publications](#)

Books Submitted/In Press

Pull from the **Publications** screen for records with a Current Publication Status of “Accepted/In Press,” “Submitted/In Review” or “Revising to Resubmit/In Review,” and a Publication Type of “Books.”

Manage Activities > Research/Scholarly/Creative Activity > [Publications](#)

Invited Research Presentations (Calendar Year)

Your invited research presentations populates from the **Presentations** screen for records with Invited? set to “Invited.”

Manage Activities > Research/Scholarly/Creative Activity > [Presentations](#)

Research Supervision

Summary

Number of Graduate Students	Number of Undergraduates	Number of Postdoctoral Fellows	Other

Graduate Students (Calendar Year)

NIH Definitions: Type A: Minority; Type B: Physical Disability; Type C: Disadvantaged Background

URM (A/B/C)	Name (Type)	Degree	Current Employment

Postdoctoral Fellows

Name	Current Employment

Your postdoctoral fellows populate from the **Directed Student Learning** screen for any records with Committee/Activity Type marked "Postdoc" or "Post-doc."

Manage Activities > Teaching > [Directed Student Learning \(e.g., theses, dissertations, projects, performances\)](#)

Oral Examination Committees

Student	Role	Department

Your oral examination committees populate from the **Directed Student Learning** screen for any records with Committee/Activity Type marked "Oral."

Manage Activities > Teaching > [Directed Student Learning \(e.g., theses, dissertations, projects, performances\)](#)

Dissertation Committees

Student	Role	Department

Your dissertation committees populate from the **Directed Student Learning** screen for any records with Committee/Activity Type marked "Dissertation."

Manage Activities > Teaching > [Directed Student Learning \(e.g., theses, dissertations, projects, performances\)](#)

Teaching

PharmD Courses

Course #	Title	Enrollment	Full or Partial Responsibility

Your PharmD courses populate from the **Courses Taught** screen for course numbers between 500.0 and 699.0.

Manage Activities > Teaching > [Courses Taught](#)

Service

University

Your university service populates from the **University** screen.

Manage Activities > University Service > [University](#)

School

Your school service populates from the **School/College** screen.

Manage Activities > University Service > [School/College](#)

Department

Your department service populates from the **Department** screen.

Manage Activities > University Service > [Department](#)

Grant Review Panels

Date	Organization	Responsibility/Role

Your grant review panels populates from the **Professional Service/Leadership/Development** screen for records not already displayed and with the Position/Role selected as "Grant."

Manage Activities > Other Service/Professional Development > [Professional Service/Leadership/Development](#)

Other Service

Journal	Responsibility/Role	Manuscripts Reviewed

Your other service populates from the **Professional Service/Leadership/Development** screen for records not already displayed and with a Position/Role selected as "Reviewer" or "Referee."

Manage Activities > Other Service/Professional Development > [Professional Service/Leadership/Development](#)

Editorial Work

Journal	Responsibility/Role

Your editorial work populates from the **Professional Service/Leadership/Development** screen for records not already displayed and with a Position/Role selected as “Editor” or “Editorial.”

Manage Activities > Other Service/Professional Development > [Professional Service/Leadership/Development](#)

Professional Organizations

Scientific Organization	Role

Your professional organizations populate from the **Professional Service/Leadership/Development** screen for records not already displayed.

Manage Activities > Other Service/Professional Development > [Professional Service/Leadership/Development](#)

Consulting Arrangements

Date	Organization

Your consulting arrangements populate from the **Consulting** screen.

Manage Activities > Other Service/Professional Development > [Consulting](#)

Honors/Innovations

Please list any honors (teaching/research) you received.

Your honors/innovations populate from the **Awards and Honors, Honor Societies** screen.

Manage Activities > General Information > [Awards and Honors, Honor Societies](#)

Other Factors You Wish to be Considered

Goals and Plans

For Last Year

Your Progress Toward Meeting Them

Goals for the Coming Calendar Year