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:**

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 | Comes from the **Personal Information, Teaching/Research Statements, BIO** screen.  
Manage Activities > General Information > **Personal Information, Teaching/Research Statements, BIO** |
|---|---|
| Rank | Comes from the **Personal Information, Teaching/Research Statements, BIO** screen.  
Manage Activities > General Information > **Personal Information, Teaching/Research Statements, BIO** |
| Time Period Reviewed | 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). |

### 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

<table>
<thead>
<tr>
<th>Number of Graduate Students</th>
<th>Number of Undergraduates</th>
<th>Number of Postdoctoral Fellows</th>
<th>Other</th>
</tr>
</thead>
</table>

Graduate Students (Calendar Year)

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

<table>
<thead>
<tr>
<th>URM (A/B/C)</th>
<th>Name (Type)</th>
<th>Degree</th>
<th>Current Employment</th>
</tr>
</thead>
</table>
### Postdoctoral Fellows

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Employment</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Student</th>
<th>Role</th>
<th>Department</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Student</th>
<th>Role</th>
<th>Department</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Enrollment</th>
<th>Full or Partial Responsibility</th>
</tr>
</thead>
</table>

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

Manage Activities > Teaching > Courses Taught
Graduate Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Enrollment</th>
<th>Full or Partial Responsibility</th>
</tr>
</thead>
</table>

Your graduate courses populate from the **Courses Taught** screen for course numbers greater than 799.0.

Manage Activities > Teaching > **Courses Taught**

PharmD Advising Responsibilities

<table>
<thead>
<tr>
<th>Student</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
**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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Organization</th>
<th>Responsibility/Role</th>
</tr>
</thead>
</table>

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**

<table>
<thead>
<tr>
<th>Journal</th>
<th>Responsibility/Role</th>
<th>Manuscripts Reviewed</th>
</tr>
</thead>
</table>

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**

<table>
<thead>
<tr>
<th>Journal</th>
<th>Responsibility/Role</th>
</tr>
</thead>
</table>

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**

<table>
<thead>
<tr>
<th>Scientific Organization</th>
<th>Role</th>
</tr>
</thead>
</table>

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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Organization</th>
</tr>
</thead>
</table>

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.

Other Factors You Wish to be Considered

Goals and Plans
For Last Year

Your Progress Toward Meeting Them

Goals for the Coming Calendar Year