

Faculty Expertise Database

Short Instructions for Recognition Awards, Honors, & Fellowships

Log into USCeRA at <https://sam.research.sc.edu/uscera>

Next, click on “Faculty Expertise” to access your **Curriculum Vitae**.



Click on “My Curriculum Vitae” to access your vitae information.



Summary information of your **Curriculum Vitae** is at the top of page. Following your summary are thirteen sections of which each has its own “Edit” and “Print” links to the right of the section name.

[View CV Summary](#) | [Print CV Summary](#)

Curriculum Vitae for Faculty Member

CV last updated 05/20/2010 13:01 EDT

Publications last updated 06/09/2010 09:24 EDT

NOTE: Do not use the back arrow in your browser. Click on [Back To CV Detail for](#) to return to main screen.

Skip to section **VII. Recognition Awards, Honors, & Fellowships.**

VII. Recognition Awards, Honors, & Fellowships – Instructions

Enter **Recognition Award, Honor, and Fellowships** data into appropriate fields. The * indicates a required field.

1. Click “Add New.”



2. Date – Select the month in the dropdown box (optional). The year defaults to current year, but can be changed in dropdown box.

Date

Month Year*

Type*

3. Type – In the dropdown box, select the award, fellowship, or honor.

Description*

4. Description – In the dropdown box, select the award, fellowship, or honor. If the award, fellowship, or honor is not listed, select “Other.” If “Other” is selected, type description in text box under “if other, please specify” field.

5. Institution/Foundation – The “Institution/Foundation” field will auto populate the award type, except for “Other.”
- If “Other” is selected, type the institution or foundation in text box under “if other, please specify” field.

6. Click “Add” to save information.

Follow Steps 1-4 to enter additional **RECOGNITION AWARDS, HONORS, & FELLOWSHIP** information.

To EDIT an existing entry, click on the pencil icon in the “Actions” field.



To DELETE an existing entry, click on the red circle icon in the “Actions” field.



To put columns in ascending or descending order, click on the arrows next to each column heading.

DATES	DESCRIPTION	ACTIONS
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To create a printer friendly version of your **RECOGNITION AWARDS, HONORS, & FELLOWSHIPS** information, click “Print.”