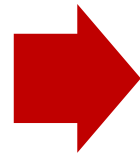


Overarching Steps for Creating VT CoE eFAR

STEP 1

Use CoE eFAR template at udc.vt.edu:

- i) Faculty Activity > Faculty Activity Report (pull down “Individual”)
- ii) Select “CoE Annual Faculty Activity Report”. Note this is also the location to download your eFAR report when starting Step 3.
- iii) Read description/ instructions in red text in the template. Note the template’s structure (sections and content) follows very similarly to our prior Word FARs.



STEP 2

Enter information in Elements at efars.provost.vt.edu:

- i) Link your ORCID to your Elements Profile (instructions at <https://guides.lib.vt.edu/orcid>)
- ii) Add your Google Scholar URL to your Elements Profile
- iii) Create/revise records for annual activities according to CoE template



STEP 3

Generate eFAR report:

- i) At udc.vt.edu (Step 1i), enter dates for entire year, i.e. start of Jan 1, 2021, end of Dec 31, 2021.
Select “CoE Annual Faculty Activity Report”
- ii) Download the eFAR report (Word format) with Section Two populated
- iii) Verify Section Two data appears accurately; correct by returning to Step 2iii. **DO NOT manually edit Section Two of the report document.**
- iv) Complete eFAR Sections One and Three
- v) Submit completed eFAR to dept admin as per dept policy

if needed



Focus on creating records in Elements for activities in the 2021 eFAR,
Prior activities can be added during the course of the year