

MIV Help – School of Veterinary Medicine

Detailed MIV help can be found within the MIV application at <https://myinfovault.ucdavis.edu/miv/help/>

The following either supplements this information or is specific to the School of Veterinary Medicine. Most of the differences can be found under the headings “Publications” and “Teaching”. The School has standardized the headings for data input and is using this to pull information from MIV to populate redelegated merit template letters. In order for the data to populate correctly, it is imperative that you follow this standardization. For example, where stated below, always add data as a new entry, do not add additional punctuation such as periods at the end of data entry and when using a dash (-) to separate years do not put spaces in front or after the dash.

MIV has 4 major headings: Home, Enter Data, Packet/Dossier, CV & Biosketches.

1. Home:

- A. **“How to get started”** - is the help menu and provides detailed information about many aspects of the application.
- B. **Applications & Tools/Review Packets** - allows you to review packets on-line provided the department has given you access.
- C. **Data Security & Distribution/Access Authorization** allows you to authorize others (primarily departmental administrators) to access and input information into your packet.
- D. **Data Security & Distribution/Send Packet To My Dept** allows you to send your finalized packet to the department. Once you have sent the finalized packet to the department, please do not enter any data into MIV without checking with your department administrator first. At this point, the department and Dean’s Office work together to ensure that all the information is correct. They then generate the final packet and send it to review committees. Once your packet is forwarded to review committees your access to MIV will be returned to normal data entry.
- E. **Control Settings/Edit My Account** allows you to edit information about your MIV account.

2. Enter Data:

1) Personal

- a. **Area of interest** – this is where we will pull research focus for the template letter as follows:

Personal: Areas of Interest (This data appears in the CV.)

Areas of Interest for Jan Ilkiw

[Add a New Record](#) | [Resequenece](#)

Areas of Interest

Research Focus

Pharmacology of anesthetic agents especially injectable agents and balanced anesthetic techniques in dogs and cats

[Edit](#) | [Delete](#)

- b. **Personal information** – do not add information here as it is pulled from PPS. If information is incorrect or absent, report it to departmental administrators so that it can be corrected in PPS.
- c. **Additional information** – do not add anything here.

2) **Agricultural Experiment Station** – not relevant to faculty in Veterinary School

3) **Candidate's statement** – this is where your candidate's statement is uploaded as a pdf. A candidate's statement is your opportunity to add a personal statement that will become part of your packet.

4) **Education**

a. **Education and training** – this is where you enter your education. Add as follows:

Education: Education and Training (This data appears in the CV, NIH Biosketch.)

Education and Training for Jan Ilkiw

Add a New Record Resequence

Education and Training

1967-1972 University of Sydney, Australia, BVSc, Veterinary Science

Edit Delete

1975-1980 University of Sydney, Australia, PhD

Edit Delete

b. **Honors and awards** – this is where you add any professional honors and awards. Add as follows:

Education: Honors and Awards (This data appears in the Packet, CV, NIH Biosketch.)

Honors and Awards for Jan Ilkiw

Add a New Record Resequence

Honors and Awards

1998 Norden Distinguished Teaching Award, School of Veterinary Medicine, University of California, Davis, CA

Edit Delete

2005 Sacramento Humane-itarian of the Year Award

Edit Delete

c. **Licenses and Certification** – this is where you add any professional licenses or certifications. Add as follows:

Licenses and Certifications

1995 Diplomate of the European College of Veterinary Anaesthesia

Edit Delete

2002 Diplomate of the European College of Veterinary Anaesthesia-revalidation

Edit Delete

2008 Diplomate of the European College of Veterinary Anaesthesia and Analgesia-revalidation

Edit Delete

d. **Additional information** – do not add anything here.

5) **Employment**

a. **Employment history** – Add as follows:

1985-1986

School of Veterinary Medicine, University of California, United States, Visiting Assistant Professor in the Department of Surgery

Edit Delete

1987-1991

Department of Surgery, School of Veterinary Medicine, University of California, United States, Assistant Professor

Edit Delete

1991-1997

Department of Surgery, School of Veterinary Medicine, University of California, United States, Associate Professor

Edit Delete

1997-

present

Department Surgical & Radiological Sciences, School of Veterinary Medicine, University of California, United States, Professor

Edit Delete

- b. **Additional information** – do not add anything here.
- 6) **Extending knowledge** – for use by Specialist in Cooperative Extension series only.
- 7) **Grants and Contracts** – add all active, completed, pending and not awarded grants or contracts here. No need to fill in Percent Effort or Purpose/Goal boxes. Add as follows:

Grants and Contracts for Jan Ilkiw

[Add a New Record](#) | [Resequence](#)

Grants Active

07/01/2007-06/30/2008	\$13,450, Co-Investigator, Heart rate variability in awake and isoflurane anesthetized cats, Bruno Pypendop (Principal Investigator), Center for Companion Animal Health and The Winn Feline Foundation.
Edit Delete	
07/01/2007-06/30/2008	\$15,900, Co-Investigator, Gabapentin for analgesia and anesthesia in cats, Bruno Pypendop (Principal Investigator), The Winn Feline Foundation (Miller grant) and Center for Companion Animal Health
Edit Delete	
07/01/2007-06/30/2008	\$10,620, Co-Investigator, Analgesic effects of epidural morphine and buprenorphine in cats, Bruno Pypendop (Principal Investigator), Morris Animal Foundation
Edit Delete	
07/01/2008-06/30/2009	\$15,000, Co-Investigator, Evaluation of xenon for anesthesia in cats, Bruno Pypendop (Principal Investigator), Center for Companion Animal Health (The San Francisco Foundation)
Edit Delete	
7/1/2008-6/30/2009	\$22,324, Co-Investigator, Amantadine as an adjunct to oxymorphone for analgesia in cats, Bruno Pypendop (Principal Investigator), Morris Animal Foundation
Edit Delete	
7/1/2008	\$0,126, Co-Investigator, Intravenous ketamine for preoperative analgesia in dogs, Bruno Pypendop (Principal Investigator), Morris Animal

- 8) **List of Evaluations** – do not add anything here. This information is pulled from the School’s Effort application.
- 9) **Position Description** – do not add anything here, for use by academic federation titles with a position description (Professional Researcher, Project Scientist and Specialist in CE).
- 10) **Publications**

- a. **Import data** – there are two ways to automatically load information about journal articles into the heading “journals”. “Import data” is not generally used by SOVM as most of our publications can be found in the bibliographic database PubMed. If you publish in journals that are not generally found in PubMed then you should use “Import data” which uses Endnote to download a file and then that file is imported into MIV. If you wish to use this mechanism see instructions in “How do I get started” in MIV under the heading “Import Data”. Instructions for using the “PubMed Download” utility (preferred method for use by SOVM) are found under the heading “journals”.

Abstracts – there is no way to automatically import these so you will need to add these manually. Do not put periods at the end of any entry, as MIV will add these automatically. Only published abstracts are required for merit and promotion, so “submitted” and “in press” abstracts do not need to be added. If you do want to add them so you have a record then do so as they are a separate heading and can be unchecked in packet design. Also the School does not require “Contributions to Jointly Authored Works” or “Significance of Research” boxes to be filled out for abstracts. Add as follows:

2003	Pypendop BH, Ilkiw JE, Bolich JA. Hemodynamic effects of sevoflurane in spontaneously breathing cats. Proceedings of the American College of Veterinary Anesthesiologists 27th Annual Meeting, Orlando, Florida, October 10-11, 2002, Vet Anaesth Analg, 30(2): 105-106.
Edit Delete	
2003	Imai A, Steffey EP, Ilkiw JE, Pypendop BH. Quantitative characteristics of anesthetic induction with and recovery from isoflurane and sevoflurane in cats. Proceedings of the American College of Veterinary Anesthesiologists 27th Annual Meeting, Orlando, Florida, October 10-11, 2002, Vet Anaesth Analg, 30(2): 106.
Edit Delete	
2003	Ilkiw JE, Brandt CM, Pascoe JR. The introduction of PDAs into the veterinary curriculum. Anesthesia and Analgesia, 97: S5.
Edit Delete	
2003	Ilkiw JE and Brandt CM. Pocket VMACS. Wireless access to the hospital information system. 8th World Congress of Veterinary Anesthesia, Knoxville, Tennessee, 177.
Edit Delete	

- b. **Alternative Media** – this is where other creative scholarship that does not fit the traditional headings can be added. For example, MedEdPORTAL, run by the American Association of Medical Colleges, facilitates sharing of high quality peer-reviewed educational material and promotes collaboration and educational scholarship across institutions. Examples of MedEdPORTAL publications include tutorials, virtual patients, cases, lab manuals, assessment instruments, faculty development materials, etc. Materials reviewed by MEDEdPORTAL would be added here.
- c. **Books Authored** – this is where books are added. Do not put periods at the end of any data entry, as MIV will add these automatically. “Submitted“ and “in press” books are added. The School does not require “Contributions to Jointly Authored Works” or “Significance of Research” boxes to be filled out for books.
- d. **Book Chapters** - this is where book chapters are added. Do not put periods at the end of any data entry, as MIV will add these automatically. “Submitted“ and “in press” book chapters are added. The School does not require “Contributions to Jointly Authored Works” or “Significance of Research” boxes to be filled out for book chapters.
- e. **Books Edited** - this is where edited books are added. Do not put periods at the end of any data entry, as MIV will add these automatically. “Submitted“ and “in press” edited books are added. The School does not require “Contributions to Jointly Authored Works” or “Significance of Research” boxes to be filled out for edited books.
- f. **Books Reviewed** – the School has changed this heading to “Review Articles (peer reviewed)”. Although we are unable to change the heading in the MIV, the heading can be changed under the heading Packet/Dossier, Packet design, Design my packet. Change the heading to REVIEW ARTICLES [peer reviewed] so that it is correctly portrayed in the packet and CV. Do not put periods at the end of any data entry, as MIV will add these automatically. “Submitted“ and “in press” Review Articles (peer reviewed) are added. The School does not require “Contributions to Jointly Authored Works” or “Significance of Research” boxes to be filled out for Review Articles (peer reviewed).
- g. **Journals** – this is where peer-reviewed journal articles are added. Articles should be downloaded using the “PubMed Download utility”. For more information on this consult “How do I get started” in MIV under the heading “PubMed Download”. MIV help states that “MIV will eliminate duplicate PubMed download entries from your list of journal entries for all journals that have PubMed IDs. If you have manually entered records and then download the same records from PubMed, you may end up with duplicate entries. Please select carefully from the list generated by PubMed. Although most of my articles had PubMed IDs, I did get duplications the first time I downloaded with the latest update and had to go thru and remove the duplications. The good part was that it did not overwrite the articles that had been put in by hand and had no PubMed IDs. Do not put periods at the end of any data entry, as MIV will add these automatically. “In press” journal articles should be added but submitted are only required for promotion actions. “Submitted” can be added as they can be excluded from the packet in “Design my packet”. The School requires “Contributions to Jointly Authored Works” and “Significance of Research” boxes to be filled out for journal articles. This can be found by clicking on the edit button beside the publication. For “Contributions to Jointly Authored Works”, each author should be listed and a comment made concerning the role that they played in the research. If you were the major mentor for a resident or graduate student or shared that role equally with another faculty then that should be addressed here. “Significance of Research” is your opportunity to write a concise statement about the importance and impact of the research. Annotations, for things such as primary

mentorship or most significant work, are added under the heading Packet/Dossier, Packet design, Design my packet.

- h. **Letters to the Editor** – this is where letters to the editor are added. Do not put periods at the end of any data entry as MIV will add these automatically and Journal and Authors should be typed exactly as they are in PubMed (ie journal abbreviated with no punctuation and authors as follows Cooper NA, Unsworth IP, Turner DM, Ilkiw JE). “Submitted“ and “in press” Letters should not be added. The School does not require “Contributions to Jointly Authored Works” or “Significance of Research” boxes to be filled out for Letters.
- i. **Limited Distribution** – the School has changed this heading to “Other Publications”. Although we are unable to change the heading in the MIV, the heading can be changed under the heading Packet/Dossier, Packet design, Design my packet. Change the heading to OTHER PUBLICATIONS so that it is correctly portrayed in the packet and CV. Do not put periods at the end of any data entry, as MIV will add these automatically. “Submitted“ publications should not be added. The School does not require “Contributions to Jointly Authored Works” or “Significance of Research” boxes to be filled out for Other Publications.
- j. **Additional Information** – do not add anything under this heading.

11) Service

- a. **Administrative Activities** – add administrative duties here. If activities extend over a one-year period without a change in effort, then extend the year rather than writing another entry. Add as follows:

1999-2001 Assistant Dean, Academic Personnel, 25% effort <input type="button" value="Edit"/> <input type="button" value="Delete"/>
2003-2004 Associate Dean, Academic Programs, 50% effort <input type="button" value="Edit"/> <input type="button" value="Delete"/>
2004-2008 Associate Dean, Academic Programs, 75% effort <input type="button" value="Edit"/> <input type="button" value="Delete"/>

- b. **Committees** – there are 5 drop down headings here as follows: Department/Section, School/College/Division, Campus, Systemwide, Other University and Other Non-university. If committee service extends over a one-year period without any changes, then extend the year rather than writing another entry. Add VMTH service under School/College/Division with VMTH as a prefix before the committee. Under Additional Information add the following headings only if you have data to add: Grant Review, Manuscript Review, Program Review, Study Sections. For each of these headings add information as follows:

Manuscript Review	
Add a New Record	
Edit	Delete
2007-2008 American Journal of Veterinary Research (2)	
Edit	Delete
2007-2008 Veterinary Anaesthesia and Analgesia (2)	
Edit	Delete

Program Review	
Add a New Record	
2006-2007 Anesthesia Section, School of Veterinary Medicine, University of Pennsylvania	
Edit	Delete

Add a New Section	Resequence
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c. **Editorial and Advisory Boards** – add service on editorial and advisory boards here. Similarly, if service extends over a one-year period without any changes, then extend the year rather than writing another entry.

d. **Additional Information** – see above

12) Teaching

a. **Teaching: Contact Hours** – Do not add anything here, as the School generates this from the teaching activity report and it is uploaded as a pdf under the heading DESII report.

b. **Courses** – Do not add anything here, as the School generates this from the teaching activity report and it is uploaded as a pdf under the heading DESII report.

c. **Curricular Development** – Enter any special effort that you have put into teaching, innovative learning programs or curricular development.

d. **DESII Report** - Do not add anything here, as the School generates this from the merit and promotion teaching activity report and it is uploaded as a pdf (done by the department).

e. **Lecture/Seminar/Lab/Other** - Do not add anything here, as the School generates this from the teaching activity report and it is uploaded as a pdf under the heading DESII report.

f. **Special Advising** – Not generally used in the School, used on campus for master advisor, chair of advising committee.

g. **Student Advising** – Not generally used in the School, used on campus for advising undergraduates.

h. **Thesis Committees** – Add membership or chairpersonship of PhD or Master students. You should include this only if your role is formal membership on committees guiding thesis research. Other degrees such as MPVM and MPH should be added under Additional Information heading.

i. **Trainees** – do not add anything here.

j. **University Extension** – Not generally used in the School, used on campus for university extension teaching load (must have a course number assigned to it).

- k. **Additional Information** – This is where Residents, Professional DVM Students, Undergraduate Students, Postdoctoral Students, Visiting Scholars etc can be added. Add a section and type in the heading as above. Add year and students, with each year as a new data entry. For example:

Residents-Anesthesia	
Add a New Record	
1997-1998 Bonnie Wright, Berndt Driessan, Frank Golder	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
1998-1999 Bonnie Wright, Berndt Driessan, Frank Golder	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
1999-2000 Bruno Pypendop, Zara Watson, Bonnie Wright	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2000-2001 Bruno Pypendop, Zara Watson	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2001-2002 Bruno Pypendop, Zara Watson, Linda Barter, Robert Brosnan	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2002-2003 Pedro Boscan, Adrian Solano, Linda Barter, Robert Brosnan	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2003-2004 Adrian Solano, Pedro Boscan, Marlis Rezende, Eva Eberspaecher	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2004-2005 Adrian Solano, Pedro Boscan, Marlis Rezende, Eva Eberspaecher	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

3. **Packet/Dossier:** there is no expectation that faculty will design or add lines, annotations and footnotes to their dossier. In fact, this is best left to departmental administrators, as previous packet materials will need to be viewed to insure this is done correctly. This information is for administrative staff to insure consistency of data entry throughout the School.

- 1) **Packet design** – this is where you tick what should be included in the packet for merit or promotion review. Heading (if editable) and annotations can be edited from this screen.
 - a. **Manage format options** – do not change anything in this screen
 - b. **Manage Publication Annotations** – this is where annotations can be added to publications and also where lines are drawn to indicate review period. Select the publication for which you would like to add an annotation (line, notation, footnote) by clicking the "Edit" button next to that publication.
 - i. **Lines (labels)** can be added above and/or below any publication record. Generally add the line below the publication with a label that indicates last action, eg Promotion to Professor, Step I, effective 7/1/97.
 - ii. **Notations** - Any combination of notations can be added to any publication record. The notation symbol(s) (*, x, +, @) added will appear directly before the record number in the dossier. Those used in the School are;
 - * = Publication included in the packet
 - x = Most significant works
 - + = Major mentoring role
 - iii. **Footnotes** - can be added to any publication record. Records containing a footnote will appear with a "#" directly before the record number in the dossier. The footnote comment will appear at the end of the corresponding publication section. Within the School, the footnote sign, "#" should only be used for publications that are below the line and were "in press" at last action. Adherence to this is imperative to insure accuracy in the template letter.
- 2) **Create My Packet** – the packet will now be created, using the criteria set up in packet design, as a pdf both in sections and as one document.

- 3) **View My Packet** – allows packet to be viewed as a pdf both in sections or as a single document.
- 4) **Finalize My Packet** – allows you to send the finalized packet to the department for review by departmental staff and addition of lines and annotations before being made available to members of the department for viewing and voting.
- 5) **Review My Finalized Packet** – allows you to view your finalized packet one more time before sending it to the department
- 6) **View My Packet Status** – allows you to view where your packet is in the review process.

4. CV & Biosketches:

- 1) **Curriculum Vitae** – allows you to design and save different CVs. Click on Add a New CV Document and you are then able to click each data entry that you would like included in the CV. CVs are created as PDF and RTF documents. PDF = Uneditable "Portable Document Format." Viewable with a PDF reader. RTF = Editable "Rich Text Format." Viewable with a text editor like MS Word, etc.
- 2) **NIH Biosketch** – allows you to design and save different NIH Biosketches. Click on Add a New NIH Biosketches and you are then presented with a template with the following steps that will allow you to create and save the document.
Step 1: Select NIH Biosketch Display Options
Step 2: Select NIH Biosketch Data
Step 3: Design My NIH Biosketch
Step 4: Create My NIH Biosketch