




# FSAS Vita Report Checklist

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Data from the following form fields is used when generating a general Vita using FSAS.

**Key:**  = External database data/read only |  = FSAS Section |  = FSAS Form

## Vita Section: Header

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### → General Information > Personal and Contact Information

Prefix (if applicable)

Preferred First Name 

Middle Name/Initial 


Last Name 

Suffix (if applicable) 

Office Phone 

E-mail Address 

### → General Information > Administrative Data – Yearly Data

Colorado State University (your organization) is automatically included directly from FSAS. 

College (included from HR database)

## Vita Section: Education

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### → General Information > Education

Date Completed

Degree

Explanation of Other (if applicable)

Institution

Emphasis/Major

Supporting Areas of Emphasis

Dissertation/Thesis Title

## Vita Section: Academic, Government, Military, and Professional Positions

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### → General Information > Academic and Professional Positions

Experience Type

Title/Rank/Position

Organization

Start Date

End Date (if applicable)

## Vita Section: Licensures and Certifications

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### → General Information > Licensures and Certifications

Title of Licensure/Certification

Sponsoring Organization

Date Obtained

Expiration/Renewal Date

## Vita Section: Professional Memberships

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### → General Information > Professional Memberships

Name of Organization

Leadership Position Held (if applicable)

Start Date

End Date (if applicable)

## Vita Section: Development Activities Attended

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### →General Information > Faculty Development Activities Attended (as a Participant)

Activity Type

Explanation of Other (if applicable)

Title

Sponsoring Organization

City

State/Province/Region

Country

Start Date

End Date

## Vita Section: Awards and Honors

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### →General Information > Awards and Honors

*Awards and Honors data from FSAS will appear in this section when the Purpose field is either blank or set to "Leadership."*

Purpose

Nominated or Received?

Date Received


Award or Honor Name

Organization/Sponsor

## TEACHING – Vita Section: Teaching Experience


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### →Teaching/Advising > Scheduled Teaching

Colorado State University (your organization) is automatically included directly from FSAS. 

Course Prefix and Course Number

Course Name

FSAS appends each line with a count for the number of times you have taught each course. 

## Vita Section: Non-Credit Instruction

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### →Teaching/Advising > Non-Credit Instruction

Instruction Type

Explanation of Other (if applicable)

Sponsoring Organization

Number of Participants

Start Date

End Date (if applicable)

## Vita Section: Directed Student Learning

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### →Teaching/Advising > Directed Student Learning (e.g. Supervised Research)

Involvement Type

Explanation of Other (if applicable)

Student First Name

Student Last Name

Student's Home Department

Title of Student's Work

Date Started

Date Completed (if applicable)

## Vita Section: Awards and Honors

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### →General Information > Awards and Honors

*Awards and Honors data from FSAS will appear in this section when the Purpose field is “Teaching.”*

Purpose

Nominated or Received?

Date Received

Award or Honor Name

Organization/Sponsor

## RESEARCH – Vita Section: Published Intellectual Contributions

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### →Scholarship/Research > Intellectual Contributions

*Publication data from FSAS will appear in this section when the Current Status field is “Accepted” or “Published.”*


Current Status

Contribution Type (organizes contribution into the proper category on your report)

Title of Contribution

Title of Larger Work (if applicable)

First Author 

Authors (add rows for additional authors) 

Journal/Publisher/Proceedings Publisher (if applicable)

City and State of Journal/Publisher (if applicable)

Volume (if applicable)

Issue Number/Edition (if applicable)

Page Number or Number of Pages (if applicable)

Web Address\* (if applicable)

Editor(s) (if applicable)

Date Accepted

Date Published

*\*If you enter a URL into a URL form field in the FSAS, the link will be active if you add the full URL, including <http://...> , <https://...> , or [www.link](http://www.google.com) ... (e.g. [www.google.com](http://www.google.com)). The link will not work if you add an incomplete URL (e.g. [google.com](http://google.com)).*

## Vita Section: Presentations Given

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→Scholarship/Research > Presentations (Papers, Posters, Lectures, Demos, etc)

Presentation Title

Conference/Meeting Name

Sponsoring Organization

1<sup>st</sup> Presenter/Author 

Additional Presenters/Authors (add rows for additional Presenters) 

City

State/Province/Region

Country

Date

## Vita Section: Media Contributions

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→General Information > Media Appearances

Media Type

Media Name










Date

## Vita Section: Contracts, Grants and Sponsored Research

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→Scholarship/Research > Funded Contracts, Fellowships, Grants and Sponsored Research

*All locked/read-only information from CSU's Quali Coeus.*

Type   
Start Date   
End Date   
Title   
Awarding Organization Is   
1<sup>st</sup> Investigator   
Additional Investigators (add rows for additional Investigators)   
Sponsoring Organization   
Total Requested/Awarded 

## Vita Section: Awards and Honors

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→General Information > Awards and Honors

*Awards and Honors data from FSAS will appear in this section when the Purpose field is set to "Scholarship/Research."*

Purpose  
Nominated or Received?  
Date Received  
Award or Honor Name  
Organization/Sponsor

## Vita Section: Intellectual Contributions in Submission

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→Scholarship/Research > Intellectual Contributions

*Publications from FSAS will appear in this section when the Current Status field is “Submitted” or “Revising to Resubmit.”*

Current Status

Contribution Type (organizes contribution into the proper category on your report)

Title of Contribution

Title of Larger Work (if applicable)

1<sup>st</sup> Author 

Additional authors (add rows for additional authors) 

Journal/Publisher/Proceedings Publisher (if applicable)

City and State of Journal/Publisher (if applicable)

Volume (if applicable)

Issue Number/Edition (if applicable)

Page Number or Number of Pages (if applicable)

Web Address\* (if applicable)

Editor(s) (if applicable)

Expected Date of Submission

*\*If you enter a URL into a URL form field in the FSAS, the link will be active if you add the full URL, including <http://...>, <https://...>, or [www.link](http://www.google.com) ... (e.g. [www.google.com](http://www.google.com)). The link will not work if you add an incomplete URL (e.g. [google.com](http://www.google.com)).*

## Vita Section: Research Currently in Progress

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→Scholarship/Research > Research Currently in Progress

Title

Description

Status



## SERVICE – Vita Section: Department Service

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### →Service > Department

Committee/Activity Name

Position/Role

Explanation of Other (if applicable)

Start Date

End Date (if applicable)

## Vita Section: College Service

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### →Service > College

Committee/Activity Name

Position/Role

Explanation of Other (if applicable)

Start Date

End Date (if applicable)

## Vita Section: University Service

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### →Service > University

Committee/Activity Name

Position/Role

Explanation of Other (if applicable)

Start Date

End Date (if applicable)

## Vita Section: Professional Service

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### →Service > Professional

Organization/Committee/Club

Position/Role

Explanation of Other (if applicable)

City

State/Province/Region

Start Date

End Date (if applicable)

## Vita Section: Public Service

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### →Service > Public

Organization/Committee/Club

Position/Role

Explanation of Other (if applicable)

City

State/Province/Region

Start Date

End Date (if applicable)

## Vita Section: Consulting

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### →General Information > Consulting

Consulting Type

Explanation of Other (if applicable)

Client/Organization

City

State/Province/Region

Country

Start Date

End Date (if applicable)

## Vita Section: Awards and Honors

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### →General Information > Awards and Honors

*Awards and Honors data from FSAS will appear in this section when the Purpose field is set to "Service."*

Purpose

Nominated or Received?

Date Received

Award or Honor Name

Organization/Sponsor