

ATTN: All FoMD Faculty Members

Faculty Administration Resource Manager (FARM) – Research Database

What is it?

FARM is the Faculty of Medicine & Dentistry administration database. Information about all faculty members, including contact and degree information, and research activities are available. Want to know more about FARM? You can review the user manual online [here](#).

Where?

<https://farm.med.ualberta.ca/Account/Login>

What's new to FARM?

Alongside MedIT, the Office of Research has developed new functionality within FARM to be able to report on researcher's primary and secondary alignment with pillars¹, research-related skills for clinical researchers², and institute membership affiliations. As part of this new feature, our office has uploaded faculty member's institute memberships and alignment with pillars.

Permissions

Only you and your departmental/faculty administrator can make changes to your profile. However, anyone within the Faculty (*i.e.*, Faculty, Staff, Learners) with a University of Alberta CCID and password can login and view your profile information at a high level. It is important to keep your information accurate and up-to-date.

Instructions

Brief instructions for researchers and administrators are outlined below; detailed instructions with screen shots are in **Appendix A** (pages 2 to 8).

Disclaimer

Please note that while we are confident in the accuracy of data related to institute membership affiliations, research-related skills for clinical researchers are incomplete. Please follow the instructions below to verify and add your research-related skills.

Instructions for Researchers

In an effort to ensure all data is accurate, we ask that **ALL faculty members** follow these quick instructions:

1. Log in to [FARM](#).
2. Verify/add your **research pillar** alignment by going to your profile (click your name in the upper right corner of the title bar), then selecting "Add Research Pillar" from the "Profile Actions" button menu. Verify the contents or add primary (and secondary) research pillar.
3. Verify/add your **research skills** by selecting the "Add Research Skill" from the "Profile Actions" button menu. Verify the contents and add any additional skills you'd like.
4. Verify your **institute membership** by selecting the *Affiliations* tab on your profile. If the tab is not present, there are currently no Institute Affiliations. To add one, select "Add Institute Affiliations" from the "Profile Actions" button menu.
5. To view your information, under your profile (click your name in the upper right-hand corner next to 'Logout'), you will see three new tabs (*Research Pillars*; *Research Skills*; *Affiliations*) that will contain the relevant information. If a tab is missing, that is because there is currently no data to display.

Instructions for Administrators³

If you want to learn more about the researchers in your institute, department, or division, FARM may be very useful to you. Follow these instructions to learn more about your researchers:

1. Log in to [FARM](#).
2. **Option A (by researcher):** In the 'Search' bar, type in the name of the researcher you want to learn more about. Under their profile, you can access information about their alignment with research pillars (*Research Pillars*), research skills (*Research Skills*), and institute memberships (*Affiliations*).
3. **Option B (group data):** Under the 'Administration' tab, you will see three new tabs: *Faculty Research Pillars*, *Faculty Research Skills*, and *Institute Affiliations*. Click on any three of these tabs to access group-level data.

Questions?

Contact [Dr. Jillian Byrne](#) (Director of Clinical Research; Office of Research, FoMD).

¹Pillar I (biomedical research); Pillar II (clinical research); Pillar III (health services research); Pillar IV (social, cultural, environmental, and population health research).

²For example, biostatistics, epidemiology, and knowledge translation.

³Contact [Jill Byrne](#) to discuss your eligibility for administrator access to FARM. All APOs (Administrative Professional Officers) should currently have this level of access.

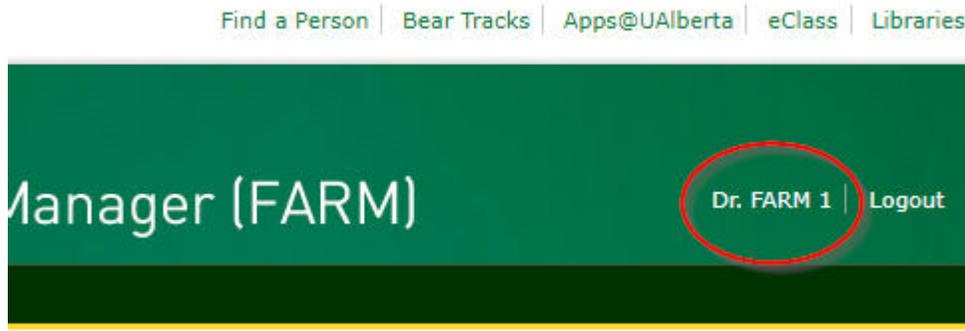
Appendix A: Detailed Instructions

Instructions for Researchers

In an effort to ensure all data is accurate, we ask that **ALL faculty members** follow these quick instructions:

1. Get Started

- Log in to [FARM](#).
- Go to your profile by clicking your name in the upper right corner of the title bar:



2. Verify/Add Research Pillar Alignment

- Verify/add your research pillar alignment by selecting "Add Research Pillar" from the "Profile Actions" button menu.

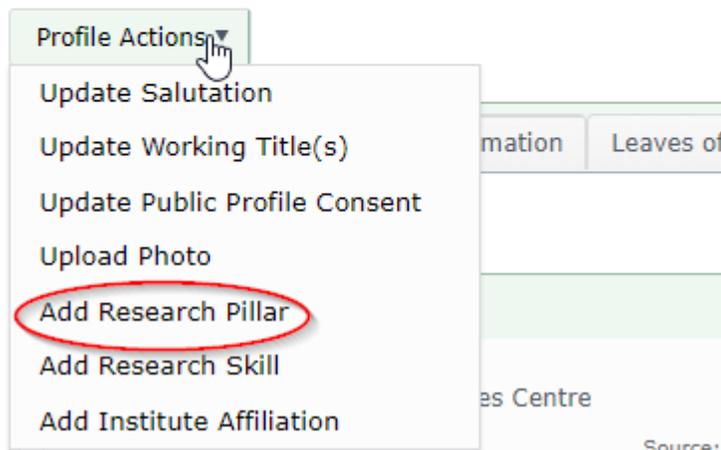
Dr. FARM 1 ⓘ

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b. Verify the contents or add primary (and secondary) research pillar, then click “Save”.

Edit Tenure - Faculty Research Pillars

An asterisk (*) indicates a required field.

Person *

1, FARM

Research Pillar *

2 - Clinical Research

Secondary Research Pillar

1 - Biomedical Research ×

3 - Health Services Research ×

3. Verify/Add Research Skills

a. Verify/add your research skills by selecting the “Add Research Skill” from the “Profile Actions” button menu.

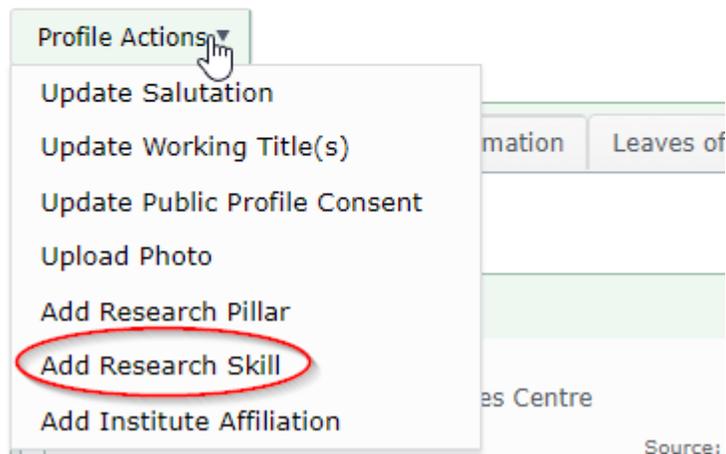
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- b. Verify the contents and add any additional skills you'd like. At this stage, you will be able to add multiple skills. You can also update the **Additional Skills** area that will allow you to add skills not listed in the dropdown. Please ensure a comma separates these entries, in order to distinguish the records. When you are finished, click "Save."

Edit Tenure - Faculty Research Skills

An asterisk (*) indicates a required field.

Person *

1, FARM

Skills *

Biostatistics × Clinical Trial Methodology ×

Additional Skills (not found in list)

Machine Learning, High-Performance Computing

Save

- c. You will see a "success" message confirming your record has been saved.

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Your record was successfully updated.

- d. You will now see the Research Skills as a tab in your record.

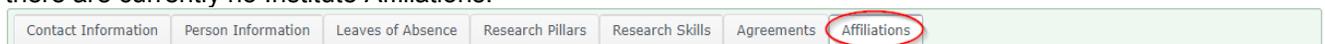


- e. In order to edit this information you can follow the same path as was used to add them, or you can go to your "Research Skills" tab and click the pencil icon:



4. Verify/Add Institute Membership

- a. Verify your institute membership by selecting the *Affiliations* tab on your profile. If the tab is not present, there are currently no Institute Affiliations.



- b. If the Affiliations tab is missing, you can add your first affiliation by selecting “Add Institute Affiliation” from the “Profile Actions” button menu

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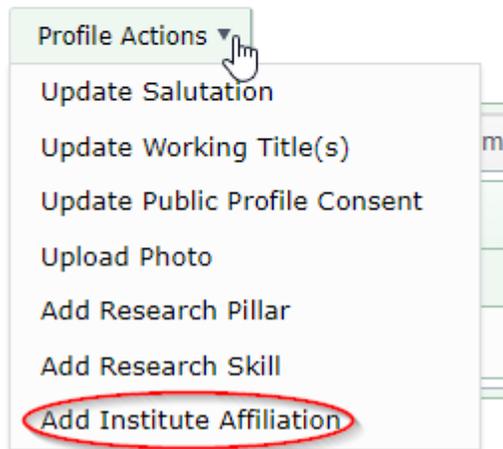
Your record was successfully updated.

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- c. If you already have an affiliation, you can add more by selecting “Create” on the Affiliations tab:

Contact Information	Person Information	Leaves of Absence	Research Pillars	Research Skills	Agreements	Affiliations
+ Create						
Affiliation Type			Institute			
Faculty			Women & Children's Health Research Institute			

- d. Select your name (if not pre-filled), Affiliation Type (Faculty or Trainee), and the institute, then click "Save":

Edit Institute Affiliation

An asterisk (*) indicates a required field.

Person *

1, FARM

Affiliation Type *

Institute *

Save

- e. To view your information, under your profile (upper right-hand corner next to 'Logout'; you can select this link to quickly get to your record) you will see three new tabs (*Research Pillars*; *Research Skills*; *Affiliations*) that will contain the relevant information.

Contact Information	Person Information	Identifiers	Appointments	Current Appointments	List Memberships	Research Pillars
Research Skills	Role Assignments	Functional Relationships	Agreements	Affiliations		

Instructions for Administrators

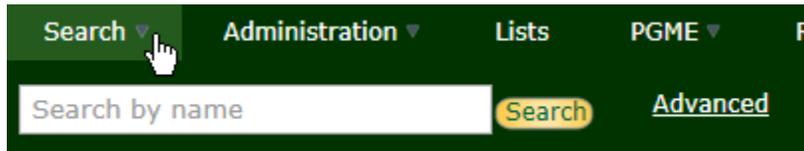
If you want to learn more about the researchers in your institute, department, or division, FARM may be very useful to you. Follow these instructions to learn more about your researchers:

1. Get Started

- a. Log in to [FARM](#).

2. Option A (by researcher)

- a. In the 'Search' bar, or Advanced Search page type in the name of the researcher you want to learn more about.



- b. The search will pull up the user if it has found an exact match. If not, there may be several individuals returned. Select the "person" icon to visit the appropriate profile.
- c. Under their profile, you can access information about their alignment with research pillars (*Research Pillars*), research skills (*Research Skills*), and institute memberships (*Affiliations*).

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Profile Actions ▾



3. Option B (group data)

- a. Under the 'Administration' tab, you will see three new tabs: *Faculty Research Pillars*, *Faculty Research Skills*, and *Institute Affiliations*. Click on any three of these tabs to access group-level data.



- b. Using the sorting function on each column will sort the data as you wish. By selecting the “funnel”, this will launch an additional search engine which will allow you to further drill down in your search results to fine tune the data.

Faculty Research Pillars

+ Create ▲ Export

Drag a column header and drop it here to group by that column

First Name	Last Name	Primary Research Pillar
Stephen	Aaron	
Jonathan	Abele	
Joseph	Abraham	
Jason	Acker	
Benjamin	Adam	
Ian	Adatia	

Show items with value that:

Is equal to

And

Is equal to

Filter Clear

- c. Alternatively, you can choose to Export the findings as well.

Faculty Research Pillars

+ Create ▲ Export

Drag a column header and drop it here to group by that column

First Name	Last Name	Primary Research Pillar
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