INTELLECTUAL CONTRIBUTIONS (IC)

- Do not use the “cited research” option as a type of intellectual contribution.
- For Conference Proceedings, list the conference name, place, and date.

Before submission:
- Articles and other items which are under development for eventual publication, but which have not yet been submitted for review, should be listed in the “Scholarship/Research” section under the “Research Currently in Progress” subsection.
  - At the present time, we are NOT using the “Intellectual Contributions” subsection “In preparation; not yet submitted.”
  - Working papers that are linked to an individual’s web page but have not undergone any formal peer-review process should not be listed as ICs.

After submission:
- Once a journal article or other items developed for publication is submitted for review, it should be entered as a new item in the “Intellectual Contributions” section of the report. Select the correct “current status” (submitted, revise and resubmit, accepted, published) and enter the correct dates at the bottom of the data page.
- Once the item has been entered into the Intellectual Contributions database, you will EDIT this item by changing the “Current Status” and relevant dates as it moves through the publication process.
  - Please DO NOT “add new item” when the status of an IC previously listed as “submitted” or “accepted” changes – instead, use the “edit” button to change the status and the relevant dates of a previously entered item.
- One of the AACSB Classifications (discipline-based scholarship, learning and pedagogical scholarship, or contributions to practice) MUST be checked for an IC to appear in a report.
- Either “yes” or “no” MUST be checked in response to the “Was this peer-reviewed/refereed?” box in order for the IC to appear in any report.
- Either “yes” or “no” MUST be checked in response to the “Is this publicly available?” box.

Specific types of ICs
- *New Mexico Business Outlook* article is to be classified as non-peer reviewed contribution to practice.
- Faculty member quotes and/or interview contributions referenced in an article do not qualify as an IC if the contribution is not authored by the faculty member. These contributions should be entered in the Service section under Service Presentations section for the report (does not “fit” the options there very well, but presently there is no good place to put these types of activities - this section needs to be added!).
- The “Contracts, Grants & Sponsored Research” section should include the projects which are managed through NMSU Grants & Contracts and/or which generate external funding for NMSU.

Research Presentations
- If you present a conference proceeding at the conference, you MAY list this work twice under both Intellectual Contributions and also under the “Presentations” option on the main menu.
- Only those presentations which are directly related to a specific research paper/written report should be listed in this section. Other types of presentations (e.g., teaching guest lectures,
community speaking events, recruiting functions/events, etc.) will be entered in other areas of the Digital Measures tool.

- NOTE: Under the present configuration, the annual activity report pulls both Research and Service presentations into each section on the report (merges them together). This anomaly needs to be corrected.

**SERVICE**

- Always include start date and end date. If it is an ongoing activity (multi-year committee assignment) please put an end date as of the end of the calendar year. For the next year, “copy” the item and put in a new ending date. This prevents reporting of “old” items that are no longer relevant.
- Consulting activities are activities which are privately negotiated by an individual and do not generate overhead/funds for NMSU.

**EXTENSION & OUTREACH**

- Entries here are made only by persons who have a specific allocation of effort to Extension & Outreach in their annual allocation of effort statement. Generally, an allocation is made to this category only when an individual is involved in delivering an educational program to an external constituency (non-NMSU students).

**LEADERSHIP/ADMINISTRATIVE ACTIVITIES**

- Entries here are made only by persons who have a specific allocation of effort to Leadership/Administration in their annual allocation of effort statement.

**MEDIA CONTRIBUTIONS**

- Media contributions are usually interviews with news reporters. Although there is a place to submit “media contributions” in Digital Measures (in the top “General Information” section), the media contributions do not appear in the Annual Activity Report at this time. You may manually add media contributions to the service section of your report.