

Faculty Report of Professional Activities (FRPA)

User's Guide

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While the FRPA application works best when using Firefox as your internet browser, it can be accessed with any major browser. Firefox can be downloaded here: <http://www.mozilla.org/en-US/firefox/new>

INTRODUCTION

Hello, valued faculty member! As you know, faculty members of the University of Colorado Denver are required to complete the **Faculty Report of Professional Activities (FRPA)** each year. Historically, this process has involved either paper or electronic forms. In an effort to standardize and simplify this process, and at the behest of Provost Nairn and Associate Vice Chancellor Laura Goodwin, the **Office of Institutional Research and Effectiveness (OIRE)** has developed an online interface that will allow you to enter your professional activities into a centralized database using a web-based system. This online form will collect exactly the same data that has been collected before, but in a way that is standard across all colleges and that allows the collected data to be stored in a uniform, electronic manner.

QUICK TIPS

I can't log in to the portal: Verify that your username and password match your regular University credentials, and that the Account Type dropdown is set to UNIVERSITY.

I logged in to the portal, but I don't see the FRPA link: Verify with your Department Chair or Associate Dean that you should be completing an FRPA, and if so, please contact OIRE (by telephone or email, as shown below).

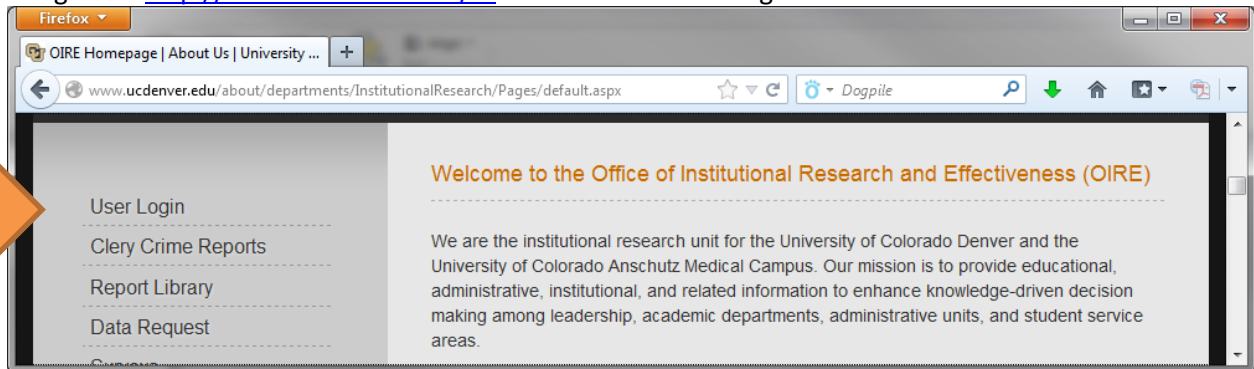
I keep getting kicked off: The system will automatically log you off if you have been inactive for 10 minutes.

I have an FRPA question that is not answered by the ? "Tips" link. For clarification on what should be included in each section of the FRPA, please contact your Department Chair or Associate Dean, as these policies are set by each College.

When all else fails, call us for help! The OIRE HelpDesk can be reached between 8:00am - 4:30pm Monday-Friday at 303-315-2840, and questions can be submitted at any time through email to IR.Webmaster@ucdenver.edu.

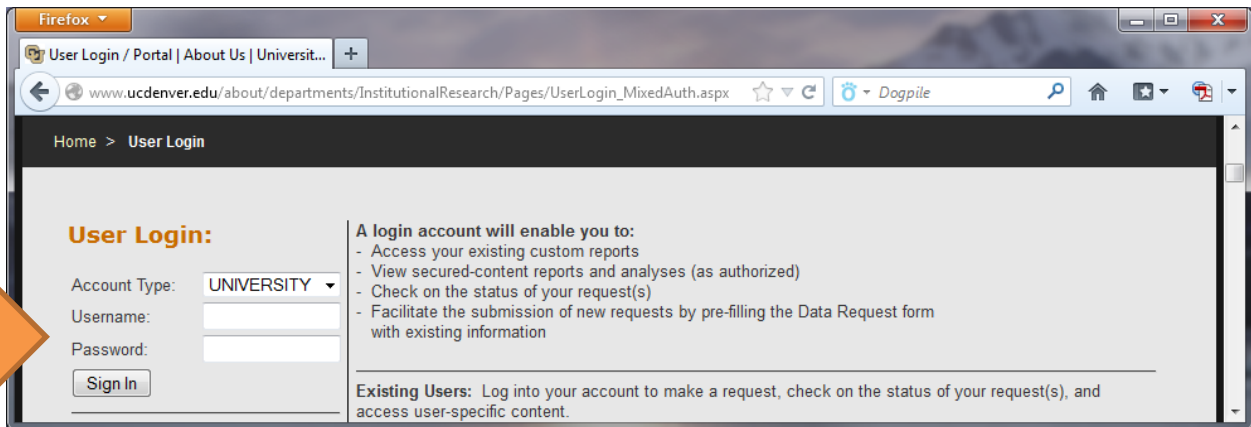
QUICK-START GUIDE (Easy As 1-2-3!)

1. Navigate to <http://www.ucdenver.edu/IR> and click the “User Login” link on the left side of the screen.

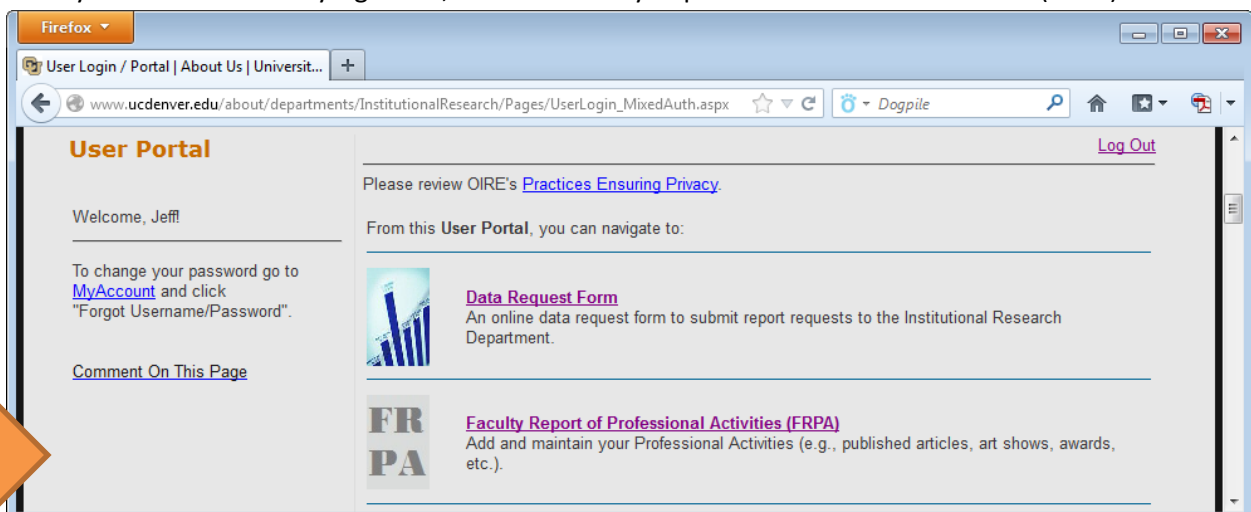


Please note that the FRPA system will be offline weekdays from 6:00-6:30am for maintenance and data downloads from the CIW.

2. Enter your University account credentials. This is the same username/password combination that you would use to check your email, or login to a campus computer. Please be sure that the Account Type drop-down is set to UNIVERSITY.



3. Once you have successfully signed in, click the Faculty Report of Professional Activities (FRPA) link.

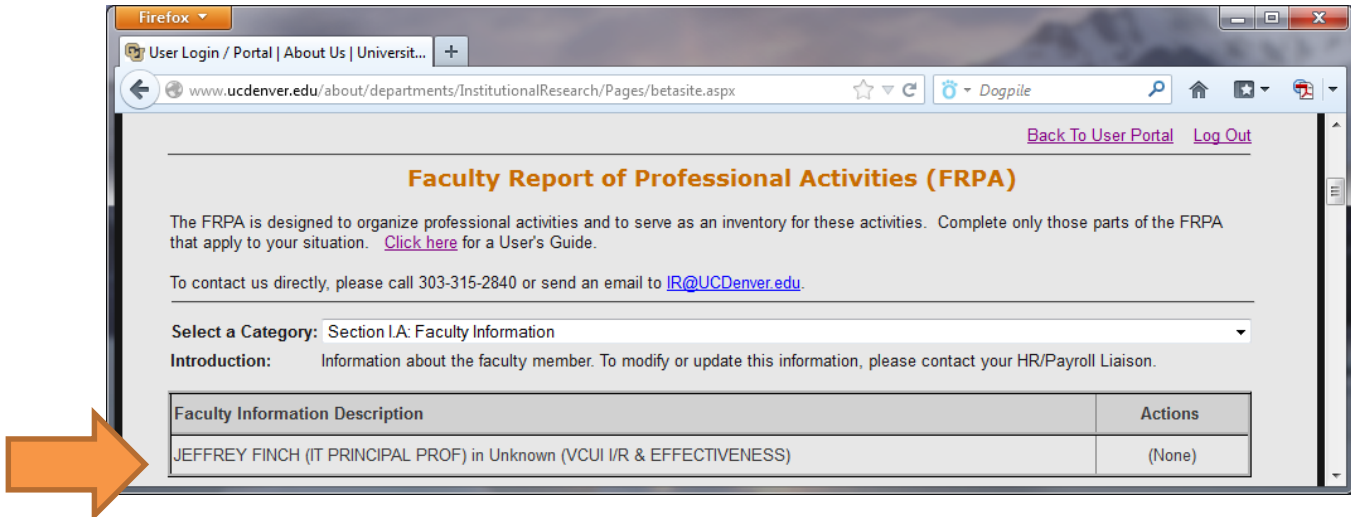


And, you're into the online FRPA!

NAVIGATING THE ONLINE FRPA

The FRPA system is a single screen from which you can select categories, view/edit previous entries, and add new entries.

1. The FRPA application automatically opens to the 'Faculty Information' page upon login. This page is populated from your employee record in PeopleSoft and cannot be changed here. If your faculty information is incorrect, please contact your HR representative. **The "Introduction" notes listed just below the Category selector will help guide you through each section of the FRPA.**



[Back To User Portal](#) [Log Out](#)

Faculty Report of Professional Activities (FRPA)

The FRPA is designed to organize professional activities and to serve as an inventory for these activities. Complete only those parts of the FRPA that apply to your situation. [Click here](#) for a User's Guide.

To contact us directly, please call 303-315-2840 or send an email to IR@UCDenver.edu.

Select a Category: Section I.A: Faculty Information

Introduction: Information about the faculty member. To modify or update this information, please contact your HR/Payroll Liaison.

Faculty Information Description	Actions
JEFFREY FINCH (IT PRINCIPAL PROF) in Unknown (VCUI I/R & EFFECTIVENESS)	(None)

2. To add, edit or delete FRPA entries, simply select the appropriate category from the "Select a Category" dropdown list. The screen will refresh, and any previous entries for this category will be shown.



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Select a Category: Section III.A.8: Research Publications / Creative Work (Computer Programs)

Introduction: Include programs copyrighted, published, or in general use, and indicate nature and size of the program.

Research Publications / Creative Work (Computer Programs) Description	Actions
11/12/2012; Research Publications / Creative Work (Computer Programs); PT; 12 bazillion lines of code	Edit Delete

[Add Activity](#)

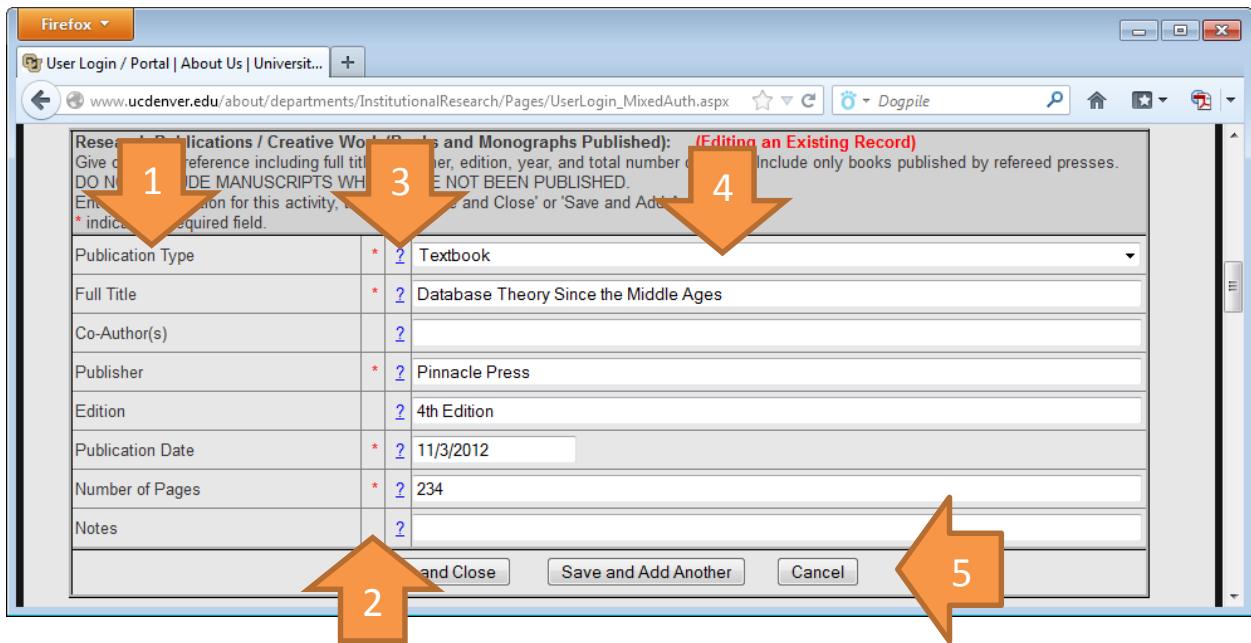
You can now **EDIT**, **DELETE** (on most items) or **ADD ACTIVITY**.

Note: If the information for a specific section is retrieved from an existing database system and not entered by you directly (e.g., information for "Section II.A: Courses Taught" is imported from the ISIS system), the "Delete" action will not be available. However, please review the information carefully for accuracy, and see the "Introduction" notes (directly below the "Select a Category" dropdown list) for that section to guide you in submitting corrections to the information.

3. **EDIT/ADD:** These two functions use the same data entry form.

To **edit** a record, click the "Edit" link in the "Actions" column next to the record you'd like to edit, and a data entry form will appear below the list of existing activities. The activity being edited will be shaded in blue and the "Actions" column will change to "(Being Edited)".

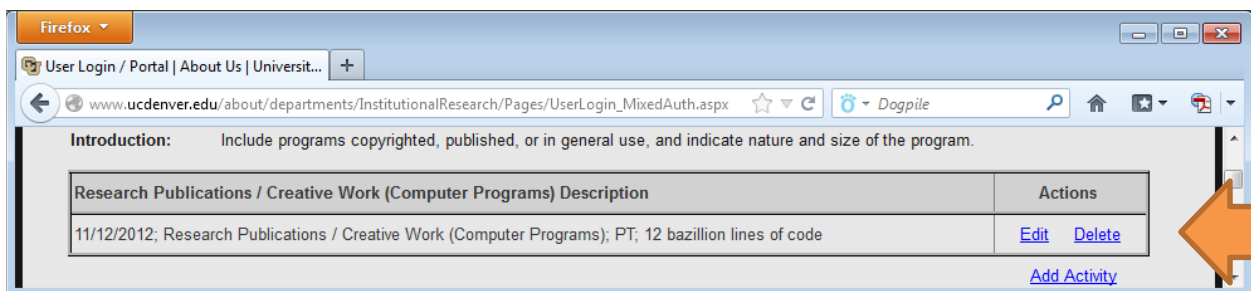
To **add** a record, click the "Add Activity" link below the list of existing activities. All existing activities will be shaded in grey and the "Actions" column will change to "(Not Available)".



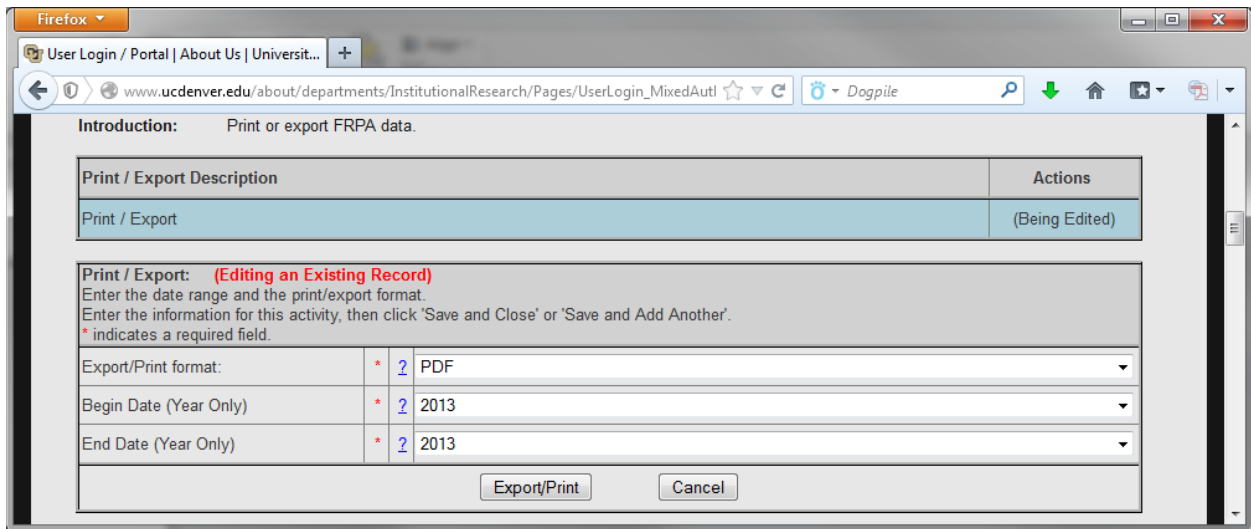
Each item in the data entry form contains:

- 1) Description/Title
- 2) "Required" indicator (red asterisk)
- 3) "Help Tips" link (question mark)
- 4) Data entry area (a textbox, or dropdown list or checkbox)
- 5) Buttons for "Save and Close", "Save and Add Another" or "Cancel".

4. **DELETE:** Click the "Delete" link in the "Actions" column next to the record you'd like to delete, and then click either "OK" to confirm the deletion, or click "Cancel" to stop the deletion.



- Print / Export:** Each College/Department sets its own policies on the format and delivery method (electronic or paper) of the eFRPA activity submission. To access these functions, select "Print / Export" from the "Select a Category" dropdown list, then click the "Edit" link to open the export options.



Introduction: Print or export FRPA data.

Print / Export Description	Actions
Print / Export	(Being Edited)

Print / Export: (Editing an Existing Record)
 Enter the date range and the print/export format.
 Enter the information for this activity, then click 'Save and Close' or 'Save and Add Another'.
 * indicates a required field.

Export/Print format:	*	?	PDF
Begin Date (Year Only)	*	?	2013
End Date (Year Only)	*	?	2013

Export/Print Cancel

Select which "Export/Print format:" you want to create (e.g., "PDF", "MS-Word", etc.) and select the Calendar Year(s) to include in the export. Click the "Export/Print" button to create the file. Depending on which browser you are using, you might be prompted to save the file to your hard drive, or the data will be displayed in your browser window. Right-click the displayed eFRPA report and select the appropriate "Save" or "Download" option.