Faculty of Engineering
McGill University

INSTRUCTIONS FOR COMPLETING THE GENERAL ACTIVITY REPORT AND
ANNUAL REPORT OF EXTERNAL CONSULTATION ACTIVITIES
2023

Activity reports are used in generating annual reports for academic units and serve as a basis for allocation of merit pay. If the activity report is not submitted by the stated deadline, the professor will not be part the merit allocation process.

BEFORE YOU START

Two activity reports are to be prepared and should be submitted at the same time. The first is the *General Activity Report* and the second is the *Annual Report of External Consultation Activities*. As you submit your activity reports, please also email an up-to-date version of your CV to activityreport.engineering@mcgill.ca.

Please also take note of the following items.

Software Required

These reports **MUST** be completed using **Adobe Acrobat Professional or Reader Version 9 or above**.

Submission process

1. When you are ready (i.e. all information is entered and you have digitally signed the Annual Report of External Consultation Activities), save your two reports (General Activity Report and Annual Report of External Consultation Activities) and then click the "Submit to AA" button in either the upper right-hand corner of the reports, or at the end of the reports,; the reports will be sent electronically to your Administrative Assistant (make sure you have Outlook, or similar e-mail software, open).

   Note: Working remotely, many of you may not have Outlook setup at home such that the "Submit to AA" button will work. In the event you encounter errors, please manually email both forms to your Administrative Assistant. Please make sure to send the PDF form electronically, as printed and scanned versions will not be accepted.

2. **Deadline for submission: Monday, February 12, 2024**

If you have any questions or comments, please send them to activityreport.engineering@mcgill.ca

Note to Administrative Assistants:

Please arrange for digital chair signature of the **Annual Report of External Consultation Activities** for each academic staff member. Forward all signed forms to: via Rosie Russo, Office of the Dean of Engineering at activityreport.engineering@mcgill.ca, **no later than Friday, February 16, 2024**. Keep copies for your records

Please send the electronic versions of both the *General Activity Reports* and the *Annual Reports of External Consultation Activities*.

1. **INSTRUCTIONS ON COMPLETING THE ANNUAL REPORT OF EXTERNAL CONSULTATION**
    Note: The reporting period is January 1, 2023 to December 31, 2023.

    This form is self-explanatory.

2. **INSTRUCTIONS ON COMPLETING THE GENERAL ACTIVITY REPORT**

    The "General Activity Report" should include your activities during the period of **January 1, 2023 to December 31, 2023**.

Part I – General Information

NOTE: PLEASE ENSURE YOU SELECT YOUR DEPARTMENT OR SCHOOL IN THE DROP-DOWN MENU.

- **Professional Registrations** - Specify organization name, jurisdiction (e.g., province, country, etc.), registration date and registration number, if applicable. Do not include memberships in organizations. This answer is split in two parts on the form: in the first part, list your primary Canadian professional registrations (use the drop-down menu to find your primary provincial associations); the second part is free form and allows you to list any other registrations (e.g., in a different country). If your Canadian association does not appear in the drop-down menu in the first part, please use the free-form part to list it.

    Example:

    Professional Engineer, Ordre des Ingénieurs du Québec, Québec, Canada, 1992 – present, Reg. No. 0000001
    Member, Royal Architectural Institute of Canada, 1998 – present

- **Other Academic and Administrative Appointments** – Specify formal academic appointments inside (e.g., Chair, Director, Associate Chair, Undergraduate Program Coordinator, joint appointment with another academic unit, Member of Centre, Institute, etc.) and outside McGill (e.g., Adjunct Professor). Specify appointment title and the affiliated organization or unit.

    Examples:

    Chair, Department of Mining and Materials Engineering, McGill University
    Adjunct Professor, Department of Mechanical Engineering, University of Windsor Joint
    Appointment, McGill School of Environment

- **Honours, Awards and Recognitions** – List Honours, Awards and Recognitions that were awarded to you during the reporting period. Specify the awarding body, award title and date awarded.

    Example:

    Class of '49 Award for Outstanding Teaching, Awarded by the Faculty of Engineering, McGill University, June 3, 2002.

    Note: If the title of the award does not explicitly state the basis of the award (e.g. research excellence, teaching excellence), please state clearly under which category you wish the award to be considered: research, teaching, internal service or external service and the basis of the award.

    Example:

    STLE Young Scholar, Awarded by the Society of Tribologists and Lubrication Engineers, August 3, 2007. *Award given on basis of exceptional research promise for early career researcher in the area of tribology.*

Part II – Teaching Activities

Describe contributions made to the training of undergraduate students, graduate students and postdoctoral researchers during the reporting period.

- **Summary of Student Supervision** – Include only those graduate students for which you are the acknowledged supervisor or co-supervisor. Do not include students for which your involvement is limited to being a committee member (these can be listed under other teaching activities, see below). For undergraduate students, include honours thesis students, research assistants, supervision of students as part of projects or research courses.

- **Courses – Undergraduate and Graduate –** Specify formal teaching assignments. Specify the "% taught" as the percentage of the course (in time commitment) for which you were responsible.

- **Other Teaching Activities for Undergraduate and Graduate Students –** Use this space to highlight other activities and achievements related to teaching such as, but not limited to, development of new courses, special lectures in courses other than your own, courses conducted at other institutions, membership on graduate student, committees, workshops attended, presentations given on the subject of education, activities associated with the McGill University Teaching and Learning Services, participation in the Faculty of Engineering Active Learning community of practice, etc. Use this space to list specific teaching release of teaching buy-outs that have affected your teaching load during the reporting period.

- **Details of Student Supervision** – Describe contributions made to the training of graduate students, postdoctoral researchers and undergraduate students during the reporting period. Order the list first by program of study (see below) then starting date (yyyy/mm) using the following format:

  Lastname, Firstname (start-date to end-date of supervision) Program of study, Title of project. Co-supervised by Firstname, Lastname, title, affiliation. Present position (optional).

  Specify and order the program of study as follows: PhD, Masters (thesis), Masters (project, No. of credits), Post-doctoral researcher, Undergraduate Honours Thesis, Undergraduate Research Assistant, Undergraduate Project and Other.

  Example:

  Smith, Jane (2000/09 to present), Meng (thesis). Thesis title not yet determined. Co-supervised by J. Jones, Adjunct Professor, Chemical Engineering, McGill University. M.Eng. candidate.

Part III – Administrative, Professional and Other Activities

In the three tables that are provided, list contributions you have made in supporting the administrative functions of units within McGill, as well as to professional and other organizations. Specify, as applicable, the organization or committee name, your title or activity type (e.g., Conference Vice-President, Committee Chair, Member, etc., if applicable), and total time commitment during the reporting period (in hours). For McGill University activities, please list university activities in order of Departmental, Faculty and University commitments. **Provide specific examples of outcomes or activities** **completed**. Use this space to describe any administrative release that was granted over the reporting period.

Examples:

McGill University

- School of Architecture, Curriculum Committee, Chair, 35 hours. Activities include revising the undergraduate program and preparing for accreditation.

- Faculty of Engineering, Academic Committee, Member, 40 hours. Activities include approving changes to courses and programs as well as new course proposals in the Faculty, and discussing new initiatives and minor programs.

- Department of Civil Engineering & Applied Mechanics, Undergraduate Program Coordinator, 85 hours. Activities include managing changes to the undergraduate program including course revisions, course proposals, and program revisions. Of specific note is the introduction of a new stream of technical complementary courses in environmental engineering.

- McGill University Senate, Elected member, 44 hours. Activities include attending senate meetings, discussing

  issues with academic and non-academic staff, as well as students, and providing reports to Faculty council.

Activities in Professional Organizations

- Canadian Association Water Quality, Vice-President (Eastern Region), 25 hours. Responsible for planning activities and budget for the association.

- Canadian Society for Chemical Engineering, Head (Biotechnology Section), 36 hours. Duties include organizing technical workshops, sponsoring research related meetings, and initiating a new academic- industry forum.

Other Activities

- City of Montreal - Public hearings on Transportation Alternatives for Montreal, Panel member, 5 hours. Based on the public hearings, two specific recommendations regarding the use of trams and improving the Bixi system were discussed. These will be forwarded to the Executive Committee of the City of Montreal for consideration.

- Ontario Ministry of Environment & Energy – Certificate of Authorization Tribunal, Expert Witness, 20 hours. Provided expert opinion in the consideration of a new procedure related to emissions control.

- Architecture and Health Exhibit, McCord Museum, Exhibit Curator, 40 hours. Organized and ran the two- week long exhibit that attracted more than 2,000 visitors.

- ASM Equity and Inclusion Night, Montreal Chapter, Organizer, 30 hours. Created and organized an ASM event centered on equity and inclusion in engineering, 60 attendees.

Part IV – Research Activities

DO NOT PUT IN $ SIGNS; THE SYSTEM WILL DO THIS AUTOMATICALLY.

- **Grants Held –** Provide details of grants that supported your work in the reporting period of January 1 – December 31. Specify the total amount (i.e., the total value of the grant for the entire funding period), funding period (which must cover in whole or in part the reporting year), and percentage of funding directly applicable to your research.

  Include the following information in the "Description":
  Granting organization, Grant type - e.g., Discovery Grant, Strategic Projects, Collaborative Research & Development, Research Tools & Instruments, etc. Project title. Investigators (list and specify principal investigator first) and co-investigators. If the co-investigators are not from McGill, specify their affiliations. Also include industrial partners and/or supporting organizations (e.g., in the case of Collaborative Research & Development Grants or Strategic Projects), as well as international collaborators, if applicable.

  Specify your McGill fund number (if available).

Examples:

OPERATING GRANTS HELD AS PRINCIPAL INVESTIGATOR		Period and Amount ($)			
Description	McGill fund number (if available)	Start date (month, year)	End date (month, year)	Total value of grant	% of funding directly applicable to your research
NSERC, Discovery Grant, Biopolymer materials research. J. Smith (principal).	201900	Apr 2008	Mar 2013	200,000	100
NSERC, Strategic Grant, Production of biopolymers from waste materials. J. Smith (principal), P. Jones, and H. Chen (Ecole Polytechnique). Supporting organization: Solanyl Biopolymers Inc. Canada.	231900	Apr 2010	Mar 2013	475,000	35

OPERATING GRANTS HELD AS CO-INVESTIGATOR		Period and Amount ($)			
Description	McGill fund number (if available)	Start date (month, year)	End date (month, year)	Total value of grant	% of funding directly applicable to your research
NSERC, Strategic Grant, Production of biopolymers from waste materials. P. Jones (principal), J. Smith, and H. Chen (Ecole Polytechnique).	209900	Apr 2010	Mar 2013	475,000	20

INFRASTRUCTURE GRANTS HELD		Period and Amount ($)			
Description	McGill fund number (if available)	Start date (month, year)	End date (month, year)	Total value of grant	% of funding directly applicable to your research
NSERC, Research Tools and Instruments, Advanced systems for sustainable materials research. H. Chen (principal, Ecole Polytechnique), J. Smith, and P. Jones	209900	Apr 2010	Mar 2011	150,000	10

- **Grant applications submitted -** Specify details of grants that you have applied for in the reporting period of January 1 to December 31. Specify the total amount (i.e., the total value of the grant for the entire funding period), funding period (which must cover in whole or in part the reporting year), and percentage of funding directly applicable to your research.

  Include the following information in the "Description":
  Granting organization, Grant type - e.g., Discovery Grant, Strategic Projects, Collaborative Research & Development, Research Tools & Instruments, etc. Project title. Investigators (list and specify principal investigator first) and co-investigators. If the co-investigators are not from McGill, specify their affiliations. Also include industrial partners and/or supporting organizations (e.g., in the case of Collaborative Research & Development Grants or Strategic Projects), as well as international collaborators, if applicable.

Example:

GRANT APPLICATIONS SUBMITTED	Period and Amount ($)			
Description	Start date (month, year)	End date (month, year)	Total value of grant	% of funding directly applicable to your research
NSERC, Strategic Grant, Production of biopolymers from waste materials. P. Jones (principal), J. Smith, and H. Chen (Ecole Polytechnique).	Apr 2010	Mar 2013	475,000	35

- **Contract Funding** - Specify details of contracts that supported your work in the reporting year. Specify both the total amount (i.e., the total value of the contract for the entire contract period), funding period (which must cover in whole or in part the reporting year), and percentage of funding directly applicable to your research. Include unrestricted awards received.

  Include the following information in the "Description":
  Contracting organization. Project title. Investigators (list and specify principal investigator first) and co- investigators. If the co-investigators are not from McGill, specify their affiliations.

  Specify your McGill fund number (if available).

  Example:

CONTRACT FUNDING	Period and Amount ($)				
Description	McGill fund number (if available)	Start date (month, year)	End date (month, year)	Total value of grant	% of funding directly applicable to your research
Plastics Inc., Prototype system for biopolymer production. P. Jones (principal), J. Smith, and H. Chen (Ecole Polytechnique).	209900	Jun 2009	May 2011	75,000	50

- **Details of Research Contributions** – List scholarly contributions **for the last completed calendar year only (i.e., January 1, 2023 to December 31, 2023)**. The reporting structure used below is designed to match as closely as possible the structure used in typical grant application forms, so that you may simply cut and paste from your existing up-to-date forms. Contributions are listed first in the order of categories used by NSERC and then by categories used by the Canadian Common CV system (www.ccv-cvc.ca). Please itemize contributions according to the order of the categories listed below and start each entry on a new line. For published contributions, list the full authorship as it appears in the original publication, year, title, name and volume of the publication, and the first and last page numbers. Do not list publications in press or submitted. Highlight the names of students (e.g., denote names using '*') that you supervised who are co-authors on the contributions listed.

- Articles in refereed publications. (Do not list publications in press or submitted)
- Other refereed contributions. These may include:
  - letters, notes, communications;
  - review articles;
  - papers in refereed conference proceedings (include the title, date, and sponsoring society of the conference);
  - monographs, books or book chapters; and
  - Government publications.

- Non-refereed contributions. These may include:
  - papers or letters;
  - papers in conference proceedings;
  - review articles;
  - specialized publications, technical reports, internal reports, discussions, abstracts, symposium records;
  - monographs, books or book chapters;
  - conference presentations;
- All other publications, including those from research that you supervised (e.g., theses) and government publications.
- Contributions to industrially relevant research and development. These may include:
  - technology or product development;
  - technology transfer and commercialization, including spin-off companies;
  - participation in industrially relevant R&D activities; and
  - patents and copyrights (e.g., software, but excluding publications). For each, provide the following information: date and country or countries of issue; name(s) of joint inventor(s); title; and patent/copyright number.
- Involvement in public, private, or non-profit sector activities
- Policy papers
- Public lectures
- Editorships (specify if editor-in-chief or as a member of the editorial team)
- Evaluation of articles for scientific, literary or artistic journals (specify title of journal and the number of articles evaluated)
- Knowledge translation/dissemination activities
- Invited presentations (including conferences, presentations, demonstrations, or workshops intended for academic or non-academic audiences)
- Works including individual or collective literary or artistic works (e.g., novels, short stories, poetry, video, visual arts work, booklet, record, sound creation, book of artists, collection, catalogue of exhibition, etc.)
- Research reports or reports produced for the government
- Articles in professional or cultural journals without review committee (including popularized texts)

Part V – Optional

Highlight special accomplishments, achievements, or initiatives in the areas of teaching, research, and service. This can include examples of contributions to collaborative and team efforts in any of the above-mentioned areas. Some of these examples may be used in completing Department/School Annual Reports.