

FAQs - Interfolio Faculty Activity Reporting (FAR) and the Interfolio Data Service (IDS) Implementation

Questions	Answers
Access & Security	
Can you provide more information on data security? How will information be accessed and permissions set? Who gets access to this faculty data beyond the schools?	The level of ownership will depend upon the user access granted to users based on role/need. User access can be designated at the school/dept level. The specifics of this question will be determined during implementation in collaboration with the Penn Schools.
Source Systems & Data Integration	
If there are errors in the data that pre-exist, will people be able to go in and correct them?	Data which is entered directly into FAR will be editable in FAR. For data from central systems (Workday, PennERA, Pennant), the data will need to be updated in those systems for corrections to be made. There will be information about where users can make changes in each section.
Will patent and copyright data be included? Where will the data come from?	FAR will request data from the Penn Center for Innovation. There is also ongoing communication with the Office of the Vice Provost for Research about this.
How much manual entry will the schools be responsible for versus data that can be pulled in from another source?	The amount of manual entry required by the schools will be determined during the implementation process. The Interfolio project team will partner with the schools to identify relevant source systems of data to pull into FAR when possible. The goal is to minimize manual data entry as much as possible, but some information will have to be added manually.
Can the FAR system download information from existing University systems, such as teaching and grant data?	Data can be pulled from source systems and populated within FAR. This includes teaching and grant data. During implementation, the Interfolio and Penn project teams will work together to identify central and school-owned data sources for inclusion.

Note: This document was created by the FAR@Penn Project team and will be periodically updated. *Last updated: February 11, 2025.*



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Can you pull data for grants from NIH reporter?	The Interfolio system does not currently pull data from NIH reporter.
How do records from Scopus, Pubmed, etc. for a single publication get merged into a single record?	The Interfolio Data Service (IDS) identifies faculty scholarship. The Interfolio team will first disambiguate the user to ensure scholarship is found for the right person. If the same record is found in multiple sources, the team will enrich the record to provide the most complete version possible. There is also a matching algorithm that limits duplicates from being presented to faculty.
Can you pull citations for a specific publication? If so, can you run an update to get new citations that have accrued since the last update?	FAR does not currently pull in citation counts.
How are faculty records created in FAR? For current faculty, will records be initially identified and created based on Workday data or could it be from other sources?	Generally, user data is provided via a central source to create and maintain profiles.

Reporting Tools

Reporting Tools	
Can you share more about the different report types?	FAR has a number of stock reports for different content areas, including personal information, activities, and scholarship. Users with appropriate access are able to select their desired population, apply filters (where available), export, save, and share reports.
Can you do queries via an API?	You can use the API to retrieve raw data. The reporting filters (for both users and data) are only available in the user interface.
Is there an ad hoc report available which provides a report on all fields?	The FAR system has a “bulk data” report that exports all fields and all records in CSV format.

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System Configuration	
Will CVs will be formatted in PDF and Word?	Yes, CVs will be formatted via an export button at top in Word, PDF, or sharable static link.
What is the capacity of the system? Can faculty members store PDFs? Are there size limits?	There is no overall limit, but individual files should be less than 700 MB. Please see a list of acceptable file types and best practices here .
Will Strategic Initiatives be identified at the school level or university level?	There can be Strategic Initiatives identified both at the school level and the university level. They can be adjusted, as needed.
Will there be a category to enter clinical appointments? How will committee and service activities be captured?	Clinical appointments and other discipline specific content can be added to the database. FAR can also capture service and committee needs in a single section, multiple sections, or utilize Activity Classifications (tags) to provide further details on a given record.
Can a faculty member paste in a DOI and get this auto-populated?	Faculty are able to search for scholarship utilizing DOI.
Can faculty designate another user to review and update their records?	Yes, faculty can select a user to emulate them. Administrators can also emulate all faculty under their umbrella/department, based on assigned permissions.
Can CVs be customized only at the school level or only at institutional level?	CVs can be customized at any level within the academic hierarchy (University, School, Department, etc.), based on assigned permissions.
How are they keywords harvested?	The keyword search looks for matches within available fields for the section selected. The search is not weighted - it is purely a key word search.

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Can you integrate/add an ORCID to identify a trainee?	FAR does have an integration with ORCID (Open Researcher and Contributor ID), whereby users connect their profiles. This is a one-direction integration - ORCID data can come into FAR (work experience, degrees, grants, scholarship). Trainee data is not available.
Can you further identify "articles" by pub type - e.g. case report, review, etc.?	Yes - additional fields can be added to FAR to further identify the type of scholarship.
For a faculty member, is it possible to have this information feed into NSF or NIH bio sketch templates? If the answer is yes, is it possible to have a delegate able to populate bio sketches with available information for a group of faculty members?	FAR currently has a bio sketch template that faculty can utilize to create a bio sketch. Faculty can designate a delegate that can populate a bio sketch.
Will there be a unique identifier affiliated with individual records, like a Penn ID?	Yes - each user will be identified by a unique ID, and each record will also have a unique ID.

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