



Introductory Guide to F.I.R.S.T.

Faculty Information Retrieval & Search Tool

What FIRST allows you to do

- Print/Download your CV in HMS format
- Download your bibliographic citations from the NLM (in HMS format)
- Perform searches to find HMS faculty who have interests in specified fields
- Generate an Annual Report of your professional activities to give to your department head.
- Generate an NIH Biosketch using FIRST Info.

How to Access FIRST

To access FIRST, log into eCommons. To obtain an eCommons username and password, go to <http://ecommons.med.harvard.edu> and click the 'Obtaining an Account' link. Once in eCommons select the Applications link in the top left corner, then click the FIRST link, which will bring you to the upper screen shown in the panel to the right.

Assigning Proxy Access

To assign Proxy access FIRST, log into eCommons and select the Preferences link in the top left corner, then click the "Advanced" link to the right. Scroll to the bottom of the page, and follow the provided instructions.

Prioritizing entry of Information

- As a minimum, download & validate your citations.
- Start by entering just recent info (e.g. 1-5 years)
- If available, ask an assistant to enter your C.V.
- Enter the entire CV on request of the department head, at the time of promotion/annual career conference, or for personal use.

Contact Us

As we continue to refine FIRST to meet the needs of the Harvard Medical community, we look forward to hearing from you about your experiences with this new application.

HMS CV
Print /Download your C.V. in HMS format

NIH Biosketch
Generate Biosketch using F.I.R.S.T. Info

Reports
Generate reports using F.I.R.S.T. info

Search
Locate publications of HMS faculty by name or by keyword

FIRST: John Harvard

[\[My HMS CV\]](#) [\[FAQs\]](#) [\[Feedback\]](#) [\[Log-out\]](#) [\[Help\]](#)

Data Entry
Use the Tabs to enter your data in the different areas

Data Present
These sections are preloaded with info from HMS databases

Sections
Click these links to see summary of the items, & to create/edit entries

Bibliography
Download citations automatically from the National Library of Medicine

The screenshot shows the F.I.R.S.T. web interface with the following elements:

- Navigation Tabs:** General, Research/Clinical/Teaching, Bibliography, NIH Biosketch, Reports, Search.
- General Section:**
 - Personal (checked)
 - Demographics (checked)
 - Education (checked)
 - Postdoctoral Training (unchecked)
 - Licensure & Certification (unchecked)
 - Academic Appointments (checked)
 - Hospital Appointments (unchecked)
 - Other/Visiting Appointments (unchecked)
 - Hospital Service Responsibilities (unchecked)
 - Administrative Responsibilities (unchecked)
 - Committee Assignments (unchecked)
 - Professional Societies (unchecked)
 - Community Service (unchecked)
 - Editorial Boards (unchecked)
 - Awards and Honors (unchecked)
- Research/Clinical/Teaching Section:**
 - Narrative Report (unchecked)
 - Funding Activities (unchecked)
 - Other Current Research Activities (unchecked)
 - Medical/Dental/DMS Courses (unchecked)
 - Graduate Medical Courses (unchecked)
 - Local Invited Presentations (unchecked)
 - Continuing Medical Education Courses (unchecked)
 - Advisory/Supervisory Responsibilities (unchecked)
 - Local Teaching Leadership Roles (unchecked)
 - Advisees/Trainees (unchecked)
 - Non-Local Invited Presentations (unchecked)
 - Non-Local Teaching Leadership Roles (unchecked)
 - Teaching Awards (unchecked)
 - Major Curriculum Offerings (unchecked)
 - Clinical Activities (unchecked)
- Bibliography Section:**
 - Original Articles (unchecked)
 - Proceedings of Meetings (unchecked)
 - Books/Monographs/Textbooks (unchecked)
 - Abstracts (unchecked)
 - Thesis (unchecked)
 - Patents (unchecked)
 - NonPrint Materials (unchecked)
 - Educational Materials (unchecked)
 - Reviews/Chapters/Editorials (unchecked)
 - Clinical Communications (unchecked)

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