

DMEC DIVISION INFORMATION SUBMISSION

Revised July 11, 2022

OVERVIEW

Department of Medicine likes to acknowledge the hard work and resulting accolades of our faculty members by announcing new contracts and grants, gifts and faculty honors/awards at the monthly Department of Medicine Department of Medicine Executive Committee (DMEC) meeting.

In order for the DOM Executive Administrative Office to collect the data, fund managers (FMs) and MSOs are required to submit the data via the online DOM data collection website.

STEPS

1. Go to the [DMEC Division Information Form](#) (*recommend bookmarking link*)
2. Log in using your mednet credentials
3. Complete all required fields for reporting one of three categories:
 - a. New Contracts & Grants – brand new projects only, do not include continuation funding
 - b. Gifts
 - c. Faculty Honors/Awards

HINTS & TIPS

- **Submit data in real time**, i.e. as soon as a TOF is received for new C&G or gift, or as soon as the faculty member has notified you of a honor/award. No need to wait until the information is requested to submit information.
- **Submit all data monthly, at minimum**, as requested by DOM Executive Administrative Office.
- **Submit one announcement per form**. For additional announcements, click “Submit another response” at the bottom of the submission confirmation page.

- **Check “Send me an email receipt of my responses”** to receive a copy of the announcement data submitted. If you forget to check the box, make sure to click **“Print or get PDF of answers”** from the confirmation page to receive/save a copy of your submission.

- Contact Gilma Rodriguez (GCRodriguez@mednet.ucla.edu) if you have any questions.