

Instructions for Completing Individual Faculty Member Information Form 2015 DGRweb Forms

Please print a copy of this page to use a reference before continuing.

We appreciate your efforts in contributing to this most complete compilation of graduate research in chemistry and the chemical sciences.

The web forms can be accessed at the following address: <http://acs2015.rints.com>

The Individual Faculty Member Information form contains the following navigation buttons:

PRINT – This button will allow you to print a hardcopy of the form displayed.

EDIT – This button will place you in edit mode. Once in edit mode, click on **SUBMIT** to save your work or click on **CANCEL** to ignore all changes.

MAIN MENU – This button will return you to the main menu of DGRweb forms.

LOG OUT – This button will log you out of the system. You may then close the browser.

Individual Faculty Member Information Form

The faculty member should review the **Individual Faculty Member Information Page** and make the necessary corrections so that the information will be accurate as of September 2015.

Final Submit

When the **Individual Faculty Member Information Form** is completed, select the “OK” button to finalize your information. Selection means that I agree with the statement, “I have viewed the **Individual Faculty Member Information Page**”, and I have completed the form. My listing information is correct, and I am ready to be listed in the DGR. I understand that I can still edit data until **June 15, 2015**.” Please note you will be unable to make further changes after selection of the “OK” button. The message “This Faculty Member has performed a Final Submit” will be displayed on the “Main Menu”.

Contact Us

If you have any questions or need help with these forms, click the “Contact Us” button to send an email to dgr@acs.org. You may also contact the Office of Professional Training at (202) 872-4589 or (800) 227-5558, Ext. 4589.

Special Topics

Special Characters

Special characters such as 'ê' or 'µ' require a special code (**Unicode**) so that they can be entered and viewed using these Web-based forms. It is also important to use the proper Unicode for the characters so that they can be extracted from the database and placed in the final DGR listing. You will be able to use Unicode for the entry special characters into name and research areas fields. Listed next to these fields is a helpful link [Special Character Help] that describes how to use Unicode and it provides a list of DGR accepted Unicode symbols. If you have coded correctly, you should see the appropriate special character on your page/screen. If you use a Unicode other than those listed on [Special Character Help] screen, the Unicode might not convert and might appear as a question mark '?' or a box.

Superscripts and Subscripts

Similar to the above case for special characters, codes must be used for sub- and superscript. To use superscripts and subscripts in web fields, you “wrap” the text with special (HTML) tags. Help is available by using the [Sub- and Superscript] link.

_{begin subscript} end subscript
^{begin superscript} end superscript

The code for $[\text{Fe}_2(\text{CO})_{11}]^{2-}$ is `[Fe₂(CO)₁₁]²⁻`

Italics and Underscores

Similar to the above case for special characters, codes must be used for italics and underscores. To use italics and underscores in web fields, you “wrap” the text with special (HTML) tags. Help is available by using the [Italics and Underscores] link.

Italics: <I> begin italics </I> end italics
Underscores: <U> begin underscore </U> end underscore

Example:

Studying chemistry is fun.

Would be scripted like this:

<I>Studying</I> chemistry is <U>fun</U>.

How do I know a change I made was accepted?

If a change you make is accepted it will be shown on the page. To double check that your entry was saved, leave the section you are in and select the form again from the **Main Menu**. If the changes you made appear on the form, they are saved in our database. You can go back and edit the information again at any time.

Browser Settings

Most user's browsers will already have the correct settings, but check the following instructions if you encounter problems.

Cookies and Cache Settings. In order to log on to and navigate in the DGR system, your computer must be able to accept all **COOKIES**. Also, if your browser is not set to update Web pages every time they are viewed, you might not see your updated changes.