

**CUNY Scholarship Activity Report**  
**Instructions for “No Activity to Report” Screen in Digital Measures**

1. [On the Welcome Screen under Scholarship/Research click on “No Works to Report for Calendar Year.”](#)

▼ **Scholarship/Research**

Please enter your scholarship, research, and creative activities via the links below. Note that "Intellectual Contributions" include the full range of scholarly work. "Presentations" include scholarly and/or professional papers etc. at conferences or meetings. Select "No Works to Report for Calendar Year" if you have no activities to submit, then continue to verification screen.

No Works to Report for Calendar Year 

Artistic and Professional Performances and Exhibits  
Contracts, Grants and Sponsored Research  
Intellectual Contributions  
Intellectual Property (e.g., copyrights, patents)  
Presentations  
Research Currently in Progress

2. [On “No Works to Report for Calendar Year” screen, click on “ADD NEW ITEM”](#) and the EDIT screen will appear.

Rapid ReportsPasteBoard

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◀ **No Works to Report for Calendar Year**+ Add New Item📄 Duplicate🗑️

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Click on "ADD A NEW ITEM" for verification screen

Item	<input type="checkbox"/>
Verified there are no works for2019	<input type="checkbox"/>
Verified there are no works for2018	<input type="checkbox"/>
Verified there are no works for2017	<input type="checkbox"/>
Verified there are no works for2016	<input type="checkbox"/>

3. [On the verification screen, type in 2020 in Calendar Year and check the verification box.](#)  
**Remember: Click SAVE.**

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**Edit No Works to Report for Calendar Year**CancelSaveSave + Add Another

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Calendar Year 

  
 Check this box to verify that you have no works to report for the above Calendar Year

4. After you click save, your “No Works to Report for Calendar Year” **submission will be confirmed** and will appear on the screen as seen in #2 above.

You may then log out or return to MANAGE ACTIVITES by clicking on the <.