Adding a Creative Work-Other

To add information about your Creative Work–Other:

- Log in to CUBE using your identikey username and password
- On the home page, scroll down to “My Summary” click the “+add” link then select “creative work – other” from the pop up window

Or you can perform a bulk import of scholarly or creative works from your local system.
On the following page, click “Skip” to start adding your Creative Work

**Add Creative Work - Other**

On the following page, add information about your creative work, click on the question marks for help with an individual field.

Required Fields for Creative Work – Other, are marked by a Red Asterisk:

- **Relationship** - In the relationship box Faculty Affairs advises selecting the “Contributor to” relationship type. This will not affect what information flows through to the FRPA, and will improve the information in CU Experts and other systems.
- **Description** – Add information on your Creative Work here, this field should be treated like the old FRPA interface.
- **Start Date** – Add information about when your Creative Work started. This field is important for FRPA purposes, it can be expressed in Year, Month/Year, or Day/Month/Year format. See the question mark in CUBE for more information on accepted date formats.
If you need more space to describe your Creative work click the plus next to Additional Information to expand the additional fields.

If you choose to give more information about your Creative Work that information will be available to populate the CU Experts system.

Click “Save” at the bottom of the page when you are done entering information about your Creative Work, and return to the CUBE home page to add additional creative works.

For more assistance, contact Faculty Affairs by emailing pubsdata@colorado.edu, or call Matt Ramey at 303-735-7827.

http://www.colorado.edu/FIS/CUBE