



ANNUAL  
SNAPSHOT

## ANNUAL BUILD SNAPSHOT INSTRUCTIONS

### Purpose

We have created a unique Excel file, the **Annual BUILD Snapshot**, that captures your experiences and outcomes during and after your time in BUILD. We have designed this file in an effort to eliminate repeated inquiries (e.g., Qualtrics surveys and emails) to gather your most updated information, per the requirements of the National Institutes of Health (NIH).

In the email that you received, you will find your **unique Excel link** that will direct you to your Annual BUILD Snapshot.

### **How to access your Snapshot?**

- Click on your link (or copy and paste the link into your internet browser) and you will be taken to your unique Excel file in your internet browser. Please keep in mind that when working on Excel via an internet browser, some Excel features are disabled. As a result, you may encounter formatting issues when you enter information. *Please do not worry if your entries do not match our format.*
- *Please do not download your Snapshot.*

After you click on your unique link, you will notice that we have pre-populated most of the information from our records.

We provided instructions and definitions for the Annual BUILD Snapshot sections below. Please note, when we refer to 'elements', we are referring to the headers of the sections.

## GENERAL OVERVIEW of the ANNUAL BUILD SNAPSHOT

1. **Your Snapshot has Two Main Tabs/Sheets:** *Grad\_Employment Experiences & Professional\_Scholar Activities*. The *Snapshot Example* tab provides an example of a complete Snapshot that you can use as a reference. These instructions below will describe these two sheets in

detail. There is an extra sheet labeled “Drop-Box Options” which holds the drop-down options for the 2<sup>nd</sup> and 3<sup>rd</sup> sheets. **This sheet is hidden, please do not change or add to this sheet.**



2. **Don't Worry About Formatting Changes.** During the process of editing your Snapshot, your font size or style may change, or a border may disappear—this is okay. You may encounter formatting changes when accessing your Snapshot in your browser.
3. **Drop-Down Menus.** Please note, the Snapshot has drop-down menus within the response cells for some of these elements. Headers that have drop-down menus have an asterisk (\*).
4. **The Comment Sections.** The comment sections are for you to add details about your data or ask us questions. The comment sections can be used to add data if you were not able to enter your data in the correct section. If you have any trouble accessing or filling out your BUILD Snapshot, please email: Ashley Colbern at Ashley.Colbern@csulb.edu or Nancy Carrada Zuniga at Nancy.CarradaZuniga@csulb.edu. If you have questions about the BUILD program, please email: Dr. Jesse Dillon at Jesse.Dillon@csulb.edu or Dr. Keisha Chin Goosby at Keisha.ChinGoosby@csulb.edu directly.
5. **Edits and Changes.** The information on the forms represent the most up to date information we have according to our BUILD records. Please **highlight in yellow** the new information you enter. If you make any edits to the existing information, please also highlight it in yellow.
6. **Pop-Up Messages.** There are some cells that contain pop-up messages and once you click on them, they provide further clarification and any additional instructions. These are useful messages we include to help you fill out your Snapshot.
7. **Timing:** Completing the Snapshot may take 5-10 minutes for BUILD current trainees or recent graduates. For those who have graduated from CSULB longer than 1 year, completing the Snapshot may take 10-20 minutes.


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### **FURTHER DETAILED INFORMATION ON EACH OF THE TABS/SHEETS**

Please refer to these sections below for additional information while you are filling out your Annual BUILD Snapshot. Pay attention to the **blue highlighted** sections in the instructions below because they require you to confirm and update.

**1.) SNAPSHOT EXAMPLE TAB**

This tab includes an example of a complete Annual BUILD Snapshot.

 <p><b>POLI, John</b>                  Email: john.poli@gmail.com                  Secondary Email: John.Edward@student.csulb.edu                  LinkedIn:</p>	<b>EXAMPLE</b>			
	<b>GRAD_EMPLOYMENT EXPERIENCES TAB</b>			
	<b>STANDARDIZED TEST REPORTS &amp; CV UPLOAD</b>			
	We have your GRE score from 2018 & your CV from 2019. If you have an updated GRE report/scores or/and CV, please click the link below. QUALTRICS LINK			
	<b>CSULB GRADUATION</b>			
	Estimated CSULB Graduation Date (MM/YYYY) 05/2019	Major(s) while in BUILD General Biology	Official Graduation Date (MM/YYYY) 05/2019	Degree-Major-Minor BS-General Biology
	<b>UNDERGRADUATE RESEARCH EXPERIENCE</b>			
	Program/Lab BUILD_SURGE 1 BUILD_Scholar 1 Diversity, Inclusion, and Access (DIA) Jumpstart BUILD_Scholar 2	Institution California State University, Long Beach California State University, Long Beach University of Southern California California State University, Long Beach	Start Date (MM/YYYY) 06/2016 07/2016 06/2017 07/2017	End Date (MM/YYYY) 07/2016 05/2017 07/2017 05/2018
	Date	Comment		
<b>POST BACC/GRADUATE PROGRAMS</b>				
Post-Bacc/Graduate Programs Applications (this may include data from your LC records)				
Year of Application	University Name	Program Name	Degree Type	Admission Status*
2018	California State University, Long Beach	Public Health option Community Health Education	MPH	Accepted & Deferred
2018	University of California, Los Angeles	Molecular & Cellular Integrative	Ph.D	Not Accepted
2018	California State University, Long Beach	Biology	MS	Accepted & Declined offer
2018	University of California, Irvine	Cellular and Molecular Bioscience	Ph.D	Accepted & Declined offer
2018	University of Southern California	Integrative Evolutionary Biology	Ph.D	Didn't Apply
If you were NOT ACCEPTED into a program:			If you DIDN'T APPLY to any post-bacc/master/doctorate programs AFTER BUILD:	

**2.) GRAD\_EMPLOYMENT EXPERIENCE TAB**

In this tab, we provide you with the following: 1) contact information; 2) your BUILD records of GRE reports and/or CVs; 3) CSULB graduation; 4) undergraduate research experience; 5) post-baccalaureate/graduate programs and matriculation and; 6) academic and non-academic employment experiences. *Please use the comments sections if you need to elaborate on your entries.*

## CONTACT INFORMATION

1. **Email:** Personal email address
2. **Secondary Email:** If applicable, please include a second active email (this can be a school email address)
3. **LinkedIn address:** If you have a LinkedIn account, please include your link



NAME
Email: _____
Secondary Email: _____
LinkedIn: _____

## STANDARDIZED TEST REPORTS & CV UPLOAD

If BUILD has your GRE scores and CV, this section lists the years for which we have this information. If you have updated GRE or MCAT scores (e.g., official report, screenshot of your scores, or just the scores) and/or an updated CV, please right click on the Qualtrics link “[UPLOAD HERE](#)” and select “Open Hyperlink”. You will be directed to a secure page where you can upload your GRE or MCAT scores and/or CV. Please note, we would like your latest GRE scores and CV. If you have not taken the GRE/MCAT, you will see an **N/A** in the date placeholder.

**Note:** If you have trouble accessing the Qualtrics link, please copy the following link: [shorturl.at/kHRUY](http://shorturl.at/kHRUY)

STANDARDIZED TEST REPORTS & CV UPLOAD

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We have your GRE score from [YYYY] & your CV from [YYYY]. If you have an updated GRE report/scores or CV, please click the link below.

[UPLOAD HERE](#)

## CSULB GRADUATION

This section lists your estimated graduation date, major while in BUILD, official CSULB graduation date, degree and major (minor if applicable) at graduation.

CSULB GRADUATION			
Estimated CSULB Graduation Date (MM/YYYY)	Major while in BUILD	Official CSULB Graduation Date (MM/YYYY)	Degree-Major-Minor at CSULB Graduation

1. **Estimated CSULB Graduation Date:** Estimated CSULB graduation date during your time in BUILD (e.g., MM/YYYY)
2. **Major while in BUILD:** Major during your time in BUILD
3. **Official Graduation Date:** If you graduated from CSULB with an undergraduate degree, enter your official graduation date (e.g., MM/YYYY). If you did not graduate from CSULB or if you transferred, please include this information in one of the comment sections.
4. **Degree-Major-Minor at CSULB Graduation:** The degree you earned and major (minor if applicable)

### UNDERGRADUATE RESEARCH EXPERIENCE

This section lists all the undergraduate research programs in which you participated: on-campus research programs (e.g., BUILD, UROP, MARC, RISE, etc.), on-campus summer programs (i.e., PREP, BUILD SURGE, etc.), and off-campus summer research programs (if you attended off-campus summer research programs, please confirm & update the Program/Lab, Institution, and Start/End Date).

UNDERGRADUATE RESEARCH EXPERIENCE				
	Program/Lab	Institution	Start Date (MM/YYYY)	End Date (MM/YYYY)
Date	Comment			

**Elements:**

1. **Program/Lab:** The name of the program that you were accepted into during your time in CSULB
2. **Institution:** The name of the institution
3. **Start Date:** The start date of the program (e.g., MM/YYYY)
4. **End Date:** The end date of the program (e.g., MM/YYYY)
5. **Comment:** If you would like to elaborate on your entries, please use this comment section

## POST-BACC/GRADUATE PROGRAMS

This section lists the post-baccalaureate/graduate programs that we have according to our records. If you were a Scholar or Fellow, this list may include your LC list of universities that you planned to apply during your time in BUILD. **Please confirm & update the Year, University Name, Program Name, Degree Type, and Admission Status of the schools listed.** If this list is incomplete, please add the year, university name, program name, degree type, and admission status for all missing programs.

POST BACC/GRADUATE PROGRAMS					
Post-Bacc/Graduate Programs Applications (this may include data from your LC records)					
Year of Application	University Name	Program Name	Degree Type	Admission Status*	
If you were NOT ACCEPTED into a program:			If you DIDN'T APPLY to any post bacc/master/doctorate programs AFTER BUILD:		
Do you plan on reapplying?*		What are the reason(s) why you didn't apply?			
If yes, what year do you plan to reapply?		Do you plan on applying in the future? If so, what year?			(e.g., No/ Yes in 2021)
POST BACC/GRADUATE PROGRAM MATRICULATION & PROGRAM STATUS					
Program Matriculation			Program Status		
Start Date (MM/YYYY)	University Name	Program Name	Degree Type	Current Status*	Graduation Date
Date	Comment				

**Elements:**

1. **Post Bacc/Graduate Program Applications (you applied to as an undergraduate)**
  - a. **Year of Application:** The year (YYYY) you applied to the program/submitted application

- b. **University Name:** Full university name
  - c. **Program Name:** Program name (e.g., Public Health option in Community Health Education)
  - d. **Degree Type:** Type of degree or certificate (e.g., Certificate, M.S., Ph.D.)
  - e. **Admission Status:** \*Drop-down menu options include the following: **Planning to Apply, Didn't Apply, Accepted & Enrolled, Accepted & Deferred, Accepted & Declined Offer, Accepted but Undecided, Waitlisted, Not Accepted, Haven't Heard Back, Rescinded Application, & Other**
2. **If you were not accepted into a program:**
- a. **Do you plan on reapplying:** \*Drop-down menu options include: **No, Yes**
  - b. **If yes to above question, what year do you plan to reapply?** (e.g., YYYY)
3. **If you did not apply to any post baccalaureate/master/doctorate degree program AFTER BUILD:**
- a. **What are the reasons why you did not apply?** Kindly list the reasons why you did not apply for graduate program (e.g., COVID-19, financial reasons, family obligations, etc.,)
  - b. **Do you plan to apply in the future?** If yes, what year? (e.g., YYYY)
4. **Program Matriculation: (Please note, if you were not accepted or declined all admissions, you can skip this section.)**
- a. **Start Date:** The month and year that you enrolled or plan to enroll (e.g., MM/YYYY)
  - b. **University Name:** The name of the university that you currently are enrolled in or have deferred admissions to.
  - c. **Program Name:** The name of the program that you were accepted to or deferred admissions to (e.g., Public Health option in Community Health Education)
  - d. **Degree Type:** The program degree or certificate (e.g., Certificate, M.S., Ph.D.)
5. **Program Status:**
- a. **Current Status:** \*Drop down menu options include: **Plans to Matriculate, Current Student, Completed, Transferred, On Leave, Left Program, & Other (please leave comment below).**
  - b. **Graduation Date:** The date you completed your post bacc/graduate program
6. **Comment:** Please leave a comment regarding your graduate or post-baccalaureate application, acceptance, or matriculation status within this section. *For this section, we are interested in the following information:*
- a. If you deferred your matriculation date, what was the reason (e.g., COVID-19, family obligations, new job, etc.,)
  - b. If you discontinued or changed programs, please report the new program and the reason for the change
  - c. Anything that you would like to share about your experience in your program
  - d. If you made any edits to the existing information, please elaborate

## ACADEMIC & NON-ACADEMIC EMPLOYMENT

### ACADEMIC EMPLOYMENT

**This section lists all your academic paid employment since you started BUILD.** By 'Academic', we are referring to college/university employment within academic, research or administration. Some examples of this include research assistant, lab coordinator/manager, lecturer, graduate assistant, and research fellow.

ACADEMIC EMPLOYMENT				
Job Title	Employer	Start Year	End Year	Experience*
Date	Comment			

**Elements:**

1. **Job Title:** Job title
2. **Employer:** The university or college that you are or were employed with
3. **Start Year:** The year that you started this position (e.g., YYYY)
4. **End Year:** The year that you ended the position (e.g., YYYY or present)
5. **Experience:** Further defines your academic employment. \* **Drop-down menu options include: Research Experience, Teaching Experience, and Other Experience**
6. **Comment:** Include a comment if you need us to edit our records. Also, if you would like to elaborate on a specific academic employment opportunity, please provide more details in the comment section.

**NON-ACADEMIC EMPLOYMENT**

**This section lists all your non-academic employment experiences since you started BUILD.** By 'Non-Academic', we are referring to paid employment in organizations, foundations, research institutions, corporations, and government agencies.



**NON-ACADEMIC EMPLOYMENT**

Job Title	Employer	Start Year	End Year

Date	Comment

**Elements:**

1. **Job Title:** Job title you currently hold or held within that company, organization, etc.
2. **Employer:** The company, organization, corporation, or government agency you are currently or previously employed with
3. **Start Year:** The year you started the position
4. **End Year:** The year you ended the position (include “present” if you are still employed in this position)
5. **Comments:** Include a comment if you need us to edit our records. If you would like to elaborate on a specific employment opportunity, please provide more details within the comment section.

**3.) PROFESSIONAL\_SCHOLAR ACTIVITIES TAB**

In this section, we listed your conference presentations, publications, and honors/grants/fellowship awards that we have in our BUILD records. We ask that you update the status on the following:

**CONFERENCE PRESENTATIONS**  
(During Your Time in BUILD)

This section lists all your conference presentations during your time in BUILD. The BUILD program is only tracking your conference presentations that *occurred during your time in BUILD*.

CONFERENCE PRESENTATIONS (During your Time in BUILD)						
Type*	Title	Authors	Conference Name	City/State/Country	Month	Year

**Elements:**

1. **Type:** \*Drop-down menu options include: Oral, Poster, Both. We define oral presentations to include: Conference Papers, Abstract Presentations, Round Table Presentations, and/or Panel Discussions.
2. **Title:** Conference presentation title
3. **Authors:** Include the first name initial and full last name
4. **Conference Name:** The name of the conference (No acronyms)
5. **City/State/Country:** The city/state or country the conference was held. If you participated in a virtual presentation, then you can type “virtual”.
6. **Month:** Month of the conference
7. **Year:** The year the conference presentation took place (e.g., YYYY)

**PUBLICATIONS**  
(Undergraduate, Graduate, and Career Experiences)

This section lists your publications. In regard to your publications, we are interested in **whether you were an author/co-author in any publications that occurred during and after your time in BUILD**. Please continue to list your recent publications. Publications include journal articles, book chapters, conference papers, abstracts, thesis, patents, and other (i.e., newspapers or magazine articles). Please note, if you have entries in this section, we organized them using APA format.

PUBLICATIONS (Undergraduate, Graduate, and Career Experiences)							
Date (MM/YYYY)	Publication Title	Authors	Journal/Book Name (if Applicable)	Publication Type*	Review Process*	Volume (Issue)/Pages	Status*

**Elements:**

- Date:** Publishing date (e.g., MM/YYYY)
- Publication Title:** The title of your publication
- Authors:** Include full last name & first name initial (e.g. Poli, J)
- Journal/Book Name:** If applicable, include the name of the journal, book, magazine, newspaper, etc.
- Publication Type:** \*Drop-down menu options include: **Book Chapter, Abstract, Journal Article, Thesis, Patents, and Other**. The example in the first tab guides you by displaying the type of information that is needed for each of the drop-down menu options.
- Review Process:** \*Drop-down menu options include: **Peer-Reviewed and Non-Peer Reviewed**. The difference between a peer reviewed publication and a non-peer review is who is conducting the publication review. Peer-reviewed publications are approved by a board of scholars who are considered experts in their discipline; while a non-peer review publication may be reviewed by an editor, a non-peer review publication will not go through a formal review process.
- Volume (Issue)/Pages:** If applicable, include the volume (Issue) or/and pages.
- Status:** \*Drop-down menu options include: **In-Preparation, In-Review, and Published**.

**HONORS/GRANTS/FELLOWSHIPS**  
(Undergraduate, Graduate, and Career Experiences)

This section lists all your honors, grants, and fellowships. **We are interested in whether you received any honors/grants/fellowships during and after your time in BUILD.** Please continue to list your recent honors, grants, and fellowships. Please note, Dean’s List and President’s List are not included in this section.

HONORS/GRANTS/FELLOWSHIPS (Undergraduate, Graduate, Career Experiences)			
Title	Institution/Program/Foundation awarded by	Year	Details (if applicable)

**Elements:**

1. **Title:** The name of the honor/grant/fellowship award
2. **Institution/Program/Foundation awarded by:** The name of the institution, program, or foundation that provided the award
3. **Year:** The year or date range you received this award
4. **Details (if applicable):** This column allows you to include any specifics about the honor (i.e., amount awarded)

**The Final Steps**

We understand that this Snapshot may not capture milestones or accomplishments that are important to you, and we would like to learn more about them! Please use this section to share milestones or accomplishments that were not captured by the above sections.

Please share with us any other milestone or accomplishment that you would like to reinforce from this snapshot or highlight that wasn't captured above.

**Initials:** After completing your Snapshot, at the end of sheet/tab "Professional\_Scholar Activities" enter your initials and date.

Please initial and date here to indicate that you have reviewed and updated your entire Annual BUILD Snapshot →	<b>Initials</b>	<b>Date</b>
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**Saving:** Please note that if you access your Snapshot in your internet browser, you do not need to worry about saving. Your file will save automatically.

If you have any trouble accessing or filling out your BUILD Snapshot, please email: Ashley Colbern at Ashley.Colbern@csulb.edu and Nancy Carrada Zuniga at Nancy.CarradaZuniga@csulb.edu. If you have questions about the BUILD program, please email: Dr. Jesse Dillon at Jessie.Dillon@csulb.edu.

**Thank You!**