

# General tips for Entering Organizational Information

VIVO represents the entire UF organizational structure – all departments, divisions, programs and colleges. The data is pulled from authoritative sources (PeopleSoft DeptID), and non-computerized authoritative sources (various annual reports and web page descriptions). As such, VIVO at UF represents the most comprehensive representation of UF organization structure available. And as a result of the linked open data features of VIVO, the UF organization structure in VIVO is easily traversed by following links, easily maintained, and easily visualized.

## Entering Organization Names

Organization names should follow the conventions described in the following sections.

### Avoid Dashes and Slashes

Avoid dashes "-" and slashes "/" in organization names. Wanting to include them may mean you have two organizations being described. For example, instead of creating "US Department of Agriculture - Cooperative State Research, Education, and Extension Service" create "US Department of Agriculture" as a Government Agency and "Cooperative State Research, Education, and Extension Service (USDA)" as a Department within "US Department of Agriculture".

### External Organizations

Clarify in the name of the external organization that the organization lies outside UF. To do this, specific the parent organization in parentheses as part of the organization name.

#### Examples

Flattened  
Hierarchy

Root Organization |

US Department of Agriculture	US Department of Agriculture
Agriculture Research Service (USDA)	US Department of Agriculture
Imported Fire Ant and Household Insects Section, ARS (USDA)	US Department of Agriculture
Department of Neurology (Cornell)	Cornell University
Department of Pediatrics, Harvard Medical School (Harvard)	Harvard University

### Abbreviations

Don't use acronyms or abbreviations unless they are so well known that the full term is not used much. When you do use acronyms, avoid punctuation. *The organizations profile page has a data property to allow the abbreviations to be added and searchable.*

#### Examples

Abbreviation

Recommended Use |

US	United States
NIH	National Institutes of Health
USDA	US Department of Agriculture
ARS	Agriculture Research Service
CMAV E	Center for Medical, Agricultural, and Veterinary Entomology

### Classes

foaf: Organization	A generic class encompassing several types of organizations	N o t e s
core: Association	A formal organization of people or groups of people around a subject or practice	
core: Center	A place where a particular activity or service is concentrated	
core: Clinical Organization	Any organization with a significant clinical function as a matter of course and not just through occasional clinical roles	
core: College	A primary academic unit within a University or a free-standing higher education organization without graduate degree programs	
core: Committee	A group of people organized for a specific purpose (e.g., a reporting or advisory role), often with a charge and for a specific duration	
core: Consortium	A group of independent organizations working together toward a common goal	
core: Department	A distinct, usually specialized group of a large organization	
subcore: Academic Department	A distinct, usually specialized educational group of a large educational organization	
core: Division	An area of corporate activity organized as an administrative or functional unit	
core: Extension Unit	A unit devoted primarily to extension activities, whether for outreach or research	
core: Foundation	An institution financed by a donation or legacy to aid research, education, the arts, etc.	
core: Funding Organization	A defined class of organizations that fund Grants	
core: Government Agency	A government agency is a permanent or semi-permanent organization in the machinery of government that is responsible for the oversight and administration of specific functions	
core: Hospital	An institution that provides medical, surgical, or psychiatric care and treatment for the sick or the injured	
core: Institute	An Institute normally has a research focus but may also fulfill instructional or outreach roles	
core: Laboratory	An organizational unit (as opposed to the physical facility) that performs research, provides services, or processes materials	
subcore: Core Laboratory	A laboratory that exists primarily to conduct research vs. to provide services	
core: Library	A collection of any materials, for study and enjoyment, which has been systematically arranged	
core: Museum	A building or place where works of art, scientific specimens, or other objects of permanent value are kept and displayed	
ufVivo: Non-Governmental Organization	A non-governmental organization (NGO) is a legally constituted organization created by natural or legal persons that operates independently from any government	
core: Private Company	A private company is one that is privately-owned, and thus, is not publicly-traded in the stock market. Members of the general public cannot purchase stock in a private company unless that company chooses to go public and become a public company	
core: Program	An ongoing academic initiative not formalized with department or division status	
core: Publisher	A person or company whose business is the publishing of books, periodicals, engravings, computer software, etc.	
core: Research Organization	Any organization (likely also asserted as another class of Organization) with a primary, ongoing research function, not just through occasional roles	
core: School	An institution for instruction in a particular skill or field	
core: Student Organization	A student organization is an organization, operated by students at a university, whose membership normally consists only of students	
core: Team	An informal organization brought together for the purposes of a project or event	
core: University	An institution of higher education and research, which grants academic degrees in a variety of subjects, and provides both undergraduate education and postgraduate education	

## Report a missing UF Organization

VIVO represents the University of Florida reporting structure using UF Org class and "hasSubOrganization" predicate. VIVO makes traversing the UF organizational structure simple, and visualizing the UF org structure possible.

UF org structure is both hand curated and automatically ingested.

- The first level is the root organization the [University of Florida](#). All other orgs report up to this org.
- The second level is just three organizations – The Board of Trustees, the Office of the President and the Faculty Senate. All other organizations report up through the Office of the President.
- The third level are those organizations reporting to the president. These include the four senior vice presidents – academic affairs, administration, health and agriculture, as well as some of the vice presidents. Other vice presidents report to one of the senior vice presidents.
- The fourth level are organizations reporting to the third level.
- Organization continues to go down through reporting structure. Some UF organizations are at level 7.

If you find a UF organization is missing in VIVO, please contact a VIVO implementation team member to address the issue. Creating a UF organization requires knowing the department organization codes and reporting structure.