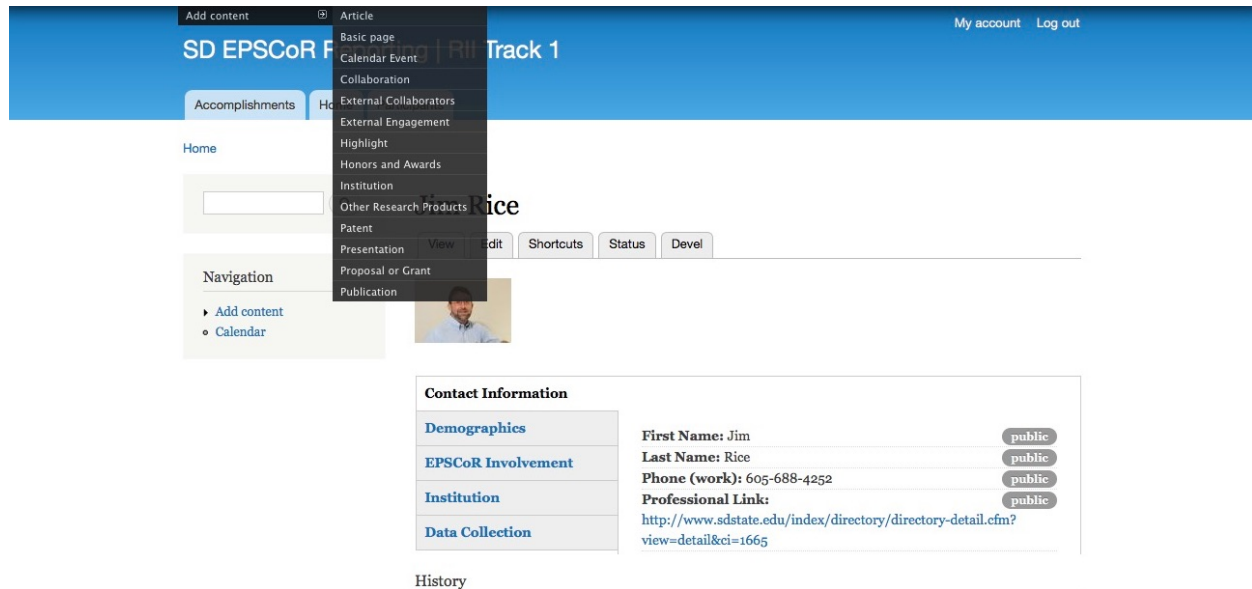


Frequently Asked Questions

DRUPAL Participant Database Data Entry

How do I enter/update my data?

The screen shot below shows how you access the data entry pages from your database home record.



The screenshot shows a Drupal user profile page for 'Jim Rice'. A dropdown menu is open, listing various content types for addition: Article, Basic page, Calendar Event, Collaboration, External Collaborators, External Engagement, Highlight, Honors and Awards, Institution, Other Research Products, Patent, Presentation, Proposal or Grant, and Publication. The user's name 'Rice' is visible, along with a profile picture. Below the profile, there is a 'Contact Information' section with a table of details:

Contact Information	
Demographics	First Name: Jim public
EPSCoR Involvement	Last Name: Rice public
Institution	Phone (work): 605-688-4252 public
Data Collection	Professional Link: http://www.sdstate.edu/index/directory/directory-detail.cfm?view=detail&ci=1665 public

Below the contact information, there is a 'History' section.

What data needs to be collected?

All the items in the dropdown menu in the screen shot above are “products” that we are required to report to NSF. If you have produced one of these items during this reporting period they should be entered in to the database.

What is counted as a:

- *Publications*– are published journal articles, textbooks, monographs, chapters in books, conference proceedings, technical reports, abstracts, or other formal written documents, in both print and electronic media.
- *Presentation* - an oral or poster presentation at a regional, national or international scientific meeting
- *Collaboration* – a research or educational activity that leads to presentations, publications, grant submissions, etc.
- *Other Research Products* – original software, workflows, publications that are not peer-reviewed, instructional laboratory experiments, etc. (in effect, anything that isn't a peer-reviewed publication or a presentation)

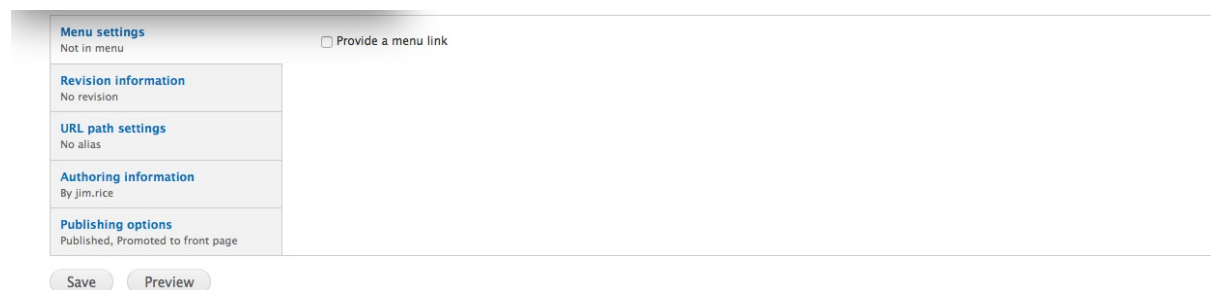
What publications, presentations, etc. should I enter?

All the research products (publications, presentations, etc.) that you have produced since you joined the RII T1 project, regardless of whether they are related to the RII track 1 project. For some people this will be as of August 1, 2014. For others, it will be the day that you joined your institution's faculty.

If you are entering a publication or presentation you are asked to specify whether that publication acknowledges EPSCR support.

How to update an entry (e.g., a publication or a grant to indicate if they were published or funded?)

At the bottom of each record is a link to indicate your revisions that can't be entered manually directly into the record.



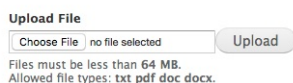
The screenshot shows a form with several sections:

- Menu settings:** Not in menu, with a checkbox for "Provide a menu link".
- Revision information:** No revision.
- URL path settings:** No alias.
- Authoring information:** By jim.rice.
- Publishing options:** Published, Promoted to front page.

At the bottom of the form are two buttons: "Save" and "Preview".

Do you want copies of published papers uploaded?

Yes. This can be done via the upload link in the publication record.



The screenshot shows an "Upload File" section with a "Choose File" button (no file selected) and an "Upload" button. Below the buttons, it states: "Files must be less than 64 MB. Allowed file types: txt pdf doc docx."

While multiple formats are possible, please upload only a PDF of the published paper.

Should workshops, outreach activities, etc. be entered into the database?

Yes. We are asking everyone to enter these events into the calendar (see the first FAQ on how to access the calendar page) and then provide a brief report (i.e., the external engagement report) that is used to complete the participant templates that is submitted to NSF with the annual report.

What is an "External Engagement" (EE)?

An "external engagement" is a brief report of an outreach event, a workshop or similar, nonresearch activity. External Engagement content cannot be created as stand-alone entry. You must first create a Calendar Event, then attach the External Engagement content to the event.

There are two ways for adding External Engagement data collected from a calendar event:

1. Click the "Attach attendee data" link at the bottom of the Calendar Event View (after the event has been saved).
2. Calendar Event: This is an auto lookup field and should be linked to the event at hand. There is a one-to-one relationship between Events and EE data. If the title of the event is not showing, start typing in the title and the lookup will search for similar names. Once the name is found, click on it to enter it into the field.

There are two ways to add the attendee data:

1. Upload a completed Excel sheet: One way, and perhaps the easiest, to attach External Engagement data to an event is to use the Upload a completed Excel Sheet method. After an event is created and designated an External Engagement event, an email will be sent 24 hrs before and after the event to the Point of Contact (POC) along with an External Engagement Excel template. The POC can then print out this sheet to be sent around to the event participants to be filled out, or the POC can count and estimate the demographics of the event participants him or herself. After the event, the POC can complete the template working at their PC and save that file locally. Once saved, this file can be uploaded to the system and the system will read in those values - given that the form was not altered in format.
 - Click the "I WANT TO UPLOAD A COMPLETED EXCEL SHEET" and the information will expand. Download the External Engagement Reporting Sheet and fill out the data at your event. Once the sheet is completed you may then upload the excel sheet below, and the system will do the rest.
 - After you have uploaded your completed excel sheet you may skip the "I WANT TO ENTER ATTENDEE FIGURES MANUALLY" section. Click "Save" at the bottom of the form.
2. Enter attendee figures manually: Alternatively, you can enter in the counts individually. After linking this EE data to a specific event click the groups to expand or contract them as necessary: Click on "I WANT TO ENTER ATTENDEE FIGURES MANUALLY" and the information will expand.
 - Total: click on Total to see the automatically summed totals for the individual values (after the EE data has been saved). If no values are present, no data has been entered.
 - Values are estimated: click the Values are estimated box to indicate that the counts being entered are estimated by the POC.
 - Click through the various headings to expand and enter data for those specific categories
 - Click save when you are done.

Who should I contact if I have questions?

Mj Powers – 605-688-6245, mabel.powers@sdstate.edu

Jill Dale – 605-688-6228, jill.dale@sdstate.edu

Dani Murray – 605-688-6231, danielle.murray@sdstate.edu

Jim Rice – 605-688-4252, jim.rice@sdtate.edu